



FLORIDA DEPARTMENT *of* STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

LEGISLATIVE BUDGET REQUEST

Department of State

Tallahassee, FL

September 15, 2015

Cynthia Kelly, Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director
House Appropriations Committee
221 Capitol
Tallahassee, Florida 32399-1300

Cindy Kynoch, Staff Director
Senate Committee on Appropriations
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of State is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2016-17 Fiscal Year. This submission has been approved by Ken Detzner, Secretary of State.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken Detzner".

Ken Detzner
Secretary of State

Attachments



R. A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399-0250
Telephone: (850) 245-6500 • Facsimile: (850) 245-6125 www.dos.state.fl.us
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FLORIDA DEPARTMENT OF STATE

Temporary Special Duty - General Pay Additives Implementation Plan for Fiscal Year 2016-2017

1. General Provisions

A “temporary special duties - general” pay additive may be granted to a Career Service employee whose position has been assigned temporary duties and responsibilities not customarily assigned to the position for reasons other than as a result of another employee being absent from work pursuant to the Family and Medical Leave Act or authorized military leave. Circumstances under which a temporary special duty - general pay additive may be granted are:

- (a) the employee is temporarily assigned duties of a vacant position; or
- (b) the employee is temporarily assigned to work on a special project that is outside the normal duties of the employee’s position.

The organizational unit requesting the additive must have sufficient salary rate and dollars to pay the additive.

The employee to whom the additive will be granted must be consistently meeting the established performance standards and expectations for his or her position.

2. Justification

The employee is being required to assume additional duties and responsibilities not customarily assigned to his or her position, in addition to his or her normal job duties and responsibilities, and should be reasonably compensated for having to perform those additional duties and responsibilities.

3. Procedures

The additive must be requested in writing by the Division Director. The request shall include:

- (a) the name, classification and work unit of the employee for whom the additive is being requested;
- (b) a description of the temporary duties and responsibilities that will be assigned to the employee;
- (c) the reason(s) why assignment of the temporary duties and responsibilities is necessary;

(d) the anticipated amount of time the temporary duties and responsibilities will be required; and

(e) the amount of the additive being requested.

The request shall be submitted to the Director of Administrative Services who shall verify that the Division has sufficient salary rate and dollars to pay the additive. If approved by the Director of Administrative Services, the request shall be submitted to the Deputy Secretary for review and approval. If approved by the Deputy Secretary, the request shall be submitted to the Assistant Secretary for final review. The Deputy Secretary and Assistant Secretary shall determine whether assignment of the temporary special duties and granting the additive to the employee is necessary to enable the Department to perform mission critical functions.

4. Period of Time Additive May Be In Effect

The period of time the additive may be in effect will vary depending upon the specific circumstances under which the additive is implemented. The additive may be approved for up to six (6) months, unless an extension is granted; provided, however, that if the additive will be in effect for more than 90 days, the Department will review the circumstances under which the additive was implemented at the end of the 90-day period. If the circumstances under which the additive was granted have changed, the additive shall be removed or adjusted as appropriate.

An extension of the additive may be granted upon written approval by the Director of Administrative Services, Deputy Secretary and Assistant Secretary based on documented justification that continuation of the temporary special duties and additive is necessary to enable the Department to perform mission critical functions.

5. Effective Date of Additive

The effective date of the additive will be the first day the additional duties are assigned, unless a different date is required by an applicable collective bargaining agreement then in effect.

6. Amount of Additive

The amount of the additive may not exceed ten percent (10%) of the employee's current base rate of pay, unless a higher amount is approved by the Director of Administrative Services, Deputy Secretary and Assistant Secretary based on documented justification of the need for a higher rate.

7. Classes and Number of Positions Affected

The classes and number of positions that might be approved for a temporary special duty-general pay additive during FY 2016-2017 is unknown. No temporary special duty-general pay additives were approved by the Department during FY 2014-2015.

8. Historical Data

The temporary special duty pay additive was first implemented by the Department in or about 1999. No temporary special duty-general pay additives were approved by the Department during FY 2014-2015.

9. Estimated Annual Cost

The Department estimates that the annual cost of the additive will not exceed \$15,000. (Note: Because this additive is not being requested for an entire class of positions, and the Department has no historical data regarding past implementation of this additive, no specific salary estimates can be provided at this time.)

10. Collective Bargaining Units Impacted

Employee units covered by the AFSCME Master Contract will be impacted in accordance with Article 21 (Out of Title Work):

(A) Each time an employee is designated by the employee's immediate supervisor to act in a vacant established position in a higher broadband level than the employee's current broadband level, and actually performs a major portion of the duties of a higher level position, irrespective of whether the higher level position is funded, for a period of time more than 22 workdays within any six consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with the Personnel Rules, beginning with the 23rd day.

(B) Employees being paid at a higher rate while temporarily filling a position in a higher broadband level will be returned to their regular rate of pay when the period of temporary employment in the higher broadband level is ended.



FLORIDA DEPARTMENT *of* STATE

Budget Entity Level Exhibits and Schedules

Legislative Budget Request

FY 2016-2017

Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Adam S. Tanenbaum	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Romo, et al. v. Detzner, et al.</i>		
Court with Jurisdiction:	Second Judicial Circuit – Leon County, Florida		
Case Number:	2012-CA-412; 2012-CA-490		
Summary of the Complaint:	Consolidated declaratory judgment actions alleging that Florida’s 2012 and 2014 congressional redistricting maps violate article III, section 20 of the Florida Constitution.		
Amount of the Claim:	Attorney fees and costs (primarily against the legislative defendants); no monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:	Congressional districts as set out in § 8.002, Fla. Stat.		
Status of the Case:	The trial court determined that the 2012 congressional reapportionment map violated article III, section 20. The Legislature enacted a remedial map in 2014, and the trial court approved it. In July 2015 the Florida Supreme Court reversed the trial court’s approval of the map and relinquished jurisdiction to the trial court for the Legislature to enact another remedial reapportionment map and submit it for review and approval, on an expedited basis. The Legislature was in special session from August 10 through August 21, 2015, to consider a new congressional apportionment map. An evidentiary hearing will begin on September 24, 2015 before the trial court recommends one map from amongst competing proposed maps for review by the Florida Supreme Court.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Dept. of Legal Affairs or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Adam S. Tanenbaum	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Michael Steinberg v. Matthews et al.</i>		
Court with Jurisdiction:	Florida Supreme Court		
Case Number:	SC14-2202 (2014-CA-1645, 2015-CA-339, Second Judicial Circuit)		
Summary of the Complaint:	Challenges a write-in candidate's residency under section 99.0615 Florida Statutes. The write-in candidate has argued the invalidity of the statute. Related quo warranto petition filed in attempt to stop special election from going forward in House District 64.		
Amount of the Claim:	Attorney fees and costs; no monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:	§ 99.0615, Fla. Stat.		
Status of the Case:	Trial court entered judgment determining that Mr. Matthews not a qualified write-in candidate and ordering open primary in House District 64. On review with Florida Supreme Court, but stayed pending review by the court in <i>Brinkman v. Francois</i> appeal, Case No. SC14-1899 (re Broward Commission race, in which Fourth District Court of Appeals determined same statute to be unconstitutional), which has been argued and submitted to court. Quo warranto petition pending in trial court has been stayed pending outcome of <i>Brinkman</i> .		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Dept. of Legal Affairs or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Adam S. Tanenbaum	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Warinner v. Detzner</i>		
Court with Jurisdiction:	U.S. District Court, Northern District of Florida		
Case Number:	4:14-00164-JA		
Summary of the Complaint:	Alleges that Congressional District 5 is racially “Gerrymander’ed” in violation of the Equal Protection Clause of the Fourteenth Amendment and section 1983.		
Amount of the Claim:	Attorney fees and costs; no monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:	Congressional districts, as set out in § 8.002, Fla. Stat.		
Status of the Case:	Stayed pending resolution in Romo, et al. v. Detzner, et al. Multiple individuals, including Congresswoman Corrine Brown, recently moved to intervene as defendants and counter/cross plaintiffs. Plaintiffs also have filed a notice of voluntary dismissal, but the trial court has not ruled on that request.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Dept. of Legal Affairs or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Adam S. Tanenbaum	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Pitts v. Detzner, et. al.</i>		
Court with Jurisdiction:	Second Judicial Circuit – Leon County, Florida		
Case Number:	2015 CA 1231		
Summary of the Complaint:	Petition for writ of quo warranto and/or mandamus that determines all of the bills/laws enacted by the Florida House and Senate during the 2015 legislative session are invalid because they were not enacted in compliance with the sections of the Florida Constitution applying to legislative sessions.		
Amount of the Claim:	N/A		
Specific Statutes or Laws (including GAA) Challenged:	All of the bills/laws enacted by the Florida House and Senate during the 2015 legislative session have been challenged.		
Status of the Case:	A clerk’s default has been entered against all defendants (improperly). A motion to set aside the default has been drafted and reviewed and should be filed shortly. The trial court still has not reviewed the petition for facial sufficiency or issued a rule nisi or alternate writ.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Dept. of Legal Affairs or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Adam S. Tanenbaum	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>The League of Women Voters of Florida, et al. v. Detzner, et al.</i>		
Court with Jurisdiction:	Second Judicial Circuit – Leon County, Florida		
Case Number:	2012 CA 2842		
Summary of the Complaint:	Consolidated declaratory judgment actions alleging that Florida’s 2012 senate redistricting map violate article III, section 21, of the Florida Constitution.		
Amount of the Claim:	Attorney fees and costs; no monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:	Florida Senate districts as set out in § 10.13, Fla. Stat.		
Status of the Case:	Trial court entered a consent judgment directing the Legislative Parties file with the court and serve on the plaintiffs a remedial apportionment plan for Florida’s Senate districts no later than November 9, 2015.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Department of Legal Affairs or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Adam S. Tanenbaum	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>1715 Fleet-Queens Jewels, LLC v. The Unidentified Wreck and Abandoned Sailing Vessels, etc.</i>		
Court with Jurisdiction:	U.S. District Court, Southern District of Florida		
Case Number:	79-8266-CIV-KING, 79-8356-CIV-KING, 79-8342-CIV-KING, 80-8093-CIV-KING, 82-8478-CIV-KING		
Summary of the Complaint:	Consolidated action regarding wreck sites of the 1715 Spanish Plate Fleet originally filed in 1979, involving salvage rights of the plaintiff/salvor.		
Amount of the Claim:	Undetermined at this time.		
Specific Statutes or Laws (including GAA) Challenged:	Ch. 267 Fla. Stat. and various provisions of the June 3, 1983, Memorandum of Understanding and Settlement Agreement between the salvors and the Florida Department of State, as renewed.		
Status of the Case:	Cases closed. But counsel for the most recent salvor involved in the case filed a Verified Motion for Status Conference, seeking guidance from the court on numerous issues, including various provisions of the Memorandum of Understanding and Settlement Agreement between the salvor and the Florida Department of State. A motion for distribution was filed. A hearing was held on September 14, 2015 and a evidentiary hearing is scheduled for October 19, 2015 on the question of distribution.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Dept. of Legal Affairs or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

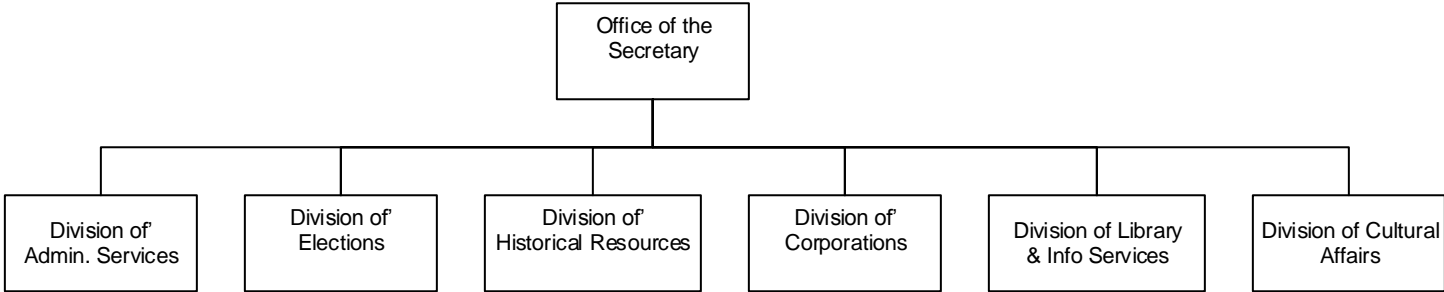
Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Adam S. Tanenbaum	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>EPW Salvage, Inc. v. The Unidentified, Wrecked and Abandoned Sailing Vessel, Her Tackle and Armament, etc.</i>		
Court with Jurisdiction:	U.S. District Court, Southern District of Florida		
Case Number:	4:14-CV-10083		
Summary of the Complaint:	Plaintiff is seeking salvage and title rights as first finders for the exclusive possession of the wrecked and unidentified sailing vessel.		
Amount of the Claim:	Undetermined at this time.		
Specific Statutes or Laws (including GAA) Challenged:	The complaint is being brought as an admiralty and maritime claim within the meaning of Rule 9(h), Federal Rules of Civil Procedure, for the purposes of Rules 14c, 38e, 82 and Supplemental Rules for Certain Admiralty and Maritime Claims.		
Status of the Case:	On July 13, 2015, the plaintiff filed a Status Report and Motion to Hold in Abeyance Salvage Rights to Plaintiff. The motion seeks, among other things, an order granting exclusive salvage rights to plaintiff against the world except the State of Florida. The Department has not yet determined whether it will intervene in the case.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Dept. of Legal Affairs or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

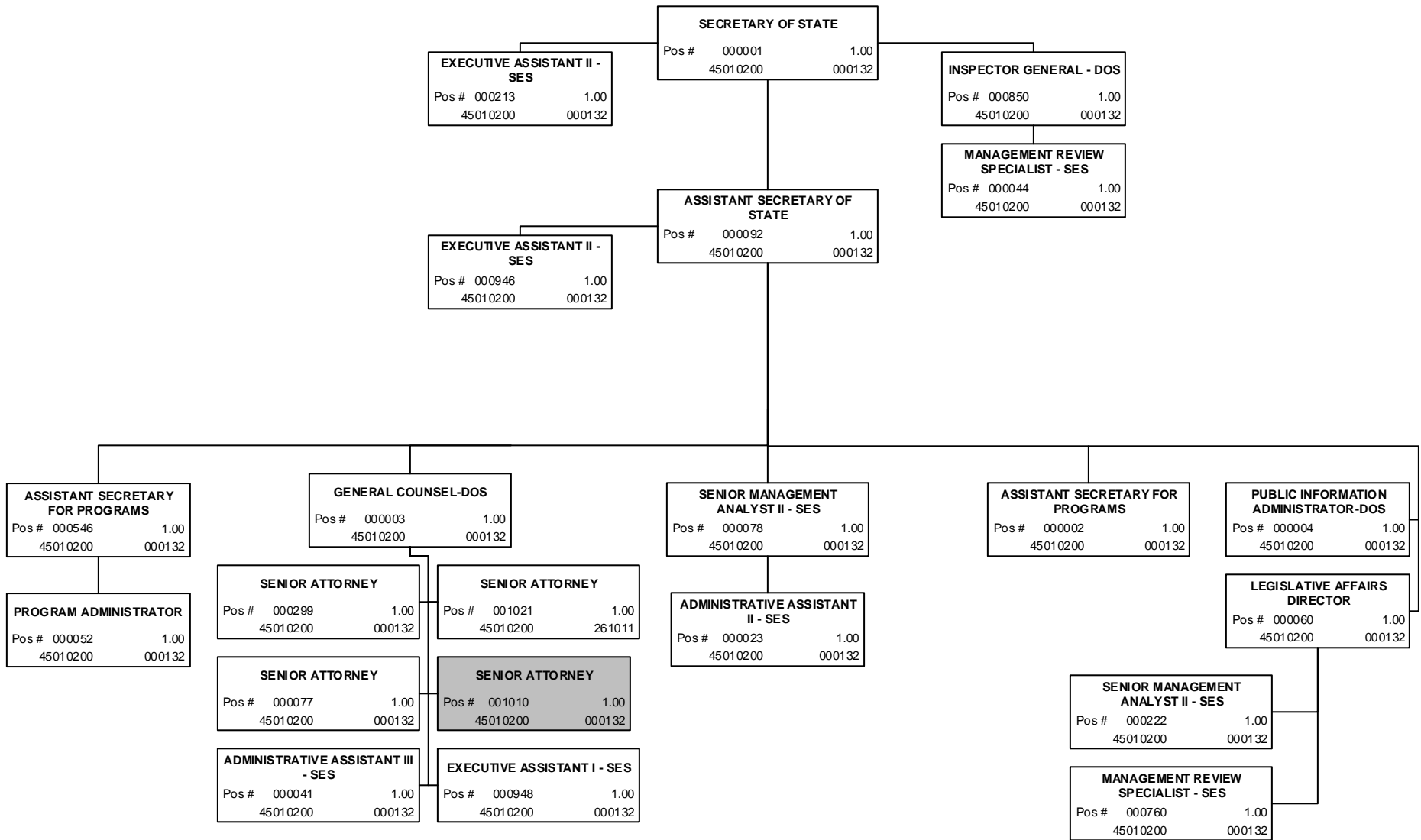
Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Adam S. Tanenbaum	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Perry Thurston v. Fla. Elections Comm'n</i>		
Court with Jurisdiction:	Fourth District Court of Appeal		
Case Number:	4D15-2590		
Summary of the Complaint:	Rep. Thurston seeks reversal of the FEC's final order affirming the Division of Elections's denial of certification for eligibility to receive matching funds in connection with 2014 Attorney General race.		
Amount of the Claim:	\$74,832		
Specific Statutes or Laws (including GAA) Challenged:	No statute challenged. Appeal will address application of § 106.35(1), Fla. Stat., and rule 1S-2.047, F.A.C.		
Status of the Case:	Notice of appeal was filed on June 16, 2015. Transcript from appeal hearing before FEC recently filed. Initial brief due within 70 days of notice of appeal.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Dept. of Legal Affairs or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

**Department of State
Organizational Units
(408.00 FTE)**

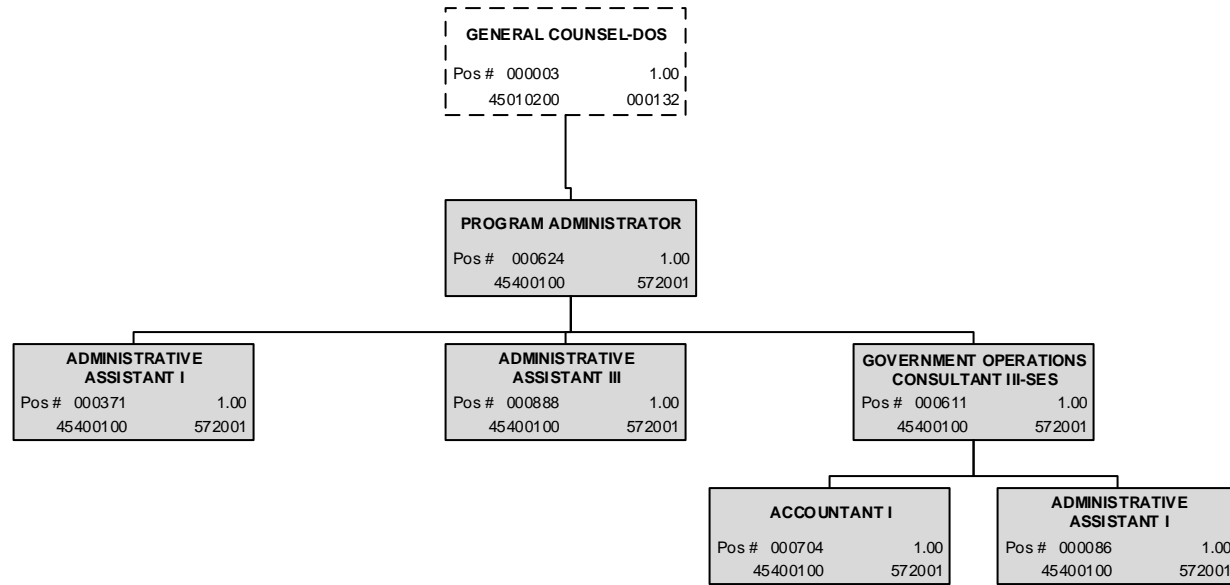


OFFICE OF THE SECRETARY
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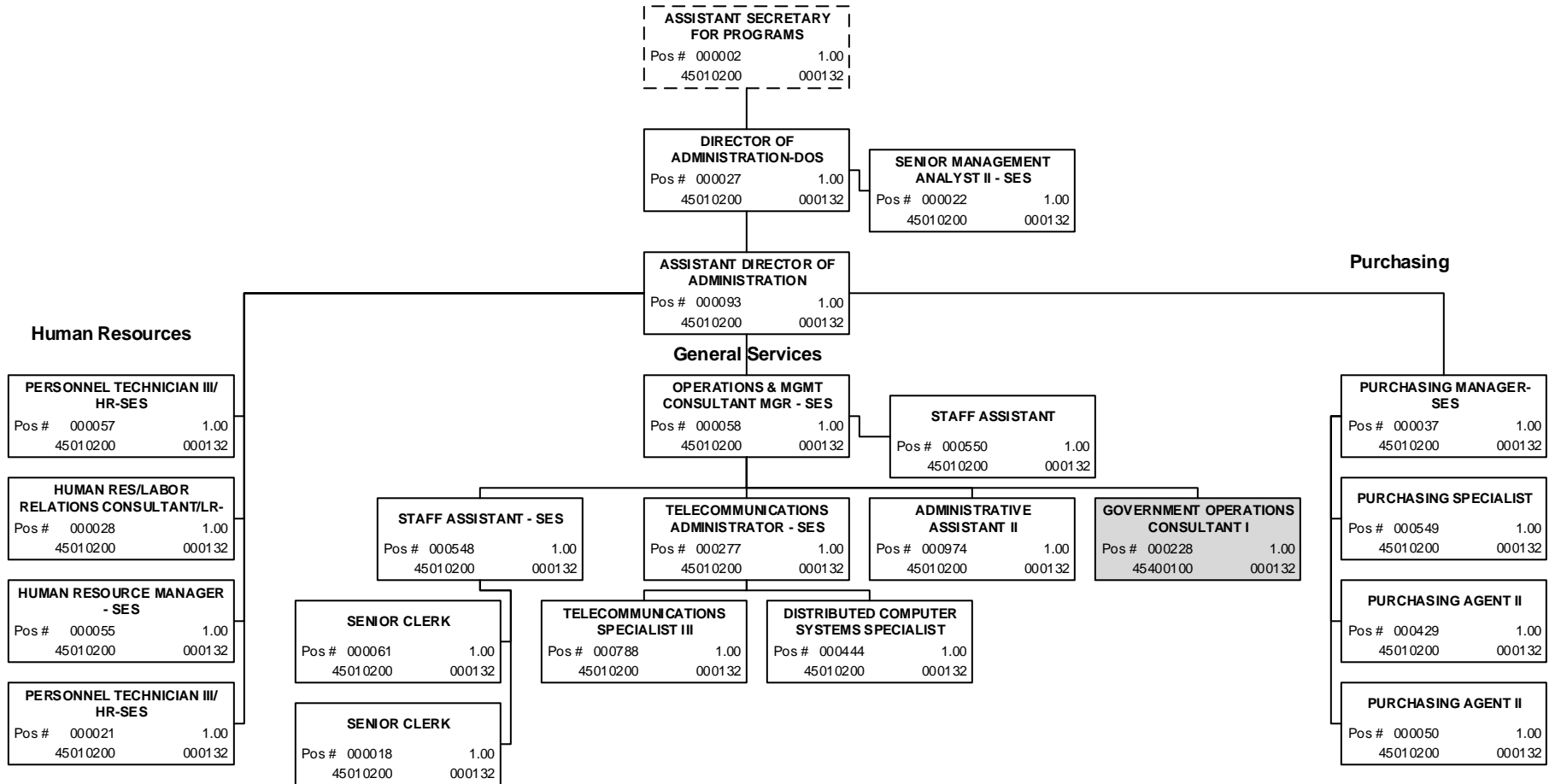


OFFICE OF THE SECRETARY (Page 2 of 2)

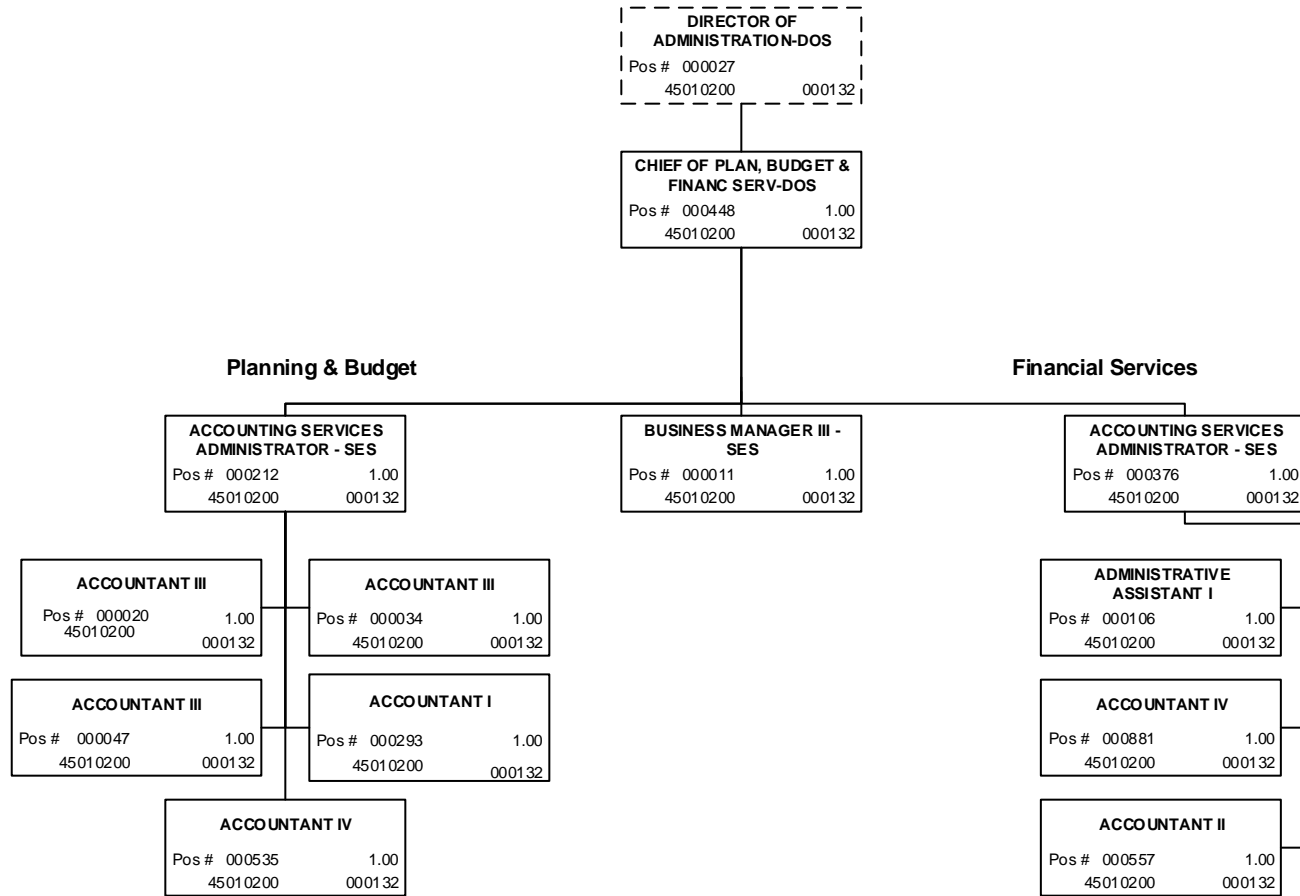
FAR, Laws & Code



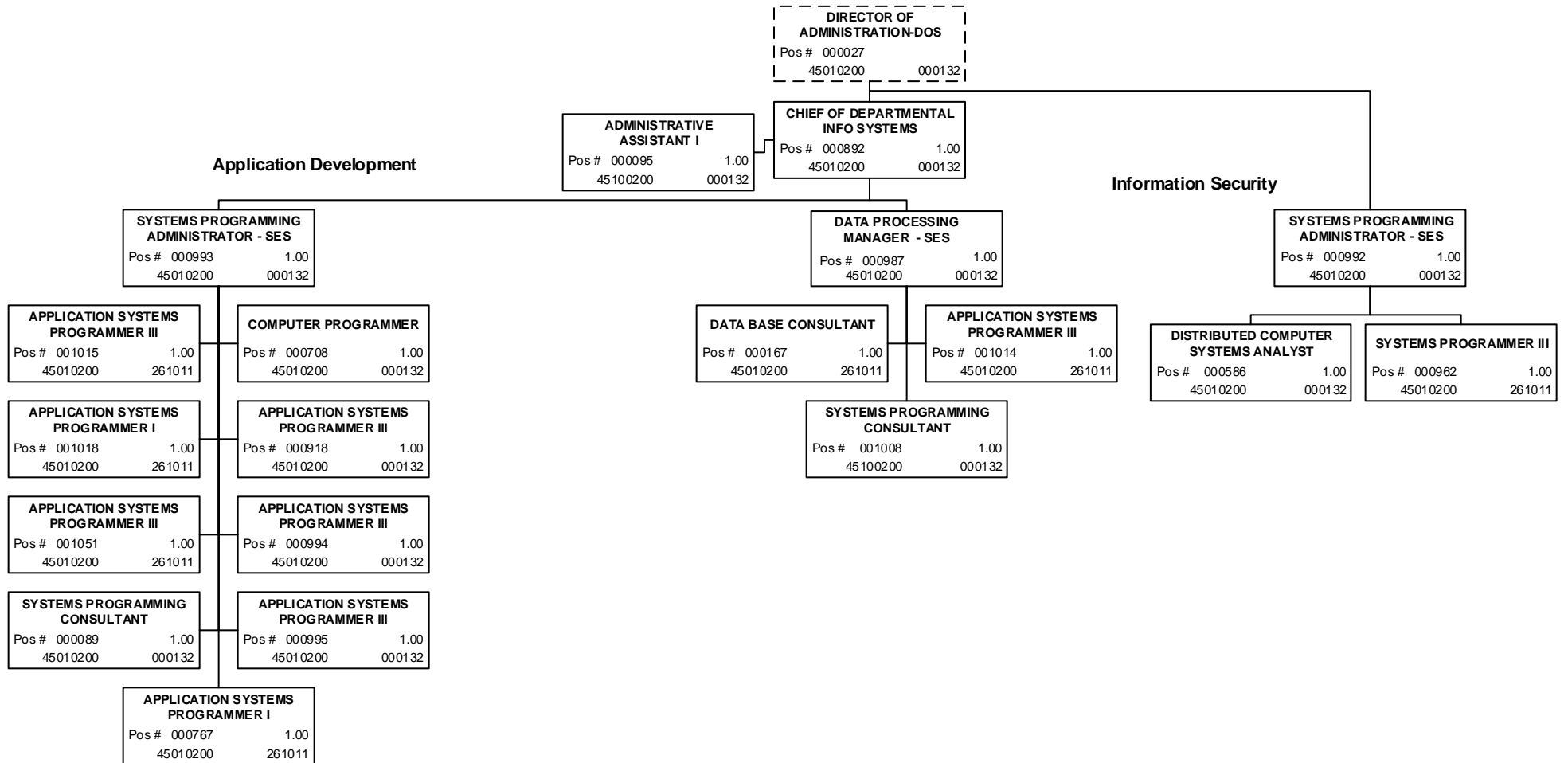
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Office of Division Director



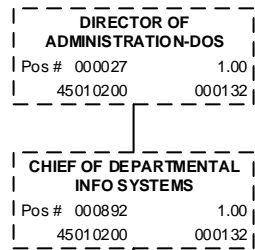
DIVISION OF ADMINISTRATIVE SERVICES
Bureau of Planning, Budget & Financial Services



DIVISION OF ADMINISTRATIVE SERVICES
Bureau of Departmental Information Systems
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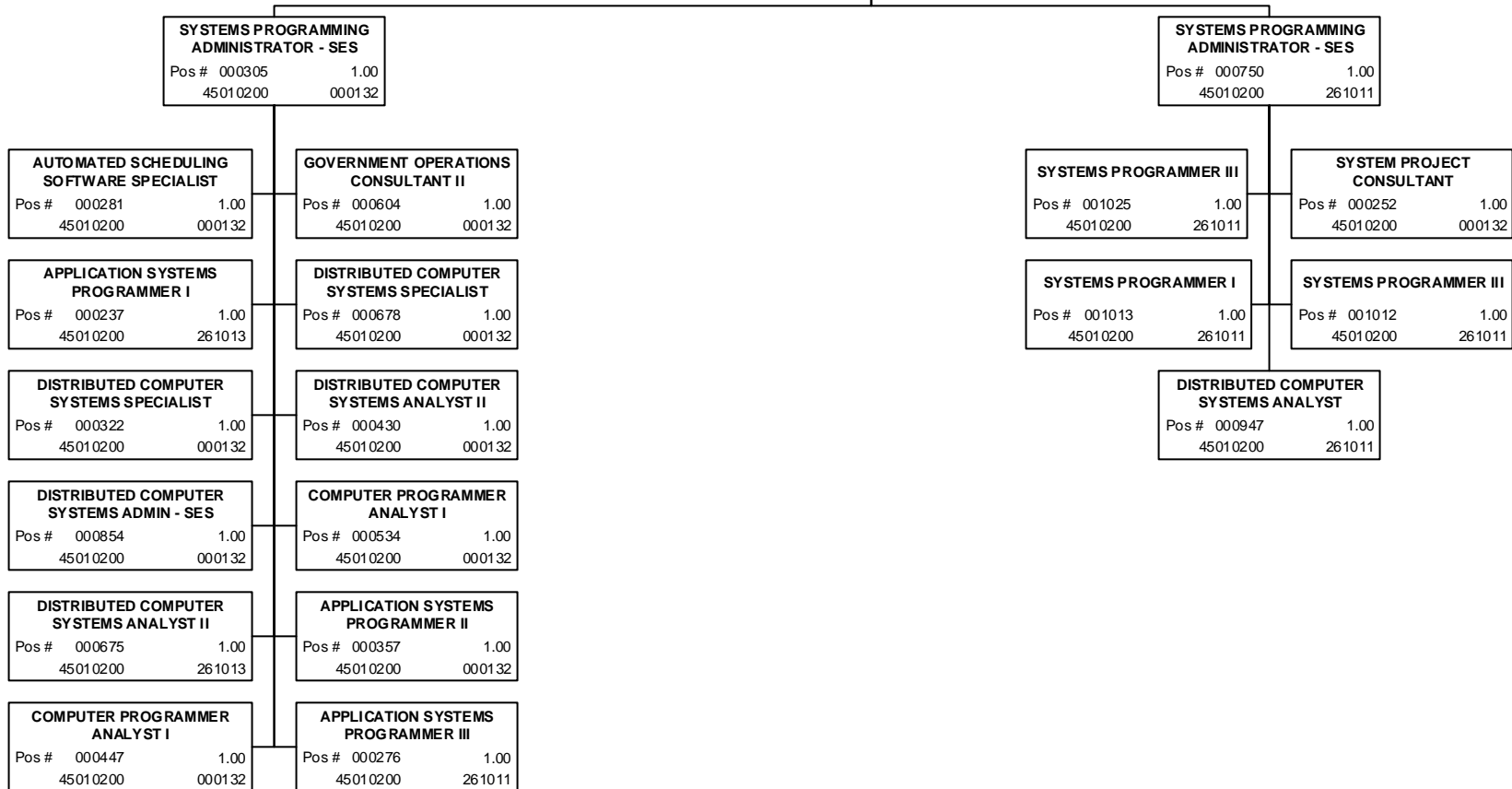


DIVISION OF ADMINISTRATIVE SERVICES
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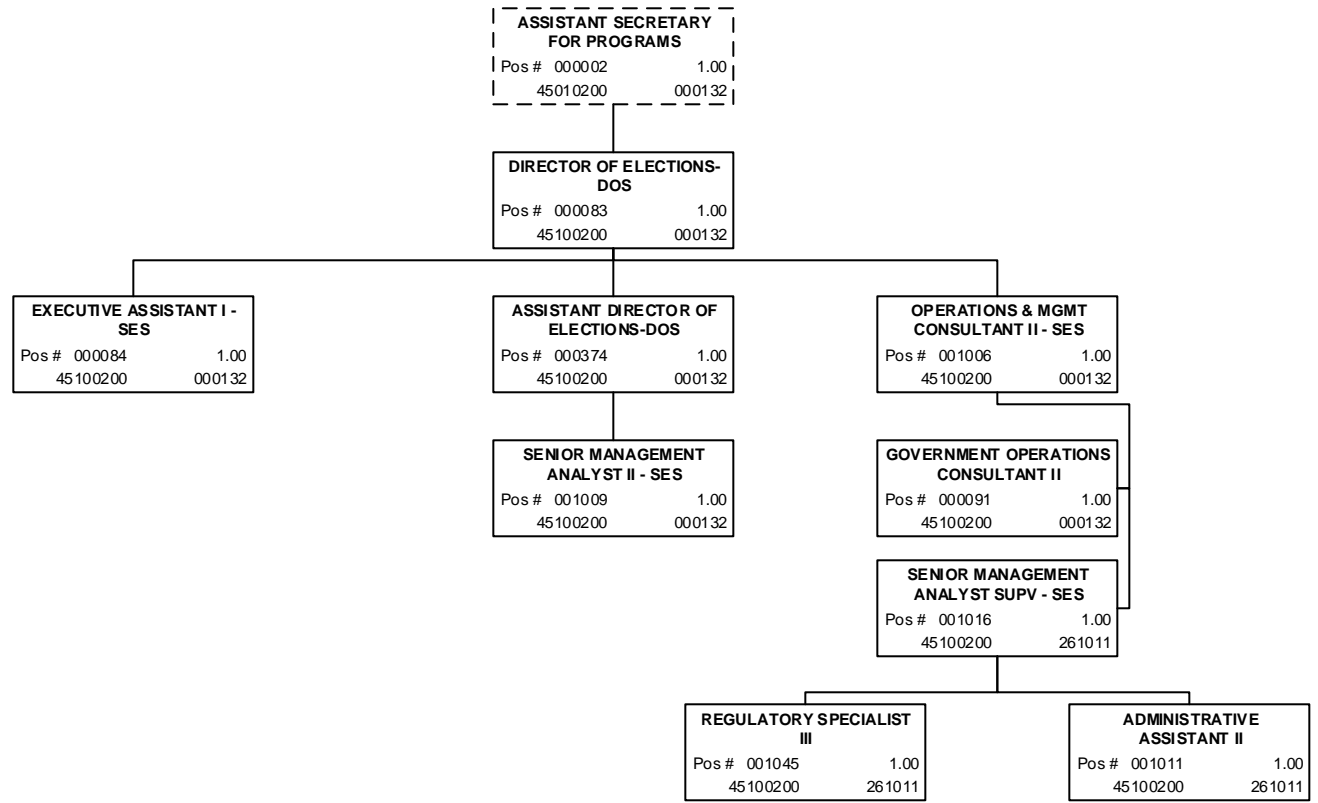


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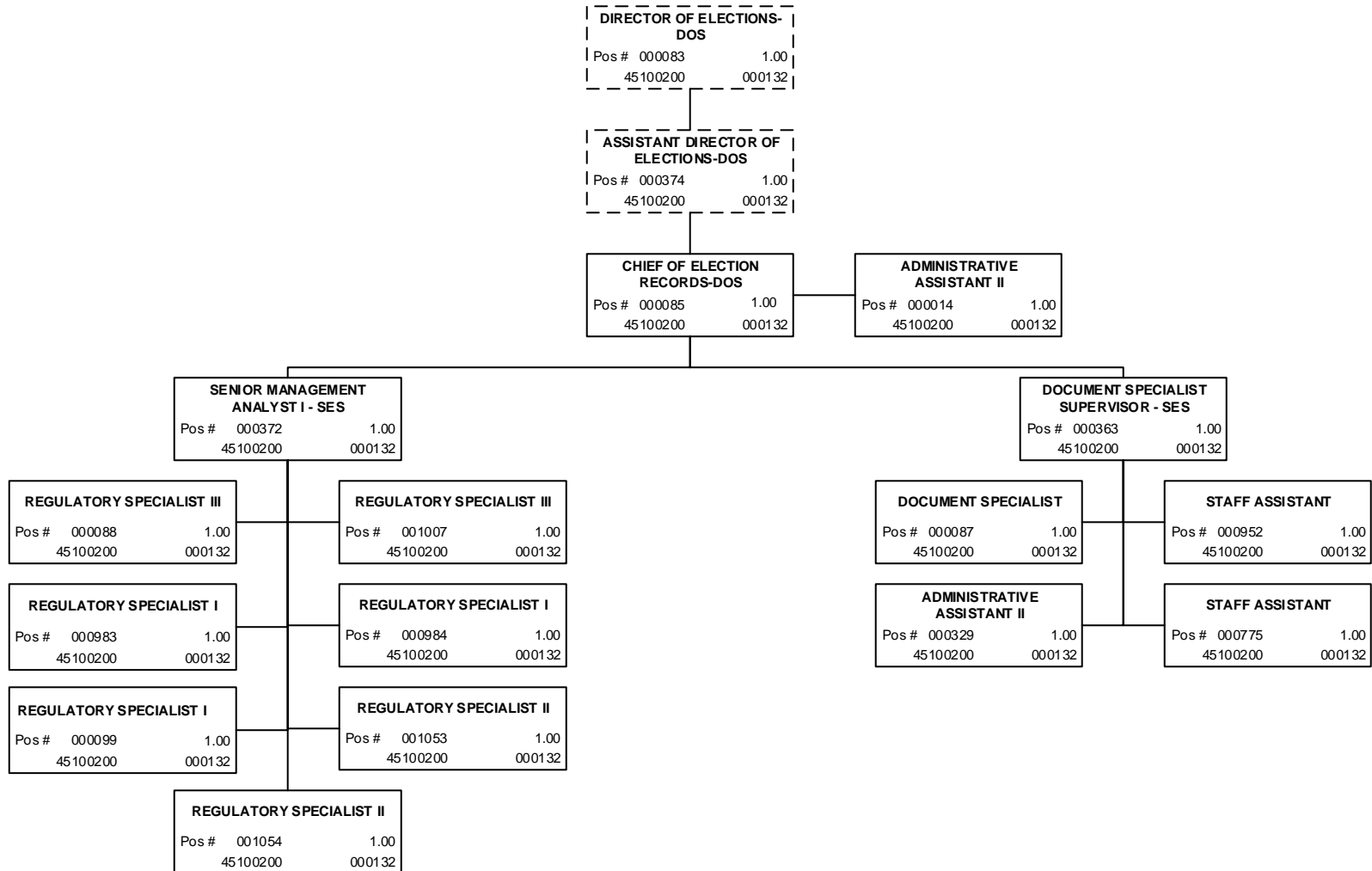
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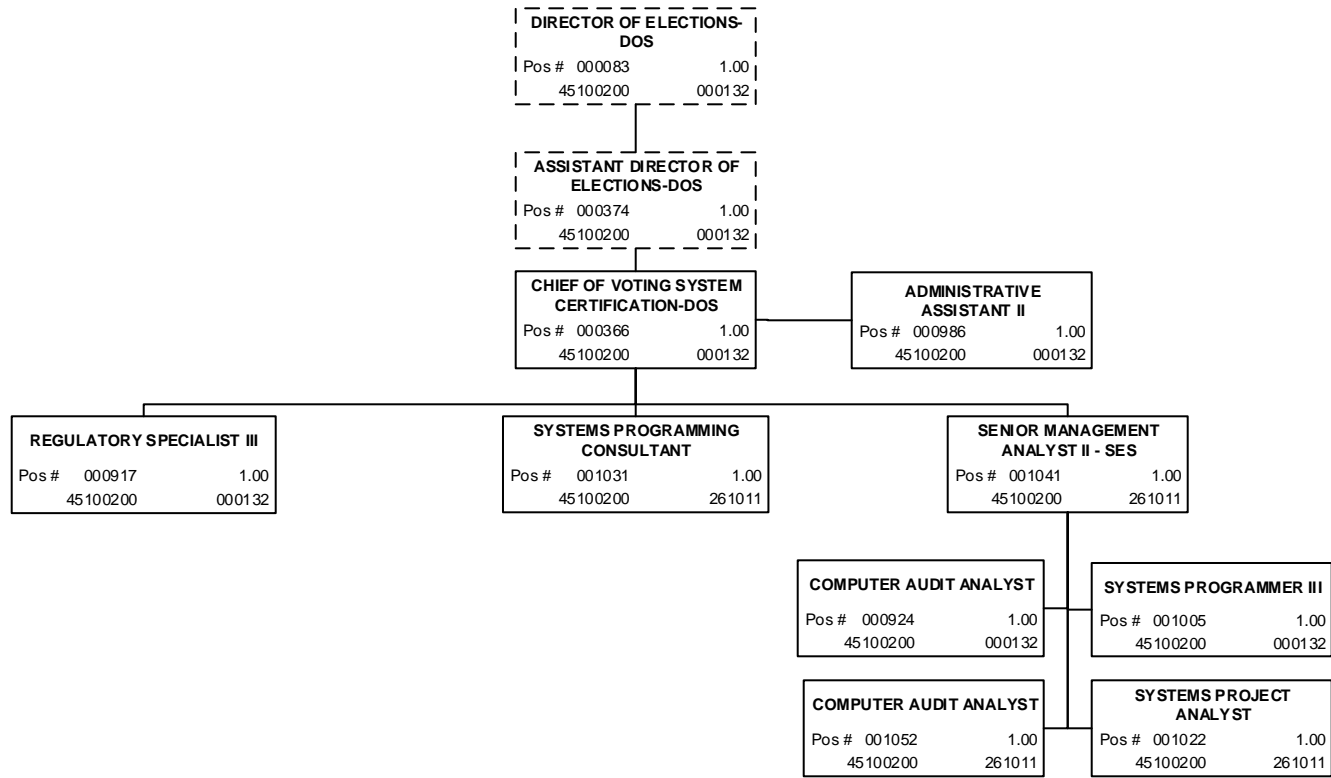
DIVISION OF ELECTIONS
Office of Division Director



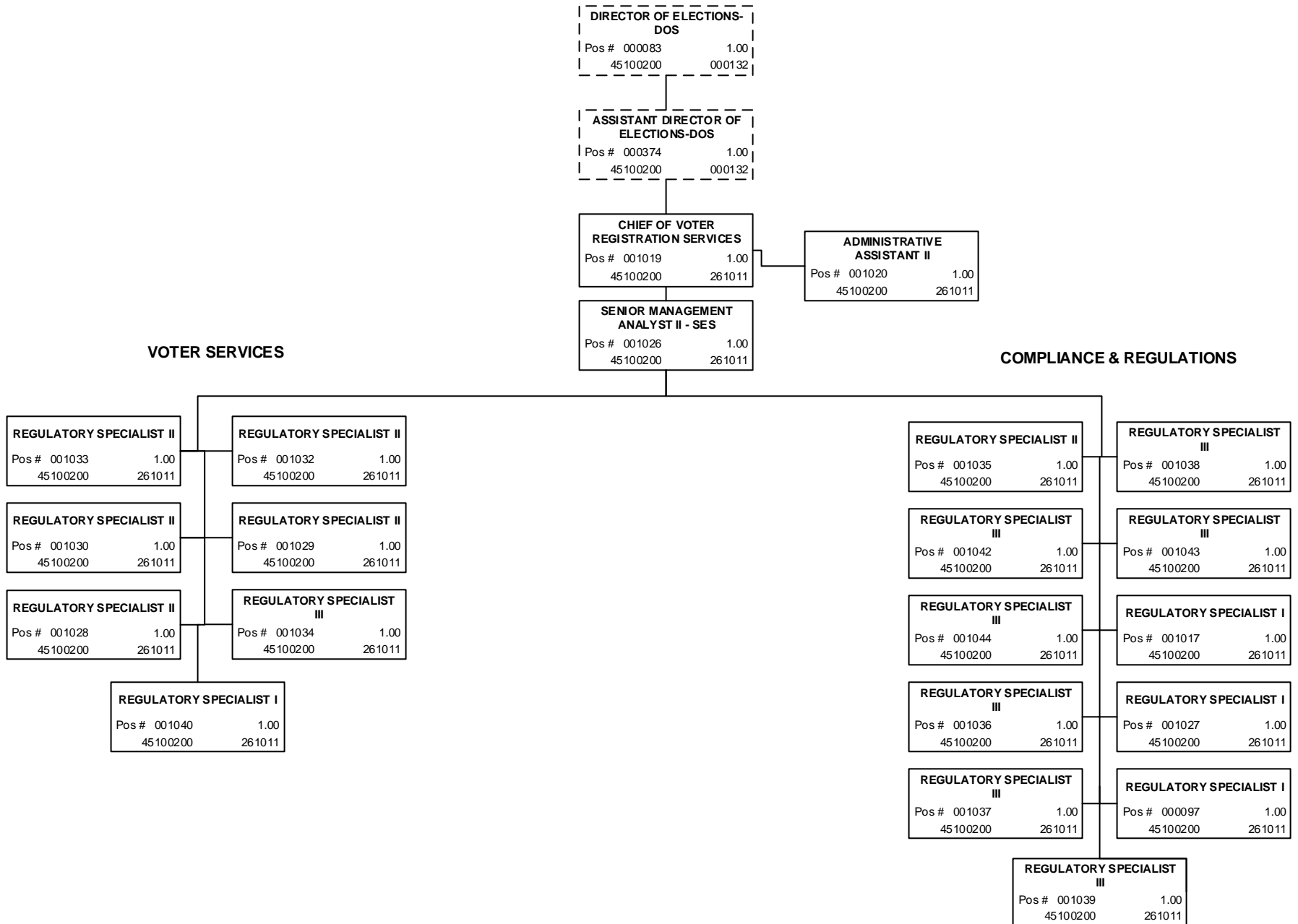
DIVISION OF ELECTIONS
Bureau of Election Records



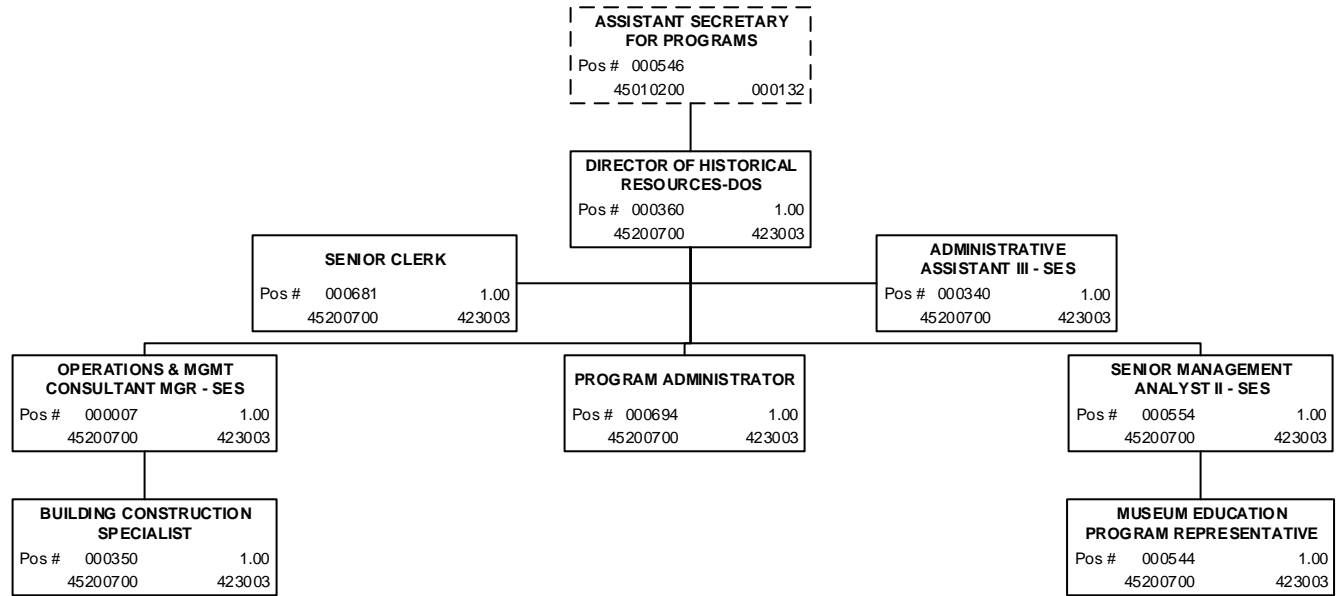
DIVISION OF ELECTIONS
Bureau of Voting System Certification



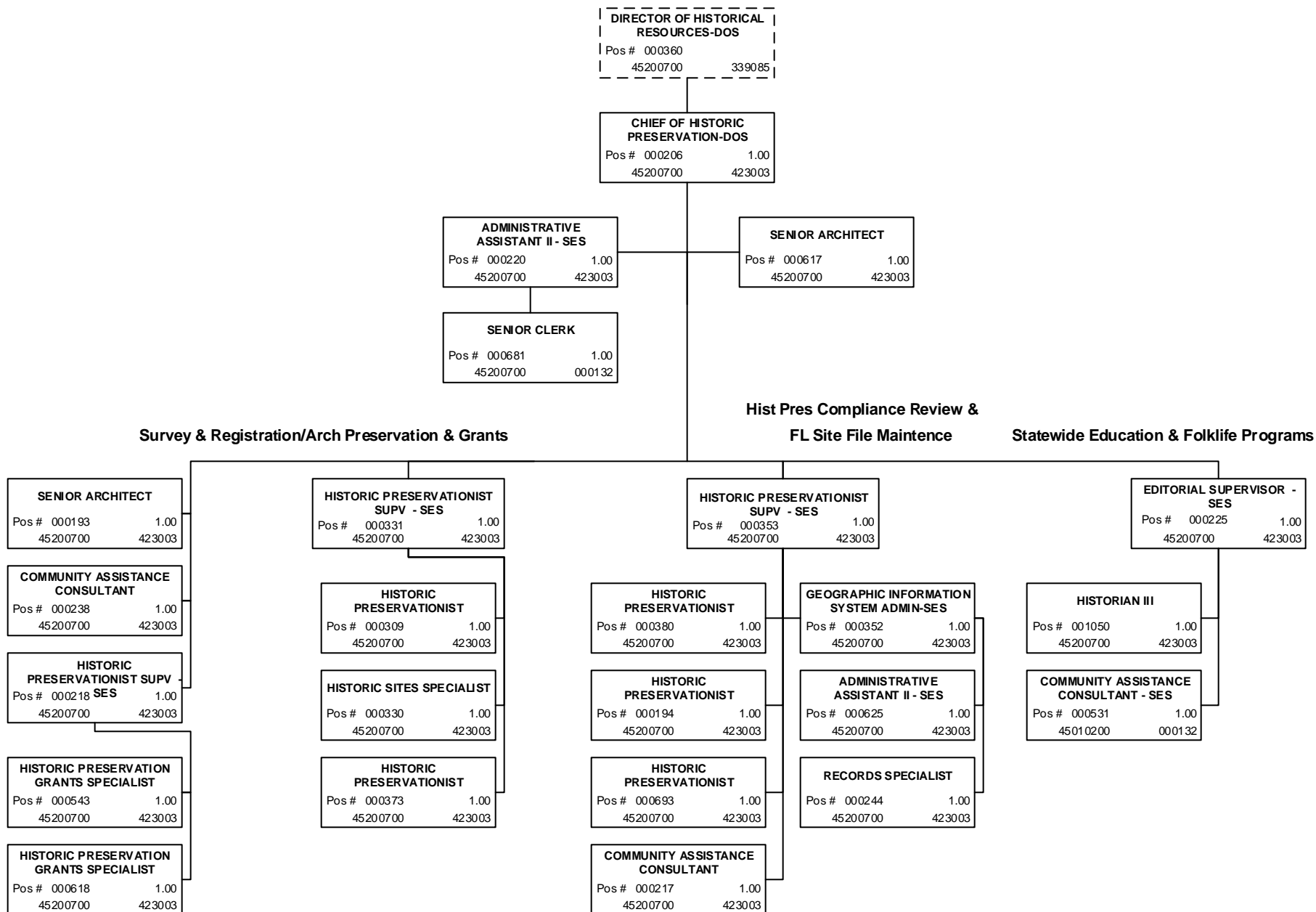
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Bureau of Voter Registration Services**



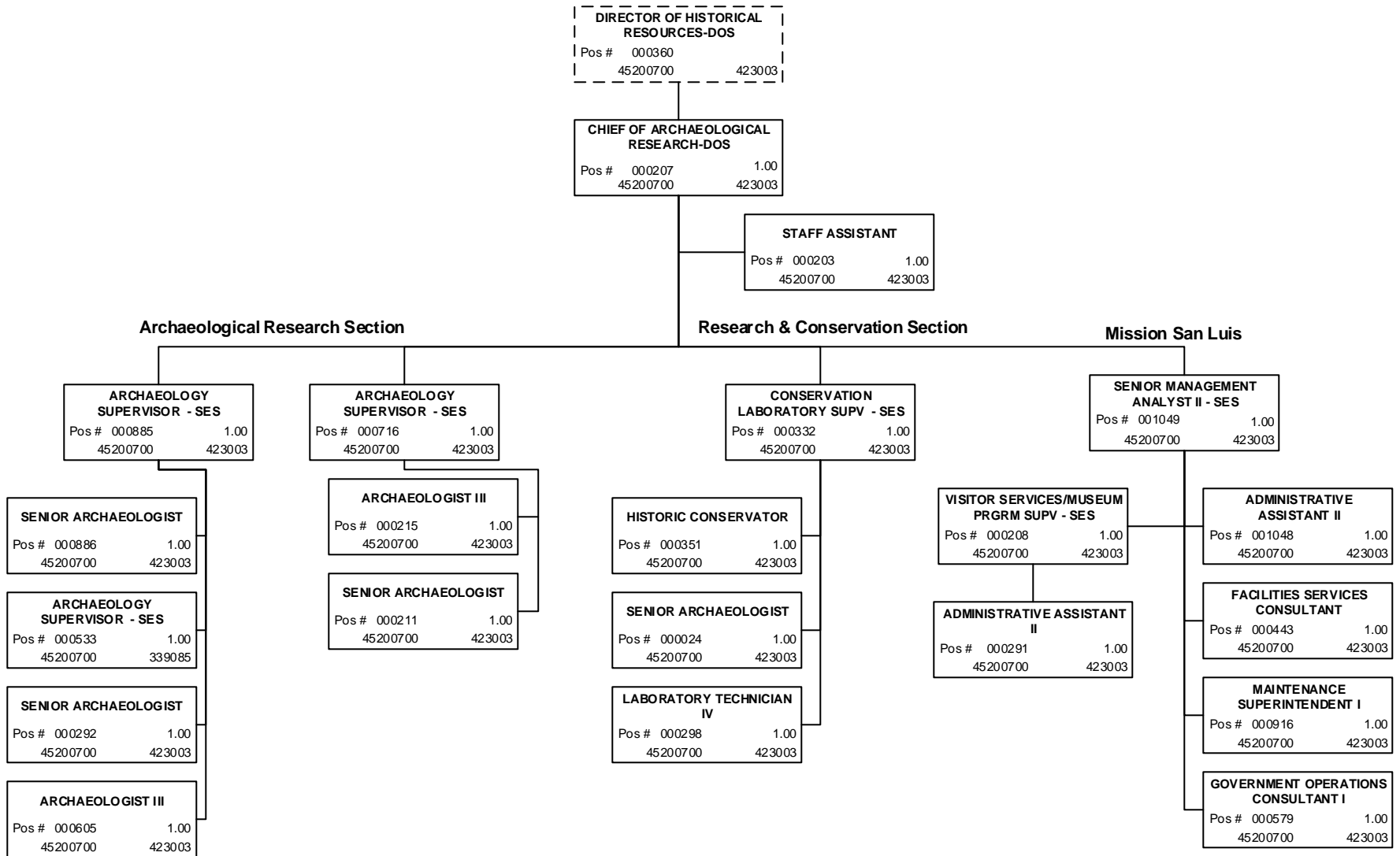
**DIVISION OF HISTORICAL RESOURCES
Office of Division Director**



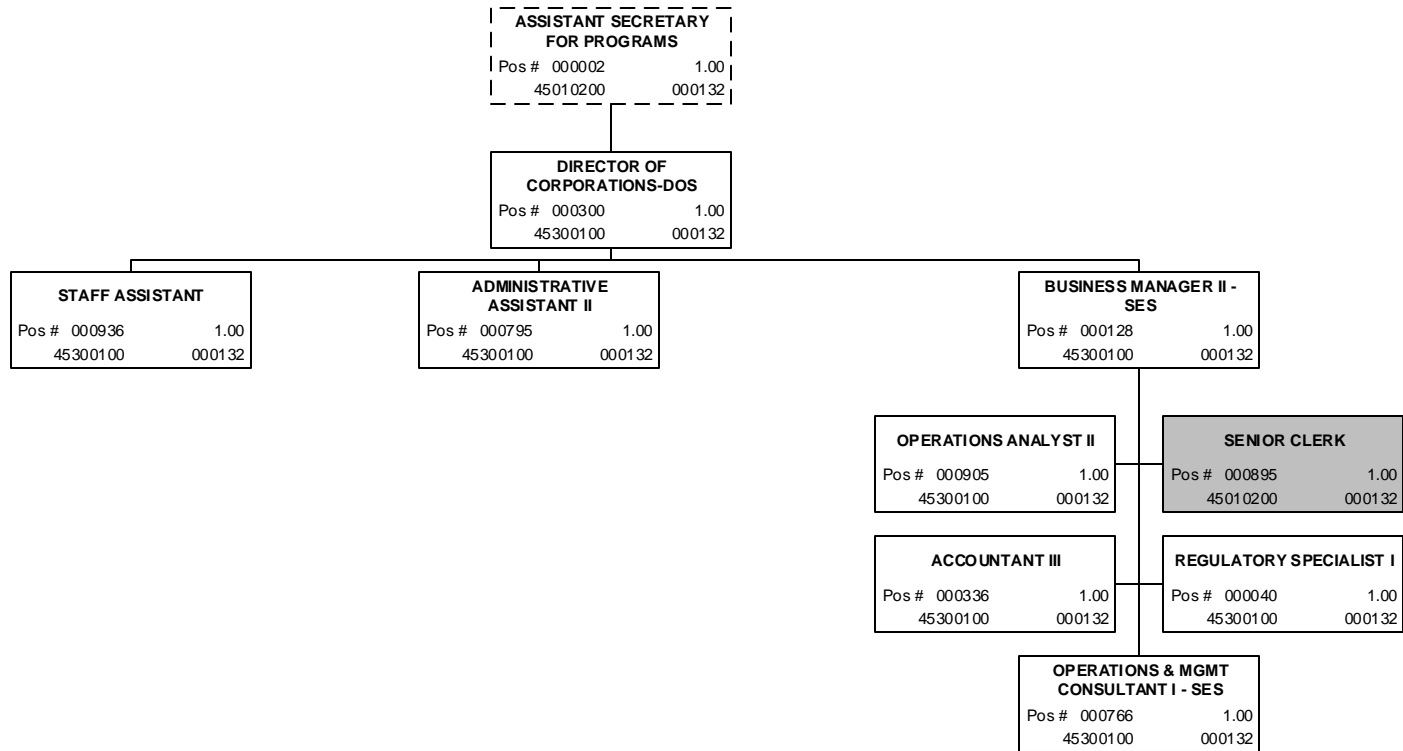
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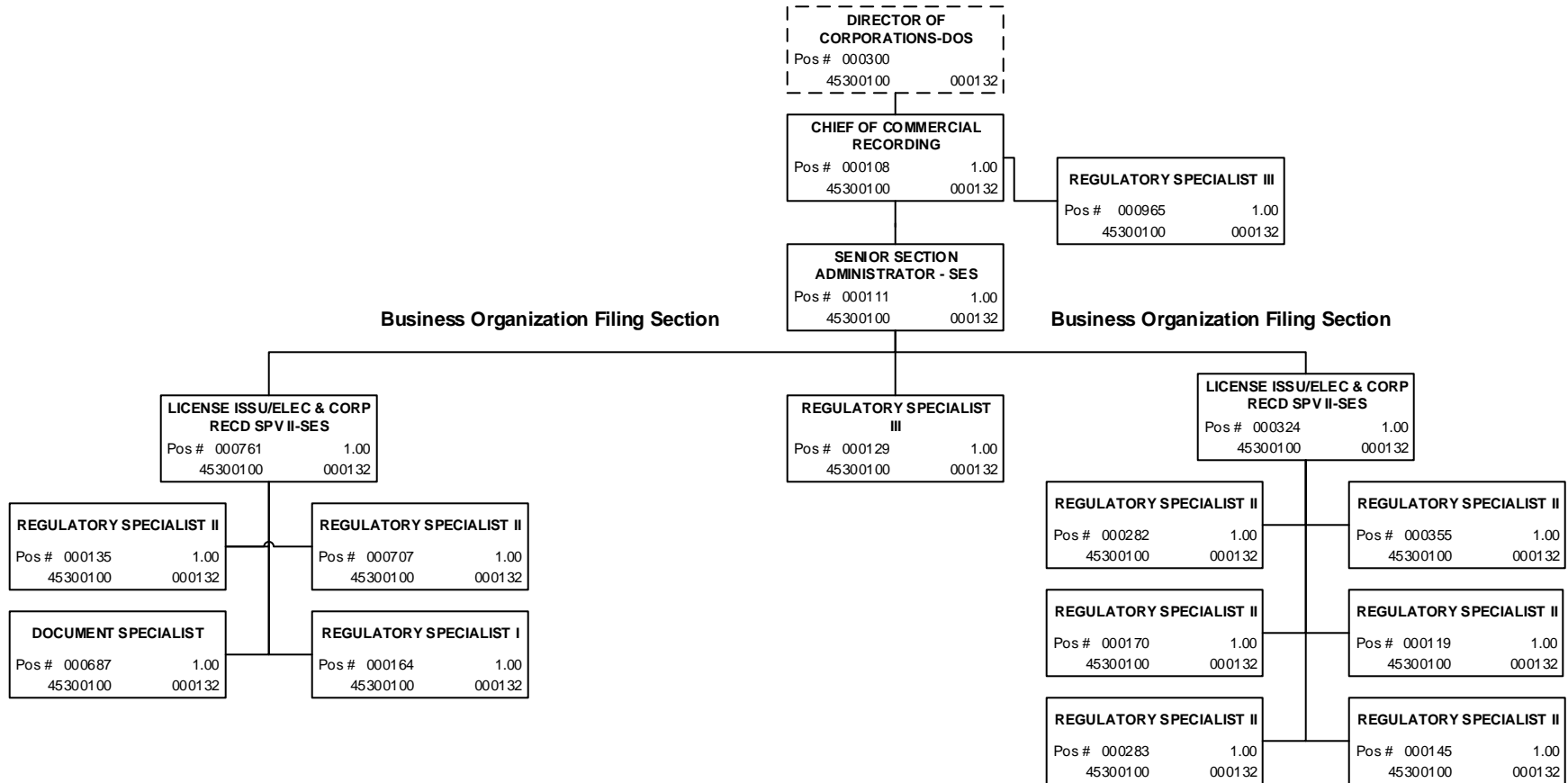
DIVISION OF HISTORICAL RESOURCES
Bureau of Archaeological Research



**DIVISION OF CORPORATIONS
Office of Division Director**



DIVISION OF CORPORATIONS
Bureau of Commercial Recording
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DIVISION OF CORPORATIONS
Bureau of Commercial Recording
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CHIEF OF COMMERCIAL RECORDING	
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SENIOR SECTION ADMINISTRATOR - SES	
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Corporate Amendments

Reinstatements & Update/Fictitious Names

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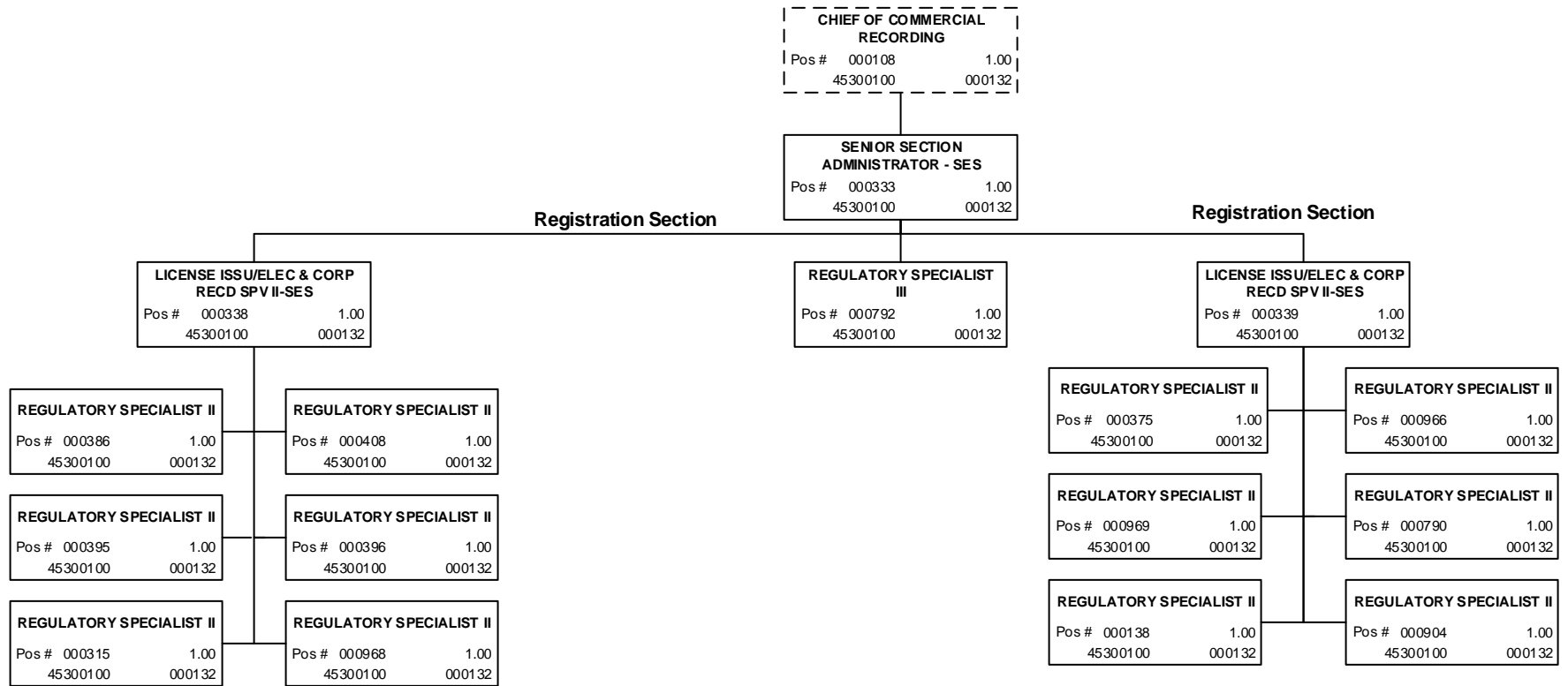
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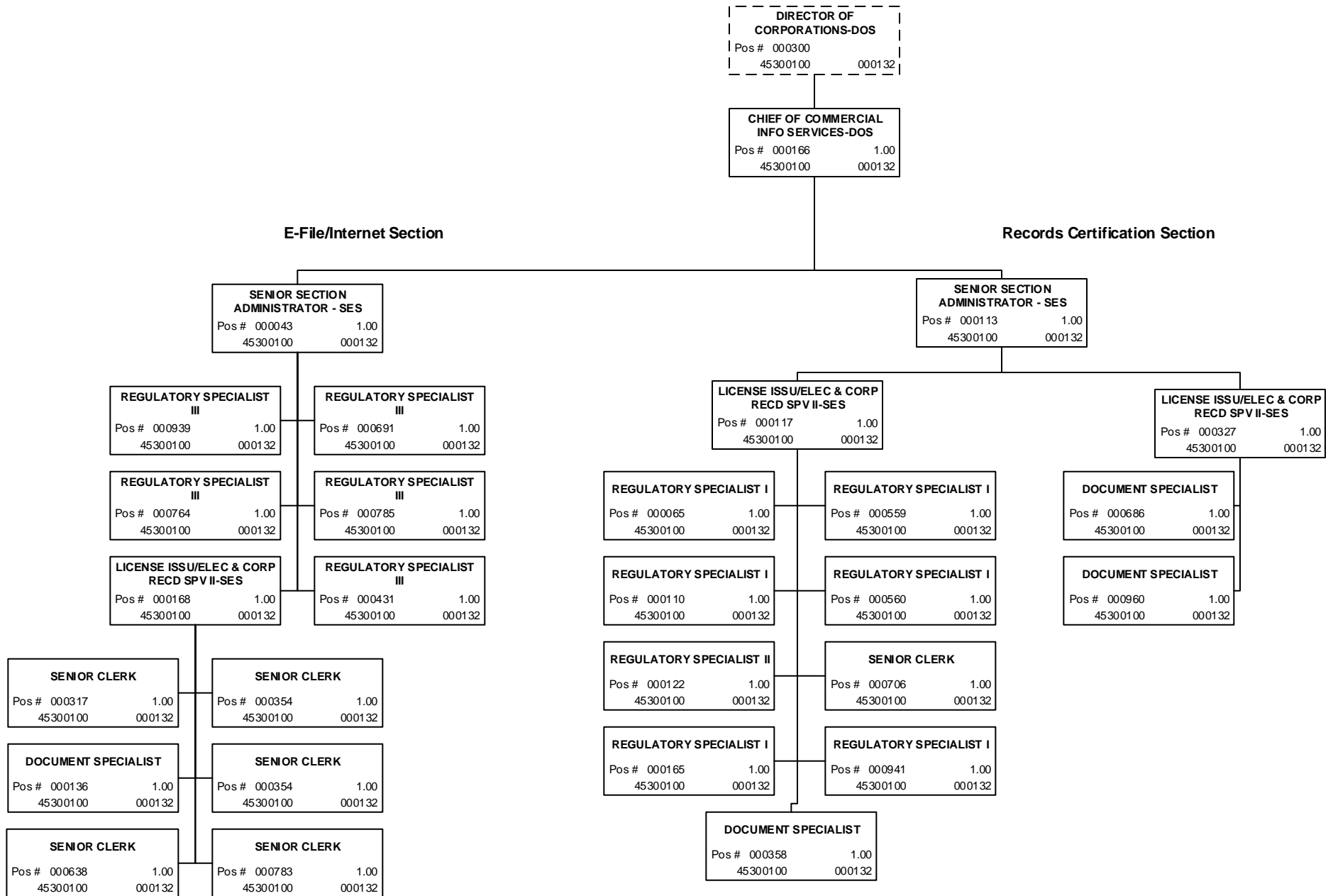
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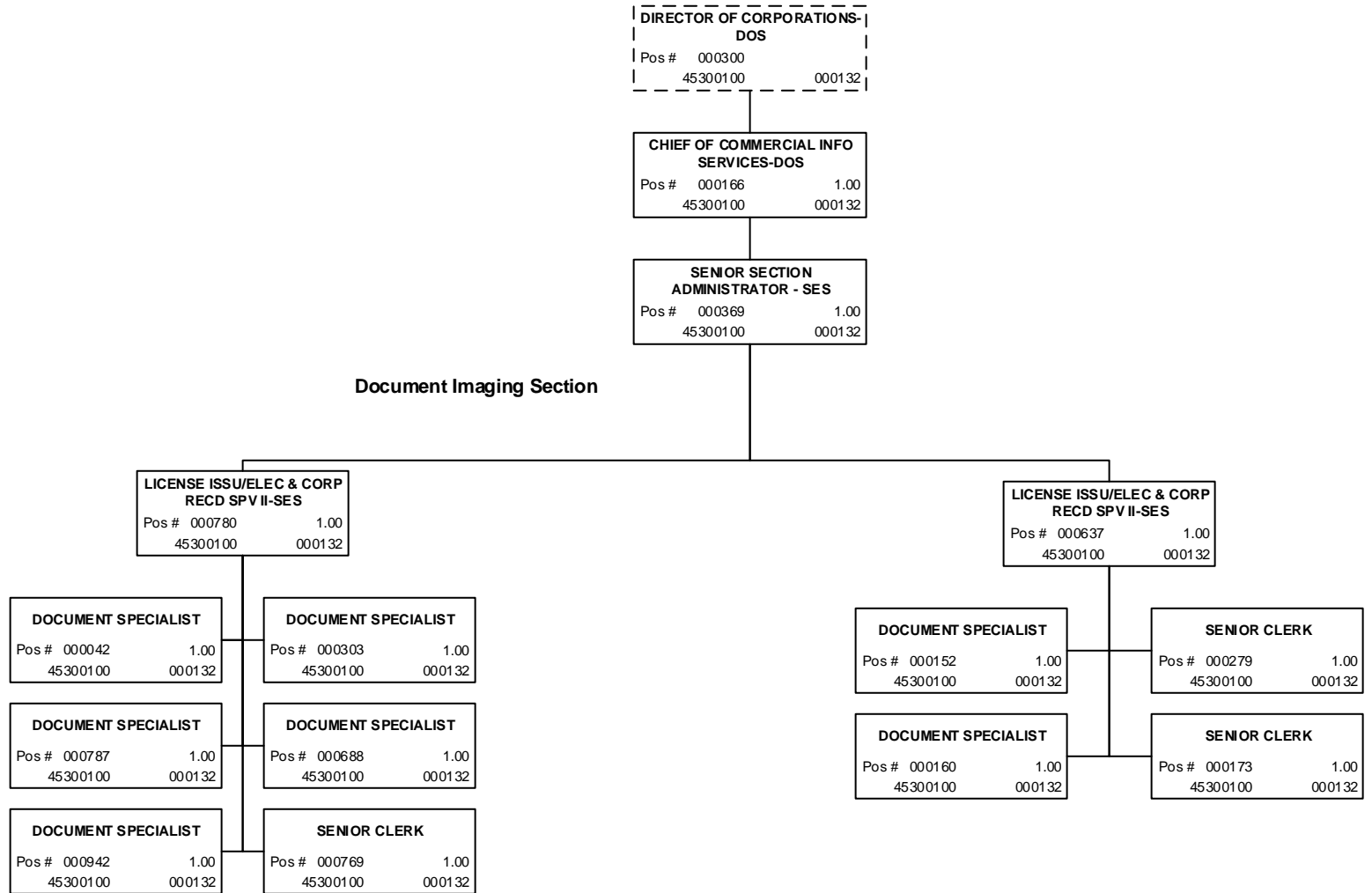
DIVISION OF CORPORATIONS
Bureau of Commercial Recording
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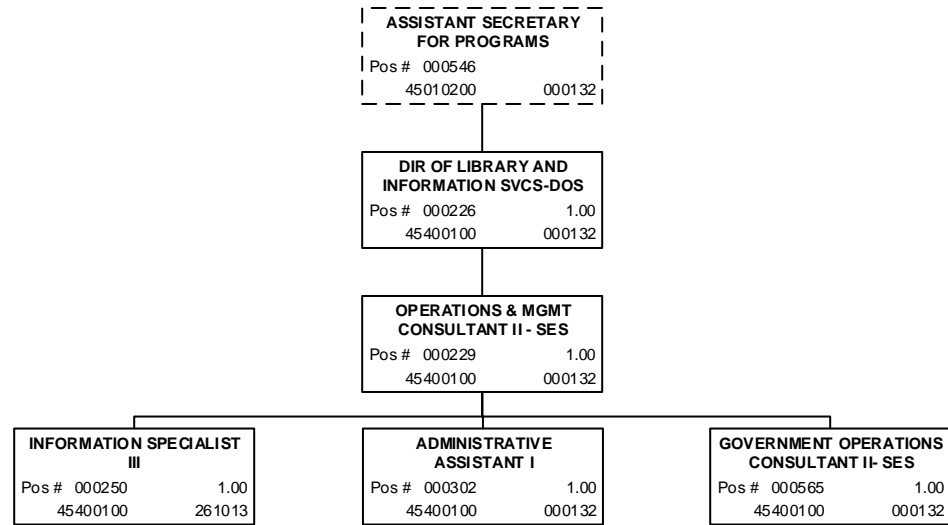
DIVISION OF CORPORATIONS
Bureau of Commercial Information Services
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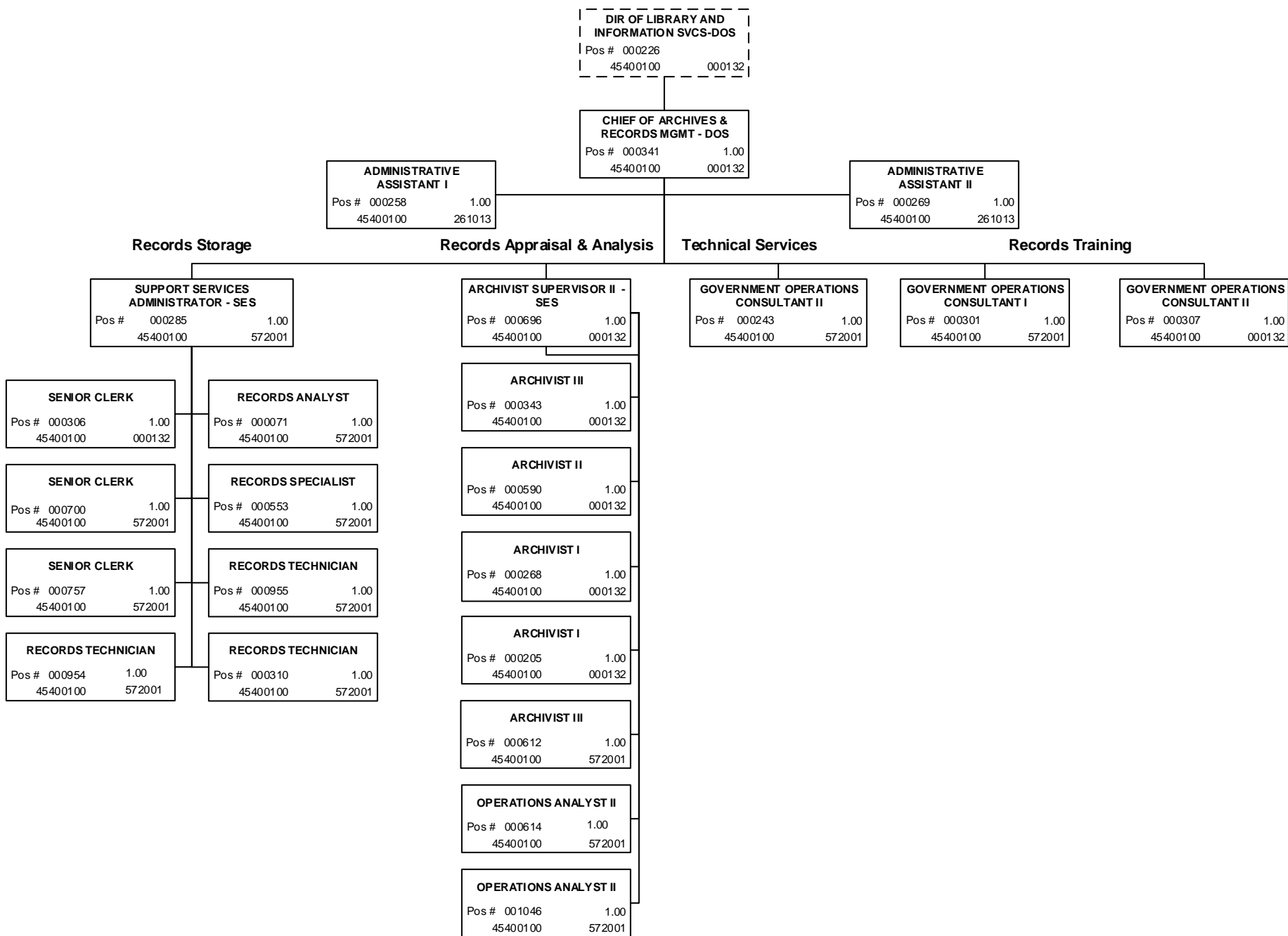
DIVISION OF CORPORATIONS
Bureau of Commercial Information Services
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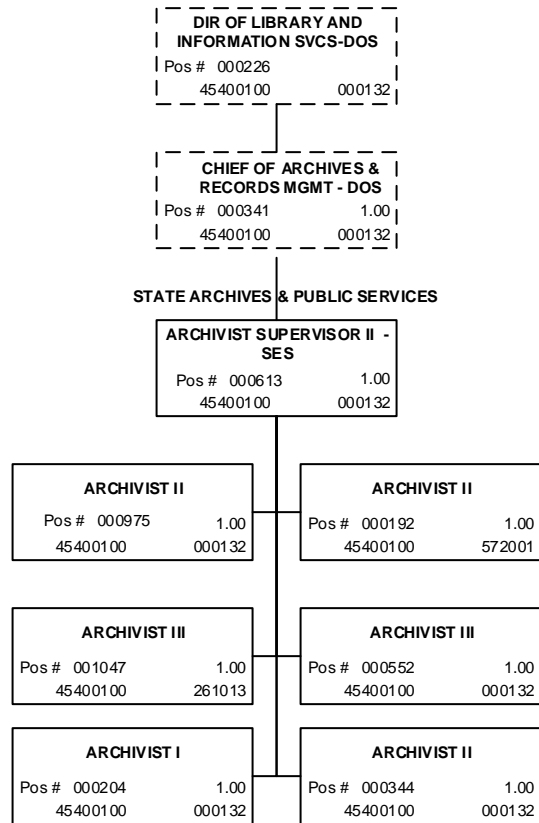
DIVISION OF LIBRARY AND INFORMATION SERVICES
Office of Division Director



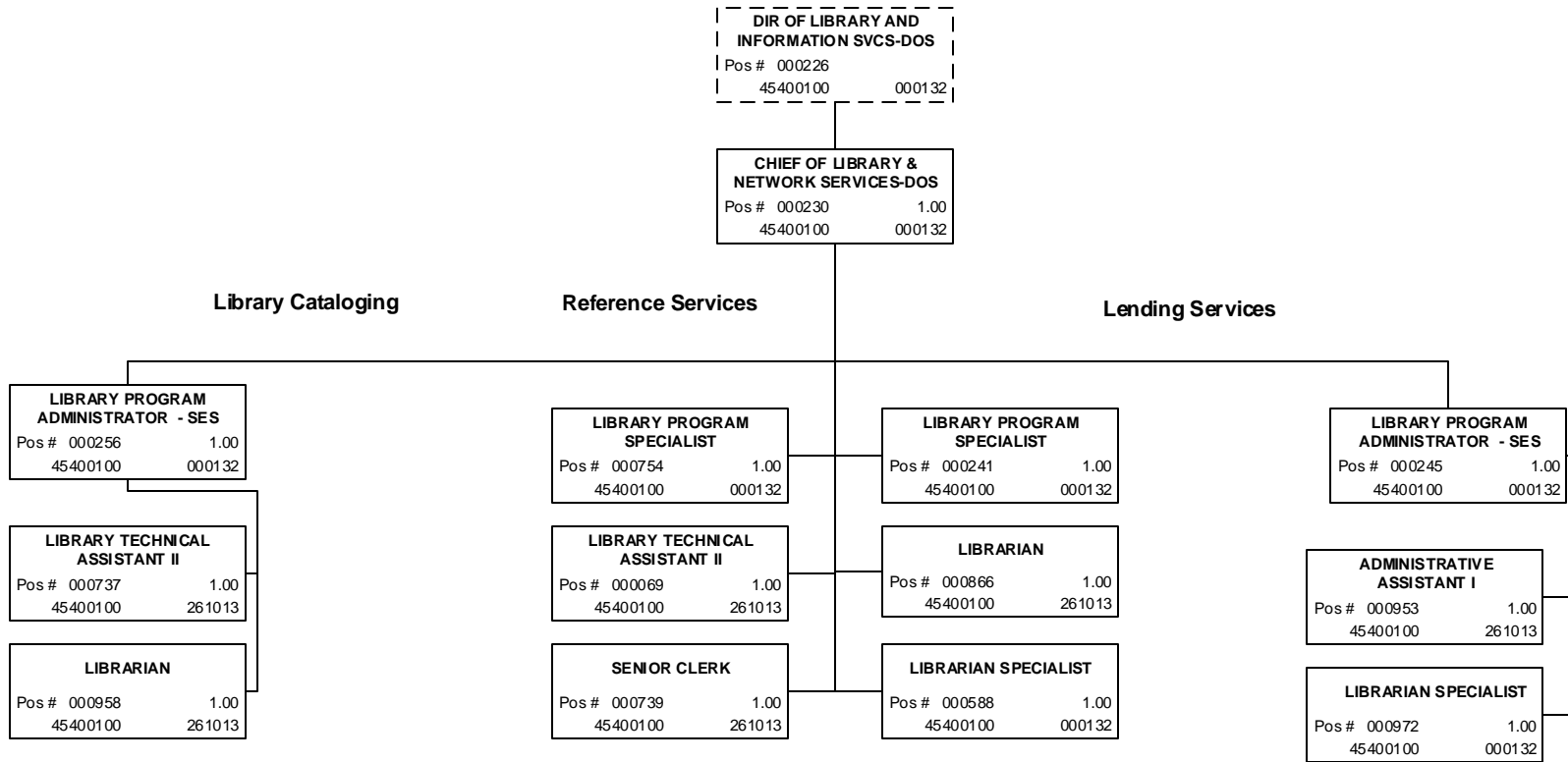
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Bureau of Archives & Records Management
 (Page 1 of 2)



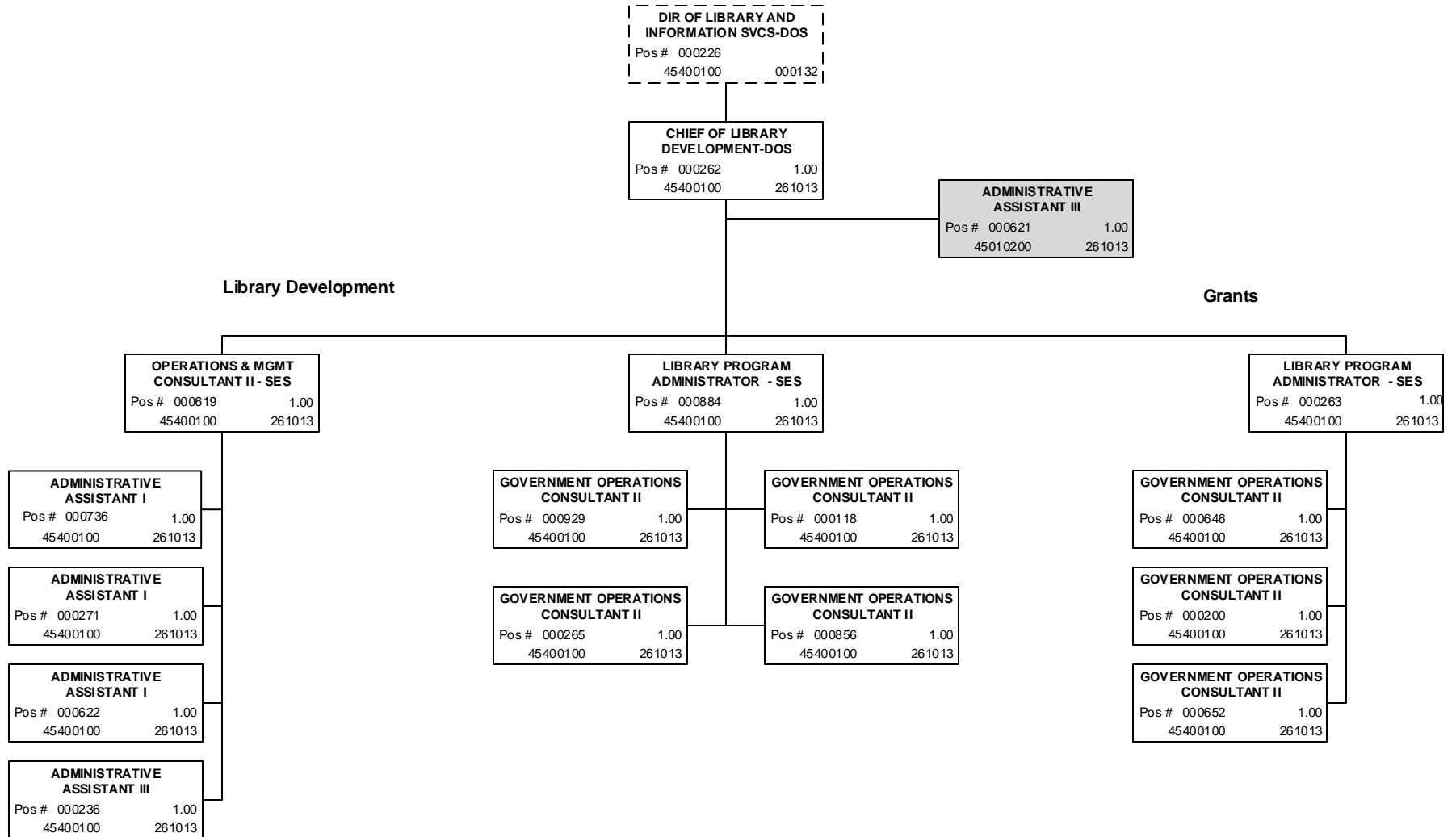
**DIVISION OF LIBRARY AND INFORMATION SERVICES
Bureau of Archives & Records Management
(Page 2 of 2)**



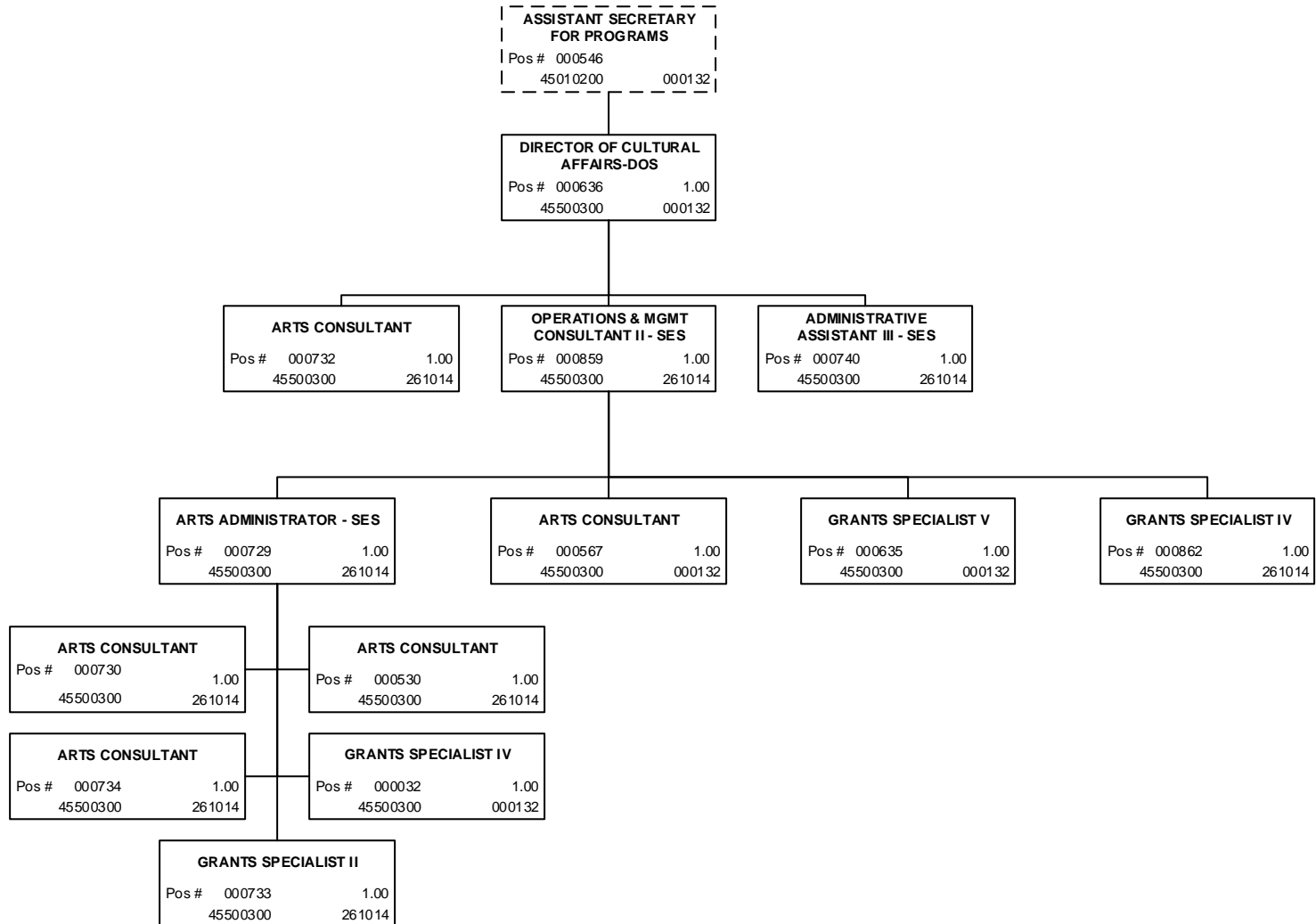
DIVISION OF LIBRARY AND INFORMATION SERVICES
Bureau of Library & Network Services



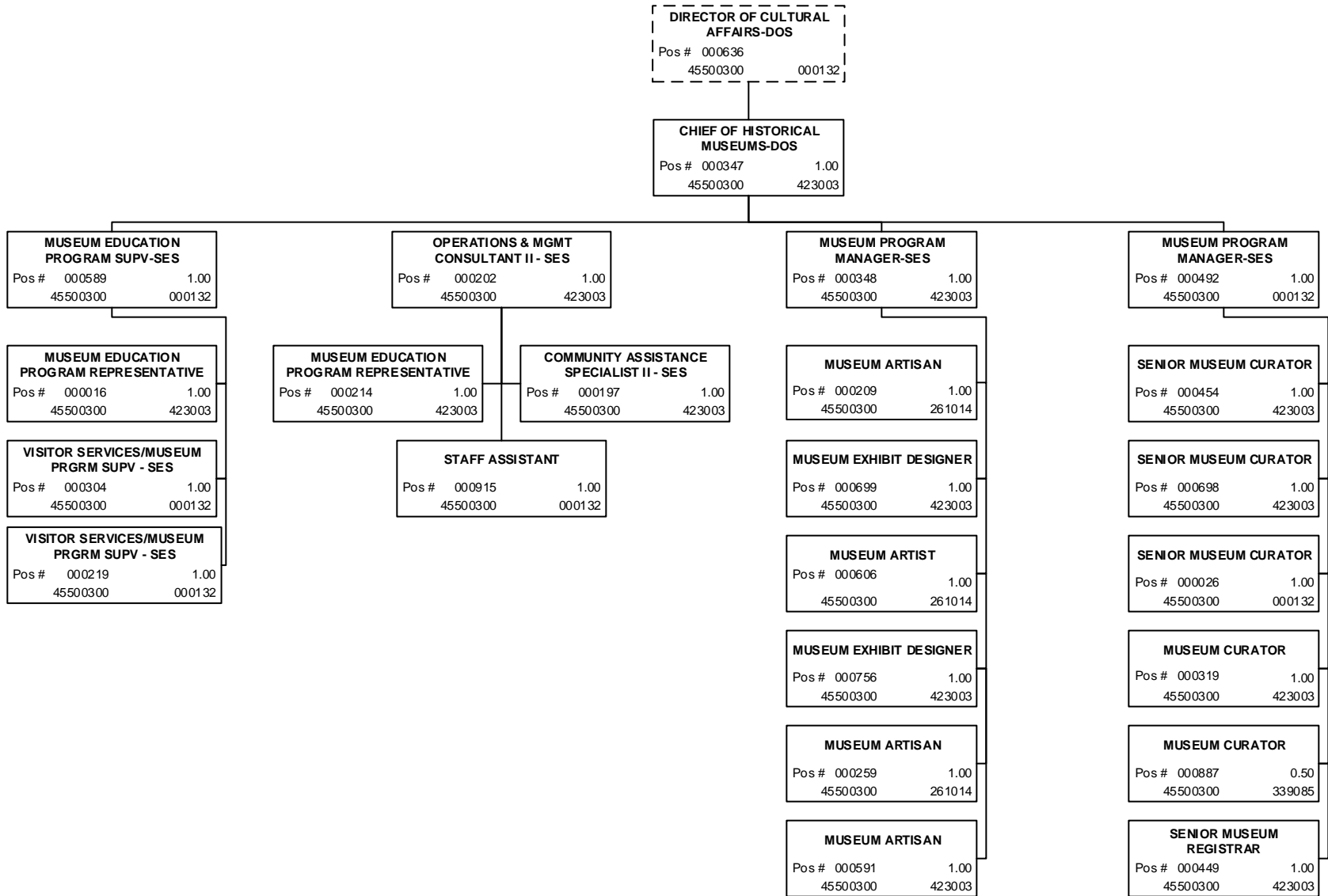
**DIVISION OF LIBRARY AND INFORMATION SERVICES
Bureau of Library Development**



DIVISION OF CULTURAL AFFAIRS
Office of Division Director



**DIVISION OF CULTURAL AFFAIRS
Bureau of Historical Museums**



STATE, DEPARTMENT OF	FISCAL YEAR 2014-15			
SECTION I: BUDGET	OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		125,300,145	37,150,934	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		3,963,952	-1,755,000	
FINAL BUDGET FOR AGENCY		129,264,097	35,395,934	
SECTION II: ACTIVITIES * MEASURES	Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>				0
Elections Assistance And Oversight * Number of elections work activities conducted	4,508,981	4.85	21,879,730	
Historical Resource Protection * Number of historic and archaeological resources protected and preserved	539,153	3.44	1,854,757	140,000
Preservation Services * Number of applications, requests, and compliance reviews processed	8,556	433.12	3,705,734	13,862,585
Historical And Archaeological Resource Management * Number of historic and archaeological objects and records maintained for public use	759,550	2.35	1,781,220	
Public Outreach And Education Programs * Number of citizens served	6,896,235	0.28	1,950,008	
Historic And Archaeological Site Management * Number of visitors to historic and archaeological sites	72,883	19.68	1,434,466	
Business Filings * Number of business applications/registrations processed	2,743,045	1.21	3,317,301	
Commerical Recording * Number of business modifications processed	3,505,870	0.75	2,620,970	
Commercial Information Services * Number of records certified/ imaged	9,415,123	0.38	3,580,090	
State Library * Number of state library activities conducted	11,249,519	0.18	2,044,392	
Library Development * Number of library development activities conducted	6,138,113	6.08	37,330,473	2,997,000
State Archives * Number of state archives activities conducted	123,293,966	0.02	2,459,600	
Records Management * Number of record management actions	22,430	91.19	2,045,402	
State Historic Museums * Number of visitors to Museum of Florida History sites	54,271	22.39	1,214,939	
Museum Exhibit Fabrication * Number of museum exhibits available to the public	76	8,352.09	634,759	
Historic Planning * Number of historic objects maintained for public use	55,588	9.61	534,447	
Statewide Museum Programs * Number of people served by statewide museum programs	458,245	2.63	1,203,734	
Cultural Support Grants * Number of grants processed	564	13,670.23	7,710,007	18,244,337
Cultural Program Education And Outreach * Number of attendees at webinars, workshops, presentations, cultural events, exhibits facilitated	30,284,258	0.93	28,052,312	
TOTAL			125,354,341	35,243,922
SECTION III: RECONCILIATION TO BUDGET				
PASS THROUGHS				
TRANSFER - STATE AGENCIES				
AID TO LOCAL GOVERNMENTS				
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS				
OTHER				
REVERSIONS			3,909,771	152,012
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)			129,264,112	35,395,934

SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY

- (1) Some activity unit costs may be overstated due to the allocation of double budgeted items.
- (2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.
- (3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.
- (4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

SCHEDULE XIV

Variance from Long Range Financial Outlook

The Department will submit the Schedule XIV once the Long Range Financial Outlook Fiscal Years 2016-17 through 2018-19 has been approved by the Joint Legislative Budget Commission.

**SCHEDULE XV:
CONTRACT INFORMATION FOR EACH CONTRACT IN WHICH THE
CONSIDERATION TO BE PAID TO THE AGENCY IS A PERCENTAGE OF
THE VENDOR REVENUE AND IN EXCESS OF \$10 MILLION**

Contact Information
Agency: FLORIDA DEPARTMENT OF STATE
Name: BRENDA L. VORISEK, DIRECTOR, DIVISION OF CORPORATIONS
Phone: (850) 245-6911
E-mail address: Brenda.Vorisek@DOS.MyFlorida.com

1. Vendor Name		
Image API, Inc.		
2. Brief description of services provided by the vendor.		
Serves as the Filing Office/Officer for the Florida Secured Transaction Registry. Responsible for all Uniform Commercial Code filing activities. Duties include developing programs, maintaining databases and website, processing filings, depositing fees, and interacting with the public in person and via telephone.		
3. Contract terms and years remaining.		
January 1, 2012 – December 31, 2016, with one 5 year renewal option.		
4. Amount of revenue generated		
Prior Fiscal Year \$5,206,993 14/15	Current Fiscal Year \$5,206,993 15/16	Next Fiscal Year (Request Year) \$5,206,993 16/17
5. Amount of revenue remitted		
Prior Fiscal Year \$3,885,470 14/15	Current Fiscal Year \$3,888,856 15/16	Next Fiscal Year (Request Year) \$3,888,856 16/17
6. Value of capital improvement		
N/A		
7. Remaining amount of capital improvement		
N/A		
8. Amount of state appropriations		
Prior Fiscal Year N/A	Current Fiscal Year N/A	Next Fiscal Year (Request Year) N/A



FLORIDA DEPARTMENT *of* STATE

Budget Entity Level Exhibits and Schedules

Legislative Budget Request

FY 2016-2017



FLORIDA DEPARTMENT *of* STATE

Office of the Secretary & Administrative Services Schedule I Series

	COL A01	COL A02	COL A03	COL A04
	ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
	EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17

STATE, DEPT OF 45000000
 PGM: SECRETARY/ADMIN SVCS 45010000
 EXECUTIVE DIR/SUPPORT SVCS 45010200

FUND: FEDERAL GRANTS TRUST FUND 2261

SECTION I: DETAIL OF REVENUES

REVENUE	CAP	SVC	AUTH	MATCHING %	CFDA
CODE	CHG%		ST	I/C LOC I/C	NO.

TOTAL TO LINE B IN SECTION IV

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

OBJECT	TRANSFER	CFDA
CODE	TO BE	NO.

04 BUDGET ENTITY TRANSFER IN 45100200/2261 810000 45010200 974,673- 1,032,039- 567,362-
 05 BUDGET ENTITY TRANSFER IN 45400100/2261 810000 45010200 150,253- 196,634- 93,949-

TOTAL TO LINE E IN SECTION IV

1,124,926- 1,228,673- 661,311-

SECTION III: ADJUSTMENTS

OBJECT
CODE

TOTAL TO LINE H IN SECTION IV

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1 (A)
 ADD: REVENUES (FROM SECTION I) (B)
 TOTAL FUNDS AVAILABLE (LINE A + LINE B) (C)
 LESS: OPERATING EXPENDITURES (D)
 LESS: NONOPERATING EXPENDITURES (SECTION II) (E)
 LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY) (F)
 UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ (G)
 NET ADJUSTMENTS (FROM SECTION III) (H)
 ADJUSTED UNRESERVED FUND BALANCE - JUNE 30 (I)

1,124,926 1,228,673 661,311
 1,124,926- 1,228,673- 661,311-

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000				
PGM: SECRETARY/ADMIN SVCS	45010000				
EXECUTIVE DIR/SUPPORT SVCS	45010200				
FUND: GRANTS AND DONATIONS TF	2339				
SECTION I: DETAIL OF REVENUES					
	REVENUE CAP SVC AUTH		MATCHING %		CFDA
	CODE CHG% ST I/C LOC I/C NO.				
TOTAL TO LINE B IN SECTION IV					
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
	OBJECT TRANSFER CFDA				
	CODE TO BE NO.				
08 BUDGET ENTITY TRANSFER IN 45200700/2339	810000 45010200		597,336-		
TOTAL TO LINE E IN SECTION IV					
SECTION III: ADJUSTMENTS					
	OBJECT				
	CODE				
04 ROUNDING	991000		1		
TOTAL TO LINE H IN SECTION IV					
SECTION IV: SUMMARY					
UNRESERVED FUND BALANCE - JULY 1	(A)				
ADD: REVENUES (FROM SECTION I)	(B)				
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)				
LESS: OPERATING EXPENDITURES	(D)		597,337		
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)		597,336-		
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)		1-		
NET ADJUSTMENTS (FROM SECTION III)	(H)		1		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)				

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000				
PGM: SECRETARY/ADMIN SVCS	45010000				
EXECUTIVE DIR/SUPPORT SVCS	45010200				
FUND: LAND ACQUISITION TF	2423				
SECTION I: DETAIL OF REVENUES					
	REVENUE CAP SVC AUTH		MATCHING %		CFDA
	CODE CHG% ST I/C LOC I/C NO.				
01 BP VIVA FLORIDA GRANT	001111 NO 0.0 265		0.00 0.00		20,700
02 BP SHIPWRECK TRAIL GRANT	001111 NO 0.0 267		0.00 0.00		17,020
TOTAL TO LINE B IN SECTION IV					37,720
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
		OBJECT	TRANSFER		CFDA
		CODE	TO BE		NO.
01 TRANSFER IN FROM 45200700/2423		810000	45010200		67,733- 67,733-
TOTAL TO LINE E IN SECTION IV					67,733- 67,733-
SECTION III: ADJUSTMENTS					
		OBJECT			
		CODE			
TOTAL TO LINE H IN SECTION IV					
SECTION IV: SUMMARY					
UNRESERVED FUND BALANCE - JULY 1	(A)				37,720
ADD: REVENUES (FROM SECTION I)	(B)		37,720		
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)		37,720		37,720
LESS: OPERATING EXPENDITURES	(D)		67,733		67,733
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)		67,733-		67,733-
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)		37,720		37,720
NET ADJUSTMENTS (FROM SECTION III)	(H)				
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)		37,720		37,720

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000				
PGM: SECRETARY/ADMIN SVCS	45010000				
<u>EXECUTIVE DIR/SUPPORT SVCS</u>	45010200				
FUND: LAND ACQUISITION TF	2423				

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE			
	STATE(S)	RESTRICTED(R)		
	NONSTATE(N)	UNRESTRICTED(U)		
01 BP GRANT-VIVA FLORIDA & SHIPWRECK TRAIL	S	R	37,720	37,720
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			37,720	37,720

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000				
PGM: SECRETARY/ADMIN SVCS	45010000				
EXECUTIVE DIR/SUPPORT SVCS	45010200				
FUND: RECORDS MANAGEMENT TF	2572				
SECTION I: DETAIL OF REVENUES					
	REVENUE CAP SVC AUTH		MATCHING %		CFDA
	CODE CHG%	ST	I/C LOC I/C		NO.

TOTAL TO LINE B IN SECTION IV					
=====					
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
		OBJECT	TRANSFER		CFDA
		CODE	TO BE		NO.
02 BUDGET ENTITY TRANSFER IN 45400100/2572		810000	45010200	86,108-	86,108-

TOTAL TO LINE E IN SECTION IV					
=====					
SECTION III: ADJUSTMENTS					
		OBJECT			
		CODE			

TOTAL TO LINE H IN SECTION IV					
=====					
SECTION IV: SUMMARY					
UNRESERVED FUND BALANCE - JULY 1	(A)				
ADD: REVENUES (FROM SECTION I)	(B)				
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)				
LESS: OPERATING EXPENDITURES	(D)			86,108	86,108
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)			86,108-	86,108-
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)				
NET ADJUSTMENTS (FROM SECTION III)	(H)				
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)				

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016-17

Department Title:

Department of State

Trust Fund Title:

Federal Grants Trust Fund - Combined

Budget Entity:

45100200/45010200/45200700/45400100/45500300

LAS/PBS Fund Number:

2261

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	804,408	(A)	0.00	804,408
ADD: Other Cash (See Instructions)	0	(B)	0.00	0
ADD: Investments	40,139,752	(C)	(148,047.00)	39,991,705
ADD: Outstanding Accounts Receivable	40	(D)	143,345.00	143,385
ADD: _____	0	(E)	0.00	0
Total Cash plus Accounts Receivable	40,944,200	(F)	(4,702.00)	40,939,498
LESS: Allowances for Uncollectibles	20	(G)	0.00	20
LESS: "A" Carry Forwards	602,214	(H)	0.00	602,214
LESS: "B" Carry Forwards	586,977	(H)	0.00	586,977
LESS: Approved "FCO" Certified Forwards	0	(H)	0.00	0
LESS: Other Accounts Payable (Nonoperating)	12,560	(I)	0.00	12,560
LESS: OCO Adjustment	0	(J)	9,988.00	9,988
Unreserved Fund Balance, 07/01/2015	39,742,429	(K)	(14,690.00)	39,727,739 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2016-17
Trust Fund Title:	Department of State
Budget Entity:	Grants & Donations Trust Fund - Combined
LAS/PBS Fund Number:	45200700/45010200/45400100/45500300
	2339

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,745,604	(A)	0	4,745,604
ADD: Other Cash (See Instructions)	3,625	(B)	0	3,625
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)		0
ADD: _____	0	(E)		0
Total Cash plus Accounts Receivable	4,749,229	(F)	0	4,749,229
LESS: Allowances for Uncollectibles	5,563	(G)		5,563
LESS: "A" Carry Forwards	272,716	(H)		272,716
"B" Carry Forwards	393,824	(H)		393,824
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Non-operating)	0	(I)		0
LESS: Service Charge to General Revenue	43	(J)		43
Unreserved Fund Balance, 07/01/2015	4,077,083	(K)	0	4,077,083 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



FLORIDA DEPARTMENT *of* STATE

Elections

Schedule I Series

										COL A01	COL A02	COL A03	COL A04
										ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
										EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000												
PGM: ELECTIONS	45100000												
ELECTIONS	45100200												
FUND: FEDERAL GRANTS TRUST FUND 2261													
SECTION I: DETAIL OF REVENUES													
	REVENUE	CAP	SVC	AUTH	MATCHING %		CFDA						
	CODE		CHG%	ST	I/C	LOC	I/C	NO.					
02 INTEREST-STATE TREASURY	000504	NO	0.0	17.61	0.00	0.00			574,093	500,000	500,000		
04 GRANTS-HAVA	000700	NO	0.0	97.012	5.00	C	0.00	90.401	510,178				
15 VOTER FILE DISKS	001904	NO	0.0	216	0.00	0.00			679				
18 US DEPT HEALTH/HUM SERV	000700	NO	0.0	97.012	0.00	0.00		93.617	164,164	800,000			
21 PRIOR YEAR REFUNDS	001800	NO	0.0	216.177	0.00	0.00			1,956	1,000	1,000		
28 REFUNDS	001800	NO	0.0	216.177	0.00	0.00				1,000	3,000		
TOTAL TO LINE B IN SECTION IV										1,251,070	1,302,000	504,000	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES													
					OBJECT	TRANSFER	CFDA						
					CODE	TO BE	NO.						
03 TRANSFER TO FDLE,2261,HAVA					811000	71700100			117,929	145,830	145,830		
13 BUDGET ENTITY TRANSFER OUT 45010200/2261					810000	45010200			974,673	1,032,039	567,362		
14 ASSESSMENT ON INVESTMENTS					840000				397,737-	10,000	10,000		
TOTAL TO LINE E IN SECTION IV										694,865	1,187,869	723,192	
SECTION III: ADJUSTMENTS													
					OBJECT								
					CODE								
01 SWFS #B4500006-ADJ POOLED INVESTMENTS					991000					148,047-			
02 ADJ TO LINE A-PAYABLE SETUP IN 2537					991000					9,988-			
03 2015-CERTIFIED FORWARD/REVERSIONS					991000						1,579,671		
04 ADJ TO LINE A PY CF "B" ENCUM(13-14)					991000					10,890-			
06 SEPTEMBER 2014- CERT FORWARD/REVERSIONS					991000					24,910			
08 SWFS #B4500006-ADJ INTEREST/DIVIDENDS REC					991000					143,345			
09 SWFS #B4500004-ADJ RESTRICTED BY FED GOV					991000					148,047-			

	COL A01 ACT PR YR EXP 2014-15	COL A02 CURR YR EST EXP 2015-16	COL A03 AGY REQUEST FY 2016-17	COL A04 AGY REQ N/R FY 2016-17
STATE, DEPT OF	45000000			
PGM: ELECTIONS	45100000			
<u>ELECTIONS</u>	45100200			
FUND: FEDERAL GRANTS TRUST FUND	2261			

SECTION III: ADJUSTMENTS

OBJECT
CODE

TOTAL TO LINE H IN SECTION IV

148,717-	1,579,671		
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SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	48,823,971	39,812,653	30,376,621	
ADD: REVENUES (FROM SECTION I)	(B)	1,251,070	1,302,000	504,000	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	50,075,041	41,114,653	30,880,621	
LESS: OPERATING EXPENDITURES	(D)	9,418,806	11,129,834	11,329,834	2,000,000
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	694,865	1,187,869	723,192	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	39,961,370	28,796,950	18,827,595	
NET ADJUSTMENTS (FROM SECTION III)	(H)	148,717-	1,579,671		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	39,812,653	30,376,621	18,827,595	

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

FUNDING SOURCE
 STATE(S) RESTRICTED(R)
 NONSTATE(N) UNRESTRICTED(U)

01 FEDERAL HELP AMERICA VOTE ACT	N	R	39,812,653	30,376,621	18,827,595
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			39,812,653	30,376,621	18,827,595

	COL A01 ACT PR YR EXP 2014-15	COL A02 CURR YR EST EXP 2015-16	COL A03 AGY REQUEST FY 2016-17	COL A04 AGY REQ N/R FY 2016-17
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STATE, DEPT OF 45000000
 PGM: ELECTIONS 45100000
 ELECTIONS 45100200

FUND: CLEARING FUNDS TF 2537

SECTION I: DETAIL OF REVENUES

REVENUE CODE	CAP SVC CHG%	AUTH ST	MATCHING % I/C LOC I/C	CFDA NO.	COL A01	COL A02	COL A03	COL A04
02 NOTARY SURCHARGE								
000100	YES 8.0	117.01	0.00 0.00		425,569	400,000	400,000	
14 PARTISAN ELE ASSES FEE								
000100	YES 8.0	99.103	0.00 0.00		2,673	120,000	100,000	
17 NPA ELECTION ASSESSMENT FEE								
000100	YES 8.0	99.103	0.00 0.00		297	21,689	25,000	
18 JUDICIAL FILING FEE CLEARING TF								
000100	YES 8.0	99.103	0.00 0.00			758,153	400,000	
19 JUDICIAL ELECTION ASSESSMENT FEE CLEARING TF								
000100	YES 8.0	99.103	0.00 0.00			174,732	132,609	
23 PARTISAN FILING FEE MAJOR PARTY								
000100	YES 8.0	99.103	0.00 0.00		8,018	390,823	150,000	
24 PARTISAN PARTY FEE-CLEARING TF								
000100	YES 8.0	99.103	0.00 0.00		5,345	395,000	200,000	
TOTAL TO LINE B IN SECTION IV					441,902	2,260,397	1,407,609	

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

OBJECT CODE	TRANSFER TO BE	CFDA NO.	COL A01	COL A02	COL A03	COL A04
02 TRANSFER CANDIDATE FILING FEES-GR				4,937	80,000	
820000			11,149	22,264		
10 REFUND OF NONSTATE REVENUE						
820000			49,327	760,000	801,391	
11 TRANSFER CANDIDATE FILING FEES-PARTIES						
880800			44,449	184,180	112,609	
13 TRANSFER TO GR-SERVICE CHARGE						
810000	31100100		393,743	367,500	359,000	
15 TRANSFER TO EOG-NOTARY SURCHARGE FEES						
810000	41300100		2,732	963,363	54,609	
20 TRANSFER TO ELECT COMMISSION-FILING FEE						
TOTAL TO LINE E IN SECTION IV			501,400	2,302,244	1,407,609	

SECTION III: ADJUSTMENTS

OBJECT CODE	COL A01
03 SWFS ADJ #B4500003 TRANS TO EOG REVERSED	35,442-
991000	
04 SWFS ADJ #B4500003 BAL REL CASH/TREASURY	35,442
991000	

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000				
PGM: ELECTIONS	45100000				
<u>ELECTIONS</u>	<u>45100200</u>				
FUND: CLEARING FUNDS TF	2537				

SECTION III: ADJUSTMENTS

	OBJECT CODE				
05 SWFS ADJ #B4500007 BAL COMMITTED FUND BAL	991000	101,345			
06 ROUNDING	991000	1	1-		
TOTAL TO LINE H IN SECTION IV		101,346	1-		

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)		41,848		
ADD: REVENUES (FROM SECTION I)	(B)	441,902	2,260,397	1,407,609	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	441,902	2,302,245	1,407,609	
LESS: OPERATING EXPENDITURES	(D)				
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	501,400	2,302,244	1,407,609	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	59,498-	1		
NET ADJUSTMENTS (FROM SECTION III)	(H)	101,346	1-		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	41,848			

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
01 NOTARY SURCHARGE	S	U	41,848		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			41,848		

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016-17

Department Title:

Department of State

Trust Fund Title:

Federal Grants Trust Fund - Combined

Budget Entity:

45100200/45010200/45200700/45400100/45500300

LAS/PBS Fund Number:

2261

	Balance as of 6/30/2015	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	804,408 (A)	0.00	804,408
ADD: Other Cash (See Instructions)	0 (B)	0.00	0
ADD: Investments	40,139,752 (C)	(148,047.00)	39,991,705
ADD: Outstanding Accounts Receivable	40 (D)	143,345.00	143,385
ADD: _____	0 (E)	0.00	0
Total Cash plus Accounts Receivable	40,944,200 (F)	(4,702.00)	40,939,498
LESS: Allowances for Uncollectibles	20 (G)	0.00	20
LESS: "A" Carry Forwards	602,214 (H)	0.00	602,214
LESS: "B" Carry Forwards	586,977 (H)	0.00	586,977
LESS: Approved "FCO" Certified Forwards	0 (H)	0.00	0
LESS: Other Accounts Payable (Nonoperating)	12,560 (I)	0.00	12,560
LESS: OCO Adjustment	0 (J)	9,988.00	9,988
Unreserved Fund Balance, 07/01/2015	39,742,429 (K)	(14,690.00)	39,727,739 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2016-17
Trust Fund Title:	Department of State
Budget Entity:	Federal Grants Trust Fund - Elections
LAS/PBS Fund Number:	45100200
	2261

	Balance as of 6/30/2015	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	399,726 (A)		399,726
ADD: Other Cash (See Instructions)			0
ADD: Investments	40,139,752 (C)	(148,047)	39,991,705
ADD: Outstanding Accounts Receivable	40 (D)	143,345	143,385
ADD: _____		0	0
Total Cash plus Accounts Receivable	40,539,518 (F)	(4,702)	40,534,816
LESS: Allowances for Uncollectibles	20 (G)		20
LESS: "A" Carry Forwards	285,527 (H)		285,527
"B" Carry Forwards	414,068 (H)		414,068
Approved "FCO" Certified Forwards			0
LESS: Assessment on Investments	12,560 (I)		12,560
LESS: _____		9,988	9,988
Unreserved Fund Balance, 07/01/2015	39,827,343 (K)	(14,690)	39,812,653 **

Notes:

*SWFS = Statewide Financial Statement

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SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2016-17
Trust Fund Title:	Department of State
Budget Entity:	Clearing Fund Trust Fund - Elections
LAS/PBS Fund Number:	45100200
	2537

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	59,434	(A)	35,442	94,876
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	2,132	(D)		2,132
ADD: _____	0	(E)		0
Total Cash plus Accounts Receivable	61,566	(F)	35,442	97,008
LESS Allowances for Uncollectibles	0	(G)		0
LESS "A" Carry Forwards	0	(H)		0
"B" Carry Forwards	0	(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Non-operating)	35,442	(I)		35,442
LESS: _____	19,718	(J)		19,718
Unreserved Fund Balance, 07/01/2015	6,406	(K)	35,442	41,848 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



FLORIDA DEPARTMENT *of* STATE

Historical Resources Schedule I Series

										COL A01	COL A02	COL A03	COL A04
										ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
										EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000												
PGM: HISTORICAL RESOURCES	45200000												
<u>HISTORICAL RESOURCES</u>	45200700												
FUND: FEDERAL GRANTS TRUST FUND										2261			
SECTION I: DETAIL OF REVENUES													
	REVENUE	CAP	SVC	AUTH	MATCHING %		CFDA						
	CODE		CHG%	ST	I/C	LOC	I/C	NO.					
05 DOT TRANSFER IN													
	001510	NO	0.0	267.031	0.00	0.00	20.205		240,950	240,950	240,950		
07 NAT'L PARK SERVICE													
	000700	NO	0.0	267.031	60.00	C	40.00	C	15.904	1,093,270	1,031,832	1,031,832	
10 NAT'L ENDOWMENT F/ARTS													
	000700	NO	0.0	267.031	0.00	0.00	45.025		35,090	35,000	45,000		
30 NATIONAL MARITIME HERITAGE GRANT													
	000700	NO	0.0	267.031	0.00	100.00	C	15.925		72,496			
TOTAL TO LINE B IN SECTION IV										1,369,310	1,380,278	1,317,782	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES													
					OBJECT	TRANSFER	CFDA						
					CODE	TO BE	NO.						
07 REFUND OF STATE REVENUES					991000					4,509			
TOTAL TO LINE E IN SECTION IV										4,509			
SECTION III: ADJUSTMENTS													
					OBJECT								
					CODE								
01 ROUNDING					991000					1-			
02 SEPTEMBER 2014- CERT FORWARD/REVERSIONS					991000					2,549			
04 ADJ LINE A-PR YR CF "B" ENCUM (13-14)					991000					129,711-			
06 SEPTEMBER 2015 CERT FORWARD/REVERSIONS					991000						194,631		
TOTAL TO LINE H IN SECTION IV										127,163-	194,631		

	COL A01 ACT PR YR EXP 2014-15	COL A02 CURR YR EST EXP 2015-16	COL A03 AGY REQUEST FY 2016-17	COL A04 AGY REQ N/R FY 2016-17
STATE, DEPT OF	45000000			
PGM: HISTORICAL RESOURCES	45200000			
<u>HISTORICAL RESOURCES</u>	45200700			
FUND: FEDERAL GRANTS TRUST FUND	2261			

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	142,907	52,637	245,277
ADD: REVENUES (FROM SECTION I)	(B)	1,369,310	1,380,278	1,317,782
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	1,512,217	1,432,915	1,563,059
LESS: OPERATING EXPENDITURES	(D)	1,327,908	1,382,269	1,382,269
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	4,509		
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	179,800	50,646	180,790
NET ADJUSTMENTS (FROM SECTION III)	(H)	127,163-	194,631	
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	52,637	245,277	180,790

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
02 NATIONAL PARK SERVICE	N	R	52,637	245,277	180,790
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			52,637	245,277	180,790

										COL A01	COL A02	COL A03	COL A04
										ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
										EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000												
PGM: HISTORICAL RESOURCES	45200000												
HISTORICAL RESOURCES	45200700												
FUND: GRANTS AND DONATIONS TF										2339			
SECTION I: DETAIL OF REVENUES													
	REVENUE	CAP	SVC	AUTH	MATCHING %		CFDA						
	CODE		CHG%	ST	I/C	LOC	I/C	NO.					
10 SALE OF SURPLUS PROPERT	002900	NO	0.0	216	0.00	0.00			1,409				
15 RENTAL OF "THE GROVE"	002101	NO	0.0	267.075	0.00	0.00			5,000				
42 ROYALTIES	000115	NO	8.0	267	0.00	0.00			1,080				
43 RECYCLING	001904	NO	8.0	216	0.00	0.00			136				
44 CERT/PHOTO COPIES-NONST	001904	NO	8.0	267	0.00	0.00			96				
45 PRESV OF ARTIFACTS-NPS	001904	NO	0.0	267	0.00	0.00			2,650				
48 PRIOR YEAR REFUNDS	001800	NO	8.0	216.177	0.00	0.00			13,526	5,000			
50 TRANSFER IN DEP CARL	001500	NO	0.0	267.031	0.00	0.00			5,809,517				
51 BP VIVA FLORIDA GRANT	001111	NO	0.0	265	0.00	0.00			55,000				
52 BP SHIPWRECK TRAIL GRANT	001111	NO	0.0	267	0.00	0.00			45,000				
TOTAL TO LINE B IN SECTION IV										5,933,414	5,000		
SECTION II: DETAIL OF NONOPERATING EXPENDITURES													
				OBJECT	TRANSFER	CFDA							
				CODE	TO BE	NO.							
51 TRANSFER TO GR- SERVICE CHARGE				880800					830				
52 BUDGET ENTITY TRANSFER OUT 45500300/2339				810000	45500300				1,383,063				
53 BUDGET ENTITY TRANSFER OUT 45400100/2339				810000	45400100				97,935				
54 BUDGET ENTITY TRANSFER OUT 45010200/2339				810000	45010200				597,336				
TOTAL TO LINE E IN SECTION IV										2,079,164			

		COL A01 ACT PR YR EXP 2014-15	COL A02 CURR YR EST EXP 2015-16	COL A03 AGY REQUEST FY 2016-17	COL A04 AGY REQ N/R FY 2016-17
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	45200700				
FUND: GRANTS AND DONATIONS TF	2339				
SECTION III: ADJUSTMENTS					
	OBJECT CODE				
05 ADJ TO SWFS #C4500007 FED RESTRICT	991000	2,453-			
28 SEPTEMBER 2015 CERT FORWARD REVERSIONS	991000		891,732		
33 ROUNDING	991000	17-			
34 SEPTEMBER 2014- CERT FORWARD/REVERSIONS	991000	15,592			
57 ADJ LINE A-PRIOR YR CF ENCUMBRANCES	991000	103,309-			
TOTAL TO LINE H IN SECTION IV		90,187-	891,732		

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	4,440,943	4,114,274	5,011,006
ADD: REVENUES (FROM SECTION I)	(B)	5,933,414	5,000	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	10,374,357	4,119,274	5,011,006
LESS: OPERATING EXPENDITURES	(D)	4,090,732		
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	2,079,164		
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	4,204,461	4,119,274	5,011,006
NET ADJUSTMENTS (FROM SECTION III)	(H)	90,187-	891,732	
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	4,114,274	5,011,006	5,011,006

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE	STATE(S)	RESTRICTED(R)	NONSTATE(N)	UNRESTRICTED(U)
01 TRANSFER IN FROM DEP, CARL FUNDS	S		R		
				4,114,274	5,011,006
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30				4,114,274	5,011,006

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	45200700				

FUND: LAND ACQUISITION TF 2423

SECTION I: DETAIL OF REVENUES

REVENUE CODE	CAP	SVC CHG%	AUTH ST	MATCHING % I/C	CFDA NO.				
01 UNDERWATER EXPLORATION/SALVAGE									
000100	YES	8.0	267	0.00	0.00		2,404	2,404	
02 ROYALTIES							800	800	
000115	NO	8.0	267	0.00	0.00				
03 RECYCLING							300	300	
001904	NO	8.0	216	0.00	0.00				
04 CERTIFIED PHOTO COPIES-NON STATE							100	100	
001904	NO	8.0	267	0.00	0.00				
05 PRESERVATION OF ARTIFACTS - NPS							2,000	2,000	
001904	NO	0.0	267	0.00	0.00				
06 RESTITUTION PENALTY FINES							1,300	1,300	
001200	NO	0.0	216.177	0.00	0.00				
07 TRANSFER IN-DEP LAND MANAGEMENT							12,903,310	10,320,882	
001500	NO	0.0	267.031	0.00	0.00			393,535	
TOTAL TO LINE B IN SECTION IV							12,910,214	10,327,786	393,535

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

OBJECT CODE	TRANSFER TO BE	CFDA NO.			
08 TRANSFER TO GENERAL REVENUE-SERV CHRG			880800	288	288
09 BUDGET ENTITY TRANSFER OUT 45500300/2423			810000	1,489,351	1,569,251
10 BUDGET ENTITY TRANSFER OUT 45010200/2423			810000	67,733	67,733
11 5% TRUST FUND RESERVE			999000		645,346
TOTAL TO LINE E IN SECTION IV				1,557,372	2,282,618

SECTION III: ADJUSTMENTS

OBJECT CODE			
TOTAL TO LINE H IN SECTION IV			

		COL A01 ACT PR YR EXP 2014-15	COL A02 CURR YR EST EXP 2015-16	COL A03 AGY REQUEST FY 2016-17	COL A04 AGY REQ N/R FY 2016-17
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	45200700				
FUND: LAND ACQUISITION TF	2423				

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)			6,616	320
ADD: REVENUES (FROM SECTION I)	(B)		12,910,214	10,327,786	393,535
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)		12,910,214	10,334,402	393,855
LESS: OPERATING EXPENDITURES	(D)		8,064,903	8,051,464	393,535
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)		1,557,372	2,282,618	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)		3,281,323		
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)		6,616	320	
NET ADJUSTMENTS (FROM SECTION III)	(H)				
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)		6,616	320	

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE			
	STATE(S)	RESTRICTED(R)		
	NONSTATE(N)	UNRESTRICTED(U)		
01 TRANSFER IN DEP LAND MANAGEMENT	S	U	6,616	320
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			6,616	320

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016-17

Department Title:	Department of State
Trust Fund Title:	Federal Grants Trust Fund - Combined
Budget Entity:	45100200/45010200/45200700/45400100/45500300
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	804,408	(A)	0.00	804,408
ADD: Other Cash (See Instructions)	0	(B)	0.00	0
ADD: Investments	40,139,752	(C)	(148,047.00)	39,991,705
ADD: Outstanding Accounts Receivable	40	(D)	143,345.00	143,385
ADD: _____	0	(E)	0.00	0
Total Cash plus Accounts Receivable	40,944,200	(F)	(4,702.00)	40,939,498
LESS: Allowances for Uncollectibles	20	(G)	0.00	20
LESS: "A" Carry Forwards	602,214	(H)	0.00	602,214
LESS: "B" Carry Forwards	586,977	(H)	0.00	586,977
LESS: Approved "FCO" Certified Forwards	0	(H)	0.00	0
LESS: Other Accounts Payable (Nonoperating)	12,560	(I)	0.00	12,560
LESS: OCO Adjustment	0	(J)	9,988.00	9,988
Unreserved Fund Balance, 07/01/2015	39,742,429	(K)	(14,690.00)	39,727,739 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2016-17
Trust Fund Title:	Department of State
Budget Entity:	Federal Grants Trust Fund - Historical Resources
LAS/PBS Fund Number:	45200700
	2261

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	192,797	(A)		192,797
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	-	(C)		-
ADD: Outstanding Accounts Receivable	-	(D)		-
ADD: _____	-	(E)		-
Total Cash plus Accounts Receivable	192,797	(F)	-	192,797
LESS Allowances for Uncollectibles	-	(G)		-
LESS "A" Carry Forwards	90,160	(H)		90,160
"B" Carry Forwards	50,000	(H)		50,000
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Non-operating)	-	(I)		-
LESS: _____	-	(J)		-
Unreserved Fund Balance, 07/01/2015	52,637	(K)	-	52,637 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2016-17
Trust Fund Title:	Department of State
Budget Entity:	Grants & Donations Trust Fund - Combined
LAS/PBS Fund Number:	45200700/45010200/45400100/45500300
	2339

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,745,604	(A)	0	4,745,604
ADD: Other Cash (See Instructions)	3,625	(B)	0	3,625
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)		0
ADD: _____	0	(E)		0
Total Cash plus Accounts Receivable	4,749,229	(F)	0	4,749,229
LESS: Allowances for Uncollectibles	5,563	(G)		5,563
LESS: "A" Carry Forwards	272,716	(H)		272,716
"B" Carry Forwards	393,824	(H)		393,824
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Non-operating)	0	(I)		0
LESS: Service Charge to General Revenue	43	(J)		43
Unreserved Fund Balance, 07/01/2015	4,077,083	(K)	0	4,077,083 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2016-17
Trust Fund Title:	Department of State
Budget Entity:	Grants & Donations Trust Fund - Historical Resources
LAS/PBS Fund Number:	45200700
	2339

	Balance as of 6/30/2015		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,745,604	(A)			4,745,604
ADD: Other Cash (See Instructions)	3,625	(B)			3,625
ADD: Investments		(C)			0
ADD: Outstanding Accounts Receivable		(D)			0
ADD: _____		(E)			0
Total Cash plus Accounts Receivable	4,749,229	(F)	0		4,749,229
LESS: Allowances for Uncollectibles	5,563	(G)			5,563
LESS: "A" Carry Forwards	272,716	(H)			272,716
"B" Carry Forwards	393,824	(H)			393,824
Approved "FCO" Certified Forwards		(H)			0
LESS: Other Accounts Payable (Non-operating)		(I)			0
LESS: Service Charge to General Revenue	43	(J)			43
Unreserved Fund Balance, 07/01/2015	4,077,083	(K)	0		4,077,083 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2016-17
Trust Fund Title:	Department of State
Budget Entity:	Operating Trust Fund - Historical Resources
LAS/PBS Fund Number:	45200700
	2510

	Balance as of 6/30/2015		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0	(A)			0
ADD: Other Cash (See Instructions)	0	(B)			0
ADD: Investments	0	(C)			0
ADD: Outstanding Accounts Receivable	0	(D)			0
ADD: _____	0	(E)			0
Total Cash plus Accounts Receivable	0	(F)	0		0
LESS Allowances for Uncollectibles	0	(G)			0
LESS "A" Carry Forwards	0	(H)			0
"B" Carry Forwards	0	(H)			0
Approved "FCO" Certified Forwards	0	(H)			0
LESS: Other Accounts Payable (Non-operating)	0	(I)			0
LESS: _____	0	(J)			0
Unreserved Fund Balance, 07/01/2015	0	(K)	0		0 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



FLORIDA DEPARTMENT *of* STATE

Corporations Schedule I Series

										COL A01	COL A02	COL A03	COL A04
										ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
										EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000												
PGM: CORPORATIONS	45300000												
COMMERCIAL RECORD/REGIST	45300100												
FUND: CLEARING FUNDS TF										2537			
SECTION I: DETAIL OF REVENUES													
	REVENUE	CAP	SVC	AUTH		MATCHING %		CFDA					
	CODE		CHG%	ST		I/C LOC I/C		NO.					
03 CABLE FRANCHISE FEES	000100	YES	0.0	610.104		0.00 0.00			12,000	2,000	2,000		
TOTAL TO LINE B IN SECTION IV										12,000	2,000	2,000	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES													
						OBJECT	TRANSFER	CFDA					
						CODE	TO BE	NO.					
03 TRANSFER OUT TO DACS, 2321						810000	42160200		12,000	2,000	2,000		
TOTAL TO LINE E IN SECTION IV										12,000	2,000	2,000	
SECTION III: ADJUSTMENTS													
						OBJECT							
						CODE							
TOTAL TO LINE H IN SECTION IV													
SECTION IV: SUMMARY													
UNRESERVED FUND BALANCE - JULY 1	(A)												
ADD: REVENUES (FROM SECTION I)	(B)								12,000	2,000	2,000		
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)								12,000	2,000	2,000		
LESS: OPERATING EXPENDITURES	(D)												
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)								12,000	2,000	2,000		
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)												
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)												
NET ADJUSTMENTS (FROM SECTION III)	(H)												
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)												



FLORIDA DEPARTMENT *of* STATE

Library & Information Services Schedule I Series

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000				
PGM: LIBRARY/INFO SVCS	45400000				
LIBRARY/ARCHIVES/INFO SVCS	45400100				
FUND: FEDERAL GRANTS TRUST FUND	2261				
SECTION I: DETAIL OF REVENUES					
	REVENUE CAP SVC AUTH		MATCHING %	CFDA	
	CODE CHG%	ST	I/C LOC I/C	NO.	
21 NATIONAL HISTORIC PUBLICATION	000700 NO 0.0	257.12	0.00 0.00	89.003	
					1,000 1,000 1,000
22 INSTITUTE OF MUSEUM & LIBRARY SRV	000700 NO 0.0	257.12	0.00 0.00	45.310	
					7,372,745 8,048,596 8,048,596
23 INTERST-GRANTS REVENUE-(FEDERAL)	000504 NO 0.0	257.12	0.00 0.00		
					64 150 150
25 PRIOR YEAR REFUNDS	001800 NO 0.0	216.177	0.00 0.00		
					1,158 2,500 2,500
TOTAL TO LINE B IN SECTION IV					7,374,967 8,052,246 8,052,246
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
		OBJECT	TRANSFER	CFDA	
		CODE	TO BE	NO.	
26 REFUND OF NON-STATE REVENUE		860000			831 850 850
27 BUDGET ENTITY TRANSFER OUT 45010200/2261		810000	45010200		150,253 196,634 93,949
TOTAL TO LINE E IN SECTION IV					151,084 197,484 94,799
SECTION III: ADJUSTMENTS					
		OBJECT			
		CODE			
12 2015 CERTIFIED FORWARD REVERSIONS		991000			786,743
28 SEPTEMBER 2014-CERT FORWARD/REVERSIONS		991000			977
32 ADJ TO LINE A-PR YR CF ENC (13-14)		991000			96,043-
33 ROUNDING		991000			1
TOTAL TO LINE H IN SECTION IV					95,065- 786,743

	COL A01 ACT PR YR EXP 2014-15	COL A02 CURR YR EST EXP 2015-16	COL A03 AGY REQUEST FY 2016-17	COL A04 AGY REQ N/R FY 2016-17
STATE, DEPT OF	45000000			
PGM: LIBRARY/INFO SVCS	45400000			
LIBRARY/ARCHIVES/INFO SVCS	45400100			
FUND: FEDERAL GRANTS TRUST FUND	2261			

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	401,322	138,312-	367,766
ADD: REVENUES (FROM SECTION I)	(B)	7,374,967	8,052,246	8,052,246
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	7,776,289	7,913,934	8,420,012
LESS: OPERATING EXPENDITURES	(D)	7,668,452	8,135,427	8,135,427
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	151,084	197,484	94,799
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	43,247-	418,977-	189,786
NET ADJUSTMENTS (FROM SECTION III)	(H)	95,065-	786,743	
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	138,312-	367,766	189,786

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
02 LIBRARY SERVICES AND TECHNOLOGY ACT	N	R	138,312-	367,766	189,786
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			138,312-	367,766	189,786

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000				
PGM: LIBRARY/INFO SVCS	45400000				
LIBRARY/ARCHIVES/INFO SVCS	45400100				
FUND: GRANTS AND DONATIONS TF	2339				
SECTION I: DETAIL OF REVENUES					
	REVENUE CAP SVC AUTH		MATCHING %		CFDA
	CODE CHG% ST I/C LOC I/C NO.				
01 LOST BOOK FEES	000100 YES 8.0	257.12	0.00 0.00		
				794	
TOTAL TO LINE B IN SECTION IV				794	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
		OBJECT	TRANSFER	CFDA	
		CODE	TO BE	NO.	
01 BUDGET ENTITY TRANSFER IN 45200700/2339		810000	45400100		97,935-
03 SERVICE CHARGE TO GENERAL REVENUE		880800			22
TOTAL TO LINE E IN SECTION IV					97,913-
SECTION III: ADJUSTMENTS					
		OBJECT			
		CODE			
TOTAL TO LINE H IN SECTION IV					
SECTION IV: SUMMARY					
UNRESERVED FUND BALANCE - JULY 1	(A)				
ADD: REVENUES (FROM SECTION I)	(B)			794	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)			794	
LESS: OPERATING EXPENDITURES	(D)			98,707	
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)			97,913-	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)				
NET ADJUSTMENTS (FROM SECTION III)	(H)				
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)				

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000				
PGM: LIBRARY/INFO SVCS	45400000				
LIBRARY/ARCHIVES/INFO SVCS	45400100				

FUND: RECORDS MANAGEMENT TF 2572

SECTION I: DETAIL OF REVENUES

REVENUE CODE	CAP	SVC CHG%	AUTH ST	MATCHING % I/C	CFDA NO.				
25 PRIOR YR REFUND/REC MGT									
001800	NO	0.0	216	0.00	0.00		865		
28 PENALTIES-NSF									
001202	NO	0.0	257.375	0.00	0.00		15		
41 ADV FL ADM REGISTER-STA									
001903	NO	0.0	120.55	0.00	0.00	422,736	450,000	450,000	
42 ADV FL ADM REGISTER-NS									
001905	YES	8.0	120.55	0.00	0.00	88,123	90,000	90,000	
43 MICRO/ARCHIVAL STOR-STA									
001905	YES	0.0	257	0.00	0.00	778,325	800,000	800,000	
44 MICRO/ARCHIVAL STOR-NS									
001905	YES	8.0	257	0.00	0.00	270,624	215,000	215,000	
45 CERT/COPIES/ADM REG-STA									
001903	NO	0.0	120.55	0.00	0.00	230	1,000	1,000	
46 CERT/COPIES/AD REG-NS									
001904	NO	8.0	257	0.00	0.00	1,171	1,300	1,300	
47 RECYCLING/REC MGMT-STA									
001903	NO	0.0	257	0.00	0.00	4,566	3,900	3,900	
49 ROYALTIES/ADMIN CODE									
000115	NO	8.0	120.55	0.00	0.00	108,220	50,000	50,000	
51 FINE ASSESSMENT									
001903	NO	0.0	257	0.00	0.00	207			
TOTAL TO LINE B IN SECTION IV						1,675,082	1,611,200	1,611,200	

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

OBJECT CODE	TRANSFER TO BE	CFDA NO.						
18 SERVICE CHARGE TO GENERAL REVENUE			880800		37,982	28,504	28,504	
19 REFUND OF STATE REVENUES			860000		1,139	2,000	2,000	
20 BUDGET ENTITY TRANSFER OUT 45010200/2572	45010200		810000			86,108	86,108	
22 REFUND OF NONSTATE REVENUES			860000		180	200	200	
TOTAL TO LINE E IN SECTION IV						39,301	116,812	116,812

		COL A01 ACT PR YR EXP 2014-15	COL A02 CURR YR EST EXP 2015-16	COL A03 AGY REQUEST FY 2016-17	COL A04 AGY REQ N/R FY 2016-17
STATE, DEPT OF	45000000				
PGM: LIBRARY/INFO SVCS	45400000				
LIBRARY/ARCHIVES/INFO SVCS	45400100				
FUND: RECORDS MANAGEMENT TF	2572				

SECTION III: ADJUSTMENTS

	OBJECT CODE				
02 SWFS #B4500008-COMPENSATED ABSENCES LIAB	991000	38,469			
10 ADJ LINE A-PRIOR YR CF "B" ENCUM FY 13-14	991000	46-			
17 ROUNDING	991000	1-			
TOTAL TO LINE H IN SECTION IV		38,422			

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	1,446,897	1,700,550	1,316,682
ADD: REVENUES (FROM SECTION I)	(B)	1,675,082	1,611,200	1,611,200
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	3,121,979	3,311,750	2,927,882
LESS: OPERATING EXPENDITURES	(D)	1,420,550	1,878,256	1,878,256
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	39,301	116,812	116,812
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	1,662,128	1,316,682	932,814
NET ADJUSTMENTS (FROM SECTION III)	(H)	38,422		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	1,700,550	1,316,682	932,814

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
58 ADMINISTRATIVE REGISTER/ARCHIVES	S	R	1,700,550	1,316,682	932,814
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			1,700,550	1,316,682	932,814

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 45 State **Budget Period: 2016-17**
Program: 0309.00.00.00 Educational Support
Fund: 2572 Records Mgmt Trust Fund

Specific Authority: Chapters 120.55 and 257.375, F.S.
Purpose of Fees Collected: Funds deposited in the Records Management Trust Fund shall be used to support programs of State Archives, Records and Info Management and Administrative Code/Register/Laws.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2014 - 15	FY 2015-16	FY 2016-17
<u>Receipts:</u>			
<u>Records/Microfilm/Media Storage</u>	1,048,949	1,555,000	1,555,000
<u>Advertising/Fla Administrative Register</u>	510,859	540,000	540,000
<u>Cert Copies/Royalties/Recycling/Misc</u>	115,274	56,200	56,200
<u>Unencumbered Cash</u>	1,446,897	1,700,550	1,316,682
Total Fee Collection to Line (A) - Section	3,121,979	3,851,750	3,467,882

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	1,113,020	1,198,983	1,198,983
Other Personal Services	71,759	71,759	71,759
Expenses	519,849	485,249	485,249
Operating Capital Outlay	8,740	9,740	9,740
<u>Contracted Services</u>	187,059	187,059	187,059
<u>Lease/Purchase/Equipment</u>	3,724	3,724	3,724
<u>TR/DMS/HR Svcs/ STW Contract</u>	7,792	7,850	7,850
Indirect Costs Charged to Trust Fund	-	-	-
Total Full Costs to Line (B) - Section III	1,911,943	1,964,364	1,964,364

Basis Used: _____

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	3,121,979	3,467,882
TOTAL SECTION II	(B)	1,911,943	1,964,364
TOTAL - Surplus/Deficit	(C)	1,210,036	1,503,518

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016-17

Department Title:

Department of State

Trust Fund Title:

Federal Grants Trust Fund - Combined

Budget Entity:

45100200/45010200/45200700/45400100/45500300

LAS/PBS Fund Number:

2261

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	804,408	(A)	0.00	804,408
ADD: Other Cash (See Instructions)	0	(B)	0.00	0
ADD: Investments	40,139,752	(C)	(148,047.00)	39,991,705
ADD: Outstanding Accounts Receivable	40	(D)	143,345.00	143,385
ADD: _____	0	(E)	0.00	0
Total Cash plus Accounts Receivable	40,944,200	(F)	(4,702.00)	40,939,498
LESS: Allowances for Uncollectibles	20	(G)	0.00	20
LESS: "A" Carry Forwards	602,214	(H)	0.00	602,214
LESS: "B" Carry Forwards	586,977	(H)	0.00	586,977
LESS: Approved "FCO" Certified Forwards	0	(H)	0.00	0
LESS: Other Accounts Payable (Nonoperating)	12,560	(I)	0.00	12,560
LESS: OCO Adjustment	0	(J)	9,988.00	9,988
Unreserved Fund Balance, 07/01/2015	39,742,429	(K)	(14,690.00)	39,727,739 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2016-17
Trust Fund Title:	Department of State
Budget Entity:	Federal Grants Trust Fund - Library Services
LAS/PBS Fund Number:	45400100
	2261

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	181,450	(A)		181,450
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)		0
ADD: _____	0	(E)		0
Total Cash plus Accounts Receivable	181,450	(F)	0	181,450
LESS Allowances for Uncollectibles	0	(G)		0
LESS "A" Carry Forwards	201,001	(H)		201,001
"B" Carry Forwards	118,761	(H)		118,761
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Non-operating)	0	(I)		0
LESS: _____	0	(J)		0
Unreserved Fund Balance, 07/01/2015	(138,312)	(K)	0	(138,312)**

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2016-17
Trust Fund Title:	Department of State
Budget Entity:	Records Management Trust Fund - Library Services
LAS/PBS Fund Number:	45400100
	2572

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,627,676	(A)		1,627,676
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	109,592	(D)		109,592
ADD: _____	0	(E)		0
Total Cash plus Accounts Receivable	1,737,268	(F)	0	1,737,268
LESS Allowances for Uncollectibles	0	(G)		0
LESS "A" Carry Forwards	26,164	(H)		26,164
"B" Carry Forwards	0	(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Non-Operating)	0	(I)	0	0
LESS: Service Charge to General Revenue	10,554	(J)		10,554
Unreserved Fund Balance, 07/01/2015	1,700,550	(K)	0	1,700,550 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



FLORIDA DEPARTMENT *of* STATE

Cultural Affairs Schedule I Series

										COL A01	COL A02	COL A03	COL A04
										ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
										EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000												
PGM: CULTURAL AFFAIRS	45500000												
CULTURAL AFFAIRS	45500300												
FUND: FEDERAL GRANTS TRUST FUND										2261			
SECTION I: DETAIL OF REVENUES													
	REVENUE	CAP	SVC	AUTH		MATCHING %		CFDA					
	CODE		CHG%	ST		I/C LOC I/C		NO.					
11 NAT'L ENDOWMENT FOR THE ARTS	000700	NO	0.0	265.606	25.00	C 25.00 C	45.025		685,658	781,775	771,775		
12 PRIOR YR REFUND	001800	NO	0.0	216.177	0.00	0.00			1,264				
TOTAL TO LINE B IN SECTION IV										686,922	781,775	771,775	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES													
						OBJECT	TRANSFER	CFDA					
						CODE	TO BE	NO.					
TOTAL TO LINE E IN SECTION IV													
SECTION III: ADJUSTMENTS													
						OBJECT							
						CODE							
01 SEPTEMBER 2014- CERT FORWARD/ REVERSIONS						991000			17				
02 SEPTEMBER 2015- CERT FORWARD/ REVERSIONS						991000				126,608			
03 ADJ TO LINE A-PRIOR YR CF "B" ENCUMBRANCE						991000			1,700-				
TOTAL TO LINE H IN SECTION IV										1,683-	126,608		
SECTION IV: SUMMARY													
UNRESERVED FUND BALANCE - JULY 1	(A)								68,035	761	108,175		
ADD: REVENUES (FROM SECTION I)	(B)								686,922	781,775	771,775		
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)								754,957	782,536	879,950		
LESS: OPERATING EXPENDITURES	(D)								752,513	800,969	721,069		
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)												
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)												
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)								2,444	18,433-	158,881		
NET ADJUSTMENTS (FROM SECTION III)	(H)								1,683-	126,608			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)								761	108,175	158,881		

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000				
PGM: CULTURAL AFFAIRS	45500000				
<u>CULTURAL AFFAIRS</u>	45500300				
FUND: FEDERAL GRANTS TRUST FUND	2261				

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE		761	108,175	158,881
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
01 NATIONAL ENDOWMENT FOR THE ARTS	N	R			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			761	108,175	158,881

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000				
PGM: CULTURAL AFFAIRS	45500000				
CULTURAL AFFAIRS	45500300				
FUND: GRANTS AND DONATIONS TF	2339				
SECTION I: DETAIL OF REVENUES					
	REVENUE CAP SVC AUTH		MATCHING %		CFDA
	CODE CHG% ST I/C LOC I/C NO.				
04 PRIOR YEAR REFUNDS	001800 NO 0.0	265	0.00 0.00		
				2,091	
TOTAL TO LINE B IN SECTION IV				2,091	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
		OBJECT	TRANSFER	CFDA	
		CODE	TO BE	NO.	
01 BUDGET ENTITY TRANSFER IN 45200700/2339		810000	45500300		
				1,383,063-	
TOTAL TO LINE E IN SECTION IV				1,383,063-	
SECTION III: ADJUSTMENTS					
		OBJECT			
		CODE			
01 ADJ TO LINE A-PRIOR YR CF "B" ENCUM		991000			
				2,790-	
05 SEPTEMBER 2014-CERT FORWARD/REVERSIONS		991000			
				92	
TOTAL TO LINE H IN SECTION IV				2,698-	
SECTION IV: SUMMARY					
UNRESERVED FUND BALANCE - JULY 1	(A)			37,191-	537,191-
ADD: REVENUES (FROM SECTION I)	(B)		2,091		
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)		2,091	37,191-	537,191-
LESS: OPERATING EXPENDITURES	(D)		1,419,647		
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)		1,383,063-		
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			500,000	
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)		34,493-	537,191-	537,191-
NET ADJUSTMENTS (FROM SECTION III)	(H)		2,698-		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)		37,191-	537,191-	537,191-

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000				
PGM: CULTURAL AFFAIRS	45500000				
<u>CULTURAL AFFAIRS</u>	45500300				
FUND: GRANTS AND DONATIONS TF	2339				

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
01 GRANTS- CULTURAL FACILITIES	S	U	37,191-	537,191-	537,191-
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			37,191-	537,191-	537,191-

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2014-15	EXP 2015-16	FY 2016-17	FY 2016-17
STATE, DEPT OF	45000000				
PGM: CULTURAL AFFAIRS	45500000				
<u>CULTURAL AFFAIRS</u>	45500300				
FUND: LAND ACQUISITION TF	2423				
SECTION I: DETAIL OF REVENUES					
	REVENUE CAP SVC AUTH		MATCHING %		CFDA
	CODE CHG%	ST	I/C LOC I/C		NO.

TOTAL TO LINE B IN SECTION IV					
=====					
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
		OBJECT	TRANSFER		CFDA
		CODE	TO BE		NO.
05 BUDGET ENTITY TRANSFER IN 45200700/2339		810000	45500300	1,489,351-	1,569,251-

TOTAL TO LINE E IN SECTION IV					
=====					
SECTION III: ADJUSTMENTS					
		OBJECT			
		CODE			

TOTAL TO LINE H IN SECTION IV					
=====					
SECTION IV: SUMMARY					
UNRESERVED FUND BALANCE - JULY 1	(A)				
ADD: REVENUES (FROM SECTION I)	(B)				
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)				
LESS: OPERATING EXPENDITURES	(D)			1,489,351	1,569,251
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)			1,489,351-	1,569,251-
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)				
NET ADJUSTMENTS (FROM SECTION III)	(H)				
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)				

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016-17

Department Title:

Department of State

Trust Fund Title:

Federal Grants Trust Fund - Combined

Budget Entity:

45100200/45010200/45200700/45400100/45500300

LAS/PBS Fund Number:

2261

	Balance as of 6/30/2015	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	804,408 (A)	0.00	804,408
ADD: Other Cash (See Instructions)	0 (B)	0.00	0
ADD: Investments	40,139,752 (C)	(148,047.00)	39,991,705
ADD: Outstanding Accounts Receivable	40 (D)	143,345.00	143,385
ADD: _____	0 (E)	0.00	0
Total Cash plus Accounts Receivable	40,944,200 (F)	(4,702.00)	40,939,498
LESS: Allowances for Uncollectibles	20 (G)	0.00	20
LESS: "A" Carry Forwards	602,214 (H)	0.00	602,214
LESS: "B" Carry Forwards	586,977 (H)	0.00	586,977
LESS: Approved "FCO" Certified Forwards	0 (H)	0.00	0
LESS: Other Accounts Payable (Nonoperating)	12,560 (I)	0.00	12,560
LESS: OCO Adjustment	0 (J)	9,988.00	9,988
Unreserved Fund Balance, 07/01/2015	39,742,429 (K)	(14,690.00)	39,727,739 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2016-17
Trust Fund Title:	Department of State
Budget Entity:	Federal Grants Trust Fund - Cultural Affairs
LAS/PBS Fund Number:	45500300
	2261

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	30,435	(A)		30,435
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)		0
ADD: _____	0	(E)		0
Total Cash plus Accounts Receivable	30,435	(F)	0	30,435
LESS Allowances for Uncollectibles	0	(G)		0
LESS "A" Carry Forwards	25,526	(H)		25,526
"B" Carry Forwards	4,148	(H)		4,148
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Non-operating)	0	(I)		0
LESS: _____	0	(J)		0
Unreserved Fund Balance, 07/01/2015	761	(K)	0	761 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2016-2017

Department: Department of State

Chief Internal Auditor: John L. Greene

Budget Entity: 45010200

Phone Number: 850-245-6195

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/ AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
AG Report No. 2014-181	3/31/2014	Operational Audit of the Department of State, Voting System Standards and Certification and Prior Audit Follow-up	<p>Audit Finding #1: The Department's voting system examination and certification processes needs improvement to ensure compliance with State law and Florida Voting System Standards.</p> <p>Recommendation: We recommend that the Department management ensure that:</p> <ul style="list-style-type: none"> ·Voting system examination tools are consistently utilized and properly completed and that documentation is retained to demonstrate the Department's examination efforts. ·All required voting system examination reports and documentation are prepared in accordance with State law and the Standards. ·Voting systems are approved or disapproved within the time frame established in State law. 	<p>As required by Section 20.055(5)(h), Florida Statutes, a six-month follow-up performed by the Department of State, Office of Inspector General(OIG) in September 2014. The report gave a status of corrective action taken by the Department concerning the findings and recommendations contained in the Auditor General's Operational Audit An additional information gathered by the OIG in April 2015 on status of corrective action. The results of the follow-up report and status of correction action gathered by the OIG are included after the agency response</p> <p>Agency Response: The Department concurs with the findings that the submission, examination and approval process should be adequately documented including a final report or closing report whichever is applicable following an examination and recommendation to approve or disapprove. Instances do occur in which a vendor may for any stated or unstated reason to choose to withdraw or suspend his or her system before an examination is even completed and/or a determination is ever reached as to approval or disapproval of a system or modification to a system. The Department has already initiated procedures to ensure better documentation in the application process, including communications, withdrawal, suspension, status reports, and recommendation for approval or disapproval for each voting system's application. The Department has also begun to substantially revise and update its Voting Systems Standards.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/ AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
AG Report No. 2014-181	3/31/2014	Operational Audit of the Department of State, Voting System Standards and Certification and Prior Audit Follow-up		<p><u>Department's Response to the Status of Corrective Action for Finding No. 1 in September 2014-status report:</u> As stated in the initial Agency Response, the Department has initiated procedures to document the status of a voting system as it undergoes testing and the Department has completed a substantial draft of revisions to the Florida Voting Systems Standards, Form DS-DE 101, which is incorporated by reference in Rule 1S-5.001 (Voting Systems Equipment Regulations), Fla. Admin. Code. The Florida Voting Systems Standards is a very lengthy and detailed, technological document that will require extensive review by staff and the public before its adoption. The Department expects the rulemaking process for the rule to be completed no later than June 2015.</p> <p><u>OIG conclusion to the Status of Corrective Action for Finding No. 1 in September 2014-status report</u> The Department has begun developing procedures to document the status of a voting system as it undergoes testing and the Department has begun to substantially draft revisions to the Florida Voting Systems Standards, Form DS-DE 101, which is incorporated by reference in Rule 1S-5.001 (Voting Systems Equipment Regulations), Fla. Admin. Code. The Department plans to fully implement the corrective action no later than June 2015.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/ AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
AG Report No. 2014-181	3/31/2014	Operational Audit of the Department of State, Voting System Standards and Certification and Prior Audit Follow-up		<p><u>Status of Correction Action for Finding No. 1 as of April 2015:</u> The recommendation is still open.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
OIG Report No. 2014-181	3/31/2014	Operational Audit of the Department of State, Voting System Standards and Certification and Prior Audit Follow-up	<p><u>Audit Finding #2:</u> The Department had not established policies and procedures to ensure compliance with the State law requiring that the Secretary of State and any examiners have no pecuniary (financial) interest in the voting systems equipment examined.</p> <p><u>Recommendation:</u> We recommend that Department management establish and implement policies and procedures that designate the employee positions with voting system examiner responsibilities and that provide for periodic written attestations from the Secretary of State and designated examiners affirming the absence of any pecuniary interests in any voting equipment.</p>	<p><u>Agency Response:</u> The Department of State concurs with the finding and recommendation. The Department has developed the use of a form to fulfill the recommendation (BVSC 023, eff. 02/2014). For each submitted application for approval of a voting system or equipment, each examiner and the Secretary of State will complete the form to indicate whether they have any pecuniary interest in the voting equipment. Additionally, the Department will amend Rule 1S-5.001 (Voting Systems Equipment Regulations), Fla. Admin. Code, with its incorporated form, DS-DE 101 (Florida Voting Systems Standards), to define “examiner” as a person within BVSC who has the official duty to check that entity testing is done correctly according to statutes and rules and who recommends a system for approval or disapproval to Florida Division of Elections.”</p> <p><u>Department’s Response to the Status of Corrective Action for Finding No. 2 in September 2014-status report</u> The Department has initiated the use of Form BVSC 023 to ensure each “examiner” and the Secretary of State verify they have no pecuniary interest in voting equipment. Also, the Department will incorporate into Rule 1S-5.001 (Voting Systems Equipment Regulations), Fla. Admin. Code, a definition of “examiner” through the revised, incorporated Florida Voting Systems Standards, Form DS-DE 101. The Department expects the rulemaking process for the rule to be completed no later than June 2015.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
OIG Report No. 2014-181	3/31/2014	Operational Audit of the Department of State, Voting System Standards and Certification and Prior Audit Follow-up		<p><u>OIG conclusion to the Status of Corrective Action for Finding No. 2 in September 2014-status report</u></p> <p>The Department is using Form BVSC 023 to ensure each “examiner” and the Secretary of State verify they have no pecuniary interest in voting equipment. The Department plans to fully implement the corrective action no later than June 2015.</p> <p><u>Status of Correction Action for Finding No. 2 as of April 2015:</u></p> <p>The recommendation is still open.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
OIG Report No. 2014-181	3/31/2014	Operational Audit of the Department of State, Voting System Standards and Certification and Prior Audit Follow-up	<p>Audit Finding No. 3: The Department did not seek reimbursement from voting system vendors, as provided for in State law, for all the actual costs associated with voting system examinations.</p> <p>Recommendation: We recommend that Department management seek legislative clarification regarding the actual voting system examination costs subject to voting system applicant reimbursement pursuant to State law. Additionally, we recommend that Department management enhance the review of reimbursement requests for voting system examination costs to ensure that all costs permitted by State law are included.</p>	<p>Agency Response: The Department of State concurs with the finding and believes that through the rulemaking process it can seek clarification from the Florida Legislature’s Joint Administrative Procedures Committee, regarding what constitutes “actual costs” under s. 101.5605(2)(b), Florida Statutes. As the agency charged with interpreting the statute, the Department intends to define “actual costs” when it revises the Florida Voting Systems Standards (Form DS-DE 101), as incorporated by reference into Rule 1S-5.001 (Voting Systems Equipment Regulations), Fla. Admin. Code. The current rule draft includes the following: “[r]eimbursable actual costs of testing include reasonable travel costs such as lodging, car rental, parking, gas, airfare, travel-related fees and in the case of meals, not to exceed the per diem rate established per s. 112.061(6), F.S.”</p> <p>To further enhance the recommended review of reimbursement requests for voting system examination costs, the Department will submit BVSC’s reimbursement requests to the same level of scrutiny and review currently applied to reimbursement requests sought by state employees for state-related travel. This review will occur before presenting the costs for reimbursement to the entity which had the voting system tested.</p>	

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OIG Report No. 2014-181	3/31/2014	Operational Audit of the Department of State, Voting System Standards and Certification and Prior Audit Follow-up		<p><u>Department’s Response to the Status of Corrective Action for Finding No. 3 in September 2014-status report:</u> The Department will incorporate into Rule 1S-5.001 (Voting Systems Equipment Regulations), Fla. Admin. Code, a definition of “actual costs” through the revised, incorporated Florida Voting Systems Standards, Form DS-DE 101. The Department expects the rulemaking process for the rule to be completed no later than June 2015. Also, as stated in the Agency Response, the Department will have the cost reimbursement requests reviewed before their submission to ensure the requests capture all reimbursable costs.</p> <p><u>OIG conclusion to the Status of Corrective Action for Finding No. 3 in September 2014-status report</u> The Department plans to fully implement the corrective action no later than June 2015</p> <p><u>Status of Correction Action for Finding No. 3 as of April 2015:</u> The recommendation is still open.</p>	

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OIG Report No. 2014-181	3/31/2014	Operational Audit of the Department of State, Voting System Standards and Certification and Prior Audit Follow-up	<p><u>Audit Finding No. 4: The Department did not have adequate acquisition filing procedures in place to ensure the accuracy and completeness of the Department's inventory of county voting systems.</u></p> <p><u>Recommendation:</u> To ensure the accuracy and completeness of the Department's inventory of county voting systems, we recommend that Department management enhance procedures to appropriately address the processing of acquisition filings and the maintenance of the county voting systems inventory listing and to require that Department staff timely follow-up with counties regarding the implementation of newly acquired, modified, or upgraded voting systems.</p>	<p><u>Agency Response:</u> The Department of State acknowledges the need for better informal internal protocols in determining what new systems and updates are in use in the State. The Department has already instituted enhanced internal procedures and timelines to follow-up with counties regarding the implementation of newly acquired, modified, or upgraded voting systems and better maintain the Department's inventory of county voting systems.</p> <p><u>Department's Response to the Status of Corrective Action for Finding No. 4 in September 2014-status report</u> As stated in the Agency Response, the Department has instituted enhanced internal procedures and timelines to follow-up with counties regarding the implementation of newly acquired, modified, or upgraded voting systems, which permits the Department to better maintain the Department's inventory of county voting systems. With the tracking mechanisms currently in place, the Department now has adequate acquisition filing procedures to ensure the accuracy and completeness of the Department's inventory of county voting systems.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
OIG Report No. 2014-181	3/31/2014	Operational Audit of the Department of State, Voting System Standards and Certification and Prior Audit Follow-up		<p><u>OIG conclusion to the Status of Corrective Action for Finding No. 4 in September 2014-status report</u></p> <p>The Bureau of Voting Systems Certification has started enhancing the procedures and using a mechanism to document the follow-up with counties regarding the implementation of newly acquired, modified, or upgraded voting systems, which permits the Department to better maintain the Department's inventory of county voting systems. The full implementation of this recommendation will be completed by March 2015.</p> <p><u>Status of Correction Action for Finding No. 4 as of April 2015:</u></p> <p>The Department has fully implemented the corrective action.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
OIG Report No. 2014-181	3/31/2014	Operational Audit of the Department of State, Voting System Standards and Certification and Prior Audit Follow-up	<p>Audit Finding No. 5: Improvements are needed in the conduct and documentation of Department reviews of county voting system security procedures to better ensure and demonstrate that the procedures meet the minimum security standards established pursuant to State law.</p> <p>Recommendation: We recommend that Department management enhance the Department's policies and procedures to:</p> <ul style="list-style-type: none"> ·Require timely follow up with counties that have security procedures deficiencies to ensure that the counties appropriately revise the procedures to comply with State law and to meet the minimum security standards set forth in Department rules. ·Ensure that reviews of revised county voting system security procedures are completed within 30 days in accordance with Department rules. ·Better ensure that Department staff maintain adequate documentation to demonstrate the receipt and review of revised county security procedures and Department management's approval of the review package and to promote compliance with the applicable State records retention schedule. ·Verify, in advance of performing a statutorily required biennial voting system security procedures review, that the Department has the county's most recent security procedures on file. ·Provide counties with the results of the biennial voting system security procedures reviews and to follow up with counties, as appropriate, to promote the establishment of county security procedures that comply with State law and minimum security standards. 	<p>Agency Response: The Department of State concurs with the finding and recommendations regarding enhancements to our procedures. Rule 1S-2.015, Fla. Admin. Code, is currently undergoing revisions and those revisions will address the findings by implementing the recommended corrective action.</p> <p>Department's Response to the Status of Corrective Action for Finding No. 5 in September 2014-status report As stated in the Agency Response, the Department intends to amend Rule 1S-2.015, Fla. Admin. Code, to address the findings by implementing the recommended corrective action. The Department expects the rulemaking process to be completed no later than June 2015.</p> <p>OIG conclusion to the Status of Corrective Action for Finding No. 5 in September 2014-status report The Department plans to fully implement the corrective action no later than June 2015.</p> <p>Status of Correction Action for Finding No. 5 as of April 2015: The recommendation is still open.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
OIG Report No. 2014-181	3/31/2014	Operational Audit of the Department of State, Voting System Standards and Certification and Prior Audit Follow-up	<p><u>PRIOR AUDIT FOLLOW-UP Finding No. 6:</u> Improvements are still needed to ensure the timely recording of tangible personal property acquisitions and proper accountability for Department property items.</p> <p><u>Recommendation:</u> When property acquisitions are not timely recorded, the effectiveness of the Department's controls for providing accountability for property items is weakened. We recommend that Department management ensure that property items acquired are timely recorded in the property records in accordance with State requirements and Department procedures.</p>	<p><u>Agency Response:</u> The Department of State concurs with the finding. The Department has taken steps to reaffirm its policy regarding recording property purchases in the property inventory system in a timely manner. The Department of State Inspector General Office completed a property inventory procedure review on January 14, 2014 and the process of new inventory intake was handled per the procedures with no discrepancies.</p> <p><u>Department's Response to the Status of Corrective Action for Finding No. 6 in September 2014-status report</u> The Department of State management has ensured that property items acquired are timely recorded in the property records in accordance with State requirements and Department procedures. The Department of State Inspector General Office issued a memorandum on January 14, 2014 that the process of new inventory intake is being handled per the procedures with no discrepancies.</p> <p><u>OIG conclusion to the Status of Corrective Action for Finding No. 6 in September 2014-status report</u> The Department has fully implemented the corrective action.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
OIG Report No. 2014-181	3/31/2014	Operational Audit of the Department of State, Voting System Standards and Certification and Prior Audit Follow-up	<p><u>Audit Finding No. 7: The Department's user access privilege controls related to the grants administration system continue to need enhancement.</u></p> <p><u>Recommendation:</u> We recommend that Department management continue efforts to strengthen user access privilege controls for the grants administration system to reduce the risk of unauthorized access to, modification of, or destruction of Department data and IT resources.</p>	<p><u>Agency Response:</u> The Department of State concurs with the finding. The corrective actions are on file with the Secretary of State.</p> <p><u>Department's Response to the Status of Corrective Action for Finding No. 7 in September 2014-status report</u> The group membership has been reviewed and the roles have been divided into five groups that require different levels of access. The implementation of these access levels into the code will be performed through a complete rewrite of the application. The timeline for completion will be September 2015.</p> <p>As an intermediate step, members of the current administrative group who only require report generation can be removed from the system and tools can be provided to create those reports within the application. This reporting piece will be completed by November 2014.</p> <p><u>OIG conclusion to the Status of Corrective Action for Finding No. 7 in September 2014-status report</u> The Department plans to fully implement the corrective action no later than September 2015.</p> <p><u>Status of Correction Action for Finding No. 7 as of April 2015:</u> The recommendation is still open.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
OIG Report No. 2014-181	3/31/2014	Operational Audit of the Department of State, Voting System Standards and Certification and Prior Audit Follow-up	<p><u>ADDITIONAL MATTER</u></p> <p><u>Audit Finding No. 8: The Department did not always timely cancel purchasing cards upon a cardholder's separation from Department employment.</u></p> <p><u>Recommendation:</u> We recommend that Department management continue efforts to ensure the timely cancellation of P-Cards when cardholders separate from Department employment.</p>	<p><u>Agency Response:</u> The Department of State concurs with the finding. The Department has instituted measures to insure P-Card cancellation upon employee termination. The Department of State Inspector General Office is currently performing a review of the Department's purchasing card plan and the preliminary results of the review reflected that all separated employee cardholders for 2013 were timely deactivated from FLAIR.</p> <p><u>Department's Response to the Status of Corrective Action for Finding No. 8 in September 2014-status report</u></p> <p>The Department has instituted measures to insure PCard cancellation upon employee termination. The Department of State Inspector General Office issued a memorandum on April 15, 2014 on the review of the internal controls related to the Department's Purchasing Card Program. They determined that the established internal controls related to the Department's Purchasing Card Program provided reasonable assurance that the Division of Administrative Services is managing the program in compliance with laws and regulation. They determined during their review that the purchasing card cancellation issue identified in the operational audit by the Auditor General were being timely canceled when cardholders separated from the department</p> <p><u>OIG conclusion to the Status of Corrective Action for Finding No. 8 in September 2014-status report</u></p> <p>The Department has fully implemented the corrective action.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
OIG Report No. 2011-10	5/2/2014	Audit of Financial Information on Three State Historic Preservation Grants awarded in Fiscal Year 2012-2013	<p>Audit Finding No. 1: Grant payments were submitted for payment by grant managers without required documentation from the grantee per the grant agreement.</p> <p>Objective: To assess if there was adequate support for the disbursements of the Historic Preservation Grants.</p> <p>Criteria: The grantee is required to submit documentation that helps ensure grant funds are being used within the scope and guidelines set forth in the grant agreement. The Division of Administrative Services' staff relies on the grant manager to obtain proper documentation before a payment request is submitted by staff of the grant division to ensure that grant funds are disbursed properly.</p> <p>Condition Revealed during the audit: Our evaluation of the grant files determined that grant payments were made to the grantee without the required back up documentation in place. Specifically:</p> <ul style="list-style-type: none"> ·On one grant, the grantee wanted to substitute the Scope of Work in place of the Project Schedule which was required before the payment was made. The bureau chief instructed the grant manager to accept the scope of work as a proper deliverable and payment was made. 	<p>The OIG is in the process of doing a follow-up review on the status of the Division's correction action related to this audit.</p> <p>Division Response: Regarding the sole audit finding that grant payments were submitted for payment by grant managers without required documentation from the grantee pursuant to the grant agreement, the Division agrees with the finding and offers the following comments regarding the conditions revealed during the audit:</p> <ul style="list-style-type: none"> ·The substitution of a Scope of Work in place of the Project Schedule is an unacceptable substitution. Staff has been instructed that in all cases, a Project Schedule is a necessary condition of the Grant Award Agreement. ·The Bureau Chief admittedly instructed the grant manager to submit a certified payment request, knowing that a report outlining previous expenses had not been submitted. However, the Bureau Chief had personal knowledge of the completed grant deliverables and was experiencing difficulties effectively communicating with the grantee regarding the sequence of requirements in order to ensure payments to third party vendors necessary for the successful completion of the final phase of the grant project. ·Accurate, justifiable and verifiable wage rates are a necessary requirement of grant awards. Division staff has been instructed to strictly adhere to compliance with permissible wage rates. 	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
OIG Report No. 2011-10	5/2/2014	Audit of Financial Information on Three State Historic Preservation Grants awarded in Fiscal Year 2012-2013	<p>·A grant manager put the bureau chief on notice that the third payment request was made on a grant without the proper documents in place. The bureau chief instructed the grant manager to submit a certified payment request in spite of knowing the proper documentation has not been received to justify payment. The quarterly reports were submitted after payments were made.</p> <p>·On one grant, timesheet rates were paid that were over the minimum wage rate and no justification was obtained from the grantee by the grant manager. We did request and received verification that the unjustified wage rates were paid out to the vendors at the requested rates.</p> <p>·On one grant, the grantee entered subcontractor agreements before the approval by the grant manager and the subcontractor waiver requests were submitted after the agreements were executed.</p> <p>·The grant managers did not obtain a project schedule in all three grants which is required by the grant agreement before any grant funding will be released.</p> <p>Conclusion: The grant managers submitted payment request without the proper documentation from the grantee per the grant agreement.</p> <p>Recommendation: We recommend the following to address issues related to this finding:</p>	<p>·The Division agrees with the finding that on one grant, the grantee entered subcontractor agreements before the approval by the grant manager and the subcontractor waiver requests were submitted after the agreements were executed. Staff has been instructed to provide better information to grantees on the subcontractor approval process. Noncompliance with the process will result in a rejection of the agreement and require an amendment to the Grant Agreement.</p> <p>·The Division agrees that grant managers did not obtain a Project Schedule prior to a release of grant funding. Staff has been instructed that a Project Schedule is a requirement of the Grant Agreement and that a request for payment must be rejected if proper documentation has not been received from the grantee.</p> <p><u>Regarding the Inspector General's recommendations:</u></p> <p>·Grant managers will require grantees to submit necessary documents prior to the disbursement of grant funds. The Supervisor of the grant managers is now reviewing and signing off on all grant payment requests prior to submission to the Division of Administrative Services.</p> <p>·The streamlining of Historic Preservation Grant Award agreements is an ongoing Division initiative with an anticipated completion of June 2014.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
OIG Report No. 2011-10	5/2/2014	Audit of Financial Information on Three State Historic Preservation Grants awarded in Fiscal Year 2012-2013	<p>·The grant managers receive the necessary documents from grantees prior to submission for payment and the bureau chief or grant manager supervisor who handles Historic Preservation Grants perform a review and sign off on the payment package before it is submitted to the Division of Administrative Services for payment.</p> <p>·The bureau chief and the grant manager supervisor need to work with the Division of Administrative Services' personnel in streamlining the Historic Preservation Grant Award agreements and narrow down the deliverables that a grantee must provide before a payment is made.</p> <p>The Division of Historical Resources should hold grant management training for all personnel involved in the Historic Preservation Grant process that addresses the following items: Chapter 1A-39 Florida Administrative Code entitled Historic Preservation Grant Programs, revisions to the agreements and changes to the required deliverables from grantee before a payment is made.</p> <p>·The Division Director needs to closely monitor the Historic Preservation Grant process by meeting on a regular basis with the bureau chief to receive a detailed update on grant activities.</p> <p>·Department management should consider formal disciplinary action that they consider appropriate related to the performance of managing these grants by departmental personnel.</p>	<p>·All grant staff are either scheduled to attend or have attended Department of Financial Services training. Regular and continuing education in grant management practices will be provided for staff.</p> <p>·The Division Director has initiated regular and frequent meetings to monitor closely the Historic Preservation grant process and to receive detailed updates on grant activities.</p> <p>·Formal disciplinary action will be taken related to the performance of grant management by Division personnel.</p>	

Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of State/ 45000000

Agency Budget Officer/OPB Analyst Name: Christie Burrus/ Sherie Carrington

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550

1. GENERAL

1.1	Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y	Y	Y	Y	Y	Y
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y	Y

AUDITS:

1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y	Y
1.4	Has security been set correctly? (CSDR, CSA)	Y	Y	Y	Y	Y	Y
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.						

2. EXHIBIT A (EADR, EXA)

2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y	Y	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y	Y
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y	Y	Y	Y	Y	Y
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y	Y	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	N/A	N/A	N/A	N/A	Y
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AUDITS:

3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.						
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.						
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.						
4. EXHIBIT D (EADR, EXD)							
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.						
5. EXHIBIT D-1 (ED1R, EXD1)							
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y	Y
AUDITS:							
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.						
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.						
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2013-14 approved budget. Amounts should be positive.						
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.						
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)							
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
<p>TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.</p>							
7. EXHIBIT D-3A (EADR, ED3A)							
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	Y	Y	Y	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	Y	Y
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y	Y
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A	N/A	N/A	N/A	N/A	N/A
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	N/A	N/A
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #14-001?	N/A	N/A	N/A	N/A	N/A	N/A
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y	Y
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A	N/A	N/A	N/A

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
7.16 Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 88 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A
7.17 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A	N/A	N/A	N/A	N/A	N/A
7.18 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A	N/A
7.19 Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	Y	Y
AUDIT:						
7.20 Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y	Y	Y	Y	Y	Y
7.21 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y	Y
7.22 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y	Y
7.23 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y	Y
7.24 Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A	N/A	N/A	N/A	N/A
TIP Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.						
TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.						
TIP Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.						
TIP If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).						

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
TIP If a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).						
TIP If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.						
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1 Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y	Y
8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y	Y
8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y	Y
8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A	N/A	N/A	N/A
8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y	Y	Y
8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y	Y
8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A	N/A	N/A	N/A	N/A
8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A	N/A	N/A	N/A	N/A	N/A
8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y	Y
8.10 Are the statutory authority references correct?	Y	Y	Y	Y	Y	Y
8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A	Y	Y	Y	Y	Y
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A	N/A	N/A	N/A	N/A
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y	Y
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y	Y
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y	Y
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y	Y
8.19 Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A	N/A	Y	N/A	N/A	N/A
8.20 Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A	Y	Y	Y	Y	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y	Y
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y	Y
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y	Y
8.24 Are prior year September operating reversions appropriately shown in column A01?	N/A	Y	Y	Y	Y	Y
8.25 Are current year September operating reversions appropriately shown in column A02?	N/A	Y	Y	Y	Y	Y
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y	Y
8.27 Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A	N/A	N/A	N/A	N/A	N/A
8.28 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y	Y
8.29 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y	Y
AUDITS:						
8.30 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y	Y
8.31 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	Y	N	N
8.32 Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y	Y	Y	Y
8.33 Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Y	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!						
TIP	Determine if the agency is scheduled for trust fund review. (See page 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.						
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.						
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.						
9. SCHEDULE II (PSCR, SC2)							
AUDIT:							
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 161 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
10. SCHEDULE III (PSCR, SC3)						
10.1 Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A	N/A	N/A	N/A	N/A	N/A
11. SCHEDULE IV (EADR, SC4)						
11.1 Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y	Y
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Y	Y	Y	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1 NOT REQUIRED FOR THIS YEAR						
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1 Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	Y	Y	Y	Y	Y
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)						
15.1 Agencies are required to generate this schedule via the LAS/PBS Web.	Y	Y	Y	Y	Y	Y
15.2 Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y	Y	Y	Y	Y	Y
15.3 Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y	Y	Y	Y	Y	Y
15.4 Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Y	Y	Y	Y	Y	Y
15.5 Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y	Y	Y	Y	Y	Y
AUDIT:						
15.6 Do the issues net to zero at the department level? (GENR, LBR5)	Y	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)						
16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)						
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3 Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	Y	Y
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y	Y
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	Y	Y	Y
16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y	Y	Y	Y
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.						
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1 Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y	Y
17.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y	Y
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y	Y
17.4 Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	N/A	N/A	N/A	N/A	N/A	N/A
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A	N/A	N/A	N/A	N/A	N/A

	Program or Service (Budget Entity Codes)					
Action	4501	4510	4520	4530	4540	4550

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) for a list of audits and their descriptions.	
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.	

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y	Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y	Y
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y	Y
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	N/A	N/A	N/A	N/A
18.5	Are the appropriate counties identified in the narrative?	N/A	N/A	N/A	N/A	N/A	N/A
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A	N/A	N/A	N/A	N/A
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.						

19. FLORIDA FISCAL PORTAL

19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y	Y
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