



FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

LEGISLATIVE BUDGET REQUEST

October 14, 2022

Chris Spencer, Director
Office of Policy and Budget
Executive Office of the Governor
1702 Capitol
Tallahassee, Florida 32399-0001

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

John Shettle, Interim 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 2023-24 Fiscal Year. This submission has been approved by Cord Byrd, Secretary of State.

Sincerely,

A handwritten signature in black ink, appearing to read "Cord Byrd".

Cord Byrd
Secretary of State

Attachments



FLORIDA DEPARTMENT OF STATE

Temporary Special Duty - General Pay Additives Implementation Plan for Fiscal Year 2023-2024

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 utilizing the DOS *Request for Salary Additive or Increase to Base Rate of Pay Form*. 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 Division Director and then to the Chief Operating Officer (COO) who shall verify that the Division has sufficient salary rate and dollars to pay the additive. If approved by the COO, the request shall be submitted to the Assistant Secretary of State/Chief of Staff for review and approval. If approved by the Assistant Secretary of State/Chief of Staff, the request shall be submitted to the Office of Human Resources for submission to the Department of Management Services (DMS) for review and recommendation within 14 days prior to the effective date.

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 90 days unless an extension is granted. If an extension is needed, the Office of Human Resources will get the approval from the Assistant Secretary of State/Chief of Staff and submit the extension request to DMS. If the circumstances under which the additive was granted have changed, the additive shall be removed or adjusted as appropriate.

5. Effective Date of Additive

The effective date of the additive will be the first day the additional duties are assigned, and approval received from DMS, 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 Assistant Secretary of State/Chief of Staff 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 2022-2023 is unknown. No temporary special duty-general pay additives were approved by the Department during FY 2021-2022.

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 2021-2022.

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 performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for 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 rules of the State Personnel System, beginning with the 23rd day.

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



FLORIDA DEPARTMENT *of* STATE

Department Level Exhibits and Schedules

Legislative Budget Request FY 2023-2024

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 of Florida v. Lee</i>		
Court with Jurisdiction:	11 th Circuit Appeals		
Case Number:	No. 4:21-cv-186; 22-11143		
Summary of the Complaint:	Challenges provisions of SB 90 (Secure Drop Box Restriction, Vote-By-Mail Repeat Request Requirement, Voting Line Relief Restrictions, and Volunteer Assistance/Ballot Collection Restriction, Voter Registration Disclaimer) under various VRA and constitutional provisions.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	§§ 97.0575, 101.69, 101.62, 102.031, 104.0616, Fla. Stat.		
Status of the Case:	Oral Argument scheduled for September 15, 2022.		
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>NAACP v. Lee</i>		
Court with Jurisdiction:	11 th Circuit Appeals		
Case Number:	No. 4:21-cv-187; 22-11144		
Summary of the Complaint:	Challenges provisions of SB 90 (Secure Drop Box Restriction, Vote-By-Mail Repeat Request Requirement, Voting Line Relief Restrictions, and Volunteer Assistance/Ballot Collection Restriction, Voter Registration Disclaimer) under various VRA and constitutional provisions.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	§§ 97.0575, 101.69, 101.62, 102.031, 104.0616, Fla. Stat.		
Status of the Case:	Oral Argument scheduled for September 15, 2022.		
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>Florida Rising Together v. Lee</i>		
Court with Jurisdiction:	11 th Circuit Appeals		
Case Number:	No. 4:21-cv-201; 22-11145		
Summary of the Complaint:	Challenges provisions of SB 90 (Secure Drop Box Restriction, Vote-By-Mail Repeat Request Requirement, Voter Registration Delivery Restriction, and Voting Line Relief Restrictions, Voter Registration Disclaimer) under various VRA and constitutional provisions.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	§§ 97.0575, 101.69, 101.62, 102.031, Fla. Stat.		
Status of the Case:	Oral Argument scheduled for September 15, 2022.		
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>Harriet Tubman Freedom Fighters Corp. v. Lee</i>		
Court with Jurisdiction:	11 th Circuit Appeals		
Case Number:	No. 4:21-cv-242; 22-11133		
Summary of the Complaint:	Challenges provisions of SB 90 (Absence of penalties/amounts for violation of Voter Registration Disclaimer requirement, Voter Registration Disclaimer, Ballot Collection Restriction) under various VRA and constitutional provisions.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	§§ 97.0575, 104.0616, Fla. Stat.		
Status of the Case:	Oral Argument scheduled for September 15, 2022.		
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>Florida Defenders of the Environment v. Lee</i> <i>Florida Wildlife Federation, Inc. v. Simpson</i> (consolidated)		
Court with Jurisdiction:	2d Jud. Cir.		
Case Number:	2015-ca-2682; 2015-ca-1423		
Summary of the Complaint:	Whether the Florida Legislature made authorizations for transfers and expenditures from the Land Acquisition Trust Fund (“LATF”) by DOS and other agencies for purposes not authorized by article X, section 28, of the Florida Constitution.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	Line items 3115 and 3083 of 2015-232 GAA		
Status of the Case:	Plaintiffs have moved to reopen the case.		
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>Black Voters Matter, et al. v. Lee, et al.</i>		
Court with Jurisdiction:	2d Jud Cir.		
Case Number:	2022 CA 666		
Summary of the Complaint:	Challenges Florida's current congressional districts in SB 2-C.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	SB 2-C		
Status of the Case:	Currently in Discovery. Motion for Partial Summary Judgement filed.		
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>Common Cause Florida, et al. v. Lee, et al.</i>		
Court with Jurisdiction:	N.D. Fla		
Case Number:	No. 22-109		
Summary of the Complaint:	Challenges Florida's current congressional districts.		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	SB 2-C		
Status of the Case:	Motion to Dismiss or Stay pending other redistricting actions.		
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).			

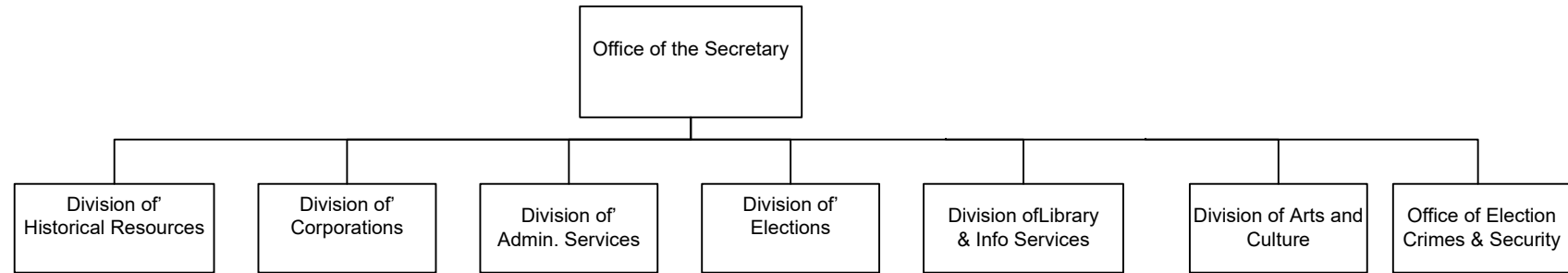
Schedule VII: Agency Litigation Inventory

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 Right to Pray v. Lee</i>		
Court with Jurisdiction:	N.D. Fla.		
Case Number:	No. 4:22-cv-33		
Summary of the Complaint:	Constitutional challenge to initiative petition pay-per-signature ban, and registration and disclosure requirements for paid circulators		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	Fla Stat.104.186, 100.371(3), (4)(b), (6) and (7)(a) (2021)		
Status of the Case:	Preliminary Injunction Hearing set Oct. 20, 2022		
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).			

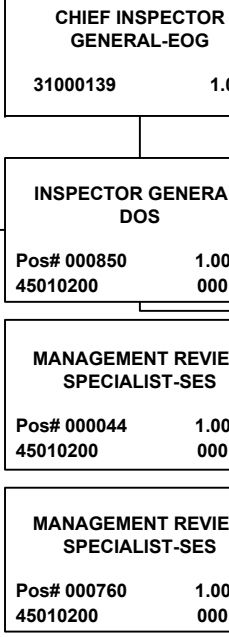
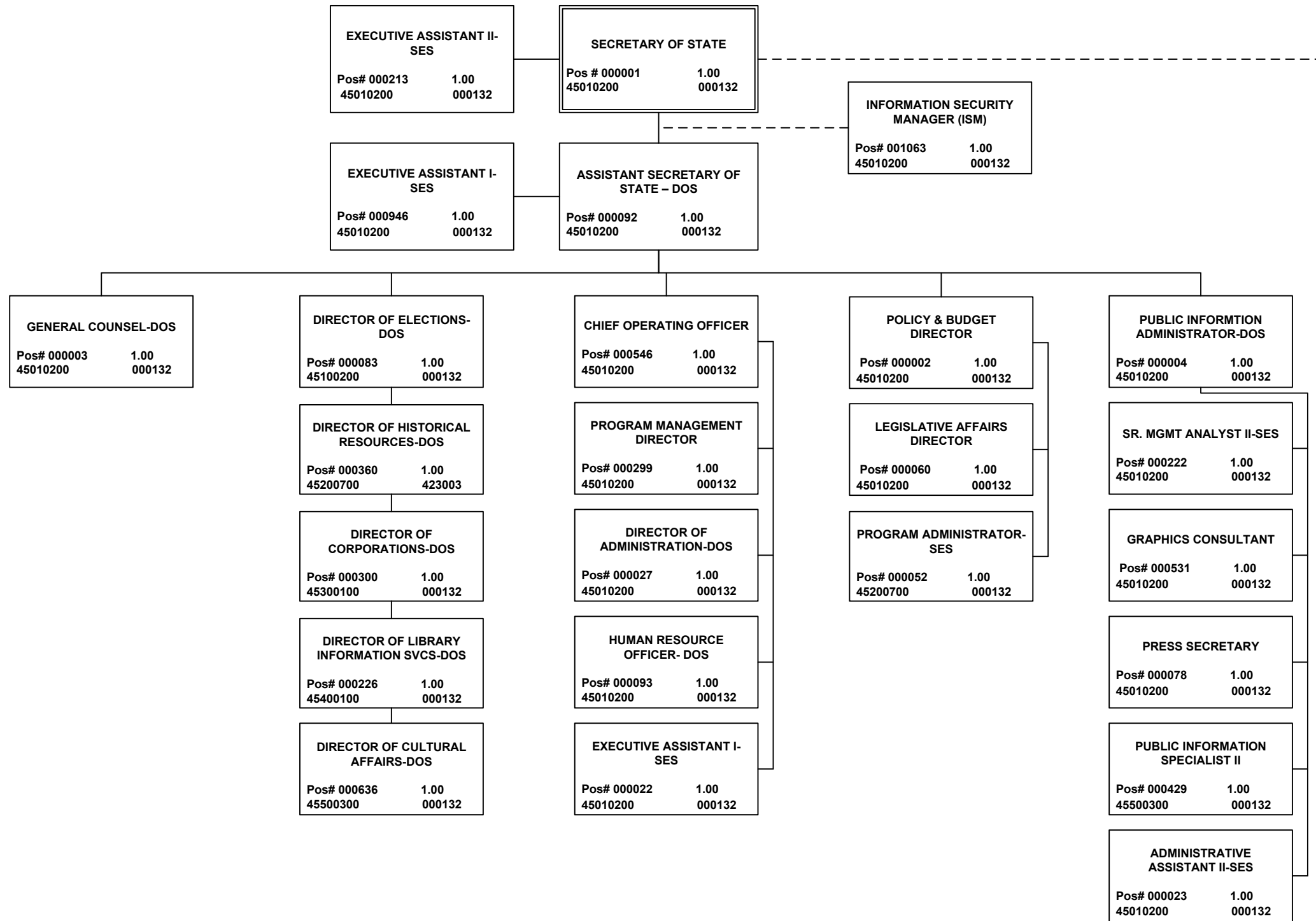
Schedule VII: Agency Litigation Inventory

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>Foronda, et al. v. DeSantis, et al.</i>		
Court with Jurisdiction:	11 th Jud. Cir. (Miami-Dade)		
Case Number:	2022-009114-CA-01		
Summary of the Complaint:	Challenges constitutionally of SB 4-C regarding Reedy Creek Improvement District		
Amount of the Claim:	No monetary damages; possible attorneys fees and costs		
Specific Statutes or Laws (including GAA) Challenged:	SB 4-C		
Status of the Case:	Motion to Dismiss or Transfer Venue pending.		
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).			

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

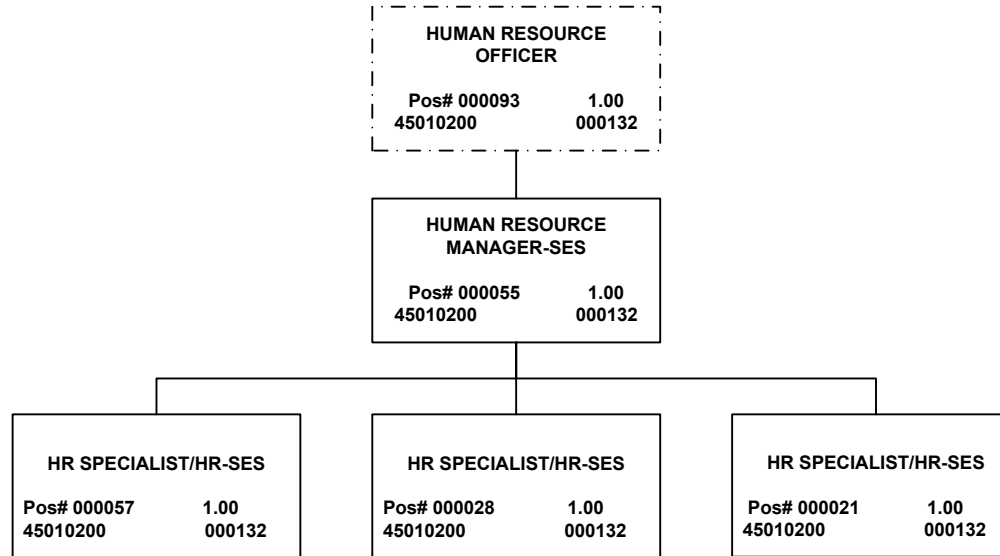


OFFICE OF SECRETARY



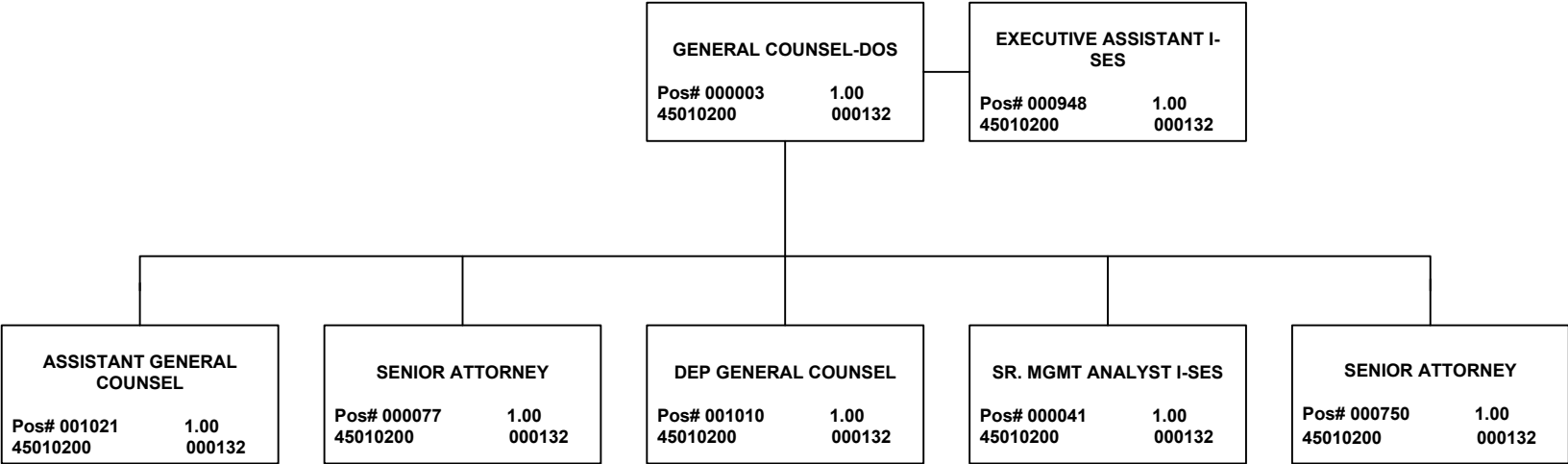
OFFICE OF SECRETARY

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OFFICE OF SECRETARY

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OFFICE OF SECRETARY

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FAR, Laws & Code

GENERAL COUNSEL-DOS
Pos# 000003 1.00
45010200 000132

PROGRAM ADMINISTRATOR
Pos# 000624 1.00
45400100 572001

ADMINISTRATIVE ASSISTANT III
Pos# 000888 1.00
45400100 572001

ADMINISTRATIVE ASSISTANT I
Pos# 000086 1.00
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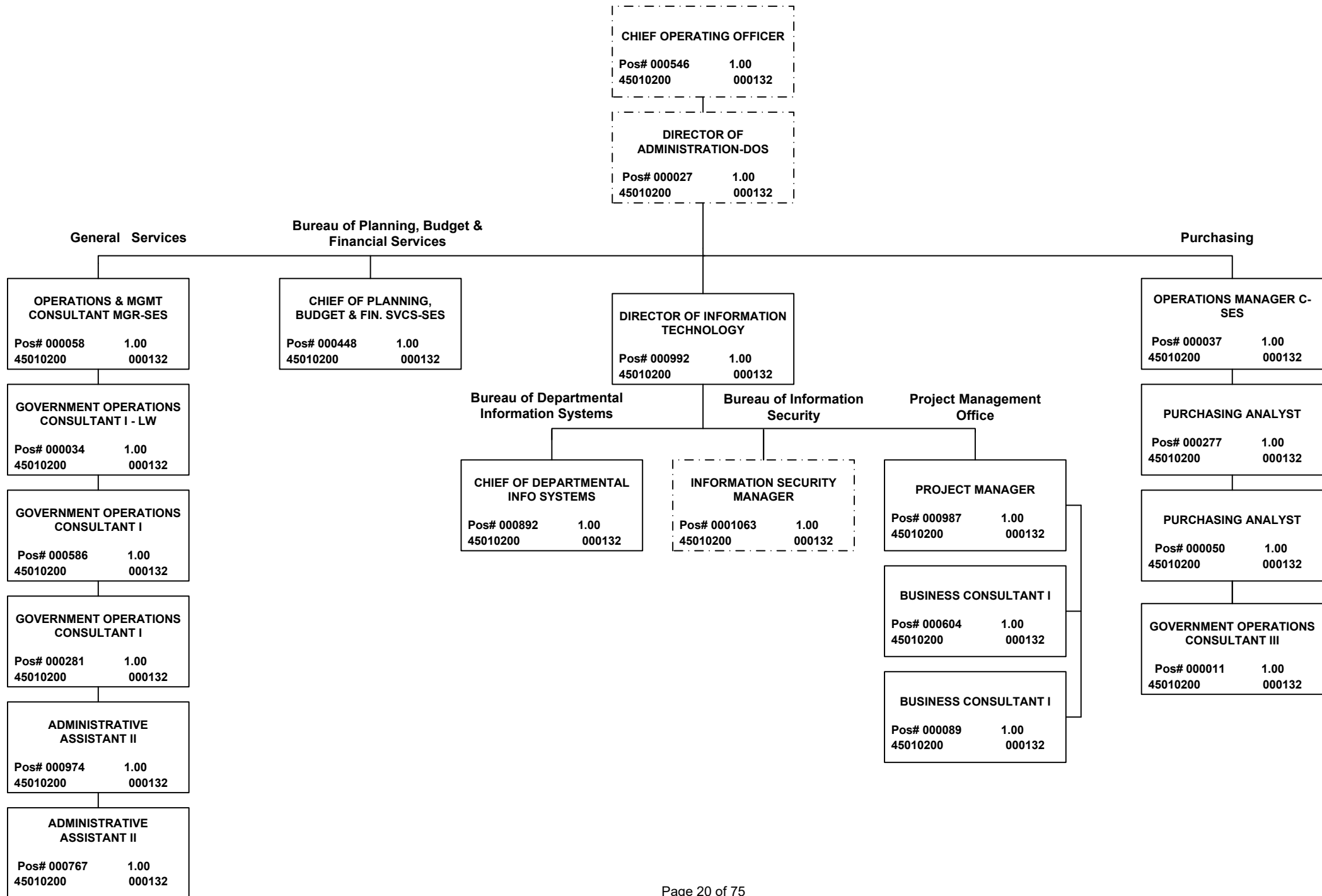
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ACCOUNTANT I
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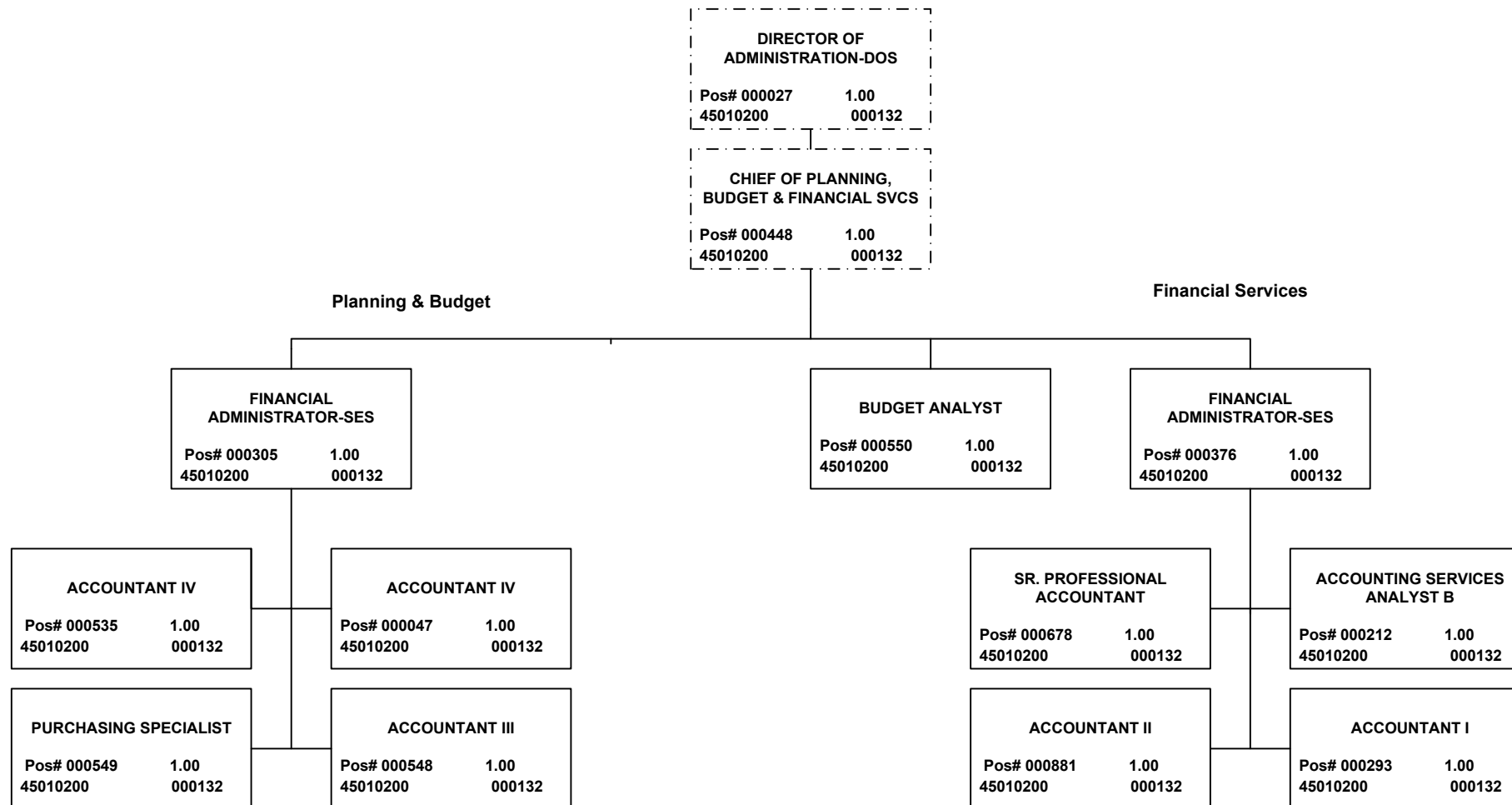
DIVISION OF ADMINISTRATIVE SERVICES

Office of Division Director

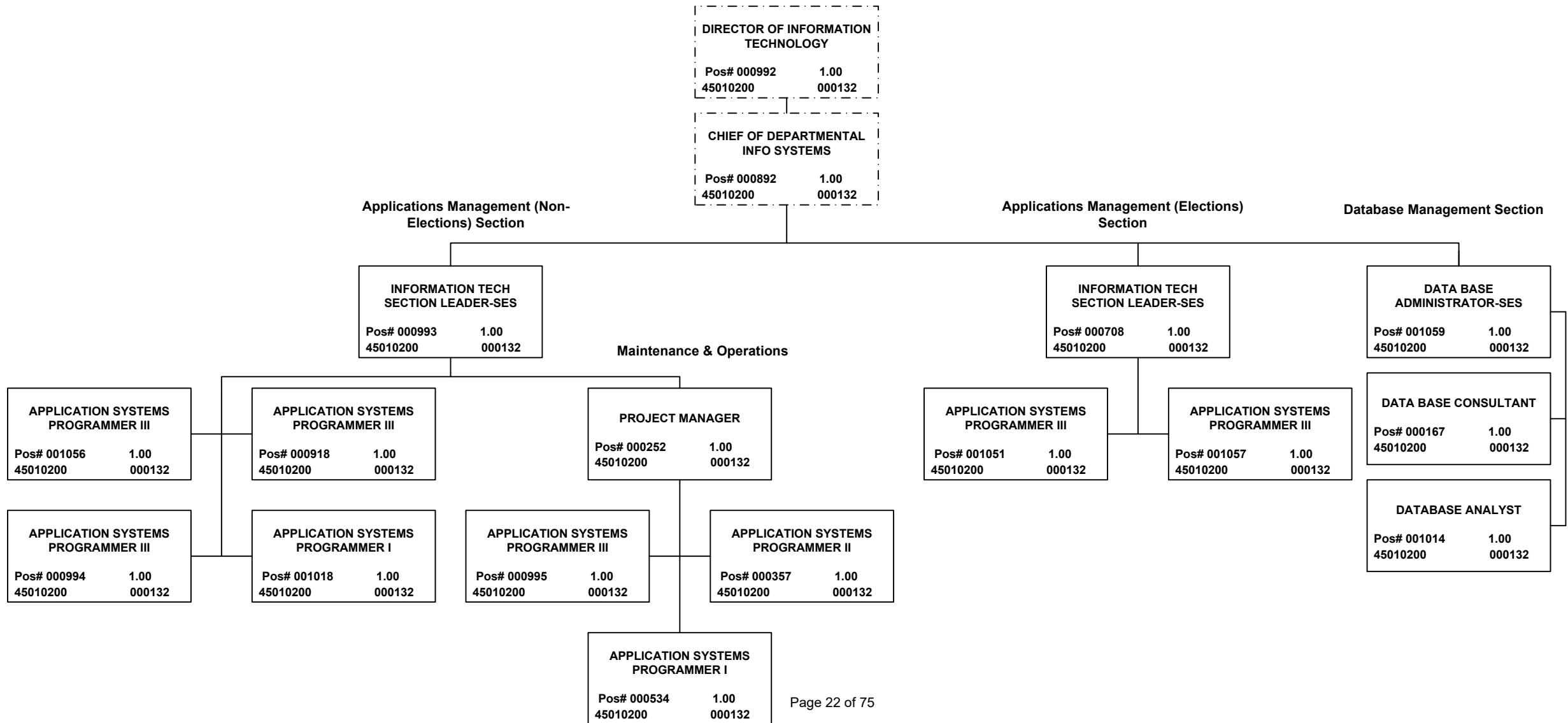


DIVISION OF ADMINISTRATIVE SERVICES

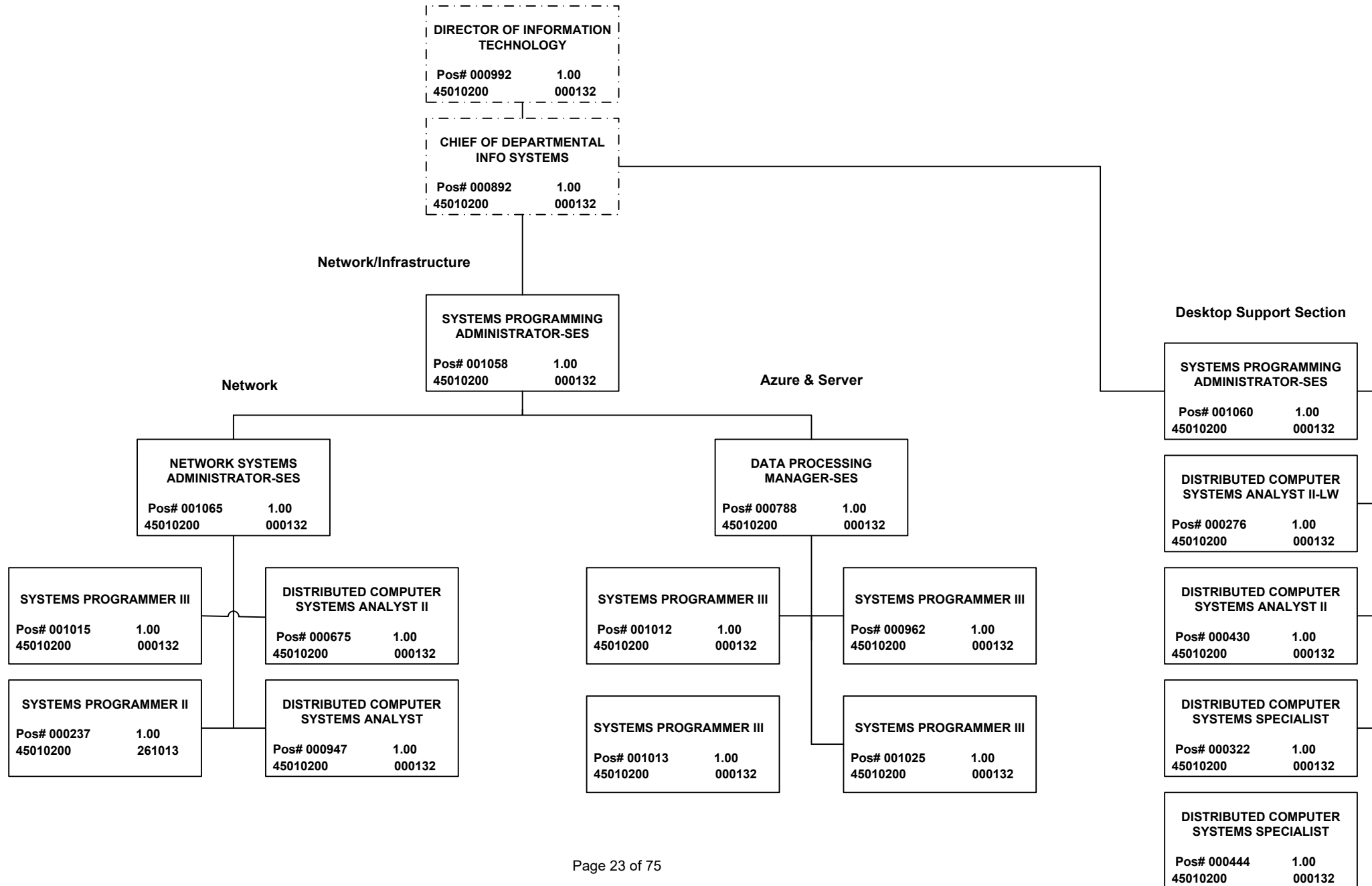
Bureau of Planning, Budget & Financial Services



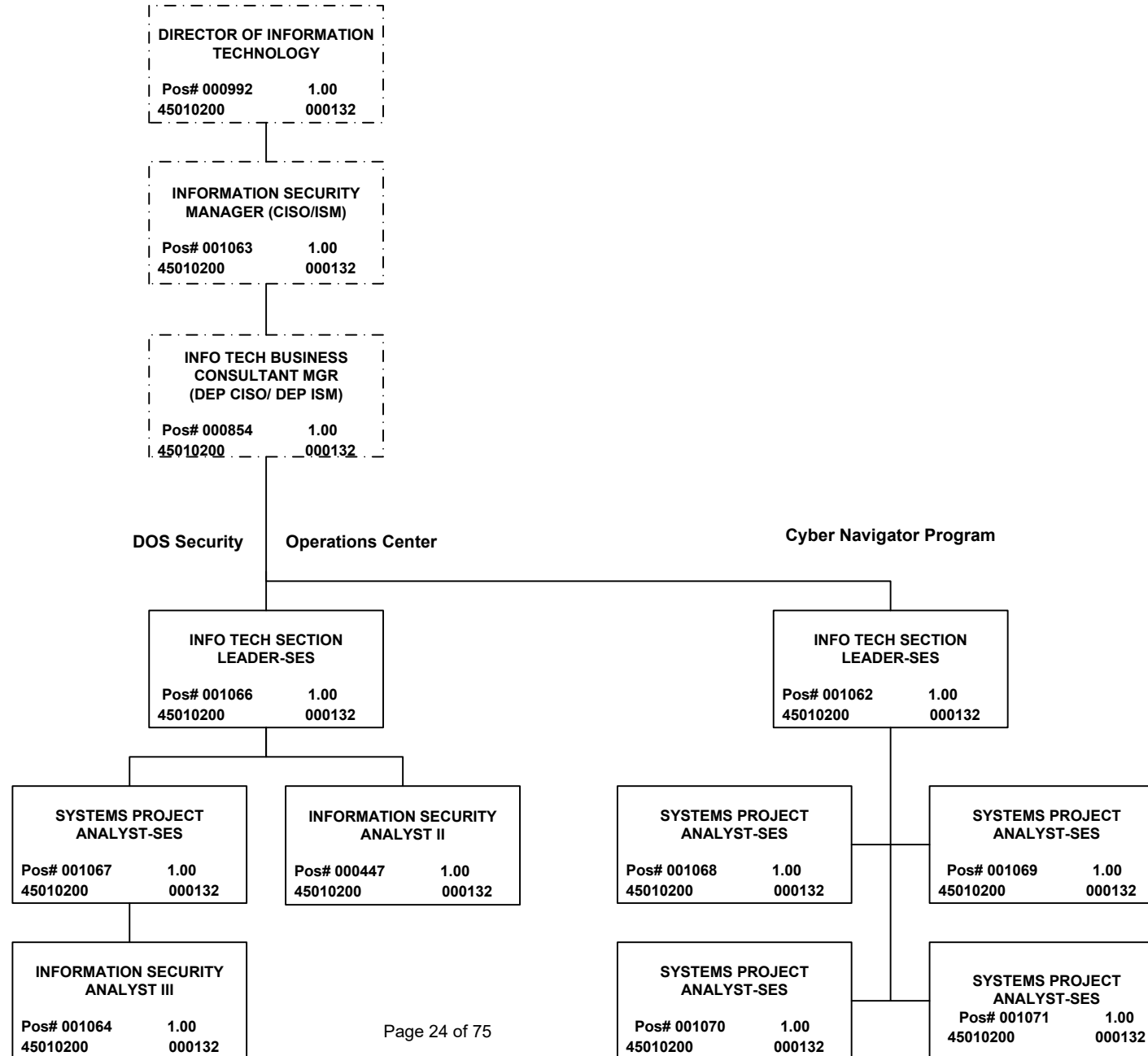
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Bureau of Departmental Information Systems
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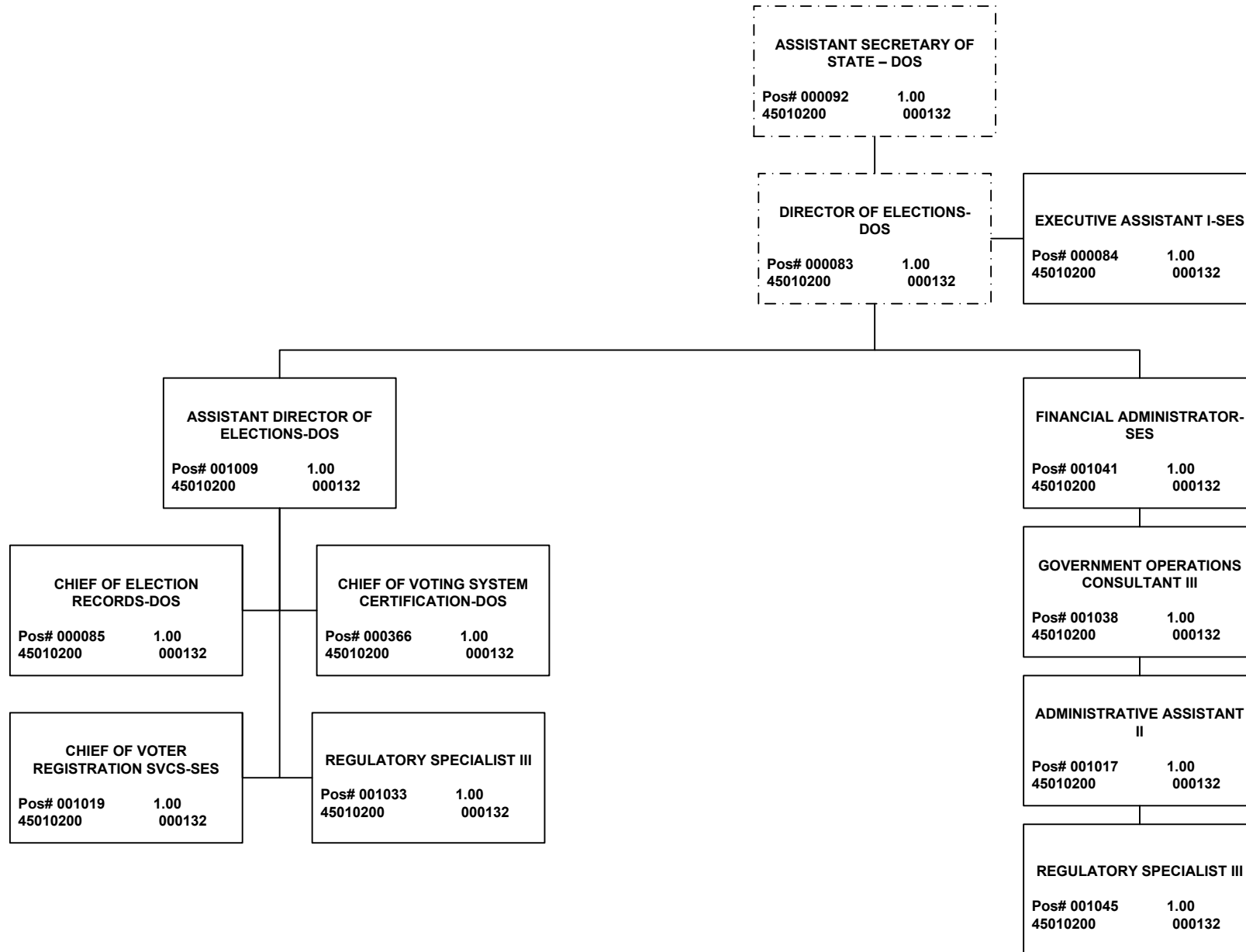
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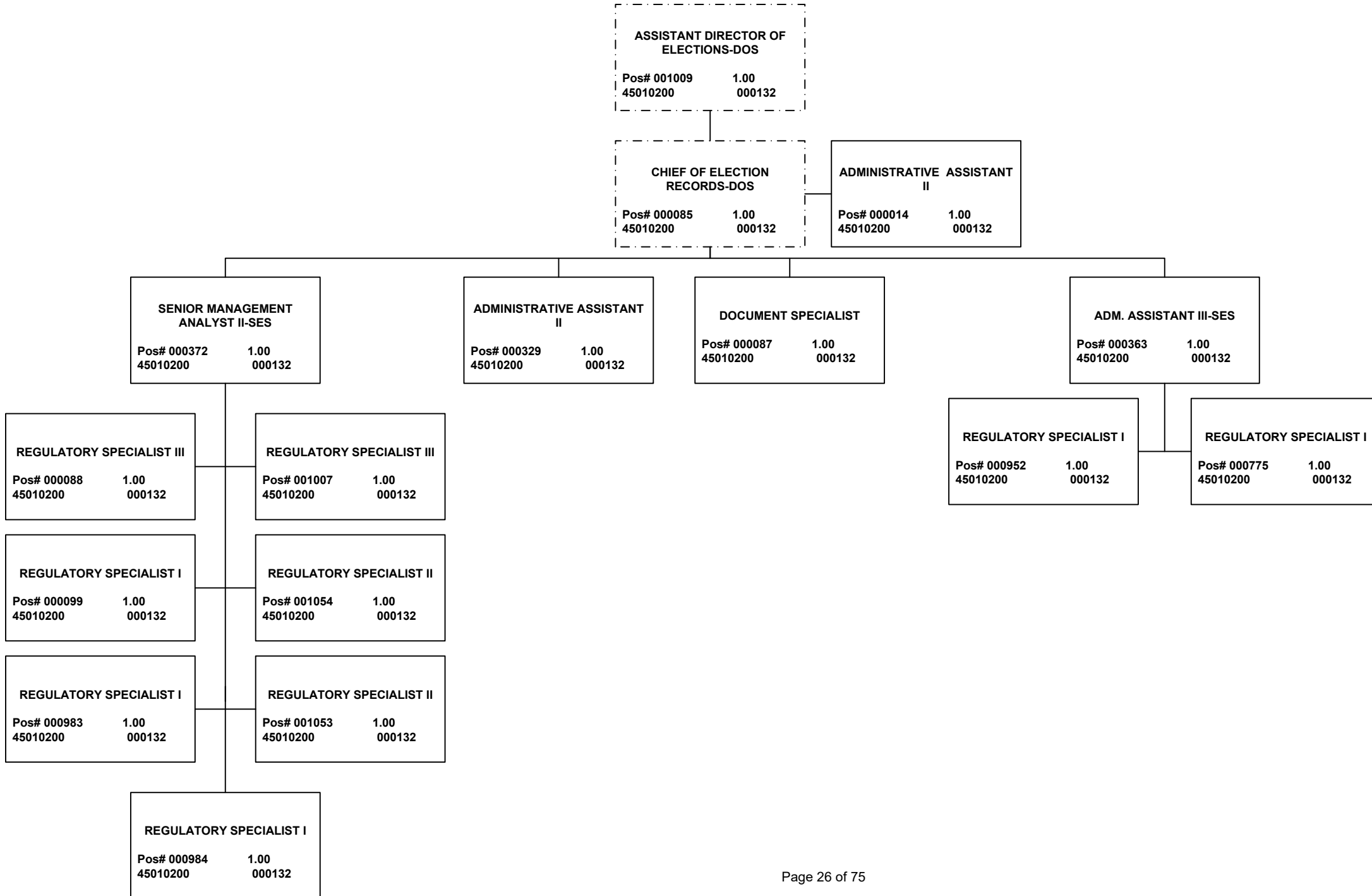
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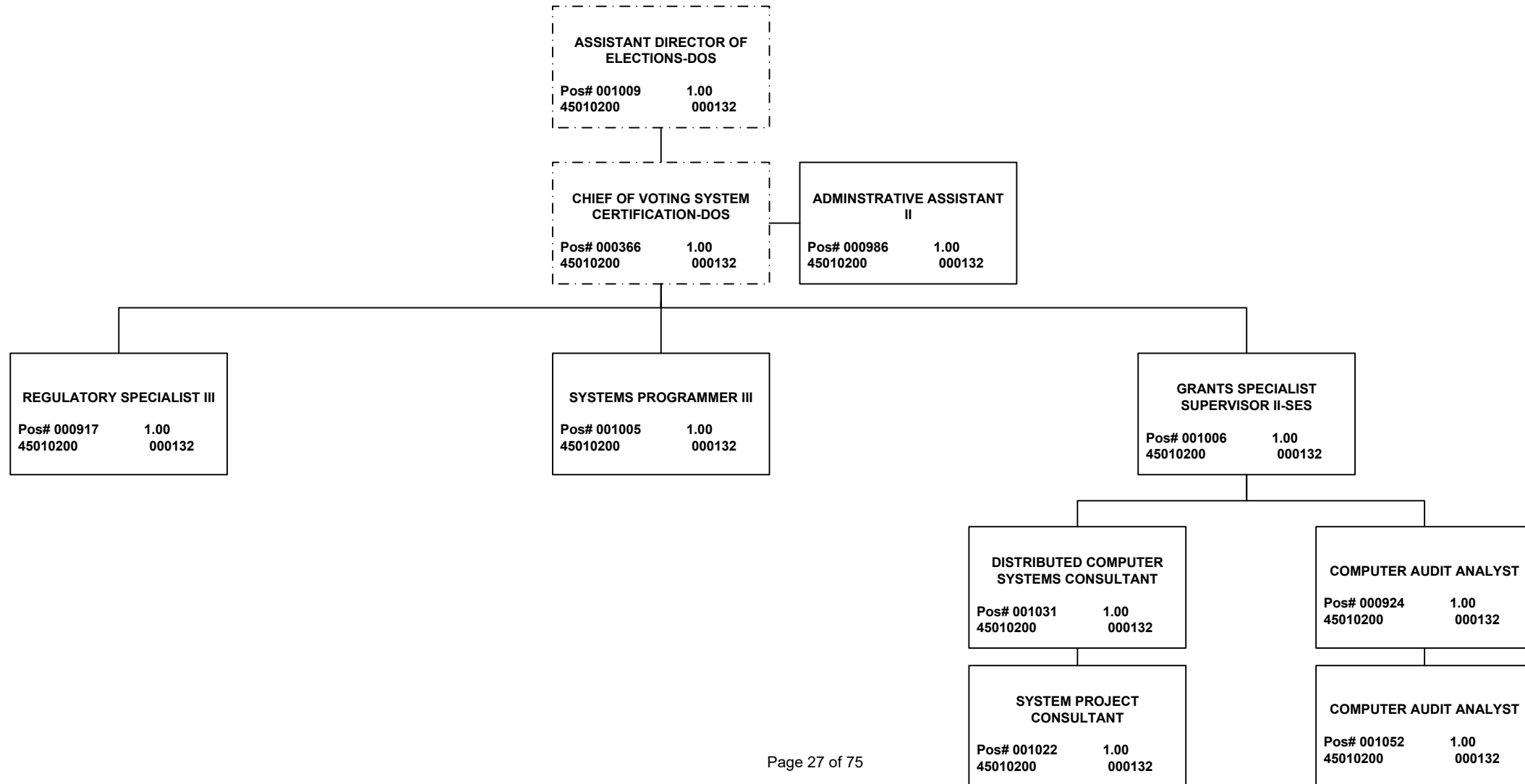
DIVISION OF ELECTIONS
Office of Division Director



DIVISION OF ELECTIONS
Bureau of Election Records



DIVISION OF ELECTIONS
Bureau of Voting Systems Certification



DIVISION OF ELECTIONS Bureau of Voter Registration Services

ASSISTANT DIRECTOR OF
ELECTIONS-DOS

Pos# 001009 1.00
45010200 000132

GOVERNMENT OPERATIONS
CONSULTANT II

Pos# 000091 1.00
45010200 000132

CHIEF OF VOTER
REGISTRATION SVCS-DOS

Pos# 001019 1.00
45010200 000132

ADMINISTRATIVE ASSISTANT
II

Pos# 001020 1.00
45010200 000132

SENIOR SECTION
ADMINISTRATOR-SES

Pos# 001016 1.00
45010200 000132

SENIOR MANAGEMENT
ANALYST I-SES

Pos# 001026 1.00
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OPERATIONS & MGMT
CONSULTANT MANAGER-SES

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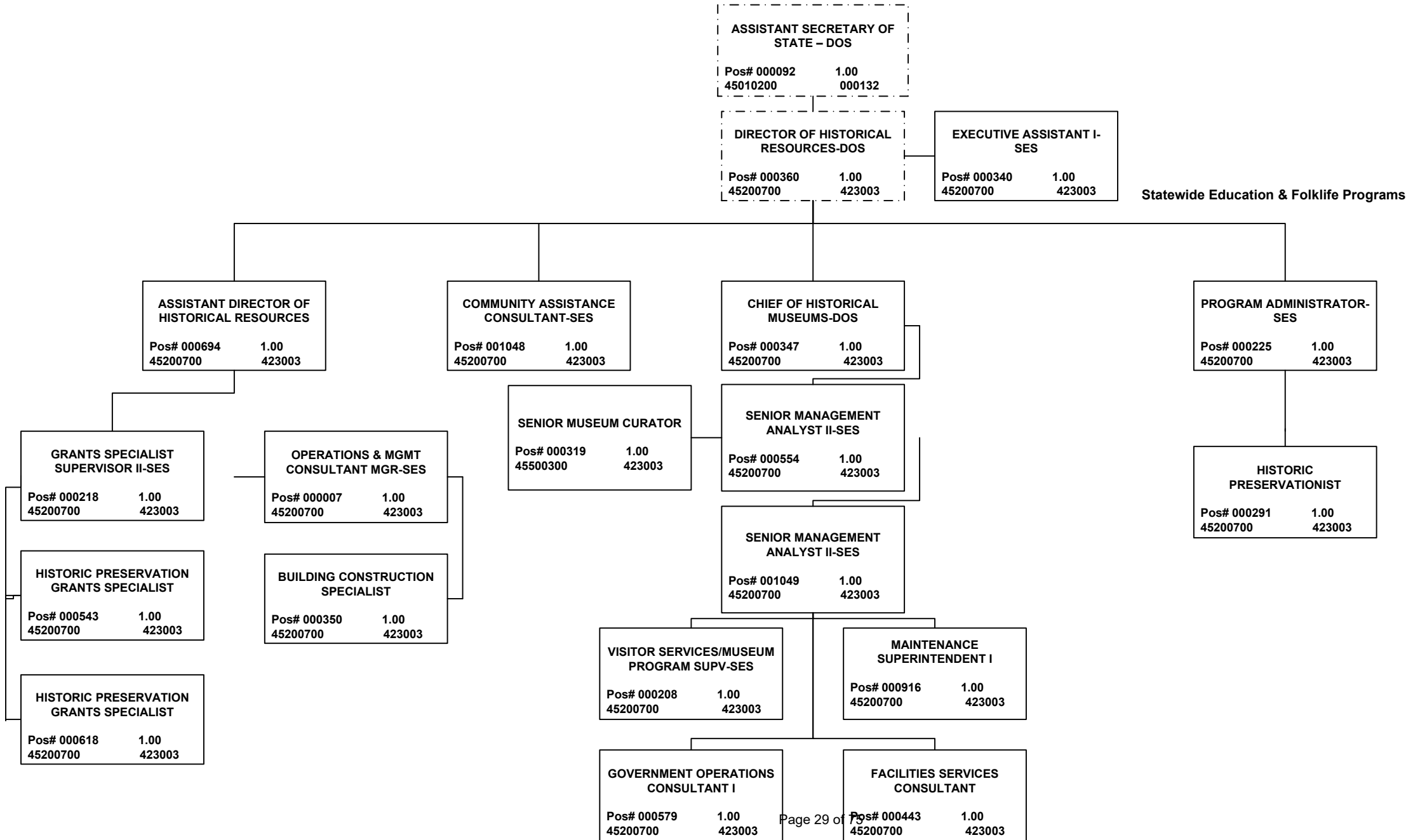
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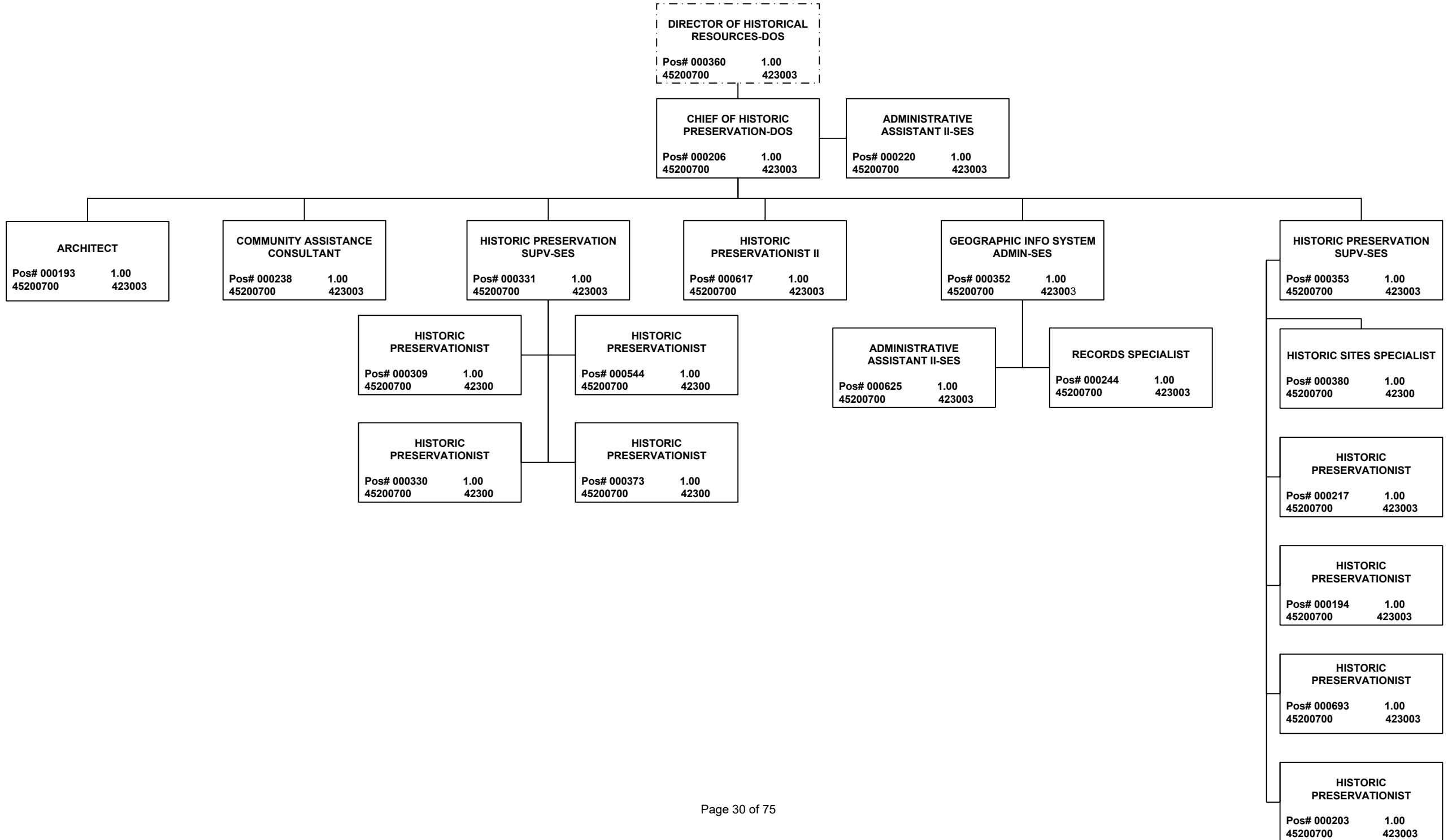
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DIVISION OF HISTORICAL RESOURCES
Office of Division Director



DIVISION OF HISTORICAL RESOURCES
Bureau of Historic Preservation



DIVISION OF HISTORICAL RESOURCES
Bureau of Archaeological Research

DIRECTOR OF HISTORICAL
RESOURCES-DOS
Pos# 000360 1.00
45200700 423003

CHIEF OF
ARCHAEOLOGICAL
RESEARCH-DOS
Pos# 000207 1.00
45200700 423003

Archaeological Research Section

Research & Conservation Section

ARCHAEOLOGY
SUPERVISOR-SES
Pos# 000885 1.00
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ARCHAEOLOGY
SUPERVISOR-SES
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SENIOR CLERK
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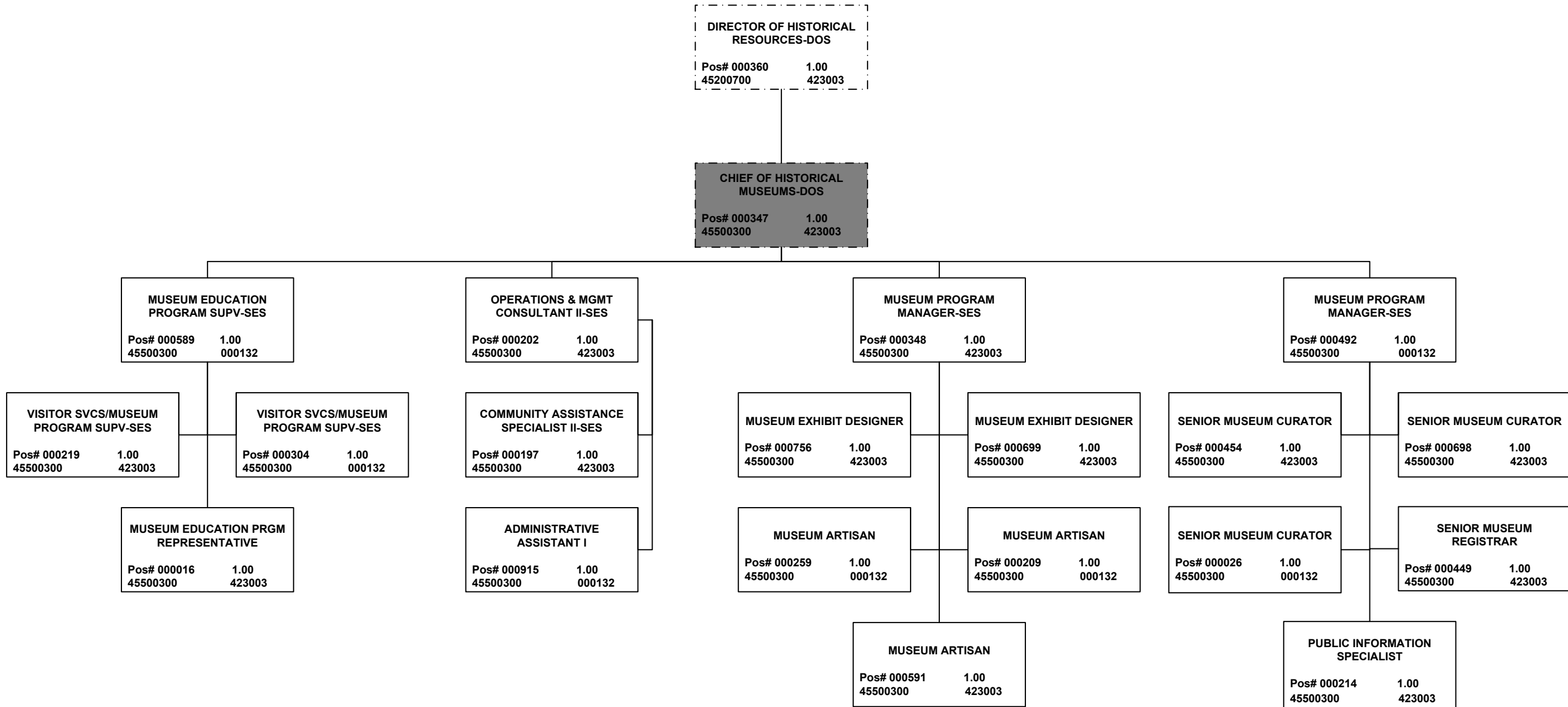
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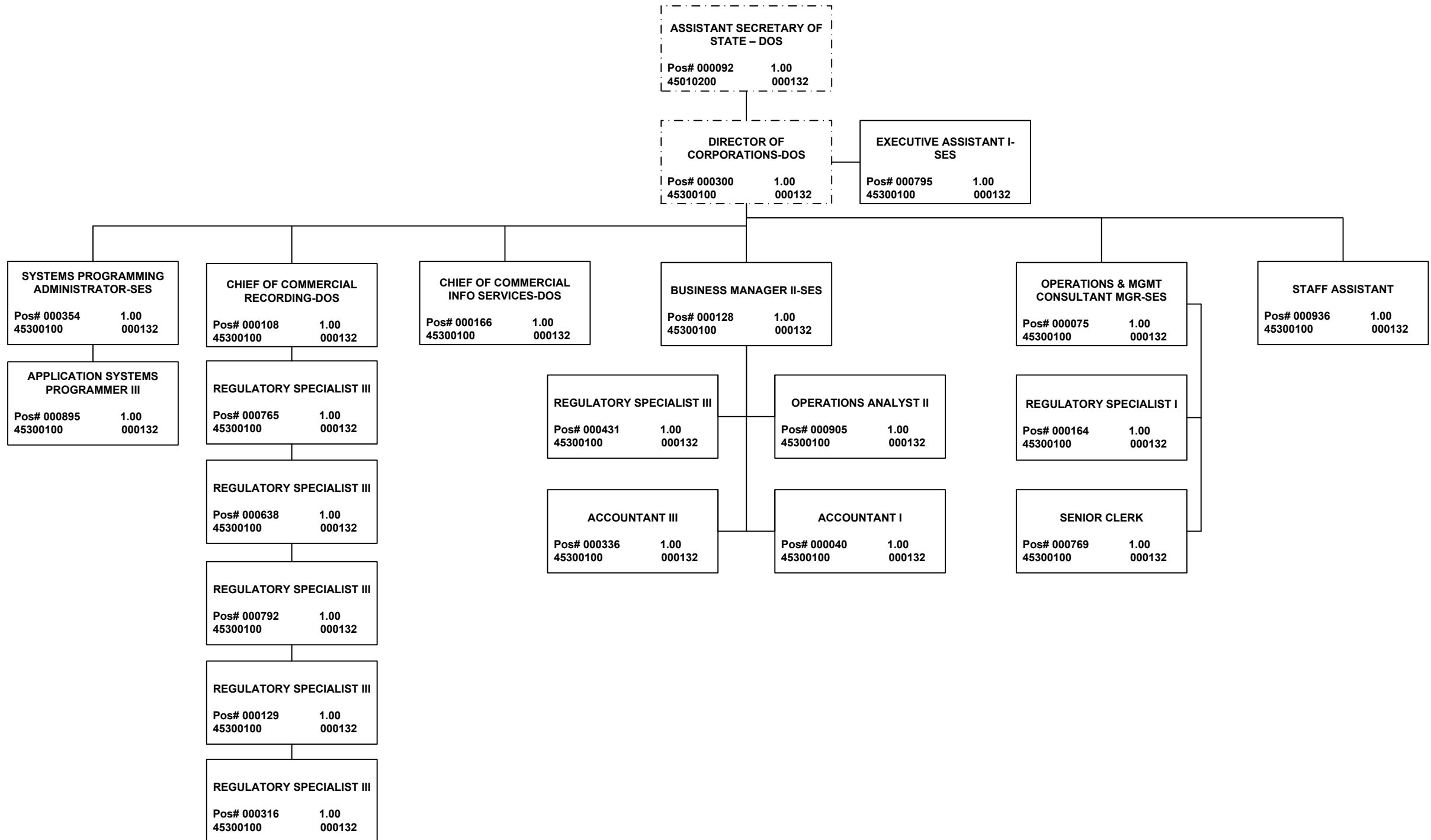
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LABORATORY TECHNICIAN
IV
Pos# 000298 1.00
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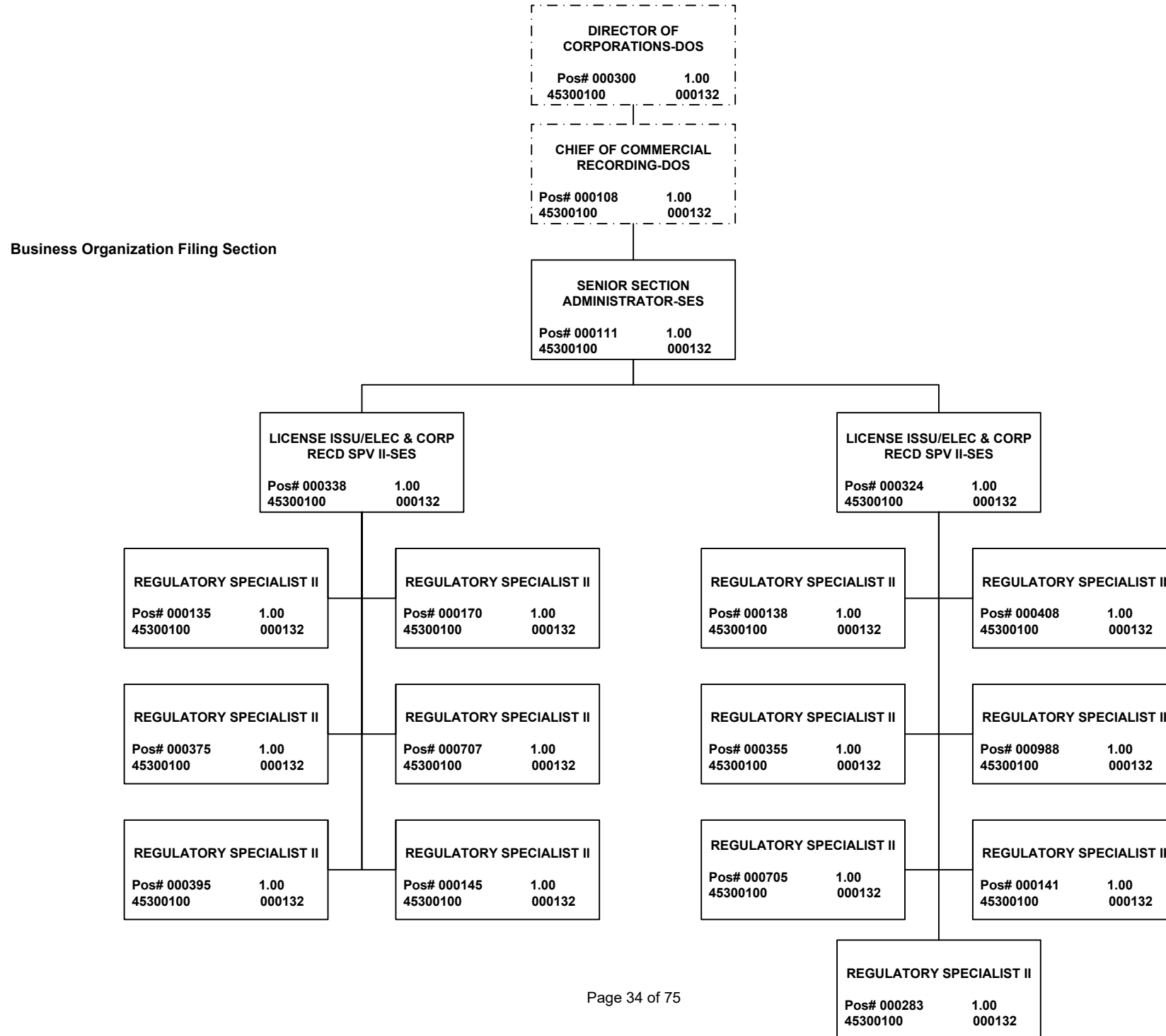
**DIVISION OF HISTORICAL
RESOURCES
Bureau of Historical Museums**



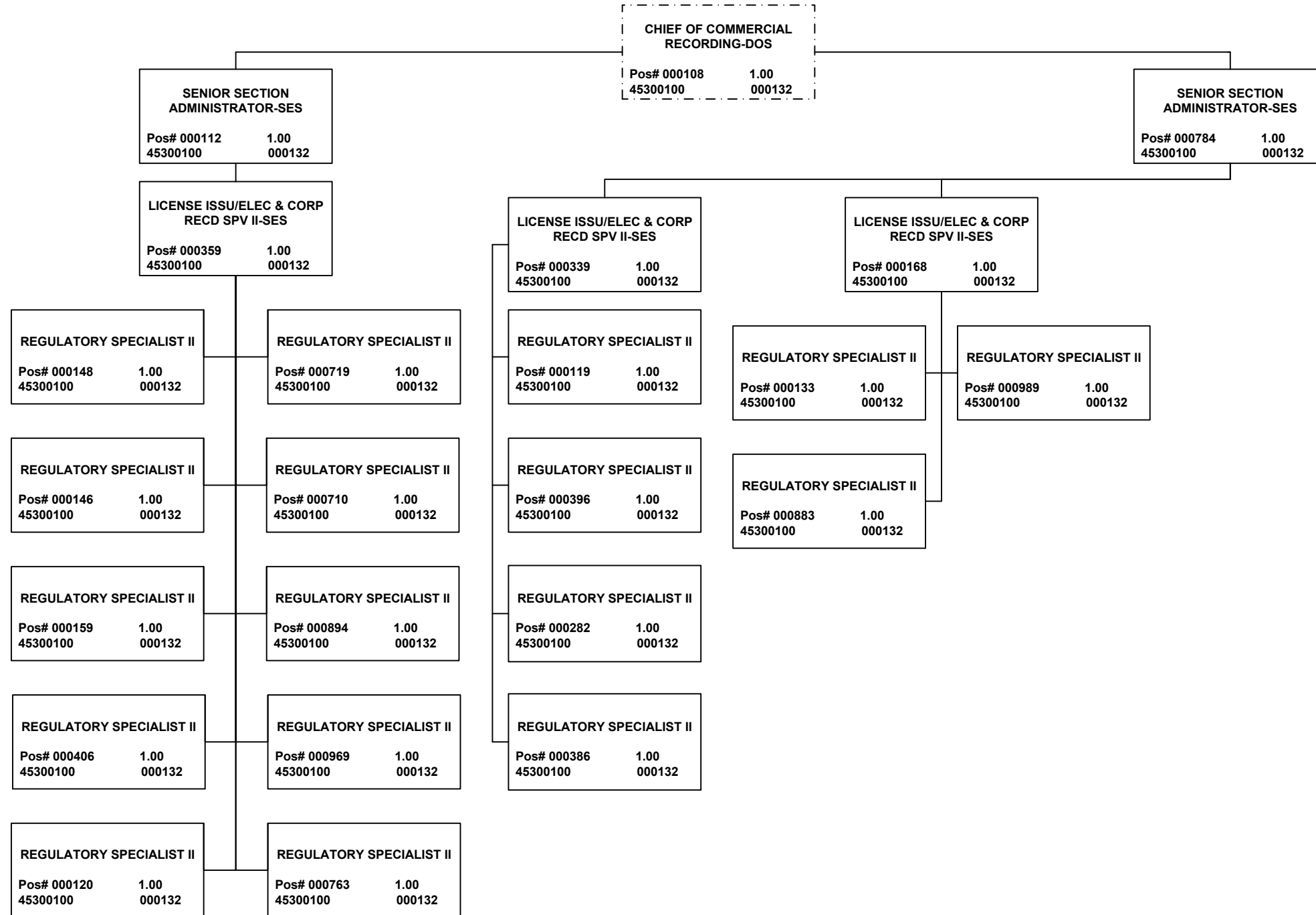
DIVISION OF CORPORATIONS
Office of Division Director



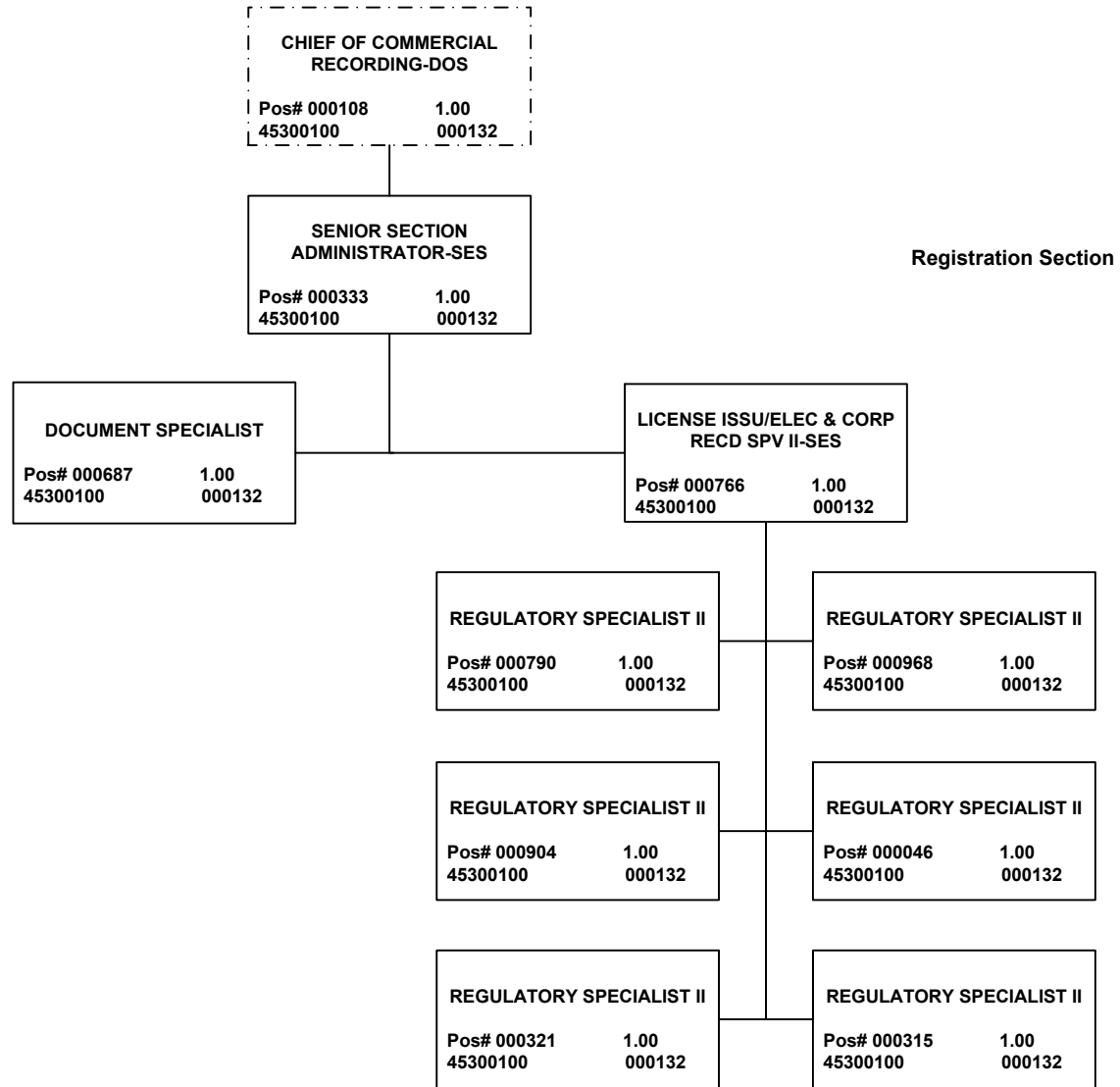
DIVISION OF CORPORATIONS
Bureau of Commercial Recording
(Page 1 of 3)



DIVISION OF CORPORATIONS
Bureau of Commercial Recording
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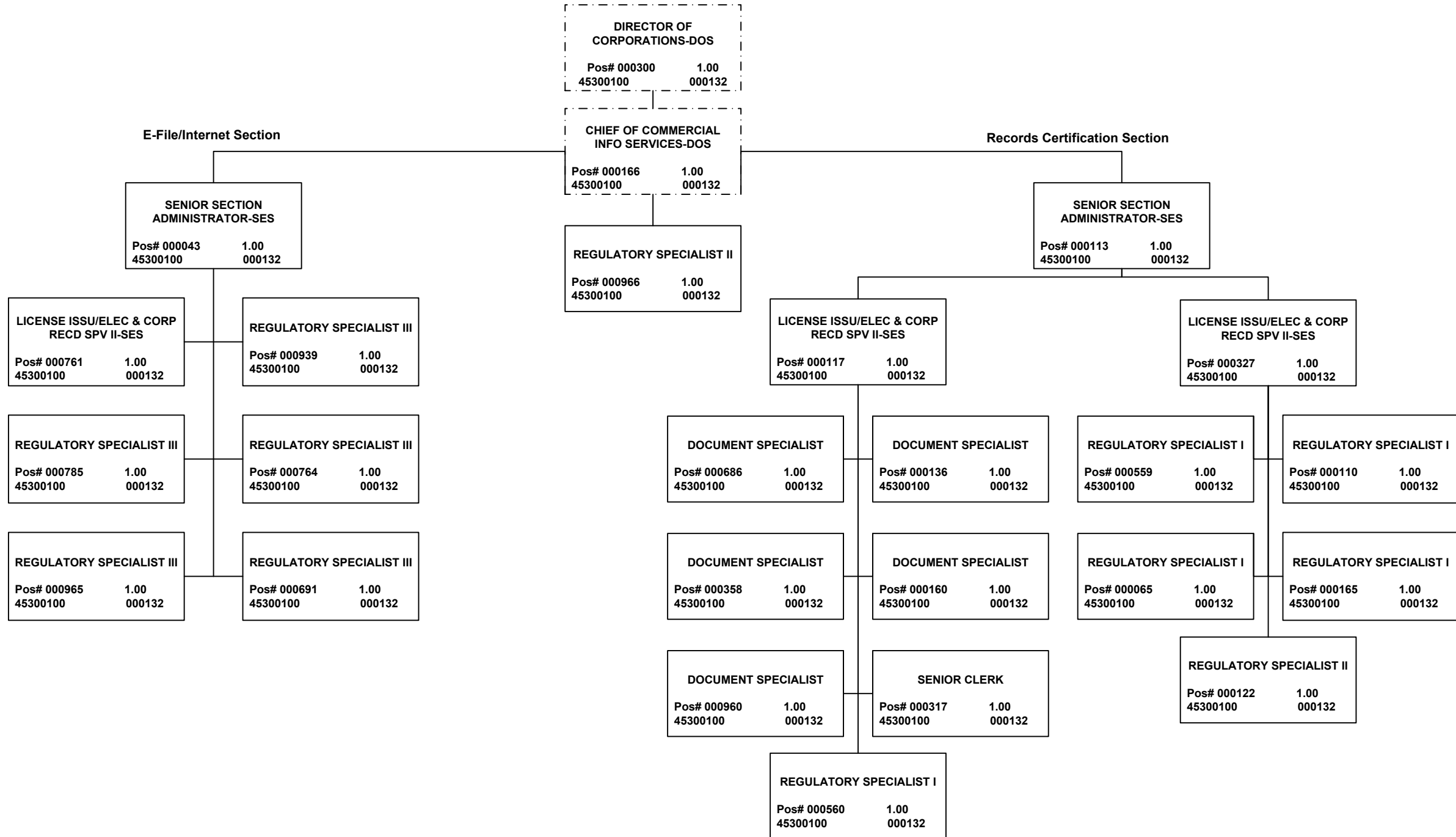


**DIVISION OF CORPORATIONS
Bureau of Commercial Recording
(Page 3 of 3)**

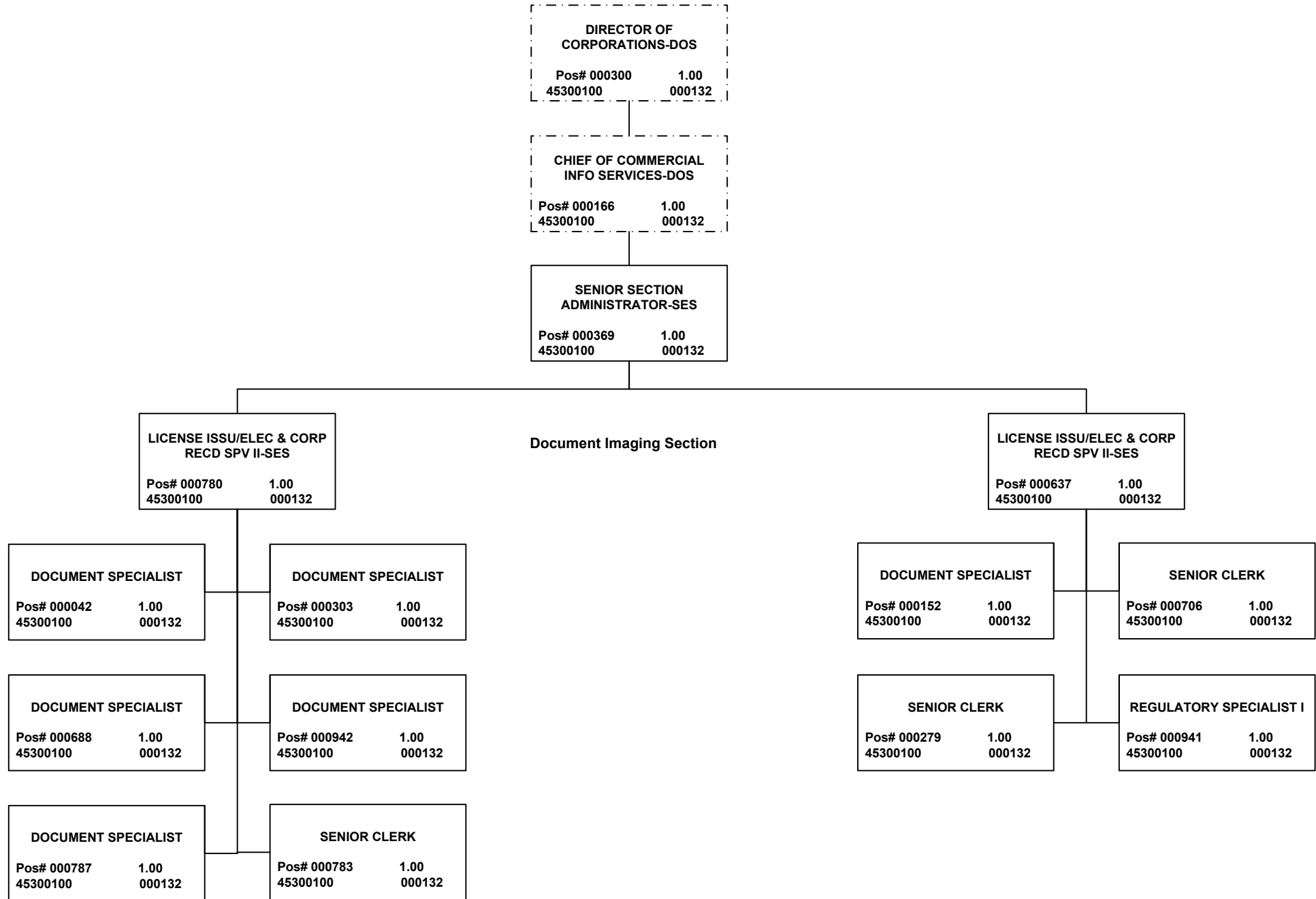


DIVISION OF CORPORATIONS
Bureau of Commercial Information Services

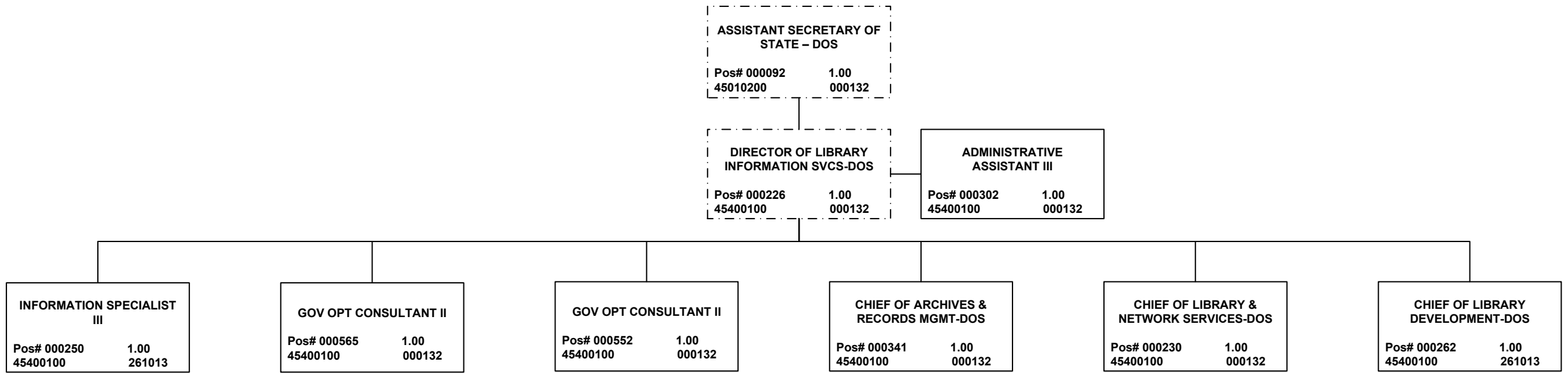
(Page 1 of 2)



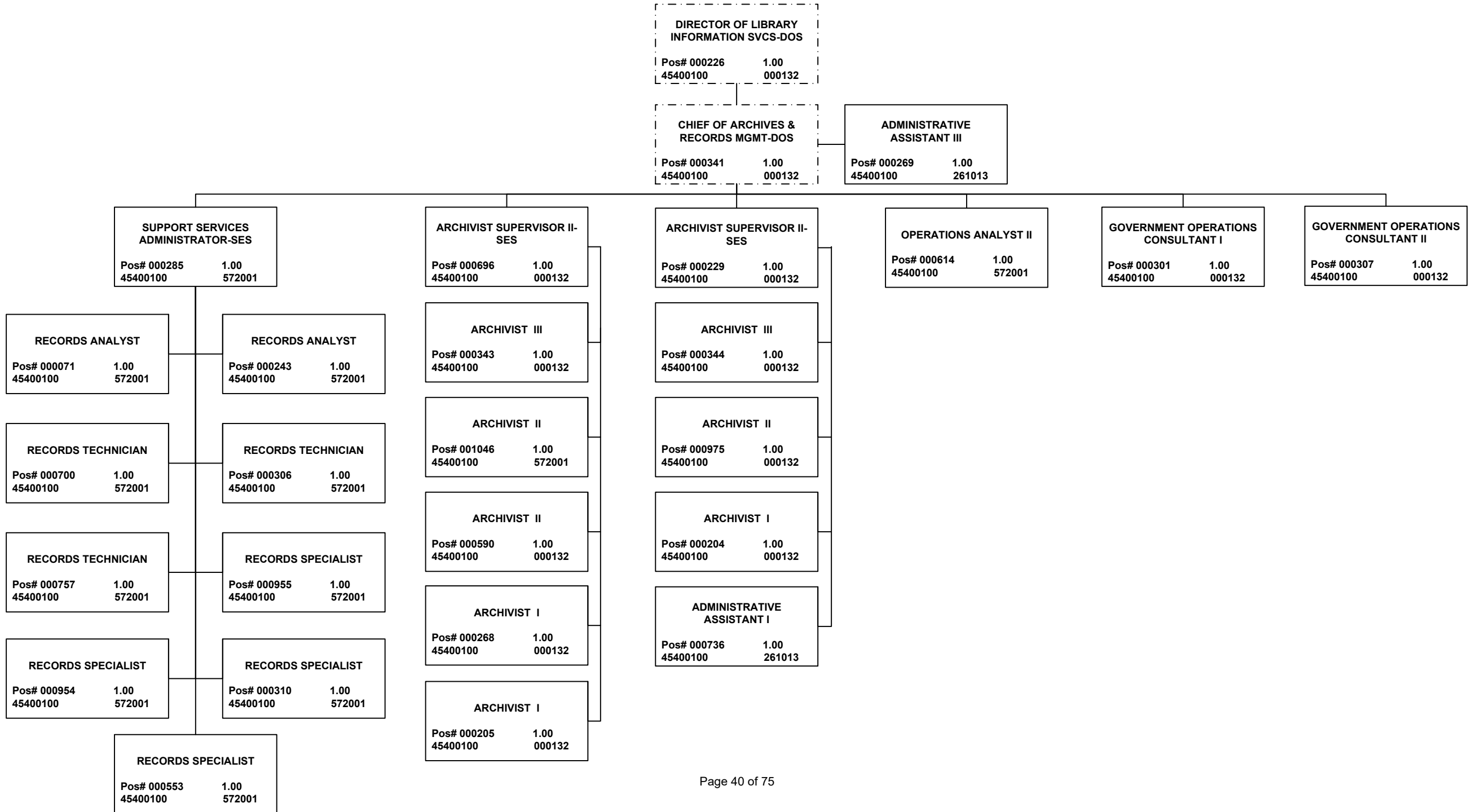
DIVISION OF CORPORATIONS
Bureau of Commercial Information Services
(Page 2 of 2)



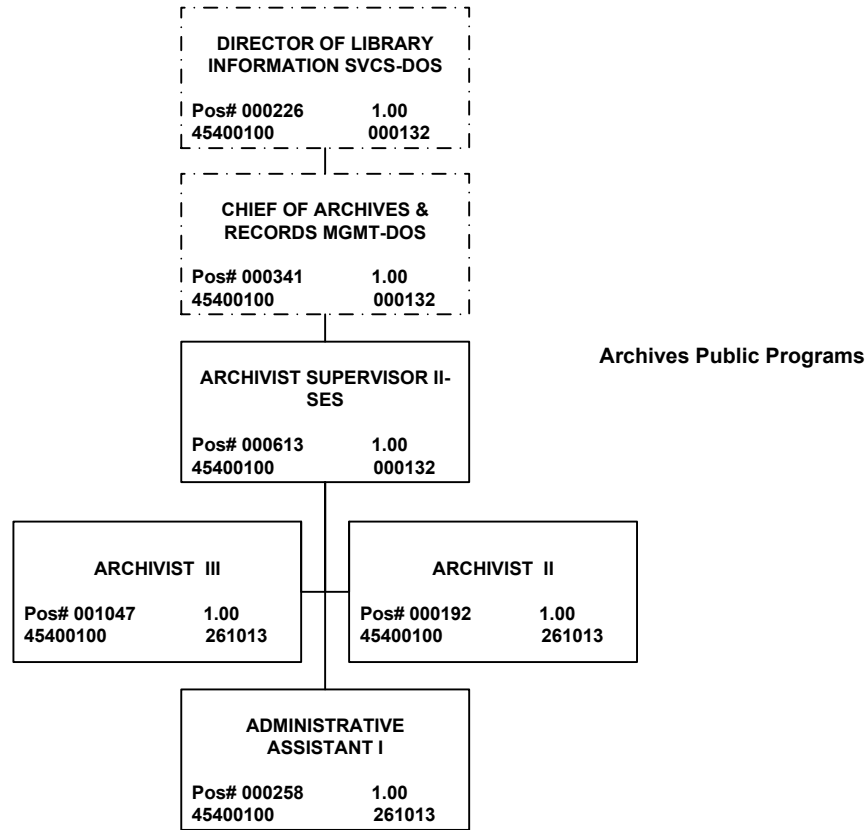
**DIVISION OF LIBRARY AND INFORMATION SERVICES
Office of Division Director**



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

DIRECTOR OF LIBRARY
INFORMATION SVCS-DOS
Pos# 000226 1.00
45400100 000132

CHIEF OF LIBRARY &
NETWORK SERVICES-DOS
Pos# 000230 1.00
45400100 000132

Library Cataloging

Reference Services

Lending Services

LIBRARY PROGRAM
ADMINISTRATOR-SES
Pos# 000256 1.00
45400100 000132

LIBRARY PRGM SPECIALIST
Pos# 000754 1.00
45400100 000132

LIBRARY PROGRAM
SPECIALIST
Pos# 000241 1.00
45400100 000132

LIBRARIAN SPECIALIST
Pos# 000972 1.00
45400100 000132

LIBRARY PROGRAM
ADMINISTRATOR-SES
Pos# 000245 1.00
45400100 000132

LIBRARY TECHNICAL
ASSISTANT II
Pos# 000737 1.00
45400100 261013

LIBRARIAN
Pos# 000958 1.00
45400100 261013

LIBRARIAN
Pos# 000866 1.00
45400100 261013

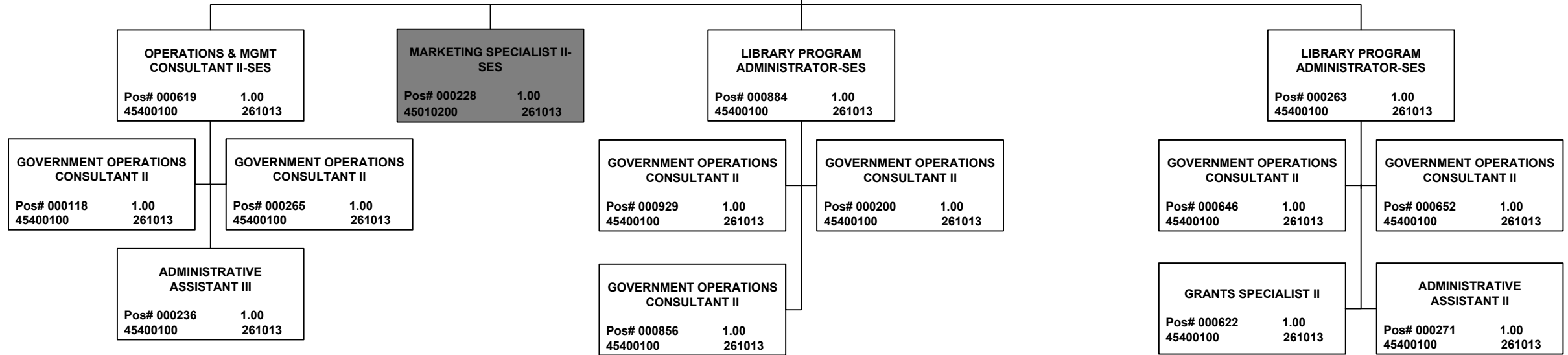
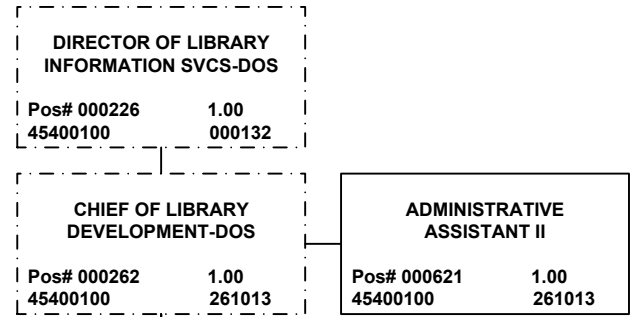
LIBRARIAN SPECIALIST
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ADMINISTRATIVE
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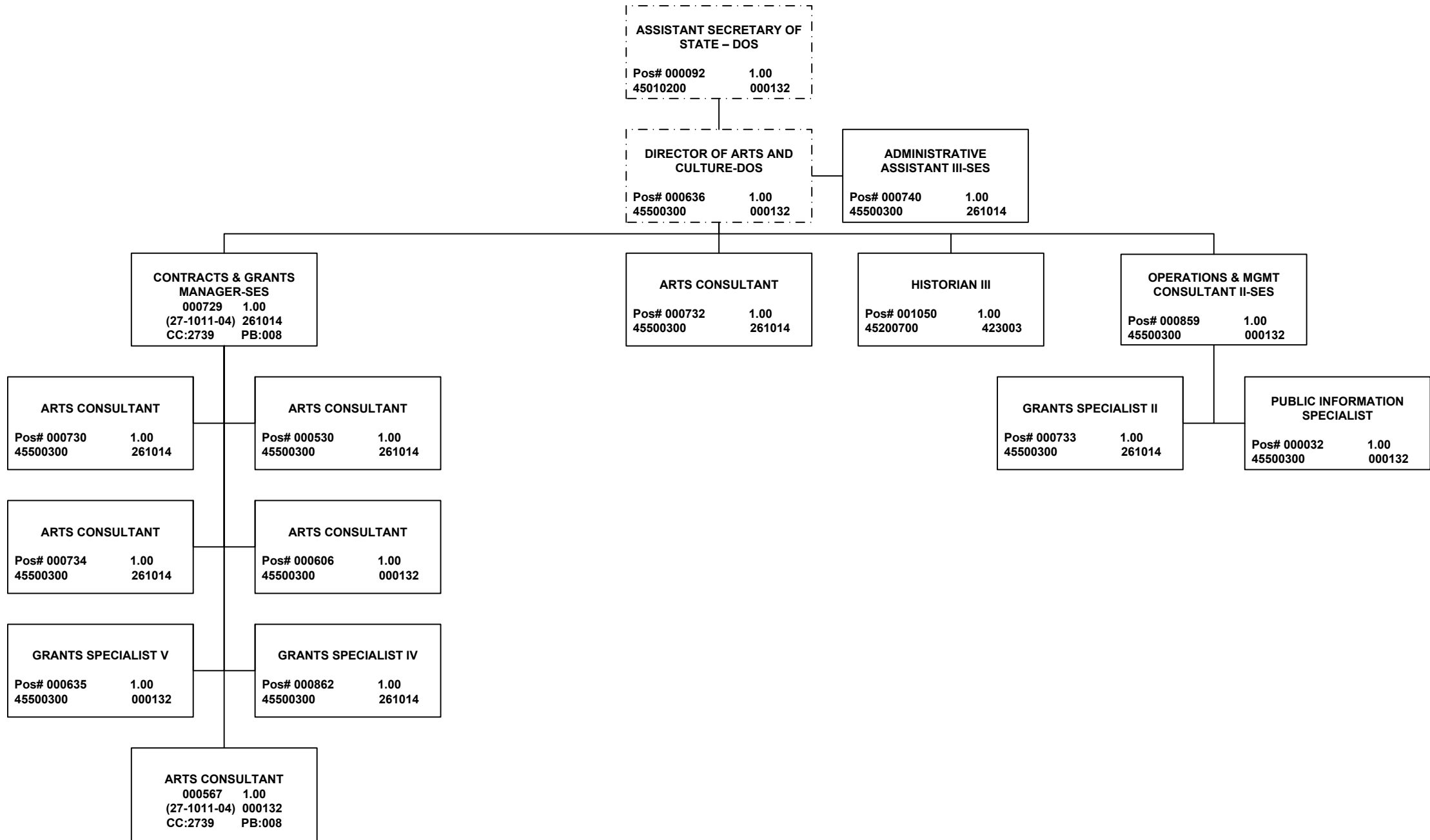
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ASSISTANT II
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LIBRARY TECHNICAL
ASSISTANT II
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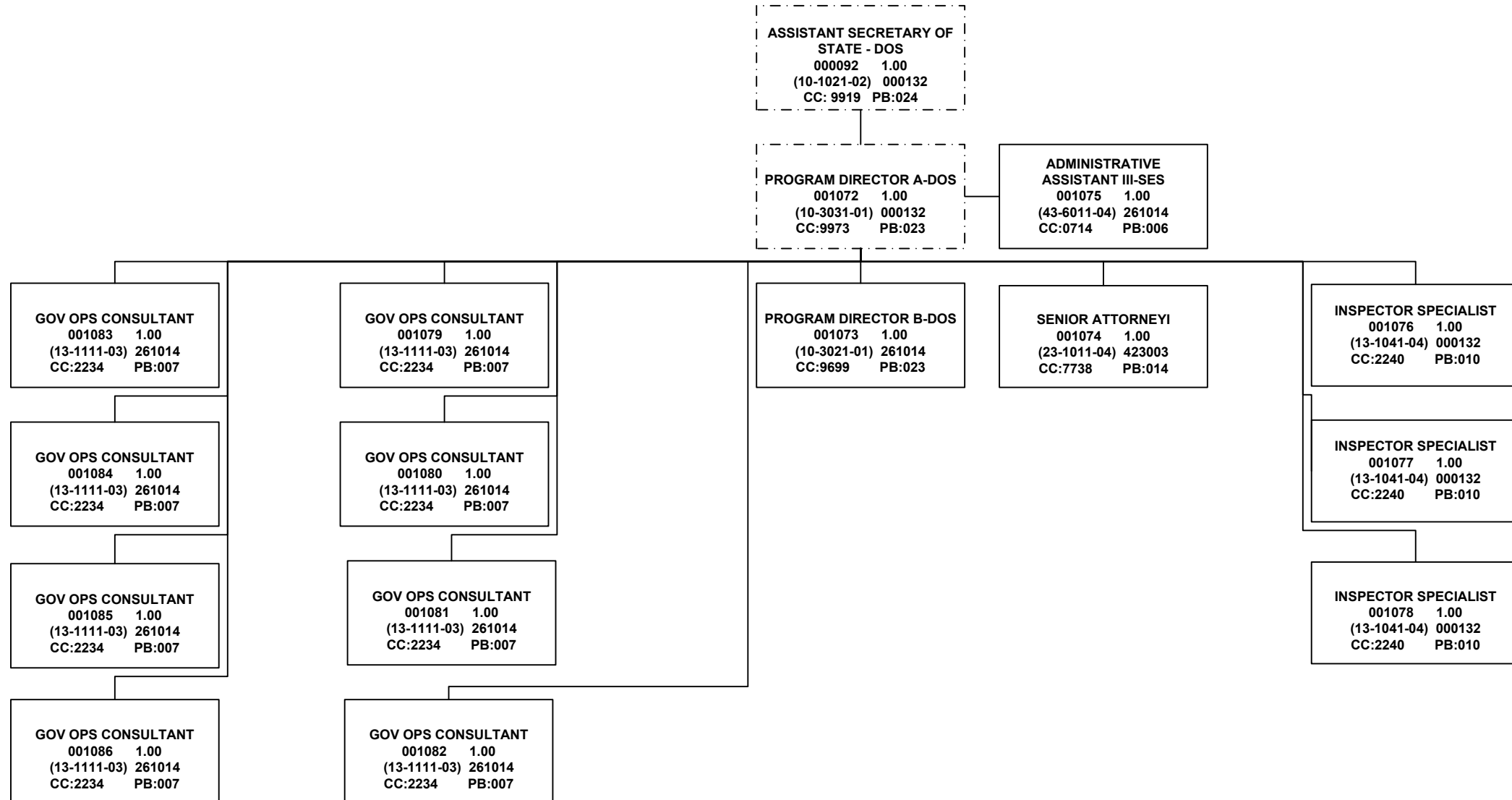
DIVISION OF LIBRARY AND INFORMATION SERVICES
Bureau of Library Development



DIVISION OF ARTS AND CULTURE
Office of Division Director



OFFICE OF ELECTION CRIMES &
SECURITY



SECTION III - PASS THROUGH ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

AUDIT #1: THE FOLLOWING STATEWIDE ACTIVITIES (ACT0010 THROUGH ACT0490) HAVE AN OUTPUT STANDARD
(RECORD TYPE 5) AND SHOULD NOT:

*** NO ACTIVITIES FOUND ***

AUDIT #2: THE FCO ACTIVITY (ACT0210) CONTAINS EXPENDITURES IN AN OPERATING CATEGORY AND SHOULD NOT:
(NOTE: THIS ACTIVITY IS ROLLED INTO EXECUTIVE DIRECTION, ADMINISTRATIVE SUPPORT AND INFORMATION
TECHNOLOGY)

*** NO OPERATING CATEGORIES FOUND ***

AUDIT #3: THE ACTIVITIES LISTED IN AUDIT #3 DO NOT HAVE AN ASSOCIATED OUTPUT STANDARD. IN ADDITION, THE
ACTIVITIES WERE NOT IDENTIFIED AS A TRANSFER-STATE AGENCIES, AS AID TO LOCAL GOVERNMENTS, OR A PAYMENT OF
PENSIONS, BENEFITS AND CLAIMS (ACT0430). ACTIVITIES LISTED HERE SHOULD REPRESENT TRANSFERS/PASS THROUGH
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.

*** NO ACTIVITIES FOUND ***

AUDIT #4: TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 45	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	132,653,331	30,868,738
TOTAL BUDGET FOR AGENCY (SECTIONS II + III):	132,653,373	30,868,738
	-----	-----
DIFFERENCE:	42-	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

**Schedule XIV
Variance from Long Range Financial Outlook**

Agency: Florida Department of State

Contact: John Boynton

Article III, section 19(a)3 of the 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 2022 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 2023-2024 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 2023-2024 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	State Aid to Libraries	B		\$21,804,072
b	Library Consturction Grants	B		List provided to the Legislature in December.
c	Cultural Grant Programs	B		\$5,000,000
d	Cultural Facilities Grants	B		List provided to the Legislature in December.
e	Historical Resources Grants	B		\$2,327,370
f	Election Litigation Expenses	B		\$5,000,000
g	Reimbursement for Special Elections	B		\$3,500,000
h	<i>(Total for Programs listed above as adopted in the Long Range Financial Outlook)</i>		\$59,700,000	

- 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



FLORIDA DEPARTMENT *of* STATE

Schedule I Series Federal Grants Trust Fund (2261)

FY 2023-2024

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2023 - 2024
Trust Fund Title:	Department of State
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	45XXXXXXX
	2261

	Balance as of 06/30/022		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	3,026,016.73	(A)	(232,521.98)	2,793,494.75
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	17,951,472.53	(C)	154,920.80	18,106,393.33
ADD: Outstanding Accounts Receivable	92,147.76	(D)		92,147.76
ADD: Anticipated Revenue	19,262,069.64	(E)		19,262,069.64
Total Cash plus Accounts Receivable	40,331,706.66	(F)	(77,601.18)	40,254,105.48
LESS Allowances for Uncollectibles	20.00	(G)		20.00
LESS Approved "A" Certified Forwards	2,436,027.86	(H)		2,436,027.86
Approved "B" Certified Forwards	8,493,470.84	(H)		8,493,470.84
Approved "FCO" Certified Forwards	9,799,987.00	(H)		9,799,987.00
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/22	19,602,200.96	(K)	(77,601.18)	19,524,599.78 **

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: 2022- 2023

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, 07/01/22
 Total all GLC's 5XXXX for governmental funds; 21,459,766.95 (A)
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS adjustment to Cash Balance (232,521.98) (C)

SWFS Adjustment to correct Investments 154,920.80 (C)

(C)

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (8,493,470.84) (D)

Approved FCO Certified Forward per LAS/PBS (9,799,987.00) (D)

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

Anticipated Revenue (D)

Adj- Cash at Federal Agency 16,435,891.67 (D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 19,524,599.60 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 19,524,599.78 (F)

DIFFERENCE: (0) (G)*

***SHOULD EQUAL ZERO.**



FLORIDA DEPARTMENT *of* STATE

Schedule I Series

Grants and Donations Trust Fund

(2339)

FY 2023-2024

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2023 - 2024
Trust Fund Title:	Department of State
Budget Entity:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	45XXXXXXX
	2339

	Balance as of 6/30/2022		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	339,518.87	(A)	(119)	339,399.90
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	-	(C)		-
ADD: Outstanding Accounts Receivable	1,882.00	(D)		1,882.00
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	341,400.87	(F)	(119)	341,281.90
LESS Allowances for Uncollectibles	2,056.00	(G)		2,056.00
LESS Approved "A" Certified Forwards	-	(H)		-
Approved "B" Certified Forwards	-	(H)		-
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	1,200.00	(I)		1,200.00
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/22	338,144.87	(K)	(119)	338,025.90 **

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: 2022 - 2023

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, 07/01/22
 Total all GLC's 5XXXX for governmental funds; 338,144.97 (A)
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

TR 10 posted by Agency [] (C)

SWFS Adjustment # and Description (118.97) (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: 338,026.00 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 338,026.00 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**



FLORIDA DEPARTMENT *of* STATE

Schedule I Series

Land Acquisition Trust Fund

(2423)

FY 2023-2024

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2023 - 2024
Trust Fund Title:	Department of State
Budget Entity:	Land Acquisition Trust Fund
LAS/PBS Fund Number:	45200700
	2423

	Balance as of 6/30/2022	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	3,639,805.63 (A)	(386,927.32)	3,252,878.31
ADD: Other Cash (See Instructions)	-		-
ADD: Investments			-
ADD: Outstanding Accounts Receivable	684,400.00 (D)	(360,565.86)	323,834.14
ADD: Anticipated Revenue			-
Total Cash plus Accounts Receivable	4,324,205.63 (F)	(747,493.18)	3,576,712.45
LESS Allowances for Uncollectible			-
LESS Approved "A" Certified Forwards	561,381.21 (H)		561,381.21
Approved "B" Certified Forwards	1,358,698.72 (H)		1,358,698.72
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)			-
LESS: _____			-
Unreserved Fund Balance, 07/01/22	2,404,125.70 (K)	(747,493.18)	1,656,632.52 **

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: 2023 - 2024

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, 07/01/22

Total all GLC's 5XXXX for governmental funds; 3,148,247.78 (A)
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B450036 To adjust unreleased cash in Treasury (386,927.00) (C)

SWFS Adjustment # B4500044 - To adjust due from other departments (360,388.00) (C)

SWFS Adjustment # 4500008 - Due from State Funds (177.50) (C)

SWFS Adjustment # B4500006 - Accounts Payable (323,656.64) (C)

Adjustment to correct fund balance 662,348.00 (C)

SWFS Adjustment # B4500006 Committed Fund Balance (324,891.84) (C)

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (1,358,698.72) (D)

Approved FCO Certified Forward per LAS/PBS (D)

A/P not C/F-Operating Categories 600,776.80 (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 1,656,632.88 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 1,656,632.52 (F)

DIFFERENCE: 0 (G)*

***SHOULD EQUAL ZERO.**



FLORIDA DEPARTMENT *of* STATE

Schedule I Series

Operating Trust Fund

(2510)

FY 2023-2024

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2023 - 2024
Trust Fund Title:	Department of State
Budget Entity:	Operating Trust Fund
LAS/PBS Fund Number:	45XXXXXXX
	2510

	Balance as of 6/30/2022		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0	(A)		0
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Anticipated Revenue		(D)	57,536.00	57,536.00
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	0	(F)	57,536.00	57,536.00
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	30,000.00	(H)		30,000.00
Approved "B" Certified Forwards	0	(H)		-
Approved "FCO" Certified Forwards	0	(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/22	(30,000.00)	(K)	57,536.00	27,536.00 **

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: 2023 - 2024

Department Title:	<u>Department of State</u>
Trust Fund Title:	<u>Operating Trust Fund</u>
LAS/PBS Fund Number:	<u>2510</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/22	
Total all GLC's 5XXXX for governmental funds;	(131,308.60)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	(B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
B4500017 Committed Fund Balance	44,682.72 (C)
B4500034 Committed Fund Balance	(89,365.44) (C)
B4500034 Accounts Rec	57,536.00 (C)
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)
	101,016.60 (D)
TR 10 Auditors Adj	44,975.00 (D)
Rounding	(0.28) (D)

ADJUSTED BEGINNING TRIAL BALANCE: **27,536.00** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **27,536.00** (F)

DIFFERENCE: **0.00** (G)*

***SHOULD EQUAL ZERO.**



FLORIDA DEPARTMENT *of* STATE

Schedule I Series

Records Management Trust Fund

(2572)

FY 2023-2024

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2023 - 2024

Department Title:	Department of State
Trust Fund Title:	Records Management Trust Fund
Budget Entity:	45XXXXXXX
LAS/PBS Fund Number:	2572

	Balance as of 44,742.00		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,195,767.75	(A)	(270,339.74)		925,428.01
ADD: Other Cash (See Instructions)	-	(B)			-
ADD: Investments	-	(C)			-
ADD: Outstanding Accounts Receivable	1,213,336.60	(D)	(123,503.22)		1,089,833.38
ADD: _____		(E)	325,594.27		325,594.27
Total Cash plus Accounts Receivable	2,409,104.35	(F)	(68,248.69)		2,340,855.66
LESS Allowances for Uncollectibles	2,550.57	(G)			2,550.57
LESS Approved "A" Certified Forwards	625.54	(H)			625.54
Approved "B" Certified Forwards	54,928.22	(H)			54,928.22
Approved "FCO" Certified Forwards	-	(H)			-
LESS: Other Accounts Payable (Nonoperating)		(I)			-
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/22	2,351,000.02	(K)	(68,248.69)		2,282,751.33 **

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: 2023 - 2024

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

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/22
 Total all GLC's 5XXXX for governmental funds; 1,730,197.52 (A)
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

TR 10 Adjustment - 639,696.00 (C)

SWFS Adjustment #B4500032 Due from Other Departments 325,594.27 (C)

SWFS Adjustment #B4500053 Due from Other Departments (123,503.22) (C)

Adjustment to Net Investment in Capital Assets. (234,305.02) (C)

SWFS Adjustment #B4500017 Due to General Revenue (C)

TR 10 Adjustment - Due from Other Departments (C)

TR 10 Adjustment - Accounts Receivable (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (54,928.22) (D)

Approved FCO Certified Forward per LAS/PBS (D)

AP not CF (D)

Net Capital Assets (D)

Rounding (D)

ADJUSTED BEGINNING TRIAL BALANCE: 2,282,751.33 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 2,282,751.33 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2023-24

Department: Department of State

Inspector General: David Ulewicz

Budget Entity: 45000000

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-2022DOS-004	5/3/2022	Division of Administrative Services	<p>Finding 2: Contract procurement documentation was not maintained</p> <p>Recommendation: The OIG recommends that the Department ensure contract procurement documentation is maintained in the contract file as required by Section 287.057, F.S.</p>	<p>The Division of Administrative Services, Purchasing Section has implemented a new process that requires all contract documents to be kept both electronically, as well as the physical copy within the contract file. The Purchasing Office has documented this process in a procedure DOS-PUR-02XX, currently in draft for Department approval.</p>	
A-2022DOS-003	6/30/2022	Bureau of Departmental Information Systems	<p>Finding 1: System security plans</p> <p>Recommendation: The audit recommended improving cybersecurity continuous monitoring controls related to this area.</p>	<p>We are not disclosing specific details of the issues in this report to avoid the possibility of compromising Department data and related IT resources. However, we have notified appropriate Department management of the specific issues.</p>	
A-2022DOS-003	6/30/2022	Bureau of Departmental Information Systems	<p>Finding 2: Documented processes and strategy for information security continuous monitoring</p> <p>Recommendation: The audit recommended improving cybersecurity continuous monitoring controls related to this area.</p>	<p>We are not disclosing specific details of the issues in this report to avoid the possibility of compromising Department data and related IT resources. However, we have notified appropriate Department management of the specific issues.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A-2022DOS-003	6/30/2022	Bureau of Departmental Information Systems	<p>Finding 3: Physical environment</p> <p>Recommendation: The audit recommended improving cybersecurity continuous monitoring controls related to this area.</p>	We are not disclosing specific details of the issues in this report to avoid the possibility of compromising Department data and related IT resources. However, we have notified appropriate Department management of the specific issues.	
A-2022DOS-003	6/30/2022	Bureau of Departmental Information Systems	<p>Finding 4: Monitoring External Service Providers</p> <p>Recommendation: The audit recommended improving cybersecurity continuous monitoring controls related to this area.</p>	We are not disclosing specific details of the issues in this report to avoid the possibility of compromising Department data and related IT resources. However, we have notified appropriate Department management of the specific issues.	
A-2022DOS-003	6/30/2022	Bureau of Departmental Information Systems	<p>Finding 5: Monitoring for Unauthorized personnel, connections, devices, and software</p> <p>Recommendation: The audit recommended improving cybersecurity continuous monitoring controls related to this area.</p>	We are not disclosing specific details of the issues in this report to avoid the possibility of compromising Department data and related IT resources. However, we have notified appropriate Department management of the specific issues.	

Fiscal Year 2023-24 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of State
Agency Budget Officer/OPB Analyst Name: Antonio Murphy/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.

	Program or Service (Budget Entity Codes)						
Action	45010200	45100200	45100500	45200700	45300100	45400100	45500300

1. GENERAL

1.1 Are Columns A01, A04, A05, A91, A92, A93, A94, A95, A96, A36, A10, IA1, IA4, 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	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	Y

AUDITS:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y	Y	Y
1.4 Have Column A03 trust fund files been copied to Column A12? Run Schedule I (SC1R, SC1 or SC1R, SC1D adding column A12) to verify.	Y	Y	Y	Y	Y	Y	Y
1.5 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	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 included in the LAS/PBS Web upload process requires 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 56 of the LBR Instructions?	Y	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	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 14 through 27)? Do they clearly describe the issue?	Y	Y	Y	Y	Y	Y	Y

Fiscal Year 2023-24 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of State
Agency Budget Officer/OPB Analyst Name: Antonio Murphy/Sherie Carrington

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	Program or Service (Budget Entity Codes)						
Action	45010200	45100200	45100500	45200700	45300100	45400100	45500300

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	Y
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AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity and program component 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	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	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 59 of the LBR Instructions?	Y	Y	Y	Y	Y	Y	Y
4.2 Is the program component code and title used correct?	Y	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	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	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	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	Y

Fiscal Year 2023-24 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)						
Action	45010200	45100200	45100500	45200700	45300100	45400100	45500300

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 2021-22 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.	
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	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 27 of the LBR Instructions.)	Y	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 64 through 69 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	Y	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	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.5 of the LBR Instructions.)	Y	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	Y
7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 92 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.9 Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y	Y	Y

Fiscal Year 2023-24 LBR Technical Review Checklist

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Action	Program or Service (Budget Entity Codes)						
	45010200	45100200	45100500	45200700	45300100	45400100	45500300
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 #23-003?	Y, N	Y, N	Y, N	Y, N	Y, N	Y, N	Y, N
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	N/A
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	Y	Y	Y	N/A	N/A	Y
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	N/A
7.14 Do the amounts reflect appropriate FSI assignments?	Y	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	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 26 and 88 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A	Y
7.17 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y	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	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	Y
AUDIT:							
7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y	Y	Y
7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y	Y	Y
7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y	Y	Y
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))	Y	Y	Y	Y	Y	Y	Y
7.24 Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by the agency. (NAAR, BSNR)	Y	Y	Y	Y	Y	Y	Y

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	Program or Service (Budget Entity Codes)						
Action	45010200	45100200	45100500	45200700	45300100	45400100	45500300

7.25 Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2022-23? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2022-23. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TIP Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.							
TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 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).							
TIP If an appropriation made in the FY 2022-23 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	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	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	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	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	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	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	N/A

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Action	Program or Service (Budget Entity Codes)						
	45010200	45100200	45100500	45200700	45300100	45400100	45500300
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	N/A
8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y	Y	Y
8.10 Are the statutory authority references correct?	Y	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	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	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	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	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	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	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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	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	N/A	N/A	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	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	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	Y
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	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	Y
8.25 Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	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	Y

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8.27 Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A	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	Y
8.29 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	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	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	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	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	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	Y

TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!							
TIP Determine if the agency is scheduled for trust fund review. (See pages 124 through 126 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.							

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Action	45010200	45100200	45100500	45200700	45300100	45400100	45500300

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 155 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y
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10. SCHEDULE III (PSCR, SC3)

10.1 Is the appropriate lapse amount applied? (See page 90 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 through 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A	N/A	N/A	N/A	N/A	N/A	N/A

11. SCHEDULE IV (EADR, SC4)

11.1 Are the correct Information Technology (IT) issue codes used?	Y	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	Y
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13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1 NOT REQUIRED FOR THIS YEAR							
TIP If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the nonrecurring portion in Column A92.							

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 99 through 102 of the LBR Instructions regarding a 10% reduction in 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	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.							
TIP If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in narrative.							

15. SCHEDULE VIIIC (EADR, S8C) (NO LONGER REQUIRED)

16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)

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Action	Program or Service (Budget Entity Codes)						
	45010200	45100200	45100500	45200700	45300100	45400100	45500300

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	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	Y

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3 Does the FY 2021-22 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	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	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	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	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	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.	Due to rounding						

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 52 through 109 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y	Y	Y
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	Y	Y	Y
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y	Y	Y
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A	N/A	N/A	Y	N/A	N/A	N/A

AUDITS - GENERAL INFORMATION

TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 154 through 156) 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)

Fiscal Year 2023-24 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of State
Agency Budget Officer/OPB Analyst Name: Antonio Murphy/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.

	Program or Service (Budget Entity Codes)						
Action	45010200	45100200	45100500	45200700	45300100	45400100	45500300

18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	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	Y
18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	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	N/A
18.5 Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y	Y	Y
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	Y