



FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

LEGISLATIVE BUDGET REQUEST

Department of State

Tallahassee

September 16, 2019

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

Eric Pridgeon, Staff Director
House Appropriations Committee
221 Capitol
Tallahassee, Florida 32399-1300

Cynthia 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 2020-21 Fiscal Year. This submission has been approved by Laurel M. Lee, Secretary of State.

Sincerely,

A handwritten signature in blue ink that reads "Laurel M. Lee".

Laurel M. Lee
Secretary of State

Attachments



FLORIDA DEPARTMENT *of* STATE

Temporary Special Duty - General Pay Additives Implementation Plan for Fiscal Year 2020-2021

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 2020-2021 is unknown. No temporary special duty-general pay additives were approved by the Department during FY 2018-2019.

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 2017-2018.

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.

Approved this 13 day of August, 2019.


Jennifer Kennedy, Assistant Secretary of State
Chief of Staff



FLORIDA DEPARTMENT *of* STATE

Department Level

Exhibits and Schedules

Legislative Budget Request

FY 2020-2021

450000 DEPARTMENT OF STATE		BEGINNING BALANCE
20 2 261011	FEDERAL GRANTS TRUST FUND -HELP AMERICA VOTE ACT	
G-L	G-L ACCOUNT NAME	
CAT		BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	4,059,684.61
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	6,800,292.40
15100	ACCOUNTS RECEIVABLE	
001202	PENALTIES	104.10
001801	REIMBURSEMENTS	1,801.82
001904	SALE OF GOODS OUTSIDE STATE GOVERNMENT	5.00
	** GL 15100 TOTAL	1,910.92
15900	ALLOWANCE FOR UNCOLLECTIBLES	
001202	PENALTIES	15.00-
001904	SALE OF GOODS OUTSIDE STATE GOVERNMENT	5.00-
	** GL 15900 TOTAL	20.00-
31100	ACCOUNTS PAYABLE	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	342.89-
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	55,000.00-
040000	EXPENSES	0.00
040000	CF EXPENSES	130,354.73-
100495	SW VOTER REGISTR SYST/HAVA	10,112.97-
100495	CF SW VOTER REGISTR SYST/HAVA	857,784.85-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	118,710.00-
	** GL 31100 TOTAL	1,172,305.44-
35300	DUE TO OTHER DEPARTMENTS	
181074	TR/FDLE/HAVA	11,224.33-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
107015	G/A-ELECT ACTIVITIES/HAVA	0.00
107015	CF G/A-ELECT ACTIVITIES/HAVA	1,109,131.73-
107020	G/A-ELECT SECURITY GRANTS	0.00
107020	CF G/A-ELECT SECURITY GRANTS	2,325,201.03-
	** GL 35500 TOTAL	3,434,332.76-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	15,411,864.61

450000 DEPARTMENT OF STATE

20 2 261011 FEDERAL GRANTS TRUST FUND -HELP AMERICA VOTE ACT

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
57200	RESTRICTED BY FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	21,655,870.01-
94100	ENCUMBRANCES	
040000	CF EXPENSES	317,136.01
100495	CF SW VOTER REGISTR SYST/HAVA	588,226.29
100777	CF CONTRACTED SERVICES	138,690.83
	** GL 94100 TOTAL	1,044,053.13
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	317,136.01-
100495	CF SW VOTER REGISTR SYST/HAVA	588,226.29-
100777	CF CONTRACTED SERVICES	138,690.83-
	** GL 98100 TOTAL	1,044,053.13-
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

20 2 261012 FEDERAL GRANTS TRUST FUND - HISTORICAL RESOURCES

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	143,643.09
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000 CF	EXPENSES	46.05-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	95.00-
101548	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	0.00
101548 CF	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	14,470.77-
	** GL 31100 TOTAL	14,611.82-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
101548	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	0.00
101548 CF	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	115,862.00-
	** GL 35500 TOTAL	115,862.00-
38900	REVENUES RECEIVED IN ADVANCE - CURRENT	
001510	TRANSFER OF FEDERAL FUNDS	0.00
45100	ADVANCES FROM OTHER FUNDS BETWEEN DEPA	
001510	TRANSFER OF FEDERAL FUNDS	60,237.50-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	97,709.04
57200	RESTRICTED BY FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	50,640.81-
94100	ENCUMBRANCES	
100777 CF	CONTRACTED SERVICES	60.94
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
100777 CF	CONTRACTED SERVICES	60.94-
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

20 2 261013 FEDERAL GRANTS TRUST FUND - LIBRARY SERVICES

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	327,998.48
12400	CASH IN STATE TREASURY UNVERIFIED	
000000	BALANCE BROUGHT FORWARD	691.50
31100	ACCOUNTS PAYABLE	
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	233.33-
040000	EXPENSES	0.00
040000	CF EXPENSES	1,852.94-
050792	G/A-LIBRARY GRANTS	0.00
050792	CF G/A-LIBRARY GRANTS	77,397.00-
060000	OPERATING CAPITAL OUTLAY	1,635.43
060000	CF OPERATING CAPITAL OUTLAY	1,635.43-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	33,934.59-
	** GL 31100 TOTAL	113,417.86-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
040000	EXPENSES	0.00
040000	CF EXPENSES	1,753.10-
	** GL 35200 TOTAL	1,753.10-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
050792	G/A-LIBRARY GRANTS	0.00
050792	CF G/A-LIBRARY GRANTS	202,278.05-
	** GL 35500 TOTAL	202,278.05-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	264,868.82
57200	RESTRICTED BY FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	276,109.79-
94100	ENCUMBRANCES	
040000	CF EXPENSES	1,183.76
060000	CF OPERATING CAPITAL OUTLAY	9,811.90
100777	CF CONTRACTED SERVICES	17,707.55
101977	CF LIBRARY RESOURCES	13,637.27
105281	CF LEASE/PURCHASE/EQUIPMENT	1,738.27
	** GL 94100 TOTAL	44,078.75

450000 DEPARTMENT OF STATE

20 2 261013 FEDERAL GRANTS TRUST FUND - LIBRARY SERVICES

G-L G-L ACCOUNT NAME

CAT	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	BEGINNING BALANCE
98100		
040000 CF	EXPENSES	1,183.76-
060000 CF	OPERATING CAPITAL OUTLAY	9,811.90-
100777 CF	CONTRACTED SERVICES	17,707.55-
101977 CF	LIBRARY RESOURCES	13,637.27-
105281 CF	LEASE/PURCHASE/EQUIPMENT	1,738.27-
	** GL 98100 TOTAL	44,078.75-
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

20 2 261014 FEDERAL GRANTS TRUST FUND - CULTURAL AFFAIRS

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	157,881.85
31100	ACCOUNTS PAYABLE	
050087	G/A-ARTS GRANTS	3,750.00
050087	CF G/A-ARTS GRANTS	59,178.00-
	** GL 31100 TOTAL	55,428.00-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	70,366.65-
57200	RESTRICTED BY FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	32,087.20-
94100	ENCUMBRANCES	
100777	CF CONTRACTED SERVICES	4,000.00
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
100777	CF CONTRACTED SERVICES	4,000.00-
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

20 2 279001 FLORIDA FINE ARTS TRUST FUND DOS

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15900	ALLOWANCE FOR UNCOLLECTIBLES	
001800	REFUNDS	0.00
16400	DUE FROM FEDERAL GOVERNMENT	
000700	U S GRANTS	0.00
001500	TRANSFERS	0.00
	** GL 16400 TOTAL	0.00
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	0.00
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE		BEGINNING BALANCE
G-L	G-L ACCOUNT NAME	
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	272,099.86
15100	ACCOUNTS RECEIVABLE	
000100	FEEs	1,036.00
16500	DUE FROM OTHER GOVERNMENTAL UNITS	
000100	FEEs	1,814.00
17400	WORK IN PROCESS	
100777	CF CONTRACTED SERVICES	0.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	0.00
	** GL 31100 TOTAL	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	203,924.46
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
55600	RESERVED FOR FCO AND GRANTS/AID - FCO	
080901	09 CENTRAL FAC/MAINT & REPAIR	0.00
084603	06 MISSION SAN LUIS FORT CONSTRUCTION	0.00
084603	07 MISSION SAN LUIS FORT CONSTRUCTION	0.00
140222	08 LIGHTHOUSE RESTORATION PRJ	0.00
	** GL 55600 TOTAL	0.00
57300	RESTRICTED BY GRANTORS AND CONTRIBUTOR	
000000	BALANCE BROUGHT FORWARD	478,874.32-
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

20 2 339097 GRANTS & DONATIONS HELP AMERICA VOTE ACT (HAVA)

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
31100	ACCOUNTS PAYABLE	
100495	SW VOTER REGISTR SYST/HAVA	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

20 2 423003 LAND ACQUISITION TRUST FUND DOS

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,650,292.79
31100	ACCOUNTS PAYABLE	
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	14,268.99-
040000	EXPENSES	31,475.00
040000	CF EXPENSES	59,023.55-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	125,293.32-
101548	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	0.00
101548	CF GRANTS AND AIDS - HISTORIC PRESERVATION GRA	475,000.00-
105281	LEASE/PURCHASE/EQUIPMENT	0.00
105281	CF LEASE/PURCHASE/EQUIPMENT	1,616.82-
	** GL 31100 TOTAL	643,727.68-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
040000	EXPENSES	0.00
040000	CF EXPENSES	88.75-
	** GL 35200 TOTAL	88.75-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
101548	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	0.00
101548	CF GRANTS AND AIDS - HISTORIC PRESERVATION GRA	540,000.00-
	** GL 35500 TOTAL	540,000.00-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	466,476.36-
94100	ENCUMBRANCES	
030000	CF OTHER PERSONAL SERVICES	7,228.32
040000	CF EXPENSES	28,043.12
100777	CF CONTRACTED SERVICES	544,807.24
105281	CF LEASE/PURCHASE/EQUIPMENT	3,406.69
140020	16 G/A-SPEC CAT-ACQ, REST/HIS	101,437.50
210014	CF OTHER DATA PROCESSING SVCS	6,295.00
	** GL 94100 TOTAL	691,217.87
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000	CF OTHER PERSONAL SERVICES	7,228.32-
040000	CF EXPENSES	28,043.12-
100777	CF CONTRACTED SERVICES	544,807.24-
105281	CF LEASE/PURCHASE/EQUIPMENT	3,406.69-
140020	16 G/A-SPEC CAT-ACQ, REST/HIS	101,437.50-
210014	CF OTHER DATA PROCESSING SVCS	6,295.00-
	** GL 98100 TOTAL	691,217.87-
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE		BEGINNING BALANCE
20 2 450001	LIBRARY SERVICES TF DOS	
G-L	G-L ACCOUNT NAME	
CAT		BEGINNING BALANCE
11100	CASH ON HAND	
000000	BALANCE BROUGHT FORWARD	0.00
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15900	ALLOWANCE FOR UNCOLLECTIBLES	
000100	FEEES	0.00
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	23.00-
040000	EXPENSES	23.00
	** GL 31100 TOTAL	0.00
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	0.00
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	0.00
38900	REVENUES RECEIVED IN ADVANCE - CURRENT	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
55600	RESERVED FOR FCO AND GRANTS/AID - FCO	
081182 05	LIBRARY CONSTRUCTION GRNTS	0.00
	*** FUND TOTAL	0.00

BGTRBAL-10 AS OF 07/01/19

45000000000
BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2019

DATE RUN 08/14/19
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450000 DEPARTMENT OF STATE

20 2 510001 OPERATING TRUST FUND DOS

G-L G-L ACCOUNT NAME

CAT

BEGINNING BALANCE

12100 UNRELEASED CASH IN STATE TREASURY

000000 BALANCE BROUGHT FORWARD 0.00

54900 COMMITTED FUND BALANCE

000000 BALANCE BROUGHT FORWARD 0.00

*** FUND TOTAL 0.00

450000 DEPARTMENT OF STATE

20 2 510002 OPERATING TRUST FUNDDOS SEC. STATE-ARCH. DIV.

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15900	ALLOWANCE FOR UNCOLLECTIBLES	
000500	INTEREST	0.00
001904	SALE OF GOODS OUTSIDE STATE GOVERNMENT	0.00
	** GL 15900 TOTAL	0.00
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE		BEGINNING BALANCE
G-L	G-L ACCOUNT NAME	
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	335,546.25
15100	ACCOUNTS RECEIVABLE	
000100	FEEES	11,983.37
001202	PENALTIES	773.32
	** GL 15100 TOTAL	12,756.69
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	348,302.94-
	*** FUND TOTAL	0.00

450000 DEPARTMENT OF STATE

60 2 572001 RECORDS MANAGEMENT TRUST FUND-DEPT OF STATE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
11100	CASH ON HAND	
000000	BALANCE BROUGHT FORWARD	0.00
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	772,377.42
12400	CASH IN STATE TREASURY UNVERIFIED	
000000	BALANCE BROUGHT FORWARD	4,090.37
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15100	ACCOUNTS RECEIVABLE	
001202	PENALTIES	75.00
001903	SALES OF GOODS/SERVICES TO STATE AGENCIES	100.17
001904	SALE OF GOODS OUTSIDE STATE GOVERNMENT	10.40
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	3,236.38
	** GL 15100 TOTAL	3,421.95
15900	ALLOWANCE FOR UNCOLLECTIBLES	
001800	REFUNDS	0.00
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	0.00
	** GL 15900 TOTAL	0.00
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
001903	SALES OF GOODS/SERVICES TO STATE AGENCIES	10,154.68
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	62.72
	** GL 16200 TOTAL	10,217.40
16300	DUE FROM OTHER DEPARTMENTS	
001903	SALES OF GOODS/SERVICES TO STATE AGENCIES	131,985.89
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	211.54
	** GL 16300 TOTAL	132,197.43
16500	DUE FROM OTHER GOVERNMENTAL UNITS	
001903	SALES OF GOODS/SERVICES TO STATE AGENCIES	232.62
001904	SALE OF GOODS OUTSIDE STATE GOVERNMENT	30.15
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	30,617.66
	** GL 16500 TOTAL	30,880.43
17100	SUPPLY INVENTORY	
000000	BALANCE BROUGHT FORWARD	0.00

450000 DEPARTMENT OF STATE

60 2 572001 RECORDS MANAGEMENT TRUST FUND-DEPT OF STATE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	702,061.61
040000	EXPENSES	205,984.17-
060000	OPERATING CAPITAL OUTLAY	378,902.15-
060000 CF	OPERATING CAPITAL OUTLAY	6,317.18
100021	ACQUISITION/MOTOR VEHICLES	15,888.00-
	** GL 27600 TOTAL	107,604.47
27700	ACC DEPR - FURNITURE & EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	622,939.83-
040000	EXPENSES	170,689.97
060000	OPERATING CAPITAL OUTLAY	361,222.27
100021	ACQUISITION/MOTOR VEHICLES	4,018.40-
	** GL 27700 TOTAL	95,045.99-
28200	LIBRARY RESOURCES	
040000	EXPENSES	1,856.94
100777	CONTRACTED SERVICES	460.00
	** GL 28200 TOTAL	2,316.94
31100	ACCOUNTS PAYABLE	
105281	LEASE/PURCHASE/EQUIPMENT	0.00
105281 CF	LEASE/PURCHASE/EQUIPMENT	108.12-
	** GL 31100 TOTAL	108.12-
53600	INVESTED IN CAPITAL ASSETS NET OF RELA	
000000	BALANCE BROUGHT FORWARD	14,875.42-
53900	NET ASSETS UNRESTRICTED	
000000	BALANCE BROUGHT FORWARD	953,076.88-
94100	ENCUMBRANCES	
040000 CF	EXPENSES	3,210.77
100777 CF	CONTRACTED SERVICES	38,581.60
105281 CF	LEASE/PURCHASE/EQUIPMENT	384.09
	** GL 94100 TOTAL	42,176.46
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000 CF	EXPENSES	3,210.77-
100777 CF	CONTRACTED SERVICES	38,581.60-
105281 CF	LEASE/PURCHASE/EQUIPMENT	384.09-
	** GL 98100 TOTAL	42,176.46-
	*** FUND TOTAL	0.00

SCHEDULE I NARRATIVE

Budget Period: 2020-21

Department: Department of State

Budget Entity: 45000000 – Department Level

Fund: 2261 – Federal Grants Trust Fund

Adjustments in Section III

Adjustments in Section III were made as follows:

- September 2018 Certified Forward Reversions in the amount of \$55,982.
- Adjustment to Line A – Prior Year CF Encumbrances in the amount of -\$48,079.
- Adjustment to Line A – Payable not CF in the amount of \$3,750.
- Adjustment to Line A – Prior Year CF “B” Encumbrances in the amount of -\$302,910.
- Statewide Financial Statement adjustments #B4500006 – Interest and Div Rec in the State Treasury in the amount of \$28,677 and -\$996 for a total of \$27,681.
- Statewide Financial Statement #B4500022 – Adj Trust Fund from DOT in the amount of -\$12,998.
- Statewide Financial Statement Prior Year adjustments in the amount of -\$4,898.
- Adjustment for Prior Year Accounts Payable not Certified Forward in the amount of \$10,113.
- TR10 Adjusting Entries in the amount of \$156,984.
- Operating Expenditure Adjustment in the amount of \$973,025.
- Payable Not Certified in the amount of \$1,635.
- Adjustment to Cash in State Treasury in the amount of \$15,337.

Revenue Narrative

The projected revenue estimates are based on grant award documents from federal awarding agencies.

- The Division of Historical Resources receives federal dollars from the following agencies:
 - The National Park Service (NPS)
 - The National Endowment for the Arts (NEA)
 - The Federal Highway Administration via the Florida Department of Transportation
 - National Maritime Heritage Grant Program

Note: Effective July 1, 2019, funds transferred from the Florida Department of Transportation are received in the Operating Trust Fund (2510) rather than the Federal Grants Trust Fund (2261).

- The Division of Library and Information Services receives federal dollars from the Institute of Museum and Library Services (IMLS) in order to implement the Library Services and Technology Act (LSTA).
- The Division of Cultural Affairs receives federal dollars from the National Endowment for the Arts (NEA).

Revenues in the trust fund will vary from year to year based on the amount of the federal dollars awarded by each federal agency. Other factors that impact dollars in the Federal Grants Trust Fund include grants that are awarded for a special project/purpose and are received only for a year or two.

5 Percent Trust Fund Reserve

There is no reserve requirement for the Federal Grants Trust Fund.

SCHEDULE I NARRATIVE

Budget Period: 2020-21

Department: Department of State

Budget Entity: 45000000 – Department Level

Fund: 2339 – Grants and Donations Trust Fund

Adjustments in Section III

Adjustments in Section III were made as follows:

- TR10 Adjusting Entries in the amount of -\$4,000.
- Statewide Financial Statement Adjustment Allowance for Uncollectibles in the amount of -\$2,056.

Revenue Narrative

- There is no projected revenue estimate. Since July 1, 2015, the funds transferred in from DEP have been received in the Land Acquisition Trust Fund.
- The Division of Historical Resources received one additional BP Promotional Tourism grant in FY 2018-19 for the Panhandle Shipwreck Trail in the amount of \$102,869.

5 Percent Trust Fund Reserve

- There is no reserve requirement in the Grants and Donations Trust Fund.

SCHEDULE I NARRATIVE

Budget Period: 2020-21

Department: Department of State

Budget Entity: 45000000 – Department Level

Fund: 2423 – Land Acquisition Trust Fund

Adjustments in Section III

Adjustments in Section III were made as follows:

- Prior year (FY 2017-18) Certified Forward encumbrances in the amount of -\$453,545.
- September 2018 Certified Forward reversions in the amount of \$218,857.
- Prior year Fixed Capital Outlay (FCO) Certified Forward in the amount of -\$152,970.
- Adjustment to Statewide Financial Statements #B45000027 to record service charge to General Revenue in the amount of -\$6.
- Adjustment to Statewide Financial Statements #B45000027 to record amounts due from other departments in the amount of \$484,070.
- June 2018 prior year Fixed Capital Outlay (FCO) reversions in the amount of \$51,533.
- Adjustment for prior year accounts payable not certified in the amount of \$31,475.
- Adjustments to expenditures totaling -\$280,587 for TR10 entries to adjust expenditures.
- Adjustment for rounding in the amount of \$1.

Revenue Narrative

- The projected revenue estimate for the transfer from the Department of Environmental Protection (DEP) is based on information provided by DEP. This is revenue from the Land Management Program. Other revenue is from miscellaneous sources such as underwater salvage fees, copying charges and royalties from publications.
- The primary revenue source in this trust fund is from the Department of Environmental Protection, Land Management Program. These revenues fluctuate depending on the amount of funding provided each year for this program.

5 Percent Trust Fund Reserve

The five percent calculation is based on the Division of Historical Resources' (45200700) anticipated revenues from the Department of Environmental Protection's Land Management Program for Fiscal Year 2019-20. It does not include anticipated revenue from the non-federal grant, since those funds can only be used to reimburse specific expenditures pursuant to the grant award letter.

FY 2019-20 Revenue		Amount
Total Anticipated Revenues Transferred from DEP-Land Management Funding:	\$	9,500,000
Total Revenue	\$	9,500,000
Total Revenue Subject to 5% Reserve Calculation	\$	9,500,000
Multiplied by 5%		0.05
Total 5% Reserve for Land Acquisition Trust Fund	\$	475,000

SCHEDULE I NARRATIVE

Budget Period: 2020-21

Department: Department of State

Budget Entity: 45200700 – Historical Resources

Fund: 2510 – Operating Trust Fund

Adjustments in Section III

No adjustments were made in Section III.

Revenue Narrative

- The primary revenue source in this trust fund is from the Florida Department of Transportation (FDOT) for historic preservation compliance and review activities within the Division of Historical Resources.
- Effective July 1, 2019, the Division of Historical Resources began receiving funds from FDOT through an interagency contract agreement. The funds were previously received from FDOT via the Federal Highway Administration in the Division's Federal Grants Trust Fund (2261). Revenues in the trust fund will vary from year to year based on the estimated amounts provided by FDOT.

5% Percent Trust Fund Reserve

The five percent calculation is based on anticipated revenue received from the Florida Department of Transportation in Fiscal Year 2019-20.

FY 2019-20 Revenue	Amount
Total Anticipated Revenues from FDOT-Compliance and Review Funding:	\$ 240,950
Total Revenue	\$ 240,950
Total Revenue Subject to 5% Reserve Calculation	\$ 240,950
Multiplied by 5%	0.05
Total 5% Reserve for Operating Trust Fund	\$ 12,048

SCHEDULE I NARRATIVE

Budget Period: 2020-21

Department: Department of State

Budget Entity: 45000000 – Department Level

Fund: 2572 – Records Management Trust Fund

Adjustments in Section III

Adjustments in Section III were made as follows:

- Adjustment to Line A –Prior Year Certified Forward “B” Encumbrances in the amount of -\$23,550.
- Statewide Financial Statement #B4500037 to Adjust for Service Charge to General Revenue in the amount of -\$9,341.
- September 2018 CF Reversions in the amount of \$10,561.
- Statewide Financial Statement #B4500035 to Adjust for Amounts Due From Other Departments in the amount of -\$11,639.
- Statewide Financial Statement #B4500035 to Adjust for Allowance for Uncollectibles in the amount of -\$2,551.
- Statewide Financial Statement #B4500036 to Adjust for Amounts Due From Other Departments in the amount of \$499.
- Adjustment for \$30,107 for TR10 adjusting entries.
- Operating Expenditure Adjustment in the amounts of \$100,473 and \$100,712.

Revenue Estimating Narrative

- The projected revenue estimate listed in Section I is based on actual revenue received during FY 2018-19. Those figures have been projected out for FY 2020-21 and FY 2021-22.
 - Advertising in Administrative Register
 - Records Storage Fees
 - Records Management Training Workshops
 - Copying Charges
 - Royalties

Revenues in the Records Management Trust Fund will fluctuate depending on the number of notices advertised in the Florida Administrative Register; the number of Records Management Training workshops; and the number of agencies that store records in the Florida Records Center.

5 Percent Trust Fund Reserve

The Records Management Trust Fund qualifies for exemption under the following exclusion category listed on page 20 of the FY 2020-21 Schedule I Manual: "Trust funds where the excess balance over operating costs and a statutorily approved reserve go the General Revenue Fund or the Educational Trust Fund, or trust funds that are statutorily required to maintain a minimum balance."

Subsection 120.55(8)(b), Florida Statutes states, "the unencumbered balance in the Records Management Trust Fund for fees collected pursuant to this chapter may not exceed \$300,000 at the beginning of each fiscal year, and any excess shall be transferred to the General Revenue Fund."

Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Brad McVay	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>League of Women Voters, et al. v. Lee</i>		
Court with Jurisdiction:	(N.D. Fla.) (Walker)		
Case Number:	No. 18-cv-251		
Summary of the Complaint:	Whether a 2014 Advisory Opinion interpreting the 2013 Florida Legislature's list of permissible, discretionary early voting sites in section 101.657(1) prohibited supervisors from placing such sites on college campuses and, if so, whether this prohibition placed an undue burden on the right to vote under the First and Fourteenth Amendments to the U.S. Constitution.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	section 101.657(1); SB 7066 (2019)		
Status of the Case:	Our motion arguing the original issue is moot (later on-campus EV and SoS Directives) is pending; Plaintiffs seeking to file supplemental complaint to extend challenge to SB 7066's requirement that sufficient non-permitted parking must be available		
Who is representing (of record) the state in this lawsuit? Check all that apply.	X	Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
	X	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:	Brad McVay	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Jacobson, et al. v. Lee</i>		
Court with Jurisdiction:	(N.D. Fla.) (Walker)		
Case Number:	No. 18-cv-262		
Summary of the Complaint:	Whether Florida's ballot order statute—which mandates that the winning Gubernatorial candidate's party be listed first in partisan elections—favors the first-listed candidate and thereby violates the First and Fourteenth Amendments to the U.S. Constitution. <i>See</i> § 101.151(3)(a), Fla. Stat. If so, whether the appropriate remedy is to rotate ballot order precinct-by-precinct, county-by-county, or through some other means.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	§ 101.151(3)(a), Fla. Stat.		
Status of the Case:	Trial held the week of July 15, 2019		
Who is representing (of record) the state in this lawsuit? Check all that apply.	X	Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
	X	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:	Brad McVay	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Madera v. Lee</i>		
Court with Jurisdiction:	(N.D. Fla.) (Walker)		
Case Number:	No. 18-cv-152		
Summary of the Complaint:	Whether the failure of 32 county supervisors of elections to provide Spanish-language sample and official ballots, Spanish-language poll workers, Spanish-language hotlines, and other bilingual materials violates section 4(e) of the Voting Rights Act.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	none		
Status of the Case:	PI granted in part to require Spanish-language sample ballots in the 32 counties while SoS engages in rulemaking to require Spanish-language ballots and assistance at the polls. Case otherwise abated for the rulemaking process to conclude.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" 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:	Brad McVay	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Jones, et al. v. DeSantis</i> (consolidated) <i>Gruver v. Lee</i> , 19-cv-121 <i>McCoy v. DeSantis</i> , 19-cv-300 <i>Mendez v. DeSantis</i> , 19-cv-272 <i>Raysor v. Lee</i> , 19-cv-301		
Court with Jurisdiction:	(N.D. Fla.) (Walker)		
Case Number:	No. 19-cv-300		
Summary of the Complaint:	Whether section 98.0751 (created by SB 7066)'s definition that "completion of all terms of sentence" (required by Amendment 4 for restoration of voting rights) means all terms in the 4-corners of sentence, including fees and fines, violates various constitutional provisions as a poll-tax, wealth-based discrimination, fundamentally unfair, burden on right to vote, vague, burden on free speech and associational rights, ex-post facto, intentional racial discrimination		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	section 98.0751 (created by SB 7066)		
Status of the Case:	Hearing on Plaintiffs' motion for preliminary injunction set for October 7, 2019 (for November 2019 elections).		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" 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:	Brad McVay	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	21 st Century Oncology, Inc. v. Moody		
Court with Jurisdiction:	Eleventh Circuit Court of Appeals		
Case Number:	No. 19-13047		
Summary of the Complaint:	Whether the Secretary has the requisite connection with the enforcement of the challenged statute (voiding certain non-compete agreements with physician employees) to pierce her sovereign immunity under the <i>Ex Parte Young</i> exception, based on her custodial functions related to all Florida Statutes.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	§ 542.336; 2019-138		
Status of the Case:	Our Initial Brief is due October 2, 2019.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General 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		

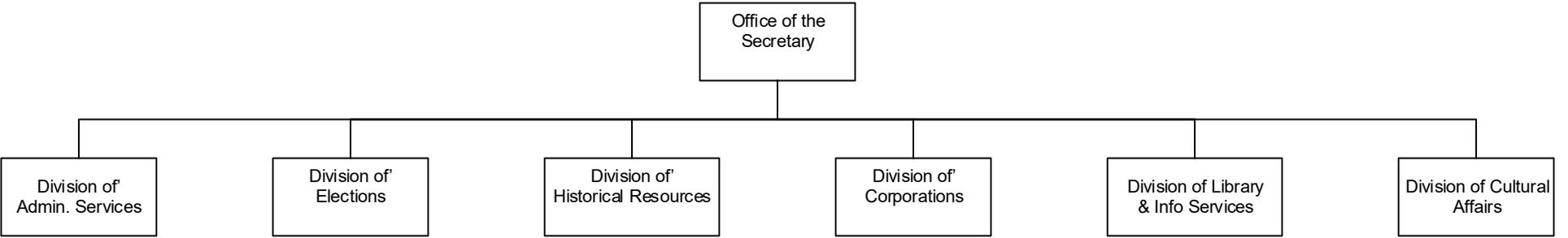
Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Brad McVay	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Canosa v. City of Coral Gables, Florida</i>		
Court with Jurisdiction:	11 th Jud. Cir. (Miami-Dade)		
Case Number:	2018 CA 33927		
Summary of the Complaint:	Whether DOS's Rule 1B-24.003(1)(b), Florida Administrative Code, which sets retention for images of his license plates recorded by Automated License Plate Readers ("ALPR") violates provisions against unreasonable searches and seizures or privacy. Plaintiff's ultimate complaint is against the <i>collection</i> and <i>sharing</i> of images of his license plate recorded by the Defendant City of Coral Gables' Automated License Plate Reader ("ALPR")		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	Rule 1B-24.003(1)(b)		
Status of the Case:	We have moved to transfer and, alternatively, dismiss as an improper defendant. Hearing on same held and waiting for ruling.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General 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		

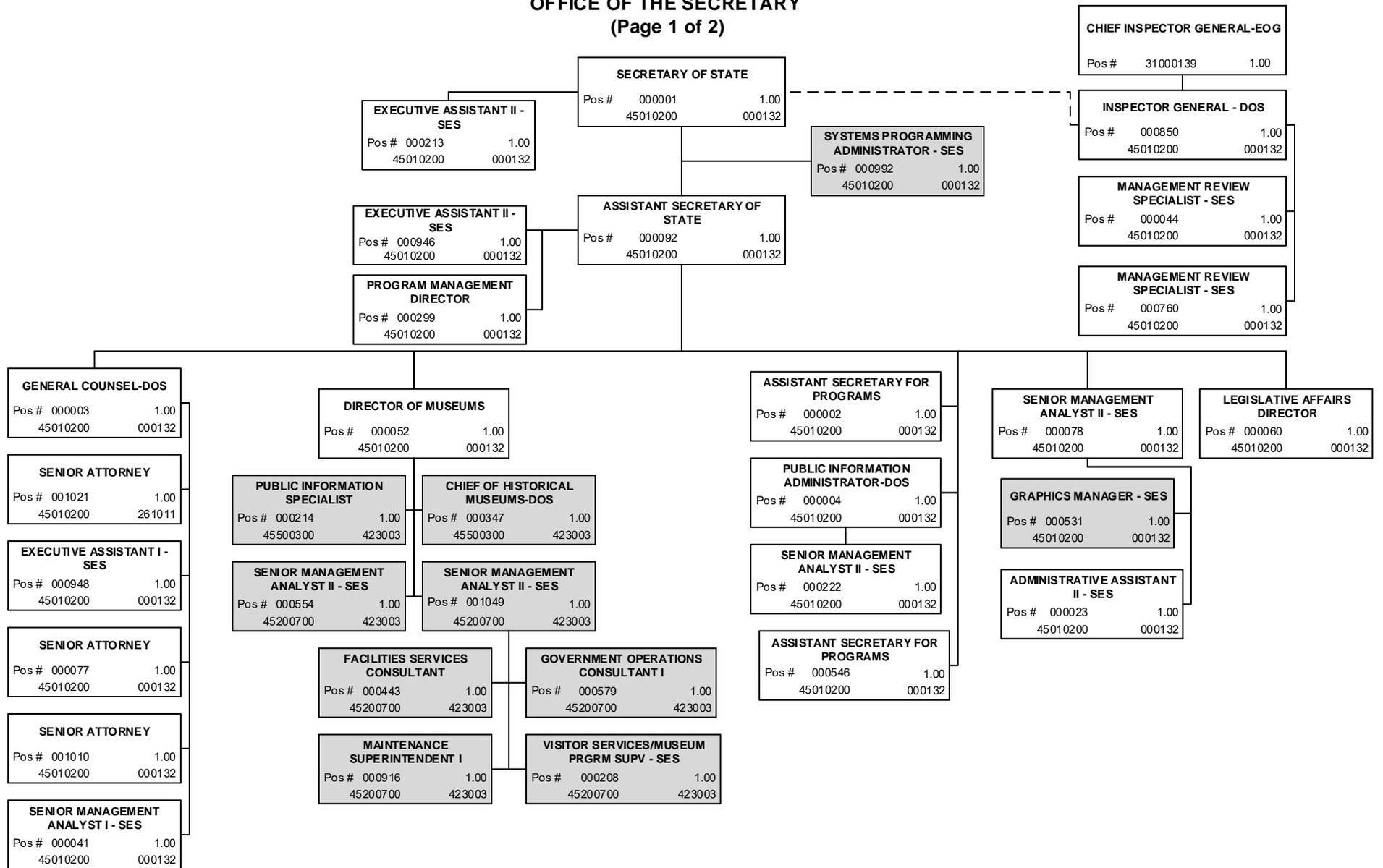
Schedule VII: Agency Litigation Inventory

Agency:	Department of State		
Contact Person:	Brad McVay	Phone Number:	850-245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Florida League of Cities v. Moody</i>		
Court with Jurisdiction:	2d Jud. Cir. (Leon)		
Case Number:	2019 CA 1948		
Summary of the Complaint:	Whether 337.401(7), "Small Cell Statute," that allegedly preempts municipalities' ability to control the use of their own property, specifically, utility poles, to allow for the collocation of certain 5G wireless communications infrastructure by private wireless providers, violates the Florida Constitution for various reasons		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	337.401(7) (2017)		
Status of the Case:	Our motion to dismiss as an improper defendant is due September 24.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General 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		

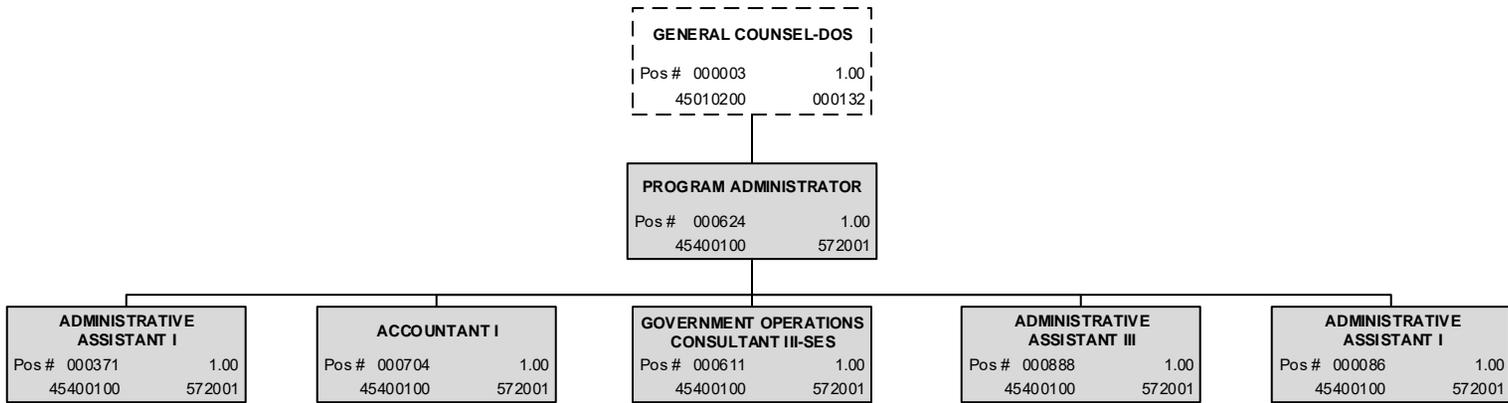
**Department of State
Organizational Units
(408.00 FTE)**



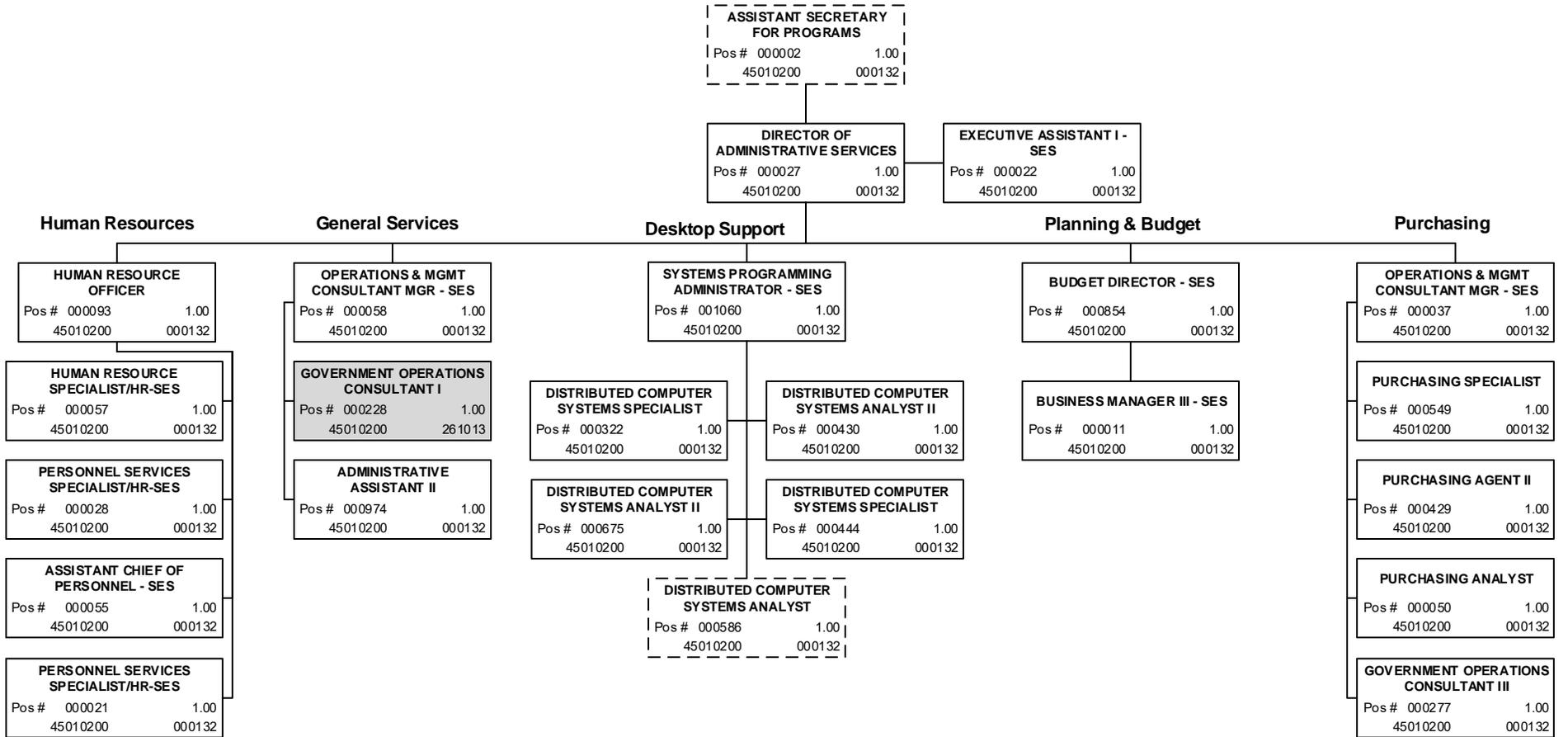
OFFICE OF THE SECRETARY
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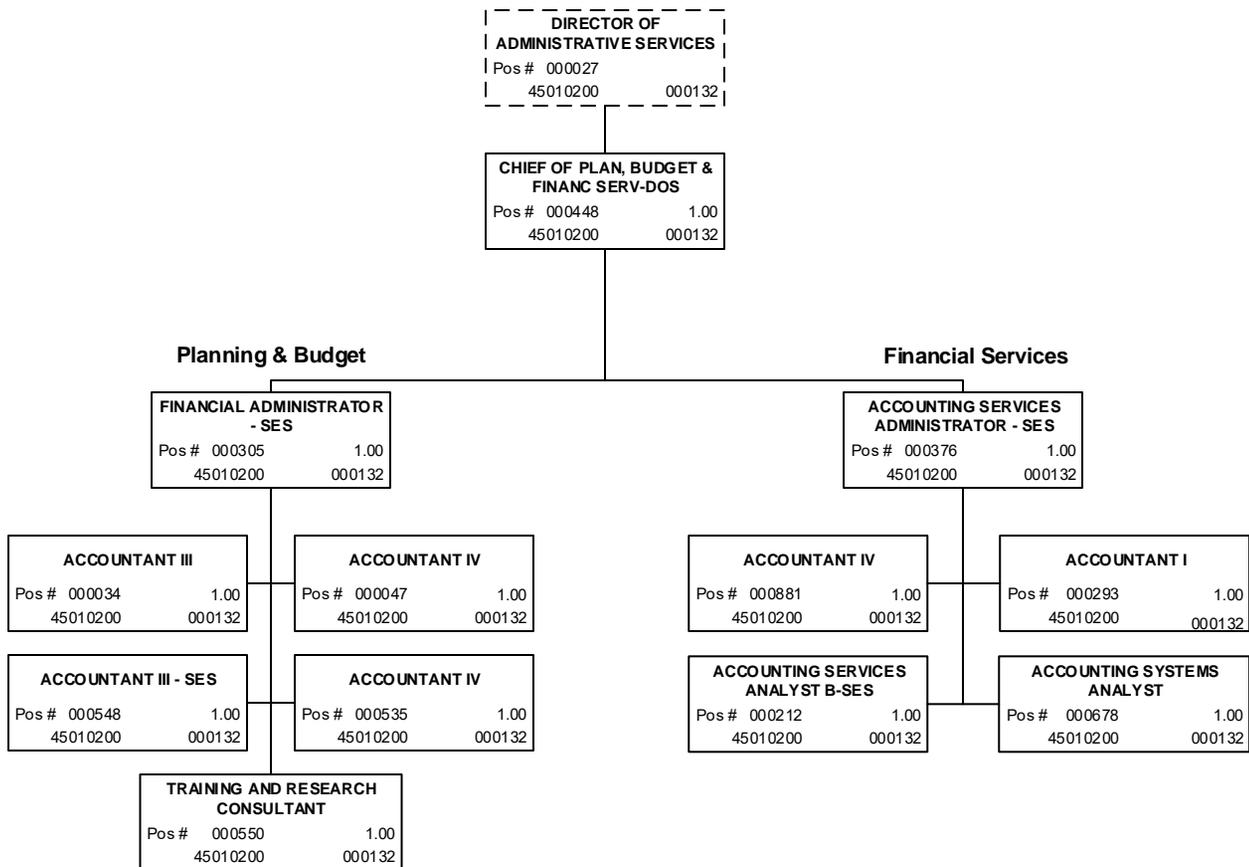
FAR, Laws & Code



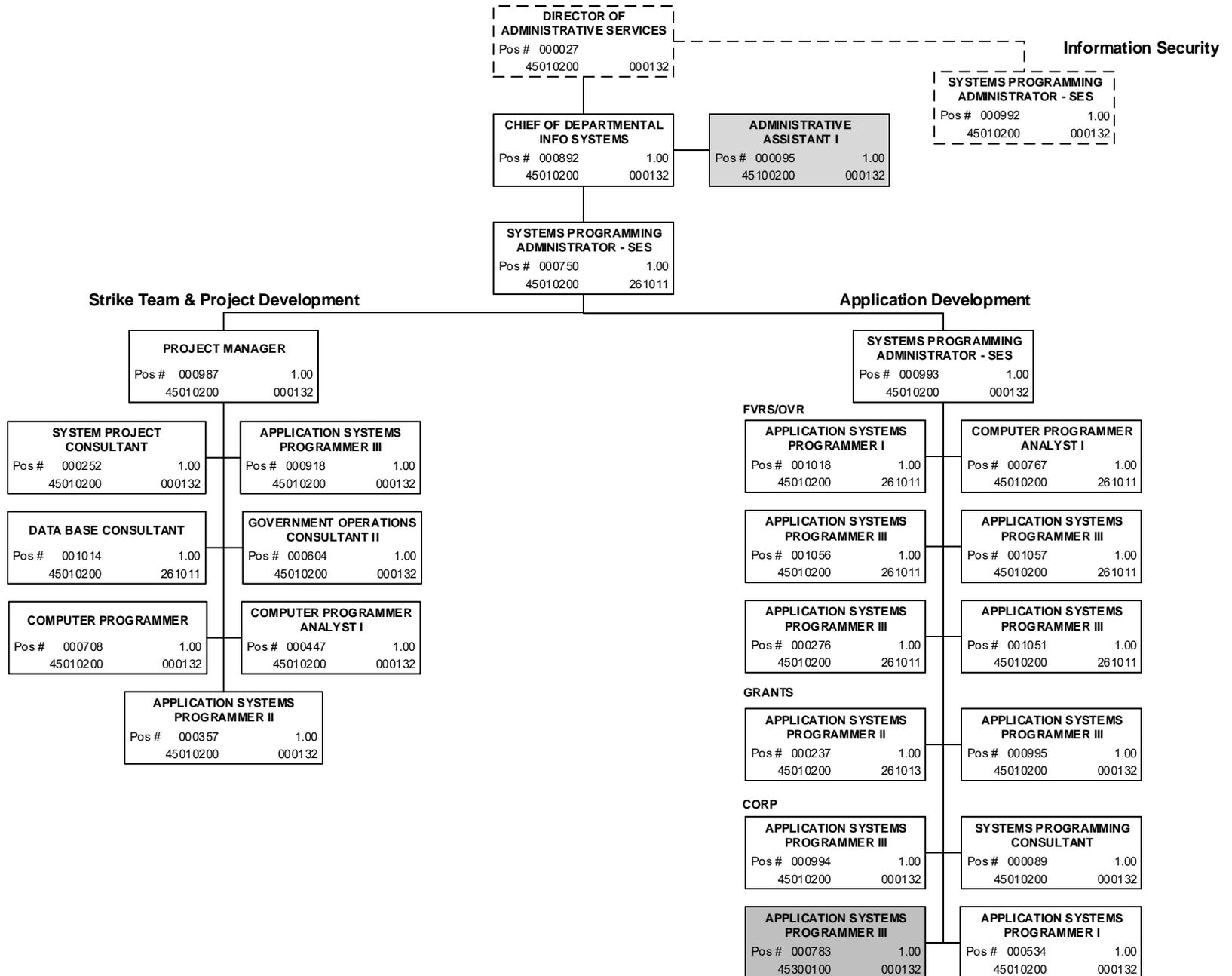
**DIVISION OF ADMINISTRATIVE SERVICES
Office of Division Director**



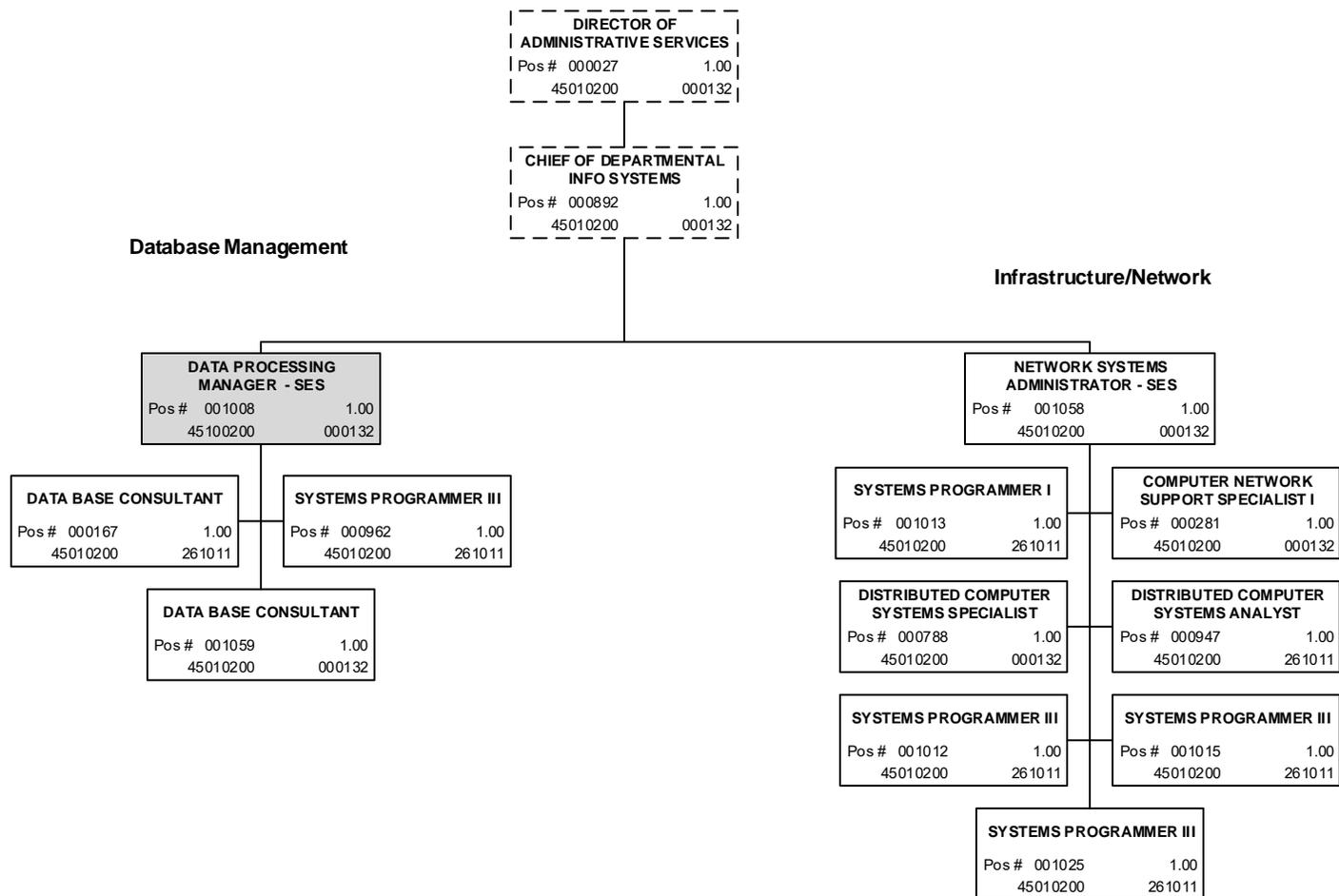
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Bureau of Planning, Budget & Financial Services



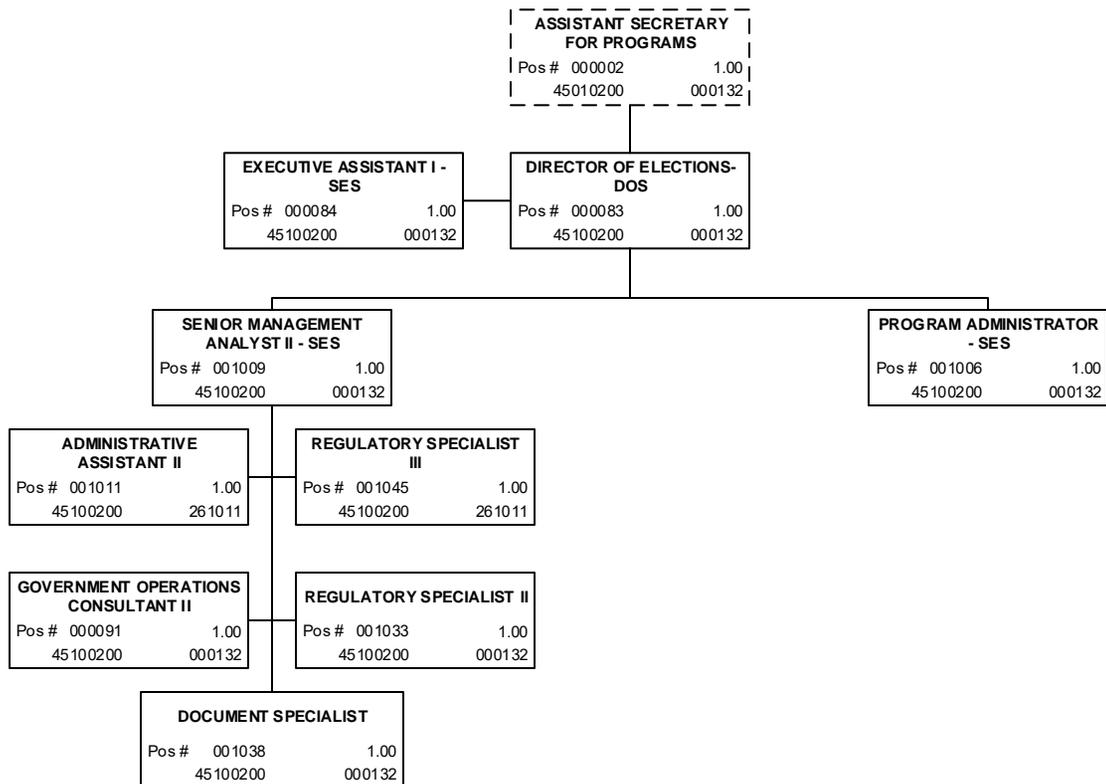
DIVISION OF ADMINISTRATIVE SERVICES
Bureau of Departmental Information Systems
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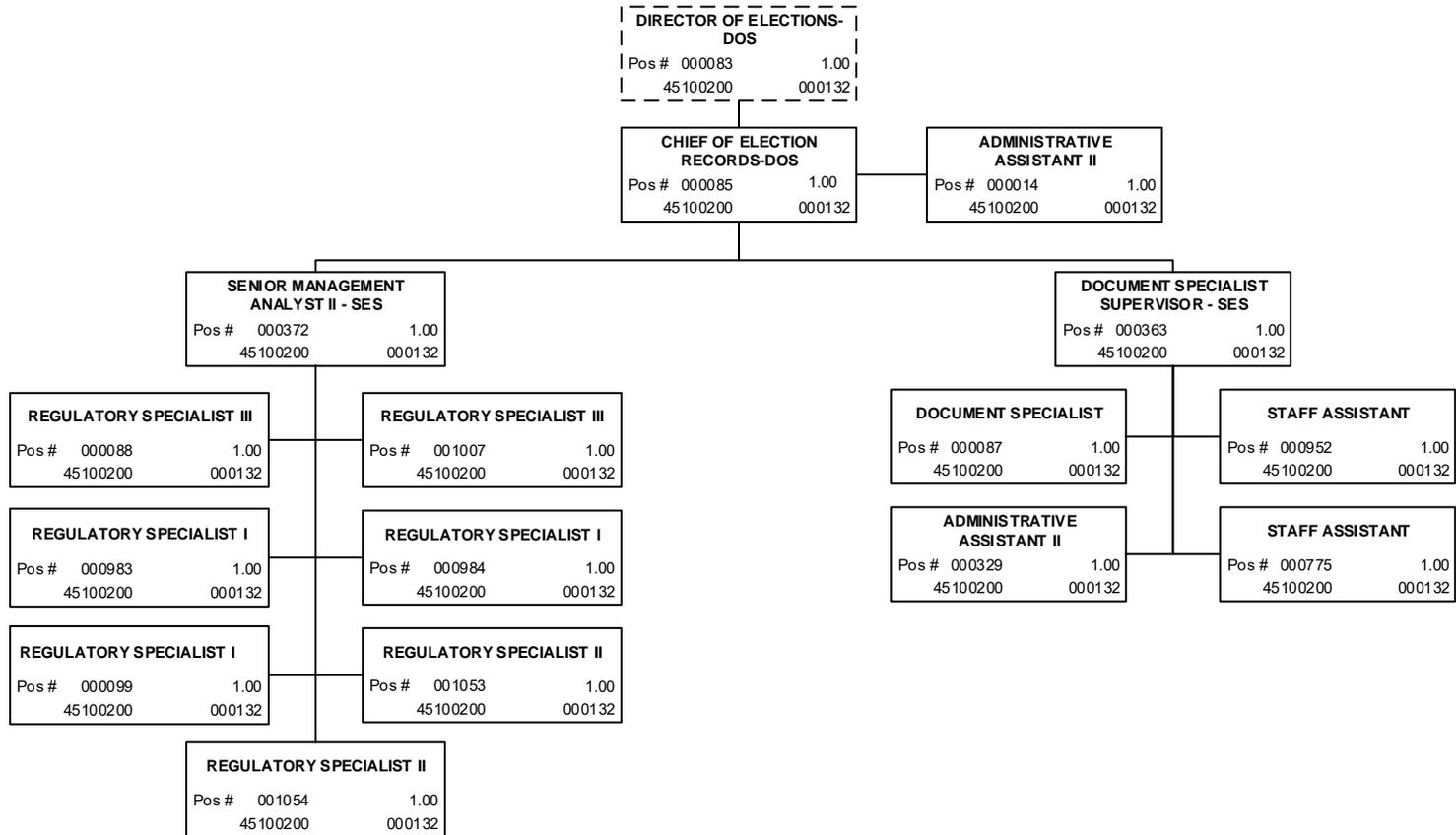
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Bureau of Departmental Information Systems
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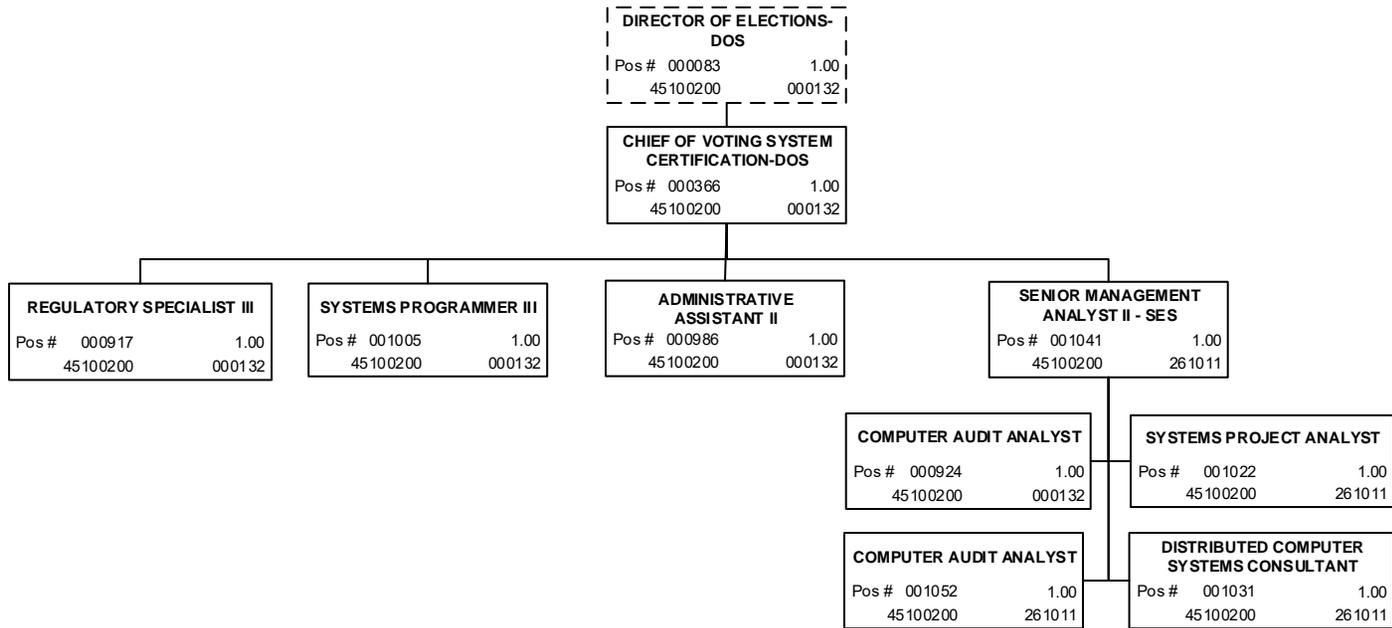
**DIVISION OF ELECTIONS
Office of Division Director**



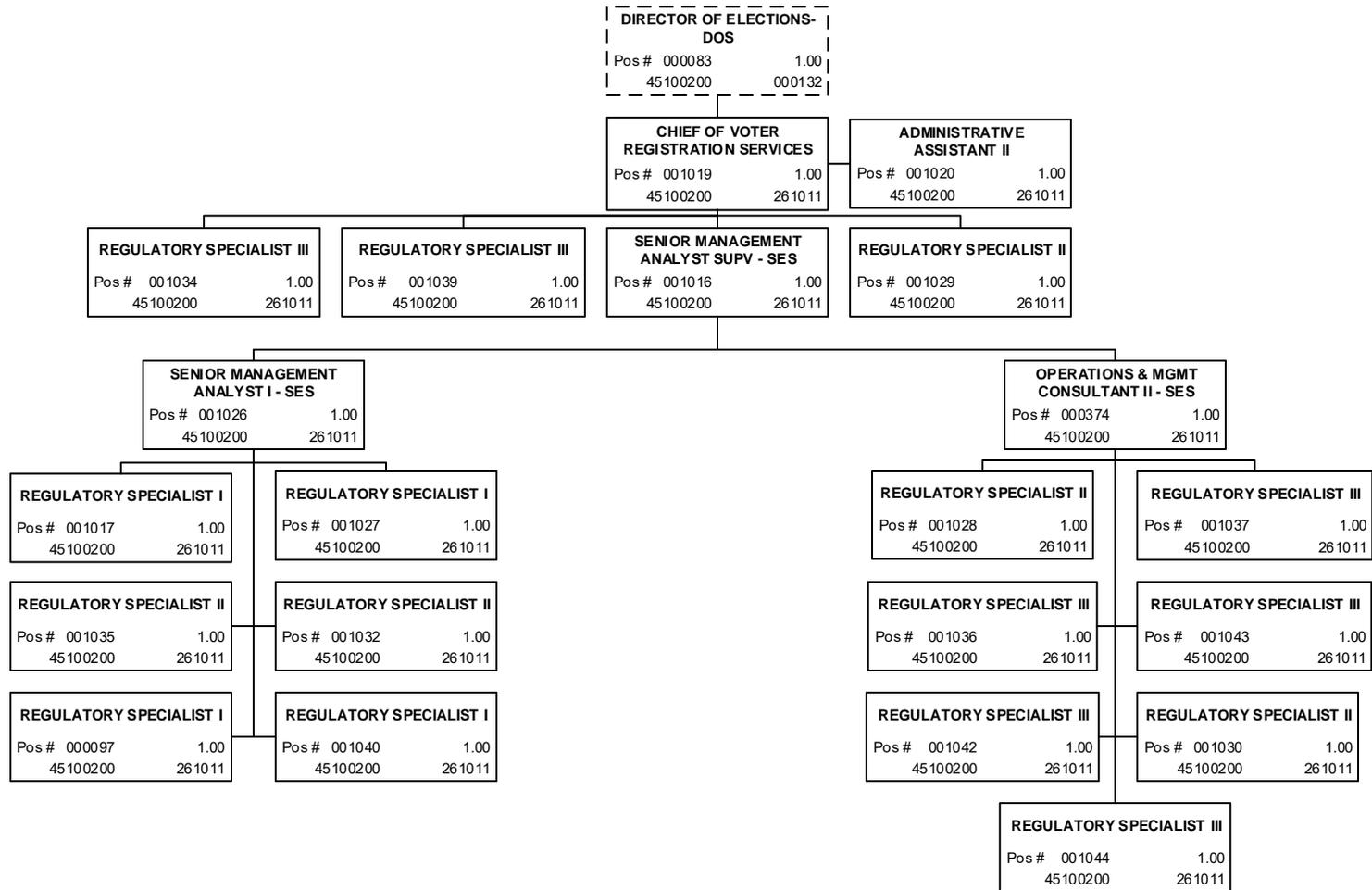
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Bureau of Election Records



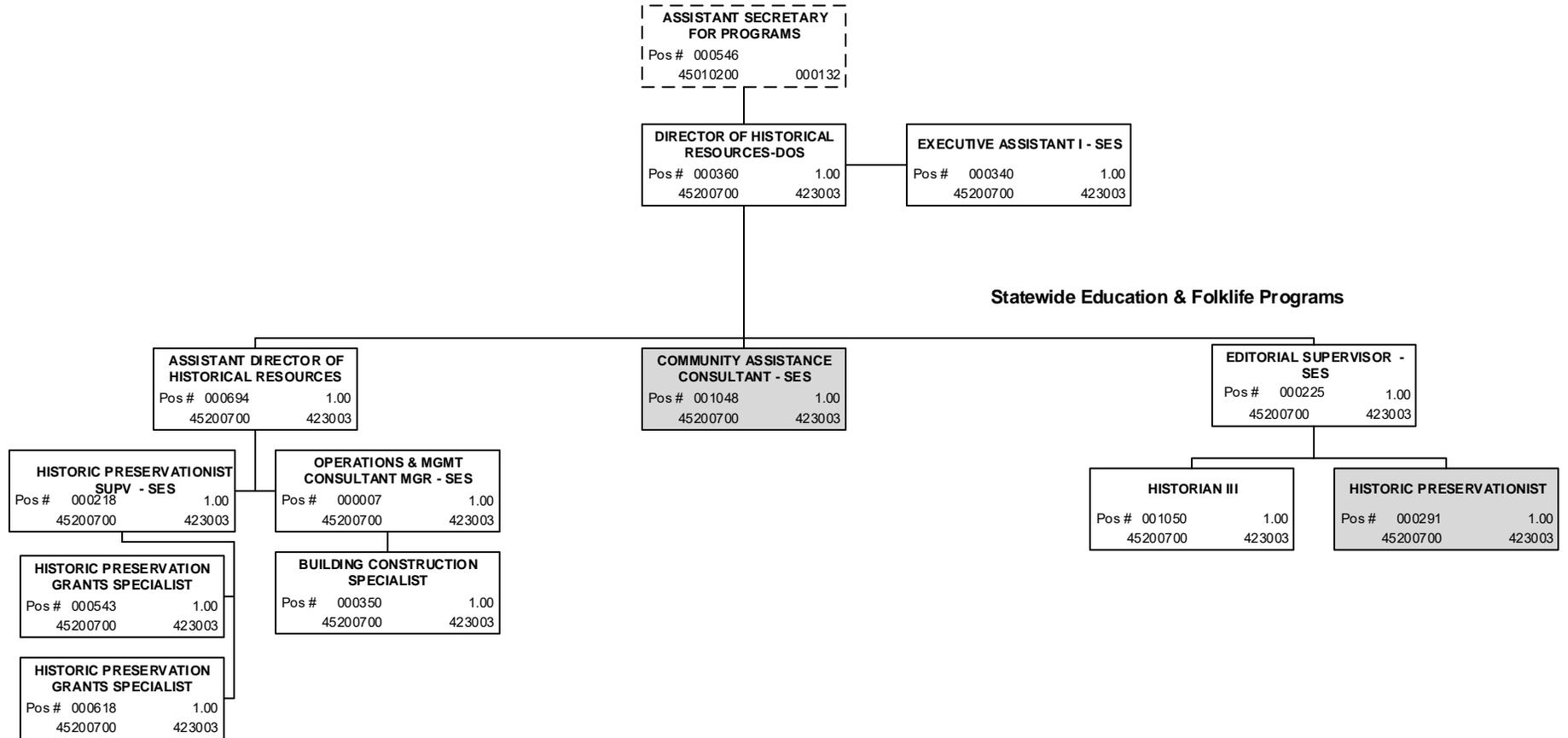
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BUREAU OF VOTING SYSTEMS CERTIFICATION**



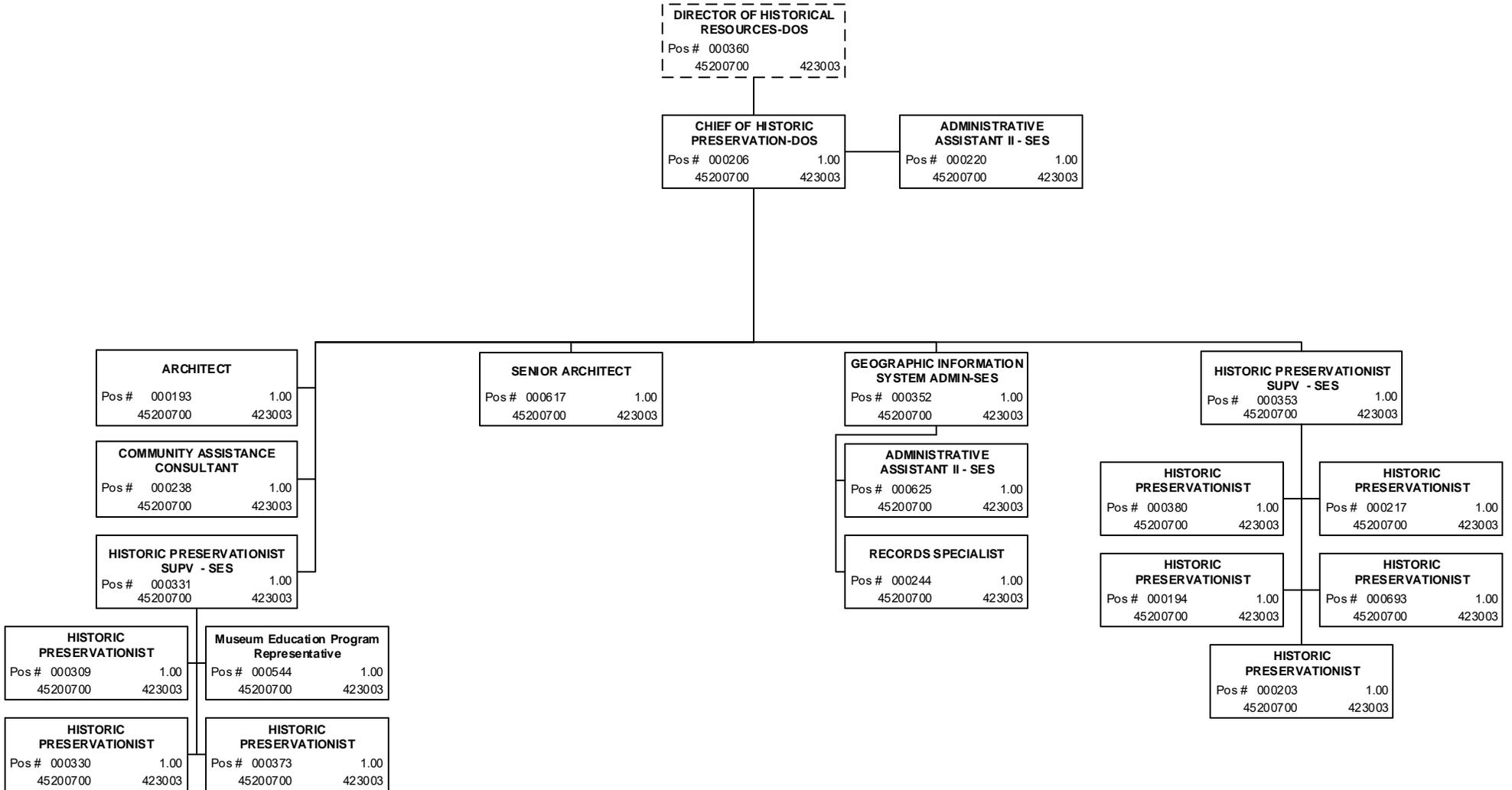
DIVISION OF ELECTIONS
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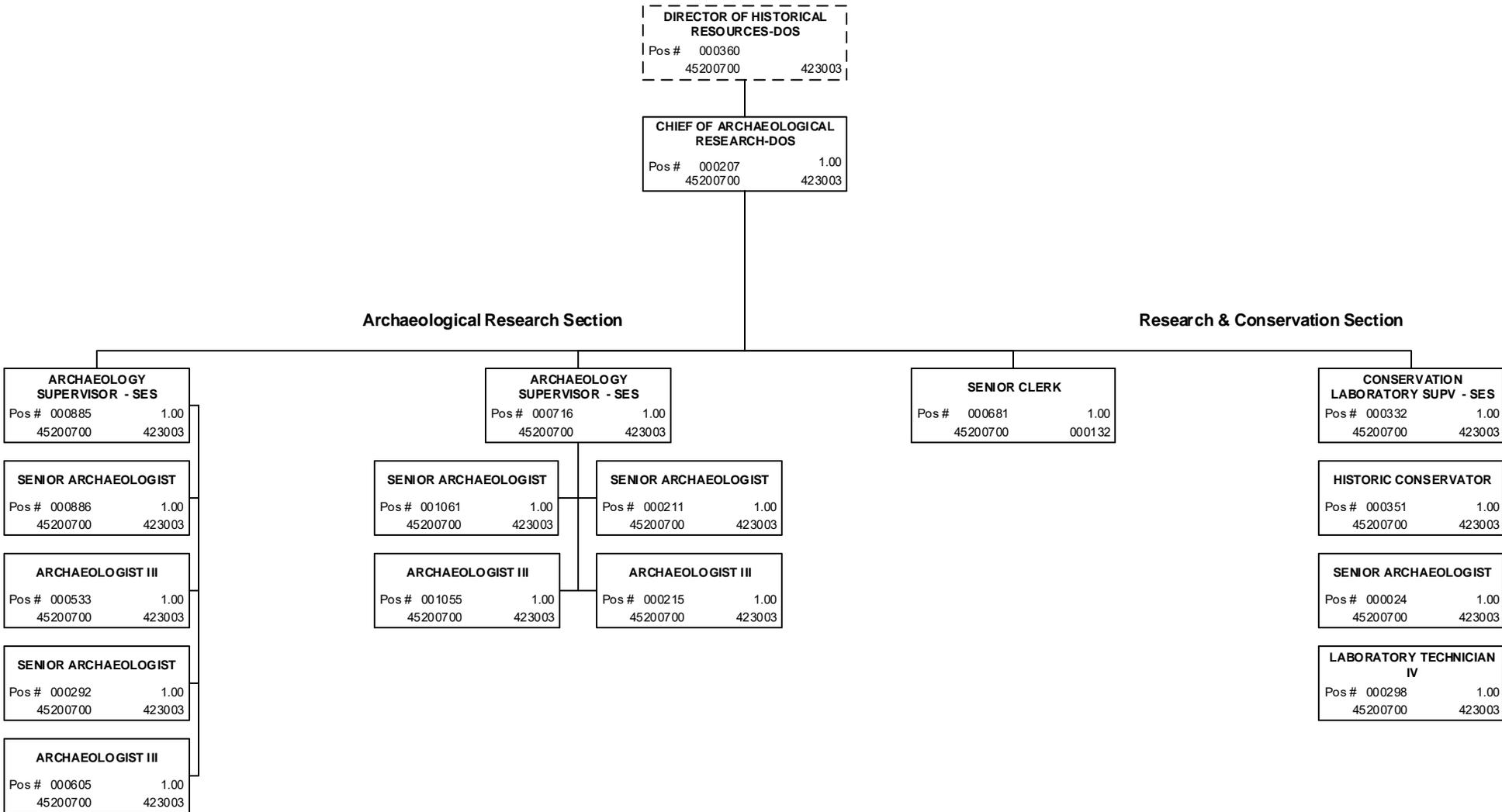
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Office of Division Director**



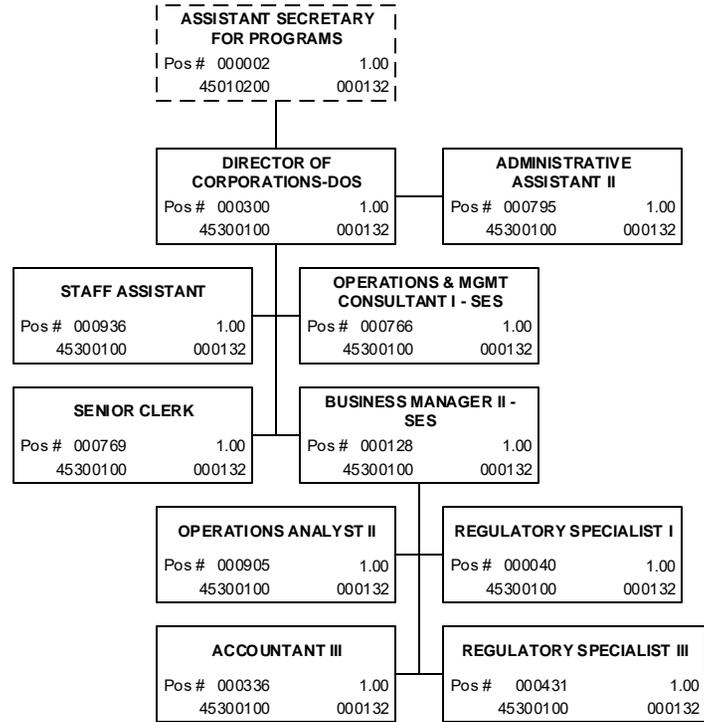
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Bureau of Historic Preservation**



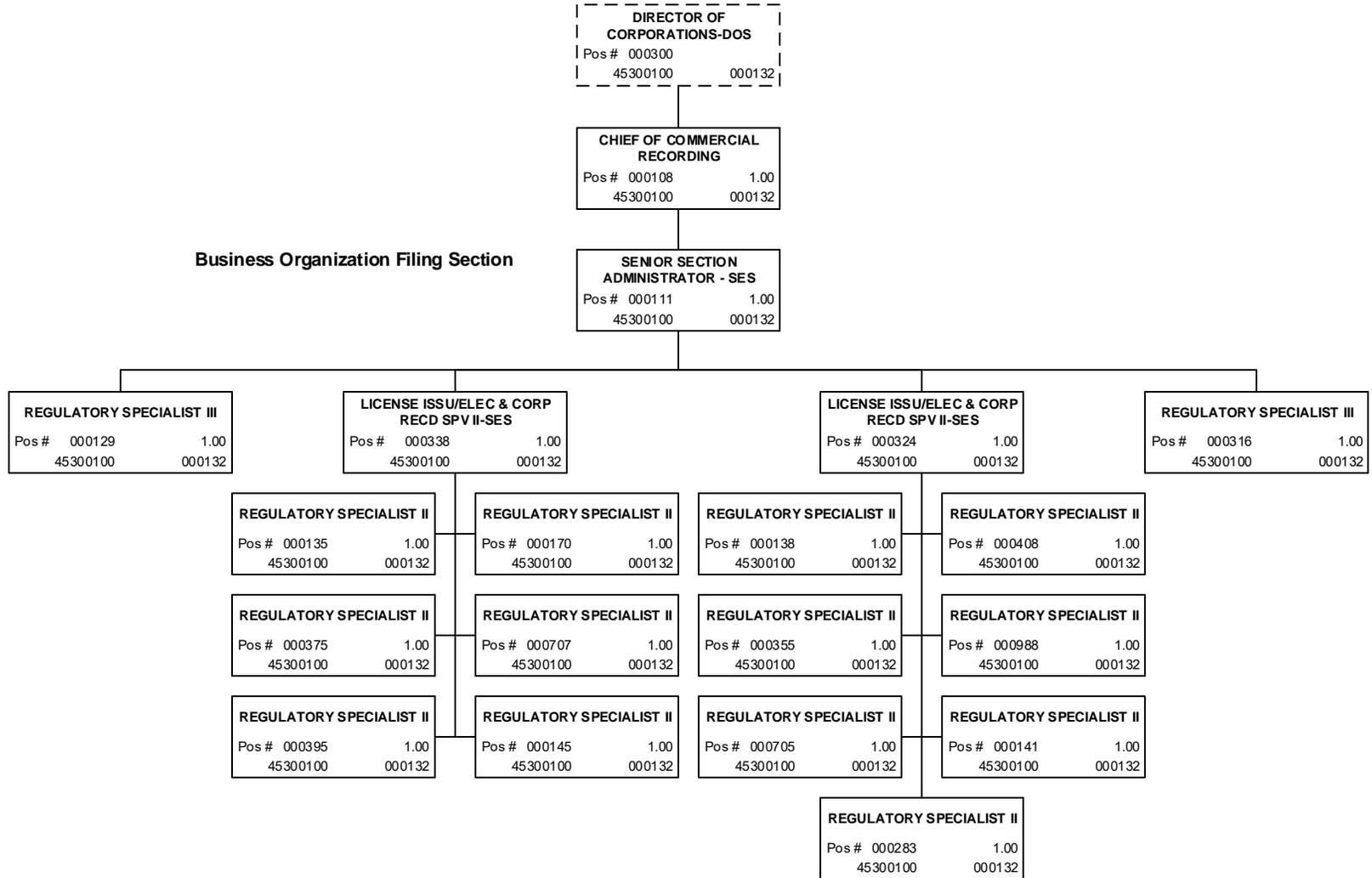
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Bureau of Archaeological Research**



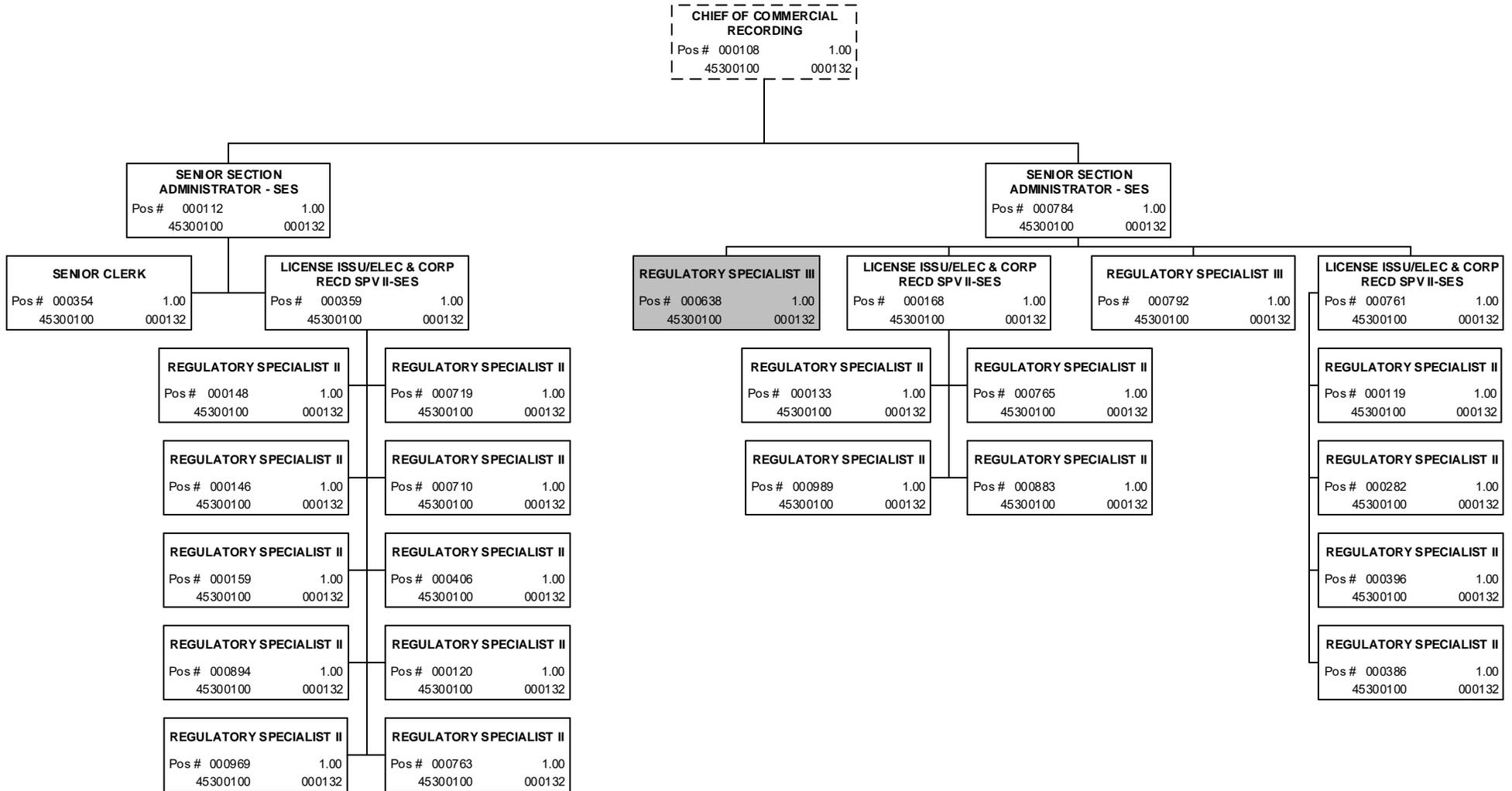
**DIVISION OF CORPORATIONS
Office of Division Director**



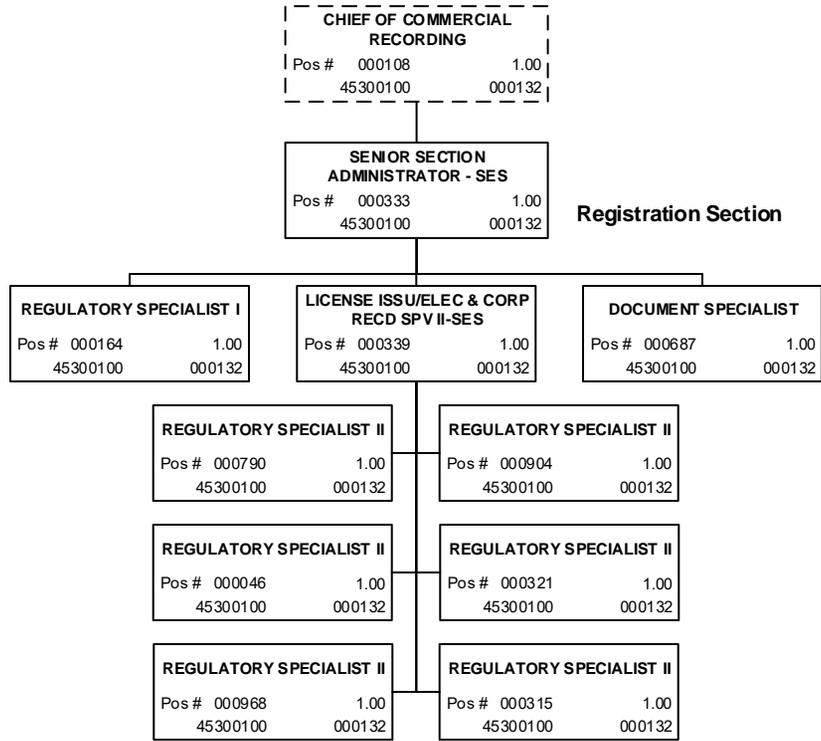
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Bureau of Commercial Recording
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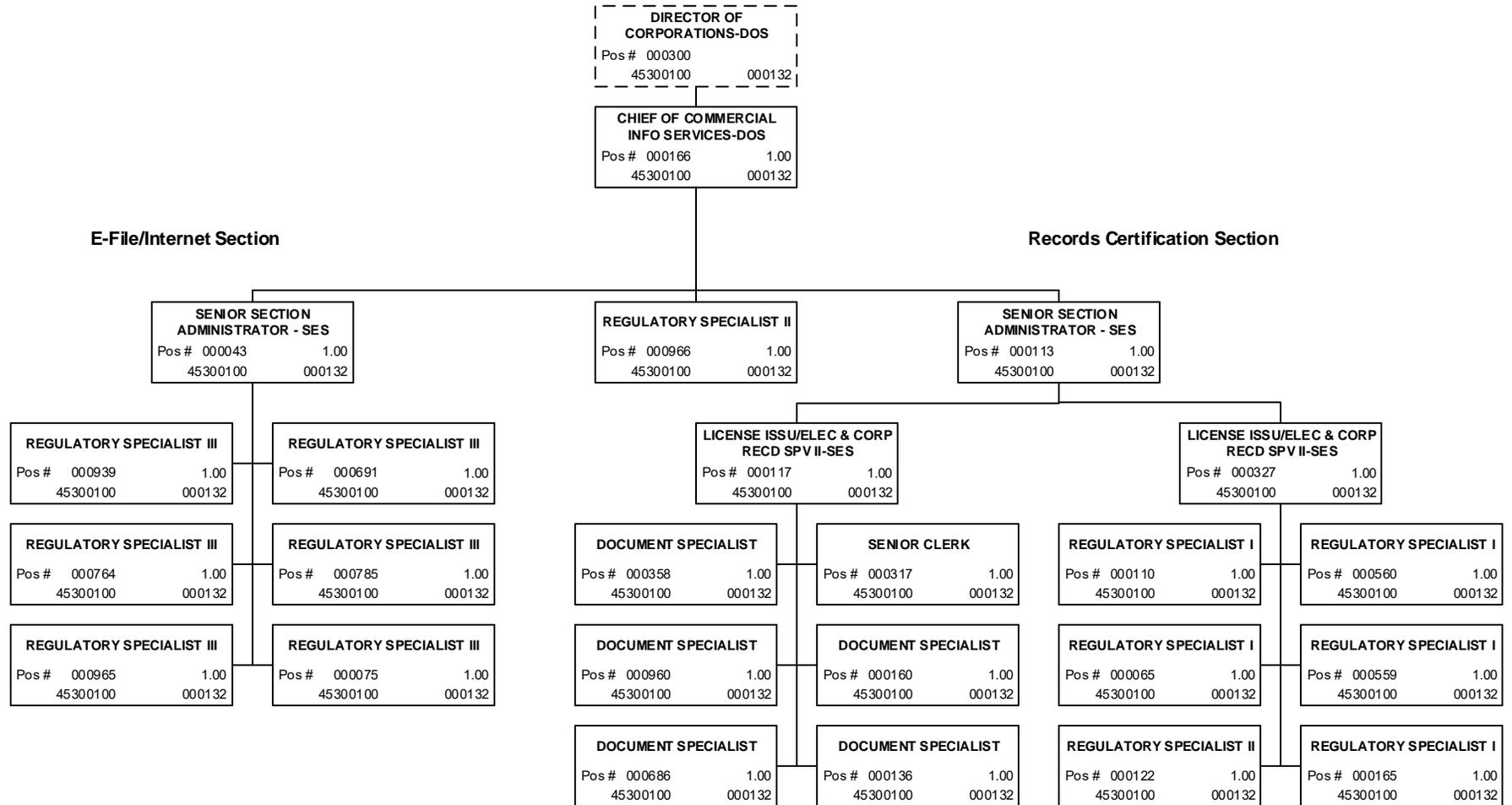
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Bureau of Commercial Recording
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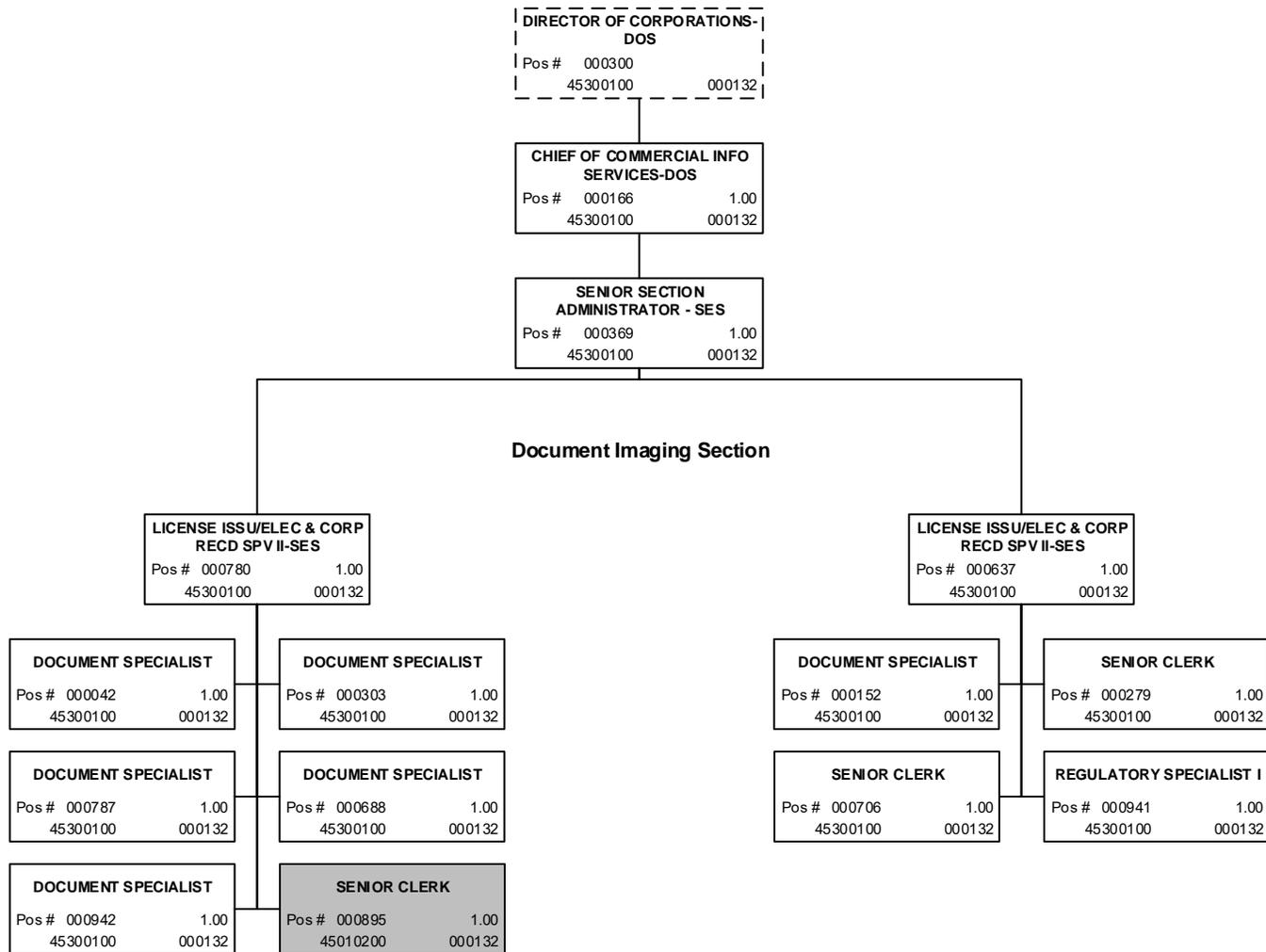
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(Page 3 of 3)**



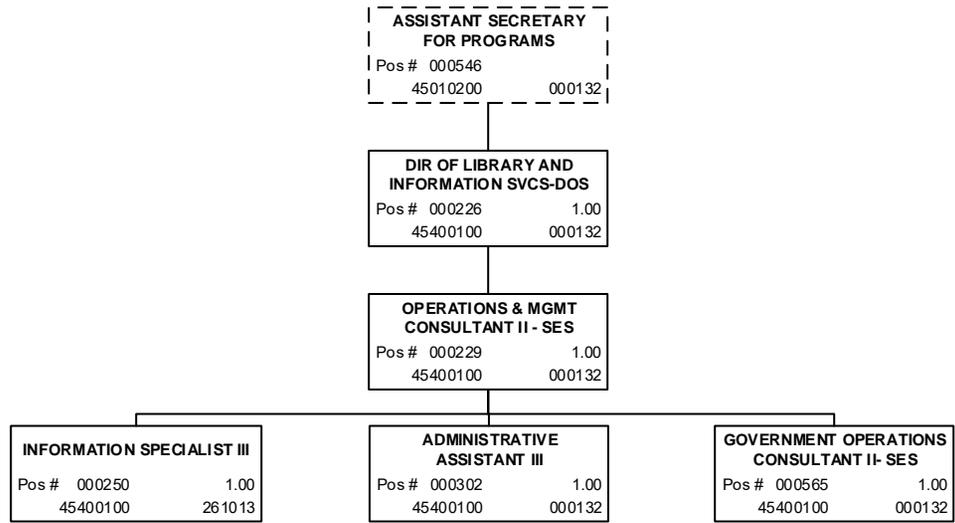
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Bureau of Commercial Information Services
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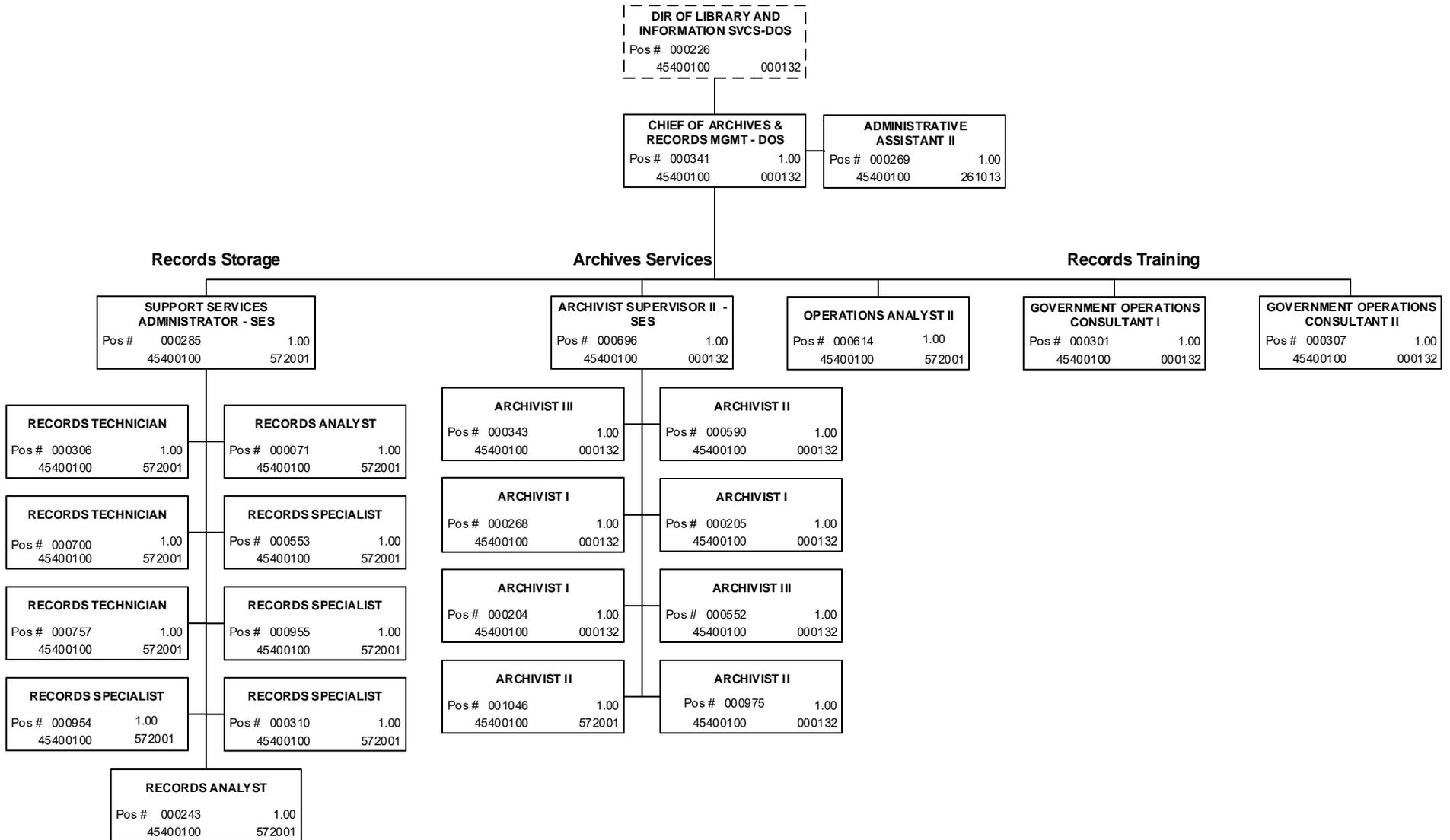
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Bureau of Commercial Information Services
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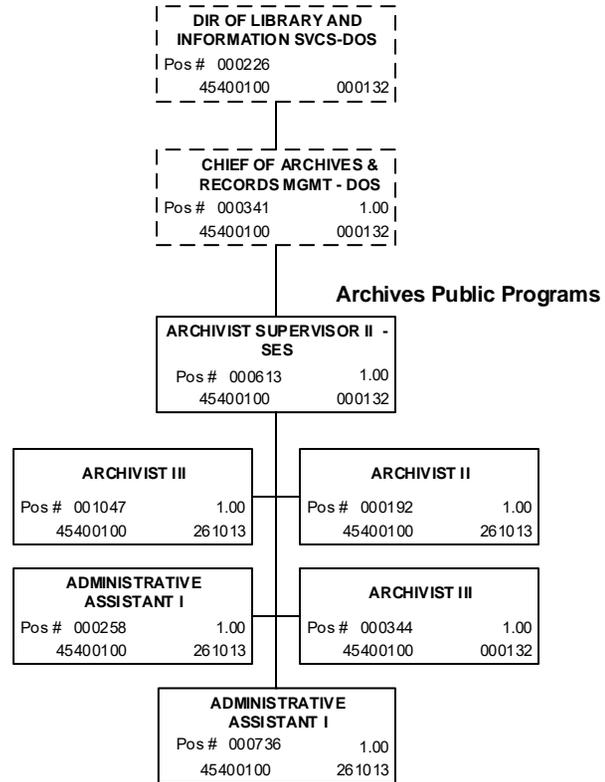
**DIVISION OF LIBRARY AND INFORMATION SERVICES
Office of Division Director**



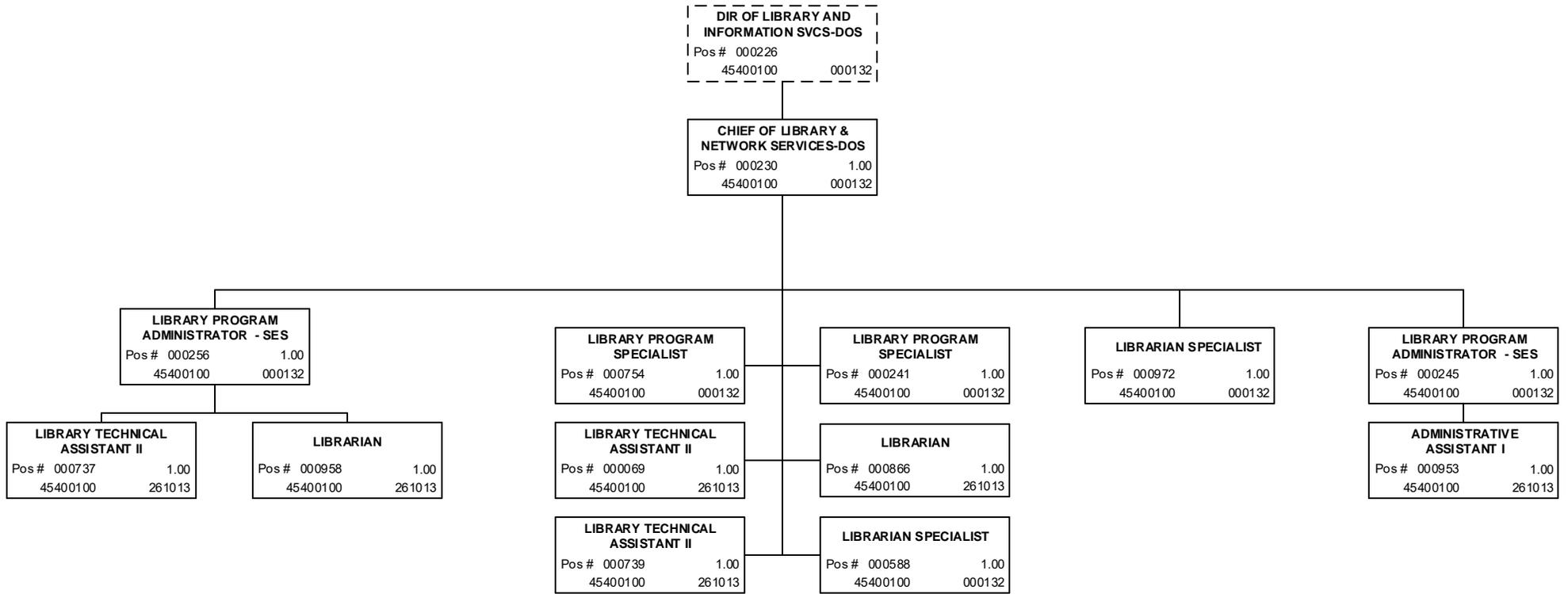
DIVISION OF LIBRARY AND INFORMATION SERVICES
Bureau of Archives & Records Management
 (Page 1 of 2)



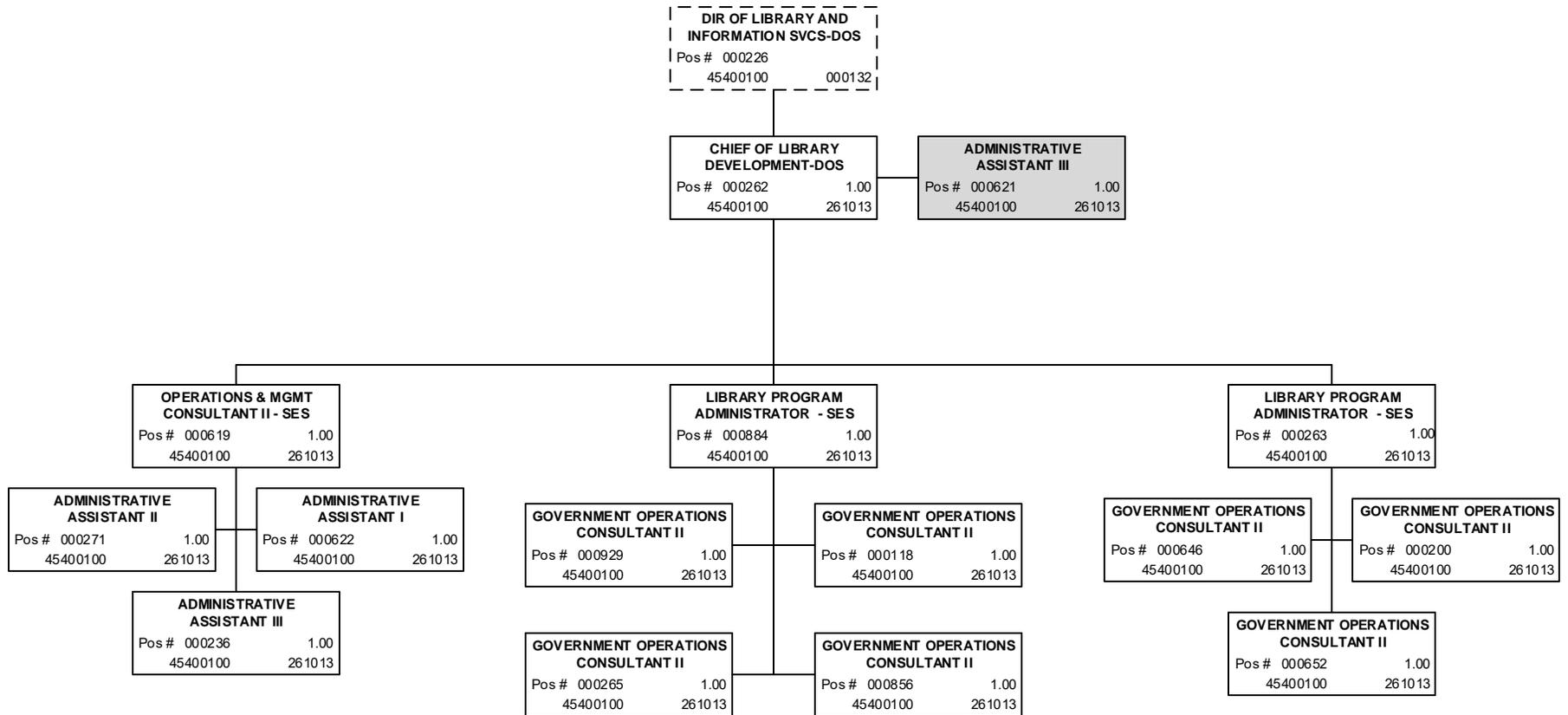
**DIVISION OF LIBRARY AND INFORMATION SERVICES
Bureau of Archives & Records Management
(Page 2 of 2)**



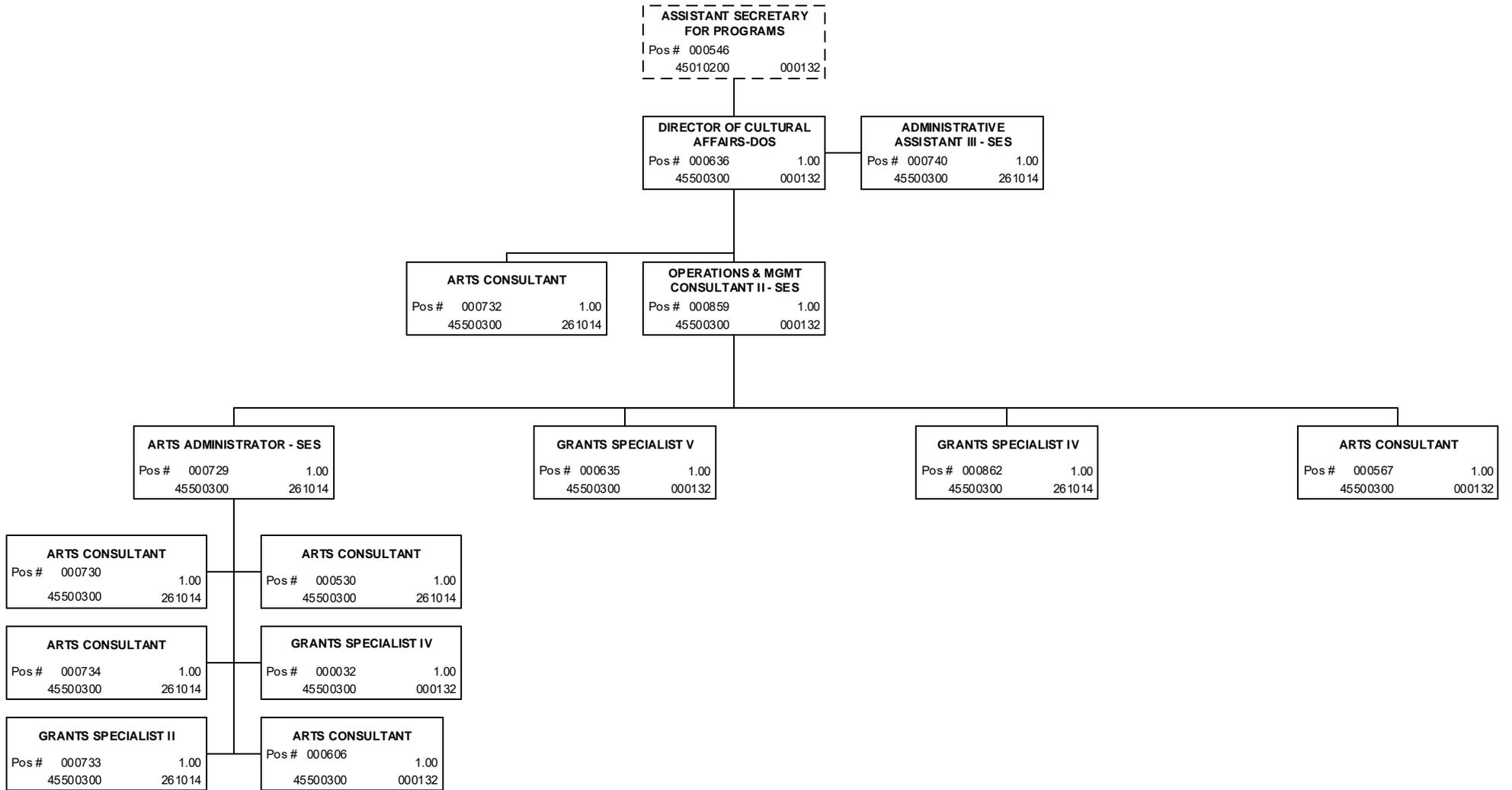
DIVISION OF LIBRARY AND INFORMATION SERVICES
Bureau of Library & Network Services



DIVISION OF LIBRARY AND INFORMATION SERVICES
Bureau of Library Development



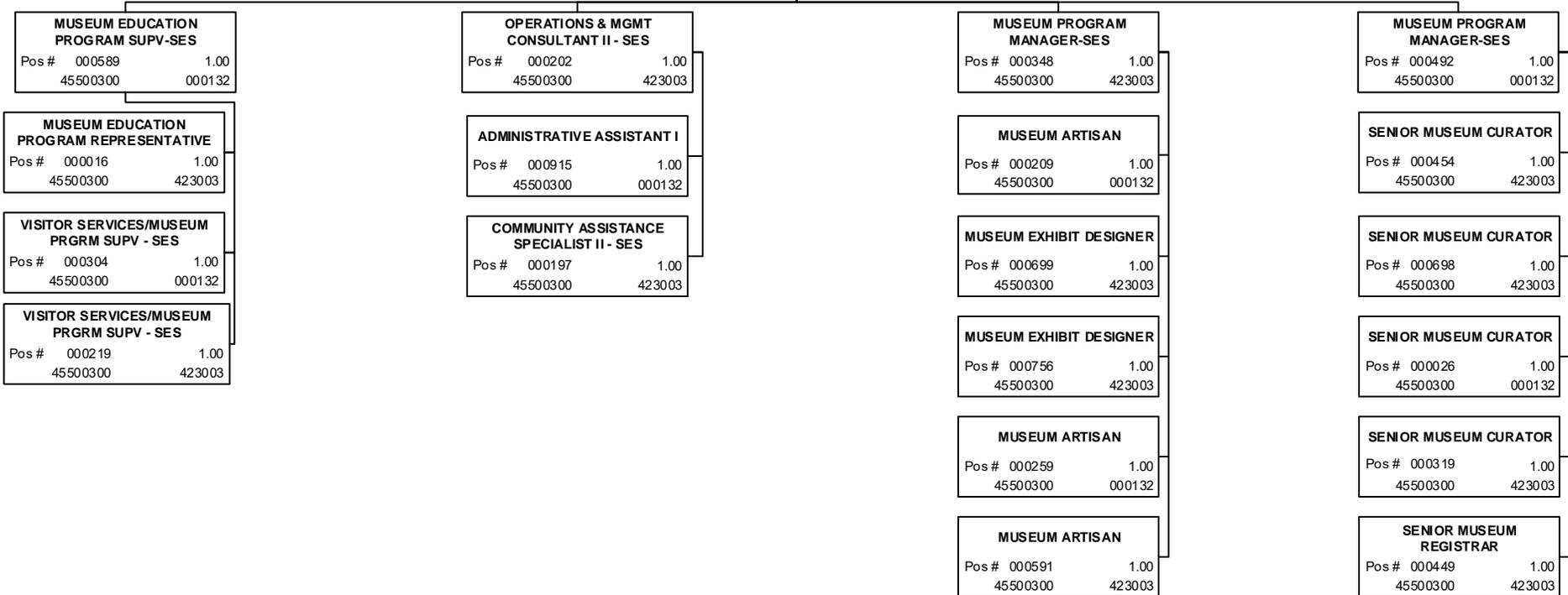
**DIVISION OF CULTURAL AFFAIRS
Office of Division Director**



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

DIRECTOR OF CULTURAL
AFFAIRS-DOS
Pos # 000636
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CHIEF OF HISTORICAL
MUSEUMS-DOS
Pos # 000347 1.00
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Schedule XIV
Variance from Long Range Financial Outlook

Agency: Department of State **Contact:** Chris Lee, 850-245-6553

Article III, Section 19(a)3, Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2019 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2020-2021 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2020-2021 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Division of Cultural Affairs Grants	B	\$21,600,000	\$8,132,250
b	Division of Historical Resources Grants	B	\$7,300,000	\$1,157,935
c	Division of Library and Information Services Grants	B	\$22,800,000	\$8,927,220
d	Elections	B	\$4,100,000	\$3,780,000
e				
f				

- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.

* R/B = Revenue or Budget Driver

**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 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, 2017 – December 31, 2021, with no renewals remaining.		
4. Amount of revenue generated		
Prior Fiscal Year \$6,685,357 18/19	Current Fiscal Year \$6,685,357 19/20	Next Fiscal Year (Request Year) \$6,685,357 20/21
5. Amount of revenue remitted		
Prior Fiscal Year \$5,012,867 18/19	Current Fiscal Year \$5,016,785 19/20	Next Fiscal Year (Request Year) \$5,016,785 20/21
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 2020-2021



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 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21

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 1,132,137- 23,108-
 05 BUDGET ENTITY TRANSFER IN 45400100/2261 810000 45010200 185,931- 185,568- 186,147-

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) 1,318,068 208,676 186,147
 LESS: NONOPERATING EXPENDITURES (SECTION II) (E) 1,318,068- 208,676- 186,147-
 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: 2020 - 2021

Department Title:	Department of State
Trust Fund Title:	Federal Grants Trust Fund
Budget Entity:	Combined (45XXXXXX)
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2019	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,689,208.03 (A)		4,689,208.03
ADD: Other Cash (See Instructions)	691.50 (B)		691.50
ADD: Investments	6,800,292.40 (C)		6,800,292.40
ADD: Outstanding Accounts Receivable	1,910.92 (D)		1,910.92
ADD: Interest & Dividends Receivable	0.00 (E)	28,677.19	28,677.19
ADD: Due from Federal Government	0.00 (E)	61,559.65	61,559.65
Total Cash plus Accounts Receivable	11,492,103 (F)	90,237	11,582,340
LESS Allowances for Uncollectibles	20.00 (G)		20.00
LESS Approved "A" Certified Forwards	5,099,876.06 (H)		5,099,876.06
Approved "B" Certified Forwards	1,092,192.82 (H)		1,092,192.82
Approved "FCO" Certified Forwards	0.00 (H)		0.00
LESS: Other Accounts Payable (Nonoperating)	11,224.33 (I)		11,224.33
LESS: Due to Other Departments	0.00 (J)	996.48	996.48
LESS: Advances from Other Departments	60,237.50 (J)		60,237.50
Unreserved Fund Balance, 07/01/2019__	5,228,552 (K)	89,240	5,317,793 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

	Budget Period: 2020-2021
Department Title:	Department of State
Trust Fund Title:	Federal Grants Trust Fund - Combined (45XXXXXX)
LAS/PBS Fund Number:	2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019	
Total all GLC's 5XXXX for governmental funds;	6,310,631.99 (A)
GLC 539XX for proprietary and fiduciary funds	

Subtract Nonspendable Fund Balance (GLC 56XXX)	0.00 (B)
---	----------

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B4500006/Interest and Dividend Receivable	28,677.19 (C)
SWFS Adjustment #B4500006/ Due to Other Departments	(996.48) (C)
SWFS Adjustment # B4500031/Due from Federal Government	61,559.65 (C)
SWFS Adjustment # B4500026/Due to Other Departments	
SWFS Adjustment # B4500022/ Advances from Other Funds	

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(1,092,192.82) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	0.00 (D)
A/P not C/F-Operating Categories	10,112.97 (D)
Less: SWFS Adjustment (AP Nonoperating)	0.00 (D)
	0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE:	5,317,793 (E)
--	---------------

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	5,317,793 (F)
--	---------------

DIFFERENCE:	(0) (G)*
--------------------	----------

*SHOULD EQUAL ZERO.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2020 - 2021
Trust Fund Title:	Department of State
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	Executive Direction and Support Services (45010200)
	2261

	Balance as of 6/30/2019		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0	(A)		0
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments		(C)		0
ADD: Outstanding Accounts Receivable		(D)		0
ADD: _____		(E)		0
Total Cash plus Accounts Receivable	0	(F)	0	0
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards		(H)		0
Approved "B" Certified Forwards		(H)		0
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Nonoperating)		(I)		0
LESS: _____		(J)		0
Unreserved Fund Balance, 07/01/19	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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020 - 2021

Department Title: Department of State
Trust Fund Title: Federal Grants Trust Fund - Executive Direction & Support Services (45010200)
LAS/PBS Fund Number: 2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/19

Total all GLC's 5XXXX for governmental funds; (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (D)

Approved FCO Certified Forward per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: **0.00** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **0.00** (F)

DIFFERENCE: **0.00** (G)*

***SHOULD EQUAL ZERO.**

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
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.	
01 TRANSFER FROM 45200700/2339		810000		169,000-	169,000-

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)			169,000	169,000
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)			169,000-	169,000-
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)				

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2020-2021
Trust Fund Title:	Department of State
Budget Entity:	Grants and Donations Trust Fund
LAS/PBS Fund Number:	Combined (45XXXXXX)
	2339

	Balance as of 6/30/2019		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	272,099.86	(A)			272,099.86
ADD: Other Cash (See Instructions)	0.00	(B)			0.00
ADD: Investments	0.00	(C)			0.00
ADD: Outstanding Accounts Receivable	1,036.00	(D)			1,036.00
ADD: Due from Other Departments	1,814.00	(E)			1,814.00
ADD:	0.00	(E)			0.00
Total Cash plus Accounts Receivable	274,950	(F)	-		274,950
LESS Allowances for Uncollectibles	0.00	(G)	2,056.00		2,056.00
LESS Approved "A" Certified Forwards	0.00	(H)			0.00
Approved "B" Certified Forwards	0.00	(H)			0.00
Approved "FCO" Certified Forwards	0.00	(H)			0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)			0.00
LESS:	0.00	(J)			0.00
LESS:	0.00	(J)			0.00
Unreserved Fund Balance, 07/01/2019 _____	274,950	(K)	(2,056)		272,894 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020-2021

Department Title: Department of State
Trust Fund Title: Grants and Donations Trust Fund
LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019

Total all GLC's 5XXXX for governmental funds; 274,949.86 (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) 0.00 (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B4500032/Allowance for Uncollectibles (2,056.00) (C)

SWFS Adjustment # and Description 0.00 (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS 0.00 (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS 0.00 (D)

A/P not C/F-Operating Categories 0.00 (D)

Less: SWFS Adjustment (AP Nonoperating) 0.00 (D)

0.00 (D)

0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 272,894 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 272,894 (F)

DIFFERENCE: (0) (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2020 - 2021
Trust Fund Title:	Department of State
Budget Entity:	Grants and Donations Trust Fund
LAS/PBS Fund Number:	Executive Direction and Support Services (45010200)
	2339

	Balance as of 6/30/2019		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0	(A)		0
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments		(C)		0
ADD: Outstanding Accounts Receivable		(D)		0
ADD: _____		(E)		0
Total Cash plus Accounts Receivable	0	(F)	0	0
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards		(H)		0
Approved "B" Certified Forwards		(H)		0
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Nonoperating)		(I)		0
LESS: _____		(J)		0
Unreserved Fund Balance, 07/01/19	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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020 - 2021

Department Title: Department of State
Trust Fund Title: Grants and Donations Trust Fund- Executive Direction & Support Services (45010200)
LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/19

Total all GLC's 5XXXX for governmental funds; (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (D)

Approved FCO Certified Forward per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: **0.00** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **0.00** (F)

DIFFERENCE: **0.00** (G)*

***SHOULD EQUAL ZERO.**

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
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.
TOTAL TO LINE B IN SECTION IV					
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
		OBJECT	TRANSFER		CFDA
		CODE	TO BE		NO.
01 TRANSFER IN FROM 45200700/2423		810000	45010200	40,756-	67,733- 67,733-
TOTAL TO LINE E IN SECTION IV					
				40,756-	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)				
ADD: REVENUES (FROM SECTION I)	(B)				
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)				
LESS: OPERATING EXPENDITURES	(D)			40,756	67,733 67,733
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)			40,756-	67,733- 67,733-
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

Department Title:	Budget Period: 2020 - 2021 Department of State
Trust Fund Title:	Land Acquisition Trust Fund
Budget Entity:	Combined (45010200/45200700/45500300)
LAS/PBS Fund Number:	2423

	Balance as of 6/30/2019	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,650,292.79 (A)		1,650,292.79
ADD: Other Cash (See Instructions)	(B)		0.00
ADD: Investments	(C)		0.00
ADD: Outstanding Accounts Receivable	(D)		0.00
ADD: Due from Other Departments	0.00 (E)	484,069.55	484,069.55
ADD:	0.00 (E)		0.00
Total Cash plus Accounts Receivable	1,650,293 (F)	484,070	2,134,362
LESS Allowances for Uncollectibles	(G)		0.00
LESS Approved "A" Certified Forwards	1,215,291.43 (H)		1,215,291.43
Approved "B" Certified Forwards	589,780.37 (H)		589,780.37
Approved "FCO" Certified Forwards	101,437.50 (H)		101,437.50
LESS: Other Accounts Payable (Nonoperating)	(I)		0.00
LESS: Due to Other Departments	0.00 (J)		0.00
LESS: Due to General Revenue	0.00 (J)	5.75	5.75
Unreserved Fund Balance, 07/01/2019 __	(256,217) (K)	484,064	227,847 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

	Budget Period: 2020 - 2021
Department Title:	Department of State
Trust Fund Title:	Land Acquisition Trust Fund
LAS/PBS Fund Number:	2423

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019	
Total all GLC's 5XXXX for governmental funds;	466,476.36 (A)
GLC 539XX for proprietary and fiduciary funds	

Subtract Nonspendable Fund Balance (GLC 56XXX)	0.00 (B)
---	----------

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B4500033/Due to Other Departments	(C)
SWFS Adjustment # B4500027/Due to General Revenue	(5.75) (C)
SWFS Adjustment # B4500027/Due from Other Departments	484,069.55 (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(589,780.37) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	(101,437.50) (D)
A/P not C/F-Operating Categories	(31,475.00) (D)
Less: SWFS Adjustment (AP Nonoperating)	0.00 (D)
	0.00 (D)
	0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE:	227,847 (E)
--	-------------

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	227,847 (F)
--	-------------

DIFFERENCE:	0 (G)*
--------------------	--------

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2020 - 2021
Trust Fund Title:	Department of State
Budget Entity:	Land Acquisition Trust Fund
LAS/PBS Fund Number:	Executive Direction and Support Services (45010200)
	2423

	Balance as of 6/30/2019		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0	(A)		0
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments		(C)		0
ADD: Outstanding Accounts Receivable		(D)		0
ADD: _____		(E)		0
Total Cash plus Accounts Receivable	0	(F)	0	0
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards		(H)		0
Approved "B" Certified Forwards		(H)		0
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Nonoperating)		(I)		0
LESS: _____		(J)		0
Unreserved Fund Balance, 07/01/19	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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020 - 2021

Department Title:

Department of State

Trust Fund Title:

Land Acquisition Trust Fund - Executive Direction & Support Services (45010200)

LAS/PBS Fund Number:

2423

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/19

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

(A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(D)

Approved FCO Certified Forward per LAS/PBS

(D)

A/P not C/F-Operating Categories

(D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

(F)

DIFFERENCE:

(G)*

***SHOULD EQUAL ZERO.**

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
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.	

TOTAL TO LINE E IN SECTION IV					
=====					
SECTION III: ADJUSTMENTS					
		OBJECT			
		CODE			
04 OPERATING EXPENDITURE ADJUSTMENT		991000		100,473	100,712

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)			100,473	100,712
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)				
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)			100,473-	100,712-
NET ADJUSTMENTS (FROM SECTION III)	(H)			100,473	100,712
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)				

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2020-2021
Trust Fund Title:	Department of State
Budget Entity:	Records Management Trust Fund
LAS/PBS Fund Number:	Combined (45XXXXXX)
	2572

	Balance as of 6/30/2019	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	772,377.42 (A)		772,377.42
ADD: Other Cash (See Instructions)	4,090.37 (B)		4,090.37
ADD: Investments	0.00 (C)		0.00
ADD: Outstanding Accounts Receivable	3,421.95 (D)		3,421.95
ADD: Due from Other Departments	173,295.26 (E)	-11,139.35	162,155.91
ADD:	0.00 (E)	0.00	0.00
Total Cash plus Accounts Receivable	953,185 (F)	(11,139)	942,046
LESS Allowances for Uncollectibles		2,550.57 (G)	2,550.57
LESS Approved "A" Certified Forwards	108.12 (H)		108.12
Approved "B" Certified Forwards	42,176.46 (H)		42,176.46
Approved "FCO" Certified Forwards	0.00 (H)		0.00
LESS: Other Accounts Payable (Nonoperating)			0.00 (I)
LESS: Compensated Absences	0.00 (J)		0.00
LESS: Due to General Revenue	0.00 (J)	9,340.63	9,340.63
Unreserved Fund Balance, 07/01/2019__	910,900 (K)	(23,031)	887,870 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

	Budget Period: 2020-2021
Department Title:	<u>Department of State</u>
Trust Fund Title:	<u>Records Management Trust Fund - Combined (45XXXXXX)</u>
LAS/PBS Fund Number:	<u>2572</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019	
Total all GLC's 5XXXX for governmental funds;	953,076.88 (A)
GLC 539XX for proprietary and fiduciary funds	

Subtract Nonspendable Fund Balance (GLC 56XXX)	0.00 (B)
---	----------

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B4500035/Due From Other Departments	(11,638.62) (C)
SWFS Adjustment #B4500036/Due From Other Departments	499.27 (C)
SWFS Adjustment #B4500035/Allowance for Uncollectible	(2,550.57) (C)
SWFS Adjustment # /Due to General Revenue	(9,340.63) (C)
SWFS Adjustment #B4500017/Compensated Absences Liability	

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(42,176.46) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	0.00 (D)
A/P not C/F-Operating Categories	0.00 (D)
Less: SWFS Adjustment (AP Nonoperating)	0.00 (D)
	0.00 (D)
	0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE:	887,870 (E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	887,870 (F)
--	-------------

DIFFERENCE:	(0) (G)*
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***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020 - 2021

Department Title:	Department of State
Trust Fund Title:	Records Management Trust Fund
Budget Entity:	Executive Direction and Support Services (45010200)
LAS/PBS Fund Number:	2572

	Balance as of 6/30/2019		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0	(A)			0
ADD: Other Cash (See Instructions)		(B)			0
ADD: Investments		(C)			0
ADD: Outstanding Accounts Receivable		(D)			0
ADD: _____		(E)			0
Total Cash plus Accounts Receivable	0	(F)	0		0
LESS Allowances for Uncollectibles		(G)			0
LESS Approved "A" Certified Forwards		(H)			0
Approved "B" Certified Forwards		(H)			0
Approved "FCO" Certified Forwards		(H)			0
LESS: Other Accounts Payable (Nonoperating)		(I)			0
LESS: _____		(J)			0
Unreserved Fund Balance, 07/01/19	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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020 - 2021

Department Title:

Department of State

Trust Fund Title:

Records Management Trust Fund - Executive Direction/Support Services (45010200)

LAS/PBS Fund Number:

2572

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/19

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

(A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(D)

Approved FCO Certified Forward per LAS/PBS

(D)

A/P not C/F-Operating Categories

(D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

(F)

DIFFERENCE:

(G)*

***SHOULD EQUAL ZERO.**



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 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
STATE, DEPT OF	45000000				
PGM: ELECTIONS	45100000				
<u>ELECTIONS</u>	<u>45100200</u>				
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			200,000	
TOTAL TO LINE B IN SECTION IV				200,000	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
		OBJECT	TRANSFER		CFDA
		CODE	TO BE		NO.
03 TRANSFER TO FDLE, 2261, HAVA		811000	71700100	115,745	135,000
06 FINANCIAL STATEMENT ADJUSTMENT		830000		247,940-	
13 BUDGET ENTITY TRANSFER OUT 45010200/2261		810000	45010200	1,132,137	23,108
TOTAL TO LINE E IN SECTION IV				999,942	158,108
SECTION III: ADJUSTMENTS					
		OBJECT			
		CODE			
01 SWFS #B4500006-INTEREST AND DIV REC		991000		28,677	
04 ADJ TO LINE A PY CF "B" ENCUM		991000		302,849-	
06 SEPTEMBER 2018 CF REVERSIONS		991000		45,994	
07 SWFS #B4500006 - DUE TO OTHER DEP		991000		996-	
12 PRIOR YR PAYABLES NOT CERTIFIED FWD		991000		10,113	
15 TR10 ADJUSTING ENTRIES		991000		133,584	
TOTAL TO LINE H IN SECTION IV				85,477-	

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
STATE, DEPT OF	45000000				
PGM: ELECTIONS	45100000				
<u>ELECTIONS</u>	<u>45100200</u>				
FUND: FEDERAL GRANTS TRUST FUND	2261				

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	32,772,088	5,204,907	637,868	
ADD: REVENUES (FROM SECTION I)	(B)		200,000		
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	32,772,088	5,404,907	637,868	
LESS: OPERATING EXPENDITURES	(D)	26,481,762	4,608,931		
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	999,942	158,108	135,000	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	5,290,384	637,868	502,868	
NET ADJUSTMENTS (FROM SECTION III)	(H)	85,477-			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	5,204,907	637,868	502,868	

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	5,204,907	637,868	502,868
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			5,204,907	637,868	502,868

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020 - 2021

Department Title:	Department of State
Trust Fund Title:	Federal Grants Trust Fund
Budget Entity:	Combined (45XXXXXX)
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2019		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,689,208.03	(A)			4,689,208.03
ADD: Other Cash (See Instructions)	691.50	(B)			691.50
ADD: Investments	6,800,292.40	(C)			6,800,292.40
ADD: Outstanding Accounts Receivable	1,910.92	(D)			1,910.92
ADD: Interest & Dividends Receivable	0.00	(E)	28,677.19		28,677.19
ADD: Due from Federal Government	0.00	(E)	61,559.65		61,559.65
Total Cash plus Accounts Receivable	11,492,103	(F)	90,237		11,582,340
LESS Allowances for Uncollectibles	20.00	(G)			20.00
LESS Approved "A" Certified Forwards	5,099,876.06	(H)			5,099,876.06
Approved "B" Certified Forwards	1,092,192.82	(H)			1,092,192.82
Approved "FCO" Certified Forwards	0.00	(H)			0.00
LESS: Other Accounts Payable (Nonoperating)	11,224.33	(I)			11,224.33
LESS: Due to Other Departments	0.00	(J)	996.48		996.48
LESS: Advances from Other Departments	60,237.50	(J)			60,237.50
Unreserved Fund Balance, 07/01/2019 __	5,228,552	(K)	89,240		5,317,793 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020-2021

Department Title: Department of State
Trust Fund Title: Federal Grants Trust Fund - Combined (45XXXXXX)
LAS/PBS Fund Number: 2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019
 Total all GLC's 5XXXX for governmental funds; 6,310,631.99 (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) 0.00 (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B4500006/Interest and Dividend Receivable 28,677.19 (C)

SWFS Adjustment #B4500006/ Due to Other Departments (996.48) (C)

SWFS Adjustment # B4500031/Due from Federal Government 61,559.65 (C)

SWFS Adjustment # B4500026/Due to Other Departments (C)

SWFS Adjustment # B4500022/ Advances from Other Funds (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (1,092,192.82) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS 0.00 (D)

A/P not C/F-Operating Categories 10,112.97 (D)

Less: SWFS Adjustment (AP Nonoperating) 0.00 (D)

0.00 (D)

0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 5,317,793 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 5,317,793 (F)

DIFFERENCE: (0) (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2020 - 2021
Trust Fund Title:	Department of State
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	Elections (45100200)
	2261

	Balance as of 6/30/2019		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,059,684.61	(A)		4,059,684.61
ADD: Other Cash (See Instructions)	0.00	(B)		0.00
ADD: Investments	6,800,292.40	(C)		6,800,292.40
ADD: Outstanding Accounts Receivable	1,910.92	(D)		1,910.92
ADD: Interest & Dividends Receivable	0.00	(E)	28,677.19	28,677.19
Total Cash plus Accounts Receivable	10,861,888	(F)	28,677	10,890,565
LESS: Allowances for Uncollectibles	20.00	(G)		20.00
LESS: Approved "A" Certified Forwards	4,596,525.23	(H)		4,596,525.23
Approved "B" Certified Forwards	1,044,053.13	(H)		1,044,053.13
Approved "FCO" Certified Forwards	0.00	(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	11,224.33	(I)		11,224.33
LESS: Due to Other Departments	0.00	(J)	996.48	996.48
LESS: Adjustment	0.00	(J)	-32,839.00	-32,839.00
Unreserved Fund Balance, 07/01/2019 __	5,210,065	(K)	27,681	5,204,907 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020-2021

Department Title: Department of State
Trust Fund Title: Federal Trust Fund - Elections (45100200)
LAS/PBS Fund Number: 2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	6,244,005.40 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	0.00 (B)
Add/Subtract Statewide Financial Statement (SWFS)Adjustments :	
SWFS Adjustment # B4500006/Interest and Dividend Receivable	28,677.19 (C)
SWFS Adjustment #B4500006/ Due to Other Departments	(996.48) (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(1,044,053.13) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	0.00 (D)
A/P not C/F-Operating Categories	10,112.97 (D)
Less: SWFS Adjustment (AP Nonoperating)	0.00 (D)
Less: Adjustment	(32,839.00) (D)
	0.00 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	5,204,907 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	5,204,907 (F)
DIFFERENCE:	(0) (G)*

***SHOULD EQUAL ZERO.**



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 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
STATE, DEPT OF	45000000												
PGM: HISTORICAL RESOURCES	45200000												
HISTORICAL RESOURCES	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.					
07 NAT'L PARK SERVICE	000700	NO	0.0	267.031	60.00	C	40.00	C 15.904	1,061,754	1,101,745	1,110,000		
08 NTL PARK SVC EMERG HISTORIC PRESERVATION FUND	000700	NO	0.0	267.031	0.00		0.00	15.957		5,932,724			
10 NAT'L ENDOWMENT F/ARTS	000700	NO	0.0	267.031	0.00		0.00	45.025	32,353	58,000	99,188		
20 TRANSFER IN DOT,2540	001510	NO	0.0	267.031	0.00		0.00	20.205	240,950				
30 NATIONAL MARITIME HERITAGE GRANT	000700	NO	0.0	267.031	0.00	100.00	C	15.925		26,031			
TOTAL TO LINE B IN SECTION IV										1,335,057	7,118,500	1,209,188	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES													
					OBJECT	TRANSFER		CFDA					
					CODE	TO BE		NO.					
03 BUDGET AMENDMENT #B0092					899000	45200700				44,091			
04 REFUND NONSTATE REVENUES					860000				42,671				
TOTAL TO LINE E IN SECTION IV										42,671	44,091		
SECTION III: ADJUSTMENTS													
					OBJECT								
					CODE								
02 SEPTEMBER 2018 CERT FORWARD/REVERSIONS					991000				29,222				
06 SWFS ADJUSTMENT #B4500022-ADJ TF FROM DOT					991000				12,998-				
08 ADJ TO LINE A - PY CF B ENC					991000				61-				
09 ADJUSTMENT TO LINE A - TR10 ADJUSTING					991000				8,847-				
10 OPERATING EXPENDITURE ADJUSTMENT					991000					973,025			
TOTAL TO LINE H IN SECTION IV										7,316	973,025		

	COL A01 ACT PR YR EXP 2018-19	COL A02 CURR YR EST EXP 2019-20	COL A03 AGY REQUEST FY 2020-21	COL A04 AGY REQ N/R FY 2020-21
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)	57,182	14,431	948,812	
ADD: REVENUES (FROM SECTION I)	(B)	1,335,057	7,118,500	1,209,188	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	1,392,239	7,132,931	2,158,000	
LESS: OPERATING EXPENDITURES	(D)	1,342,453	2,153,354	2,156,431	973,025
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	42,671	44,091		
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)		4,959,699		
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	7,115	24,213-	1,569	
NET ADJUSTMENTS (FROM SECTION III)	(H)	7,316	973,025		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	14,431	948,812	1,569	

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
02 NATIONAL PARK SERVICE	N	R	14,431	948,812	1,569
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			14,431	948,812	1,569

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020 - 2021

Department Title:	Department of State
Trust Fund Title:	Federal Grants Trust Fund
Budget Entity:	Combined (45XXXXXX)
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2019	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,689,208.03 (A)		4,689,208.03
ADD: Other Cash (See Instructions)	691.50 (B)		691.50
ADD: Investments	6,800,292.40 (C)		6,800,292.40
ADD: Outstanding Accounts Receivable	1,910.92 (D)		1,910.92
ADD: Interest & Dividends Receivable	0.00 (E)	28,677.19	28,677.19
ADD: Due from Federal Government	0.00 (E)	61,559.65	61,559.65
Total Cash plus Accounts Receivable	11,492,103 (F)	90,237	11,582,340
LESS Allowances for Uncollectibles	20.00 (G)		20.00
LESS Approved "A" Certified Forwards	5,099,876.06 (H)		5,099,876.06
Approved "B" Certified Forwards	1,092,192.82 (H)		1,092,192.82
Approved "FCO" Certified Forwards	0.00 (H)		0.00
LESS: Other Accounts Payable (Nonoperating)	11,224.33 (I)		11,224.33
LESS: Due to Other Departments	0.00 (J)	996.48	996.48
LESS: Advances from Other Departments	60,237.50 (J)		60,237.50
Unreserved Fund Balance, 07/01/2019__	5,228,552 (K)	89,240	5,317,793 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

	Budget Period: 2020-2021
Department Title:	Department of State
Trust Fund Title:	Federal Grants Trust Fund - Combined (45XXXXXX)
LAS/PBS Fund Number:	2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019	
Total all GLC's 5XXXX for governmental funds;	6,310,631.99 (A)
GLC 539XX for proprietary and fiduciary funds	

Subtract Nonspendable Fund Balance (GLC 56XXX)	0.00 (B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B4500006/Interest and Dividend Receivable	28,677.19 (C)
SWFS Adjustment #B4500006/ Due to Other Departments	(996.48) (C)
SWFS Adjustment # B4500031/Due from Federal Government	61,559.65 (C)
SWFS Adjustment # B4500026/Due to Other Departments	
SWFS Adjustment # B4500022/ Advances from Other Funds	

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(1,092,192.82) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	0.00 (D)
A/P not C/F-Operating Categories	10,112.97 (D)
Less: SWFS Adjustment (AP Nonoperating)	0.00 (D)
	0.00 (D)
	0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE:	5,317,793 (E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	5,317,793 (F)
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DIFFERENCE:	(0) (G)*
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***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2020-2021
Trust Fund Title:	Department of State
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	Historical Resources (45200700)
	2261

	Balance as of 6/30/2019		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	143,643.09	(A)		143,643.09
ADD: Other Cash (See Instructions)	0.00	(B)		0.00
ADD: Investments	0.00	(C)		0.00
ADD: Outstanding Accounts Receivable	0.00	(D)		0.00
ADD: Due from Federal Government	0.00	(E)	61,559.65	61,559.65
Total Cash plus Accounts Receivable	143,643	(F)	61,560	205,203
LESS Allowances for Uncollectibles	0.00	(G)		0.00
LESS Approved "A" Certified Forwards	130,473.32	(H)		130,473.32
Approved "B" Certified Forwards	60.94	(H)		60.94
Approved "FCO" Certified Forwards	0.00	(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)		0.00
LESS: Advances from Other Departments	60,237.50	(J)		60,237.50
LESS: Due to Other Departments	0.00	(J)		0.00
Unreserved Fund Balance, 07/01/2019	13,109	(K)	61,560	14,431 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

	Budget Period: 2020-2021
Department Title:	Department of State
Trust Fund Title:	Federal Grants Trust Fund - Historical Resources (45200700)
LAS/PBS Fund Number:	2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019

Total all GLC's 5XXXX for governmental funds;	<input type="text" value="(47,068.23)"/>	(A)
GLC 539XX for proprietary and fiduciary funds		

Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text" value="0.00"/>	(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B4500031/Due from Federal Government	<input type="text" value="61,559.65"/>	(C)
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SWFS Adjustment # B4500026/Due to Other Departments	<input type="text"/>	(C)
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SWFS Adjustment # B4500022/ Advances from Other Funds	<input type="text"/>	(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(60.94)"/>	(D)
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Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text" value="0.00"/>	(D)
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A/P not C/F-Operating Categories	<input type="text" value="0.00"/>	(D)
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Less: SWFS Adjustment (AP Nonoperating)	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="14,431"/>	(E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	<input type="text" value="14,431"/>	(F)
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DIFFERENCE:	<input type="text" value="0"/>	(G)*
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***SHOULD EQUAL ZERO.**

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	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.				
51 BP VIVA FLORIDA GRANT	001111 NO 0.0 265.284 0.00 0.00	102,869			
TOTAL TO LINE B IN SECTION IV		102,869			
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
	OBJECT TRANSFER CFDA				
	CODE TO BE NO.				
01 SERVICE CHARGE TO GENERAL REVENUE	880800	13,388			
07 BE TR TO 45400100/2339	810000 45400100	1,944			
09 BUDGET ENTITY TRANSFER OUT, 2339	810000 45010200			169,000	
15 BE TSFR IN 2339/45500300	810000 45200700	1,200			
TOTAL TO LINE E IN SECTION IV		16,532		169,000	
SECTION III: ADJUSTMENTS					
	OBJECT				
	CODE				
70 TR10 INPUT FR YEAR END CLOSING	991000	4,000-			
TOTAL TO LINE H IN SECTION IV		4,000-			
SECTION IV: SUMMARY					
UNRESERVED FUND BALANCE - JULY 1	(A)	182,070	264,407	264,407	
ADD: REVENUES (FROM SECTION I)	(B)	102,869			
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	284,939	264,407	264,407	
LESS: OPERATING EXPENDITURES	(D)				
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	16,532		169,000	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	268,407	264,407	95,407	
NET ADJUSTMENTS (FROM SECTION III)	(H)	4,000-			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	264,407	264,407	95,407	

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	45200700				
FUND: GRANTS AND DONATIONS TF	2339				

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
01 GRANT FUNDS	S	U	264,407	264,407	95,407
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			264,407	264,407	95,407

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020-2021
Department Title: Department of State
Trust Fund Title: Grants and Donations Trust Fund
Budget Entity: Combined (45XXXXXX)
LAS/PBS Fund Number: 2339

	Balance as of 6/30/2019	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	272,099.86 (A)		272,099.86
ADD: Other Cash (See Instructions)	0.00 (B)		0.00
ADD: Investments	0.00 (C)		0.00
ADD: Outstanding Accounts Receivable	1,036.00 (D)		1,036.00
ADD: Due from Other Departments	1,814.00 (E)		1,814.00
ADD:	0.00 (E)		0.00
Total Cash plus Accounts Receivable	274,950 (F)	-	274,950
LESS Allowances for Uncollectibles	0.00 (G)	2,056.00	2,056.00
LESS Approved "A" Certified Forwards	0.00 (H)		0.00
Approved "B" Certified Forwards	0.00 (H)		0.00
Approved "FCO" Certified Forwards	0.00 (H)		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00 (I)		0.00
LESS:	0.00 (J)		0.00
LESS:	0.00 (J)		0.00
Unreserved Fund Balance, 07/01/2019 __	274,950 (K)	(2,056)	272,894 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020-2021

Department Title: Department of State
Trust Fund Title: Grants and Donations Trust Fund - Combined (45XXXXXX)
LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019

Total all GLC's 5XXXX for governmental funds; 274,949.86 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) 0.00 (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B4500032/Allowance for Uncollectibles (2,056.00) (C)

SWFS Adjustment # and Description 0.00 (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS 0.00 (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS 0.00 (D)

A/P not C/F-Operating Categories 0.00 (D)

Less: SWFS Adjustment (AP Nonoperating) 0.00 (D)

0.00 (D)

0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 272,894 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 272,894 (F)

DIFFERENCE: (0) (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020-2021
Department Title: Department of State
Trust Fund Title: Grants and Donations Trust Fund
Budget Entity: Historical Resources (45200700)
LAS/PBS Fund Number: 2339

	Balance as of 6/30/2019	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	272,099.86 (A)		272,099.86
ADD: Other Cash (See Instructions)	0.00 (B)		0.00
ADD: Investments	0.00 (C)		0.00
ADD: Outstanding Accounts Receivable	1,036.00 (D)		1,036.00
ADD: Due from Other Departments	1,814.00 (E)		1,814.00
ADD:	0.00 (E)		0.00
Total Cash plus Accounts Receivable	274,950 (F)	-	274,950
LESS Allowances for Uncollectibles	0.00 (G)	2,056.00	2,056.00
LESS Approved "A" Certified Forwards	0.00 (H)		0.00
Approved "B" Certified Forwards	0.00 (H)		0.00
Approved "FCO" Certified Forwards	0.00 (H)		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00 (I)		0.00
LESS:	0.00 (J)		0.00
LESS:	0.00 (J)		0.00
Unreserved Fund Balance, 07/01/2019 __	274,950 (K)	(2,056)	272,894 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020-2021

Department Title: Department of State
Trust Fund Title: Grants and Donations Trust Fund - Historical Resources (45200700)
LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019

Total all GLC's 5XXXX for governmental funds; 274,949.86 (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) 0.00 (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B4500032/Allowance for Uncollectibles (2,056.00) (C)

SWFS Adjustment # and Description 0.00 (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS 0.00 (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS 0.00 (D)

A/P not C/F-Operating Categories 0.00 (D)

Less: SWFS Adjustment (AP Nonoperating) 0.00 (D)

0.00 (D)

0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 272,894 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 272,894 (F)

DIFFERENCE: (0) (G)*

***SHOULD EQUAL ZERO.**

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
HISTORICAL RESOURCES	45200700				
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.				
02 ROYALTIES	000115 NO 8.0 267.031	0.00	0.00	434	400 400
03 RESTITUTION PENALTIES FINES	001200 NO 0.0 215.31	0.00	0.00	152	1,000 1,000
06 INSURANCE RECOVERIES	002801 NO 0.0 215.18	0.00	0.00	3,999	
07 LAND ACQUISITION TRUST FUND-DEP	001500 NO 0.0 20.106	0.00	0.00	9,304,296	9,500,000 21,249,317 11,459,223
TOTAL TO LINE B IN SECTION IV					
		9,308,881	9,501,400	21,250,717	11,459,223
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
	OBJECT TRANSFER CFDA				
	CODE TO BE NO.				
08 TRANSFER TO GENERAL REVENUE-SERV CHR	880800		193		
09 BUDGET ENTITY TRANSFER OUT 45500300/2423	810000 45500300	1,596,348	1,546,089	1,549,419	
10 BUDGET ENTITY TRANSFER OUT 45010200/2423	810000 45010200	40,756	67,733	67,733	
11 5% TRUST FUND RESERVE	999000			475,000	
13 TRANSFER TO DEP FOR REVERSIONS	810000 37500300	736,229			
TOTAL TO LINE E IN SECTION IV					
		2,373,526	1,613,822	2,092,152	
SECTION III: ADJUSTMENTS					
	OBJECT				
	CODE				
01 2018 CF REVERSIONS	991000	218,857			
02 ROUNDING	991000	1			
03 SWFS ADJ B4500027 TO RECORD SVC CHG GR	991000	6-			
05 SWFS ADJ B4500027 TO RECORD DUE OTH DEP	991000	484,070			
06 ADJ TO LINE A - PY CF ENCUMBRANCES	991000	453,545-			
07 JUNE 2018 PRIOR YEAR FCO REVERSIONS	991000	51,533			
09 PRIOR YEAR FCO CERT FWD	991000	152,970-			
10 ADJ TO LINE A PY ACCTS PAYABLE	991000	31,475			
11 TR 10 - ADJUSTING ENTRIES	991000	280,587-			

		COL A01 ACT PR YR EXP 2018-19	COL A02 CURR YR EST EXP 2019-20	COL A03 AGY REQUEST FY 2020-21	COL A04 AGY REQ N/R FY 2020-21
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	45200700				
FUND: LAND ACQUISITION TF	2423				

SECTION III: ADJUSTMENTS

OBJECT
CODE

TOTAL TO LINE H IN SECTION IV

101,172-

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	1,190,888	227,847	224,509	
ADD: REVENUES (FROM SECTION I)	(B)	9,308,881	9,501,400	21,250,717	11,459,223
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	10,499,769	9,729,247	21,475,226	11,459,223
LESS: OPERATING EXPENDITURES	(D)	7,797,224	7,890,916	9,062,032	1,157,935
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	2,373,526	1,613,822	2,092,152	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			10,301,287	10,301,287
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	329,019	224,509	19,755	
NET ADJUSTMENTS (FROM SECTION III)	(H)	101,172-			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	227,847	224,509	19,755	

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	227,847	224,509	19,755
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			227,847	224,509	19,755

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2020 - 2021 Department of State
Trust Fund Title:	Land Acquisition Trust Fund
Budget Entity:	Historical Resources (45200700)
LAS/PBS Fund Number:	2423

	Balance as of 6/30/2019		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,650,292.79	(A)			1,650,292.79
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD: Due from Other Departments	0.00	(E)	484,069.55		484,069.55
ADD:	0.00	(E)			0.00
Total Cash plus Accounts Receivable	1,650,293	(F)	484,070		2,134,362
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards	1,215,291.43	(H)			1,215,291.43
Approved "B" Certified Forwards	589,780.37	(H)			589,780.37
Approved "FCO" Certified Forwards	101,437.50	(H)			101,437.50
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
LESS: Due to Other Departments	0.00	(J)			0.00
LESS: Due to General Revenue	0.00	(J)	5.75		5.75
Unreserved Fund Balance, 07/01/2019 __	(256,217)	(K)	484,064		227,847 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020-2021

Department Title: Department of State
Trust Fund Title: Land Acquisition Trust Fund - Historical Resources (45200700)
LAS/PBS Fund Number: 2423

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019

Total all GLC's 5XXXX for governmental funds; 466,476.36 (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) 0.00 (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B4500033/Due to Other Departments (C)

SWFS Adjustment # B4500027/Due to General Revenue (5.75) (C)

SWFS Adjustment # B4500027/Due from Other Departments 484,069.55 (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (589,780.37) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS (101,437.50) (D)

A/P not C/F-Operating Categories (31,475.00) (D)

Less: SWFS Adjustment (AP Nonoperating) 0.00 (D)

0.00 (D)

0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 227,847 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 227,847 (F)

DIFFERENCE: 0 (G)*

***SHOULD EQUAL ZERO.**

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	45200700				
FUND: OPERATING TRUST FUND	2510				
SECTION I: DETAIL OF REVENUES					
	REVENUE CAP SVC AUTH		MATCHING %		CFDA
	CODE CHG% ST I/C LOC I/C NO.				
05 TRANSFERS IN FROM DOT	001510 NO 0.0 267.061	0.00	0.00	20.205	
				240,950	240,950
TOTAL TO LINE B IN SECTION IV				240,950	240,950
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
		OBJECT	TRANSFER	CFDA	
		CODE	TO BE	NO.	
03 5% TRUST FUND RESERVE		999000			12,048
15 BUDGET ENTITY TRSF IN 2261		810000	45200700		44,091-
TOTAL TO LINE E IN SECTION IV				44,091-	12,048
SECTION III: ADJUSTMENTS					
		OBJECT			
		CODE			
TOTAL TO LINE H IN SECTION IV					
SECTION IV: SUMMARY					
UNRESERVED FUND BALANCE - JULY 1	(A)				39,041
ADD: REVENUES (FROM SECTION I)	(B)			240,950	240,950
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)			240,950	279,991
LESS: OPERATING EXPENDITURES	(D)			246,000	246,000
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)			44,091-	12,048
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)			39,041	21,943
NET ADJUSTMENTS (FROM SECTION III)	(H)				
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)			39,041	21,943

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	45200700				
FUND: OPERATING TRUST FUND	2510				

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE			
	STATE(S)	RESTRICTED(R)		
	NONSTATE(N)	UNRESTRICTED(U)		
05 TRANSFERS IN FROM DOT	N	R	39,041	21,943
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			39,041	21,943

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020 - 2021

Department Title:	Department of State
Trust Fund Title:	Operating Trust Fund
Budget Entity:	Historical Resources (45200700)
LAS/PBS Fund Number:	2510

	Balance as of 6/30/2019		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0	(A)			0
ADD: Other Cash (See Instructions)		(B)			0
ADD: Investments		(C)			0
ADD: Outstanding Accounts Receivable		(D)			0
ADD: _____		(E)			0
Total Cash plus Accounts Receivable	0	(F)	0		0
LESS Allowances for Uncollectibles		(G)			0
LESS Approved "A" Certified Forwards		(H)			0
Approved "B" Certified Forwards		(H)			0
Approved "FCO" Certified Forwards		(H)			0
LESS: Other Accounts Payable (Nonoperating)		(I)			0
LESS: _____		(J)			0
Unreserved Fund Balance, 07/01/19	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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

	Budget Period: 2020 - 2021
Department Title:	Department of State
Trust Fund Title:	Operating Trust Fund - Historical Resources (45200700)
LAS/PBS Fund Number:	2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/19

Total all GLC's 5XXXX for governmental funds;	<input type="text"/>	(A)
GLC 539XX for proprietary and fiduciary funds		

Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/>	(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
---	----------------------	-----

Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
--	----------------------	-----

A/P not C/F-Operating Categories	<input type="text"/>	(D)
----------------------------------	----------------------	-----

<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
----------------------	-----

ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="0.00"/>	(E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	<input type="text" value="0.00"/>	(F)
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DIFFERENCE:	<input type="text" value="0.00"/>	(G)*
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***SHOULD EQUAL ZERO.**



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 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
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.					
22 INSTITUTE OF MUSEUM & LIBRARY SRV	000700	NO	0.0	257.12	0.00	0.00	45.310	7,389,835	8,877,156	8,877,156			
23 INTERST-GRANTS REVENUE-(FEDERAL)	000504	NO	0.0	257.12	0.00	0.00		3	6	6			
24 FEES	000100	YES	0.0	216.177	0.00	0.00		696					
TOTAL TO LINE B IN SECTION IV										7,390,534	8,877,162	8,877,162	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES													
					OBJECT	TRANSFER	CFDA						
					CODE	TO BE	NO.						
27 BUDGET ENTITY TRANSFER OUT	45010200/2261				810000	45010200		185,931	185,568	186,148			
TOTAL TO LINE E IN SECTION IV										185,931	185,568	186,148	
SECTION III: ADJUSTMENTS													
					OBJECT								
					CODE								
12 2018 CERTIFIED FORWARD REVERSIONS					991000	19,465-							
29 ADJ TO LINE A-PY CF ENCUMBRANCES					991000	44,079-							
32 SWFS PRIOR YEAR ADJUSTMENTS					991000	4,898-							
34 PAYABLE NOT CERTIFIED					991000	1,635							
35 ADJUSTMENT TO CASH IN STATE TREASURY					991000	15,337							
36 TR10 ADJUSTMENTS					991000	32,007							
TOTAL TO LINE H IN SECTION IV										19,463-			

	COL A01 ACT PR YR EXP 2018-19	COL A02 CURR YR EST EXP 2019-20	COL A03 AGY REQUEST FY 2020-21	COL A04 AGY REQ N/R FY 2020-21
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)	1,389,376		454,764
ADD: REVENUES (FROM SECTION I)	(B)	7,390,534	8,877,162	8,877,162
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	8,779,910	8,877,162	9,331,926
LESS: OPERATING EXPENDITURES	(D)	8,574,516	8,236,830	8,242,894
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	185,931	185,568	186,148
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	19,463	454,764	902,884
NET ADJUSTMENTS (FROM SECTION III)	(H)	19,463-		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)		454,764	902,884

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	454,764	902,884
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			454,764	902,884

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020 - 2021

Department Title:	Department of State
Trust Fund Title:	Federal Grants Trust Fund
Budget Entity:	Combined (45XXXXXX)
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2019		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,689,208.03	(A)			4,689,208.03
ADD: Other Cash (See Instructions)	691.50	(B)			691.50
ADD: Investments	6,800,292.40	(C)			6,800,292.40
ADD: Outstanding Accounts Receivable	1,910.92	(D)			1,910.92
ADD: Interest & Dividends Receivable	0.00	(E)	28,677.19		28,677.19
ADD: Due from Federal Government	0.00	(E)	61,559.65		61,559.65
Total Cash plus Accounts Receivable	11,492,103	(F)	90,237		11,582,340
LESS Allowances for Uncollectibles	20.00	(G)			20.00
LESS Approved "A" Certified Forwards	5,099,876.06	(H)			5,099,876.06
Approved "B" Certified Forwards	1,092,192.82	(H)			1,092,192.82
Approved "FCO" Certified Forwards	0.00	(H)			0.00
LESS: Other Accounts Payable (Nonoperating)	11,224.33	(I)			11,224.33
LESS: Due to Other Departments	0.00	(J)	996.48		996.48
LESS: Advances from Other Departments	60,237.50	(J)			60,237.50
Unreserved Fund Balance, 07/01/2019 __	5,228,552	(K)	89,240		5,317,793 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

	Budget Period: 2020-2021
Department Title:	Department of State
Trust Fund Title:	Federal Grants Trust Fund - Combined (45XXXXXX)
LAS/PBS Fund Number:	2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019	
Total all GLC's 5XXXX for governmental funds;	6,310,631.99 (A)
GLC 539XX for proprietary and fiduciary funds	

Subtract Nonspendable Fund Balance (GLC 56XXX)	0.00 (B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B4500006/Interest and Dividend Receivable	28,677.19 (C)
SWFS Adjustment #B4500006/ Due to Other Departments	(996.48) (C)
SWFS Adjustment # B4500031/Due from Federal Government	61,559.65 (C)
SWFS Adjustment # B4500026/Due to Other Departments	
SWFS Adjustment # B4500022/ Advances from Other Funds	

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(1,092,192.82) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	0.00 (D)
A/P not C/F-Operating Categories	10,112.97 (D)
Less: SWFS Adjustment (AP Nonoperating)	0.00 (D)
	0.00 (D)
	0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE:	5,317,793 (E)
--	----------------------

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	5,317,793 (F)
--	----------------------

DIFFERENCE:	(0) (G)*
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***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2020 - 2021 Department of State
Trust Fund Title:	Federal Grants Trust Fund
Budget Entity:	Library, Archives and Information Services (45400100)
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2019		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	327,998.48	(A)			327,998.48
ADD: Other Cash (See Instructions)	691.50	(B)			691.50
ADD: Investments	0.00	(C)			0.00
ADD: Outstanding Accounts Receivable	0.00	(D)			0.00
ADD:	0.00	(E)			0.00
Total Cash plus Accounts Receivable	328,690	(F)	-		328,690
LESS Allowances for Uncollectibles	0.00	(G)			0.00
LESS Approved "A" Certified Forwards	317,449.01	(H)			317,449.01
Approved "B" Certified Forwards	44,078.75	(H)			44,078.75
Approved "FCO" Certified Forwards	0.00	(H)			0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)			0.00
LESS: Adjustment	0.00	(J)	-32,838.00		-32,838.00
Unreserved Fund Balance, 07/01/2019 __	(32,838)	(K)	32,838		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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020 - 2021

Department Title: Department of State
Trust Fund Title: Federal Grants Trust Fund - Library, Archives & Information Services (45400100)
LAS/PBS Fund Number: 2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019

Total all GLC's 5XXXX for governmental funds; 11,240.97 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) 0.00 (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description 0.00 (C)

SWFS Adjustment # and Description 0.00 (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (44,078.75) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS 0.00 (D)

A/P not C/F-Operating Categories (D)

Less: SWFS Adjustment (AP Nonoperating) 0.00 (D)

Add: Adjustment 32,838.00 (D)

0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 0 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0 (F)

DIFFERENCE: 0 (G)*

***SHOULD EQUAL ZERO.**

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
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		
				7,535	
TOTAL TO LINE B IN SECTION IV				7,535	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
		OBJECT	TRANSFER		CFDA
		CODE	TO BE		NO.
01 BUDGET ENTITY TRANSFER IN 45200700/2339		810000	45400100	1,944-	
05 REFUND OF NON STATE REVENUE		860000		68	
06 REFUND OF STATE REVENUES		860000		68	
TOTAL TO LINE E IN SECTION IV				1,808-	
SECTION III: ADJUSTMENTS					
		OBJECT			
		CODE			
01 SWFS ADJ-ALLOWANCE FOR UNCOLLECTIBLES		991000		2,056-	
TOTAL TO LINE H IN SECTION IV				2,056-	
SECTION IV: SUMMARY					
UNRESERVED FUND BALANCE - JULY 1	(A)			7,287	7,287
ADD: REVENUES (FROM SECTION I)	(B)	7,535			
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	7,535	7,287		7,287
LESS: OPERATING EXPENDITURES	(D)				
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)		1,808-		
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	9,343	7,287		7,287
NET ADJUSTMENTS (FROM SECTION III)	(H)	2,056-			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	7,287	7,287		7,287

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
STATE, DEPT OF	45000000				
PGM: LIBRARY/INFO SVCS	45400000				
<u>LIBRARY/ARCHIVES/INFO SVCS</u>	45400100				
FUND: GRANTS AND DONATIONS TF	2339				

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
61 TRANSFER IN-DEP-CARL	N	U	7,287	7,287	7,287
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			7,287	7,287	7,287

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2020-2021 Department of State
Trust Fund Title:	Grants and Donations Trust Fund
Budget Entity:	Combined (45XXXXXX)
LAS/PBS Fund Number:	2339

	Balance as of 6/30/2019		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	272,099.86	(A)		272,099.86
ADD: Other Cash (See Instructions)	0.00	(B)		0.00
ADD: Investments	0.00	(C)		0.00
ADD: Outstanding Accounts Receivable	1,036.00	(D)		1,036.00
ADD: Due from Other Departments	1,814.00	(E)		1,814.00
ADD:	0.00	(E)		0.00
Total Cash plus Accounts Receivable	274,950	(F)	-	274,950
LESS Allowances for Uncollectibles	0.00	(G)	2,056.00	2,056.00
LESS Approved "A" Certified Forwards	0.00	(H)		0.00
Approved "B" Certified Forwards	0.00	(H)		0.00
Approved "FCO" Certified Forwards	0.00	(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)		0.00
LESS:	0.00	(J)		0.00
LESS:	0.00	(J)		0.00
Unreserved Fund Balance, 07/01/2019 _____	274,950	(K)	(2,056)	272,894 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020-2021

Department Title: Department of State
Trust Fund Title: Grants and Donations Trust Fund
LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019

Total all GLC's 5XXXX for governmental funds; 274,949.86 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) 0.00 (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B4500032/Allowance for Uncollectibles (2,056.00) (C)

SWFS Adjustment # and Description 0.00 (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS 0.00 (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS 0.00 (D)

A/P not C/F-Operating Categories 0.00 (D)

Less: SWFS Adjustment (AP Nonoperating) 0.00 (D)

0.00 (D)

0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 272,894 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 272,894 (F)

DIFFERENCE: (0) (G)*

***SHOULD EQUAL ZERO.**

		COL A01 ACT PR YR EXP 2018-19	COL A02 CURR YR EST EXP 2019-20	COL A03 AGY REQUEST FY 2020-21	COL A04 AGY REQ N/R FY 2020-21
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 LOC I/C	CFDA NO.			
28 PENALTIES-NSF	001202	NO	0.0				257.375	0.00	0.00
41 ADV FL ADM REGISTER-STA	001903	NO	0.0				120.55	0.00	0.00
42 ADV FL ADM REGISTER-NS	001905	YES	8.0				120.55	0.00	0.00
43 MICRO/ARCHIVAL STOR-STA	001905	YES	0.0				257.375	0.00	0.00
44 MICRO/ARCHIVAL STOR-NS	001905	YES	8.0				257.375	0.00	0.00
45 CERT/COPIES/ADM REG-STA	001903	NO	0.0				120.55	0.00	0.00
46 CERT/COPIES/AD REG-NS	001904	NO	8.0				257.375	0.00	0.00
49 PRIOR YEAR ADJUSTING ENTRY	000100	YES	0.0				257.375	0.00	0.00
53 PRIOR YEAR ADJUSTING ENTRY	000100	YES	0.0				216.177	0.00	0.00
TOTAL TO LINE B IN SECTION IV							1,417,676	1,424,000	1,424,000

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.			
18 SERVICE CHARGE TO GENERAL REVENUE	880800			27,240	27,240	27,240
19 REFUND OF STATE REVENUES	860000			5,046		
22 REFUND OF NONSTATE REVENUES	860000			999		
TOTAL TO LINE E IN SECTION IV				33,285	27,240	27,240

SECTION III: ADJUSTMENTS

	OBJECT CODE	
02 SEPTEMBER 2018 CF REVERSIONS	991000	10,561

		COL A01 ACT PR YR EXP 2018-19	COL A02 CURR YR EST EXP 2019-20	COL A03 AGY REQUEST FY 2020-21	COL A04 AGY REQ N/R FY 2020-21
STATE, DEPT OF	45000000				
PGM: LIBRARY/INFO SVCS	45400000				
LIBRARY/ARCHIVES/INFO SVCS	45400100				
FUND: RECORDS MANAGEMENT TF	2572				
SECTION III: ADJUSTMENTS					
	OBJECT CODE				
10 ADJ LINE A-PRIOR YR CF ENCUM	991000	23,550-			
14 SWFS ADJ TO ADJUST FOR SVC CHG TO GR	991000	9,341-			
60 SWFS ADJ-B4500035 - DUE FROM OTH DEP	991000	11,639-			
61 SWFS ADJ-B4500035 - ALLOWANCE FOR UNC	991000	2,551-			
62 SWFS ADJ-B4500036 - DUE FROM OTH DEP	991000	499			
63 10 - ADJUSTING ENTRIES	991001	30,109			
TOTAL TO LINE H IN SECTION IV		5,912-			

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	945,797	887,870	455,652
ADD: REVENUES (FROM SECTION I)	(B)	1,417,676	1,424,000	1,424,000
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	2,363,473	2,311,870	1,879,652
LESS: OPERATING EXPENDITURES	(D)	1,436,406	1,828,978	1,832,999
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	33,285	27,240	27,240
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	893,782	455,652	19,413
NET ADJUSTMENTS (FROM SECTION III)	(H)	5,912-		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	887,870	455,652	19,413

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE	STATE(S)	RESTRICTED(R)	NONSTATE(N)	UNRESTRICTED(U)
58 ADMINISTRATIVE REGISTER/ARCHIVES	S		R		
		887,870	455,652		19,413
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30		887,870	455,652		19,413

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 45 State **Budget Period: 2020-21**
Program: 0309.00.00.00 Educational Support
Fund: 2572 Records Management 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.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2018 - 19	ESTIMATED FY 2019-20	REQUEST FY 2020-21
<u>Receipts:</u>			
Records/Microfilm/Media Storage	880,708	916,734	916,734
Advertising/Fla Administrative Register	499,711	675,334	675,334
Cert Copies/Royalties/Recycling/Misc	33,231	84,230	84,230
Uncumbered Cash	4,026		
Total Fee Collection to Line (A) - Section III	1,417,676	1,676,298	1,676,298

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	981,577	1,133,795	1,137,908
Other Personal Services	22,599	22,599	22,599
Expenses	261,300	261,300	261,300
Operating Capital Outlay	4,790	4,790	4,790
Contracted Services	155,294	155,294	155,294
Lease/Purchase/Equipment	3,194	3,194	3,194
TR/DMS/HR Svcs/ STW Contract	7,652	7,652	7,652
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	1,406,297	1,588,624	1,592,737

Basis Used: I. Estimated is average of last 3 fiscal year's collected amounts.
II. Estimated is CY Appropriated amounts less FY 18-19 reversions.

SECTION III - SUMMARY

TOTAL SECTION I	(A)	1,417,676	1,676,298	1,676,298
TOTAL SECTION II	(B)	1,406,297	1,588,624	1,592,737
TOTAL - Surplus/Deficit	(C)	11,379	87,674	83,561

EXPLANATION of LINE C:

III. Deficit is representative of lag time between collections of billed amounts.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2020-2021
Trust Fund Title:	Department of State
Budget Entity:	Records Management Trust Fund
LAS/PBS Fund Number:	Library, Archives and Information Services (45400100)
	2572

	Balance as of 6/30/2019	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	772,377.42 (A)		772,377.42
ADD: Other Cash (See Instructions)	4,090.37 (B)		4,090.37
ADD: Investments	0.00 (C)		0.00
ADD: Outstanding Accounts Receivable	3,421.95 (D)		3,421.95
ADD: Due from Other Departments	173,295.26 (E)	-11,139.35	162,155.91
ADD:	0.00 (E)	0.00	0.00
Total Cash plus Accounts Receivable	953,185 (F)	(11,139)	942,046
LESS Allowances for Uncollectibles		2,550.57 (G)	2,550.57
LESS Approved "A" Certified Forwards	108.12 (H)		108.12
Approved "B" Certified Forwards	42,176.46 (H)		42,176.46
Approved "FCO" Certified Forwards	0.00 (H)		0.00
LESS: Other Accounts Payable (Nonoperating)			0.00 (I)
LESS: Compensated Absences	0.00 (J)		0.00
LESS: Due to General Revenue	0.00 (J)	9,340.63	9,340.63
Unreserved Fund Balance, 07/01/2019__	910,900 (K)	(23,031)	887,870 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020-2021
Department Title: Department of State
Trust Fund Title: Records Management Trust Fund - Library, Archives & Information Services (45400100)
LAS/PBS Fund Number: 2572

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019
 Total all GLC's 5XXXX for governmental funds; 953,076.88 (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) 0.00 (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B4500035/Due From Other Departments (11,638.62) (C)

SWFS Adjustment #B4500036/Due From Other Departments 499.27 (C)

SWFS Adjustment #B4500035/Allowance for Uncollectible (2,550.57) (C)

SWFS Adjustment # /Due to General Revenue (9,340.63) (C)

SWFS Adjustment #B4500017/Compensated Absences Liability (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (42,176.46) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS 0.00 (D)

A/P not C/F-Operating Categories 0.00 (D)

Less: SWFS Adjustment (AP Nonoperating) 0.00 (D)

0.00 (D)

0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 887,870 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 887,870 (F)

DIFFERENCE: (0) (G)*

***SHOULD EQUAL ZERO.**



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 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
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	638,806	818,230	818,000	
TOTAL TO LINE B IN SECTION IV										638,806	818,230	818,000	
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 2018- CERT FORWARD/ REVERSIONS	991000									231			
03 ADJ TO LINE A-PRIOR YR CF ENCUMBRANCES	991000									4,000-			
04 ADJUST TO LINE A - PAYABLE NOT CERT FWD	991000									3,750			
05 TR10 ADJUSTING ENTRIES	991000									240			
TOTAL TO LINE H IN SECTION IV										221			
SECTION IV: SUMMARY													
UNRESERVED FUND BALANCE - JULY 1	(A)									184,808	98,454	160,478	
ADD: REVENUES (FROM SECTION I)	(B)									638,806	818,230	818,000	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)									823,614	916,684	978,478	
LESS: OPERATING EXPENDITURES	(D)									725,381	756,206	758,271	
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)												
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)												
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)									98,233	160,478	220,207	
NET ADJUSTMENTS (FROM SECTION III)	(H)									221			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)									98,454	160,478	220,207	

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
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				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
01 NATIONAL ENDOWMENT FOR THE ARTS	N	R	98,454	160,478	220,207
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			98,454	160,478	220,207

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2020 - 2021
Trust Fund Title:	Department of State
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	Combined (45XXXXXX)
	2261

	Balance as of 6/30/2019		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,689,208.03	(A)			4,689,208.03
ADD: Other Cash (See Instructions)	691.50	(B)			691.50
ADD: Investments	6,800,292.40	(C)			6,800,292.40
ADD: Outstanding Accounts Receivable	1,910.92	(D)			1,910.92
ADD: Interest & Dividends Receivable	0.00	(E)	28,677.19		28,677.19
ADD: Due from Federal Government	0.00	(E)	61,559.65		61,559.65
Total Cash plus Accounts Receivable	11,492,103	(F)	90,237		11,582,340
LESS Allowances for Uncollectibles	20.00	(G)			20.00
LESS Approved "A" Certified Forwards	5,099,876.06	(H)			5,099,876.06
Approved "B" Certified Forwards	1,092,192.82	(H)			1,092,192.82
Approved "FCO" Certified Forwards	0.00	(H)			0.00
LESS: Other Accounts Payable (Nonoperating)	11,224.33	(I)			11,224.33
LESS: Due to Other Departments	0.00	(J)	996.48		996.48
LESS: Advances from Other Departments	60,237.50	(J)			60,237.50
Unreserved Fund Balance, 07/01/2019__	5,228,552	(K)	89,240		5,317,793 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020-2021

Department Title: Department of State
Trust Fund Title: Federal Grants Trust Fund - Combined (45XXXXXX)
LAS/PBS Fund Number: 2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019
 Total all GLC's 5XXXX for governmental funds; 6,310,631.99 (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) 0.00 (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B4500006/Interest and Dividend Receivable 28,677.19 (C)

SWFS Adjustment #B4500006/ Due to Other Departments (996.48) (C)

SWFS Adjustment # B4500031/Due from Federal Government 61,559.65 (C)

SWFS Adjustment # B4500026/Due to Other Departments (C)

SWFS Adjustment # B4500022/ Advances from Other Funds (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (1,092,192.82) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS 0.00 (D)

A/P not C/F-Operating Categories 10,112.97 (D)

Less: SWFS Adjustment (AP Nonoperating) 0.00 (D)

0.00 (D)

0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE: **5,317,793 (E)**

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **5,317,793 (F)**

DIFFERENCE: **(0) (G)***

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2020 - 2021
Trust Fund Title:	Department of State
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	Cultural Affairs (45500300)
	2261

	Balance as of 6/30/2019		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	157,881.85	(A)		157,881.85
ADD: Other Cash (See Instructions)	0.00	(B)		0.00
ADD: Investments	0.00	(C)		0.00
ADD: Outstanding Accounts Receivable	0.00	(D)		0.00
ADD:	0.00	(E)		0.00
Total Cash plus Accounts Receivable	157,882	(F)	-	157,882
LESS Allowances for Uncollectibles	0.00	(G)		0.00
LESS Approved "A" Certified Forwards	55,428.00	(H)		55,428.00
Approved "B" Certified Forwards	4,000.00	(H)		4,000.00
Approved "FCO" Certified Forwards	0.00	(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)		0.00
LESS:	0.00	(J)		0.00
Unreserved Fund Balance, 07/01/2019 __	98,454	(K)	-	98,454 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

	Budget Period: 2020-2021
Department Title:	Department of State
Trust Fund Title:	Federal Grants Trust Fund - Cultural Affairs (45500300)
LAS/PBS Fund Number:	2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019

Total all GLC's 5XXXX for governmental funds;	102,453.85	(A)
GLC 539XX for proprietary and fiduciary funds		

Subtract Nonspendable Fund Balance (GLC 56XXX)	0.00	(B)
---	------	-----

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description	0.00	(C)
-----------------------------------	------	-----

SWFS Adjustment # and Description	0.00	(C)
-----------------------------------	------	-----

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(4,000.00)	(D)
---	------------	-----

Approved "C" Carry Forward Total (FCO) per LAS/PBS	0.00	(D)
--	------	-----

A/P not C/F-Operating Categories	0.00	(D)
----------------------------------	------	-----

Less: SWFS Adjustment (AP Nonoperating)	0.00	(D)
---	------	-----

	0.00	(D)
--	------	-----

	0.00	(D)
--	------	-----

ADJUSTED BEGINNING TRIAL BALANCE:	98,454	(E)
--	---------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	98,454	(F)
--	---------------	-----

DIFFERENCE:	(0)	(G)*
--------------------	------------	------

***SHOULD EQUAL ZERO.**

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
STATE, DEPT OF	45000000				
PGM: CULTURAL AFFAIRS	45500000				
<u>CULTURAL AFFAIRS</u>	<u>45500300</u>				
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.
01 BUDGET ENTITY TRANSFER IN 45200700/2339		810000	45500300	1,200-	

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)			1,200	1,200
ADD: REVENUES (FROM SECTION I)	(B)				
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)			1,200	1,200
LESS: OPERATING EXPENDITURES	(D)				
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)			1,200-	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)			1,200	1,200
NET ADJUSTMENTS (FROM SECTION III)	(H)				
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)			1,200	1,200

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
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		1,200	1,200	1,200
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
01 GRANTS- CULTURAL FACILITIES	S	U	1,200	1,200	1,200
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			1,200	1,200	1,200

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020-2021
Department Title: Department of State
Trust Fund Title: Grants and Donations Trust Fund
Budget Entity: Combined (45XXXXXX)
LAS/PBS Fund Number: 2339

	Balance as of 6/30/2019	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	272,099.86 (A)		272,099.86
ADD: Other Cash (See Instructions)	0.00 (B)		0.00
ADD: Investments	0.00 (C)		0.00
ADD: Outstanding Accounts Receivable	1,036.00 (D)		1,036.00
ADD: Due from Other Departments	1,814.00 (E)		1,814.00
ADD:	0.00 (E)		0.00
Total Cash plus Accounts Receivable	274,950 (F)	-	274,950
LESS Allowances for Uncollectibles	0.00 (G)	2,056.00	2,056.00
LESS Approved "A" Certified Forwards	0.00 (H)		0.00
Approved "B" Certified Forwards	0.00 (H)		0.00
Approved "FCO" Certified Forwards	0.00 (H)		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00 (I)		0.00
LESS:	0.00 (J)		0.00
LESS:	0.00 (J)		0.00
Unreserved Fund Balance, 07/01/2019 __	274,950 (K)	(2,056)	272,894 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020-2021

Department Title: Department of State
Trust Fund Title: Grants and Donations Trust Fund - Combined (45XXXXXX)
LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019

Total all GLC's 5XXXX for governmental funds; 274,949.86 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) 0.00 (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B4500032/Allowance for Uncollectibles (2,056.00) (C)

SWFS Adjustment # and Description 0.00 (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS 0.00 (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS 0.00 (D)

A/P not C/F-Operating Categories 0.00 (D)

Less: SWFS Adjustment (AP Nonoperating) 0.00 (D)

0.00 (D)

0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 272,894 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 272,894 (F)

DIFFERENCE: (0) (G)*

***SHOULD EQUAL ZERO.**

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2018-19	EXP 2019-20	FY 2020-21	FY 2020-21
STATE, DEPT OF	45000000				
PGM: CULTURAL AFFAIRS	45500000				
<u>CULTURAL AFFAIRS</u>	<u>45500300</u>				
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 45200700/2423		810000	45500300	1,596,348-	1,546,089- 1,549,419-

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)	1,596,348	1,546,089	1,549,419	
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	1,596,348-	1,546,089-	1,549,419-	
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

Department Title:	Budget Period: 2020 - 2021
Trust Fund Title:	Department of State
Budget Entity:	Land Acquisition Trust Fund
LAS/PBS Fund Number:	Combined (45XXXXXX)
	2423

	Balance as of 6/30/2019		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,650,292.79	(A)			1,650,292.79
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD: Due from Other Departments	0.00	(E)	484,069.55		484,069.55
ADD:	0.00	(E)			0.00
Total Cash plus Accounts Receivable	1,650,293	(F)	484,070		2,134,362
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards	1,215,291.43	(H)			1,215,291.43
Approved "B" Certified Forwards	589,780.37	(H)			589,780.37
Approved "FCO" Certified Forwards	101,437.50	(H)			101,437.50
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
LESS: Due to Other Departments	0.00	(J)			0.00
LESS: Due to General Revenue	0.00	(J)	5.75		5.75
Unreserved Fund Balance, 07/01/2019 __	(256,217)	(K)	484,064		227,847 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020 - 2021

Department Title: Department of State
Trust Fund Title: Land Acquisition Trust Fund - Combined (45XXXXXX)
LAS/PBS Fund Number: 2423

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2019
Total all GLC's 5XXXX for governmental funds; 466,476.36 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) 0.00 (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B4500033/Due to Other Departments (C)

SWFS Adjustment # B4500027/Due to General Revenue (5.75) (C)

SWFS Adjustment # B4500027/Due from Other Departments 484,069.55 (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (589,780.37) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS (101,437.50) (D)

A/P not C/F-Operating Categories (31,475.00) (D)

Less: SWFS Adjustment (AP Nonoperating) 0.00 (D)

0.00 (D)

0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 227,847 (E)

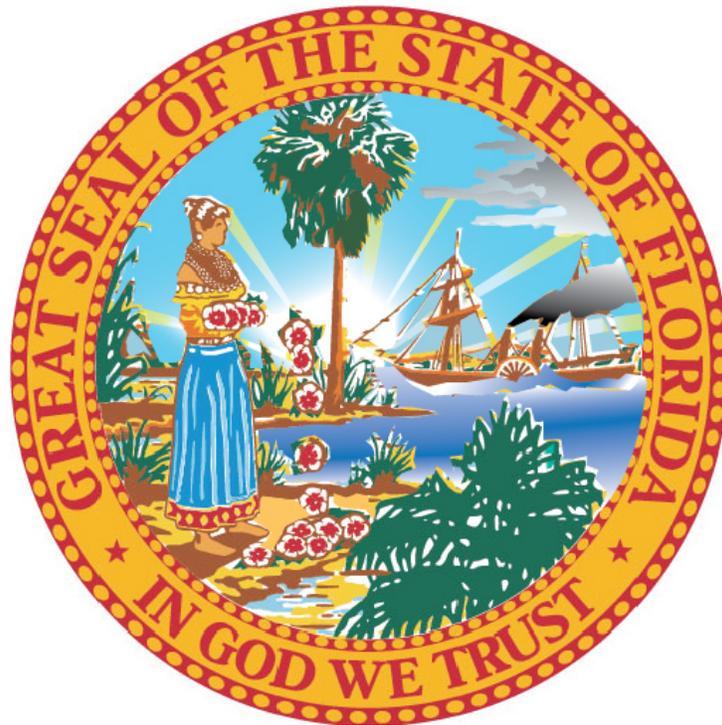
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 227,847 (F)

DIFFERENCE: 0 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IV-B FOR THE ELECTRONIC CAMPAIGN FINANCE REPORTING SYSTEM

For Fiscal Year 2020-21



September 16, 2019

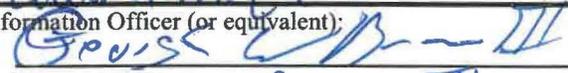
**DEPARTMENT OF STATE
DIVISION OF ELECTIONS**

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SCHEDULE IV-B FOR THE STATEWIDE ELECTRONIC CAMPAIGN FINANCE REPORTING SYSTEM

I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Florida Department of State	Schedule IV-B Submission Date: September 16, 2019
Project Name: Statewide Electronic Campaign Finance Reporting System	Is this project included in the Agency's LRPP? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
FY 2020-21 LBR Issue Code: 36317C0	FY 2020-21 LBR Issue Title: Information Technology Campaign Finance System
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): George Brown, 245-6106, george.brown@dos.myflorida.com	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: 	Date: 9/16/19
Printed Name: Laurel M. Lee	
Agency Chief Information Officer (or equivalent): 	Date: 9/16/2019
Printed Name: George W Brown III	
Budget Officer: 	Date: 9/16/19
Printed Name: Chris Lee	
Planning Officer:	Date:
Printed Name:	
Project Sponsor: 	Date: 9/16/19
Printed Name: Maria Matthews	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	George Brown, 245-6106, george.brown@dos.myflorida.com
Cost Benefit Analysis:	Same as above
Risk Analysis:	Same as above
Technology Planning:	Same as above
Project Planning:	Same as above

General Guidelines

The Schedule IV-B contains more detailed information on information technology (IT) projects than is included in the D-3A issue narrative submitted with an agency's Legislative Budget Request (LBR). The Schedule IV-B compiles the analyses and data developed by the agency during the initiation and planning phases of the proposed IT project. A Schedule IV-B must be completed for all IT projects when the total cost (all years) of the project is \$1 million or more.

Schedule IV-B is not required for requests to:

- Continue existing hardware and software maintenance agreements,
- Renew existing software licensing agreements that are similar to the service level agreements currently in use, or
- Replace desktop units ("refresh") with new technology that is similar to the technology currently in use.
- Contract only for the completion of a business case or feasibility study for the replacement or remediation of an existing IT system or the development of a new IT system.

Documentation Requirements

The type and complexity of an IT project determines the level of detail an agency should submit for the following documentation requirements:

- Background and Strategic Needs Assessment
- Baseline Analysis
- Proposed Business Process Requirements
- Functional and Technical Requirements
- Success Criteria
- Benefits Realization
- Cost Benefit Analysis
- Major Project Risk Assessment
- Risk Assessment Summary
- Current Information Technology Environment
- Current Hardware/Software Inventory
- Proposed Technical Solution
- Proposed Solution Description
- Project Management Planning

Compliance with s. 216.023(4)(a)10, F.S. is also required if the total cost for all years of the project is \$10 million or more.

A description of each IV-B component is provided within this general template for the benefit of the Schedule IV-B authors. These descriptions and this guidelines section should be removed prior to the submission of the document.

Sections of the Schedule IV-B may be authored in software applications other than MS Word, such as MS Project and Visio. Submission of these documents in their native file formats is encouraged for proper analysis.

The Schedule IV-B includes two required templates, the Cost Benefit Analysis and Major Project Risk Assessment workbooks. For all other components of the Schedule IV-B, agencies should submit their own planning documents and tools to demonstrate their level of readiness to implement the proposed IT project. It is also necessary to assemble all Schedule IV-B components into one PDF file for submission to the Florida Fiscal Portal and to ensure that all personnel can open component files and that no component of the Schedule has been omitted.

Submit all component files of the agency's Schedule IV-B in their native file formats to the Office of Policy and Budget and the Legislature at IT@LASPBS.STATE.FL.US. Reference the D-3A issue code and title in the subject line.

II. Schedule IV-B Business Case – Strategic Needs Assessment

A. Background and Strategic Needs Assessment

1. Business Need

The Electronic Campaign Finance Reporting System (EFS) currently operates as a multifaceted system. The oldest portions of the legacy system are almost 30 years old while the newest portion of the system was implemented over 14 years ago during the 2006 election cycle. The proposed EFS will encompass all required functionality in a streamlined application with enhanced security. The EFS will include campaign finance reports (*e.g.*, termination and office account reports) required under s. 106.141, Florida Statutes.

The current electronic filing system currently operates as a multifaceted system.

Because of its age, the system is not compatible with current web browsers and various forms of modern technology including some laptop computers, cell phones and tablets. In addition, it does not have the capacity to handle the continually increasing volume of users (filers, media, organizations, and citizens desiring to view campaign finance records). Its software languages and operating systems are obsolete. New requirements are increasingly difficult to implement, and the disparate applications are difficult to maintain. A robust and secure statewide EFS should include not only the requirements mandated by ss. 106.0705(5) and 106.0706, Florida Statutes, but others as applicable.

2. Business Objectives

The objective of the EFS is to provide the public, candidates and committees a vehicle for monitoring reportable financial activities.

Systems provided by EFS will include:

- Campaign Finance Database
 - Candidates, committees, and electioneering communications organizations which are registered with this state file their financial reports with the Division of Elections' electronic filing system (EFS). The information in the EFS is made available to the public.
- Filing Campaign Reports
 - Candidates and political organizations must file certain campaign reports throughout the election cycle. This page includes helpful information on the electronic filing of campaign reports.
- Officeholder Statements of Solicitation
 - This list includes names of certain officeholders who solicit or accept contributions from organizations exempt from taxation under s.527 or s.501(c)(4) of the Internal Revenue Code.
- Public Campaign Finance
 - Candidates for governor and candidate offices can receive public campaign financing in the form of matching funds.

B. Baseline Analysis

1. Current Business Process(es)

Currently there are three (3) main processes within the current electronic filing system including Submission, Administration, and Public Reporting. The initial process is Submission, wherein candidates and committees input their contributions. Second, is the administration and verification of that input by Department of State's Division of Elections staff. Third, is the public reporting application which offers a public window into the data that is submitted by the candidates and committees.

Current Stakeholders for the electronic filing system include:

- Filing Officer
 - Division of Elections
- Filer- any individual or entity that must register to file treasurer reports with the Division of Elections
 - Candidates
 - Political Parties
 - Affiliated Party Committees
 - Political Committees
 - Electioneering Communications Organizations
 - Office Account Holders
 - Individuals meeting the threshold requirements of s. 106.071, F.S., for independent expenditures or electioneering communications
 - Individuals seeking a publicly elected position on a political party executive committee who receives a contribution or makes an expenditure
- Florida Elections Commission- Nine appointed commissioners acting in a quasi-judicial capacity to investigate and determine violations of Chapters 104 (violations of election code) and 106 (campaign finance) in Florida's Election Code.
- Florida Commission on Ethics- Nine-member commission responsible for investigating and issuing public reports on complaints of breaches of the public trust by public officers and employees.
- Software Vendors
 - Application systems used by filers
- The Public
 - Florida citizens
 - News media
 - Organizations

2. Assumptions and Constraints

Assumption		
A1	Cloud First Initiative	In keeping with the State of Florida’s Cloud First Initiative, architecture activities will revolve around hosting solutions offered by Microsoft Azure or Amazon Web Services.
Constraints		
C1	Election Cycles	The current system relates all financial activity to a regularly scheduled election cycle and to any special primary and special elections that may be ordered, with the result being a complete picture of what influenced the election. At the state level the election cycle is a two-year period, except for special elections which are defined separately.

C. Proposed Business Process Requirements

1. Proposed Business Process Requirements

To realize a complete Statewide Electronic Campaign Finance Reporting System (EFS), requirements are categorized into three separate applications: Election Finance Submissions, Election Finance Administration, and Election Finance Public Reporting. The list of requirements below may not be an exhaustive list of all the needs for a new system.

Application One: Election Finance Submissions

Security Management

- Secure website required.
- All passwords, PINs and security answers must be stored encrypted.
- The password must be at least 8 characters long and contain upper and lower case and contain at least one number or special character.
- Filers must reset initial password after first login.
- Filers must have security questions for password and PINs.
- Forgotten passwords can be reset via the security questions. The reset password/PIN is emailed to the filer. The filer will be forced to set a new password/PIN.
- Filing officer can reset filer's passwords/PINs and the reset password/PIN is emailed to the filer. The filer will be forced to set a new password/PIN after a reset.
- Log all password/PIN resets.
- Filers can change the password/PIN at any time, but a PIN entry is required.
- Only active chairpersons, treasurers, and registered agents have valid PIN numbers.
- By statute, a PIN is the person's signature under oath and PIN entry will be required to complete various processes in the system. It is the responsibility of the user to keep their PIN secure and to reset it immediately if it is compromised. All transactions requiring PIN verification will have the user and time of entry recorded.
- Filing officer has a read only view in EFS to support help desk questions. All administrative tasks are performed in the administrative application.

Online Registration

- Prevent automated enrollment by hackers (i.e., Captcha).
- Send email with "enrollment link" to verify email and start approval process.
- Filing officer must approve registration
 - Jurisdiction
 - Type of filer: Political Party, Affiliated Party Committee, Electioneering Communications Organization, Political Committee, Candidate, or individual
 - Upon approval an email will be sent to the filer with a link for completing registration.
- The filer will not be considered registered until the following steps are completed:
 - Entry of the account password, PIN and security questions for the candidate or chairperson.
 - Designation of the depository if required.
 - Appointment of a primary treasurer if required.
 - Treasurer must accept the appointment online and enter his or her PIN and security questions.
 - Appointment of a registered agent if required.
 - Registered agent must accept the appointment online and enter his or her PIN and security questions.
- A notification will be sent as often as the filing officer designates informing the filer of outstanding steps needing completion for registration.
- Upon completion of registration, a notification will be sent to the filer.

Manage Filer Account Information

- All data inserts and updates require a PIN verification.
- Candidate (A personalized PIN will be required to change any of the following data items)
 - See Security section for password, PIN and recovery questions.
 - Name: first, middle, last, suffix, title, salutation
 - Ballot name with special characters {as it should appear on the ballot}
 - Name pronunciation
 - Photograph image

SCHEDULE IV-B FOR THE ELECTRONIC CAMPAIGN FINANCE REPORTING SYSTEM

- Contact Information
 - Address/Phone
 - Emails
 - Public Web URL
- Voter ID
 - Display voter data (name, county, party and status) from the Florida Voter Registration System (FVRS), so the filers can verify they entered the correct number.
 - If voter last name is not the same as the candidate last name or voter status is not active or the county is invalid for the office sought, then warn the candidate of a potential error. If voter ID is not corrected, create an alert notification for the filing officer.
- Previous candidate account number is required if a Carryover of Funds will be reported as a contribution.
- Statement of Candidate or Statement of Candidate for Judicial Office
- Change of Office Submittal
- Requires acknowledgement of petition statement:
 - I understand that upon submittal of the change of office, any petitions I collected will be set to invalid.
- Requires acknowledgement of Contribution Return Notice:
 - I understand that s. 106.021, Florida Statutes, requires me to send a DS-DE 86 to all contributors.
 - DS-DE 86 should be a link to the form.
- Create a change of office notification (for state candidates include those county filing officers that verify petitions for the candidate).
- Ballot Method
 - Pay Fee
 - Petition Method
 - Petition by Random Sample
- Affidavit of Intention and Affidavit of Compliance for Supreme Court and District Court of Appeals retention candidates
- Candidate for Governor or Cabinet Officer Request for Contributions
- Withdrawal of Candidacy
- Confidential Letter on File- the candidate has already submitted a letter to the filing officer requesting confidentiality of personal identifying information pursuant to a public records exemption.
 - If true, then create a work item task for the filing officer to verify a confidential record is on file for the candidate.
 - If the filing officer finds no letter on file, a notice should be sent to the candidate indicating so.
- Committee (Chairperson or Treasurer PIN required)
 - See Security section for password, PIN and recovery questions.
 - Contact Information
 - Address/Phone
 - Emails
 - Public Web URL
 - Chairperson(s) (Chairperson or Primary Treasurer PIN required)
 - Name: first, middle, last, suffix, title, salutation
 - Contact Information if different than committee
 - Address/Phone
 - Appointment Date
 - Withdrawal Date
 - Examples of captured business rules include:
 - There can only be one chairperson at any point in time.

- Confidential Letter on File- the chairperson has already submitted a letter to the filing officer requesting confidentiality of personal. Identifying information pursuant to a public records exemption.
 - If true, then create a work item task for the filing officer to verify a confidential record is on file for the chairperson.
 - If the filing officer finds no letter on file, a notice should be sent to the chairperson indicating such.
- Registered Agent(s) if required
 - Name: first, middle, last, suffix, title, salutation
 - Contact Information if different than committee
 - Address/Phone
 - There can only be one registered agent at any point in time
- Statement of Organization for Political Committee
- Affiliation(s)
 - Affiliate Name
 - From Date
 - To Date
- Committee Purpose(s)
 - Purpose Code
 - From Date
 - To Date
- Issue(s)
 - Issue Jurisdiction
 - Issue ID
 - For or Against
 - From Date
 - To Date
- Participant in Special Election
 - Election Jurisdiction
 - Election ID
 - Participation Start Date
 - The committee must file the special election reports reports which reflect only those expenditures that influence that election.
 - All special election reports with an end date later than the participation start date must be filed. If there was no activity for a specific report, then a waiver must be filed.
 - Closing the committee
- Treasurers (Candidate or Chairperson or Treasurer PIN required)
 - Only a candidate or chairperson can appoint a treasurer. Upon appointment an email will be sent to the treasurer who must accept the appointment before it becomes effective.
 - Name: first, middle, last, suffix, title, salutation
 - Contact Information if different than candidate or committee
 - Address/Phone
 - Email address
 - Appointment Date
 - Withdrawal Date
 - Treasurer Type: Primary or Deputy
 - There can only be one primary treasurer at any point in time.
 - There can be up to 15 deputies for statewide candidates and all other filers can have up to three deputies at any point in time.
 - Confidential Letter on File-the treasurer has already submitted a letter to the filing officer requesting confidentiality of personal identifying information pursuant to a public records exemption.

- If true, then create a work item task for the filing officer to verify a confidential record is on file for the treasurer.
- If the filing officer finds no letter on file, a notice should be sent to the treasurer indicating so.
- Depository (Candidate, Chairperson or Treasurer PIN required)
 - Only one primary depository at any point in time.
 - Secondary depositories are allowed in each county in which an election is held in which the candidate or committee participates.
 - ECOs do not designate depositories.

Forms

- Most of the forms on DOE’s website (<http://election.dos.state.fl.us/forms/index.shtml>) have been incorporated into the online filing system with electronic submission using the PIN in lieu of the signature. The following forms would no longer be submitted in hardcopy from:
 - DS-DE 5 Statement of Organization for Political Committee
 - OS-DE 6 Appointment of Campaign Treasurer and Designation of Campaign Depository for Political Committees
 - OS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates
 - DS-DE 41 Registered Agent Statement of Appointment
 - DS-DE 73 Campaign Loans Report
 - DS-DE 73A Campaign Loans Report Itemized
 - DS-DE 83 Statement of Candidate for Judicial Office
 - DS-DE 84 Statement of Candidate
 - DE 96 Affidavit of Intention (Supreme Court& DCA)
 - OS-DE 97 Affidavit of Compliance (Supreme Court & DCA)
 - OS-DE 98 Candidate for Governor or Cabinet Officer Request for Contributions
- Some forms are not filed with the filing officer and therefore just need a link to the form (e.g., OS-DE 86 Request for Return of Contribution).
- Some forms are filed with the filing officer and only the image needs to be accessible to the public (e.g., DS-DE 2 Contributions Returned). This data will be completed online, and the image of the form will be stored. These completed documents can be submitted with PIN verification. These documents can be viewed by the public in a manner like the current DOE public document site: <http://doe.dos.state.fl.us/PublicRecordsBER/wfPublicImagesBER.aspx>.
- Some forms such as the qualifying forms need to be notarized and therefore cannot be submitted electronically. These forms will have the hardcopy turned into the filing officer. The administrative application for EFS must be capable of storing and referencing scanned images of the documents that have been redacted to remove any confidential information. The public access application would provide access to all document images.

Campaign Treasurer Reports

- By statute, report data is exempt from public record until it is filed. This pending data must be stored in a separate area than the filed report data which is accessed by the public.
- Large data tasks should be processed in a batch queue. These tasks include creating a report, uploading a file, amending a report, reviewing a report, filing a report and deleting a report.
- Report List: list all reports and allowable actions for a specific election cycle or period
 - Filed reports are read only
 - View
 - Amend (if it is not already in amended status)
 - The amended data is exempt from public record until the amendment is filed.
 - Create a pending copy of the report in an area separate from the filed report data.
 - Pending (original report or amendment)
 - Edit
 - Delete

- New reports include reports the filer is required to file and optional reports for special elections which are only required if a filer expends funds to influence that election. The start date for a report is the later of the report start date or the filer's registration date, except for political committees where it is the later of the report start date or 10 days prior to the registration date.
 - Create
- Treasurer's Report
 - Summary Information
 - Amendment
 - Waiver- if checked then no detail records are allowed; disabled if detail records exist.
 - File status
 - Review Status
 - Completeness Status
 - Aggregate totals of detailed records
 - Report Actions
 - Recalculate aggregate totals
 - Review for completeness
 - Delete Report (if an amendment reset filed report status)
 - File Report
 - Requires PIN entry of one or more officers: treasurer and candidate or chairperson. Once one PIN is entered the report cannot be modified. If a second PIN is required by statute, the report is not considered filed until the second PIN is entered.
 - The report cannot be filed if there are no detail records and the waiver option is not checked.
 - The report cannot be filed until the period end date unless the committee has closed and then the option to change the end date to the current date is allowed.
 - Upon filing, allow filer to print a filing receipt and send a notification.
 - If filing an amendment and compliance audit error(s) exist, create a work item task for the filing officer to verify compliance errors were corrected.
 - Detail Records -list all pertinent information and all associated errors.
 - Listing/Search for each detail type with link to detail record.
 - Contributions
 - Expenditures
 - Other Distributions
 - Fund Transfers
 - Confidential Check
 - File Upload - all file uploads should meet the prescribed file specifications. The current specifications found on the Division of Elections' web site will be modified for the EFS. Additional fields will be added, and the detail record sequence numbers will be unique across reports for the filer for the detail type.
 - Data Entry of detail records to include inserts, updates, and deletes for original reports and for amended reports, the action type (ADD, UPD, DEL) is recorded in an amendment flag field in the detail record and therefore the delete is processed as an update. When filing an amended report, for update actions, a history of the original record must be kept.
 - Automatic Review of all detail records to identify completeness errors
 - Detail date is within the report cover period
 - Amount limits
 - Required name, address, city, state and zip
 - Valid Type Codes
 - Required In-kind Description
 - Required Occupation/Purpose description
 - Review Error List/Report- show completeness and compliance errors with a link to the detailed record.
 - Batch Queue List- for a selected report show all queue actions and their status.
 - Print Report- summary and detail records
 - Download Report Data- detail records

Multiple Uniform Contribution Reports

- This is an annual report filed by political committees. It is a list of contributor names that comprise all the multiple uniform contributions reported in the previous year from the same person aggregating no more than \$250 in the calendar year in treasurer reports. This report data is exempt from public record until filed.
- Report list: list all reports (filed, pending and new) and allowable actions (create, edit, delete).
- Summary Information
 - Amendment History
 - File Status
 - Review Status
 - Completeness Status
 - Report Actions
 - Review for completeness
 - Delete Report (if an amendment reset filed report status)
 - File Report requires PIN entry of filer officers: treasurer and chairperson. Once one PIN is entered the report cannot be modified. The report is not considered filed until the second PIN is entered. Upon filing, allow filer to print a filing receipt and send an email notification. The report cannot be filed if there are no detail records.
- Detail records are entered by file upload only.
- Show all associated errors.
- File Upload- all file uploads should meet the prescribed file specifications found on the Division of Elections web site. A file upload will replace a previously uploaded file. All files uploaded will be kept as a transaction log and be available to the public.
- Detail list/search
- Review Error list/Report- show completeness errors with a link to the detailed record.
- Download datalink to the last uploaded file.

Loan Reports

- The report is required to be filed by elected candidates who received a loan exceeding \$500 in the 12 months preceding the election used for campaign purposes.
- Only one loan report is required per account and it must be filed within 10 days of the election.
- This report data is exempt from public record until filed.
- Summary Information
 - Amendment History
 - File Status
 - Review Status
 - Completeness Status
 - Report Actions
 - Review for completeness and compliance.
 - Delete Report (if an amendment reset filed report status).
 - File Report requires PIN entry of office account holder. Upon filing, print a filing receipt and send an email notification.
- Detail records are entered by data entry only.
 - Show all associated errors.
- Detail list/search
- Print Report

Office Account Reports

- These are quarterly reports submitted by elected officials that transferred funds to an "office account" when disposing of funds. Limits exist on the amount that may be transferred based upon the office to which the officer was elected.
- This report data is exempt from public record until filed.

- Office account balance
 - When account has a zero balance the account should be closed.
- Report List: list all reports (filed, pending and new) and allowable actions (create, edit, delete).
- Summary Information
 - Amendment History
 - File status
 - Review Status
 - Completeness Status
 - Report Actions
 - Review for completeness and compliance.
 - Delete Report (if an amendment reset filed report status).
 - File Report requires PIN entry of office account holder. Upon filing, print a filing receipt and send an email notification.
- Detail records are entered by data entry only.
 - Show all associated errors.
- Detail list/search
- Review Error List/Report- show completeness and compliance errors with a link to the detailed record.
- Print Report

Notifications

- There are two (2) types of notifications:
 - Informational notifications
 - Alert notifications require an acknowledgement by the filer.
- To Filing Officer
 - Alert notice created on demand by a filer
- From Filing Officer
 - Emails are sent to all email addresses associated with an account and the notification messages are stored in the system so the filer can view messages via SEFS as well as acknowledge alert notifications.
 - Notifications for reminders such as reports due or qualifying ends soon
 - Email to a specific filer can be informational or an alert
 - Alert Notifications
 - Requires filer acknowledgement
 - Failure to File Notice
 - Fine/Late Notice
 - Audit Letter
 - Notification history available in application
 - If unacknowledged alerts exist, user should be taken to notifications upon entry into system.
 - Acknowledgement of alert notice
 - Email alert notices should have an acknowledgement link.
 - Application acknowledgement requires PIN validation.
 - If alert notifications are not acknowledged with a set time limit, then electronic notice would have to be sent.

Help

- User Help Guide(s)
- Page specific help

Application Two: Election Finance Administration

Security and User Roles

- There are three user roles: administrator, updater, and reader.
- A Division of Elections (DOE) administrator can create (invite), update, and deactivate user accounts for DOE staff, Florida Elections Commission (FEC) and Florida Commission on Ethics' staff
- An FEC administrator can create (invite), update, and deactivate user accounts for FEC staff.
- A Florida Commission on Ethics administrator can create (invite), update, and deactivate user accounts for the Commission's staff.
- The invited users are sent a registration link to complete passwords and account questions.

Define User Guides for EFS Help

- Each filing officer can create and modify a user's guide for filers in their jurisdiction.

Code Definitions

- Only administrators can create or modify code definitions.
- Elections
 - See section System Constraints/Issues.
 - All financial reports should be related to an election cycle. This grouping allows the public to see all the financial activity that influenced the election.
 - There are many dates associated with an election cycle including the following dates: primary, general, qualifying for federal and judicial offices, qualifying for all other offices, last date candidates can submit petition signature to the Supervisor of Elections (SOE), and the last date the SOE can submit signatures to the Division of Election.
- Reports and Cover Periods
 - Reports at the state level are mandated by statute.
 - Reports are defined for each filer type for each report for each filing jurisdiction for each election cycle.
 - Some reports are optional for committees, such as special election reports are filed only if the committee used monies to influence that election.
 - Ch. 2013-37, laws of Florida, introduced the filing of daily reports preceding an election. The daily reports must be filed by statewide candidates, political committees and electioneering communications organization. All daily reports except the last one preceding the election, require contribution reporting only. The last daily report should contain contributions for the previous day and any unreported expenditures for the previous week. This is the first time there has been a different coverage period for contributions and expenditures for the same report.
- Codes
 - Insert, update and deactivate codes used in the applications.

Forms

- The administrative application for EFS must be capable of storing and referencing scanned images of filed hardcopy documents that have been redacted to remove any confidential information. The public access application would provide access to all document images.

Notifications

- There are two types of notifications:
 - Informational notifications do not require a response or tasks to be performed.
 - Alert notifications required an acknowledgement or a task to be performed.
- Notifications are between the filer and their filing officer. Some state notifications may be copied to the counties that are part of the filer's jurisdiction.
- From Filers
 - Alert notice created on demand by a filer (similar to them sending an email).

SCHEDULE IV-B FOR THE ELECTRONIC CAMPAIGN FINANCE REPORTING SYSTEM

- Alert notices triggered by filer actions. For example, the filing officer is required to follow up after these actions:
 - Confidential Link
 - Check Voter ID error
 - Check amended report to verify that compliance errors were corrected
 - Respond to email from filer
- To Filers
 - Emails are sent to all email addresses associated with an account and the notification messages are stored in the system so the filer can view messages via EFS as well as acknowledge alert notifications.
 - Notifications for reminders such as reports due or qualifying ends soon.
 - Email to a specific filer can be informational or an alert.
 - For alert notices the filer must acknowledge it.

Fee Payments

- Must interface with slip printers to print deposit information on the back of the checks.
- Generate reports for deposits.
- Qualifying Fees:
 - Must automatically split the check amount to the various account funds the qualifying fees go.
 - The party filing fees are distributed to the Party Executive committees or the Affiliated Party committee based on the office. These funds are temporarily stored in an 'operating fund' and service fees are applied during distribution. Two distributions occur: the first one is for 95% of the fees; and the second one is the remaining amount less any bad checks. Various reports are created to ensure that all the candidates that were supposed to pay a fee did. A detail report lists all the candidates and the fees they paid.
- Fine Payments must be linked to the untimely filing record; update untimely filings paid amount; if paid in full then update the untimely filing status to 'closed'.

Untimely Filings

- Generate failure to file records.
- Generate late and fine records and calculate fine by filer type.
- Send alert notification of untimely filing to filer.
- Each filing officer can use the settings define by DOE or define their own settings:
- How many notices are sent?
- How many days between notices?
- Electronic referrals to the Florida Elections Commission are submitted one record at a time and require filing officer PIN verification.
- Search untimely filings by various fields (account number, filer type, report, status, and data range).
- On-demand notification to a filer.

Audits

- Define Errors and Statute
- Manually audit report and create compliance errors for detail records.
- Send alert notification of audit to filer.
- DOE defines their own settings:
 - How many notices are sent.
 - How many days between notices.
- Electronic referrals to the Florida Elections Commission are submitted one record at a time and require filing officer PIN verification.
- Search audits by various fields (account number, filer type, report, status, and data range).
- On-demand notification to a filer.

Vendor Testing / Review

- A site or method for software vendors to test their software.
- The capability for DOE to review that the vendor meets all the filing specification requirements.

Public Funding / Matching Contributions

- Distributions: insert and update data relating to the distribution cycles.
- Create distribution records: qualified candidates seeking public funding.
- All reports must be audited to enforce compliance with s. 106.35, F.S. and include, but are not limited, to the following:
 - Audit all reports up to the point of distribution.
 - Enter documentation status for each detail record.
 - Check for multiple contributions from the same individual who can only be matched for \$250 per election (primary and general are considered separate elections) .
 - Check for multiple cash contributions from the same individual since a \$50 cash match limit per individual exists per election (primary and general are considered separate elections). Set matching flag and amount for every individual contribution from Florida.
 - Verify all refunds are linked to the original contribution.
 - Check expenditure limits.
 - Flag party expenditures.
- Calculate distribution:
 - For each distribution cycle calculate the total distribution for every report filed thus far less distributions already processed.
 - Match 2:1 until threshold is met, then match 1:1.
 - Keep a history of each distribution.
 - Generate detailed report of contribution matches per distribution.
- Reports
 - Alphabetically listing for contributions
 - Distribution summary report
 - Error reports

Confidential Requests

- Data entry of all written requests for confidentiality under public records law exemptions. At the time of data entry, link confidential record to any matches found against candidates, chairs, and treasurers.
- Process confidential alert notifications by linking the confidential record to the candidate, chairperson, or treasurer.
- Process nightly all entered confidential records for that day against contributions, expenditures, and other distributions.

Records Retention Management

- Record retention for system data.

Public Records Management

- Must be able to fulfill public records request for data.

Florida Election Commission (FEC) Interface

- Provide online reports which are currently available to the FEC.

Florida Commission on Ethics Interface

- Provide access to CE Forms 1and 6 to the Commission which are currently scanned and emailed to the Commission.

Application Three: Elections Finance Public Reporting

Candidate

- Search/Download
 - Election
 - Office
 - Name
 - Status
 - Treasurer
- Detail Page
 - All pertinent candidate information
 - Link to Petitions collected
 - Link to Reports by Candidate
 - For federal candidates link to the federal reporting web site
 - Link to Loan Reports
- Petitions collected detail page

Committee

- Search/Download
- Type
- Jurisdiction
- Status
- Affiliates
- Purpose
- Officers
 - Chairperson
 - Treasurer
 - Registered Agent
- Detail Page
 - All pertinent committee information
 - Link to Reports by Committee (see finance reports section)

Finance Reports

- Treasurer Reports by Election Cycle
 - For results involving candidate or committee criteria, provide the option to return total amounts instead of detail records.
 - User should be able to sort data on any field returned.
 - User can choose to view data online or to download the data.
 - Contributions Search/Download
 - Candidate or Committee Name
 - Contributor Name
 - Date Range
 - Amount Range
 - Contributor Type
 - Contribution type
 - Expenditures Search/Download
 - Links to Other Distributions
 - Candidate or Committee Name
 - Expenditure Name
 - Date Range
 - Amount Range
 - Expenditure Type

- Other Distributions Search/Download
 - Links to Expenditures
 - Candidate or Committee Name
 - Other Distribution Name
 - Date Range
 - Amount Range
 - Other Distribution Type
- Fund Transfers Search/Download
 - Candidate or Committee Name
 - Fund Transfer Name
 - Date Range
 - Amount Range
 - Fund Transfer Type
- Uniform Multiple Contributions
 - Candidate or Committee Name
 - Contributor Name
- Loan Reports
 - Candidate Name
 - Loan Name
 - Date Range
 - Amount Range
- Office Account Reports
 - Office Account Holder Name
 - Expenditure Name
 - Date Range
 - Amount Range
 - Expenditure Type
- Reports by Candidate or Committee
 - List all reports filed, including report cover period and file date
 - Select all or some reports to view or download detail data.
- Data Downloads
 - Bulk data files generated after filing periods.

Notifications and Scanned Document Forms

- Search and Download
 - By filing officer
 - By filer type
 - By notification type
 - By document type
 - By date ranges

2. Business Solution Alternatives

Replacement of the current solution is critical, as several key components of the system are past end of life and are requiring extra ordinary effort to secure and maintain.

3. Rationale for Selection

With highly scrutinized and targeted 2020 Florida elections approaching, a more easily maintained system would reduce the Department's attack surface as well as reduce the risk of loss of public confidence.

4. Recommended Business Solution

A cloud-based COTS solution is sought due to the criticality of the system.

D. Functional and Technical Requirements

Functional and technical documentation will be created by the selected vendor following quote collection or negotiation.

III. Success Criteria

SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1	Provide the ability to automatically audit campaign finance reports for completeness and timely filings.	Assessment of this criterion will be accomplished through survey, one on one conversation, and number of bug fix requests.	Application contributors and stakeholders	During beta testing (prior to system launch) as well as following application launch
2	Provide an Internet web-based search capability for the public, media, candidates, political parties, political committees, and electioneering communications organizations regarding reported campaign finance data.	Assessment of this criterion will be accomplished through survey, one on one conversation, and number of bug fix requests.	Application contributors and stakeholders	On application launch
3	Provide for direct data entry into the statewide EFS by the filer and provide an upload capability to upload data into the statewide EFS by third-party vendor software.	Assessment of this criterion will be accomplished through survey, one on one conversation, and number of bug fix requests.	Application contributors and stakeholders	On application launch
4	Provide for the migration of campaign finance data for the prior two years into the EFS.	This criterion will be clearly assessed prior to system launch during testing phases of development.	All users of the application suite	On application launch
5	Include campaign finance filings required by ss. 106.07, 106.0703, and 106.29, Florida Statutes, and those required by s. 106.141, Florida Statutes (e.g., termination reports and office account reports).	This criterion will be clearly assessed prior to system launch during testing phases of development.	All users of the application suite	During beta testing (prior to system launch) as well as following application launch

IV. Schedule IV-B Benefits Realization and Cost Benefit Analysis

A. Benefits Realization Table

Purpose: To calculate and declare the tangible benefits compared to the total investment of resources needed to support the proposed IT project.

For each tangible benefit, identify the recipient of the benefit, how and when it is realized, how the realization will be measured, and how the benefit will be measured to include estimates of tangible benefit amounts.

BENEFITS REALIZATION TABLE					
#	Description of Benefit	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date (MM/YY)
1	Updating the legacy system	Florida Department of State Division of Elections	Improved processing and greater cyber security	Staff efficiency and cyber hygiene scans	On system launch
2	Increased features to the public	The public	Greater efficiencies in filings and lookup	Ease of system interactions from the public	On system launch

B. Cost Benefit Analysis (CBA)

Purpose: To provide a comprehensive financial prospectus specifying the project’s tangible benefits, funding requirements, and proposed source(s) of funding.

The chart below summarizes the required CBA Forms which are included as Appendix A on the Florida Fiscal Portal and must be completed and submitted with the Schedule IV-B.

Cost Benefit Analysis	
Form	Description of Data Captured
CBA Form 1 - Net Tangible Benefits	Agency Program Cost Elements: The department will have to review its current operational costs and their impact based on the selected solution through the procurement process. Tangible Benefits: The tangible benefit is the replacement of an obsolete system that will provide a better user experience.
CBA Form 2 - Project Cost Analysis	Baseline Project Budget: \$1,000,000 Project Funding Sources: General Revenue Fund
CBA Form 3 - Project Investment Summary	The investment value will need to be assessed based on the selected solution through the procurement process and this technology can be leveraged to meet operational and user needs.

V. Schedule IV-B Major Project Risk Assessment

Purpose: To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight and to improve the likelihood of project success. The risk assessment summary identifies the overall level of risk associated with the project and provides an assessment of the project's alignment with business objectives.

NOTE: All multi-year projects must update the Risk Assessment Component of the Schedule IV-B along with any other components that have been changed from the original Feasibility Study.

The Risk Assessment Tool and Risk Assessment Summary are included in Appendix B on the Florida Fiscal Portal and must be completed and submitted with the agency's Schedule IV-B. After answering the questions on the Risk Assessment Tool, the Risk Assessment Summary is automatically populated.

VI. Schedule IV-B Technology Planning

Purpose: To ensure there is close alignment with the business and functional requirements and the selected technology.

A. Current Information Technology Environment

1. Current System

a. Description of Current System

The EFS system is an application suite comprised of three major components, Submissions, Administration, and Public Reporting. These major components contain:

- Campaign Finance Database
 - Candidates, committees, and electioneering communications organizations which are registered with this state file their financial reports with the Division of Elections' electronic filing system. The information in the current system is made available to the public. The hardware and software versions serving this function is outdated and in need of refresh.
- Filing Campaign Reports
 - Candidates and political organizations must file certain campaign reports throughout the election cycle. This page includes helpful information on the electronic filing of campaign reports. The hardware and software versions serving this function is outdated and in need of refresh.

b. Current System Resource Requirements

Housed at the state data center, application and database resources run on virtualized components. The solution stack includes database servers, file servers, and web servers which use standard Microsoft operating systems.

c. Current System Performance

The current system is performing adequately at the current time; however, both the software and hardware have reached their end of life.

2. Information Technology Standards

B. Current Hardware and/or Software Inventory

NOTE: Current customers of the state data center would obtain this information from the data center.

Currently the solution is housed in a virtual environment at the state data center. The solution stack is comprised of both public and internal facing web servers, database servers, and file servers. All components of the suite have been virtualized and have been sized for optimum performance.

C. Proposed Technical Solution

1. Technical Solution Alternatives

Replacement of the current solution is critical, as several key components of the system are past end of life and are requiring extra ordinary effort to secure and maintain. Replacement of the current system have three paths available.

- a. Build the solution in-house;
- b. Develop a contract for the solution using staff augmentation services, and
- c. Develop a contract for the solution targeting a commercially available software title.

2. Rationale for Selection

With highly scrutinized and targeted 2020 Florida elections approaching, a more easily maintained system would reduce the Department's attack surface as well as reduce the risk of loss of public confidence.

3. Recommended Technical Solution

Department technical staff recommend a commercially available software package be sought as a solution for this technology upgrade. Further, in accordance with the State of Florida's Cloud First Initiative Department technology personnel recommend this solution be fully hosted and maintained by vendor services, software as a service (SaaS).

D. Proposed Solution Description

1. Summary Description of Proposed System

The EFS system is an application suite comprised of three major components, Submissions, Administration, and Public Reporting. These major components contain:

- Campaign Finance Database – Candidates, committees, and electioneering communications organizations which are registered with this state file their financial reports with the Division of Elections' electronic filing system. The information in the current system is made available to the public. The hardware and software components of this module would be fully hosted and maintained using the software as a service model.
- Filing Campaign Reports – Candidates and political organizations must file certain campaign reports throughout the election cycle. This page includes helpful information on the electronic filing of campaign reports. The hardware and software components of this module would be fully hosted and maintained using the software as a service model.
- Officeholder Statements of Solicitation – This list includes names of certain officeholders who solicit or accept contributions from organizations exempt from taxation under s.527 or s.501(c)(4) of the Internal Revenue Code. The hardware and software components of this module would be fully hosted and maintained using the software as a service model.

- Public Campaign Finance – Candidates for governor and candidate offices can receive public campaign financing in the form of matching funds. The hardware and software components of this module would be fully hosted and maintained using the software as a service model.

2. **Resource and Summary Level Funding Requirements for Proposed Solution (if known)**

E. Capacity Planning
(historical and current trends versus projected requirements)

Capacity planning will be solutioned in tandem with a selected vendor.

VII. Schedule IV-B Project Management Planning

Purpose: To require the agency to provide evidence of its thorough project planning and provide the tools the agency will use to carry out and manage the proposed project. The level of detail must be appropriate for the project's scope and complexity.

The project management plan will be developed as the initial phase of the vendor solicitation process. Planning activities will subscribe to the methodologies detailed by the Project Management Institute (PMI) guidelines.

VIII. Appendices

Number and include all required spreadsheets along with any other tools, diagrams, charts, etc. chosen to accompany and support the narrative data provided by the agency within the Schedule IV-B.

CBAForm 1 - Net Tangible Benefits

Agency Florida Department of State Project Electronic Campaign Finance Reporting System

Net Tangible Benefits - Operational Cost Changes (Costs of Current Operations versus Proposed Operations as a Result of the Project) and Additional Tangible Benefits -- CBAForm 1A															
Agency <i>(Recurring Costs Only -- No Project Costs)</i>	FY 2020-21			FY 2021-22			FY 2022-23			FY 2023-24			FY 2024-25		
	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a)+(b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Cost Change Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project
A. Personnel Costs -- Agency-Managed Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.b Total Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-1.a. State FTEs (Salaries & Benefits)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-1.b. State FTEs (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-2.a. OPS Staff (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-2.b. OPS (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-3.a. Staff Augmentation (Contract Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3.b. Staff Augmentation (# of Contractors)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B. Application Maintenance Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-2. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-3. Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-4. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Data Center Provider Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-2. Infrastructure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-3. Network / Hosting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-4. Disaster Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-5. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Plant & Facility Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-3. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total of Recurring Operational Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F. Additional Tangible Benefits:		\$0			\$0			\$0			\$0			\$0	
F-1. Specify		\$0			\$0			\$0			\$0			\$0	
F-2. Specify		\$0			\$0			\$0			\$0			\$0	
F-3. Specify		\$0			\$0			\$0			\$0			\$0	
Total Net Tangible Benefits:		\$0			\$0			\$0			\$0			\$0	

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE -- CBAForm 1B			
Choose Type	Estimate Confidence	Enter % (+/-)	
Detailed/Rigorous	<input type="checkbox"/>	Confidence Level	
Order of Magnitude	<input checked="" type="checkbox"/>	Confidence Level	90%
Placeholder	<input type="checkbox"/>	Confidence Level	

A	B		C	D	E	F		G	H	I	J	K	L		M	N	O	P	Q	R	S	T
1	Florida Department of State		Electronic Campaign Finance Reporting System		CBA Form 2A Baseline Project Budget																	
2	Costs entered into each row are mutually exclusive. Insert rows for detail and modify appropriation categories as necessary, but do not remove any of the provided project cost elements. Reference vendor quotes in the Item Description where applicable. Include only one-time project costs in this table. Include any recurring costs in CBA Form 1A.				FY2020-21			FY2021-22			FY2022-23			FY2023-24			FY2024-25			TOTAL		
3	\$ -				\$ 1,000,000			\$ -			\$ -			\$ -			\$ -	\$ 1,000,000				
4	Item Description (remove guidelines and annotate entries here)	Project Cost Element	Appropriation Category	Current & Previous Years Project-Related Cost	YR 1 #	YR 1 LBR	YR 1 Base Budget	YR 2 #	YR 2 LBR	YR 2 Base Budget	YR 3 #	YR 3 LBR	YR 3 Base Budget	YR 4 #	YR 4 LBR	YR 4 Base Budget	YR 5 #	YR 5 LBR	YR 5 Base Budget	TOTAL		
5	Costs for all state employees working on the project.	FTE	S&B	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	
6	Costs for all OPS employees working on the project.	OPS	OPS	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	
7	Staffing costs for personnel using Time & Expense.	Staff Augmentation	Contracted Services	\$ -	1.00	\$ 200,000	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ 200,000	
8	Project management personnel and related deliverables.	Project Management	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	
9	Project oversight to include Independent Verification & Validation (IV&V) personnel and related deliverables.	Project Oversight	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	
10	Staffing costs for all professional services not included in other categories.	Consultants/Contractors	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	
11	Separate requirements analysis and feasibility study procurements.	Project Planning/Analysis	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
12	Hardware purchases not included in data center services.	Hardware	OCO	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
13	Commercial software purchases and licensing costs.	Commercial Software	Contracted Services	\$ -		\$ 800,000	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ 800,000	
14	Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
15	All first-time training costs associated with the project.	Training	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
16	Include the quote received from the data center provider for project equipment and services. Only include one-time project costs in this row. Recurring, project-related data center costs are included in CBA Form 1A.	Data Center Services - One Time Costs	Data Center Category	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
17	Other contracted services not included in other categories.	Other Services	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
18	Include costs for non-state data center equipment required by the project and the proposed solution (insert additional rows as needed for detail)	Equipment	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
19	Include costs associated with leasing space for project personnel.	Leased Space	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
20	Other project expenses not included in other categories.	Other Expenses	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
21	Total			\$ -	1.00	\$ 1,000,000	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 1,000,000

CBAForm 2 - Project Cost Analysis

Agency	Florida Department of State	Project	Electronic Campaign Finance Reporting System
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PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	
TOTAL PROJECT COSTS (*)	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
CUMULATIVE PROJECT COSTS <small>(includes Current & Previous Years' Project-Related Costs)</small>	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.						

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	
General Revenue	\$1,000,000		\$0	\$0	\$0	\$1,000,000
Trust Fund	\$0	\$0	\$0	\$0	\$0	\$0
Federal Match <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Grants <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Other <input type="checkbox"/> Specify	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INVESTMENT	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
CUMULATIVE INVESTMENT	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	

Characterization of Project Cost Estimate - CBAForm 2C			
Choose Type	Estimate Confidence	Enter % (+/-)	
Detailed/Rigorous	Confidence Level		
Order of Magnitude	Confidence Level	10 - 100%	90%
Placeholder	Confidence Level		

Agency	<u>Florida Department of State</u>	Project	<u>Electronic Campaign Finance Reporting System</u>
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COST BENEFIT ANALYSIS -- CBAForm 3A						
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	TOTAL FOR ALL YEARS
Project Cost	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
Net Tangible Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Return on Investment	(\$1,000,000)	\$0	\$0	\$0	\$0	(\$1,000,000)
Year to Year Change in Program Staffing	0	0	0	0	0	

RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B		
Payback Period (years)	NO PAYBACK	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	NO PAYBACK	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	(\$980,969)	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	NO IRR	IRR is the project's rate of return.

Investment Interest Earning Yield -- CBAForm 3C					
Fiscal Year	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Cost of Capital	1.94%	2.07%	3.18%	4.32%	4.85%

RAForm 1 / Project Assessment

Appendix B

Project	<i>Campaign Finance Reporting System</i>	
Agency	<i>Florida Department of State</i>	
FY 2020-21 LBR Issue Code:	FY 2020-21 LBR Issue Title:	
<i>36371C0</i>	<i>Information Technology Campaign Finance System</i>	
Risk Assessment Contact Info (Name, Phone #, and E-mail Address):		
<i>George Brown, 245-6106, george.brown@dos.myflorida.com</i>		
Executive Sponsor	<i>Maria Matthews</i>	
Project Manager	<i>Janet Modrow</i>	
Prepared By	<i>George Brown</i>	<i>9/16/2019</i>

Risk Assessment Summary		
Business Strategy	Most Aligned	
	Least Aligned	
Level of Project Risk		
Least Risk		Most Risk

Project Risk Area Breakdown	
Risk Assessment Areas	Risk Exposure
Strategic Assessment	MEDIUM
Technology Exposure Assessment	LOW
Organizational Change Management Assessment	MEDIUM
Communication Assessment	HIGH
Fiscal Assessment	MEDIUM
Project Organization Assessment	HIGH
Project Management Assessment	MEDIUM
Project Complexity Assessment	MEDIUM
Overall Project Risk	HIGH

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2020-2021

Department: Department of State

Inspector General: Angie Welch

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
A-1819DOS-001	06/24/2019	Division of Corporations Registration Section	<p>Finding No. 1: Written Policies and Procedures have not been established</p> <p>Recommendation: We recommend management develop written policies and procedures for performing responsibilities within the section. These procedures should include instructions for performing job duties and responsibilities which support management's expectations for achieving the section's business objective.</p> <p>Finding No. 2: Monitoring of Workloads</p> <p>Recommendation: We recommend management take steps to ensure work assigned to and completed by employees is accurately tracked and monitored to determine performance expectations are being met. Additionally, management should implement quality assurance procedures to determine work complies with statutory requirements and division expectations.</p>	<p>Agency Response: The Division of Corporations' (DOC) management will develop written policies and procedures for performing the assigned job duties and responsibilities of each section. The policies and procedures will clearly identify the section's business objectives and include instructions which support management's expectations. DOC is scheduled to launch its new Commercial Business Registry Solution (CBRS) before July 1, 2020. The solution will include a comprehensive training program. DOC team members will receive detailed and thorough instruction/training on the navigation and use of the proposed solution. To maintain and prevent future gaps in system knowledge, new and current team members will have access to ongoing training updates, materials, help guides and manuals</p> <p>Agency Response: The Division's new CBRS will generate timely, valid and reliable statistical data and reports. Once implemented, productivity, statistical data, and other reporting will be readily available allowing Section Administrators and supervisors to systematically track and monitor work assignments. Quality assurance and division expectations will be addressed systematically through the use of acceptable and unacceptable filing parameters and data elements. During the interim, the Division will review and implement constructive monitoring procedures to ensure work assignments are completed in accordance with division expectations, workloads are more accurately tracked, and documents are filed and rejected in accordance with statutory mandates.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A-1819DOS-001	06/24/2019	Division of Corporations Registration Section	<p>Finding No. 3: Monitoring of Overtime Work</p> <p>Recommendation: We recommend management develop OT procedures to use when the workload action plan is in effect. These procedures should include monitoring and oversight of the work being performed, determining the classification/position of employee allowed to work OT and establishing accountability for workloads and OT paid to maximize the efficiency and effectiveness of the workload action plan</p> <p>Finding No. 4: Business Filing Inefficiencies</p> <p>Recommendation: We recommend management evaluate processes and procedures for filing documents within the Division of Corporations. The evaluation should include not only investing in a new Business Filing system but also looking at existing processes within the Division to determine areas performing similar functions which might be combined to achieve efficiencies. Additionally, management should consider reviewing processing procedures within the Registration section to determine whether improvements can be made to reduce redundancies within the process</p>	<p>Agency Response: The Division's management will develop overtime (OT) procedures for OT worked. The procedures will increase OT monitoring and oversight, address classifications and positions of employees allowed to work OT, and establish accountability for assigned workloads and OT paid.</p> <p>Agency Response: DOC's management will evaluate current filing processes and procedures and work to combine similar functions and reduce redundancies</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A-1819DOS-001	06/24/2019	Division of Corporations Registration Section	<p>Finding No. 5: Volume of Calls Answered / Processing Document Inefficiencies</p> <p>Recommendation: We recommend management evaluate processes and procedures for employees answering phones and filing documents within the Division of Corporations. The evaluation should include looking at existing processes within the Division to determine how to better manage those responsibilities to achieve efficiencies. Additionally, management should review the types of calls being received within the division and determine whether changes to the website could be made so the public is better able to navigate the website to find information themselves rather than calling into the division.</p> <p>Finding No. 6: Workload Action Plan-Workload Distribution</p> <p>Recommendation: We recommend management re-evaluate the workload distribution process to determine who benefits from the priority processing of documents, the impact priority processing has on the section's workload and the cost efficiencies which might be gained from either discontinuing the practice or requesting legislation to authorize charging an expedited fee for priority processing.</p>	<p>Agency Response: DOC will evaluate its current processes and procedures for employees answering phones and filing documents in order to determine how to better manage those responsibilities and achieve efficiencies. DOC will review the types of calls being received and determine if navigational and content changes to its website can better serve the public and help decrease phone calls to the division.</p> <p>Agency Response: DOC's management will re-evaluate its workload distribution process to determine who benefits from the priority processing of documents, the impact priority processing has on its workload, and the cost and/or processing efficiencies which might be gained from discontinuing the practice or pursuing the statutory authority to impose expedited fees for priority processing.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A-1819DOS-001	06/24/2019	Division of Corporations Registration Section	<p>Finding No. 7: Recruitment and Selection</p> <p>Recommendation: We recommend management take steps to ensure hiring supervisors are trained and familiar with the Department of State Recruitment and Selection policy. Additionally, we recommend Human Resources review hiring packets prior to employment offers to ensure policies have been followed and equal opportunity has been given to all qualified candidates.</p> <p>Finding No. 8: Non-Compliance with Section 605.0210(2), Florida Statutes</p> <p>Recommendation: We recommend management take steps to ensure the notice of change requirements mandated under Section 605.0210(2), Florida Statutes is implemented and followed.</p>	<p>Agency Response: DOC's management will work with DOS's Human Resources to ensure hiring supervisors are trained and familiar with the Department of State's recruitment, documentation and selection policies and hiring packets are reviewed for equal opportunity compliance prior to employment offers.</p> <p>Agency Response: The Division will take steps to ensure the notice of change requirements mandated under Section 605.0210(2), F.S., are implemented and followed.</p>	

Fiscal Year 2020-21 LBR Technical Review Checklist

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

Agency Budget Officer/OPB Analyst Name: Chris Lee/ 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, A04, A05, A94, A95, A96, A36, A10, 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 (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDI or Web LBR Column Security)	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 Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y	Y	Y	Y	Y	Y
TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading to the portal.						

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 58 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 28)? Do they clearly describe the issue?	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	Y	Y	Y	Y	Y
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AUDITS:

		Program or Service (Budget Entity Codes)					
Action		4501	4510	4520	4530	4540	4550
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
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, a 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 [with a \$5,000 allowance] 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 [with a \$5,000 allowance at the department level] 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 2018-19 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.						

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
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. Note that there is a \$5,000 allowance at the department level.						
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)							
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is not 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.						
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)							
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 28 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 pages 66 through 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 68 through 70 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.)	Y	Y	Y	Y	Y	Y
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. (See pages 94 and 95 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
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 #20-002?	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 LAS/PBS 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

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A	N/A
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.	Y	Y	Y	Y	Y	Y
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 27 and 90 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 (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y	Y	Y	Y	Y	Y
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	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A	N/A	N/A	N/A	N/A
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A	N/A	N/A	N/A
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	N/A	N/A	N/A	N/A
7.23	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	Y	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 66 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 an appropriation made in the FY 2019-20 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) (Required to be posted to the Florida Fiscal Portal)							
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 section 215.32(2)(b), Florida Statutes - 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, 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 section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y	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
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

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
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?	Y	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, Section III?	Y	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	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	Y	Y
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 ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y	Y	Y	Y	Y	Y
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

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
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 128 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 159 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)							
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y	Y
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 (with "C" in 6th position or within a program component of 1603000000), 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 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) (Required to be posted to the Florida Fiscal Portal)							
14.1	Do the reductions comply with the instructions provided on pages 101 through 103 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y	Y	Y	Y	Y	Y
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.						
15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)							

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
15.1	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?	N/A	N/A	N/A	N/A	N/A	N/A
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 104-106 of the LBR instructions?	N/A	N/A	N/A	N/A	N/A	N/A
15.3	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?	N/A	N/A	N/A	N/A	N/A	N/A
AUDIT:							
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A	N/A	N/A	N/A	N/A	N/A
16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 107-111 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)							
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 section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	Y	Y
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 2018-19 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: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	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 (Required to be posted to the Florida Fiscal Portal)							
17.1	Do exhibits and schedules comply with LBR Instructions (pages 112 through 156 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y	Y
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
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 Schedule IV-B for each IT project over \$1 million (see page 132 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US ?	N/A	Y	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
AUDITS - GENERAL INFORMATION							
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 158-160) 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) (Required to be posted to the Florida Fiscal Portal)							
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