

FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

T. WILLARD FAIR, *Chairman*

Members

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LINDA K. TAYLOR

Dr. Eric J. Smith
Commissioner of Education



October 15, 2008

The Honorable Charlie Crist
Governor of the State of Florida
PL-05, The Capitol
Tallahassee, Florida 32399

Dear Governor Crist:

On Tuesday, August 19, 2008, the State Board of Education approved the 2009-2010 Education Operating and Fixed Capital Outlay Legislative Budget Request to be delivered to you and the Florida Legislature on October 15, 2008.

In delivering a realistic budget, the State Board of Education members focused on our state's top education priorities, while acknowledging our current economic difficulties that confront the nation and our state. Florida's teachers, principals, superintendents, and community college presidents are being proactive in the face of a declining budget. The challenges of today go far beyond the next few years and compel all of us to ensure that Florida comes out of this period with a stronger and more competitive workforce. The leaders of Florida's education system in our schools and community colleges are proving no excuse will stand in the way of our children's future.

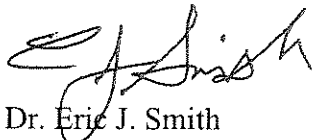
The State Board of Education understands Florida faces challenging economic times. During difficult financial times, funding education makes even more fiscal sense. This budget request responsibly funds our state's priorities, and allows the state to invest in a stronger workforce. As you know, when Florida's workforce has a competitive edge, our state's economy will grow and our citizens will prosper.

Florida has spent years building the educational foundation required for a more competitive workforce. More Florida schools are earning the highest grade in one of the most rigorous state accountability systems in the nation. Our children are improving in reading, writing, science, and mathematic skills each year, and this is confirmed by national comparisons including National Assessment of Educational Progress (NAEP), *Quality Counts*, and College Board Advanced Placement data. We have had one of the highest increases in the number of Advanced Placement exam takers and students who received college credits in Advanced Placement, International Baccalaureate, and Dual Enrollment compared to other states. We have redefined and reinforced the civic knowledge and responsibilities each of Florida's students must possess. We have steadily reduced class size for the sixth consecutive year and Florida Community Colleges ranked as the nation's most successful producers of associate degrees.


That being said, the next step must be defined at a much different level if Florida is to truly have an "innovative economy." That economy will require a more skilled workforce that builds on the foundation we have laid. Through the State Board's mission and goals, we have set strategic directions that raise the bar for educating Florida's children to address the future needs of the state. Our strategies include more rigorous standards, new accountability assessments and systems enhanced graduation requirements, clear alignment and articulation to postsecondary institutions that will significantly reduce the need for remediation, and implementation of workforce certifications and requirements that meet the current and future needs of Florida's business community.

With the pledge to address the essential needs of our schools and their students, and at the same time to recognize the state of our current economy, the State Board of Education unanimously approved a minimum Legislative Budget Request. As you consider our request, please know that our focus and absolute commitment is to a strategically prepared workforce. We share your vision of an "innovative economy" and hope that you will approve this request so that we might achieve our mutual goal of well educated, highly skilled, and productive citizens in Florida.

Sincerely,



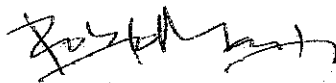
Dr. Eric J. Smith
Commissioner



T. Willard Fair, Chairman
State Board of Education



Dr. Akshay Desai
Board Member



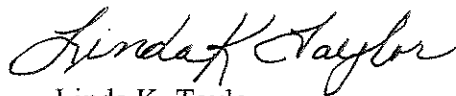
Roberto Martinez
Board Member



Phoebe Raulerson
Board Member



Kathleen Shanahan
Board Member



Linda K. Taylor
Board Member

cc: Lt. Governor Jeff Kottkamp
Senator Jeff Atwater
Senator Lisa Carlton
President Ken Pruitt
Speaker Marco Rubio
Representative Ray Sansom



FLORIDA BOARD OF GOVERNORS

325 West Gaines Street - Suite 1614 - Tallahassee, Florida - 32399-0400
(850) 245-0466 - www.flbog.org

LEGISLATIVE BUDGET REQUEST

State University System of Florida
325 West Gaines Street, Suite 1652
Tallahassee, Florida 32399-0400

October 15, 2008

Mr. Jerry McDaniel, Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 32399-0001

Mr. Michael Hansen, Budget Director
House Policy and Budget Council
418 Capitol
Tallahassee, Florida 32399-1300

Ms. Cynthia Kelly, Staff Director
Senate Fiscal Policy & Calendar Committee
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, *Florida Statutes*, our Legislative Budget Request for the State University System of Florida 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 2009-10 Fiscal Year. This submission has been approved by Mark Rosenberg, Chancellor of the State University System.

Tim Jones
Chief Financial Officer
State University System of Florida

TJ/db

Attachments

State of Florida
Department of Education

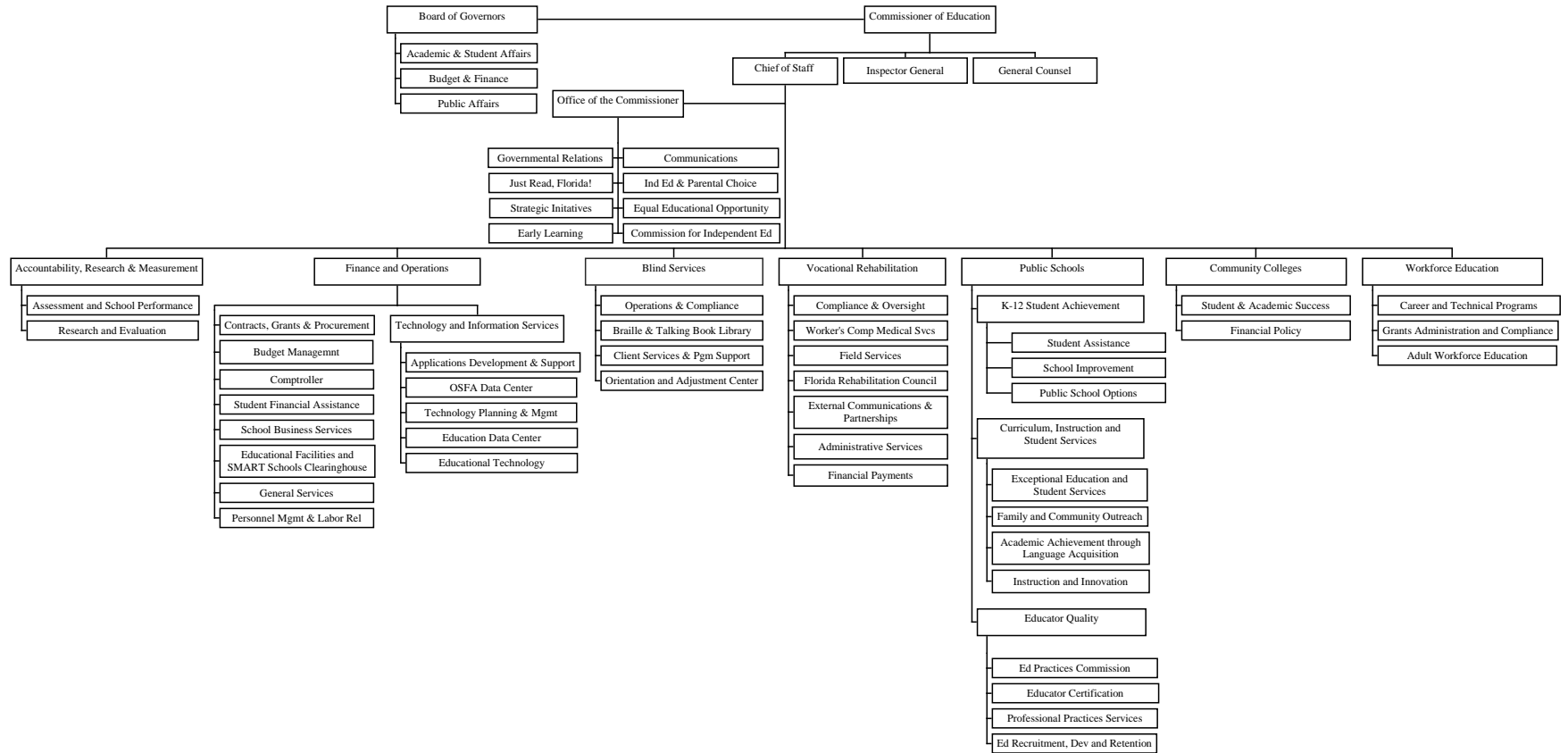


2009-10
Department Level
Exhibits and Schedules

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.

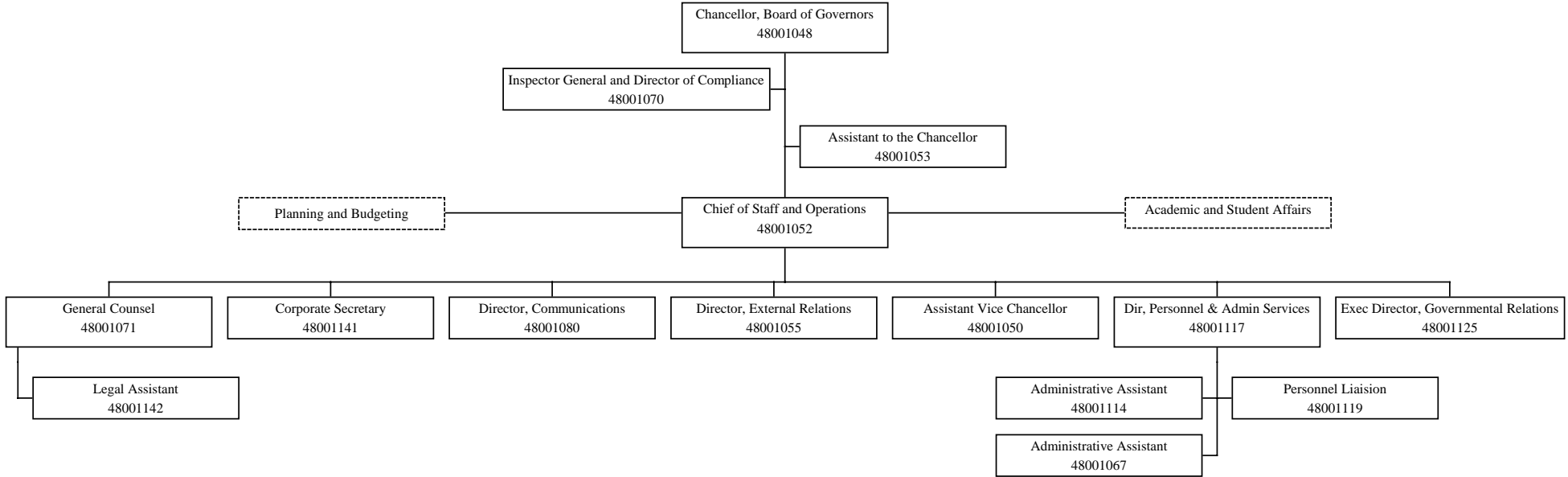
Agency:	Department of Education		
Contact Person:	Debbie Kearney	Phone Number:	245-5093
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	The Office of the General Counsel for the Department of Education has nothing to report under the criteria given in the Legislative Budget Request instructions.		
Court with Jurisdiction:			
Case Number:			
Summary of the Complaint:			
Amount of the Claim:	\$		
Specific Statutes or Laws (including GAA) Challenged:			
Status of the Case:			
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
		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).			



Authorized Positions:

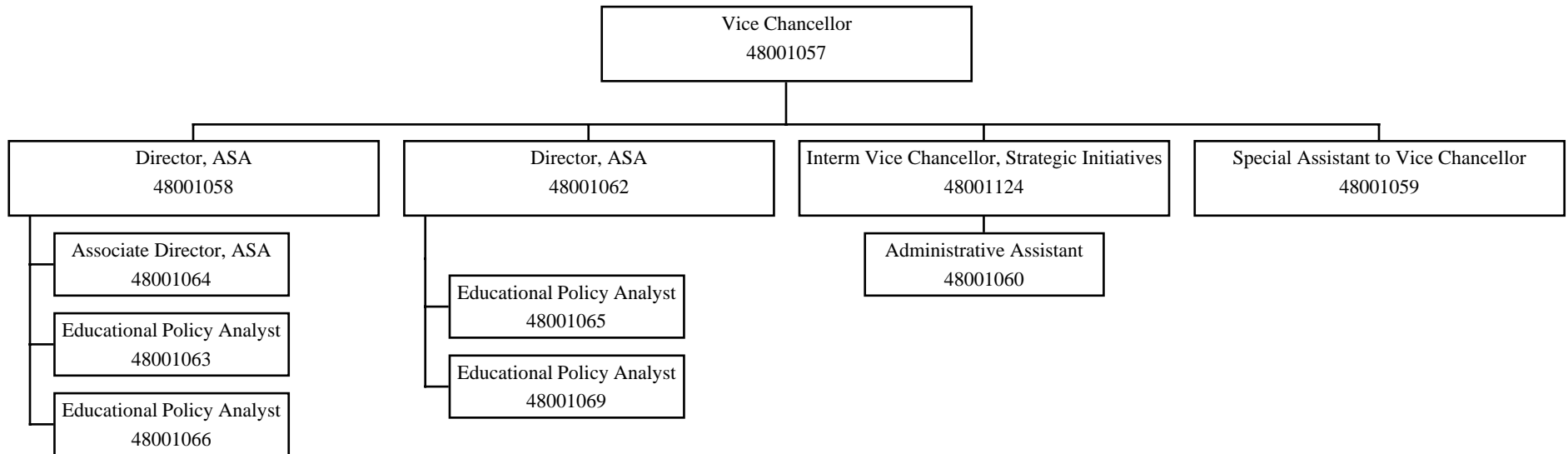
State Board of Education	1,230.00
Vocational Rehabilitation	1,007.00
Division of Blind Services	303.00
Board of Governors	56.00
TOTAL	2,596.00

FLORIDA BOARD OF GOVERNORS, STATE UNIVERSITY SYSTEM OF FLORIDA
OFFICE OF THE CHANCELLOR



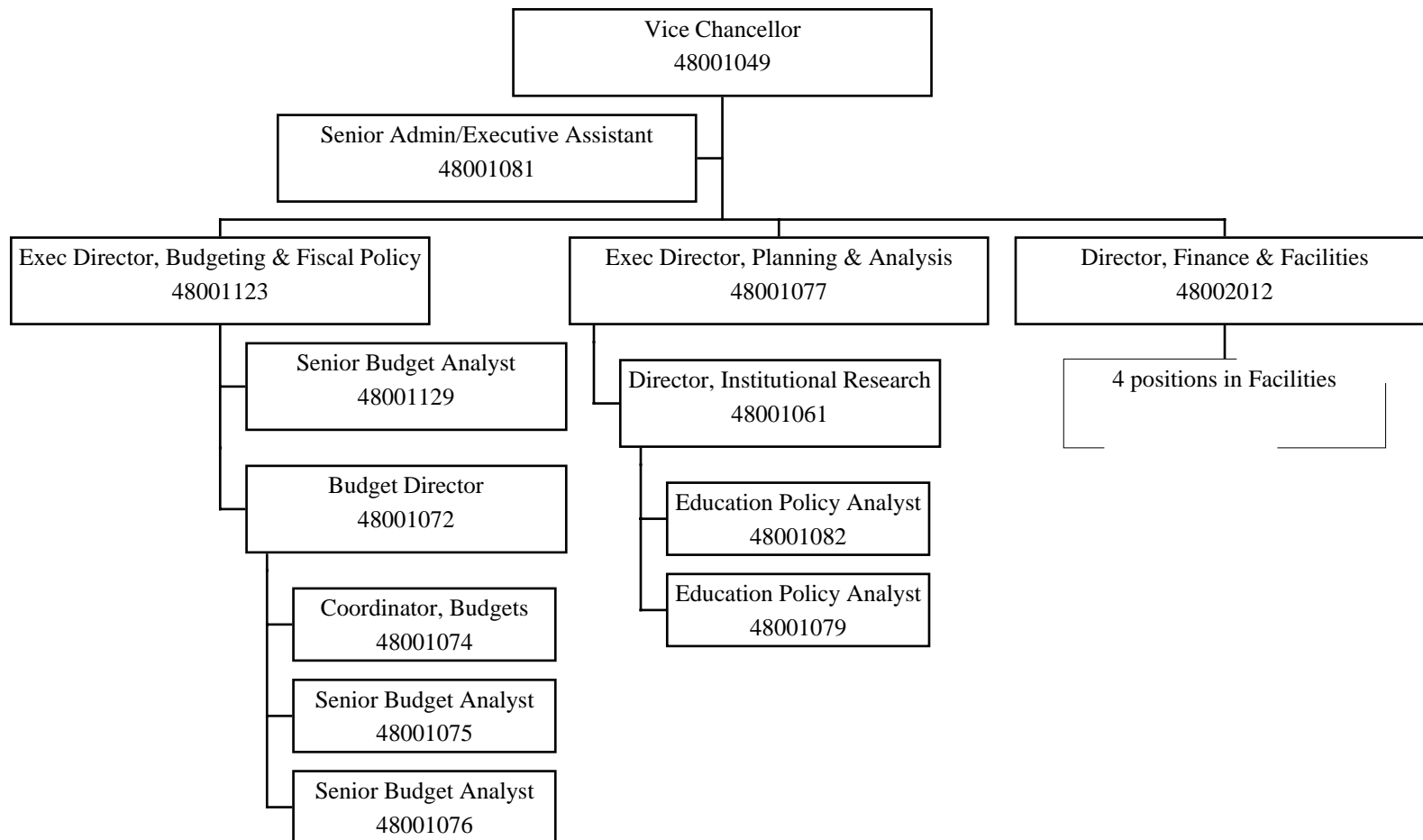
FLORIDA BOARD OF GOVERNORS, STATE UNIVERSITY SYSTEM OF FLORIDA
ACADEMIC AND STUDENT AFFAIRS

DBS: 702001



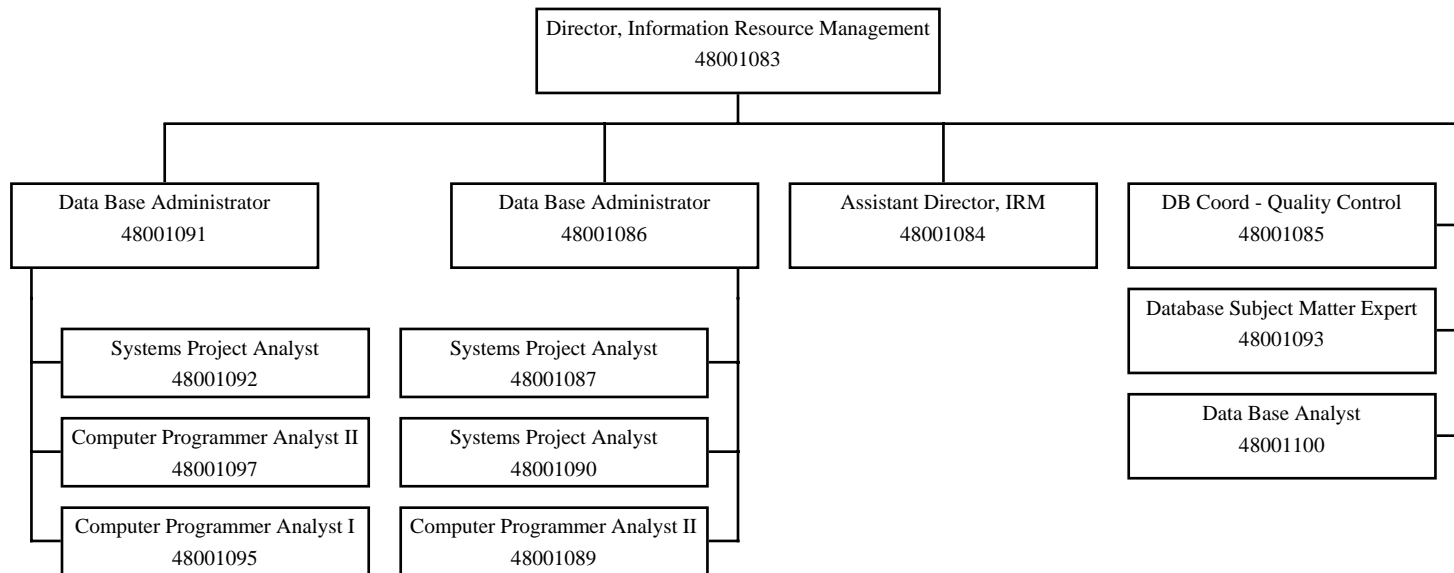
FLORIDA BOARD OF GOVERNORS, STATE UNIVERSITY SYSTEM OF FLORIDA
 PLANNING AND BUDGETING

DBS: 703001



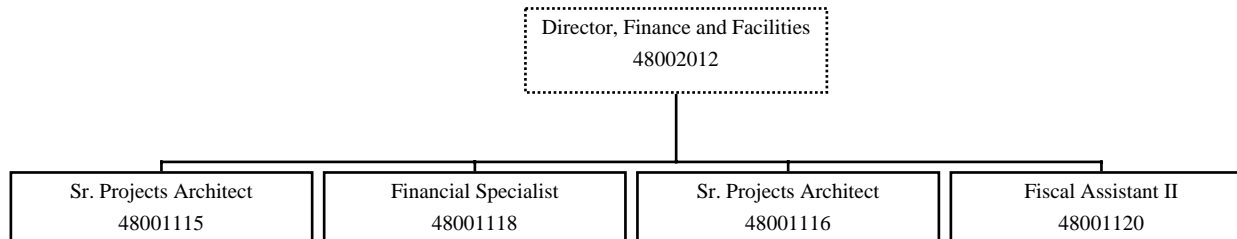
FLORIDA BOARD OF GOVERNORS, STATE UNIVERSITY SYSTEM OF FLORIDA
 PLANNING AND ANALYSIS
 INFORMATION RESOURCE MANAGEMENT

DBS: 703002



FLORIDA BOARD OF GOVERNORS, STATE UNIVERSITY SYSTEM OF FLORIDA
PLANNING AND BUDGETING
FACILITIES

DBS: 703003



Position 48002012 Assigned to Supervise from 703002

07/01/08

FTE - 4.00

EDUCATION, DEPARTMENT OF		FISCAL YEAR 2007-08			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		20,088,172,860		4,238,190,583	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		(882,351,464)		(99,485,567)	
FINAL BUDGET FOR AGENCY		19,205,821,396		4,138,705,016	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>					4,138,705,016
Food And Nutrition/Operations And Services * Meals served		372,621,341	0.01	2,690,997	
Educational Facilities * Students served		2,652,684	1.73	4,587,530	
Funding And Financial Reporting * Students served		2,652,684	0.79	2,090,926	
School Transportation Management * Students transported		1,015,234	1.08	1,099,882	
Recruitment And Retention * Students who graduate from teacher prep programs		9,078	194.12	1,762,228	
Workers' Compensation * Number of Program Applicants Provided Reemployment Services		2,783	3,376.88	9,397,859	
Curriculum And Instruction * Students served		2,652,684	1.74	4,607,494	
Community College Program Fund * Number of students served.		831,165	1,464.59	1,217,314,060	
Distance Learning * Number of Students Served		206,344	1.76	363,225	
Early Childhood Education * Students served		133,654	2,585.02	345,498,195	
Instructional Materials * Students served		2,652,684	0.10	276,605	
Safe Schools * Students served		2,652,684	0.88	2,334,297	
School Choice And Charter Schools * Students served		2,652,684	1.33	3,527,381	
Professional Training * Approved teacher preparation institutions		126	8,153.16	1,027,298	
Education Practices Commission * Complaints reviewed		592	552.15	326,875	
Professional Practices Services * Investigations completed		3,001	976.92	2,931,723	
Teacher Certification * Subject area evaluations processed		139,104	46.20	6,426,218	
Assessment And Evaluation * Total tests administered		7,737,764	9.81	75,920,715	
Exceptional Student Education * Number of ESE students		512,356	11.21	5,744,098	
Multicultural Student Language Education * Number of English Language Learners		231,582	1.37	316,934	
State Board Of Independent Colleges And Universities * Number of institutions		821	4,128.57	3,389,560	
Family Involvement * Number of personnel receiving training		1,250	563.22	704,024	
Florida Education Finance Program * Number of students served		2,652,684	3,672.88	9,743,002,487	
State Grants To School Districts/ Non-florida Education Finance Program *		2,652,684	177.47	470,771,374	
Determine Eligibility, Provide Counseling, Facilitate Provision Of Rehabilitative Treatment, And Job Training To Blind Customers * Customers served		12,651	4,030.49	50,989,675	
Provide Food Service Vending Training, Work Experience And Licensing * Facilities supported		144	18,650.38	2,685,655	
Provide Braille And Recorded Publications Services * Customers served		39,363	57.34	2,257,229	
Federal Funds For School Districts *		2,652,684	748.48	1,985,490,863	
Capitol Technical Center * Number of students served		2,652,684	0.25	670,753	
Federal Equipment Matching Grant *		11	27,043.36	297,477	
Florida Information Resource Network * Local education agencies supported		95	95,511.60	9,073,602	
Instructional Technology *		2,652,684	1.62	4,309,716	
Public Broadcasting * Stations supported		26	428,339.88	11,136,837	
Radio Reading Services For The Blind * Visually Impaired Floridians		292,735	1.34	391,591	
Florida Education And Training Placement Information Program/ Workforce Development Management Information System * Number of students served		3,266,973	0.05	162,392	
Florida Alliance For Assistive Service And Technology * Number of clients served		44,812	25.52	1,143,442	
Independent Living Services * Number of clients served		19,150	297.26	5,692,499	
Migrant Worker Initiative * Number of clients served		180	1,292.61	232,669	
Vocational Rehabilitation - General Program * Number of individualized written plans for services		24,290	8,692.44	211,139,482	
Barry University/Bachelor Of Science - Nursing * Students served		16	9,359.88	149,758	
Able Grant * Grants disbursed		4,445	918.03	4,080,627	
Florida Institute Of Technology/ Science Education * Students served		28	9,852.46	275,869	
First Accredited Medical School * Students served		528	17,712.71	9,352,309	
Nova Southeastern University Osteopathy * Students served.		435	7,749.56	3,371,059	
Nova Southeastern University Pharmacy * Students served.		514	2,854.24	1,467,080	
Nova Southeastern University Optometry * Students served.		200	5,150.91	1,030,182	
Nova Southeastern University Nursing * Students served		243	1,006.23	244,513	
Bethune Cookman * Students served		3,108	1,424.41	4,427,078	
Edward Waters College * Students served		842	4,086.81	3,441,092	
Florida Memorial College * Students served		1,867	2,053.30	3,833,519	
University Of Miami/Bachelor Of Science/Motion Pictures * Students served		57	9,352.63	533,100	
Nova University/Master Of Science/Speech Pathology * Students served		57	1,474.02	84,019	
Library Resources * Students served		5,817	28.33	164,799	
Florida Resident Access Grants * Students served		37,383	2,611.49	97,625,187	
Lecom/Florida - Health Programs *		283	4,992.13	1,412,772	
Leadership And Management- State Financial Aid * N/A		2,652,684	2.16	5,719,661	
Leadership And Management- Federal Financial Aid * N/A		2,652,684	10.48	27,787,072	
Children Of Deceased/Disabled Veterans * Number of students receiving support		475	2,359.68	1,120,850	
Critical Teacher Shortage Scholarship And Tuition Reimbursement * Students served		4,870	514.05	2,503,442	
Ethics In Business Scholarship * Students served		288	742.26	213,772	
Florida Bright Futures Scholarship * Students served		159,170	2,391.62	380,674,309	
Florida Education Fund * Students served		586	3,641.64	2,134,000	
Florida Work Experience Scholarship * Students served		763	1,773.26	1,353,000	
Jose Marti Scholarship Challenge Grant * Students served		56	1,517.86	85,000	
Mary Mcleod Bethune Scholarship * Students served		242	2,801.65	678,000	
Minority Teacher Scholarships * Students served		689	4,493.27	3,095,864	
Postsecondary Student Assistance Grant * Students served		12,386	922.32	11,423,847	
Prepaid Tuition Scholarships * Students served		47,494	125.81	5,975,000	
Private Student Assistance Grant * Students served		12,939	1,273.32	16,475,533	
Public Student Assistance Grant * Students served		84,792	1,188.32	100,760,004	
Rosewood Family Scholarship * Students served		21	2,525.10	53,027	
Robert C. Byrd Honors Scholarship *		1,521	1,447.95	2,202,331	
Leveraging Educational Assistance Partnership *		130,000	15.75	2,047,902	
First Generation In College - Matching Grant Program *		11,754	701.46	8,244,954	
Funding And Support Activities * Students served		484,847	3.74	1,812,967	

Instruction And Assessment *	484,942	37.68	18,273,405	
State Grants To Districts And Community Colleges *	484,847	1,111.30	538,812,027	
Equal Opportunity And Diversity * <i>N/A</i>	2,652,684	0.41	1,081,979	
TOTAL			15,455,806,776	4,138,705,016
SECTION III: RECONCILIATION TO BUDGET				
PASS THROUGHS				
TRANSFER - STATE AGENCIES				
AID TO LOCAL GOVERNMENTS				
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS				
OTHER			2,575,747,984	
REVERSIONS			1,168,913,910	290,580,897
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)			19,200,468,670	4,429,285,913
SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY				

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

State of Florida
Department of Education
Fixed Capital Outlay



2009-10
Exhibits or Schedules

State of Florida
Department of Education
Fixed Capital Outlay



2009-10
Schedule I Series

SCHEDULE I NARRATIVE

Department of Education Fixed Capital Outlay

Program: **Education - Fixed Capital Outlay (FCO)**
Budget Entity: **48150000**
Fund Name/Number: **Lottery Capital Outlay/Debt Service Trust Fund / 2004**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Adjustment to Fund Balance Reserved \$482,928,112**
This adjustment represents FCO reserved for fiscal years prior to 2008. The amount is the difference between Approved FCO Certified Forwards and FCO Appropriations that were certified forward for fiscal years before 2008.
- **Department Adjustment to Fund Balance \$(140,713,005)**
This adjustment represents the department's entry to decrease the Reserved for Fixed Capital Outlay which is an offset to the Unreserved Fund Balance. This entry decreases the fund balance.
- **Fiscal Year 2007-2008 Expenditures for Prior Fiscal Year Appropriation \$(327,097,648)**
This adjustment represents expenditures from prior fiscal year appropriations that were previously fully accounted in prior year's Schedule I. This entry effectively decreases the fund balance.
- **Fixed Capital Outlay Certified Forward Reversion \$52,492,876**
This adjustment represents 2008 FCO Appropriation which reverted after July 1, 2008.
- **SWFS' Adjustment for Year Ending 06/30/07 Unreserved Fund Balance \$(53,688,898)**
This Statewide Financial Statement (SWFS) adjustment was required to adjust unreserved fund balance. This entry effectively decreases fund balance.
- **Reserve for Category-Year 148045-08 not in Department Fund Balance \$(482,233,420)**
Because fund balance cannot have an atypical balance at year-end, this adjustment represents an increase to the FCO reserve that could not be made prior to closing.
- **Reserve for Category-Year 148046-07 not in Department Fund Balance \$(134,279,102)**
Because fund balance cannot have an atypical balance at year-end, this adjustment represents an increase to the FCO reserve that could not be made prior to closing.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on lottery fund appropriations for fixed capital outlay projects and debt service obligations. Bond proceeds are received to fund class size reduction appropriations for projects.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of bond proceeds and recurring appropriations authorizing transfers from entities within the agency or from other state agencies.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		<u>5%</u>
Total 5% Reserve for Lottery Capital Outlay/Debt Service Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Fixed Capital Outlay

Program: **Education - Fixed Capital Outlay (FCO)**
Budget Entity: **48150000**
Fund Name/Number: **Ancillary Facilities Construction Trust Fund / 2026**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Fixed Capital Outlay Certified Forward Reversion \$148,667,717**
This adjustment represents 2008 FCO Appropriation which reverted after July 1, 2008.
- **SWFS' Adjustment for Year Ending 06/30/07 Unreserved Fund Balance \$(37,431,517)**
This Statewide Financial Statement (SWFS) was required to adjust unreserved fund balance. This entry effectively decreases fund balance.

REVENUE ESTIMATING METHODOLOGY

The revenue for this fund comes from bond proceeds. The amounts for 2007-08 and 2008-09 are based on anticipated bond issues necessary to fund university projects.

5 PERCENT TRUST FUND RESERVE CALCULATION

This fund is exempt from the reserve requirement since the revenues are from bond proceeds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Ancillary Facilities Construction Trust Fund	\$	<u>0</u>

SCHEDULE I NARRATIVE

Department of Education Fixed Capital Outlay

Program: **Education - Fixed Capital Outlay (FCO)**
Budget Entity: **48150000**
Fund Name/Number: **Building Fee Trust Fund / 2064**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Inactive fund - This fund has been merged with the Capital Improvement Fee Trust Fund/2071.

5 PERCENT TRUST FUND RESERVE CALCULATION

Not Applicable.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Building Fee Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Fixed Capital Outlay

Program: **Education - Fixed Capital Outlay (FCO)**
Budget Entity: **48150000**
Fund Name/Number: **Courtelis Capital Facilities Matching Trust Fund / 2070**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Fiscal Year 2007-2008 Expenditures for Prior Fiscal Year Appropriation \$(61,186,708)**
This adjustment represents expenditures from prior fiscal year appropriations that were previously fully accounted in prior year's Schedule I. This entry effectively decreases the fund balance.
- **Department Adjustment to Fund Balance \$33,544,309**
This adjustment represents the department's entry to increase the Reserved for Fixed Capital Outlay which is an offset to the Unreserved Fund Balance. This entry increases the fund balance.

REVENUE ESTIMATING METHODOLOGY

Fund was terminated June 30, 2008. No new proceeds to be deposited into this fund.

5 PERCENT TRUST FUND RESERVE CALCULATION

This fund is exempt from the reserve requirement since the fund terminated on June 30, 2008.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Courtelis Capital Facilities Matching Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Fixed Capital Outlay

Program: **Education - Fixed Capital Outlay (FCO)**
Budget Entity: **48150000**
Fund Name/Number: **Capital Improvements Fee Trust Fund / 2071**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Fixed Capital Outlay Certified Forward Reversion \$4,548,135**
This adjustment represents 2008 FCO Appropriation which reverted after July 1, 2008.
- **Department Adjustment to Fund Balance \$1,374,396**
This adjustment represents the department's entry to increase the Reserved for Fixed Capital Outlay which is an offset to the Unreserved Fund Balance. This entry increases the fund balance.
- **Adjustment to Fund Balance Reserved \$(152,433)**
This adjustment represents FCO reserved for fiscal years prior to 2008. The amount is the difference between Approved FCO Certified Forwards and FCO Appropriations that were certified forward for fiscal years before 2008.
- **Fiscal Year 2007-2008 Expenditures for Prior Fiscal Year Appropriation \$(18,131,265)**
This adjustment represents expenditures from prior fiscal year appropriations that were previously fully accounted in prior year's Schedule I. This entry effectively decreases the fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenues are based on historic fee collections and estimated system growth, plus bond proceeds.

5 PERCENT TRUST FUND RESERVE CALCULATION

This fund is exempt from the reserve requirement since the revenues are recurring appropriations authorizing transfers from entities within the agency and because it receives revenues from bond proceeds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Capital Improvements Fee Trust Fund	\$	<u>0</u>

SCHEDULE I NARRATIVE

Department of Education Fixed Capital Outlay

Program: **Education - Fixed Capital Outlay (FCO)**
Budget Entity: **48150000**
Fund Name/Number: **Construction Trust Fund / 2137**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

REVENUE ESTIMATING METHODOLOGY

The revenues for this fund are from Public Education Capital Outlay (PECO) bond proceeds that were returned by the universities to the Department of Education after the devolution from FLAIR. All the fixed capital outlay projects are completed and this fund will no longer be needed in this budget entity. Fund balance was transferred to the PECO Trust Fund in 2007-08.

5 PERCENT TRUST FUND RESERVE CALCULATION

This fund is exempt from the reserve requirement since the revenues are from bond proceeds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Construction Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Fixed Capital Outlay

Program: **Education - Fixed Capital Outlay (FCO)**
Budget Entity: **48150000**
Fund Name/Number: **Educational Enhancement Trust Fund / 2178**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Fiscal Year 2007-2008 Expenditures for Prior Fiscal Year Appropriation \$(33,094,680)**
This adjustment represents expenditures from prior fiscal year appropriations that were previously fully accounted in prior year's Schedule I. This entry effectively decreases the fund balance.
- **Department Adjustment to Fund Balance \$32,518,782**
This adjustment represents the department's entry to increase the Reserved for Fixed Capital Outlay which is an offset to the Unreserved Fund Balance. This entry increases the fund balance.
- **SWFS' Adjustment for Year Ending 06/30/07 Unreserved Fund Balance \$5,900,440**
This Statewide Financial Statement (SWFS) was required to adjust unreserved fund balance. This entry effectively increases fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenues represent the funds transferred from the Department of Lottery to fund the legislative appropriations for debt service obligations and fixed capital outlay projects associated with the Classrooms First and Classrooms for Kids programs. Section II -Non Operating Expenditures - Beginning with 2008-09, the transfer from the Educational Enhancement Trust Fund (2178) to the Lottery Capital Outlay and Debt Service Trust Fund (2004) for fixed capital outlay purposes pursuant to Section 1013.71, Florida Statutes, will be accomplished through the nonoperating transfer process instead of through the budget amendment process. The Fiscal Year 2008-09 and 2009-2010 amounts are being requested in the Lottery Capital Outlay and Debt Service Trust Fund for the continuation of funding for these purposes.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of lottery proceeds transferred from another state agency.

No Reportable Revenue for the Reserve Requirement	\$ 0
Multiplied by 5%	5%
Total 5% Reserve for Educational Enhancement Trust Fund	\$ 0

SCHEDULE I NARRATIVE

Department of Education Fixed Capital Outlay

Program: **Education - Fixed Capital Outlay (FCO)**
Budget Entity: **48150000**
Fund Name/Number: **Public Education Capital Outlay & Debt Service Trust Fund / 2555**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

To the extent revenues allocated from Fund 2612 for administrative fees are insufficient to meet the administrative expenses, the balance is transferred from this fund.

SECTION III ADJUSTMENTS

- **Adjustment to Line A \$(109,997)**
This adjustment is required to remove the unreserve fund balance at June 30, 2008. Since the original entry was required to match for Statewide Financials, this entry is necessary to reflect the actual fund balance for this fund.
- **Prior Year FCO Certified Forward Not Reserved on Trial Balance \$(562,684,528)**
This adjustment represents the Anticipated Bond Proceeds and Anticipated Transfer Out from prior year's Schedule IC.
- **Reversions at 02/28/08 of PY FCO Appropriations \$1,634**
This adjustment represents Prior Year FCO Appropriation (Approp Yr < "08") which reverted on February 28, 2008.
- **Reversions at 06/30/08 of PY FCO Appropriations \$11,427,037**
This adjustment represents Prior Year FCO Appropriation (Approp Yr < "08") which reverted on June 30, 2008.
- **Reversions at 06/30/08 of CY FCO Appropriations \$135,004,807**
This adjustment represents Current Year FCO Appropriation (Approp Yr = "08") which reverted on June 30, 2008.
- **FCO For FSDB due at 06/30/08 \$4,450,065**
This adjustment represents the change in payable in category 089006 which is due to FSDB.
- **FSDB Appropriation for FCO \$13,861,719**
This adjustment represents the FCO Appropriation (Approp Year = "08") for FSDB

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on gross receipts tax collections derived from communication service and utility surtaxes transferred from the Department of Revenue, as well as the issuance of bonds supported by these revenues. The revenues support legislative appropriations for debt service obligations and FCO projects identified in the General Appropriations Act for K-20 agencies, Florida School for the Deaf and the Blind, the Division of Blind Services and Public Broadcasting. The results of the PECO Revenue Estimating Conference are also incorporated into the revenue estimates.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of bond proceeds and recurring appropriations authorizing transfers from other state agencies.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Public Education Capital Outlay & Debt Service Trust Fund	\$	<u>0</u>

SCHEDULE I NARRATIVE

Department of Education Fixed Capital Outlay

Program: **Education - Fixed Capital Outlay (FCO)**
Budget Entity: **48150000**
Fund Name/Number: **School District and Community College District Capital Outlay and Debt Service Trust Fund / 2612**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

A 1.5% administration fee is withheld from the motor vehicle license tag revenues prior to the distribution to agencies.

SECTION III ADJUSTMENTS

- **Fixed Capital Outlay Certified Forward Reversion \$7,298,056**
This adjustment represents 2008 FCO Appropriation which reverted after July 1, 2008.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on projected bond sales and motor vehicle license tag revenues transferred by the Department of Highway Safety and Motor Vehicles for the payment of debt service and projects. This transfer is based on a calculation of the estimated number of instructional units for school districts (\$600 for base units and \$800 for growth units) and community colleges (\$400 for all instructional units). The estimated bond proceeds are based on the bonding capacity of the school districts and community colleges.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of bond proceeds and recurring appropriations authorizing transfers from other state agencies.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for School District and Community College District Capital Outlay and Debt Service Trust Fund	\$	<u>0</u>

SCHEDULE I NARRATIVE

Department of Education Fixed Capital Outlay

Program: **Education - Fixed Capital Outlay (FCO)**
Budget Entity: **48150000**
Fund Name/Number: **SUS Concurrency Trust Fund / 2682**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Funding through 2007-08 is from transfers from the Department of Revenue. Effective July 1, 2008, these revenues have been redirected to the Department of Transportation. Pursuant to Chapter 1013.63, Florida Statutes, revenue may be appropriated by the Legislature to this fund.

5 PERCENT TRUST FUND RESERVE CALCULATION

Not Applicable.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for SUS Concurrency Trust Fund	\$	<u>0</u>

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 48 EDUCATION **Budget Period:** 2009 - 2010
Program: EDUCATION -FIXED CAPITAL OUTLAY
Fund: 2071 - CAPITAL IMPROVEMENTS FEE TF

Specific Authority: Section 1009.24(7), F.S.
Purpose of Fees Collected: For the payment of debt service and to fund university student activities-related fixed capital outlay projects.

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

<input type="checkbox"/>	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.)
<input type="checkbox"/>	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	ESTIMATED	REQUEST
	FY 2007 - 08	FY 2008 - 09	FY 2009 - 10
<u>Receipts:</u>			
Capital Improvement Fees & Net Student	-	-	-
Building Fees	37,269,146	36,472,404	36,837,130
Total Fee Collection to Line (A) - Section III	37,269,146	36,472,404	36,837,130

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits			
Other Personal Services			
Expenses (Child Care Centers)	1,658,657	1,700,000	1,700,000
Operating Capital Outlay			
Debt Service	19,451,865	28,500,000	28,500,000
SBA Administrative Fee	1,945	2,850	2,850
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	21,112,467	30,202,850	30,202,850

Basis Used: Debt service is based on actual outstanding obligations. The SBA Administrative Fee is .0001 of the total debt service amount due. The child care amount is 22.5 cents per student per credit hour for each term.

SECTION III - SUMMARY

TOTAL SECTION I	(A)	37,269,146	36,472,404	36,837,130
TOTAL SECTION II	(B)	21,112,467	30,202,850	30,202,850
TOTAL - Surplus/Deficit	(C)	16,156,679	6,269,554	6,634,280

EXPLANATION of LINE C:

Revenues remaining in the fund are used to fund university student activities-related fixed capital outlay projects that are approved by the Legislature.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 -2010

Department Title:	EDUCATION
Trust Fund Title:	LOTTERY CAPITAL OUTLAY & DEBT SERVICE TRUST FUND
Budget Entity:	48150000 - EDUCATION - FIXED CAPITAL OUTLAY
LAS/PBS Fund Number:	2004

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	-	(A)			-
ADD: Other Cash (See Instructions)		(B)			-
ADD: Investments	209,326,761.07	(C)			209,326,761.07
ADD: Outstanding Accounts Receivable	708,900.94	(D)			708,900.94
ADD: Anticipated Bond Proceeds	616,512,522.39	(E)			616,512,522.39
Total Cash plus Accounts Receivable	826,548,184.40	(F)	-		826,548,184.40
LESS: Allowances for Uncollectibles		(G)			-
LESS: Approved "A" Certified Forwards		(H)			-
Approved "B" Certified Forwards		(H)			-
Approved "FCO" Certified Forwards	826,524,336.25	(H)			826,524,336.25
LESS: Other Accounts Payable (Nonoperating)	23,848.15	(I)			23,848.15
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/08	0.00	(K)	-		0.00 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	ANCILLARY FACILITIES CONSTRUCTION TRUST FUND
Budget Entity:	48150000 - EDUCATION - FIXED CAPITAL OUTLAY
LAS/PBS Fund Number:	2026

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	-	(A)			-
ADD: Other Cash (See Instructions)		(B)			-
ADD: Investments	54,238,953.72	(C)			54,238,953.72
ADD: Outstanding Accounts Receivable	178,826.52	(D)			178,826.52
ADD: _____		(E)			-
Total Cash plus Accounts Receivable	54,417,780.24	(F)	-		54,417,780.24
LESS: Allowances for Uncollectibles		(G)			-
LESS: Approved "A" Certified Forwards		(H)			-
Approved "B" Certified Forwards		(H)			-
Approved "FCO" Certified Forwards		(H)			-
LESS: Other Accounts Payable (Nonoperating)	54,417,780.24	(I)			54,417,780.24
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/08	(0.00)	(K)	-		(0.00)**

Notes:

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SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	COURTELIS CAPITAL FACILITIES MATCHING TRUST FUND
Budget Entity:	48150000 - EDUCATION - FIXED CAPITAL OUTLAY
LAS/PBS Fund Number:	2070

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	-	(A)			-
ADD: Other Cash (See Instructions)		(B)			-
ADD: Investments	13,649,872.49	(C)			13,649,872.49
ADD: Outstanding Accounts Receivable	40,575.63	(D)			40,575.63
ADD: _____		(E)			-
Total Cash plus Accounts Receivable	13,690,448.12	(F)	-		13,690,448.12
LESS: Allowances for Uncollectibles		(G)			-
LESS: Approved "A" Certified Forwards		(H)			-
Approved "B" Certified Forwards		(H)			-
Approved "FCO" Certified Forwards		(H)			-
LESS: Other Accounts Payable (Nonoperating)	1,365.00	(I)			1,365.00
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/08	13,689,083.12	(K)	-		13,689,083.12 **

Notes:

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	CAPITAL IMPROVEMENTS FEE TRUST FUND
Budget Entity:	48150000 - EDUCATION - FIXED CAPITAL OUTLAY
LAS/PBS Fund Number:	2071

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	25,959.02	(A)			25,959.02
ADD: Other Cash (See Instructions)		(B)			-
ADD: Investments	46,693,532.53	(C)			46,693,532.53
ADD: Outstanding Accounts Receivable	872,966.50	(D)			872,966.50
ADD: _____		(E)			-
Total Cash plus Accounts Receivable	47,592,458.05	(F)	-		47,592,458.05
LESS: Allowances for Uncollectibles		(G)			-
LESS: Approved "A" Certified Forwards		(H)			-
Approved "B" Certified Forwards		(H)			-
Approved "FCO" Certified Forwards	7,632,245.75	(H)			7,632,245.75
LESS: Other Accounts Payable (Nonoperating)	4,557.28	(I)			4,557.28
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/08	39,955,655.02	(K)	-		39,955,655.02 **

Notes:

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SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	CONSTRUCTION TRUST FUND
Budget Entity:	48150000 - EDUCATION - FIXED CAPITAL OUTLAY
LAS/PBS Fund Number:	2137

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	213,354.22	(A)			213,354.22
ADD: Other Cash (See Instructions)		(B)			-
ADD: Investments		(C)			-
ADD: Outstanding Accounts Receivable		(D)			-
ADD: _____		(E)			-
Total Cash plus Accounts Receivable	213,354.22	(F)	-		213,354.22
LESS: Allowances for Uncollectibles		(G)			-
LESS: Approved "A" Certified Forwards		(H)			-
Approved "B" Certified Forwards		(H)			-
Approved "FCO" Certified Forwards	213,354.22	(H)			213,354.22
LESS: Other Accounts Payable (Nonoperating)		(I)			-
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/08	-	(K)	-		-

Notes:

*SWFS = Statewide Financial Statement

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SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2008 - 2009

Department Title:	EDUCATION
Trust Fund Title:	EDUCATIONAL ENHANCEMENT TRUST FUND
Budget Entity:	48150000 - EDUCATION - FIXED CAPITAL OUTLAY
LAS/PBS Fund Number:	2178

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	300.00	(A)		300.00
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: Anticipated Transfer from Lottery 2021	13,376,216.61	(E)		13,376,216.61
Total Cash plus Accounts Receivable	13,376,516.61	(F)	-	13,376,516.61
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards	13,376,216.61	(H)		13,376,216.61
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/08	300.00	(K)	-	300.00 **

Notes:

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SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	PUBLIC EDUCATION CAPITAL OUTLAY & DEBT SERVICE TRUST FUND
Budget Entity:	48150000 - EDUCATION - FIXED CAPITAL OUTLAY
LAS/PBS Fund Number:	2555

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	5,364,223.98 (A)		5,364,223.98
ADD: Other Cash (See Instructions)			-
ADD: Investments	1,227,801,638.38 (C)		1,227,801,638.38
ADD: Outstanding Accounts Receivable	17,275,286.03 (D)		17,275,286.03
ADD: <u>Anticipated Bond Proceeds</u>	757,259,373.23 (E)		757,259,373.23
Total Cash plus Accounts Receivable	2,007,700,521.62 (F)	-	2,007,700,521.62
LESS: Allowances for Uncollectibles			-
LESS: Approved "A" Certified Forwards			-
Approved "B" Certified Forwards			-
Approved "FCO" Certified Forwards	2,007,549,829.69 (H)		2,007,549,829.69
LESS: Other Accounts Payable (Nonoperating)	150,691.93 (I)		150,691.93
LESS: _____			-
Unreserved Fund Balance, 07/01/08	0.00 (K)	-	0.00 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	SCH DIST & COMM COLLEGE DIST CAPITAL OUTLAY & DEBT SERV TF
Budget Entity:	48150000 - EDUCATION - FIXED CAPITAL OUTLAY
LAS/PBS Fund Number:	2612

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	-	(A)		-
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	4,948,141.17	(C)		4,948,141.17
ADD: Outstanding Accounts Receivable	75,629.02	(D)		75,629.02
ADD:		(E)		-
Total Cash plus Accounts Receivable	5,023,770.19	(F)	-	5,023,770.19
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards	1,099,025.55	(H)		1,099,025.55
LESS: Other Accounts Payable (Nonoperating)	2,544.24	(I)		2,544.24
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/08	3,922,200.40	(K)	-	3,922,200.40 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	STATE UNIVERSITY SYSTEM CONCURRENCY TRUST FUND
Budget Entity:	48150000 - EDUCATION - FIXED CAPITAL OUTLAY
LAS/PBS Fund Number:	2682

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	38,909.65	(A)			38,909.65
ADD: Other Cash (See Instructions)		(B)			-
ADD: Investments	78,938,626.60	(C)			78,938,626.60
ADD: Outstanding Accounts Receivable	232,202.16	(D)			232,202.16
ADD: _____		(E)			-
Total Cash plus Accounts Receivable	79,209,738.41	(F)	-		79,209,738.41
LESS: Allowances for Uncollectibles		(G)			-
LESS: Approved "A" Certified Forwards		(H)			-
Approved "B" Certified Forwards		(H)			-
Approved "FCO" Certified Forwards	52,802,814.40	(H)			52,802,814.40
LESS: Other Accounts Payable (Nonoperating)	7,811.52	(I)			7,811.52
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/08	26,399,112.49	(K)	-		26,399,112.49 **

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: 2009 - 2010

Department Title:	<u>EDUCATION</u>
Trust Fund Title:	<u>LOTTERY CAPITAL OUTLAY & DEBT SERVICE TRUST FUND</u>
LAS/PBS Fund Number:	<u>2004</u> <u>BE 48150000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-07 (A)

Add/Subtract: (B)

Other Adjustment(s):

Reserve for FCO (C)

Anticipated Bond Proceeds (C)

ADJUSTED BEGINNING TRIAL BALANCE: (D)

UNRESERVED FUND BALANCE, SCHEDULE IC (E)

DIFFERENCE: (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>ANCILLARY FACILITIES CONSTRUCTION TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2026</u>	<u>BE 48150000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 (A)

Add/Subtract: (B)

Other Adjustment(s): (C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: (D)

UNRESERVED FUND BALANCE, SCHEDULE IC (E)

DIFFERENCE: (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>COURTELIS CAPITAL FACILITIES MATCHING TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2070</u>	<u>BE 48150000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 13,689,083.12 (A)

Add/Subtract: _____ (B)

Other Adjustment(s): _____ (C)

_____ (C)

ADJUSTED BEGINNING TRIAL BALANCE: 13,689,083.12 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 13,689,083.12 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>CAPITAL IMPROVEMENTS FEE TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2071</u>	<u>BE 48150000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 (A)

Add/Subtract: (B)

Other Adjustment(s): (C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: (D)

UNRESERVED FUND BALANCE, SCHEDULE IC (E)

DIFFERENCE: (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>CONSTRUCTION TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2137</u>	<u>BE 48150000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 (A)

Add/Subtract: (B)

Other Adjustment(s): (C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: (D)

UNRESERVED FUND BALANCE, SCHEDULE IC (E)

DIFFERENCE: (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>EDUCATIONAL ENHANCEMENT TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2178</u>	<u>BE 48150000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 300.00 (A)

Add/Subtract:

[] (B)

Other Adjustment(s):

Reserve for FCO (13,376,216.61) (C)

Anticipated Transfer from Lottery 2021 13,376,216.61 (C)

ADJUSTED BEGINNING TRIAL BALANCE: 300.00 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 300.00 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>PUBLIC EDUCATION CAPITAL OUTLAY & DEBT SERVICE TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2555</u>	<u>BE 48150000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 [(18,687.86)] (A)

Add/Subtract:

[] (B)

Other Adjustment(s):

Reserve for FCO [(765,764,836.55)] (C)

Anticipated Bond Proceeds [757,259,373.23] (C)

Long Term Payable [8,524,151.18] (C)

ADJUSTED BEGINNING TRIAL BALANCE: [0.00] (D)

UNRESERVED FUND BALANCE, SCHEDULE IC [0.00] (E)

DIFFERENCE: [0.00] (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>
Trust Fund Title:	<u>SCH DIST & COMM COLLEGE DIST CAP OUTLAY & DEBT SERV TRUST FUND</u>
LAS/PBS Fund Number:	<u>2612</u> <u>BE 48150000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 3,922,200.40 (A)

Add/Subtract: _____ (B)

Other Adjustment(s):

Reserve for FCO 0.00 (C)

Anticipated Bond Proceeds 0.00 (C)

ADJUSTED BEGINNING TRIAL BALANCE: 3,922,200.40 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 3,922,200.40 (E)

DIFFERENCE: (0.00) (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>STATE UNIVERSITY SYSTEM CONCURRENCY TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2682</u>	<u>BE 48150000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 26,399,112.49 (A)

Add/Subtract: [] (B)

Other Adjustment(s): [] (C)

[] (C)

ADJUSTED BEGINNING TRIAL BALANCE: 26,399,112.49 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 26,399,112.49 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: 48 EDUCATION **Budget Period 2009 - 2010**
Budget Entity: 48150000/2004 Lottery Revenue Bonds

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
SECTION I	FY 2007-2008	FY 2008-2009	FY 2009-2010
Interest on Debt	(A) 119,450,706	152,600,192	156,233,931
Principal	(B) 119,030,000	146,750,000	163,355,000
Repayment of Loans	(C)		
Fiscal Agent or Other Fees ¹	(D) 232,521	296,743	308,151
Other Debt Service ²	(E) 963,242	963,242	963,242
Total Debt Service	(F) 239,443,948	300,610,177	320,860,324

Explanation: The Classrooms First and Classrooms for Kids Programs are funded through the issuance of bonds supported by lottery revenues. The Classrooms First Program was an initiative to provide permanent classrooms while the Classrooms for Kids Program is to assist school districts in complying with the constitutional class size reduction requirements.

SECTION II

ISSUE: State Board of Education Lottery Revenue Bonds, Series 2008B

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2009	June 30, 2010
4.949%	7/1/2028	200,000,000	194,880,000	188,210,000
(6)	(7)	(8)	(9)	
	ACTUAL	ESTIMATED	REQUEST	
	FY 2007-2008	FY 2008-2009	FY 2009-2010	
Interest on Debt	(G)	9,201,561	9,394,625	
Principal	(H)	5,120,000	6,670,000	
Fiscal Agent or Other Fees ¹	(I)	16,667	19,488	
Other	(J)			
Total Debt Service	(K)	14,338,228	16,084,113	

ISSUE: State Board of Education Lottery Revenue Bonds, Series 2009A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2009	June 30, 2010
5.500%	7/1/2028	455,000,000	448,205,000	434,245,000
	ACTUAL	ESTIMATED	REQUEST	
	FY 2007-2008	FY 2008-2009	FY 2009-2010	
Interest on Debt	(G)	12,512,500	24,651,275	
Principal	(H)	6,795,000	13,960,000	
Fiscal Agent or Other Fees ¹	(I)	22,750	44,821	
Other	(J)			
Total Debt Service	(K)	19,330,250	38,656,096	

Notes:

¹ Fiscal agent fees represent the administrative fee of the State Board of Administration and are not included in requested appropriation amounts. Bond issuance costs are not reflected since sufficient bond proceeds are available for their payment.
² Represents cash distributions to districts that elected to receive an annual cash amount rather than bond proceeds. The amount is included in the annual requested appropriation for Classrooms First Program.

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: 48 EDUCATION **Budget Period 2009 - 2010**
Budget Entity: 48150000/2071 University System Improvement Revenue Bonds

(1)	(2)	(3)	(4)
SECTION I	ACTUAL FY 2007-2008	ESTIMATED FY 2008-2009	REQUEST FY 2009-2010
Interest on Debt	(A) 10,113,844	11,954,519	12,092,138
Principal	(B) 13,055,000	14,470,000	15,545,000
Repayment of Loans	(C)		
Fiscal Agent or Other Fees ¹	(D) 23,169	29,128	27,961
Other Debt Service	(E)		
Total Debt Service	(F) 23,192,013	26,453,647	27,665,099

Explanation: The University System Capital Improvement Fee and Building Fee Program is funded through the issuance of bonds secured by capital improvement fees and net student building fees. The Program is an initiative to provide funds for university student related fixed capital outlay projects.

SECTION II

ISSUE: Series 2008A (University System Improvement Revenue Bonds)

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	30-Jun-09	30-Jun-10
5.50%	7/1/2033	\$ 60,000,000	##### #	\$ 57,875,000
(6)	(7)	(8)	(9)	
ACTUAL FY 2007-2008	ESTIMATED FY 2008-2009	REQUEST FY 2009-2010		
Interest on Debt	(G) 3,253,450	3,182,850		
Principal	(H) 835,000	1,290,000		
Fiscal Agent or Other Fees ¹	(I) 500	493		
Other	(J)			
Total Debt Service	(K) 4,088,950	4,473,343		

ISSUE:

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 20__	JUNE 30, 20__
ACTUAL FY 2007-2008	ESTIMATED FY 2008-2009	REQUEST FY 2009-2010		
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees ¹	(I)			
Other	(J)			
Total Debt Service	(K)			

Note:

¹ Fiscal agent fees represent the administrative fee of the State Board of Administration and are not included in requested appropriation amounts. Bond issuance costs are not reflected since sufficient bond proceeds are available for their payment.

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: 48 EDUCATION **Budget Period 2009 - 2010**
Budget Entity: 48150000/2555 Public Education Capital Outlay Bonds

(1)	(2)	(3)	(4)
	ACTUAL FY 2007-2008	ESTIMATED FY 2008-2009	REQUEST FY 2009-2010
SECTION I			
Interest on Debt	(A) 497,231,575	601,808,200	625,070,813
Principal	(B) 319,850,000	375,635,000	399,655,000
Repayment of Loans	(C)		
Fiscal Agent or Other Fees	(D) 999,427	1,145,738	1,246,726
Other Debt Service	(E)		
Total Debt Service	(F) 818,081,002	978,588,938	1,025,972,539

Explanation: These bonds are issued to fund K-20 educational facilities and are payable from Gross Receipts Taxes. The bonds are additionally secured by the full faith and credit of the State of Florida.

SECTION II

ISSUE: State Board of Education Public Education Capital Outlay Bonds, 2006 Series E

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2009	June 30, 2010
4.925%	6/1/2038	200,000,000	197,420,000	194,205,000

(6)	(7)	(8)	(9)
	ACTUAL FY 2007-2008	ESTIMATED FY 2008-2009	REQUEST FY 2009-2010
Interest on Debt	(G)	9,452,338	9,705,725
Principal	(H)	2,580,000	3,215,000
Fiscal Agent or Other Fees	(I)	18,312	19,715
Other	(J)		
Total Debt Service	(K)	12,050,650	12,940,440

ISSUE: State Board of Education Public Education Capital Outlay Bonds, 2006 Series (Remaining)

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2009	June 30, 2010
5.500%	6/1/2038	186,600,000	184,025,000	181,305,000

(6)	(7)	(8)	(9)
	ACTUAL FY 2007-2008	ESTIMATED FY 2008-2009	REQUEST FY 2009-2010
Interest on Debt	(G)	10,263,000	10,121,376
Principal	(H)	2,575,000	2,720,000
Fiscal Agent or Other Fees	(I)	7,754	18,380
Other	(J)		
Total Debt Service	(K)	12,845,754	12,859,756

ISSUE: State Board of Education Public Education Capital Outlay Bonds, 2007 Series (Remaining)

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2009	June 30, 2010
5.340%	6/1/2038	817,200,000	805,600,000	793,380,000

(6)	(7)	(8)	(9)
	ACTUAL FY 2007-2008	ESTIMATED FY 2008-2009	REQUEST FY 2009-2010
Interest on Debt	(G)	40,001,940	43,019,040
Principal	(H)	11,600,000	12,220,000
Fiscal Agent or Other Fees	(I)	20,333	80,458
Other	(J)		
Total Debt Service	(K)	51,622,273	55,319,498

Note:
¹ Fiscal agent fees represent the administrative fee of the State Board of Administration and are not included in requested appropriation amounts. Bond issuance costs are not reflected since sufficient bond proceeds are available for their payment.

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: 48 EDUCATION Budget Period 2009 - 2010
 Budget Entity: 48150000/2555 Public Education Capital Outlay Bonds
 (2) (3) (4)

SECTION II (Continued)

ISSUE: State Board of Education Public Education Capital Outlay Bonds, 2008 Series

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2009	June 30, 2010
5.450%	6/1/2038	924,200,000	911,330,000	897,760,000
(6)		(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 2007-2008	FY 2008-2009	FY 2009-2010
Interest on Debt	(G)	<input type="text"/>	33,747,163	49,667,486
Principal	(H)	<input type="text"/>	12,870,000	13,570,000
Fiscal Agent or Other Fees	(I)	<input type="text"/>	22,998	91,020
Other	(J)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service	(K)	<input type="text"/>	46,640,161	63,328,506

ISSUE: State Board of Education Public Education Capital Outlay Bonds, 2009 Series

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2009	June 30, 2010
5.630%	6/1/2039	557,400,000	<input type="text"/>	549,875,000
		ACTUAL	ESTIMATED	REQUEST
		FY 2007-2008	FY 2008-2009	FY 2009-2010
Interest on Debt	(G)	<input type="text"/>	<input type="text"/>	21,025,685
Principal	(H)	<input type="text"/>	<input type="text"/>	7,525,000
Fiscal Agent or Other Fees	(I)	<input type="text"/>	<input type="text"/>	13,872
Other	(J)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service	(K)	<input type="text"/>	<input type="text"/>	28,564,557

ISSUE: _____

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2009	June 30, 2010
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		ACTUAL	ESTIMATED	REQUEST
		FY 2007-2008	FY 2008-2009	FY 2009-2010
Interest on Debt	(G)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal	(H)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Agent or Other Fees	(I)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	(J)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service	(K)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note:
¹ Fiscal agent fees represent the administrative fee of the State Board of Administration and are not included in requested appropriation amounts. Bond issuance costs are not reflected since sufficient bond proceeds are available for their payment.

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: 48 EDUCATION **Budget Period 2009 - 2010**
Budget Entity: 48150000/2612 Capital Outlay Bonds

(1)	(2)		(3)	(4)
	ACTUAL		ESTIMATED	REQUEST
SECTION I	FY 2007-2008		FY 2008-2009	FY 2009-2010
Interest on Debt	(A)	35,633,391	38,190,877	43,402,146
Principal	(B)	55,745,000	59,190,000	66,525,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fees ¹	(D)	73,913	77,591	86,845
Other Debt Service	(E)			
Total Debt Service	(F)	91,452,304	97,458,468	110,013,991

Explanation: These bonds are issued in support of the School Capital Outlay Amendment to provide funding for projects at community colleges and public school districts. The bonds are secured by motor vehicle license tag revenues.

SECTION II

ISSUE: State Board of Education Capital Outlay Bond, Series 2009

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2009	June 30, 2010
5.50%	1/1/2029	155,395,000	155,395,000	151,010,000
(6)	(7)	(8)	(9)	
	ACTUAL	ESTIMATED	REQUEST	
	FY 2007-2008	FY 2008-2009	FY 2009-2010	
Interest on Debt	(G)	2,848,908	8,426,138	
Principal	(H)		4,385,000	
Fiscal Agent or Other Fees ¹	(I)	5,180	15,320	
Other	(J)			
Total Debt Service	(K)	2,854,088	12,826,458	

ISSUE: State Board of Education Capital Outlay Bonds, Series 2010

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2009	June 30, 2010
5.50%	1/1/2030	155,395,000		155,395,000
	ACTUAL	ESTIMATED	REQUEST	
	FY 2007-2008	FY 2008-2009	FY 2009-2010	
Interest on Debt	(G)		2,848,908	
Principal	(H)			
Fiscal Agent or Other Fees ¹	(I)		5,180	
Other	(J)			
Total Debt Service	(K)		2,854,088	

Note:

¹ Fiscal agent fees represent the administrative fee of the State Board of Administration and are not included in requested appropriation amounts. Bond issuance costs are not reflected since sufficient bond proceeds are available for their payment.

LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Education - Fixed Capital Outlay
Agency Budget Officer/OPB Analyst Name: Mechelle Marcum

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)			
481500				

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	YES			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	YES			

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?	YES			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	YES			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?	YES			
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	YES			

3. EXHIBIT B (EADR, EXB)

3.1 Is it apparent that there is a fund shift and 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.	N/A			
--	------------	--	--	--

		Program or Service (Budget Entity Codes)			
Action		481500			
AUDITS:					
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	YES			
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	YES			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
TIP	Exhibit B - A02 equal to B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.				
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.				
4. EXHIBIT D (EADR, EXD)					
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?	YES			
4.2	Is the program component code and title used correct?	YES			
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.)	YES			
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")	N/A			
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	YES			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	NO			
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.				

Action		Program or Service (Budget Entity Codes)				
		481500				
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.					
TIP	If G08 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 G08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	YES				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).	YES				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)	YES				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?	N/A				
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?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	YES				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	YES				

Action		Program or Service (Budget Entity Codes)			
		481500			
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 #09-002?	N/A			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	N/A			
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	N/A			
7.16	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 or 363XXC0)?	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	YES			
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 61 through 64 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.				

Action		Program or Service (Budget Entity Codes)			
		481500			
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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	YES			
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	YES			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	YES			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	YES			
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)?	YES			
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?	YES			
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			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A			
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, 000799, 001510 and 001599)?	YES			
8.10	Are the statutory authority references correct?	YES			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	YES			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	YES			

Action		Program or Service (Budget Entity Codes)			
		481500			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	YES			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	YES			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	YES			
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?	YES			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	YES			
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.)	YES			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	YES			
8.24	Are prior year September operating reversions appropriately shown in column A01?	YES			
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A			
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?	YES			
8.27	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?	YES			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	YES			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	YES			

Action		Program or Service (Budget Entity Codes)			
		481500			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	YES			
8.31	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)	YES			
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 119 of the LBR Instructions.)				
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 150 of the LBR Instructions.)	N/A			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A			
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.	N/A			
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?	N/A			
13. SCHEDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2008 LBR submittal.	N/A			

		Program or Service (Budget Entity Codes)			
Action		481500			
14. SCHEDULE VIII B-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?	N/A			
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	N/A			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	YES			
15.3	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")	N/A			
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	YES			
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	N/A			
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?	YES			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	YES			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A			

Action	481500				
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AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.				

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	YES				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	YES				

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.				
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State of Florida
Department of Education
Vocational Rehabilitation



2009-10
Exhibits or Schedules

State of Florida
Department of Education
Vocational Rehabilitation



2009-10
Schedule I Series

SCHEDULE I NARRATIVE

Department of Education Vocational Rehabilitation

Program: **Workforce Support Services**
Budget Entity: **48160000**
Fund Name/Number: **Administrative Trust Fund / 2021**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue is derived from assessments on federal grants based on the Florida Department of Education's current approved Indirect Cost Rate Agreement with the United States Department of Education dated July 17, 2007, for the period July 1, 2007, through 2010. The assessment is a percentage of total direct expenditures excluding capital expenditures, flow-through appropriations and unallowable costs.

5 PERCENT TRUST FUND RESERVE CALCULATION

Administrative Trust Funds are exempt from the reserve requirement.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Administrative Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Vocational Rehabilitation

Program: **Workforce Support Services**
Budget Entity: **48160000**
Fund Name/Number: **Federal Rehabilitation Trust Fund / 2270**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year Carry Forward "B" not part of Fund Balance Reserved for Encumbrances \$(9,463,956)**
This adjustment represents the amount of prior year's carry forward "B" not included in the prior year's Fund Balance Reserved for Encumbrances. Since the fund balance was not decreased in the prior fiscal year by this amount, this adjustment will decrease the fund balance for fiscal year 2007-2008.
- **Prior Year September Carry Forward Operating Reversions Adjustment \$5,853,367**
The adjustment represents prior year's carry forward operating reversions. This entry effectively increases fund balance.
- **Change in Compensated Absences Liability \$(13,142)**
This amount represents an adjustment to a long-term liability - compensated absences. Therefore, this amount will decrease fund balance.
- **Long-term Receivable from Restitution Payments \$(222,440)**
This Statewide Financial Statement (SWFS) was required to record the long-term receivable from restitution payments. This entry effectively decreases fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on historical data for federal grant awards and the carry forward of previous year's unspent grant funding.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	0
Multiplied by 5%		5%
Total 5% Reserve for Federal Rehabilitation Trust Fund	\$	0

SCHEDULE I NARRATIVE

Department of Education Vocational Rehabilitation

Program: **Workforce Support Services**
Budget Entity: **48160000**
Fund Name/Number: **Workers' Compensation Administration Trust Fund / 2795**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year September Carry Forward Operating Reversions Adjustment \$12,270**
The adjustment represents prior year's carry forward operating reversions. This entry effectively increases fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on recurring appropriations authorizing transfers from the Department of Financial Services from an assessment of carriers and self-insurers writing compensation insurance in the state and a biennial application fee of \$25 for listing in a directory of each qualified public and private rehabilitation provider pursuant to Section 440.491(7) and Section 440.51, Florida Statutes. The revenues received should be the amount that covers the appropriation in this fund.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of recurring appropriations authorizing transfers from other state agencies or other entities within an agency.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Workers' Compensation Administration Trust Fund	\$	<u><u>0</u></u>

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	FEDERAL REHABILITATION TRUST FUND
Budget Entity:	48160000 - VOCATIONAL REHABILITATION
LAS/PBS Fund Number:	2270

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	211,205.61 (A)		211,205.61
ADD: Other Cash (See Instructions)			-
ADD: Investments	3,937,532.48 (C)		3,937,532.48
ADD: Outstanding Accounts Receivable	15,584.55 (D)		15,584.55
ADD: <u>Anticipated Grant Revenue</u>	2,992,377.99 (E)	13,141.83	3,005,519.82
Total Cash plus Accounts Receivable	7,156,700.63 (F)	13,141.83	7,169,842.46
LESS: Allowances for Uncollectibles			-
LESS: Approved "A" Certified Forwards	1,235,537.69 (H)		1,235,537.69
Approved "B" Certified Forwards	5,895,651.05 (H)		5,895,651.05
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	25,511.89 (I)	13,141.83	38,653.72
LESS: _____			-
Unreserved Fund Balance, 07/01/08	(0.00) (K)	-	(0.00) **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title: EDUCATION
Trust Fund Title: WORKERS COMPENSATION ADMIN
Budget Entity: 48160000 VOCATIONAL REHABILITATION
LAS/PBS Fund Number: 20 2 795001

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	274,884.34	(A)		274,884.34
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	274,884.34	(F)	-	274,884.34
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	38,420.55	(H)		38,420.55
Approved "B" Certified Forwards	4,204.66	(H)		4,204.66
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/07	232,259.13	(K)	-	232,259.13 **

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: 2009 - 2010

Department Title:	<u>EDUCATION</u>
Trust Fund Title:	<u>FEDERAL REHABILITATION TRUST FUND</u>
LAS/PBS Fund Number:	<u>2270</u> <u>BE 48160000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 222,440.27 (A)

Add/Subtract: (B)

Other Adjustment(s):

Long Term Receivable - Restitution (222,440.27) (C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: (0.00) (D)

UNRESERVED FUND BALANCE, SCHEDULE IC (0.00) (E)

DIFFERENCE: (0.00) (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>
Trust Fund Title:	<u>WORKERS COMPENSATION ADMINISTRATIVE TRUST FUND</u>
LAS/PBS Fund Number:	<u>20 2 795001</u> <u>BE 48160000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 (A)

Add/Subtract: (B)

Other Adjustment(s): (C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: (D)

UNRESERVED FUND BALANCE, SCHEDULE IC (E)

DIFFERENCE: (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

**Budget Entity: Vocational Rehabilitation (4816)
Contract Procurement and Management**

Phone Number: 850-245-9418

(1) REPORT NUMBER CODE	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE
Office of Inspector General 06/07-03A	June 2006	Division of Vocational Rehabilitation Contract Procurement and Management	<p>FINDING #1: <i>Contract monitoring can be improved.</i></p> <p>RECOMMENDATION: Division of Vocational Rehabilitation (DVR) management should ensure that an effective system of monitoring is in place for all contracts. Reference should be made to the Department of Education's (DOE) Contract Management Handbook (released in September 2006). Monitoring efforts should be documented in writing by contract managers to show that DVR is receiving the services for which it has contracted and is paying only for those services which it receives. Such documentation should be made part of the contract manager's files.</p>	<p>DVR management concurs that an effective system of monitoring should be in place for all contracts. A Process Improvement Team has been formed to study and review the DVR contracting process, including implementation of a monitoring system. An effective monitoring system will be developed and put in place for each type of contract. The Process Improvement Team is anticipated to complete its work by September 2007 and DVR Management will review all recommendations for implementation.</p> <p>Six Month Follow-up January 11, 2008 Status: DVR management and contracts and grants unit have developed standard operating procedures for the contracts and grants unit monitoring process for all contracts and grants. The standard operating procedures address the processes from procurement through close-out. The standard operating procedures are directly in line with the DOE Contract Management Handbook (released 09/06). All documentation of activities is included in the contract manager's files. Date development of standard operating procedures completed 10/31/07.</p> <p>Audit Analysis: A review of DVR procedures was performed. It was noted that monitoring reporting tools (forms) were still under construction. Though in use, these forms as well as the standard operating procedures</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

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(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

have not been approved for use by DOE management. An anticipated approval date for the procedures and forms was given as January 31, 2008; when approved, this report recommendation will be considered to be implemented. ***Recommendation implementation pending.***

FINDING #2: *Effectiveness of monitoring activities for rate contracts can be improved.*

The Division of Vocational Rehabilitation, Contracts, Grants and Vendor Certification Section concur that management should ensure that contracts be effectively monitored. See response to finding #1 above. In addition, implementation of a plan that ensures that contracts are effectively monitored will be a part of the new monitoring system.

RECOMMENDATION: DVR management should ensure that contracts are effectively monitored. Monitoring procedures and tools should be developed, and contract managers should receive training to ensure they can perform the necessary monitoring tasks.

Six Month Follow-up January 11, 2008

Status: The above referenced operating procedures include revised tools to be utilized throughout the monitoring process. All DVR Contract Managers were involved in the development of the standard operating procedures. The involvement of all contract unit staff has provided for the opportunity to not only develop procedures and tools that are functional, but also direct understanding of the why and how of all procedures, forms, etc.

The Contracts & Grants Program

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

Administrator will ensure effective training of any new staff to the unit. Date completed: 10/31/07.

Audit Analysis: See audit analysis for Report Finding #1 above. When the reporting tool is finalized and procedures approved by DOE management, the recommendation will be considered implemented.
Recommendation implementation pending.

FINDING #3: *Price or cost analyses should be completed for contracts.*

RECOMMENDATION: DVR management should establish processes that ensure all contracts procured on a non-competitive basis have price or cost analyses which establish that prices are fair and reasonable. When required, such analyses should be documented and retained in the contract files.

The DVR is currently negotiating with a consultant to perform a Rate Analysis and Market Study for DVR Client Services Contracts (rate contracts). Such a study should address issues noted in this finding as they apply to rate contracts. Management should consider having the consultant include all DVR contracts in the analysis.

DVR management concurs that it should establish processes that ensure all contracts procured on a non-competitive basis have price or cost analyses which establish that prices are fair and reasonable. DVR management agrees with the auditor that there has been minimal price or cost analyses for most contracts within DVR. Although there is documentation of attempts that were made by DVR internally that never produced substantive results.

DVR will explore the possibility of expanding the scope of the current "Rate Analysis" study being performed by Public Consulting Group with a clear intent to perform cost benefit throughout all contracts and grants.

DVR will provide the DOE Office of Inspector General (OIG) copies of any internal or external agreements made that will provide

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: Vocational Rehabilitation (4816)
Contract Procurement and Management

Phone Number: 850-245-9418

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

the additional price and cost analysis within 60 days or as soon as those additional agreements have been finalized.

Six Month Follow-up January 11, 2008

Status: As previously stated, the contracts and grants unit has developed standard operating procedures for monitoring the contracting process. These procedures include, but are not limited to, the conducting of cost and rate analyses, on-site monitoring, desk reviews and both programmatic and fiscal reviews. These new procedures will be implemented with all new contracts and applied to all existing contracts. Date completed: 10/31/07.

In addition, the Public Consulting Group has targeted 12/07 for completion of their rate study for Employment and Supported Employment Services and Vocational Evaluation Services. This information will be utilized by DVR management to determine the appropriateness of the current rates paid for employment and supported employment services and for the fees to be paid for Vocational Evaluations, even though all current Vocational Evaluation contracts will soon be converted to regular vendor status.

Audit Analysis: Draft procedures reviewed address requirements for price and costs analyses dependent upon the procurement

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

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Budget Entity: Vocational Rehabilitation (4816)
Contract Procurement and Management

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(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

method/selection and type of agreement to be entered into. A price and cost analysis worksheet is included to document activities performed.

A review of the referenced rate study was performed. The reporting document was marked as draft, though DVR management indicated that no further changes will be made to the study. DVR procedures referencing the requirement for price and costs analyses have not been approved by DOE management.
Recommendation implementation pending.

FINDING #4: *Contract administration for rate contracts can be streamlined.*

RECOMMENDATION: DVR management should consider opportunities to streamline contract administration and thereby minimize staff resources needed to generate, award, and renew rate contracts. For example, contracts with little or no expenditures could be considered for termination or non-renewal; contracts could be written to include multiple service types and/ or service areas; and contracts could be written with longer service periods.

Management concurs there is a need to streamline contract administration of existing and potential rate contracts. The Division intends to change its policy regarding contract renewals. For rate contracts with no activity during FY 2007/08, the Division plans to not renew those contracts. The second issue that has developed is a vote by the Process Improvement Team on May 30, 2007, to restructure the rate contract section, possibly reducing the rate contracts to only a few pages and essentially certifying and paying the contractors as vendors, once fee codes have been established (using the rate study analysis currently underway). It may be possible to implement these changes within FY 2007/2008. If the changes cannot be implemented within the new fiscal year, the

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

plan would be to address these changes in the structure and functions of the rate contract unit as soon as it is practical.

Six Month Follow-up January 11, 2008

Status: DVR management has implemented the following actions:

1. Rate contracts with no activity were not renewed. – *Date Completed 09/07*
2. Rate contracts that were renewed were renewed for a period of three years. – *Date Completed 09/07*
3. A combined Supported Employment and Employment Services contract has been developed, which will reduce the number of contracts substantially. *Anticipated date of final draft approval: 12/14/07*

Vocational Evaluation services will no longer be addressed through a rate contract, but rather a vendor relationship. This will also reduce the number of contracts substantially. The change in relationship with the Vocational Evaluators (contract vendor to vendor) will not occur until September 2008.

Audit Analysis: DVR's response acknowledges benefits in streamlining contracts. It indicates, for example, that 2007-08 rate contracts which end the year with no activity will be subject to non-renewal.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

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(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

A review of the draft combined Supported Employment and Employment Services contract was performed. Other changes reflect serious consideration of the audit recommendations. **Recommendation fully implemented.**

FINDING #5: *Documentation supporting rate contract expenditures and payments can be improved.*

DVR management concurs that management should establish a process to verify contract payments, ensure all IPEs are updated to reflect correct vendor(s), and monthly progress reports are accepted and approved prior to payment.

RECOMMENDATION: DVR management should ensure that documentation evidencing authorization and approval of contract expenditures and payments is obtained before payments are processed and that only approved contract related forms are in use.

DVR management anticipates recommendations in final form from the Process Improvement Team by the beginning of the new rate contract year, after which management will decide on implementation of any new processes. A clearer plan, adjusting the Contracts and Grants Section for rate contracts, is anticipated by October 1, 2007.

Six Month Follow-up January 11, 2008

Status: DVR is in the process of reorganizing the Contracts, Grants and Vendor Certification Section. This reorganization will place a new emphasis on local field staff relationships with the Contracts Section in Tallahassee. This reorganization will utilize local "contract liaison" positions to assist Rate Contract Managers centralized in Tallahassee and will better assist local area offices and

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: Vocational Rehabilitation (4816)
Contract Procurement and Management

Phone Number: 850-245-9418

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

counselors in working with Contract Providers at the local level. A target date is to have the reorganization in place by March 2008.

Audit Analysis: As noted above, DVR is in the process of reorganizing, in large part, to promote closer monitoring of invoices. DVR is acting on this recommendation and is working to improve the review system in place. **Recommendation fully implemented**

FINDING #6: *Contractors performed services without a contract being executed.*

RECOMMENDATION: DVR management should ensure compliance with procedures, laws, and published guidance.

DVR management concurs with OIG recommendation to ensure compliance with procedures, laws, and published guidelines. Although an isolated incident, contract managers have been reminded and re-advised of the appropriate policies and procedures in this regard.

Six Month Follow-up January 11, 2008

Status: All state and federal laws, as well as DOE procedures were researched in the development of the contracts and grants standard operating procedures for contract monitoring and with added emphasis from Senior Management will be incorporated by all contract managers. Date completed: 10/31/07.

Audit Analysis: **Recommendation fully implemented.**

FINDING #7: *State purchasing laws were not followed* DVR management concurs with the OIG

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(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

in one case.

Recommendation: DVR management should ensure compliance with purchasing procedures and laws.

recommendation that management should ensure compliance with purchasing procedures and laws. A series of events led DVR staff to make improper decisions on the awarding of subject contract. DVR is working with an attorney, who has been retained by the Department of Education to advise the Department and DVR on federal issues and to train staff and providers statewide on federal policies and procedures. DVR will also work closely with the Department's Purchasing Office to ensure proper policies and procedures are followed. This training is tentatively set to be conducted during the months of July and August 2007.

Six Month Follow-up January 11, 2008

Status: The training noted in the original DVR management response was conducted, in three areas of the state, on August 7, 2007, in Tallahassee, August 8, 2007, in Orlando and on August 10, 2007, in Miami. A completed "Report on Evaluation and Comments on Fiscal Management Training" was submitted to Senior Management on August 27, 2007. Copies are available upon request. DVR management continues to work with the DOE contract management and purchasing office staff in order to clarify issues and ensure compliance with purchasing procedures and laws.

Audit Analysis: Review of a report

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

**Budget Entity: Vocational Rehabilitation (4816)
Contract Procurement and Management**

Phone Number: 850-245-9418

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

evaluating the provision of the training seminars noted above was performed. The training addressed improving fiscal management and was generally evaluated as effective by DVR staff who attended.
Recommendation fully implemented.

LBR Technical Review Checklist

Department/Budget Entity (Service): **Education, Division of Vocational Rehabilitation**
 Agency Budget Officer/OPB Analyst Name: **LaCheryl Redman**

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)			
			481600	

1. GENERAL				
1.1	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)			Yes
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)			Yes
AUDITS:				
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)			Yes
1.4	Has security been set correctly? (CSDR, CSA)			Yes
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.			
2. EXHIBIT A (EADR, EXA)				
2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?			Yes
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?			Yes
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?			Yes
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?			Yes
3. EXHIBIT B (EADR, EXB)				
3.1	Is it apparent that there is a fund shift and 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.			N/A

Action		Program or Service (Budget Entity Codes)				
				481600		
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")				Yes	
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")				Yes	
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?				Yes	
4.2	Is the program component code and title used correct?				Yes	
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.)				Yes	
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")				Yes	
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)				Yes	
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)				Yes Round ing	
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.					

Action		Program or Service (Budget Entity Codes)			
				481600	
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.				
TIP	If G08 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 G08 was created.				
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?			Yes	
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).			Yes	
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)			Yes	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?			N/A	
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?			N/A	
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).			N/A	
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.			Yes	
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.			Yes	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?			N/A	
7.9	Does the issue narrative reference the specific county(ies) where applicable?			N/A	

Action		Program or Service (Budget Entity Codes)			
				481600	
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 #09-002?			N/A	
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)			N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?			N/A	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?			N/A	
7.14	Do the amounts reflect appropriate FSI assignments?			Yes	
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)			N/A	
7.16	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 or 363XXC0)?			N/A	
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?			N/A	
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")			Yes	
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 61 through 64 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.				

Action		Program or Service (Budget Entity Codes)				
				481600		
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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?			Yes		
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?			Yes		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?			Yes		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?			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)?			Yes		
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?			Yes		
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		
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?			N/A		
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, 000799, 001510 and 001599)?			Yes		
8.10	Are the statutory authority references correct?			Yes		
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)			N/A		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?			N/A		

Action		Program or Service (Budget Entity Codes)			
				481600	
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?			Yes	
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?			Yes	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?			Yes	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?			Yes	
8.17	If applicable, are nonrecurring revenues entered into Column A04?			N/A	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?			Yes	
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?			Yes	
8.20	Are appropriate service charge nonoperating amounts included in Section II?			Yes	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?			Yes	
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.)			Yes	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?			Yes	
8.24	Are prior year September operating reversions appropriately shown in column A01?			Yes	
8.25	Are current year September operating reversions appropriately shown in column A02?			Yes	
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?			Yes	
8.27	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?			Yes	
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?			Yes	
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).			Yes	

Action		Program or Service (Budget Entity Codes)				
				481600		
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")			Yes		
8.31	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)			Yes		
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 119 of the LBR Instructions.)					
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 150 of the LBR Instructions.)			Yes		
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)			Yes		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.			Yes		
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?			N/A		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?			Yes		
13. SCHEDULE VIIIB-1						
13.1	This schedule is not required in the October 15, 2008 LBR submittal.					

		Program or Service (Budget Entity Codes)			
Action			481600		
14. SCHEDULE VIII B-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?			Yes	
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (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.)			Yes	
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)			Yes	
15.3	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")			Yes	
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")			N/A	
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)			Yes	
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")			No	
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?			Yes	
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?			Yes	
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?			Yes	

	Program or Service (Budget Entity Codes)			
Action			481600	

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.	

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?			N/A		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?			N/A		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?			N/A		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?			N/A		
17.5	Are the appropriate counties identified in the narrative?			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.	
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State of Florida
Department of Education
Blind Services



2009-10
Exhibits or Schedules

State of Florida
Department of Education
Blind Services



2009-10
Schedule I Series

SCHEDULE I NARRATIVE

Department of Education Division of Blind Services

Program: **Workforce Support Services**
Budget Entity: **48180000**
Fund Name/Number: **Administrative Trust Fund / 2021**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue is derived from assessments on federal grants based on the Florida Department of Education's current approved Indirect Cost Rate Agreement with the United States Department of Education dated July 17, 2007, for the period July 1, 2007, through 2010. The assessment is a percentage of total direct expenditures excluding capital expenditures, flow-through appropriations and unallowable costs.

5 PERCENT TRUST FUND RESERVE CALCULATION

Administrative Trust Funds are exempt from the reserve requirement.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Administrative Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Division of Blind Services

Program: **Workforce Support Services**
Budget Entity: **48180000**
Fund Name/Number: **Federal Rehabilitation Trust Fund / 2270**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year September Carry Forward Operating Reversions Adjustment \$145,756**
The adjustment represents prior year's carry forward operating reversions. This entry effectively increases fund balance.
- **Prior Year Carry Forward "B" not part of FB Reserved for Encumbrances \$(34,134)**
This adjustment represents the amount of prior year's carry forward "B" not included in the prior year's Fund Balance Reserved for Encumbrances. Since the fund balance was not decreased in the prior fiscal year by this amount, this adjustment will decrease the fund balance for fiscal year 2007-2008.
- **Reversal of Prior Year Payables \$32**
This Statewide Financial Statement (SWFS) was necessary to remove prior year's payables for client services. This entry effectively increases fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on historical data for federal grant awards and the carry forward of previous year's unspent grant funding.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	0
Multiplied by 5%		5%
Total 5% Reserve for Federal Rehabilitation Trust Fund	\$	0

SCHEDULE I NARRATIVE

Department of Education Division of Blind Services

Program: **Workforce Support Services**
Budget Entity: **48180000**
Fund Name/Number: **Grants and Donations Trust Fund / 2339**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year September Carry Forward Operating Reversions Adjustment \$15,439**
The adjustment represents prior year's carry forward operating reversions. This entry effectively increases fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on estimated fines assessed for traffic violations against blind pedestrians. The fund also receives donations and a portion of the revenues from vending facilities such as cafeterias, snack bars, etc., which were established by the division to assist blind persons in becoming self-supporting. In order to preserve the budget, estimates for anticipated miscellaneous revenue were included. Blind Services' estimated federal revenues are shown in the Federal Rehabilitation Trust Fund (2270) and budget entity 48180000.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund consists of grants, donations and private funds designed to assist blind individuals throughout the state to maximize employment opportunities and to increase their independence and self-sufficiency. Section 215.311, Florida Statutes, exempts funds collected by and under the direction and supervision of the Division of Blind Services from being deposited in the State Treasury. A reserve on this revenue seems inappropriate due to the nature and intent of the funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Grants and Donations Trust Fund	\$	<u>0</u>

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	FEDERAL REHABILITATION TRUST FUND
Budget Entity:	48180000 - DIVISION OF BLIND SERVICES
LAS/PBS Fund Number:	2270

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,621,840.40 (A)		1,621,840.40
ADD: Other Cash (See Instructions)			-
ADD: Investments			-
ADD: Outstanding Accounts Receivable			-
ADD: Anticipated Grant Revenue			-
Total Cash plus Accounts Receivable	1,621,840.40 (F)	-	1,621,840.40
LESS: Allowances for Uncollectibles			-
LESS: Approved "A" Certified Forwards	808,635.82 (H)		808,635.82
Approved "B" Certified Forwards	106,593.82 (H)		106,593.82
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	9,968.99 (I)		9,968.99
LESS: _____			-
Unreserved Fund Balance, 07/01/08	696,641.77 (K)	-	696,641.77 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	GRANTS AND DONATIONS TRUST FUND
Budget Entity:	48180000 - DIVISION OF BLIND SERVICES
LAS/PBS Fund Number:	2339

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	37,526.01 (A)		37,526.01
ADD: Other Cash (See Instructions)			-
ADD: Investments			-
ADD: Outstanding Accounts Receivable			-
ADD: <u>Anticipated Receipts from Basic Business Match</u>	7,333.03 (E)		7,333.03
Total Cash plus Accounts Receivable	44,859.04 (F)	-	44,859.04
LESS: Allowances for Uncollectibles			-
LESS: Approved "A" Certified Forwards	8,253.23 (H)		8,253.23
Approved "B" Certified Forwards	36,605.81 (H)		36,605.81
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)			-
LESS: _____			-
Unreserved Fund Balance, 07/01/08	0.00 (K)	-	0.00 **

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.

Office of Policy and Budget - July, 2008

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>FEDERAL REHABILITATION TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2270</u>	<u>BE 48180000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 696,641.77 (A)

Add/Subtract:

[] (B)

Other Adjustment(s):

Payable Not Requested for Certification Forward [] (C)

Anticipated Grant Revenue [] (C)

ADJUSTED BEGINNING TRIAL BALANCE: 696,641.77 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 696,641.77 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>GRANTS AND DONATIONS TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2339</u>	<u>BE 48180000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 0.00 (A)

Add/Subtract:

[] (B)

Other Adjustment(s):

[] (C)

[] (C)

ADJUSTED BEGINNING TRIAL BALANCE:

0.00 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC

0.00 (E)

DIFFERENCE:

(0.00) (F)*

***SHOULD EQUAL ZERO.**

Office of Policy and Budget - July, 2008

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: Division of Blind Services (48180000)

Phone Number: 850-245-9418

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE
Office of Inspector General 07/08-01 A	July 2006-December 2007	Contracted and Purchased Client Services	<p>FINDING #1: <i>Price analyses were not completed for contracts.</i></p> <p>RECOMMENDATION: Price analyses should be prepared for all contracts procured on a non-competitive basis. This will help ensure that prices are fair and reasonable. Such analyses should be documented and retained in contract files.</p> <p>FINDING #2: <i>State purchasing laws were not followed.</i></p> <p>RECOMMENDATION: A contract for the nursing services should be obtained as soon as possible in accordance with the established procurement process. DBS management should ensure future compliance with purchasing procedures and laws.</p> <p>FINDING#3: <i>Contract agreements need revisions.</i></p> <p>RECOMMENDATION:</p> <ul style="list-style-type: none"> a) Future contracts should require use of the AWARE case management system. b) DBS management should ensure that contract agreements include specific sanctions for non-performance of tasks required of contractors. Sanctions should include specific steps for prorating contractor payments if minimum contract measures 	<p>Management is in agreement with the recommendation to develop a price analysis prior to procuring all contracts. The Division of Blind Services will begin such an analysis using a workgroup comprised of community rehabilitation service providers and DBS personnel. The analyses will be documented and maintained in the contract files. Milestone: Begin workgroup during July 2008 and complete analyses by September 15, 2008.</p> <p>The intent of using AWARE authorizations was to capture costs at the participant level for all service costs. There is an exemption to competitive procurement practices for health services in Section 287.057(5)(f)6, F.S. The DBS will comply with the recommendation and is in the process of procuring a contract for nursing services effective July 1, 2008. Management will ensure that future services are procured with an executed contract versus using AWARE authorizations.</p> <p>The Blind Babies contracts (these contracts are effective July 1 through June 30) included language that mandated the use of AWARE for entering client case notes and actual services provided to clients based on their Individualized Plan. The service providers understood that actual services and case notes were to be entered on all contracts. This contract cycle, October 1, 2008 through September 30, 2009, all other DBS contracts</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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Phone Number: 850-245-9418

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REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

are not met.
 c) Performance standards should be incorporated into all contract types as soon as practical to provide guidance to providers and ensure greater accountability over contractor performance.

(Vocational Rehabilitation, Transition Services, Independent Living and Supported Employment) will be revised to require use of the AWARE Case Management System. Performance standards have been developed for all contract types and will be incorporated into the contracts in the next contracting cycle. These standards were developed by assigned workgroups composed of DBS and Service Provider employees using an outside facilitator. Milestone: Include Standards and Indicators Attachment in all contracts that do not have them (Vocational Rehabilitation, VR-Transition Services and Independent Living) by October 1, 2008. Begin a workgroup for Supported Employment contracts during July 2008 and complete a Standards and Indicators Attachment by September 15, 2008.

There is no provision in the Florida Statutes to include contract language that imposes remedies (sanctions or penalties) or rewards. The DBS has cancelled several contracts over the last three years because of non-performance of the contractor. However, the DBS will craft language that identifies remedies, rewards and monitoring procedures and ensure the DOE Contracting Office approves the new contract language prior to including it in the current contracts. Milestone: Begin workgroup during July 2008 and complete new contract language by December 31, 2008.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

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Phone Number: 850-245-9418

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

FINDING #4: *Contract requirements for client referrals need revision.*

The referral process will be further developed in concert with the Community Rehabilitation Providers. A likely solution will involve a measure that reflects the Community Rehabilitation Providers requirement to obtain referrals from their outreach activities and a DBS requirement to have a referral measure. Milestone: Begin workgroup during July 2008 and complete new contract language by September 1, 2008.

RECOMMENDATION: The referenced language should be revised or deleted from DBS contracts where the provision is not reasonably attainable. Provisions should be made to begin effectively tracking client referrals in the AWARE system if DBS management determines this to be beneficial.

FINDING #5: *Contract closeout was not performed.*

The Division of Blind Services management will develop a checklist document to assist in the closeout process of the contracting cycle and include it in the DBS contract monitoring procedures manual. Milestone: Develop a contract closeout checklist and revise the DBS contract monitoring procedures manual to include a contract closeout checklist during July 2008.

RECOMMENDATION: A documented closeout process should be routinely performed for all contracts to determine whether the Division received services it paid for. Results should be: reported to executive management; used for negotiations on future contracts; and, if applicable, used to assess liquidated damages/sanctions for non-performance/non-compliance.

FINDING #6: *Many contracts resulted in fewer clients served than required.*

The AWARE Case Management System was implemented on October 6, 2006. There were response time problems and issues involving the data entry of Actual Services by service providers. This resulted in inaccurate and incomplete reporting of results. The design and response issues were resolved during June 2008 when a new data entry module was implemented. DBS management will ensure that an analysis of the 2006-2007 contract period is conducted to determine the

RECOMMENDATION: DBS management should further analyze contractor performance for the 2006-07 contract period to determine why some contractor performance was unsatisfactory. Management should direct that more timely and effective contract oversight be exercised to help ensure contract providers serve clients in accordance with the contracts. Future contracts should provide monetary sanctions for non-

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: Division of Blind Services (48180000)

Phone Number: 850-245-9418

(1) REPORT NUMBER CODE	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE
			<p>performance by contractors. A consideration for use of a contract type other than fixed price may be prudent.</p>	<p>trends in performance for all contracts. New reports have been designed to identify contract measures and results to assist in the contract analysis. Milestone: New reports and analyses will be completed during July 2008.</p>	
			<p>FINDING #7: <i>Reporting of actual contract results is not accurate.</i></p>	<p>DBS will continue to provide training and follow-up technical assistance to ensure that provider staff has the tools and knowledge to accurately input data into the AWARE system.</p>	
			<p>RECOMMENDATION: DBS management should provide guidance in the form of written procedures and training to contract provider staff to ensure that contract results are accurately input to the AWARE system. DBS review and validation of reported results may be needed. Corrections should be made to the AWARE reporting methodologies to ensure accurate reporting of contract results.</p>	<p>Procedures for entering Actual Services were developed by the AWARE vendor, Alliance Enterprises, Inc., and were provided during training prior to implementation of the AWARE system. New reports have been designed to identify contract measures and results to assist in contract analyses. Milestone: New reports will be completed during July 2008 and service providers that require additional training will be identified and scheduled for training during July 2008.</p>	
			<p>FINDING #8: <i>Contract payment processing can be improved.</i></p>	<p>DBS management will ensure that contract payments are processed properly. Additionally, DBS will provide guidance to assist DBS contract manager staff as well as contract provider staff in processing payments and invoices timely and accurately. DBS will also provide written guidance on preparing AWARE case notes and develop an invoice activity report that will identify the number of days that have elapsed between the DRAFT and SUBMIT cycle, between the SUBMIT and APPROVE cycle and between the APPROVE</p>	
			<p>RECOMMENDATION: DBS management should ensure that contract payments are processed properly. Efforts should be made to determine why AWARE generated payments did not agree with the detailed support. Contract managers should not approve contract provider invoices for payment unless they have timely and complete support. Operating procedures should be prepared to direct both DBS and contract provider staff on how contract payment processing</p>		

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

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Phone Number: 850-245-9418

(1) REPORT NUMBER CODE	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE
			<p>should occur. Additionally, written procedures should be prepared to provide guidance in the preparation of AWARE case notes.</p>	<p>and RELEASE for PAYMENT cycle. This report will assist all involved parties to track invoice cycle time and adjust as needed. Milestone: Training, new reports and written procedures will be completed by September 15, 2008.</p>	
			<p>FINDING #9: <i>Supplemental payments were made to contract providers.</i></p>	<p>DBS has prepared contract amendments on current contracts to include all contracted services. Milestone: Contract amendments will be effective during June 2008.</p>	
			<p>RECOMMENDATION: When necessary, contract amendments should be used to authorize expenditure of contract funds in excess of the established contract amount. AWARE authorizations should only be used when payments benefit specific clients.</p>		
			<p>FINDING #10: <i>Overpayments for client services occurred.</i></p>	<p>DBS will be reviewing the alignment of our current boundaries and determine the most practical solution that will ensure that contractors are adequately serving their designated districts. Milestone: A review of current contract boundaries will be completed during July 2008.</p>	
			<p>RECOMMENDATION: DBS should ensure that contractors provide services in accordance with agreement terms. Because this practice may be occurring in other districts, management should communicate these requirements to all DBS staff responsible for approving such payments.</p>		
			<p>FINDING #11: <i>Contract monitoring needs improvement.</i></p>	<p>DBS management will ensure that contracts are monitored in accordance with established procedures by the district administrators that are designated as contract managers. Milestone: The district administrators that are designated as contract managers will comply with the DBS "Contract Monitoring and Compliance Procedures" effective</p>	
			<p>RECOMMENDATION: DBS management should ensure that contracts are monitored in accordance with established procedures.</p>		

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

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Phone Number: 850-245-9418

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

immediately.

FINDING #12: *Procedures should be improved.*

RECOMMENDATION: Management should analyze all core activities performed by DBS staff members in district offices and prepare detailed standardized operating procedures that will guide employees on all activities important to the Division's mission.

DBS management will work to develop standardized operating procedures manuals to supplement the policies and procedures currently developed and adopted. Milestone: Standardized operating procedure manuals will be prepared and promulgated by December 31, 2008.

FINDING #13: *Access rights to approve purchase authorizations need to be addressed.*

RECOMMENDATION:

- a) DBS management should adopt written procedures to ensure only authorized staff are given AWARE system access to approve authorizations.
- b) Approval access should be limited to employees who have a working knowledge of the specific transactions being approved. Approval of authorizations by the Division Office in a backup capacity should be limited. AWARE technical support employees should not be given the ability to approve authorizations.

Transaction approval limits should be re-evaluated and set to lower levels.

DBS management re-evaluated transaction approval limits and lower levels have been established for all approvers. Approval rights have been delineated to designated personnel in the AWARE system. Also management has identified a primary person to serve as backup in the event of a necessary emergency approval. Milestone: Completed during May 2008.

FINDING #14: *Purchasing practices need to be improved.*

RECOMMENDATION:

- a) AWARE authorizations should only be used for case management when there is a specific individual who will be served or benefited. The

DBS management concurs with all recommendations for improving purchasing practices. DBS is in the process of preparing policies and procedures that will address the following: AWARE authorizations utilization, appropriate purchases using the AWARE system, how and when to use cooperative

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

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Phone Number: 850-245-9418

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

- DOE Purchasing Administrator should be contacted for advice on procurement of client products and services.
- b) Policies and procedures should be prepared to guide DBS staff on the types of purchases to be made using the AWARE system. To maintain an effective level of internal control, AWARE authorizations should be used only in a case management capacity when there is a specific client that will be served or benefited.
 - c) DOE guidelines should be followed regarding appropriate procurement methods to use. Direct orders or contracts should be used when appropriate.
 - d) DBS should develop policy regarding use of cooperative agreements in procuring client services.
 - e) Advance payments to vendors should not be made unless authorized and in accordance with Florida Statutes.
 - f) Contracts should only be signed by the Commissioner of Education or a person who has been formally delegated to sign for the Commissioner.
 - g) State-owned tangible personal property should be accounted for in accordance with applicable laws and rules.

agreements, and authorizations for advance payments. Milestone: DBS policies and procedures on purchasing will be prepared and promulgated by June 2008.

FINDING #15: *Payment processing for purchase authorizations should be improved.*

RECOMMENDATION: DBS management should ensure (preferably via written operating procedures) that purchasing tasks are performed properly.

DBS management will develop standardized operating procedures that will address the recommendations listed. Milestone: Standardized operating procedure manuals will be prepared and submitted to the OIG for review by June 30, 2008.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

Authorizations should be issued before products or services are initiated. All purchases should be documented with adequate support and justification for amounts paid.

FINDING #16: *Payments of cash advances to clients by contract providers occurred.*

RECOMMENDATION: Written procedures should be prepared to direct DBS staff on how maintenance is to be processed.

FINDING #17: *Equipment purchases were made in advance of needs.*

RECOMMENDATION: DBS management should adopt policies and procedures that ensure purchases of equipment are made only for eligible clients whose case files support the need for such equipment.

DBS will develop standardized operational procedures to guide staff on how maintenance is to be processed. Milestone: Standardized operating procedure manuals will be prepared and submitted to the OIG for review by June 30, 2008.

DBS management will adopt policies and procedures that ensure purchase of equipment are made for eligible cases only. Milestone: Standardized operating procedure manuals will be prepared and submitted to the OIG for review by June 30, 2008.

LBR Technical Review Checklist

Department/Budget Entity (Service): **Education/Division of Blind Services**

Agency Budget Officer/OPB Analyst Name: **Kurt Ponchak**

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)				
				481800		
1. GENERAL						
1.1	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)			Yes		
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)			Yes		
AUDITS:						
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)			Yes		
1.4	Has security been set correctly? (CSDR, CSA)			Yes		
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					
2. EXHIBIT A (EADR, EXA)						
2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?			Yes		
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?			Yes		
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?			Yes		
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?			Yes		
3. EXHIBIT B (EADR, EXB)						
3.1	Is it apparent that there is a fund shift and 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.			N/A		
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")			Yes		
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")			Yes		
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B02: 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.					

Action		Program or Service (Budget Entity Codes)				
				481800		
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?			Yes		
4.2	Is the program component code and title used correct?			Yes		
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.)			Yes		
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")			Yes		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)			Yes		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)			Minor diff. due to rounding		
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.					
TIP	If G08 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 G08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?			Yes		
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).			Yes		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)			Yes		

Action		Program or Service (Budget Entity Codes)			
				481800	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?			N/A	
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?			N/A	
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).			N/A	
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.			N/A	
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.			N/A	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?			N/A	
7.9	Does the issue narrative reference the specific county(ies) where applicable?			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 #09-002?			N/A	
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)			N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?			N/A	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?			N/A	
7.14	Do the amounts reflect appropriate FSI assignments?			Yes	
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)			N/A	
7.16	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 or 363XXC0)?			N/A	
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?			N/A	
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")			Yes	
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.				

Action		Program or Service (Budget Entity Codes)				
				481800		
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 61 through 64 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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?			Yes		
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?			Yes		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?			Yes		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?			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)?			Yes		
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?			N/A		
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		
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?			N/A		
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, 000799, 001510 and 001599)?			Yes		
8.10	Are the statutory authority references correct?			Yes		
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)			N/A		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?			N/A		

Action		Program or Service (Budget Entity Codes)				
				481800		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?			Yes		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?			Yes		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?			Yes		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?			Yes		
8.17	If applicable, are nonrecurring revenues entered into Column A04?			N/A		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?			Yes		
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?			Yes		
8.20	Are appropriate service charge nonoperating amounts included in Section II?			N/A		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?			Yes		
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.)			Yes		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?			Yes		
8.24	Are prior year September operating reversions appropriately shown in column A01?			Yes		
8.25	Are current year September operating reversions appropriately shown in column A02?			Yes		
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?			Yes		
8.27	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?			Yes		
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?			Yes		
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).			Yes		
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")			Yes		
8.31	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)			Yes		
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 119 of the LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					

Action		Program or Service (Budget Entity Codes)				
				481800		
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 150 of the LBR Instructions.)			Yes		
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)			N/A		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.			N/A		
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?			N/A		
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?			Yes		
13. SCHEDULE VIIIB-1						
13.1	This schedule is not required in the October 15, 2008 LBR submittal.					
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?			Yes		
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)						
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)			Yes		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)			Yes		
15.3	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")			Yes		
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")			N/A		

Action		Program or Service (Budget Entity Codes)				
				481800		
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)			Yes		
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")			No		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?			Yes		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?			Yes		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?			Yes		
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?			N/A		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?			N/A		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?			N/A		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?			N/A		
17.5	Are the appropriate counties identified in the narrative?			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.					

State of Florida
Department of Education
Private Colleges and Universities



2009-10
Exhibits or Schedules

State of Florida
Department of Education
Private Colleges and Universities



2009-10
Schedule I Series

LBR Technical Review Checklist

Department/Budget Entity (Service): Education/ Private Colleges and Universities				
Agency Budget Officer/OPB Analyst Name: Pam Bunkley				
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)		
		481900		
1. GENERAL				
1.1	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)			Yes
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)			Yes
AUDITS:				
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)			Yes
1.4	Has security been set correctly? (CSDR, CSA)			Yes
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.			
2. EXHIBIT A (EADR, EXA)				
2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?			Yes
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?			Yes
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?			Yes
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?			Yes
3. EXHIBIT B (EADR, EXB)				
3.1	Is it apparent that there is a fund shift and 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.			N/A

Action		Program or Service (Budget Entity Codes)			
				481900	
AUDITS:					
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")			Yes	
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")			Yes	
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
TIP	Exhibit B - A02 equal to B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.				
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.				
4. EXHIBIT D (EADR, EXD)					
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?			Yes	
4.2	Is the program component code and title used correct?			Yes	
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 (EDIR, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)			Yes	
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")			Yes	
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)			Yes	
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)			Yes	
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.				

Action		Program or Service (Budget Entity Codes)			
			481900		
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.				
TIP	If G08 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 G08 was created.				
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?			Yes	
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).			Yes	
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)			Yes	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?			N/A	
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?			N/A	
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).			N/A	
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.			N/A	
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.			N/A	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?			Yes	
7.9	Does the issue narrative reference the specific county(ies) where applicable?			N/A	

Action		Program or Service (Budget Entity Codes)			
				481900	
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 #09-002?			N/A	
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)			N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?			N/A	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?			N/A	
7.14	Do the amounts reflect appropriate FSI assignments?			Yes	
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)			N/A	
7.16	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 or 363XXC0)?			N/A	
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?			N/A	
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")			Yes	
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 61 through 64 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.				

Action		Program or Service (Budget Entity Codes)			
				481900	
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 2008-09 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 (SCIR, SC1 - Budget Entity Level or SCIR, SCID - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?			N/A	
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?			N/A	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?			N/A	
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?			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)?			N/A	
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?			N/A	
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	
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?			N/A	
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, 000799, 001510 and 001599)?			N/A	
8.10	Are the statutory authority references correct?			N/A	
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)			N/A	
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?			N/A	

Action	Program or Service (Budget Entity Codes)				
			481900		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?			N/A	
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?			N/A	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?			N/A	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?			N/A	
8.17	If applicable, are nonrecurring revenues entered into Column A04?			N/A	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?			N/A	
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	
8.20	Are appropriate service charge nonoperating amounts included in Section II?			N/A	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?			N/A	
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.)			N/A	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?			N/A	
8.24	Are prior year September operating reversions appropriately shown in column A01?			N/A	
8.25	Are current year September operating reversions appropriately shown in column A02?			N/A	
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?			N/A	
8.27	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?			N/A	
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?			N/A	
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).			N/A	

Action		Program or Service (Budget Entity Codes)			
				481900	
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SCIR, SC1A - Report should print "No Discrepancies Exist For This Report")			N/A	
8.31	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. (SCIR, DEPT)			N/A	
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 119 of the LBR Instructions.)				
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 150 of the LBR Instructions.)			N/A	
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)			N/A	
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.			N/A	
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?			N/A	
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?			Yes	
13. SCHEDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2008 LBR submittal.				

Action		Program or Service (Budget Entity Codes)			
			481900		
14. SCHEDULE VIII B-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?			Yes	
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (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.)			Yes	
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)			Yes	
15.3	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")			Yes	
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")			Yes	
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)			Yes	
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")			No	
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?			Yes	
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?			Yes	
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?			Yes	
AUDITS - GENERAL INFORMATION					
TIP Review Section 6: Audits of the LBR Instructions 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.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?			N/A	
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?			N/A	
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?			N/A	
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?			N/A	
17.5	Are the appropriate counties identified in the narrative?			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.					

State of Florida
Department of Education
Student Financial Aid Program -
State



2009-10
Exhibits or Schedules

State of Florida
Department of Education
Student Financial Aid Program -
State



2009-10
Schedule I Series

SCHEDULE I NARRATIVE

Department of Education Office of Student Financial Assistance

Program: **Student Financial Aid Program – State**
Budget Entity: **48200200**
Fund Name/Number: **Educational Enhancement Trust Fund / 2178**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue estimates for the Department of Education are based on the Outlook Statement prepared by the Revenue Estimating Conference pursuant to Section 216.136(3), Florida Statutes. The amount of revenue for each budget entity is based on the expenditures for the budget entity.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of lottery proceeds. The Department passes the revenue through to school districts, community colleges and universities.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Educational Enhancement Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Office of Student Financial Assistance

Program: **Student Financial Aid Program – State**
Budget Entity: **48200200**
Fund Name/Number: **State Student Financial Assistance Trust Fund / 2240**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Change in Loans Receivable \$(81,203)**
This Statewide Financial Statement (SWFS) was necessary to record the change in loans receivable. This entry effectively decreases fund balance.
- **Reserve for Ethics in Business per Section 1009.76, Florida Statutes (\$4,867,420)**
This adjustment represents a reserve for the Ethics in Business appropriation. The reserve or principle is invested, and the interest earned is issued as scholarships through the Independent Colleges and Universities of Florida (ICUF) foundation. Since the principle cannot be spent, the fund balance will be decreased for this amount.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on historical data from estimated federal receipts for scholarships and grant programs, private donations and matching state funds and interest earnings. Pursuant to Section 1009.765, Florida Statutes, this fund must maintain a \$4,867,420 cash balance for the Ethics and Business Scholarship Program.

5 PERCENT TRUST FUND RESERVE CALCULATION

The federal fund revenues are exempt from the 5 percent calculation. A 5 percent reserve on the remaining funds seems inappropriate due to the nature and intent of the funds and may impact the department's ability to disburse the various financial assistance and scholarship payments as appropriated.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for State Student Financial Assistance Trust Fund	\$	<u>0</u>

SCHEDULE I NARRATIVE

Department of Education Office of Student Financial Assistance

Program: **Student Financial Aid Program – State**
Budget Entity: **48200200**
Fund Name/Number: **Student Loan Operating Trust Fund / 2397**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

The revenue in this budget entity is transferred from budget entity 48800000 in an amount to equal expenditures/appropriations. Revenue estimates in budget entity 48800000 are based on revenues from loan processing and issuance fees, account maintenance fees, default aversion fees, investment income and guaranty agency retention fee.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Student Loan Operating Trust Fund	\$	<u><u>0</u></u>

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 482002-STUDENT FINANCIAL AID PROG-STATE
Fund: 2178-EDUCATIONAL ENHANCEMENT TF

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
Transfers from the Department of Business and Professional Regulations/Slot Machines and transfers from Lottery	12,094		
<u>FUNDING SOURCE - NON-STATE</u>			
TOTALS*	12,094	-	-

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 482002-STUDENT FINANCIAL AID PROG-STATE
Fund: 2240-STATE STUDENT FIN ASSISTANCE TF

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
Scholarship Loan Repayments	185,814	157,077	149,285
Jose Marti Scholarship	123,090	104,053	82,331
Mary McLeod Bethune Scholarship	226,000	191,048	151,163
Interest	269,688	227,979	180,385
<u>FUNDING SOURCE - NON-STATE</u>			
TOTALS*	804,592	680,157	563,164

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	EDUCATIONAL ENHANCEMENT TRUST FUND
Budget Entity:	48200200 - STUDENT FINANCIAL AID PROGRAM - STATE
LAS/PBS Fund Number:	2178

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	12,093.76	(A)		12,093.76
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	-	(C)		-
ADD: Outstanding Accounts Receivable	-	(D)		-
ADD:		(E)		-
Total Cash plus Accounts Receivable	12,093.76	(F)	-	12,093.76
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/08	12,093.76	(K)	-	12,093.76 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	STATE STUDENT FINANCIAL ASSISTANCE TRUST FUND
Budget Entity:	48200200 - STUDENT FINANCIAL AID PROGRAM - STATE
LAS/PBS Fund Number:	2240

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	500,758.93 (A)	-	500,758.93
ADD: Other Cash (See Instructions)	-	-	-
ADD: Investments	4,978,759.10 (C)	-	4,978,759.10
ADD: Outstanding Accounts Receivable	2,303,389.50 (D)	-	2,303,389.50
ADD: _____	-	-	-
Total Cash plus Accounts Receivable	7,782,907.53 (F)	-	7,782,907.53
LESS: Allowances for Uncollectibles	2,110,397.64 (G)	-	2,110,397.64
LESS: Approved "A" Certified Forwards	-	-	-
Approved "B" Certified Forwards	-	-	-
Approved "FCO" Certified Forwards	-	-	-
LESS: Other Accounts Payable (Nonoperating)	497.87 (I)	-	497.87
LESS: Reserve for Ethics in Business, s. 1009.76 F.S.	4,867,420.00 (J)	-	4,867,420.00
Unreserved Fund Balance, 07/01/08	804,592.02 (K)	-	804,592.02 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	STUDENT LOAN OPERATING TRUST FUND
Budget Entity:	48200200-STUDENT FIN AID PROGRAM - STATE
LAS/PBS Fund Number:	2397

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(4,580,554.72)	(A)			(4,580,554.72)
ADD: Other Cash (See Instructions)		(B)			-
ADD: Investments		(C)			-
ADD: Outstanding Accounts Receivable		(D)			-
ADD: Anticipated Transfer from 2397/48800000	4,580,554.72	(E)			4,580,554.72
Total Cash plus Accounts Receivable	-	(F)	-		-
LESS: Allowances for Uncollectibles		(G)			-
LESS: Approved "A" Certified Forwards		(H)			-
Approved "B" Certified Forwards		(H)			-
Approved "FCO" Certified Forwards		(H)			-
LESS: Other Accounts Payable (Nonoperating)		(I)			-
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/08	-	(K)	-		-

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: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>EDUCATIONAL ENHANCEMENT TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2178</u>	<u>BE 48200200</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 12,093.76 (A)

Add/Subtract: _____ (B)

Other Adjustment(s): _____ (C)

_____ (C)

ADJUSTED BEGINNING TRIAL BALANCE: 12,093.76 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 12,093.76 (E)

DIFFERENCE: (0.00) (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>STATE STUDENT FINANCIAL ASSISTANCE TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2240</u>	<u>BE 48200200</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 5,672,012.02 (A)

Add/Subtract: _____ (B)

Other Adjustment(s):

Reserv for Ethics in Business, s. 1009.76 F.S. (4,867,420.00) (C)

_____ (C)

ADJUSTED BEGINNING TRIAL BALANCE: 804,592.02 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 804,592.02 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>STUDENT LOAN OPERATING TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2397</u>	<u>BE 48200200</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 (4,580,554.72) (A)

Add/Subtract: (B)

Other Adjustment(s):

Anticipated Transfer from 2397/48800000 4,580,554.72 (C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: 0.00 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 0.00 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

LBR Technical Review Checklist

Department/Budget Entity (Service): Education/ Student Financial Aid Program-State
Agency Budget Officer/OPB Analyst Name: Pam Bunkley

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)			
			482002	

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)			Yes	
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)			Yes	

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?			Yes	
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?			Yes	
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?			Yes	
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?			Yes	

3. EXHIBIT B (EADR, EXB)

3.1 Is it apparent that there is a fund shift and 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.			Yes	
--	--	--	-----	--

AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")			Yes	
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")			Yes	
TIP Generally look for and be able to fully explain significant differences between A02 and A03.				
TIP Exhibit B - A02 equal to B02: 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.				

Action		Program or Service (Budget Entity Codes)			
				482002	
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.				
4. EXHIBIT D (EADR, EXD)					
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?			Yes	
4.2	Is the program component code and title used correct?			Yes	
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.)			Yes	
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")			Yes	
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)			Yes	
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)			Yes	
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.				
TIP	If G08 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 G08 was created.				
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?			Yes	
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).			Yes	
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)			Yes	

Action		Program or Service (Budget Entity Codes)			
				482002	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?			N/A	
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?			N/A	
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).			N/A	
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.			N/A	
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.			N/A	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?			Yes	
7.9	Does the issue narrative reference the specific county(ies) where applicable?			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 #09-002?			N/A	
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)			N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?			N/A	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?			N/A	
7.14	Do the amounts reflect appropriate FSI assignments?			Yes	
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)			N/A	
7.16	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 or 363XXC0)?			N/A	
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?			N/A	
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")			Yes	
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.				

Action		Program or Service (Budget Entity Codes)			
				482002	
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 61 through 64 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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?			Yes	
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?			Yes	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?			Yes	
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?			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)?			Yes	
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?			Yes	
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	
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?			N/A	
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, 000799, 001510 and 001599)?			Yes	
8.10	Are the statutory authority references correct?			Yes	
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)			N/A	
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?			Yes	
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?			Yes	

Action		Program or Service (Budget Entity Codes)			
				482002	
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?			N/A	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?			Yes	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?			Yes	
8.17	If applicable, are nonrecurring revenues entered into Column A04?			N/A	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?			N/A	
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?			Yes	
8.20	Are appropriate service charge nonoperating amounts included in Section II?			N/A	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?			Yes	
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.)			Yes	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?			Yes	
8.24	Are prior year September operating reversions appropriately shown in column A01?			N/A	
8.25	Are current year September operating reversions appropriately shown in column A02?			N/A	
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?			Yes	
8.27	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?			Yes	
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?			Yes	
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).			Yes	
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")			Yes	
8.31	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)			Yes	
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 119 of the LBR Instructions.)				
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:					

Action		Program or Service (Budget Entity Codes)			
				482002	
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 150 of the LBR Instructions.)			N/A	
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)			N/A	
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.			N/A	
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?			N/A	
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?			Yes	
13. SCHEDULE VIIB-1					
13.1	This schedule is not required in the October 15, 2008 LBR submittal.				
14. SCHEDULE VIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?			Yes	
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)			Yes	
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)			Yes	
15.3	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")			Yes	
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")			Yes	
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)			Yes	
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")			No	
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				

Action	Program or Service (Budget Entity Codes)			
			482002	

16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?			Yes	
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?			Yes	
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?			Yes	

AUDITS - GENERAL INFORMATION				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.			

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?			N/A	
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?			N/A	
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?			N/A	
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?			N/A	
17.5	Are the appropriate counties identified in the narrative?			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.				

State of Florida
Department of Education
Student Financial Aid Program -
Federal



2009-10
Exhibits or Schedules

State of Florida
Department of Education
Student Financial Aid Program -
Federal



2009-10
Schedule I Series

SCHEDULE I NARRATIVE

Department of Education Office of Student Financial Assistance

Program: **Student Financial Aid Program – Federal**
Budget Entity: **48200300**
Fund Name/Number: **Federal Grants Trust Fund / 2261**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on the federal allocations for Florida.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Federal Grants Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Office of Student Financial Assistance

Program: **Student Financial Aid Program – Federal**
Budget Entity: **48200300**
Fund Name/Number: **Student Loan Operating Trust Fund / 2397**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based revenues from loan processing and issuance fees, account maintenance fees, default aversion fees, investment income and guaranty agency retention fee.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Student Loan Operating Trust Fund	\$	<u><u>0</u></u>

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48200300 - STU FIN AID PGM/FED
Fund: 2261 FEDERAL GRANTS TRUST FUND

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 20 07 - 08	FY 20 08 - 09	FY 20 09 - 10

<u>FUNDING SOURCE - NON-STATE</u>			
Scholarship Funds	97,606.00		

TOTALS*	97,606	-	-

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	2261 FEDERAL GRANTS TRUST FUND
Budget Entity:	48200300 STU FIN AID PGM/FED
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	97,606.50	(A)		97,606.50
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	97,606.50	(F)	-	97,606.50
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Anticipated Transfer to 48800000/2261		(J)		-
Unreserved Fund Balance, 07/01/08	97,606.50	(K)	-	97,606.50 **

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: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>FEDERAL GRANTS TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2261</u>	<u>BE 48200300</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 97,606.50 (A)

Add/Subtract: [] (B)

Other Adjustment(s): [] (C)

ADJUSTED BEGINNING TRIAL BALANCE: 97,606.50 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 97,606.50 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

LBR Technical Review Checklist

Department/Budget Entity (Service): **Education/ Student Financial Aid Program-Federal**

Agency Budget Officer/OPB Analyst Name: **Pam Bunkley**

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)			
			482003	

1. GENERAL				
1.1	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)			Yes
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)			Yes
AUDITS:				
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)			Yes
1.4	Has security been set correctly? (CSDR, CSA)			Yes
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.			
2. EXHIBIT A (EADR, EXA)				
2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?			Yes
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?			Yes
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?			Yes
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?			Yes
3. EXHIBIT B (EADR, EXB)				
3.1	Is it apparent that there is a fund shift and 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.			N/A
AUDITS:				
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")			Yes
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")			Yes
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.			
TIP	Exhibit B - A02 equal to B02: 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.			

Action		Program or Service (Budget Entity Codes)				
				482003		
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?			Yes		
4.2	Is the program component code and title used correct?			Yes		
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.)			Yes		
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")			Yes		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)			Yes		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)			Yes		
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.					
TIP	If G08 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 G08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?			Yes		
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).			Yes		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)			Yes		

Action		Program or Service (Budget Entity Codes)			
				482003	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?			N/A	
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?			N/A	
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).			N/A	
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.			N/A	
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.			N/A	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?			Yes	
7.9	Does the issue narrative reference the specific county(ies) where applicable?			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 #09-002?			Yes	
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)			N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?			N/A	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?			N/A	
7.14	Do the amounts reflect appropriate FSI assignments?			Yes	
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)			N/A	
7.16	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 or 363XXC0)?			N/A	
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?			N/A	
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")			Yes	
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.				

Action		Program or Service (Budget Entity Codes)			
				482003	
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 61 through 64 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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?			Yes	
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?			Yes	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?			Yes	
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?			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)?			N/A	
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?			N/A	
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	
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?			N/A	
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, 000799, 001510 and 001599)?			Yes	
8.10	Are the statutory authority references correct?			Yes	
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)			Yes	
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?			Yes	

Action		Program or Service (Budget Entity Codes)				
				482003		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?			Yes		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?			Yes		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?			Yes		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?			Yes		
8.17	If applicable, are nonrecurring revenues entered into Column A04?			Yes		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?			Yes		
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?			Yes		
8.20	Are appropriate service charge nonoperating amounts included in Section II?			Yes		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?			Yes		
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.)			Yes		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?			Yes		
8.24	Are prior year September operating reversions appropriately shown in column A01?			Yes		
8.25	Are current year September operating reversions appropriately shown in column A02?			Yes		
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?			Yes		
8.27	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?			Yes		
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?			Yes		
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).			Yes		
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")			Yes		
8.31	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)			Yes		
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 119 of the LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					

Action		Program or Service (Budget Entity Codes)				
				482003		
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 150 of the LBR Instructions.)			N/A		
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)			N/A		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.			N/A		
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?			N/A		
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?			Yes		
13. SCHEDULE VIIIB-1						
13.1	This schedule is not required in the October 15, 2008 LBR submittal.					
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?			Yes		
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)						
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)			Yes		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)			Yes		
15.3	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")			Yes		
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")			Yes		

Action		Program or Service (Budget Entity Codes)				
				482003		
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)			Yes		
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")			No		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?			Yes		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?			Yes		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?			Yes		
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?			N/A		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?			N/A		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?			N/A		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?			N/A		
17.5	Are the appropriate counties identified in the narrative?			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.					

State of Florida
Department of Education
Voluntary Prekindergarten
Education



2009-10
Exhibits or Schedules

State of Florida
Department of Education
Voluntary Prekindergarten
Education



2009-10
Schedule I Series

LBR Technical Review Checklist

Department/Budget Entity (Service): **Education/Voluntary Prekindergarten Education**

Agency Budget Officer/OPB Analyst Name: **Pam Bunkley**

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)			
			482203	

1. GENERAL				
1.1	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)			Yes
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)			Yes
AUDITS:				
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)			Yes
1.4	Has security been set correctly? (CSDR, CSA)			Yes
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.			
2. EXHIBIT A (EADR, EXA)				
2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?			Yes
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?			Yes
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?			Yes
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?			Yes
3. EXHIBIT B (EADR, EXB)				
3.1	Is it apparent that there is a fund shift and 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.			N/A

Action		Program or Service (Budget Entity Codes)				
				482203		
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")			Yes		
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")			Yes		
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?			Yes		
4.2	Is the program component code and title used correct?			Yes		
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.)			Yes		
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")			Yes		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)			Yes		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)			Yes		
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.					

Action		Program or Service (Budget Entity Codes)			
				482203	
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.				
TIP	If G08 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 G08 was created.				
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?			Yes	
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).			Yes	
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)			Yes	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?			N/A	
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?			N/A	
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).			N/A	
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.			N/A	
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.			N/A	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?			Yes	
7.9	Does the issue narrative reference the specific county(ies) where applicable?			N/A	

Action		Program or Service (Budget Entity Codes)			
				482203	
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 #09-002?			N/A	
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)			N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?			N/A	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?			N/A	
7.14	Do the amounts reflect appropriate FSI assignments?			Yes	
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)			N/A	
7.16	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 or 363XXC0)?			N/A	
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?			N/A	
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")			Yes	
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 61 through 64 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.				

Action		Program or Service (Budget Entity Codes)				
				482203		
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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?			N/A		
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?			N/A		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?			N/A		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?			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)?			N/A		
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?			N/A		
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		
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?			N/A		
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, 000799, 001510 and 001599)?			N/A		
8.10	Are the statutory authority references correct?			N/A		
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)			N/A		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?			Yes		

Action		Program or Service (Budget Entity Codes)			
				482203	
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?			N/A	
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?			N/A	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?			N/A	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?			N/A	
8.17	If applicable, are nonrecurring revenues entered into Column A04?			N/A	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?			N/A	
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	
8.20	Are appropriate service charge nonoperating amounts included in Section II?			N/A	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?			N/A	
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.)			N/A	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?			N/A	
8.24	Are prior year September operating reversions appropriately shown in column A01?			N/A	
8.25	Are current year September operating reversions appropriately shown in column A02?			N/A	
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?			N/A	
8.27	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?			N/A	
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?			N/A	
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).			N/A	

Action		Program or Service (Budget Entity Codes)				
				482203		
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")			N/A		
8.31	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)			N/A		
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 119 of the LBR Instructions.)					
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 150 of the LBR Instructions.)			N/A		
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)			N/A		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.			N/A		
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?			N/A		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?			Yes		
13. SCHEDULE VIIIB-1						
13.1	This schedule is not required in the October 15, 2008 LBR submittal.					

Action		Program or Service (Budget Entity Codes)				
				482203		
14. SCHEDULE VIII B-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?			Yes		
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)						
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (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.)			Yes		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)			Yes		
15.3	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")			Yes		
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")			Yes		
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)			Yes		
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")			No		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?			Yes		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?			Yes		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?			Yes		

	Program or Service (Budget Entity Codes)			
Action			482203	

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.	

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?			N/A		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?			N/A		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?			N/A		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?			N/A		
17.5	Are the appropriate counties identified in the narrative?			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.	
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State of Florida
Department of Education
State Grants/K-12 Programs
FEFP



2009-10
Exhibits or Schedules

State of Florida
Department of Education
State Grants/K-12 Programs
FEFP



2009-10
Schedule I Series

SCHEDULE I NARRATIVE

Department of Education Division of Public Schools

Program: **State Grants/K-12 FEFP**
Budget Entity: **48250300**
Fund Name/Number: **Educational Enhancement Trust Fund / 2178**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue estimates for the Department of Education are based on the Outlook Statement prepared by the Revenue Estimating Conference pursuant to Section 216.136(3), Florida Statutes. The amount of revenue for each budget entity is based on the expenditures for the budget entity.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of lottery proceeds. The Department passes the revenue through to school districts, community colleges and universities.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Educational Enhancement Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Division of Public Schools

Program: State Grants/K-12 FEFP
Budget Entity: 48250300
Fund Name/Number: Principal State School Trust Fund / 2543

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Statewide Financial Statement Section Adjustment To DFS' Unclaimed Property Receipts \$(84,019,334)**
This Statewide Financial Statement (SWFS) was necessary to appropriately reflect the transfer from unclaimed property receipts. This entry effectively decreases fund balance.
- **Change in Long-Term Liability for Unclaimed Property Advances \$422,552,493**
This Statewide Financial Statement (SWFS) was necessary to record the change in long term liability for unclaimed property advances. This entry effectively increases fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on the estimated amount available in the trust fund as determined by the Revenue Estimating Conference which issues an Outlook Statement per Section 216.136(3), Florida Statutes, that is used by DOE to prepare its Legislative Budget Request.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of recurring appropriations authorizing transfers from other state agencies or other entities within an agency.

	\$
No Reportable Revenue for the Reserve Requirement	\$ 0
Multiplied by 5%	5%
Total 5% Reserve for Principal State School Trust Fund	\$ 0

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 482503-STATE GRANTS/K-12 PROGRAM-FEFP
Fund: 2543-PRINCIPAL STATE SCHOOL TRUST FUND

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
Transfer from DFS (to be used only for the support and maintenance of free public schools)	102,782,739	94,349,831	7,163,211
<u>FUNDING SOURCE - NON-STATE</u>			
TOTALS*	102,782,739	94,349,831	7,163,211

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title: EDUCATION
Trust Fund Title: PRINCIPAL STATE SCHOOL TRUST FUND
Budget Entity: 48250300 - STATE GRANTS/K-12 PROGRAM - FEFP
LAS/PBS Fund Number: 2543

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	16,330,774.24	(A)		16,330,774.24
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	86,149,915.95	(C)		86,149,915.95
ADD: Outstanding Accounts Receivable	312,564.11	(D)		312,564.11
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	102,793,254.30	(F)	-	102,793,254.30
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	10,514.99	(I)		10,514.99
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/08	102,782,739.31	(K)	-	102,782,739.31 **

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.

Office of Policy and Budget - July, 2008

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>PRINCIPAL STATE SCHOOL TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2543</u>	<u>BE 48250300</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 [319,769,753.41] (A)

Add/Subtract: [] (B)

Other Adjustment(s):

L/T Liability - Unclaimed Property Advances [422,552,492.72] (C)

ADJUSTED BEGINNING TRIAL BALANCE: [102,782,739.31] (D)

UNRESERVED FUND BALANCE, SCHEDULE IC [102,782,739.31] (E)

DIFFERENCE: [0.00] (F)*

***SHOULD EQUAL ZERO.**

LBR Technical Review Checklist

Department/Budget Entity (Service): Education\ State Grants K-12 Program\FEFP
Agency Budget Officer/OPB Analyst Name: Pam Bunkley

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)			
482503				

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes				

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?	Yes				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?	Yes				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Yes				

3. EXHIBIT B (EADR, EXB)

3.1 Is it apparent that there is a fund shift and 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.	Yes				
--	-----	--	--	--	--

AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Yes				
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Yes				
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B02: 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.					

Action		Program or Service (Budget Entity Codes)				
		482503				
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.						
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?	Yes				
4.2	Is the program component code and title used correct?	Yes				
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.)	Yes				
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")	Yes				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Yes				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Yes				
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.						
TIP If G08 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 G08 was created.						
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Yes				
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).	Yes				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)	Yes				

Action		Program or Service (Budget Entity Codes)			
		482503			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?	N/A			
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?	N/A			
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).	N/A			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Yes			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	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 #09-002?	N/A			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Yes			
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	N/A			
7.16	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 or 363XXC0)?	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Yes			
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.				

Action		Program or Service (Budget Entity Codes)				
		482503				
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 61 through 64 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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Yes				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	Yes				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	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)?	N/A				
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?	Yes				
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				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
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, 000799, 001510 and 001599)?	Yes				
8.10	Are the statutory authority references correct?	Yes				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				

Action		Program or Service (Budget Entity Codes)			
		482503			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	Yes			
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			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A			
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A			
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?	Yes			
8.27	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?	Yes			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes			
8.31	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)	Yes			
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 119 of the LBR Instructions.)				
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:					

Action		Program or Service (Budget Entity Codes)			
		482503			
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 150 of the LBR Instructions.)	N/A			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A			
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Yes			
13. SCHEDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2008 LBR submittal.				
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?	Yes			
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Yes			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes			
15.3	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")	Yes			
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes			
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Yes			
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	No			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				

Action	Program or Service (Budget Entity Codes)			
	482503			

16. MANUALLY PREPARED EXHIBITS & SCHEDULES				
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?	Yes		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes		

AUDITS - GENERAL INFORMATION				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.			

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)				
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A		
17.5	Are the appropriate counties identified in the narrative?	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.			

State of Florida
Department of Education
State Grants/K-12 Programs
NON-FEFP



2009-10
Exhibits or Schedules

State of Florida
Department of Education
State Grants/K-12 Programs
NON-FEFP



2009-10
Schedule I Series

SCHEDULE I NARRATIVE

Department of Education Division of Public Schools

Program: **State Grants/K-12 Non-FEFP**
Budget Entity: **48250400**
Fund Name/Number: **Education Certification Service Trust Fund / 2176**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

This revenue is transferred from fund 2176 in budget entity 48800000 in the amount needed pursuant to the particular amount appropriated/requested in this budget entity. Revenue estimates are based on calculations for application and certification fees, examination fees, and certification renewal fees required to implement certification of school personnel pursuant to Section 1012.59, Florida Statutes. These fees have historically shown an annual increase, however, beginning in Fiscal Year 2008-09, the State Board of Education has approved a fee increase which is anticipated to increase revenues significantly. Other revenue estimates are based on anticipated interest earnings and anticipated fines and penalties pursuant to Section 1010.74, Florida Statutes.

5 PERCENT TRUST FUND RESERVE CALCULATION

Total Revenues for Fiscal Year 2007-08:	\$	
Less Service Charge to General Revenue:		
Less Non Operating Distribution to DFS for Assessment on Investments:		
Total Revenue Subject to 5% Reserve Calculation	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Education Certification Service Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Division of Public Schools

Program: **State Grants/K-12 Non-FEFP**
Budget Entity: **48250400**
Fund Name/Number: **Educational Enhancement Trust Fund / 2178**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue estimates for the Department of Education are based on the Outlook Statement prepared by the Revenue Estimating Conference pursuant to Section 216.136(3), Florida Statutes. The amount of revenue for each budget entity is based on the expenditures for the budget entity.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of lottery proceeds. The Department passes the revenue through to school districts, community colleges and universities.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Educational Enhancement Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Division of Public Schools

Program: **State Grants/K-12 Non-FEFP**
Budget Entity: **48250400**
Fund Name/Number: **Educational Aids Trust Fund / 2180**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Fund Balance Transferred to BE-Fund 48250400-2261 \$(178,415)**
This adjustment transfers the ending fund balance to fund 2261. This entry effectively closes fund 2180.

REVENUE ESTIMATING METHODOLOGY

This fund is terminated as of June 30, 2007. All future activity will be in fund 2261.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Educational Aids Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Division of Public Schools

Program: **State Grants/K-12 Non-FEFP**
Budget Entity: **48250400**
Fund Name/Number: **Federal Grants Trust Fund / 2261**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Residual Federal Fund Transfer \$135,706**
This adjustment represents the fund balance from budget entity/fund 48250400/2180 to this new trust fund. This entry effectively increases fund balance.
- **Current Year Payable not Carried Forward \$71,594**
This amount represents fiscal year 2007-2008 payable balances that were not certified forward. Per statute, the unexpended funds for 2007-2008 are carried forward for this agency, and are used to pay obligations of the prior year and other expenditures at the discretion of the Board of Trustees.
- **School Food Service Cash From 2180 \$(1,468)**
This adjustment represents the cash transferred to 2180 from DOE and subsequently to 2261 by FSDB.
- **Fund Balance Transferred from BE-Fund 48800000-2180 \$38,172,069**
This adjustment transfers the ending fund balance to fund 2261. This entry effectively closes fund 2180.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on actual federal grant awards and federal estimated allocations for Florida. Other revenues include the carry forward of previous years' unspent grant funding. This fund was created for the Department of Education effective July 1, 2007.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	0
Multiplied by 5%		5%
Total 5% Reserve for Federal Grants Trust Fund	\$	0

SCHEDULE I NARRATIVE

Department of Education Division of Public Schools

Program: **State Grants/K-12 Non-FEFP-Florida School for the Deaf and Blind**
Budget Entity: **48250400**
Fund Name/Number: **Grants and Donations Trust Fund / 2339**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Current Year Payable not Carried Forward \$41,144**
This amount represents fiscal year 2007-2008 payable balances that were not certified forward. Per statute, the unexpended funds for 2007-2008 are carried forward for this agency, and are used to pay obligations of the prior year and other expenditures at the discretion of the Board of Trustees.
- **Compensated Absences Liability \$2,070**
This amount represents an adjustment to a long-term liability - compensated absences. Therefore, this amount will increase fund balance.
- **Fund Balance Reserve for Encumbrances \$1,472**
This amount represents an adjustment to the reserved fund balance for encumbrances. Therefore, this amount will increase fund balance.
- **Adjustment \$1,191**
This amount represents an unanalyzed difference between the actual and calculated fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates for the Florida School for the Deaf and the Blind (FSDB) are based on estimated gifts, donations and bequests received.

5 PERCENT TRUST FUND RESERVE CALCULATION

Per Section 1002.36(e)12, Florida Statutes, funds received as gifts, donations and bequests in this trust fund are deposited outside the State Treasury and shall not constitute or be considered a part of any legislative appropriation. Therefore, a reserve on these funds seems inappropriate due to the nature and intent of the funds which are to provide a residential public school for hearing- and visually-impaired students in preschool through 12th grade.

No Reportable Revenue for the Reserve Requirement	\$ 0
Multiplied by 5%	<u>5%</u>
Total 5% Reserve for Grants and Donations Trust Fund	\$ 0

SCHEDULE I NARRATIVE

Department of Education Division of Public Schools

Program: State Grants/K-12 Non-FEFP
Budget Entity: 48250400
Fund Name/Number: Principal State School Trust Fund / 2543

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year September Carry Forward Operating Reversions Adjustment \$636,746**
This adjustments represents prior year carry forward operating reversions. The adjustment increases the fund balance.
- **Prior Year Carry Forward "B" not part of Fund Balance Reserved for Encumbrances \$(3,400,874)**
This adjustment represents the amount of prior year carry forward "B" not included in the prior year Fund Balance Reserved for Encumbrances. Since fund balance was not decreased in the prior fiscal year by this amount, this adjustment will decrease the fund balance for the fiscal year 2007-2008..

REVENUE ESTIMATING METHODOLOGY

Revenue in this budget entity is transferred from budget entity 48250300 where the receipts are recorded for the Department of Education (DOE). The amount transferred is determined by the amount expended and by the amount appropriated/requested. Revenue estimates are based on the estimated amount available in the trust fund as determined by the Revenue Estimating Conference which issues an Outlook Statement per Section 216.136(3), Florida Statutes, that is used by DOE to prepare its Legislative Budget Request.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement it consists of recurring appropriations authorizing transfers from other state agencies or other entities within an agency.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	0
Multiplied by 5%		5%
Total 5% Reserve for Principal State School Trust Fund	\$	0

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 48 EDUCATION **Budget Period:** 2009 - 2010
Program: 48250400 ST GRANT/K12-NON FEFP
Fund: 2176 - Education Certification & Service Trust Fund

Specific Authority: Section 1010.74, Florida Statutes
Purpose of Fees Collected: Payment of expenses incurred by the Educational Practices Commission and in the printing of forms and bulletins and issuing certificates

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

<input checked="" type="checkbox"/>	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.)
<input type="checkbox"/>	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	ESTIMATED	REQUEST
	FY 2007 - 08	FY 2008 - 09	FY 2009 - 10
<u>Receipts:</u>			

Total Fee Collection to Line (A) - Section III	-	-	-

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
<u>Grants and Aids</u>			154,000

<u>Indirect Costs Charged to Trust Fund</u>			
Total Full Costs to Line (B) - Section III	-	-	154,000

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	-	-	-
TOTAL SECTION II	(B)	-	-	154,000
TOTAL - Surplus/Deficit	(C)	-	-	(154,000)

EXPLANATION of LINE C:

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48250400-STATE GRANT/K-12 PROG-NON FEFP
Fund: 2178 - EDUCATIONAL ENHANCEMENT TF

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
Transfers from the Department of Business and Professional Regulations/Slot Machines and transfers from Lottery	168,699,708	19,154,198	19,154,197
<u>FUNDING SOURCE - NON-STATE</u>			
TOTALS*	168,699,708	19,154,198	19,154,197

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48250400 STATE GRANTS/K-12 PROGRAM - NON FEFP
Fund: 2261 FEDERAL GRANTS TRUST FUND

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 20 <u>07</u> - <u>08</u>	FY 20 <u>08</u> - <u>09</u>	FY 20 <u>09</u> - <u>10</u>
<u>FUNDING SOURCE - NON-STATE</u>			
Federal Grants	(7,048,571)		
TOTALS*	(7,048,571)	-	-

*Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: EDUCATION
Budget Entity: 48250400 STATE GRANTS/K-12 PROGRAM - NON FEFP
Fund: 2261 FEDERAL GRANTS TRUST FUND (FSDB)

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2007 - 2008	FY 2008 - 2009	FY 2009 - 2010
IDEA, Part B - Entitlement	7,687	(1,500)	2,500
School Food Service Program	83,463	98,463	99,243
Carl Perkins - Vocational Educ.	11,184	2,000	1,517
Title I, Part A - Basic	31,157	4,000	2,500
Outreach For VI/HI - IDEA	7,500	1,500	2,250
Resource Mat Ctr - IDEA	3,524	6,000	3,900
Resource Mat Ctr - IDEA/Trust	4,798	3,210	3,350
Educational Tech Grant - Part I	301	500	300
Indirect Cost- Federal	121,785	136,597	131,046
TOTALS*	271,399	250,770	246,606

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: EDUCATION
Budget Entity: 48250400 STATE GRANTS/K-12 PROGRAM - NON FEFP
Fund: 2339 Grants and Donations Trust Fund (FSDB)

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2007 - 2008	FY 2008 - 2009	FY 2009 - 2010
Resource Materials Center - State	619	-	-
<u>FUNDING SOURCE - NON-STATE</u>			
Electronic Schools Reimbursement	140,192	112,692	99,378
Blind Services Projects	91,985		
NEFEC Staff Development Project	10,930	6,030	4,830
NEFEC Nelmar Terrace Project	355	-	-
School Matched Medicaid	(58,919)	44,081	52,081
Direct Service Medicaid	76,408	16,408	22,408
HCC Insurance Reimbursement Project	7,340	11,840	17,840
SKI-HI	1,913	7,913	4,913
Internal Funds Projects	(29,111)	3,500	6,500
Indirect Cost - Other Projects	45,104	38,416	27,833
Breakfast/Lunch Supplement	4,658	7,158	6,658
TOTALS*	291,474	248,038	242,441

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
 Budget Entity: 482504-STATE GRANTS/K-2 PROG-NON FEFP
 Fund: 2543-PRINCIPAL STATE SCHOOL TF

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
Transfer from DFS (to be used only for the support and maintenance of free public schools)	-	304,515	304,515
<u>FUNDING SOURCE - NON-STATE</u>			
TOTALS*	-	304,515	304,515

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	EDUCATIONAL ENHANCEMENT TRUST FUND
Budget Entity:	48250400 - STATE GRANT/K-12 PROGRAM - NON FEFP
LAS/PBS Fund Number:	2178

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	280,386.49	(A)		280,386.49
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	55,076,525.32	(C)		55,076,525.32
ADD: Outstanding Accounts Receivable	113,355,857.26	(D)		113,355,857.26
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	168,712,769.07	(F)	-	168,712,769.07
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	5,485.65	(H)		5,485.65
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	7,575.57	(I)		7,575.57
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/08	168,699,707.85	(K)	-	168,699,707.85 **

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.

Office of Policy and Budget - July, 2008

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	FEDERAL GRANTS TRUST FUND
Budget Entity:	48250400 STATE GRANTS/K-12 PROGRAM - NON FEFP
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	187,205.23	(A)			0.00
ADD: Other Cash (See Instructions)		(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable		(D)			
ADD: _____		(E)			
Total Cash plus Accounts Receivable	187,205.23	(F)			0.00
LESS: Allowances for Uncollectibles		(G)			
LESS: Approved "A" Certified Forwards	7,226,262.71	(H)			
Approved "B" Certified Forwards	9,513.63	(H)			
Approved "FCO" Certified Forwards		(H)			
LESS: Other Accounts Payable (Nonoperating)		(I)			
LESS: _____		(J)			
Unreserved Fund Balance, 07/01/08	(7,048,571.11)	(K)			0.00**

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2009 - 2010
Trust Fund Title:	EDUCATION
Budget Entity:	FEDERAL GRANTS TRUST FUND
LAS/PBS Fund Number:	48250400 STATE GRANTS/K-12 PROGRAM - NON FEFP
	2261 (FSDB)

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	192,996.02	(A)			192,996.02
ADD: Other Cash (See Instructions)		(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable	78,403.24	(D)			
ADD: _____		(E)			
Total Cash plus Accounts Receivable	271,399.26	(F)			271,399.26
LESS: Allowances for Uncollectibles		(G)			
LESS: Approved "A" Certified Forwards		(H)			
Approved "B" Certified Forwards		(H)			
Approved "FCO" Certified Forwards		(H)			
LESS: Other Accounts Payable (Nonoperating)		(I)			
LESS: _____		(J)			
Unreserved Fund Balance, 07/01/08	271,399.26	(K)			271,399.26 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	GRANTS AND DONATIONS TRUST FUND
Budget Entity:	48250400 - STATE GRANTS/K-12 PROGRAM - NON FEFP (FSDB)
LAS/PBS Fund Number:	2339

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	259,182.53	(A)		259,182.53
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	32,291.67	(D)		32,291.67
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	291,474.20	(F)	-	291,474.20
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/08	291,474.20	(K)	-	291,474.20 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	PRINCIPAL STATE SCHOOL TRUST FUND
Budget Entity:	48250400 - STATE GRANTS/K-12 PROGRAM - NON FEFP
LAS/PBS Fund Number:	2543

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	-	(A)			-
ADD: Other Cash (See Instructions)		(B)			-
ADD: Investments		(C)			-
ADD: Outstanding Accounts Receivable		(D)			-
ADD: Anticipated Transfer from DFS	1,866,029.95	(E)			1,866,029.95
Total Cash plus Accounts Receivable	1,866,029.95	(F)	-		1,866,029.95
LESS: Allowances for Uncollectibles		(G)			-
LESS: Approved "A" Certified Forwards	1,866,029.95	(H)			1,866,029.95
Approved "B" Certified Forwards		(H)			-
Approved "FCO" Certified Forwards		(H)			-
LESS: Other Accounts Payable (Nonoperating)		(I)			-
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/08	-	(K)	-		-

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: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>EDUCATIONAL ENHANCEMENT TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2178</u>	<u>BE 48250400</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 168,699,707.85 (A)

Add/Subtract:

[] (B)

Other Adjustment(s):

0.00 (C)

[] (C)

ADJUSTED BEGINNING TRIAL BALANCE: 168,699,707.85 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 168,699,707.85 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>FEDERAL GRANTS TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2261</u>	<u>BE 48250400</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 [(7,048,571.11)] (A)

Add/Subtract: [] (B)

Other Adjustment(s): [] (C)

[] (C)

ADJUSTED BEGINNING TRIAL BALANCE: [(7,048,571.11)] (D)

UNRESERVED FUND BALANCE, SCHEDULE IC [(7,048,571.11)] (E)

DIFFERENCE: [(0.00)] (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title: EDUCATION
Trust Fund Title: FEDERAL GRANTS TRUST FUND
LAS/PBS Fund Number: 2261 (FSDB)

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 199,805.29 (A)

Add/Subtract: (B)

Other Adjustment(s):

CY Payables Not Certified 71,593.97 (C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: 271,399.26 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 271,399.26 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>GRANTS AND DONATIONS TRUST FUND (FSDB)</u>	
LAS/PBS Fund Number:	<u>2339</u>	<u>BE 48250400</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 246,788.22 (A)

Add/Subtract: (B)

Other Adjustment(s):

FB Reserved for Encumbrances 1,471.91 (C)

Compensated Absence Liability 2,069.60 (C)

Payables Not Certified Forward 41,144.47 (C)

ADJUSTED BEGINNING TRIAL BALANCE: 291,474.20 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 291,474.20 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>PRINCIPAL STATE SCHOOL TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2543</u>	<u>BE 48250400</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 [(1,866,029.95)] (A)

Add/Subtract:

[] (B)

Other Adjustment(s):

Anticipated Transfer from DFS [1,866,029.95] (C)

ADJUSTED BEGINNING TRIAL BALANCE: [0.00] (D)

UNRESERVED FUND BALANCE, SCHEDULE IC [0.00] (E)

DIFFERENCE: [0.00] (F)*

***SHOULD EQUAL ZERO.**

LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Education/State Grants/K-12 Program - Non FEFP
Agency Budget Officer/OPB Analyst Name: Pam Bunkley

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	48250400				
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1. GENERAL					
1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes				
AUDITS:					
1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Yes				
1.4 Has security been set correctly? (CSDR, CSA)	Yes				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					
2. EXHIBIT A (EADR, EXA)					
2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?	Yes				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes				
2.3 Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?	Yes				
2.4 Have the coding guidelines in Section 3 of the LBR Instructions (pages 15 through 25) been followed?	Yes				
3. EXHIBIT B (EADR, EXB)					
3.1 Is it apparent that there is a fund shift and 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.	Yes				
AUDITS:					
3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Yes				
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Yes				
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B02: 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					

		Program or Service (Budget Entity Codes)			
Action		48250400			
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.				
4. EXHIBIT D (EADR, EXD)					
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?	Yes			
4.2	Is the program component code and title used correct?	Yes			
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.)	Yes			
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")	Yes			
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Yes			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Yes (rounding and FSDB)			
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.				
TIP	If G08 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 G08 was created.				
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?	Yes			
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).	Yes			
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)	Yes			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?	N/A			

Action		Program or Service (Budget Entity Codes)			
		48250400			
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?	N/A			
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).	N/A			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Yes			
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 #09-002?	N/A			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should not be deleted. (PLRR, PLMO)	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Yes			
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	N/A			
7.16	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 or 363XXC0)?	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Yes			

Action		Program or Service (Budget Entity Codes)			
		48250400			
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 61 through 64 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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes			
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes			
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)?	Yes			
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?	Yes			
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			
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			
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, 000799, 001510 and 001599)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	Yes			

		Program or Service (Budget Entity Codes)			
Action		48250400			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	Yes			
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			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes			
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?	Yes			
8.27	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?	Yes			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					

Action		Program or Service (Budget Entity Codes)			
		48250400			
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	NO			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes			
8.31	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)	Yes			
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 119 of the LBR Instructions.)				
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 150 of the LBR Instructions.)	N/A			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A			
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Yes			
13. SCHEDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2008 LBR submittal.				
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48250400			
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (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.)	Yes			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes			
15.3	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")	Yes			
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes			
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Yes			
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	No			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?	Yes			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review Section 6: Audits of the LBR Instructions 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.				
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
17.5	Are the appropriate counties identified in the narrative?	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.				

State of Florida
Department of Education
Federal Grants K-12 Program



2009-10
Exhibits or Schedules

State of Florida
Department of Education
Federal Grants K-12 Program



2009-10
Schedule I Series

SCHEDULE I NARRATIVE

Department of Education Division of Public Schools

Program: **Federal Grants/K-12 Program**
Budget Entity: **48250500**
Fund Name/Number: **Administrative Trust Fund / 2021**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

The revenue provided in this fund and budget entity is transferred from the same fund in 48800000. Revenue is derived from assessments on federal grants based on the Florida Department of Education's current approved Indirect Cost Rate Agreement with the United States Department of Education dated July 17, 2007, for the period July 1, 2007, through 2010. The assessment is a percentage of total direct expenditures excluding capital expenditures, flow-through appropriations and unallowable costs.

5 PERCENT TRUST FUND RESERVE CALCULATION

Administrative Trust Funds are exempt from the reserve requirement.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Administrative Trust Fund	\$	<u>0</u>

SCHEDULE I NARRATIVE

Department of Education Division of Public Schools

Program: **Federal Grants/K-12 Program**
Budget Entity: **48250500**
Fund Name/Number: **Federal Grants Trust Fund / 2261**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Change in OSFA's Loan Receivable and Allowance \$(32,241)**
This Statewide Financial Statement (SWFS) was necessary to record the change in loans receivable and related allowance for the Office of Student and Financial Assistance. This entry effectively decreases fund balance.
- **Transfer OSFA's Loan from Fund 2180 to Fund 2261 \$319,760**
This Statewide Financial Statement (SWFS) was necessary to transfer the loan balance to the new trust fund. This entry effectively increases fund balance.
- **Statewide Financial Statement Section's Adjustment \$(223,144)**
This Statewide Financial Statement (SWFS) was required to adjust the residual equity transfer from fund 2180. This entry effectively decreases fund balance.
- **Fund Balance Transferred From Budget Entity-Fund 48800000-2180 \$(49,097,335)**
This adjustment represents the fund balance from budget entity/fund 48800000/2180 to this new trust fund. This entry effectively decreases fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on actual federal grant awards and federal estimated allocations for Florida. Other revenues include the carry forward of previous years' unspent grant funding. This fund was created for the Department of Education effective July 1, 2007.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Federal Grants Trust Fund	\$	<u>0</u>

SCHEDULE I NARRATIVE

Department of Education Division of Public Schools

Program: **Federal Grants/K-12 Program**
Budget Entity: **48250500**
Fund Name/Number: **Food and Nutrition Trust Fund / 2315**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on prior year actual reimbursement requests for the Food Service Program pursuant to federal guidelines (Section 1006.06, Florida Statutes).

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Food and Nutrition Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Division of Public Schools

Program: **Federal Grants/K-12 Program**
Budget Entity: **48250500**
Fund Name/Number: **Grants and Donations Trust Fund / 2339**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on interest earnings and transfers from the Department of Revenue for the Anti-Tobacco Program pursuant Section 569.11(6), Florida Statutes, and retail tobacco products dealer permits (Section 561.025(2), Florida Statutes) from the Department of Business Professional Regulation, as well as receipts from the Transponder Time Program.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of recurring appropriations authorizing transfers from other state agencies or other entities within an agency.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Grants and Donations Trust Fund	\$	<u><u>0</u></u>

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48250500-FEDERAL GRANTS K/12 PROGRAM
Fund: 2261 FEDERAL GRANTS TRUST FUND

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
<u>FUNDING SOURCE - NON-STATE</u>			
Federal Grants	1,979,760		
TOTALS*	1,979,760	-	-

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48250500-FEDERAL GRANTS K/12 PROGRAM
Fund: 2315 - FOOD AND NUTRITION SERVICES TF

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
<u>FUNDING SOURCE - NON-STATE</u>			
School Lunch Program Funds	215		
TOTALS*	215	0	0

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
 Budget Entity: 48250500-FEDERAL GRANTS K/12 PROGRAM
 Fund: 2339-GRANTS AND DONATIONS TRUST FUND

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
<u>FUNDING SOURCE - NON-STATE</u>			
Transponder Time Program	235,838		
Tobacco Education Program	1,238,152		
TOTALS*	1,473,990	-	-

*Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>
Trust Fund Title:	<u>FEDERAL GRANTS TRUST FUND</u>
Budget Entity:	<u>48250500-FEDERAL GRANTS K/12 PROGRAM</u>
LAS/PBS Fund Number:	<u>2261</u>

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,722,234.01	(A)		2,722,234.01
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	527,598.52	(D)		527,598.52
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	3,249,832.53	(F)	-	3,249,832.53
LESS: Allowances for Uncollectibles	340,080.79	(G)		340,080.79
LESS: Approved "A" Certified Forwards	929,991.22	(H)		929,991.22
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/08	1,979,760.52	(K)	-	1,979,760.52 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	FOOD AND NUTRITION SERVICES TRUST FUND
Budget Entity:	48250500 - FEDERAL GRANTS K/12 PROGRAM
LAS/PBS Fund Number:	2315

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	215.33 (A)		215.33
ADD: Other Cash (See Instructions)			-
ADD: Investments			-
ADD: Outstanding Accounts Receivable			-
ADD: _____			-
Total Cash plus Accounts Receivable	215.33 (F)	-	215.33
LESS: Allowances for Uncollectibles			-
LESS: Approved "A" Certified Forwards			-
Approved "B" Certified Forwards			-
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)			-
LESS: _____			-
Unreserved Fund Balance, 07/01/08	215.33 (K)	-	215.33 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	GRANTS AND DONATIONS TRUST FUND
Budget Entity:	48250500 - FEDERAL GRANTS K/12 PROGRAM
LAS/PBS Fund Number:	2339

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	199,519.62 (A)		199,519.62
ADD: Other Cash (See Instructions)			-
ADD: Investments	1,355,779.28 (C)		1,355,779.28
ADD: Outstanding Accounts Receivable	8,649.09 (D)		8,649.09
ADD: _____			-
Total Cash plus Accounts Receivable	1,563,947.99 (F)	-	1,563,947.99
LESS: Allowances for Uncollectibles			-
LESS: Approved "A" Certified Forwards	29,822.31 (H)		29,822.31
Approved "B" Certified Forwards	60,000.00 (H)		60,000.00
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	135.57 (I)		135.57
LESS: _____			-
Unreserved Fund Balance, 07/01/08	1,473,990.11 (K)	-	1,473,990.11 **

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: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>FEDERAL GRANTS TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2261</u>	<u>BE 48250500</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 1,651,044.96 (A)

Add/Subtract:

[] (B)

Other Adjustment(s):

Payables not part Certified Forwards 328,715.56 (C)

[] (C)

ADJUSTED BEGINNING TRIAL BALANCE: 1,979,760.52 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 1,979,760.52 (E)

DIFFERENCE: (0.00) (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>FOOD AND NUTRITION SERVICES TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2315</u>	<u>BE 48250500</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 [(14,614.52)] (A)

Add/Subtract:

[] (B)

Other Adjustment(s):

Payable not Certified [14,829.85] (C)

[] (C)

ADJUSTED BEGINNING TRIAL BALANCE: [215.33] (D)

UNRESERVED FUND BALANCE, SCHEDULE IC [215.33] (E)

DIFFERENCE: [(0.00)] (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>GRANTS AND DONATIONS TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2339</u>	<u>BE 48250500</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 (A)

Add/Subtract: (B)

Other Adjustment(s): (C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: (D)

UNRESERVED FUND BALANCE, SCHEDULE IC (E)

DIFFERENCE: (F)*

***SHOULD EQUAL ZERO.**

LBR Technical Review Checklist

Department/Budget Entity (Service): Education/ Federal Grants K-12 Program

Agency Budget Officer/OPB Analyst Name: Pam Bunkley

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)				
482505					

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes				

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?	Yes				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?	Yes				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Yes				

3. EXHIBIT B (EADR, EXB)

3.1 Is it apparent that there is a fund shift and 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.	Yes				
--	-----	--	--	--	--

Action		Program or Service (Budget Entity Codes)			
		482505			
AUDITS:					
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Yes			
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Yes			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
TIP	Exhibit B - A02 equal to B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.				
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.				
4. EXHIBIT D (EADR, EXD)					
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?	Yes			
4.2	Is the program component code and title used correct?	Yes			
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.)	Yes			
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")	Yes			
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Yes			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Yes			
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.				

Action		Program or Service (Budget Entity Codes)				
		482505				
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.					
TIP	If G08 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 G08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Yes				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).	Yes				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)	Yes				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?	N/A				
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?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				

Action		Program or Service (Budget Entity Codes)			
		482505			
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 #09-002?	N/A			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Yes			
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	N/A			
7.16	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 or 363XXC0)?	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Yes			
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 61 through 64 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.				

Action		Program or Service (Budget Entity Codes)				
		482505				
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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Yes				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	Yes				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes				
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)?	Yes				
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?	Yes				
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				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
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, 000799, 001510 and 001599)?	Yes				
8.10	Are the statutory authority references correct?	Yes				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	Yes				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				

Action		Program or Service (Budget Entity Codes)			
		482505			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	Yes			
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?	Yes			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Yes			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			
8.25	Are current year September operating reversions appropriately shown in column A02?	Yes			
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?	Yes			
8.27	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?	Yes			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			

Action		Program or Service (Budget Entity Codes)				
		482505				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes				
8.31	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)	Yes				
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 119 of the LBR Instructions.)					
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 150 of the LBR Instructions.)	N/A				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Yes				
13. SCHEDULE VIIIB-1						
13.1	This schedule is not required in the October 15, 2008 LBR submittal.					

Action		Program or Service (Budget Entity Codes)			
		482505			
14. SCHEDULE VIII B-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?	Yes			
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (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.)	Yes			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes			
15.3	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")	Yes			
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes			
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Yes			
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	No			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?	Yes			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			

Action	Program or Service (Budget Entity Codes)			
	482505			

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.	

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	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.	
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State of Florida
Department of Education
Educational Media and
Technology
Services



2009-10
Exhibits or Schedules

State of Florida
Department of Education
Educational Media and
Technology
Services



2009-10
Schedule I Series

SCHEDULE I NARRATIVE

Department of Education Division of Public Schools

Program: **Educational Media and Technology Services**
Budget Entity: **48250600**
Fund Name/Number: **Federal Grants Trust Fund / 2261**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

The educational discount rate (E-Rate) supports the Florida Information Resource Network which provides Internet access services to all the school districts, community colleges, universities, 15 libraries, 7 private schools, the Independent Florida Agricultural Services (IFAS), and the Community College Library Automation (CCLA). (However, the E-Rate levied by the Federal Communications Commission on telecommunication services is only available for school districts, libraries, and public schools.) The appropriation and the projected revenues are contingencies in the event that E-Rate funds are not received. This fund was created for the Department of Education effective July 1, 2007.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Federal Grants Trust Fund	\$	<u><u>0</u></u>

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
 Budget Entity: 48250600-EDUC MEDIA & TECHNOLOGY SERV
 Fund: 2261 FEDERAL GRANTS TRUST FUND

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
<u>FUNDING SOURCE - NON-STATE</u>			
Universal Service E-Rate Program	2,982,380		
TOTALS*	2,982,380	-	-

*Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	2261 FEDERAL GRANTS TRUST FUND
Budget Entity:	48250600-EDUCATIONAL MEDIA & TECHNOLOGY SERVICES
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	95,074.63	(A)		95,074.63
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	3,320,023.54	(C)		3,320,023.54
ADD: Outstanding Accounts Receivable	11,057.98	(D)		11,057.98
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	3,426,156.15	(F)	-	3,426,156.15
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	443,404.48	(H)		443,404.48
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	372.00	(I)		372.00
LESS: Anticipated Transfer to 48800000/2261		(J)		-
Unreserved Fund Balance, 07/01/08	2,982,379.67	(K)	-	2,982,379.67 **

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: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>FEDERAL GRANTS TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2261</u>	<u>BE 48250600</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 2,982,379.67 (A)

Add/Subtract:

[] (B)

Other Adjustment(s):

Anticipated Transfer to 48800000/2021 [] (C)

[] (C)

ADJUSTED BEGINNING TRIAL BALANCE: 2,982,379.67 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 2,982,379.67 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

DEPARTMENT OF EDUCATION

SCHEDULE IV-B

FOR

FCAT EXPLORER

FOR

FISCAL YEAR 2009-10



State of Florida

The Florida Legislature



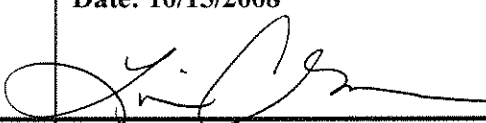


Governor's Office of Policy and Budget

October 15, 2008

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I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Florida Department of Education	Schedule IV-B Submission Date: October 15, 2008
Project Name: On-line Support for Sunshine State Standards/FCAT Explorer	Is this project included in the Agency's LRPP? X Yes ___ No
FY 2009-10 LBR Issue Code:	FY 2009-10 LBR Issue Title:
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Nikolai Vitti, 850-245-0422, Nikolai.Vitti@fldoe.org	
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: 10/15/2008
Printed Name: Commissioner Eric J. Smith	
Agency Chief Information Officer:	Date: 10/15/2008
Printed Name: Ron Lauver	
Budget Officer:	Date: 10/15/2008
Printed Name: Linda Champion	
Planning Officer:	Date: 10/15/2008
Printed Name: Iris C. Wilson	
Project Sponsor:	Date: 10/15/2008
Printed Name: Nikolai Vitti	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Katrice Green, 245-9183, Katrice.Green@fldoe.org
Cost Benefit Analysis:	Katrice Green, 245-9183, Katrice.Green@fldoe.org
Risk Analysis:	Katrice Green, 245-9183, Katrice.Green@fldoe.org
Technology Planning:	Ron Lauver, 245-9325, Ron.Lauver@fldoe.org
Project Planning:	Katrice Green, 245-9183, Katrice.Green@fldoe.org

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II. Schedule IV-B Business Case

Business Case Section	\$1-1.99M	\$2 – 10 M		> \$10 M
		Routine upgrades & infrastructure	Business or organizational change	
Background and Strategic Needs Assessment			X	X
Baseline Analysis			X	X
Proposed Business Process Requirements			X	X
Cost Benefit Analysis		X	X	X

A. Background and Strategic Needs Assessment

Purpose: To clearly articulate the business-related need(s) for the proposed project.

1. Agency Program(s)/Service(s) Environment

The Florida Department of Education endeavors to provide a dedicated fund source for continued maintenance, technical support, and enhancement of online instructional support for the *Sunshine State Standards* (SSS) through the *FCAT Explorer*, and for expansion of this system through new instructional program development.

FCAT Explorer is an innovative, Web-based instructional support tool designed to assist students in grades 3-12 in mastering the *Sunshine State Standards* as assessed by the Florida Comprehensive Assessment Test (FCAT) through:

- a. Student programs which provide skills practice, feedback, and tutorial reinforcement through multidisciplinary content; student performance reports, and—for grades 3 and 10 FCAT benchmarks—individualized, adaptive instructional support
- b. Teacher/administrator instructional tools designed to support data-driven lesson planning and instruction, including individual and class progress reports to facilitate class management, reporting, and interaction with students and parents
- c. FOCUS: Florida’s Continuous Improvement Model website which launched its multi-grade mini-assessment class tool in the spring of 2005. Based on the 8-Step Instructional Process developed by Mary Lehman Barksdale, FOCUS is part of an eight-step process designed to dramatically improve student achievement. Each mini-assessment offers a quick, five-question assessment on a particular benchmark or focus. FOCUS also includes a teacher’s desk with a calendar for scheduling assessment periods and tools for monitoring student progress.
- d. Parent and family resources for instructional support outside the classroom.

- e. Extensive technical and user support (toll-free phones, email, user manuals, presentation downloads, training).
- f. FCAT Explorer programs are currently available for reading grades 3, 4, 6, 8, and 10; math grades 5, 8, and 10; science grades 5, 8, and 11. FOCUS mini-assessments are currently available reading and math; and science grades 5, 8, and 11.
- g. Priority for new development in fiscal year 2009-2010 is additional modules for FCAT Explorer in science. Current consideration is being given to 3rd and 10th grade science. New development focus can be shifted, however, depending on FLDOE needs.

The *Sunshine State Standards*, adopted by the State Board of Education in 1996, describe what students in public schools should know and be able to do. These *Standards* are in the subjects of language arts, mathematics, science, social studies, fine arts, health/physical education and foreign languages.

The Florida Comprehensive Assessment Test (FCAT) is the state's mechanism for assessing student achievement of the high-order cognitive skills represented in the *Sunshine State Standards* (SSS) in Reading, Writing, Mathematics, and Science.

All students in Grades 3-10 take the FCAT Reading and Mathematics in the spring of each year. All students in Grades 4, 8, and 10 take FCAT Writing, and FCAT Science is administered to all students in Grades 5, 8, and 11.

Florida law (Section 1008.25, Florida Statutes) requires that students who are functioning below grade level be provided additional supports and services. For the 2008 FCAT, Reading, the percent of students functioning at proficiency level and above ranged from 38-72% of all students; for the 2008 FCAT, Math, 53-76%. For the 2008 FCAT, Science, 38-43% for all students tested. For 2007 FCAT Reading, the range was 38-72% of all students by grade level; for 2007 FCAT Math, 50-72%; for Science, 2007 scores ranged from 37-42%

The FCAT Explorer web-based practice and instructional programs are an initiative undertaken by the Florida Department of Education (FLDOE) to close the measurable performance gap between the current and desired ability of Florida's public school students to demonstrate proficiency with the reading comprehension, math problem-solving skills, and science concepts embodied in the *Sunshine State Standards* (SSS) benchmarks and tested on the Florida Comprehensive Assessment Test (FCAT). Closing this measurable performance gap is intended to improve students' scores on the reading comprehension, math, and science portions of the FCAT.

The FCAT Explorer project includes 11 instructional programs for reading, math, and science; teacher, school, and district administrator modules that provide instructional support and management tools, performance

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assessment and tracking, the FOCUS website mini-assessments, information for parents; and a Parent and Family Guide.

An ancillary purpose of the FCAT Explorer project is to close the gap between current and desired levels of the positive perception by educators and parents that the FLDOE is committed to, and successful in, providing useful and effective instructional resources that support educator and parent efforts to ensure that students can demonstrate mastery of the critical reading comprehension, math, and science skills that are embodied in the *Sunshine State Standards* benchmarks and tested on the FCAT.

The science programs proposed for FY 2009 – 2010 include 3rd Grade Science and 10th Grade Science.

The existing FCAT Explorer instructional programs are as follows:

Program Title	Content Focus
Galactic Library	3 rd Grade Reading Benchmarks
Reading Odyssey	4 th Grade Reading Benchmarks
Reading Island	6 th Grade Reading Benchmarks
Reading Boardwalk	8 th Grade Reading Benchmarks
Reading Timeline	10 th Grade Reading Benchmarks
Math Station	5 th Grade Math Benchmarks
Math Navigator	8 th Grade Math Benchmarks
Math Timeline	10 th Grade Math Benchmarks 10 th Grade Math Remediation
Science Station	5 th Grade Science Benchmarks
Science Voyager	8 th Grade Science Benchmarks
Science Mission	11 th Grade Science Benchmarks

These instructional programs are located online at www.fcatexplorer.com.

The FCAT Explorer reading programs are instructionally robust. The reading programs contain a total of 193 reading passages and 1,759 reading comprehension items. All performance objectives that serve as the basis for item writing are reviewed by the FCAT Test Development Center. All items are written in alignment with the SSS for Reading. Reading programs include comprehensive corrective feedback for each item, word-level audio pronunciation, extensive vocabulary building features, glossaries with Spanish and Haitian Creole word equivalents, audio pronunciation, and vocabulary term syllabication. Three of the reading programs provide adaptive navigation based on student performance. One reading program (10th grade) includes a pre-test, post-test, and 8 interactive reading comprehension remediation lessons, and a program post-test.

FCAT Explorer student math programs are also instructionally intensive. The math programs collectively contain 425 math items. The SSS benchmarks for math serve as the basis for item writing. In addition,

selected math programs contain instructional games and remedial lessons. All math programs include online calculators, math reference sheets, and glossaries. Glossaries provide Spanish and Haitian Creole word equivalents and audio pronunciation.

School year 2007-2008 brought the completion of 3 science programs for FCAT Explorer. These programs feature science vocabulary building activities, remedial lessons or activities, short response training items, items supporting annually assessed and content sampled benchmarks, context-dependent item sets, and gridded response items where appropriate. The three science programs include 595 practice items.

In addition to the FCAT Explorer website and programs, FLDOE has also developed the FOCUS website, which launched its multi-grade mini-assessment class tool in the spring of 2005. Based on the 8-Step Instructional Process developed by Mary Lehman Barksdale, the FCIM is part of an eight-step process designed to dramatically improve student achievement.

Each mini-assessment offers a quick, five-question assessment on a particular benchmark or focus. In addition, the FOCUS website offers a retest option for each benchmark or focus. These assessments are designed to give teachers an instructionally sound tool for analyzing student strengths and weaknesses. The FOCUS website also includes a teacher's desk with a calendar for scheduling assessment periods and tools for monitoring student progress.

The website currently offers online mini-assessments of reading and math skills for grades 3 through 10. Current development includes assessments for science in grades 5, 8, and 11 (scheduled for completion in January 2009). Recent amendments to the existing contract include additional science mini-assessments for grades 4 and 7.

Accountability for student learning is the primary focus of Florida's system of school improvement. Results from the statewide assessment program are the basis of Florida's system of school improvement. Student achievement data from the FCAT are used to report educational status and annual progress for individual students, schools, districts and the State. School grades are assigned to schools by FLDOE and are based on the percent of students meeting high standards and the percent of students who make learning gains.

Federal No Child Left Behind legislation requires that students make adequate yearly progress. Florida's plan for student achievement is similarly focused upon raising levels of student achievement and pays special attention to struggling schools. FCAT Explorer provides all schools with practice materials that parallel the grade/subject FCAT tests. While students across the achievement spectrum benefit from using FCAT Explorer programs, students in struggling schools (those graded "D" or "F") have a specific need for additional practice materials.

The first FCAT science for grades 5, 8, and 10 was administered in 2003. Scores from this first and subsequent administrations of the test indicate a need for concern regarding student proficiency with science concepts. Beginning in March 2005, FCAT Science was administered in grade 11 instead of grade 10. While scores have improved since 2003, all grades tested scored less than 50% proficiency (state average), and 11th grade reported less than 40% proficiency (state average) in the 2008 administration of the FCAT.

2. Business Objectives

FCAT Explorer was first piloted in 1999, shortly after the adoption of the *Sunshine State Standards* and the implementation of the FCAT. The FLDOE's original intent was to provide teachers, parents, and students with skills-based practice in reading and math. FCAT Explorer offered teachers information about which benchmarks would be tested, gave them tools to prepare students and instill confidence at a time when little was known about the FCAT itself. FLDOE wanted to provide free supplemental materials to help teachers and at the same time reduce the need for school districts to buy expensive educational software.

FCAT Explorer supports the Department's mission by providing materials aligned to the *Sunshine State Standards*. FCAT Explorer programs are designed to be highly engaging at the interface level with the specific purpose of motivating struggling students. The programs are interactive and provide students with immediate corrective feedback to reading comprehension and math items. All programs provide incorrect and correct answer explanations; selected programs offer additional skill building features.

The FCAT Explorer's existing reading, math, and science programs will continue to provide students with critically needed instructional support materials in these areas. The proposed 3rd Grade and 10th Grade science programs for fiscal year 2009-2010 will move the Department closer to its goal of providing instructional support materials for all Florida students. The FCAT Explorer, online since September 2000, has become a key lesson planning and curriculum support tool for teachers. These additional science programs will help ensure teachers have adequate materials to continue improving students' science skills.

B. Baseline Analysis

Purpose: To establish a basis for understanding the business processes, stakeholder groups, and current technologies that will be affected by the project and the level of business transformation that will be required for the project to be successful.

1. Current Business Process Requirements
 - a. Inputs

- i. For the proposed grade/subjects, Infinity Software Development (ISD) would seek assistance from and recruit science teachers and subject matter experts familiar with the requirements of the *Sunshine State Standards*. ISD currently employs a team of item writers, testing and measurement specialists, and content specialists. Additional input and guidance from FLDOE science staff would also be important to the development of science content.
- b. Processes
 - i. To complete development of the proposed content, ISD uses grade level and subject matter experts. Using the specifications for grades 5 and 11, ISD's staff, in concert with designated FLDOE staff, would determine which benchmarks are appropriate for inclusion in the 3rd and 10th grade programs. When possible, reference will be made to the newly adopted science standards. Using recruited and FLDOE recommended teachers, ISD would have the selected benchmarks reviewed and approved to ensure grade level appropriateness.
 - ii. To design the features, navigation, and functionality of the programs, ISD will meet with FLDOE staff and/or designated representatives to determine
 1. Content areas most in need of support,
 2. Design elements of any instructional features,
 3. Item types and remedial content focus.
- c. Outputs
 - i. To support the development process, ISD develops a variety of tools:
 1. Sample Item documents: Typically, for item development, ISD develops a sample item document that is reviewed and approved by Test Development Center staff. For this development cycle, ISD will also circulate this document with grade-level specialists.
 2. Design Documentation: Design decisions documentation; program navigation documentation; interface design; system logic diagrams; web page design; meeting and decision documentation; project books.
 3. Item writer's guidelines and supporting documents.
 4. Output of the design and development effort is a grade/subject program. Content is stored and called from an Oracle 10g database through an ASP/VBScript middle layer. Front-end interactivity is accomplished through a Flash interface.
 5. 508 compliance measures will be followed when appropriate and within budget constraints.
- d. Business Process Interfaces

All instructional content is reviewed by subject matter experts (grade level subject area teachers, agency subject matter experts, and a testing and measurement specialist). These agency and agency-designated staff review content for grade level appropriateness, instructional soundness and rigor, and for bias and community sensitivity issues.

ISD conducts design meetings and submits minutes and designs to FLDOE stakeholders for approval.

No external information or processes are required. All review and oversight is conducted through the Department and Department designees.

e. Business Process Participants

i. ISD Staff:

1. Instructional system designer, editorial staff, content developers, item writers, testing/measurement specialists, grade level and subject matter experts, graphic designers, business process analysts, technical support staff, programmers, database and project managers.

ii. FLDOE Staff

1. Bureau of School Improvement project administrators, policy and decision makers and other designated stakeholders.

iii. Additional Staff

1. Additional programming and writing/editorial staff as needed.
2. Additional technical support staff as usage increases.

f. Process Mapping

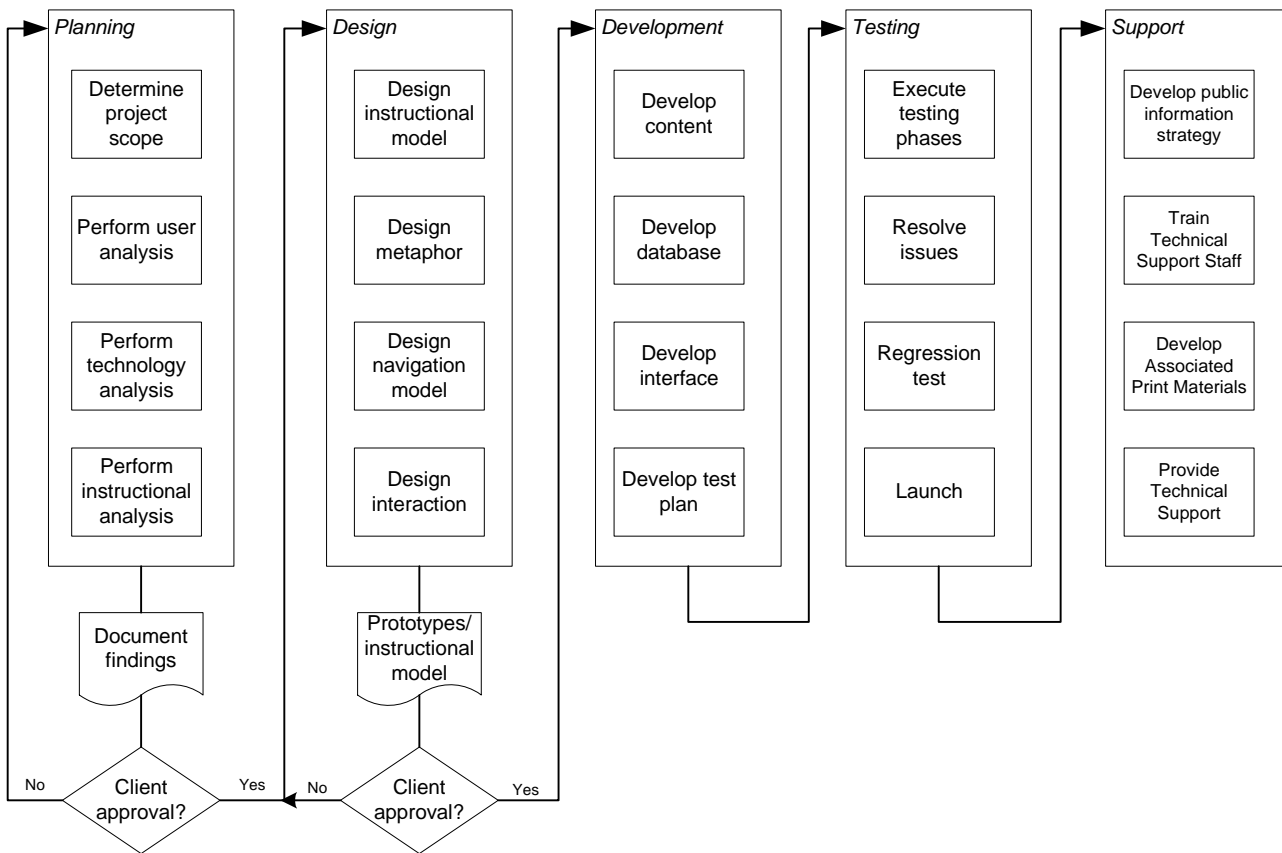
The development process used to create the FCAT Explorer programs is consistent across all grade and subject combinations. Project scope and instructional priorities are obtained from subject matter experts; documentation of the instructional and system models is provided to application, content, and graphic design development staff. Design of components from each area is overlapped, and programs are typically delivered following a six month long development and testing cycle (process flow diagram follows).

With use of the business rules documents and wireframes, application development staff produces the working shell of the program and make any needed alternations to the database design. Instructional content is entered into the database via an interface designed for this purpose. Graphics are integrated. Developer testing follows.

After developer testing has been completed for each defined unit, web files and database content is promoted to the staging environment. Unit testing is then conducted in the staging environment. When unit testing has been completed and all documented issues have been resolved, integrated end-to-end testing is conducted. Regression testing follows and when all resolved issues have been retested, the site is promoted to the production environment.

The final phase of program development involves the dissemination of program information to the K-12 community and the training of internal technical support staff. After both of the above have been accomplished, the new program is considered to be in a maintenance and support phase.

FCAT Explorer Science Program (3rd, 10th Grade)



2. Assumptions and Constraints

No departmental, state, federal, or industry standards or unique business requirements will narrow the range of reasonable technical alternatives.

Key assumptions that affect the successful development of all FCAT Explorer programs and the provision of existing materials via the Internet are as follows:

- Ease of use of Internet-based instructional materials,
- Continuity in the testing of the *Sunshine State Standards*,
- Continuous improvements to Florida's technological infrastructure,
- Continuous improvements in available development tools, and
- 508 compliance as applicable and appropriate within budget constraints.

The key constraints that affect the successful development of all FCAT Explorer programs and the provision of existing materials via the Internet are as follows:

- Available budget,
- Availability of qualified subject matter experts to review instructional materials, and
- Limits in technological resources for delivery (bandwidth, hardware).

C. Proposed Business Process Requirements

Purpose: To establish a basis for understanding the business processes requirements the proposed solution must meet and outline criteria the project will use in selecting an appropriate solution.

1. Proposed Business Process

The business process used to define requirements and develop the end product must address the following requirements:

- All instructional content must be reviewed by agency subject matter experts and/or agency designees for compliance with the currently assessed *Sunshine State Standards*;
- All student performance reporting must be reviewed and found to align with the assessed Standards;
- All instructional content must be found free of expressions of cultural, racial or ethnic biases;
- All instructional content must be reviewed and found to meet grade level readability requirements; and,
- All aspects of the proposed technological solution must be reviewed and found to make the best use of existing data center resources.

The proposed instructional programs will provide students in all of Florida's public schools with an online resource that can be used in the classroom as well as at home. Currently, no state or agency funded products or services provide online curriculum materials for science of the depth and breadth of content and instructional support of the proposed 3rd and 10th grade science programs.

Since the FCAT Explorer is an existing system, the proposed new instructional programs will add value to the currently provided services.

The FCAT Explorer, as stated above, is a part of the agency's long-term plan to increase student achievement. The proposed 3rd and 10th grade science programs will include a significant quantity of science curriculum materials that currently do not exist. The FCAT Explorer has minimal effect on work flow internal to the agency.

2. Business Solution Alternatives

The Department's original request stipulated an Internet-based solution. The Internet-based solution was determined to be a cost-effective means of delivering high-quality instructional materials to all students in grades 3 through 12. In addition, this solution provides the materials to students in the classroom and is available from any other site with an Internet connection.

An alternative to the Internet-based solution would be to provide printed or CD-ROM delivered practice materials to students. The print-based solution, however, has numerous drawbacks. Printed materials are not easily updated as compared to materials delivered via the Internet. Print-based materials require a distribution network capable of providing materials to every student in grades 3 through 12. And, most significantly, printed materials must be hand-scored by the classroom teacher whereas the FCAT Explorer's system scores, stores, and reports student performance from a centralized Oracle database accessible to classroom teachers, school administrators, and district administrators. The CD-ROM solution carries with it disadvantages similar to those associated with print-based materials. While CD-delivery eliminates the necessity for hand scoring, the scores would not be stored in a centralized database but rather stored at the school or district locations.

3. Rationale for Selection

The response in this section addresses three selection-related topics: procurement, the existing system, and the efficacy of web-based instruction.

The existing 3-year contract for the FCAT Explorer project was competitively bid in 2006. The award was made to Infinity Software Development, Inc., (ISD) a consulting firm based in Tallahassee.

Since FCAT Explorer is an existing system and has an established technological infrastructure, it serves as an optimal means for providing additional curriculum materials to students and teachers. The addition of the proposed science programs will support the FLDOE's mission to provide high quality instructional materials to struggling students.

The primary rationale for web-based curriculum materials is the capability of computers to provide a multidisciplinary curriculum comprised of authentic and challenging tasks. In addition, computers can facilitate collaborative learning, a high level of interactivity, immediate feedback, and performance-based assessment. Strong support for computer-assisted instruction can be found in an array of published articles. Case studies are available in the US Department of Education's "Technology's Role in Education Reform: Findings from a National Study of Innovating Schools" (<http://www.ed.gov/PDFDocs/techrole.pdf>).

A selected bibliography follows.

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Freitag, E. T., & Sullivan, H. J. (1995). Matching learner preference to amount of instruction: An alternative form of learner control. *Educational Technology Research and Development*, 43(2), 5-14.

Hannafin, R. D., & Scott, B. N. (1998, Sept/Oct). Identifying critical learner traits in a dynamic computer-based geometry program. *The Journal of Educational Research*, 92(1), 3-12.

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4. Recommended Business Solution

The Department recommends continued support based on previous years of success. Additional content proposed in this document will bring the number of FCAT Explorer interactive programs to thirteen. The FLDOE and state legislature's investment in this free resource has ensured that teachers, students, and parents have tools for supporting educational success.

III. Schedule IV-B Cost Benefit Analysis

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

A. The Cost-Benefit Analysis Forms

Purpose: *To provide a comprehensive financial prospectus specifying the project's tangible benefits, funding requirements, and proposed sources of funding.*

Cost Benefit Analysis	
Form	Description of Data Captured
<i>Benefits Realization Table</i> - Microsoft Word Template in Appendix A	A detailed description of all benefits identified for the project, including both tangible and intangible benefits. Each benefit identifies the recipient of the benefit, how and when it is realized, how the realization will be measured, and estimates of tangible benefit amounts.
<i>CBA Form 1 - Net Tangible Benefits</i>	Agency Program Cost Elements: Existing program operational costs versus the expected program operational costs resulting from this project. The agency needs to identify the expected changes in operational costs for the program (s) that will be impacted by the proposed project. Tangible Benefits: Estimates for tangible benefits resulting from implementation of the proposed IT project, which correspond to the benefits identified in the <i>Benefits Realization Table</i> . These estimates appear in the year the benefits will be realized.
<i>CBA Form 2 - Project Cost Analysis</i>	Project Cost Elements: Estimated project costs for personnel, hardware software, consultants and other contracted services through project design, development, and implementation. Project Funding Sources: Identifies the planned sources of project funds, e.g., General Revenue, Trust Fund, Grants.
<i>CBA Form 3 - Project Investment Summary</i>	Investment Summary Calculations: Summarizes total project costs and net tangible benefits and automatically calculates: Return on Investment Payback Period Breakeven Fiscal Year Net Present Value Internal Rate of Return

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B. CBA Forms

Step 1: Benefits Realization Table

Benefits Realization Table						
	Description of Benefit	Tangible or Intangible	Who receives benefit?	How is benefit realized?	How will the realization of the benefit be assessed/measured?	Realization Date (MM/YY)
1	Increased student achievement in 3 rd and 10 th grade science	Tangible	Students Teachers Parents Agency	Benefit is realized through the provision of specific instructional support materials and methodology.	User feedback; summative and formative evaluation; user survey.	End of school year

Step 2: CBA Workbook – CBA Form 1 Net Tangible Benefits worksheet tab:

- a) CBA Form 1-A Net Tangible Benefits
- b) CBA-Form 1-B Character of Program Benefit Estimate

This form provides estimates for tangible benefits in the program operational costs resulting from implementation of the proposed IT Project. The current base funding of \$1.1 Million provides the annual operational costs to support the FCAT Explorer and the FOCUS Mini-Assessments. As a result, there are no increases (or decreases) in operational costs associated with this request since the FCAT Explorer and FCIM Mini-Assessments software framework has already been completed in prior years.

The request of \$958,000 non-recurring funding seeks to support instructional content development for additional grade-levels and subjects with the creation of new FCAT Explorer modules.

Step 3: CBA Workbook – CBA Form 2 Project Costs worksheet tab:

- a) CBA Form 2-A Project Cost
- b) CBA Form 2-B Character of Project Costs Estimate
- c) CBA Form 2-C Program(s) Costs for Current Operations
- d) CBA Form 2-D Character of Existing Program Cost Estimates

The *Agency Program Cost Elements* table shows the base funding of \$1.1 million as the agency program costs. This recurring base funding provides the following:

1. Network/hosting services - which includes floor space, Internet connectivity, security, and hardware and system software maintenance; and
2. Maintenance and Support Services - which includes helpdesk, database management, application support, and data collection/decision support.

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3. Software - Oracle licenses and license maintenance
4. Hardware – planned upgrades to existing hardware in order to accommodate increased usage of approximately 30% per year and to keep equipment operating optimally in order to meet the 99% uptime required for the system.
5. Contractor Services – used for supplemental, ad-hoc development of instructional content for the FOCUS Mini-Assessments and FCAT Explorer.

The Project Cost Elements table shows the requested recurring \$958,000 level of funding intended to support instructional content design for additional FCAT Explorer modules. During Fiscal Year 2009-2010, the following instructional items are planned:

1. 3rd-grade Science
2. 10th-grade Science

Step 4: *CBA Workbook – CBA Form 3 Project Investment Summary* worksheet tab:

- a) CBA Form 3-A Cost Benefit Analysis (enter no data, auto generated)
- b) CBA Form 3-B Return on Investment Analysis
- c) CBA Form 3-C Treasurer’s Investment Interest Earning Yield

The *Project Investment Summary* form correctly indicates no changes in the investment summary since this request seeks funding to create additional instructional content for K-12, rather than to support increased (or reduced) costs for FCAT Explorer operations.

The non-monetary benefits realized yielded by the Department’s provision of the FCAT Explorer website and FOCUS Mini-Assessments include increased student achievement through student and teacher access to high quality online curriculum support materials.

C. Cost-Benefit Analysis Results

The costs for this project are indicated in the three-part budget document located in Appendix A All costs are associated with program development, deployment, support, and maintenance.

The benefits yielded by the Department’s provision of the FCAT Explorer Web site are noted above: increased student achievement through student and teacher access to high quality online curriculum support materials. Overall, as students become more proficient with reading and math skills, funding needed for remediation and staff support can be reduced.

IV. Major Project Risk Assessment Component

The Major Project Risk Assessment Component identifies the risks faced by the project so the agency can enact appropriate mitigation strategies for managing those risks. **This Feasibility Study Component is required for all IT projects.**

A. Risk Assessment Tool

Purpose: To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight to improve the likelihood of project success.

(See Appendix B for Risk Assessment Tables.)

B. Risk Assessment Summary

Purpose: To identify the overall level of risk associated with the project and provide an assessment of the project's alignment with business objectives.

The overall project risk is Low based on the Risk Assessment Tables. This projects low risk is due to the following:

1. The website's core design, development, and delivery mechanisms have been already successfully deployed.
2. The proposed 3rd and 10th grade science programs are enhancements of the existing FCAT Explorer website.

V. Technology Planning Component

Technology Planning Section	\$1- 1.99M	\$2 – 10 M		> \$10 M
		Routine upgrades & infrastructure	Business or organizational change	
Current Information Technology Environment		X	X	X
Proposed Solution Description	X	X	X	X
Capacity Planning	X	X	X	X
Analysis of Alternatives	X	X	X	X

A. Current Information Technology Environment

1. Current System

- a. Description of current system
- b. Current system resource requirements
- c. Current system performance

The FCAT Explorer technology components are hosted per the current contract from a secure dedicated data center at the current contractor's offices located in Tallahassee, Florida. Currently, the FCAT Explorer data center hosts 11 FCAT Explorer password-protected programs along with administrative management modules, and non-secure informational pages. The FCAT Explorer website is required to be available to users 99% of the time excluding scheduled downtime. Periodic scheduled acceptance testing is completed onsite to ensure all components are functioning as designed.

Description of current system

- 1. Total number of users and user types (e.g., power, casual, data entry)

FCAT Explorer is currently used in all 67 School Districts with an approximate student enrollment for the current school year of over two million. Enrollment activities are conducted with the cooperation of each school district in August at the beginning of each school year. The contractor enrolls every student in the state based on the district enrollment files received. Enrolled users are all whose names have been submitted to the contractor for creation of login accounts for that school year; however, enrollment does not constitute active usage. The enrollment numbers are much larger than active users; typically active users constitute slightly less than half of the enrolled users. Enrolled users include 2,140,599 students, 227,310 educators, and over 8,500 school and district administrators. The table below provides a grade level analysis of enrolled users:

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Current Enrollment <i>(Data as of 9/23/2008)</i>	
Role	Number
District Administrators	200
School Administrators	8,689
Teachers	214,306
Students	2,217,424
Total Enrollment	2,440,619

Active users are those who actively use the program. An active student may be defined as any student who has answered at least one item in any program. A majority of users only work in one or two programs in a given school year and only a very small group of users will answer only one question. The number of students actively using the FCAT Explorer programs continues to increase each day from August through July of the school year.

The table below provides an analysis of active student users by grade for school year 2007-2008. Active users, in the chart below may be using more than one program but are only counted once.

Grade	Number of Active Students
3 rd -Grade	163,388
4 th -Grade	138,212
5 th -Grade	159,009
6 th -Grade	121,695
7 th -Grade	106,216
8 th -Grade	112,141
9 th -Grade	71,115
10 th -Grade	65,092
11 th -Grade	27,887
12 th -Grade	11,752
Total Active	976,507

The following table provides an analysis of the number of active students by program. If a student has used more than one program, they are counted once for each program. So a student may be counted more than once in the table below. The totals from these charts are not a total of actual students participating.

FCAT Active Students by Program for School Year 2007-2008

Program	Number of Active Students
3 rd -Grade Reading	216,166
4 th -Grade Reading	207,692
6 th -Grade Reading	206,761

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8 th -Grade Reading	173,550
10 th -Grade Reading	146,683
5 th -Grade Math	374,038
8 th -Grade Math	143,404
10 th -Grade Math	79,292
5th Grade Science	200,250
8th Grade Science	74,457
11th Grade Science*	693
Total Active by Program	848,411
<i>*Launched June 2008</i>	

Peak usage months for FCAT Explorer are January, February, and the first half of March. During this time period in 2007-2008, an average of 154,379.3 unique student logins occurred each day. Comparably for an entire year, the average number of unique student logins approximates 65,971 per day. Over the life of the FCAT Explorer project, usage has continued to increase. Several factors have contributed to this increase such as the development of additional grade levels and subject areas, as well as increased awareness by schools, students, and parents. Usage is expected to continue to increase as awareness grows, and the available grade levels and subject areas are expanded.

2. Number and percent of transactions (online, batch, and concurrent) handled by the current system (if possible, indicate the amount of data that is moved or processed in each transaction type).

The FCAT Explorer and FOCUS systems are web-based applications with most major transactions performed in real time; some student performance data and internal reporting functions are pre-fetched and are run as nightly processes.

3. Requirements for public access, security, privacy, and confidentiality, FCAT Explorer system specifications require that the system ensure security and operational efficiency and does not store unique identifiers or email addresses for students. Instead, the FCAT Explorer uses the secure information provided by district and school officials to create and distribute login information. Only student and teacher directory information is used for enrollment. Programs are password protected with passwords which are an output of district data imports into the system. Users must have a sign-in name and password to access the student, teacher, and administrator modules. The website is made up of non-secure and secure pages. Users may access general information and the Parent and Family Guide as non-secured pages. A privacy and security statement is accessible from the non-secured pages and reads as follows:

Privacy & Security Statement

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The FCAT Explorer is an educational program provided to Florida public schools by the Florida Department of Education.

The FCAT Explorer stores information about students' use of practice materials only. Other information such as test data and student grades is not stored in the system.

All stored data, including user information, is not distributed by the Florida Department of Education, and is used only for educational purposes.

The FCAT Explorer uses an industry standard firewall to protect the system database and prevent unauthorized access. All areas of the FCAT Explorer site that contain student, school, or district information require username and password authentication for access. All educators signing into the FCAT Explorer's Administrative Desks must agree to abide by federal student privacy laws.

Information technology security policies and procedures include the following:

- Hosting in a locked and secure data center, in a locked and secure office and building;
 - Maintaining a secure network with a firewall with configuration (Cisco ASA) that protects data and avoids the use of vendor-supplied defaults for system passwords and other security parameters;
 - Protection of client data through database security and encrypting transmission of data and sensitive information across public networks;
 - The internal production environment is on a separate subnet outside of the main hosting network and is restricted to only those employees given specific permission such as the database and systems administrators;
 - Security updates and patches are applied as per third-party vendor recommendations (Oracle, Sun Microsystems, IBM, and Microsoft);
 - Secure communications are used for client to server communication for administrative tasks;
 - Vulnerability management program that includes use and regular updates of anti-virus software and maintenance of secure systems and applications;
 - Access control measures that restricts access to data by business need-to-know, assigns a unique ID to each person with access; and restricts physical access to the system; and,
 - Monitoring and testing of networks includes tracking and monitoring all access to network resources and data and regular testing of security systems and processes;
4. Hardware characteristics (e.g., hosts, servers, network devices, storage, archival equipment, etc.)

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The architecture for FCAT Explorer includes a development environment for all current development tasks, a staging environment for quality assurance testing purposes, and a production environment. The development and staging web environments are using Windows 2000 with IIS5. The production environment uses Windows 2003 with IIS6. The database environment is Oracle 10g. The current system consists of the following:

- Production Database environment
- Production Web environment
- Staging Database and Web environment
- Development Database and Web environment
- WebTrends environment
- Backup environment

All current and future hardware and software components of FCAT are the property of the Department of Education. The contractor maintains a property inventory and provides electronic copies of the inventory, including hardware and software as any changes occur or upon request by FLDOE. In addition, where possible based on the providers' policies, hardware and software will be kept under maintenance agreements by the contractor beginning in Fiscal Year 2006-07.

The tables below provide system configuration information for the production web servers, the database server, the WebTrends server, the Staging/Domain Server, and the Backup Server/Hardware.

FCAT Explorer System Configuration as of 12/30/2005
Production Web Servers

Item	Value/Size/Description
Machine Name	FCATWEB-1, FCATWEB-2, FCATWEB-3, FCATWEB-4, FCATWEB-5, FCATWEB-6
Manufacturer	DELL
Model	PowerEdge 1655MC (BLADE)
Processor(s)	2 x Pentium III 1.4 MHz
Memory	1024 MB
Internal Disk Configuration	1 x 36 GB Hard Disk Drives
Network Adapters	Built in Gigabit Ethernet
NLB Priority	2 (Slave)
NLB Load Share	EQUAL
External URL	www.fcatexplorer.com focus.florida-achieves.com

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Item	Value/Size/Description
	client.fcatexplorer.com
Location of System	C:\
Location of Web Content	D:\FCATexplorer D:\FCIM
Location of Log Files	E:\
Operating System	Windows Server Standard 2003
Purpose	This machine forms part of the cluster of web servers that provide the internet content for the www.FCATexplorer.com multimedia website.

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**FCAT Explorer Production Database Server Configuration as of
12/30/2005**

Item	Value/Size/Description
Machine Name	proddbibm
Manufacturer	IBM
Model	eServer p570
Processor(s)	12 Way Power5 1.65Ghz
Memory	32 GB
System Controllers	2
Internal Disk Configuration	2 x 72 GB Hard Disk Drives Disk 1 and 2: RAID 1 (<i>System</i>)
External Disk Configuration Sun T-3 Disk Array 1	9 x 18 GB Fiber Channel Drives Disks 1-9 RAID 10 Configuration
External Disk Configuration Sun StorEdge 3510	16 x 146GB Fiber Channel Drives 2 x 1000 Mbit Adapters Disks 1-8 RAID 10 Disk 9-16 RAID 10
External IP Address	None
External URL	None
Database Version	Oracle 10g version 9.2.0.7
Backup Software	Oracle 10g RMAN
Purpose	This is the database server for the FCAT Explorer website.

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FCAT Explorer WebTrends Server Configuration as of 12/30/2005

Item	Value/Size/Description
Machine Name	WebTrends1
Manufacturer	DELL
Model	PowerEdge 4350
Processor(s)	2 x XEON 600 MHz
Memory	1024 MB
Internal Disk Configuration	2 x 18 GB Hard Disk Drives
Disk Array	Dell PowerVault 200S 3 x 18 G RAID5 (D:\)
Network Adapters	2 x 100 Mbit Adapters (1 Activated)
External URL	Webtrends.fcatexplorer.com
Location of System	C:\
Location of Web Content	D:\wtreports
Location of Log Files	E:\
Operating System	Windows Server 2003
IIS Version	6.0
Purpose	The purpose of this machine is to monitor the health of the various components that form part of the production data center. When any of the items monitored do not seem to be functioning correctly, the FCAT pager is notified of the problem by sending an appropriate error code to the device. As a secondary purpose, this machine also hosts the WebTrends statistical reports for the production FCAT Explorer website.

FCAT Explorer Staging/Backup Server Configuration as of 12/30/2005

Item	Value/Size/Description
Machine Name	Fcastage-web
Manufacturer	DELL
Model	PowerEdge 1650
Processor(s)	1 x Pentium III 1390 MHz
Memory	1 GB
Internal Disk Configuration	2 x 36 GB Hard Disk Drives
Network Adapters	2 x 1000 Mbit Adapters
External URL	stage-qa.fcatexplorer.com
Location of System	C:\
Location of Web Content	D:\
Location of Log Files	E:\
Operating System	Windows 2003 Service Pack 2
IIS Version	5.0
Purpose	The purpose of this machine serves as the Web server for all of the Web pages that will ultimately reside on Production Web servers, but that are currently under QA. It contains mostly ASP and HTML files. This machine also functions as the FCAT Backup Media Server for Netbackup

5. Software characteristics (GUI, procedural language, object-oriented language, operating system, embedded program, batch program, real-time transaction, etc.)

The current web development software includes the following technologies:

- Visual Basic 6.0
- VB COM Objects
- Active Server Pages (ASP)
- HTML
- Adobe Flash and Flash MX/ActionScript
- JavaScript
- ASP.NET 2.0
- C#

System software includes the following:

- Windows 2000 and 2003
- AIX 5.3
- Red Hat Enterprise 5
- Oracle 10g version 10.2.0.3.0 w/ PL/SQL
- Internet Information Services (IIS) version 6
- Veritas Netbackup
- WebTrends Analysis Suite v.7.0c

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The table below provides more detail regarding the software inventory:

FCAT Explorer Software Inventory as of 12/30/2005

Item	Server	Software
Dell 1655MC Blade#1	fcatsweb-1	Windows Server 2003
Dell 1655MC Blade#2	fcatsweb-2	Windows Server 2003
Dell 1655MC Blade#3	fcatsweb-3	Windows Server 2003
Dell 1655MC Blade#4	fcatsweb-4	Windows Server 2003
Dell 1655MC Blade#5	fcatsweb-5	Windows Server 2003
Dell 1655MC Blade#6	fcatsweb-6	Windows Server 2003
Dell 1650	fcatsstage- web	Windows Server 2003 Veritas Netbackup 6.5
Dell PowerEdge 4350	Webtrends	Windows Server 2003;Webtrends Analysis Suite v7.0c x 6 server add-ons
Dell PowerEdge 4350	appserver	Windows Server 2000
IBM OperPower 720	fcatsstage	Red Hat Enterprise 4
IBM x3650	fcatesx	VMware ESX Server 3.5
<i>Open</i>		Oracle 9iR2 Standard x 3 processors
<i>Open</i>		Oracle 8i Standard x 4 processors

Yearly Import Process:

During the beginning of each school year, each district sends, via File Transfer Protocol (FTP), a separate upload file for teachers and students containing information needed to enroll each teacher and student in the FCAT Explorer program. The files are formatted according to specifications sent to each district by the contractor. The files are then moved to the database server and uploaded using custom written routines to insert the data into the database. ISD does not encrypt any data because no sensitive information is stored. During the enrollment process, all districts upload their enrollment file to ISD's FTP server or secure website. ISD retrieves it from there and performs the enrollment process. ISD does not use any of the sensitive data included and the file is destroyed after the enrollment process is complete. Any schools that may have been omitted from the initial district enrollment file can be added as needed at any time.

Batch Jobs:

Batch Job 1

This procedure runs nightly and gathers large amounts of usage and content data into pre-fetch tables for more efficient retrieval on the Administrator's desks.

Batch Job 2

This procedure runs nightly to determine if 10th, 11th, or 12th graders have completed the Reading Timeline program within the last 24 hours. If they have, they are directed to the program post-test upon next login.

Batch Job 3

This procedure purges outdated sessions for efficiency purposes.

Number of Tables: 183

Number of Views: 15

Helpdesk Environment:

The Support Services Helpdesk responds to telephone and user emails from 7:00 a.m. EST to 6:00 p.m. EST, Monday through Friday. PAT Live, a telephone answering service, responds after hours using a professional template. The Helpdesk team provides services during evening hours and weekends in peak usage times. During peak usage times, support services staff consists of up to seven full time staff. The team provides assistance with password information and resolves other user issues and questions. The Helpdesk is available via a toll-free 800 number, fax number, and email.

The average number of calls per day from July 1, 2007 through June 30, 2008 was 19.79 events per day. However, the average number of calls during the peak usage months, January through the first week of March, was 31 events per day.

All calls must be acknowledged within 3 hours of receipt with resolution within 24 hours, with the exception of password calls which must be resolved within one hour. All requests for assistance from users are logged and tracked in a web-based software application by Support Services. Color coding is used to designate types of calls to assist in prioritizing requests. Each call/request is associated with a Problem Tree category structure for reporting and tracking purposes. Call reporting can be provided by problem tree category, type of caller, area of the state, school, school district, and the product generating the question.

6. Existing system or process documentation

All system and reporting documentation is available to the Department of Education through a centralized repository and secure login as part of the FCAT system. Documentation includes the following:

- Weekly and monthly data center statistics that include system uptime percentages, bandwidth usage, web hits, processor usage
- Usage Statistics that include login statistics, activity statistics by grade, by program, and the number of answer records submitted to the database
- Differentiated Accountability schools' usage reports

- Meeting minutes and project documentation
- Design documents
- Graphic components

7. Internal and external interfaces

Internal and external interfaces are managed through Cisco routers and a Cisco ASA firewall.

8. Consistency with the agency's software standards and hardware platforms

All hardware and software are consistent with the FLDOE's standards and were purchased only after review and approval of the Office of the Chief Information Officer. Technology staff manages the technical aspects of the FCAT Explorer contract, and are key to any recommendations to modify the current environment, and review all Data Center statistics on a weekly basis so issues may be discussed and resolved immediately.

9. Scalability to meet long-term system and network requirements

FCAT Explorer and FOCUS have historically experienced incremental and relatively stable and predictable growth. The current system is widely used by students, teachers and parents across the state of Florida; trends over the last several years indicate continued growth. This continued growth must be matched by a corresponding expansion of the data center capacity in order to maintain the ability to meet user demand. System enhancements and upgrades can, therefore, be reasonably planned and scalable based on recent trends, growth rates, and projections.

FLDOE issued an RFQ during fiscal year 2005-06 for the continued hosting and maintenance of the system. Respondents were responsible for providing pricing that included upgrades to the current FCAT technology for each year of the three year contract in order to accommodate the expected increase in utilization and enhanced management of peak times. This includes any additional hardware, software and bandwidth that may be necessary to accommodate anticipated growth. The list below provides documentation of network requirements and system upgrades:

- The system must be available on a 24/7 basis with a service level agreement of 99% uptime.
- Network and system capacity is planned with the number of students in grades 3 through 12 taken into consideration.
- Historically, the FCAT Explorer has been available 99.8% percent of the time (excluding scheduled downtime for hardware/software maintenance).
- The current system can be described as being horizontally scalable with existing hardware.
- The IBM server purchased during fiscal year 2005-06 to be used as the

database server provides for greater processing power over the SunFire 6800. The IBM server will also allow for additional processors and for clustering.

- Internet bandwidth is scalable and was upgraded in conjunction with the new contract beginning July 1, 2006. The current bandwidth consists of a capacity of 90MBps (two 45 Mbps connections). The July 1, 2006 contract provided an upgraded bandwidth to OC3 (155MBps) connection which allowed for a 50% increase in growth with a lower cost per MBps.
- The Oracle maintenance contract that is part of the July 1, 2006 contract allowed for upgrading the database from version 9i to version 10g. The current maintenance contract allows upgrading through 11g in 2009.
- Data center upgrades provided by ISD now provide a redundant Internet connection with a 100 MB MAN.

d. Current System Resource Requirements

- 1) Hardware and software requirements (e.g., CPU, memory, I/O)

See 4) *Hardware Characteristics* as part of a. *Description of current system* above for detailed configuration requirements

- 2) Cost/availability of maintenance or service for existing system hardware or software

FCAT Explorer is hosted per the current contract from a secure dedicated data center at the current contractor's offices (Infinity Software Development) located in Tallahassee, Florida. This contract requires the vendor to place all hardware and software under maintenance agreements for the purpose of repair/support except for equipment that is covered under warranty. A record of all agreements and their purchase dates will be kept on file and provided to the Department at the beginning of each year of service. The cost for hardware maintenance contracts is part of the fixed price provided by the vendor for what is defined as ***Project Area I – Hosting, Hardware, & System Software Maintenance***. The primary costs for hardware maintenance will be for Dell servers, the Cisco ASA, the Cisco Router, and Cisco switches. The IBM server is covered under the IBM Global Services ServiceSuite 3 year warranty that provides 24/7 maintenance.

The cost for software maintenance contracts is part of the fixed price schedule provided by the vendor for what we defined as ***Project Area II – Application Support, Database Management, Customer/Helpdesk Support and Data Collection/Decision Support***. The primary cost for software maintenance is for Oracle. The AIX operating system is covered under a one year, 24/7 software maintenance agreement beginning in December of 2005, after which time it will be renewed annually for the

contract period. System maintenance and support is also provided under PAII.

In addition, ISD has the following agreements in place with vendors that can be leveraged to support the FCAT Explorer infrastructure:

- Microsoft – Infinity is a Microsoft Certified Partner with access to Business Critical Telephone Support 24/7. Infinity’s partnership with Microsoft is advantageous when operating system issues arise. Access to support 24 hours a day, seven days a week, ensures timely resolution of issues.
- 3) Staffing requirements, identifying key roles (e.g., system management, data entry, operations, maintenance, and user liaison); include contractors, consultants, and state staff

FCAT Explorer project team roles include the following:

- DOE Contract Manager
 - DOE Technology Contact
 - Infinity Project Manager
 - Systems Administrator & Backup Systems Administrator
 - Database Administrator
 - Network Administrator
 - 1 ½ Application Support Staff (ASP, Oracle, & Flash ActionScript)
 - Web Developer
 - Support Services/Helpdesk Team – three staff, up to seven during peak times
- 4) Summary of the cost to operate the existing system (detailed costs can be found in the Cost-Benefit Analysis Worksheets)

Costs associated with a fixed price for hosting and maintenance and support are detailed below:

Project Area	Year 1 Cost
Project Area I Hosting, Hardware, and System Software Maintenance	\$200,000
Hardware & Software Upgrades	\$100, 000
Project Area II Application Support, Database Management and Customer/Helpdesk Support	\$800,000
Totals	\$1,100,000

e. Current System Performance

- 1) The ability of the system to meet current and projected workload requirements

The current system is performing well and able to meet the current and projected workload requirements through fiscal year 2008-2009.

- The system is available on a 24/7 basis.
- Network and system capacity is planned with the number of students in grades 2 through 12 taken into consideration.
- Historically, the FCAT Explorer has been available 99.8% percent of the time (excluding scheduled downtime for hardware/software maintenance).
- The system is backed up daily and all data is archived weekly and stored for one month.
- The current system can be described as being horizontally scalable with existing hardware.

- 2) Level of user and technical staff satisfaction with the system

Feedback from users has been collected since 2003 and reflects positive response by parents, educators, administrators, and students to the programs and the level of service provided by the vendor. The decreasing number of Help-Desk calls also indicates the system is working smoothly.

- 3) Current or anticipated failures of the current system to meet the objectives and functional requirements of an acceptable response to the problem or opportunity

There are no failures with the current system. Recent upgrades increased bandwidth to an OC3 (155 MBps) connection allowing for a 50% increase in growth with a lower cost per MBps.

- 4) Experienced or anticipated capacity or reliability problems associated with the technical infrastructure or system

The system is adequate for anticipated growth in 2009-2010.

2. Strategic Information Technology Direction

For the contract year 2009-2010, no architecture changes will be implemented. Infinity will update the database to Oracle 11.

3. Information Technology Standards

The current system has the following service level/performance requirements:

- The network and system will support the requirement for 24/7 availability;

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- The network and system capacity will support the expected annual increase in use.
- The network and system reliability is expected to meet or exceed the FCAT Explorer historic reliability rate of 99%.

While hardware and software standards will remain the same, FLDOE has incorporated additional services/requirements that includes the following:

- 1) Requirement that all hardware and software be placed under maintenance/support contracts;
- 2) Requirement that costs be presented as a fixed price for hosting and support;
- 3) Helpdesk hours have been adjusted to 7:00 a.m. EST through 6:00 p.m. EST in order to better accommodate those users in central standard time;
- 4) Requirement that all password calls/emails/faxes be resolved in one hour;
- 5) Required Information Security Policies and Procedures;
- 6) Requirement for background checks for contractor employees with privileged access to servers, network security components, or data
- 7) The requirement that the contractor work with the FLDOE to develop a Business Continuity and Disaster Recovery Plan
- 8) Requirement that provides 135 mbps of bandwidth connections

B. Proposed Solution Description

1. Summary description of proposed system
2. Resource and summary level funding requirements for proposed system (if known)
3. Ability of the proposed system to meet projected performance requirements for:
 - network and system availability
 - network and system capacity
 - network and system reliability
 - network and system backup and operational recovery
 - scalability to meet long-term system and network requirements

The FCAT Explorer System has been operational since the year 2000. Currently, FCAT Explorer offers eleven student programs and FOCUS offers mini-assessments for grades 3-10 in reading and math. As such, the proposed solution is to continue operations on the new contract beginning July 1, 2009, with Infinity Software Development. See *Section V., A. Current Information Technology Environment* of this document since there is no change proposed for the technology component of this system. See *Section II. Business Case* for the proposed business (instructional) solution.

C. Capacity Planning

The number of answers submitted in both FCAT Explorer and FOCUS is a good indicator of historical growth.

FCAT Explorer: Number of Answers Submitted by year

Year	Number of Answers
2003	11,523,931

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2004	19,970,076
2005	25,514,395
2006	148,208,557
2007	94,986,868
2008	157,335,939

2003 – 2005 Number of Answers Entered

FOCUS: Number of Answers Submitted by year

Year	Number of Answers
2003	n/a
2004	n/a
2005	n/a
2006	158,576
2007	1,106,640
2008	1,143,842

FCAT Explorer has historically experienced incremental and relatively predictable growth. The current system is widely used by students, teachers and parents across the state of Florida; system enhancements and upgrades can, therefore, be reasonably planned and scalable based on recent trends, growth rates, and projections.

Data center statistics are reported weekly by ISD and monitored by FLDOE technology management. These statistics include system uptime percentages, bandwidth usage, web hits, and processor usage. In addition, login statistics are reported and monitored weekly and include activity statistics by grade, by program, and the number of answer records submitted to the database. The monitoring and reporting of these statistics enable planning and projections for additional capacity.

Trend Data

During the 2007-2008 school year, the average of unique student logins for FCAT Explorer peak times was 154,379 per day. During non-peak times, the daily average of unique student logins was 65,971 per day. Peak usage occurred on March 4, 2008 with a total of approximately 30.9 millions hits. January, February, and March 2008 had a combined total of over 1.1 billion hits.

D. Analysis of Alternatives

1. Assessment of Alternatives

This funding request is for additional content and programs, not a technical solution. Alternatives would include technical solutions outlined in section C2, Alternative Business Solutions.

2. Assessment Process

FLDOE used the Request for Quote (RFQ) process, to select the most qualified Information Technology Consultant vendor contracted through the State of Florida, State Purchasing on the IT Consulting Services Contract # 07-812 to provide support, maintenance and expansion of the FCAT Explorer and the

FOCUS programs. This includes hosting services, application support, database management, helpdesk support, and development of new instructional modules. The RFQ was issued on February 6, 2006, and was awarded to Infinity Software Development on April 13, 2006. The contract began July 1, 2006, for a period of three years with an option for two one-year renewal periods.

3. Technology Recommendation

The procurement strategy has been clearly defined, documented, and completed. DOE has no technology recommendation at this time but to continue operations utilizing the contract that has been awarded to Infinity Software Development.

VI. Project Management Planning Component

Project Management Section	\$1-1.99 M	\$2 – 10 M		> \$10 M
		Routine upgrades & infrastructure	Business or organizational change	
Project Charter	X	X	X	X
Work Breakdown Structure	X	X	X	X
Project Schedule	X	X	X	X
Project Budget	X	X	X	X
Project Organization			X	X
Project Quality Control			X	X
External Project Oversight			X	X
Risk Management			X	X
Organizational Change Management			X	X
Project Communication			X	X
Special Authorization Requirements			X	X

A. Project Charter

Purpose: To document the agreement between a project’s customers, the project team, and key management stakeholders regarding the scope of the project and to determine when the project has been completed. It is the underlying foundation for all project related decisions.

Please see Appendix C

B. Work Breakdown Structure

Purpose: To define at a summary level all work that will take place within the project. It serves as a common framework for planning, scheduling, estimating, budgeting, configuring, monitoring, reporting on, directing, implementing and controlling the entire project.

Please see Appendix D

C. Resource Loaded Project Schedule

Purpose: To indicate the planned timetable for all project-related work and estimate the appropriate staffing levels necessary to accomplish each task, produce each deliverable, and achieve each milestone.

Please see Appendix E

D. Project Budget

Purpose: To ensure that a realistic project budget has been developed.

Costs for this system are divided into two categories: Program development, and support and maintenance. Program development requires application development, systems, instructional design, content development, graphics, and management staff. The support and maintenance category requires programming, systems, and technical support staff. Support and maintenance includes project

expenses such as approved travel costs, printed materials, bandwidth, data center materials, and other small miscellaneous project costs. Staff and expense-related costs are invoiced monthly.

Please see Appendix F

E. Project Organization

Purpose: To determine whether an appropriate project organizational and governance structure will be in place and operational in time to support the needs of the project.

Project governance is conducted through the auspices of the Department

Stakeholders:

Department Executive Leadership

- Dr. Eric J. Smith, Commissioner of Education
- Dr. Frances Haithcock, Division of Public School
- Linda Champion, Deputy Commissioner of Finance and Administration

Bureau Stakeholders

- Iris C. Wilson, Deputy Chancellor for Student Achievement
- Nikolai Vitti, Bureau Chief, Bureau of School Improvement, Contract Manager
- Katrice Green, Program Specialist, Bureau of School Improvement

Project Team (Consultants)

Role	Role/Responsibility Description	Name
Project Manager	Responsible for overall project organization, timeline and budget management, resource planning and allocation, risk assessment and management, change control, contract management, communications with FLDOE personnel, project performance, quality, and customer satisfaction.	Scott Reese
Project Lead	Responsible for assisting the project manager in all areas of the project, including creation of the weekly and monthly status reports, management of project timelines, documentation of team and client meetings, communications with FLDOE personnel, project performance, quality, and client satisfaction.	Andrea Johnson

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Role	Role/Responsibility Description	Name
Project/Technical Lead	Responsible for leading analysis and design phases of new projects and overseeing production of design documentation. Creates and maintains timelines that track all programming tasks through the life of each project. Responsible for developing systems and components based on design specifications.	Matt Edgar
Web Developer	Responsible for implementing system designs across front-end, middle-tier, and back-end application tiers. Maintains current knowledge of Web technologies and uses this knowledge to assist in design discussions. Responsible for tracking, resolving, and testing resolution of issues.	Matt Edgar Saqib Rokadia Jason Laska
Flash Developer	Responsible for integrating visual design of systems and components, development of Flash objects used to pass information between the middle-tier and front-end, uses ActionScript to facilitate interactivity with program content. Responsible for tracking, resolving, and testing resolution of issues.	Saqib Rokadia Jason Laska
Database Developer	Manipulate database objects used in the system to communicate successfully with the front-end; works closely with a front-end development specialist during design and development phase. Responsible for tracking, resolving, and testing resolution of issues.	Matt Edgar Saqib Rokadia Jason Laska
Systems Administrator	Responsible for database and system administration (Oracle, UNIX, Linux, and Windows), installation, setup, maintenance and tuning, database and system backup, recovery and disaster planning, monitoring activity of databases, systems and bandwidth for needs assessment and projections, hardware purchase recommendations. Responsible for database and Web programming and maintenance.	Lee Miller

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Role	Role/Responsibility Description	Name
Instructional Systems Designer	Responsible for guiding implementation of the phases of a professionally accepted "systems approach" to the design of each program, including needs assessment (e.g., gap and audience analyses), instructional design (e.g., measurable objectives, research-based strategies), instructional development (e.g., storyboards, reviews), formative evaluation (e.g., technical review, field trials), implementation (e.g., training, PR), and summative evaluation (e.g., item analysis, outcome studies).	Dalene Miller
Lead Math Subject Matter Expert	As recipient of the Presidential Award for Excellence in the Teaching of Mathematics, Linda Walker guides all processes of item development for all math programs. Responsible for review of all math items for FOCUS and FCAT Explorer, analysis of Sunshine State Standards and <i>Test Item and Performance Task Specifications</i> and their application in all math programs, recommends and recruits math item writers and reviewers, guides development of program interface, graphics, interactivity, and all instructional features.	Linda Walker
Lead Reading Subject Matter Expert(s)	Responsible for providing guidance and review on the development of all reading programs. Responsible for review of reading items and passages for FOCUS and FCAT Explorer, analysis of Sunshine State Standards and <i>Test Item and Performance Task Specifications</i> and their application in reading programs, recommends and recruits reading reviewers representing exemplary qualifications and a range of statewide demographics, guides development of program interface, graphical elements, interactivity, and all instructional features.	DOE, FCRR, and Test Development Center Staff

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Role	Role/Responsibility Description	Name
Lead Science Subject Matter Expert(s)	Responsible for providing guidance and review on the development of all science programs. Responsible for review of science items and passages for FOCUS and FCAT Explorer, analysis of Sunshine State Standards and <i>Test Item and Performance Task Specifications</i> and their application in science programs, recommends and recruits science reviewers representing exemplary qualifications and a range of statewide demographics, guides development of program interface, graphical elements, interactivity, and all instructional features.	Roberta Halley
Testing and Measurement Specialist	Responsible for review of all mathematics and reading items for testing and measurement integrity, benchmark correlation, and complexity levels. Conducts research and reports on various testing related issues.	Majesty Coates
Contract Subject Matter Experts	For a given FCAT Explorer module, responsible for providing guidance and review on subject matter in accordance with the Sunshine State Standards and <i>Test Item and Performance Task Specifications</i> and for input and feedback on issues such as the characteristics of the student target audience, research-based instructional strategies, and classroom best practices.	Contracted as needed; selection based on recommendation/approval of the Department and their designated Subject Area Specialist
Editorial Lead	Responsible for editorial standards, analysis of client editorial style requirements for all subject areas, analysis of Sunshine State Standards for Reading, content development planning and execution, content development timeline management, subject matter expert resource acquisition, and quality control.	Leisa Pichard

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Role	Role/Responsibility Description	Name
Managing Editor	Responsible for content review timeline management, creative resource acquisition, reading passage topic development, reading passage development, phased editorial review of all works in progress, review and implementation of subject matter expert input through all review phases.	Carey Kersten-Garrett
Production Editor	Responsible for development and supervision of all print projects, graphics development, project documentation, user support documents, and content development support.	Ed Cambeiro
Web Design Analyst/Quality Assurance Tester	Responsible for interaction design, wireframe development, usability analysis and testing, quality assurance planning, phased quality assurance testing including script development and execution, scheduled acceptance testing, issue tracking through resolution.	Haimdat Sawh
Support Services Lead	Responsible for enrollment task planning, enrollment-related school and district communications and customer-oriented support services to teachers, students, and parents using the FCAT Explorer. Attends education conferences to provide program information and support to teachers and administrators.	Haimdat Sawh
Support Services Respondent	Responsible for providing customer-oriented support services to teachers, students, and parents using the FCAT Explorer. Attends education conferences to provide program information and support to teachers and administrators.	Karisha Williams

The project team engages the FLDOE Bureau of School Improvement staff on all decisions related to the above. The means of engagement are as follows:

- Face to face meetings (weekly or as appropriate to project phase),
- Formal written status reports (weekly),
- Conference calls (as needed), and

- Emailed requests for information or authorization/approval (as needed, but at times daily).

Each project team member has three or more years of in-depth experience with this project and in most cases more than 5 years of experience with information technology or education-related projects.

F. Project Quality Control

Purpose: To understand project quality requirements and ensure that effective quality control processes and procedures are in place and operational in time to support the needs of the project.

ISD will continue to use several means to ensure requirements are met. The primary means of ensuring that the proposed science programs meet the agencies' requirements for the above stated purpose is through the review of project documentation. Design documents will be submitted to the steering committee for explicit approval prior to the start of development. In progress versions of the applications will be placed on a secure website for the sole purpose of the agencies' review and approval. If the Department requires a change in the requirements, or the consultant recommends a change in requirements, a formal change management process will be initiated. Finally, the Department will sign-off on all deliverables and indicate acceptance in writing.

At the conclusion of the development phase, each new program will undergo quality assurance testing in a staging environment. A four-part testing methodology will be used: unit testing, end-to-end (integration) testing, production environment testing, and offsite (user site) testing. When the deliverable is a new program design or contains significant features that are new, FCAT Explorer programs are tested in the school environment with students. Prior to promotion to the production environment, teachers and development team members will observe students as they use the new science programs. Specific attention will be given to navigational ease.

Performance monitoring is done on the web servers using windows performance monitors on an ongoing basis.

Monitoring on the database is done by scripts/cron that records all system activity levels every 10 minutes throughout every business day. Database activity is then reported through this means.

G. External Project Oversight

Purpose: To understand any unique oversight requirements or mechanisms required by this project.

No unique requirements for external project oversight are required for this project.

H. Risk Management

Purpose: To ensure that the appropriate processes are in place to identify, assess, and mitigate major project risks that could prevent the successful completion of this project.

Step 1: Identify major risks to project success

Step 2: Assess the potential impact of each risk and its probability of occurrence

Step 3: Determine appropriate contingency plans

Step 4: Determine the acceptable level of tolerance for each risk

Step 5: Specify mitigation strategies to be implemented for each risk

Step 6: Periodically review the effectiveness of mitigation strategies and identifying any new risks.

Risk for this project will be managed through a formal Risk Management plan. The risk management template can be found in **Appendix B**. Risk will be communicated to the FLDOE by the project manager. The Risk Management document will list risks in a narrative format and include risk owner, risk level, mitigation strategy, and current status. The document will be updated weekly.

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Task	Overview of Task Execution
1 Identify major risks to project success	The project manager will determine major risks and their associated risk levels to project success and document them in the Risk Management document.
2 Assess the potential impact of each risk and its probability of occurrence.	This assessment will be reflected in a risk level: high, medium, low. All risks identified as high or medium will be communicated directly to the project sponsor. Additionally, if the potential impact is determined to be a significant threat to the success of the project, the project sponsor will be notified immediately and a mitigation plan will be created.
3 Determine appropriate contingency plans.	Contingency plans will be developed by the project team when appropriate and communicated to the FLDOE. If it is determined that the FLDOE should be involved in creating the contingency plans, meetings will be scheduled by the project manager.
4 Determine the acceptable level of tolerance for each risk	The project sponsor will confirm the acceptable level of tolerance.
5 Specify mitigation strategies to be implemented for each risk	The mitigation strategies will be logged and implemented by the project manager.
6 Periodically review the effectiveness of mitigation strategies and identify any new risks.	The document will be reviewed by the project manager and the FLDOE on a weekly basis.

Risk Description/Impact	Probability of Occurrence (high, medium, low)	Tolerance Level (high, medium, low)	Mitigation Strategy	Assigned Owner
1. User demand grows beyond current data processing capacity	Projecting forward to the contract year 2009-2010, this risk is low.	Low	Database server upgrade.	ISD
2. Catastrophic damage to data center	Web site will be offline until data center components are replaced.	Low	Low	ISD
3. Low availability of FLDOE reviewers and subject matter experts	Development and review cycles may be delayed.	Medium	Identify additional reviewers	ISD

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I. Organizational Change Management

Purpose: To increase the understanding of the key requirements for managing the changes and transformation that the users and process owners will have to implement for the proposed project to be successful.

Since the FCAT Explorer is an existing system and is hosted, supported and maintained offsite, the project will have little to no impact on existing agency processes. Project change management procedures are used when scope-related details must change, but organizational change management is not relevant in response to the development and deployment of the proposed science programs.

J. Project Communication

Purpose: To ensure that effective communication processes are in place to disseminate information and receive feedback from users, participants, and other project stakeholders to facilitate project success.

During the FCAT Explorer project, effective communication between project team members and entities will serve as a measure of project success. All project entities will be provided with timely and accurate information throughout the duration of the project.

This document is constructed to guide the reader through the communication elements identified for the FCAT Explorer project. The table below describes the audience for key communications elements and their relationship to the project.

Audience	Participants	Interests	Expectations
FLDOE Executive Leadership	Education Commissioner K-12 Chancellor Deputy Commissioner of Finance and Administration	<ul style="list-style-type: none"> FCAT Explorer project meets business needs 	<ul style="list-style-type: none"> Executive Briefing Project is well-planned Notification of major changes in scope
FLDOE Contract Managers FCAT Explorer	K-12 Deputy Chancellor Bureau Chief, School Improvement Program Specialist	<ul style="list-style-type: none"> FCAT Explorer project and programs satisfy business needs Project progression and quality management Project resources are allocated effectively Understanding user communications initiatives Consistent, appropriate delegation 	<ul style="list-style-type: none"> Executive Briefing Issues are raised quickly Project is well planned Project progresses as planned Change management documentation Review of design documentation Usage data Performance data
FCAT Explorer Subject Matter Review Committee	FCAT Test Development Center Director FLDOE Subject Area Specialists Grade Level Subject Area Teachers	<ul style="list-style-type: none"> FCAT Explorer project satisfies business needs Project progression and quality management Understanding user communications 	<ul style="list-style-type: none"> Review of design documentation Deliverable review Issues are raised quickly Project is well planned Project progresses as planned

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Audience	Participants	Interests	Expectations
		initiatives <ul style="list-style-type: none"> • FCAT Explorer project is completed on time and within budget • FCAT Explorer design and development adheres to client and end-user expectations • Project deliverables 	<ul style="list-style-type: none"> • Review of software release

The table below describes the communications events, when and how they are initiated, who is responsible for initiating the communication, and the feedback mechanism. Some interactions require authorization/acknowledgement signatures.

Event	Communicator	Audience	Channel	Timing	Feedback
Change Management Memo	Scott Reese (Consultant)	FLDOE Bureau of School Improvement	Oral briefing, Email	As needed	Face to face, signatures
Status Reports and usage reports	Scott Reese (Consultant)	FLDOE Bureau of School Improvement	Email	Weekly	Email, acknowledgement of receipt and review
Analysis Meetings	Scott Reese Andrea Johnson Leisa Pichard (Consultants)	FCAT Explorer Subject Matter Review	Meetings	As needed	Scheduled via email, meetings documented by project administrator
Documentation Review	Scott Reese Andrea Johnson (Consultants)	FLDOE Bureau of School Improvement and FCAT Explorer Subject Matter Reviewers	Review meeting	As needed, but before development	Face to face, document revisions and other recommendations documented during meeting with follow up scheduled
Deliverables Review	Scott Reese (Consultant)	FLDOE Bureau of School Improvement and FCAT Explorer Subject Matter Review Committee	Review meeting	As needed	Face to face, signatures

K. Special Authorization Requirements

Purpose: To understand any project specific authorizations that must be received for the proposed project or solution.

There are no special authorization requirements for this project.

VII. 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.

**FY 2009-10 SCHEDULE IV-B FEASIBILITY STUDY FOR
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Appendix A: State of Florida TRW Cost Benefit Analysis Fiscal Year 2009-2010

Florida Department of Education

Project FCAT Explorer

PROJECT COST ELEMENTS	PROJECT COST TABLE -- CBAForm 1				SPECIFY	
	FY	FY	FY	TOTAL	INVESTMENT	FY
	2009-10	2010-11	2011-12		SUMMARY	2009-10
Salaries and Wages			\$0	\$0	General Revenue	\$0
Other Personal Services	\$0	\$0	\$0	\$0	Trust Fund	\$0
Consulting	\$1,807,000	\$0	\$0	\$1,807,000	Federal Match	\$0
Hardware	\$0	\$0	\$0	\$0	Grants	\$0
Software		\$0	\$0	\$0	Other (specify)	\$0
Network Infrastructure	\$168,000	\$0	\$0	\$168,000	Totals	\$0
Data Processing	\$0	\$0	\$0	\$0		
Data Processing Supplies	\$0	\$0	\$0	\$0		
Data Processing Communications	\$0	\$0	\$0	\$0		
Training	\$0	\$0	\$0	\$0		
Travel	\$6,000	\$0	\$0	\$6,000		
Other	\$19,000	\$0	\$0	\$19,000		
TOTAL PROJECT COSTS (*)	\$2,000,000	\$0	\$0	\$2,000,000		
CUMULATIVE PROJECT COSTS	\$2,000,000	\$2,000,000	\$2,000,000			

SPECIFY CHARACTER OF	
Choose Type	
Detailed/Rigorous	<input type="checkbox"/>
Not to Exceed (Estimate w/	<input checked="" type="checkbox"/>
Order of Magnitude	<input type="checkbox"/>
Placeholder	<input type="checkbox"/>

(*) Total Costs carried forward to CBAForm3 Project Investment Summary worksheet.

Costs of Current Operations versus Proposed Operations as a Result of the Project -- CBAForm 1							
OPERATIONS COSTS	FY 2009-10			2010-11		FY 2011-12	
	(a)	(b)	(c) = (b)-(a)	(b)	(c) = (b)-(a)	(a)	(b)
	Current Operations	Project Proposed Operations	Incremental Effect of Proposed Operations	Project Proposed Operations	Incremental Effect of Proposed Operations	Current Operations	Project Proposed Operations
Salaries and Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Personal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consulting	\$0	\$1,807,000	\$1,807,000	\$0	\$0	\$0	\$0
Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Network Infrastructure	\$0	\$168,000	\$168,000	\$0	\$0	\$0	\$0
Data Processing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Data Processing Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Data Processing Communications	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$6,000	\$6,000	\$0	\$0	\$0	\$0
Other	\$0	\$19,000	\$19,000	\$0	\$0	\$0	\$0
TOTAL OPERATION COSTS (*)	\$0	\$2,000,000	\$2,000,000	\$0	\$0	\$0	\$0
CUMULATIVE INCREMENTAL OPERATION COSTS			\$2,000,000		\$2,000,000		

(*) Incremental Costs carried forward to CBAForm3 Project Investment Summary worksheet.

**FY 2009-10 SCHEDULE IV-B FEASIBILITY STUDY FOR
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CBAForm 2/ Project Benefits Analysis

Agency

Project

TANGIBLE BENEFIT ELEMENTS	LE BENEFITS ANALYSIS TABLE -- CBAForm 2			TOTAL
	FY 0	FY 0	FY 0	
TANGIBLE (QUANTIFIABLE) BENEFITS				
Revenues (specify)	\$0	\$0	\$0	\$0
Reimbursements (specify)	\$0	\$0	\$0	\$0
Federal Participation	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Cost Reduction (specify) (*)	\$0	\$0	\$0	\$0
Trade-in/Salvage Value (specify)	\$0	\$0	\$0	\$0
Process Reengineering	\$0	\$0	\$0	\$0
Salaries & Benefits (**)	\$0	\$0	\$0	\$0
Other (specify)	\$0	\$0	\$0	\$0
TOTAL BENEFITS (***)	\$0	\$0	\$0	\$0
CUMULATIVE BENEFITS	\$0	\$0	\$0	
(*) Reflect all Cost Reduction Benefits except Operations reductions (which are reflected in Cost of Operations).				
(**) For Salaries & Benefits need to know the number of FTEs reduced				
(***) Total Benefits carried forward to CBAForm3 Project Investment Summary worksheet.				

In this context, this project has been determined to have "intangible" benefits.

STAFF CHANGES TABLE -- CBAForm 2		FY 0	FY 0	FY 0
Enter number of FTEs that will change as a result of this project		0	0	0
SPECIFY CHARACTER OF PROJECT BENEFIT ESTIMATE -- CBAForm 2				
Choose Type		Estimate Confidence		Enter % (+/-)
Detailed/Rigorous	<input type="checkbox"/>	Confidence Level		
Not to Exceed (Estimate w/ limits)	<input checked="" type="checkbox"/>	Confidence Level		5%
Order of Magnitude	<input type="checkbox"/>	Confidence Level		

**FY 2009-10 SCHEDULE IV-B FEASIBILITY STUDY FOR
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CBAForm 3/ Project Investment Summary

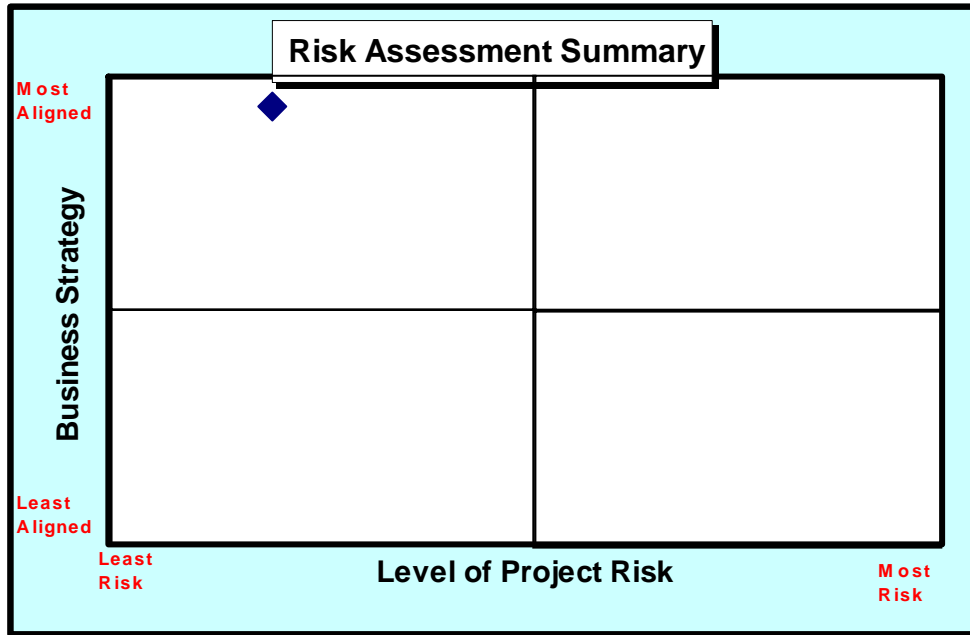
Agency Project

<i>COST BENEFIT ANALYSIS -- CBAForm 3</i>				
	1	2	3	
	FY 2008-2009	FY 2010-2011	FY 2011-2012	TOTAL
Project Cost	\$0	\$0	\$0	\$0
Incremental Cost of Operations	\$0	\$0	\$0	\$0
TOTAL COSTS	\$0	\$0	\$0	\$0
TANGIBLE BENEFITS				
	\$0	\$0	\$0	\$0

**FY 2009-10 SCHEDULE IV-B FEASIBILITY STUDY FOR
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**Appendix B: Project Risk Assessment -- Table 1
RAForm 1 / Project Assessment**

Project		FCAT Explorer	
Agency		Florida Department of Education	
FY 2008-2009 LBR Issue Code:		FY 2008-2009 LBR Issue Title:	
Issue Code		Issue Title	
Risk Assessment Contact Info (Name, Phone #, and E-mail Address):			
Nikolai Vitti 850) 245-9813			
Executive Sponsor		Nikolai Vitti	
Project Director		Nikolai Vitti	
Prepared By		Preparer Name	MM/DD/YYYY



PROJECT RISK AREA BREAKDOWN	
RISK ASSESSMENT AREAS	Risk Exposure
Strategic Assessment	LOW
Technology Exposure Assessment	LOW
Change Management Assessment	LOW
Communication Assessment	LOW
Fiscal Assessment	MEDIUM
Project Organization Assessment	MEDIUM
Project Management Assessment	LOW
Project Complexity Assessment	MEDIUM
OVERALL PROJECT RISK	LOW

**FY 2009-10 SCHEDULE IV-B FEASIBILITY STUDY FOR
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**Appendix B: Risk Assessment -- Table 2
Strategic Risk Assessment**

Strategic Area			
#	Criteria	Values	Answer
1	Are project objectives clearly aligned with the agency's mission?	0% to 25% -- Few or none aligned	91% to 100% -- All aligned
		25% to 50% -- Some aligned	
		51% to 75% -- Most aligned	
		76% to 90% -- Nearly all aligned	
		91% to 100% -- All aligned	
2	Are all project objectives clearly documented and understood by stakeholder groups?	Not understood	Completely understood
		Partially understood	
		Completely understood	
3	Are all senior management and other executive stakeholders strongly committed to the success of the project?	Not committed	Strongly committed
		Somewhat committed	
		Strongly committed	
4	Are all affected agencies and business units strongly committed to project objectives?	Not committed	Strongly committed
		Somewhat committed	
		Strongly committed	
5	Have all project business requirements, objectives, assumptions, constraints, and priorities been defined and documented?	0% to 20% -- None or few defined and documented	76% to 91% -- Nearly all defined and documented
		21% to 50% -- Some defined and documented	
		51% to 75% -- Most defined and documented	
		76% to 91% -- Nearly all defined and documented	
		91% to 100% -- All defined and documented	
6	Does the documented project plan address the entire lifecycle of the project?	Not addressed	Completely addressed
		Partially addressed	
		Completely addressed	
7	Has the agency documented its vision describing how changes to the technology infrastructure will improve its business processes?	Vision is not documented	Vision is completely documented
		Vision is partially documented	
		Vision is completely documented	
8	Is this a multi-year project?	Greater than 5 years	Between 1 and 3 years
		Between 3 and 5 years	
		Between 1 and 3 years	
		1 year or less	
9	Is agency IT personnel turnover expected to significantly impact this project?	Yes	No
		No	
10	Are any project phase or milestone completion dates fixed by outside factors?	0% to 20% -- None or few dates	91% to 100% -- All dates
		21% to 50% -- Some dates	
		51% to 75% -- Most dates	
		76% to 90% -- Nearly all dates	
		91% to 100% -- All dates	
11	What is the external visibility of the project?	Extensive public visibility	Extensive public visibility
		Moderate public visibility	
		Minimal public visibility	
12	What is the internal visibility of the project?	Multiple agency or state enterprise visibility	Agency visibility
		Agency visibility	
		Division and/or bureau visibility	

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**Appendix B: Project Risk Assessment -- Table 3
Technology Risk Assessment**

Technology Exposure Area			
	Criteria	Value Options	Answer
13	Does the agency have experience working with, operating, and supporting this technology in a production environment?	Read about only or attended conference and/or presentation	Installed and supported production system more than 3 years
		Supported prototype or production system less than 6 months	
		Supported production system 6 months to 12 months	
		Supported production system 1 year to 3 years	
		Installed and supported production system more than 3 years	
14	Is the agency's knowledge of the proposed technology sufficient to implement with only internal resources?	Not sufficient	Not sufficient
		Sufficient	
15	Have all technology solution options been clearly identified and documented?	0% to 20% -- None or few identified, documented and considered 0% to 20%	91% to 100% -- All identified, documented, and considered
		21% to 50% -- Some identified, documented, and considered	
		51% to 75% -- Most identified, documented, and considered	
		76% to 90% -- Nearly all identified, documented, and considered	
		91% to 100% -- All identified, documented, and considered	
16	Do all project technology components comply with relevant state, agency, and industry standards?	0% to 20% -- Few or no components comply	91% to 100% -- All components comply
		21% to 50% -- Some components comply	
		51% to 75% -- Most components comply	
		76% to 90% -- Nearly all components comply	
		91% to 100% -- All components comply	
17	Do the proposed technologies require significant change to the agency's existing infrastructure?	Complete infrastructure replacement	Minor or no infrastructure change required
		Extensive infrastructure change required	
		Moderate infrastructure change required	
		Minor or no infrastructure change required	
18	Does the proposed technology solution align with the required business objectives?	Not aligned	Completely aligned
		Moderately aligned	
		Completely aligned	

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**Appendix B: Project Risk Assessment -- Table 4
Change Management Risk Assessment**

Change Management Area			
	Criteria	Value Options	Answer
19	Assess the level of organizational change that would be imposed by the project if successfully implemented?	Extensive changes	Minimal changes
		Moderate changes	
		Minimal changes	
20	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change	1% or less FTE count change
		1% to 10% FTE count change	
		1% or less FTE count change	
21	Will the agency's organizational structure change as a result of implementing the project?	Over 10% change	1% change or less
		6% to 9% change	
		2% to 5% change	
		1% change or less	
22	Has a documented organizational change management plan been prepared for this project?	No	Yes
		Yes	
23	Has the agency successfully completed a project with similar organizational change requirements?	No experience	Recently completed project with similar change requirements
		Recently completed project with fewer change requirements	
		Recently completed project with similar change requirements	
		Recently completed project with greater change requirements	
24	Will essential business processes be impacted by this project?	Yes	No
		No	
25	Have all business process changes and process interactions been defined and documented?	0% to 20% -- None or few defined and documented	91% to 100% -- All defined and documented
		21% to 50% -- Some defined and documented	
		51% to 75% -- Most defined and documented	
		76% to 90% -- Nearly all defined and documented	
		91% to 100% -- All defined and documented	
26	What is the expected project change impact on the citizens of the State of Florida?	Extensive change or new way of providing/receiving services or information	Minor or no changes
		Moderate changes	
		Minor or no changes	
27	What is the expected change impact on other state or local government agencies as a result of implementing the project?	Extensive change or new way of providing/receiving services or information	Minor or no changes
		Moderate changes	
		Minor or no changes	

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**Appendix B: Project Risk Assessment -- Table 5
Communication Risk Assessment**

Communication Area			
	Criteria	Value Options	Answer
28	Has a documented communication plan been prepared?	0% to 20% -- Partially or not prepared	91% to 100% -- Completely prepared
		21% to 50% -- Partially prepared	
		51% to 75% -- Mostly prepared	
		76% to 90% -- Nearly all prepared	
		91% to 100% -- Completely prepared	
29	Will the project communication plan support effective feedback from management, project team, end users and other stakeholders?	Negligible or no feedback support	Effective and proactive feedback support
		Routine feedback support	
		Effective and proactive feedback support	
30	Have all required communication channels and interfaces been identified and documented?	0% to 20% -- Partially or not identified and documented	91% to 100% -- Completely identified and documented
		21% to 50% -- Partially identified and documented	
		51% to 75% -- Mostly identified and documented	
		76% to 90% -- Nearly all identified and documented	
		91% to 100% -- Completely identified and documented	
31	Have all key target audiences been clearly identified and documented?	No	Yes
		Yes	
32	Have all key messages been developed and documented?	0% to 20% -- None or few developed and documented	90% to 100% -- All developed and documented
		21% to 50% -- Some developed and documented	
		51% to 75% -- Most developed and documented	
		76% to 90% -- Nearly all developed and documented	
		90% to 100% -- All developed and documented	
33	Have desired outcomes and their corresponding success measures been defined and documented?	0% to 20% -- None or few defined and documented	91% to 100% -- All defined and documented
		21% to 50% -- Some defined and documented	
		51% to 75% -- Most defined and documented	
		76% to 90% -- Nearly all defined and documented	
		91% to 100% -- All defined and documented	
34	Has the project communication plan been staffed and resourced?	Plan without staffing and resourcing requirements	Staffed and resourced plan
		Staffed and resourced plan	

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		Fiscal Area	
	Criteria	Value Options	Answer
35	Has a documented spending plan been developed for this project?	Minimally defined and documented	Completely defined and documented
		Partially defined and documented	
		Completely defined and documented	
36	Has a project spending plan been approved by the agency for the entire project lifecycle?	No	Yes
		Yes	
37	Have all project expenditures been defined and documented for the entire project lifecycle?	0% to 20% -- None or few defined and documented	91% to 100% -- All defined and documented
		20% to 50% -- Some defined and documented	
		51% to 75% -- Most defined and documented	
		76% to 90% -- Nearly all defined and documented	
		91% to 100% -- All defined and documented	
38	Are prospective funds available within existing agency resources to complete this project?	No	No
		Yes	
39	If federal financial participation is anticipated as a source of funding, has federal approval been received?	No	No
		Yes	
40	What is the estimated total cost of this project over its entire lifecycle?	Greater than \$10 M	Between \$2 M and \$10 M
		Between \$2 M and \$10 M	
		Between \$1,999,999 and \$500 K	
		Less than \$500 K	
		Unknown	
41	Does the project have a clearly defined and documented business case that will permit measurable and tangible benefit to the state (e.g., cost savings, cost avoidance)?	Within 1 year	Within 1 year
		Within 3 years	
		Within 5 years	
		More than 5 years	
42	Have the project's tangible and intangible benefits been defined and documented?	0% to 20% -- None or few defined and documented	76% to 90% -- Nearly all defined and documented
		21% to 50% -- Some defined and documented	
		51% to 75% -- Most defined and documented	
		76% to 90% -- Nearly all defined and documented	
		91% to 100% -- All defined and documented	
43	Has the benefit payback period been defined and documented?	No	No
		Yes	
44	Has a contract manager been assigned to this project?	No contract manager assigned	Contract manager assigned and is not the procurement manager
		Contract manager is the procurement manager	
		Contract manager assigned and is not the procurement manager	
45	Have all elements of the intended project procurement strategy been clearly defined, documented and agreed to by key stakeholders?	0% to 20% -- None or few defined, documented, and agreed to	91% to 100% -- All defined, documented, and agreed to
		21% to 50% -- Some defined, documented, and agreed to	
		51% to 75% -- Most defined, documented, and agreed to	
		76% to 90% -- Nearly all defined, documented, and agreed to	
		91% to 100% -- All defined, documented, and agreed to	
46	Does the agency intend to use a firm fixed price approach, a time and expenses approach or a combination of both when contracting for necessary products and services to complete the project?	Combination FFP and T&E	Firm Fixed Price
		Time and Expense (T&E)	
		Firm Fixed Price (FFP)	
47	How has the project planned its investment in hardware and software?	Timing of major hardware and software purchases has not yet been determined	Timing of major hardware and software purchases has not yet been determined
		Purchase all hardware and software at start of project to take advantage of one-time discounts	
		Just-in-time purchasing of hardware and software is documented in the project schedule	
48	Has equipment leasing been analyzed and cost for the project large-scale computing purchases?	No	No
		Yes	
49	Have all procurement selection criteria, expectations, and outcomes been clearly defined and documented?	0% to 20% -- Partially or not defined and documented	76% to 90% -- Nearly all defined and documented
		21% to 50% -- Partially defined and documented	
		51% to 75% -- Mostly defined and documented	
		76% to 90% -- Nearly all defined and documented	
		91% to 100% -- Completely defined and documented	
50	Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Evaluation process is not multi-stage	Evaluation process is not multi-stage
		Multi-stage evaluation process does not progressively narrow the field of prospective vendors	
		Multi-stage evaluation process successfully used previously	

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**Appendix B: Project Organization Risk Assessment -- Table 7
Project Organization Risk Assessment**

Project Organization Area			
	Criteria	Value Options	Answer
51	Is the project organization clearly defined and documented within a project plan?	Not defined and documented	Completely documented
		Some of the project management team documented	
		Most of the project management team and steering committee defined and documented	
		Completely documented	
52	Have all the roles and responsibilities for the project team been clearly defined and documented?	0% to 20% -- None or few defined and documented	91% to 100% -- All defined and documented
		21% to 50% -- Some defined and documented	
		51% to 75% -- Most defined and documented	
		76% to 90% -- Nearly all defined and documented	
		91% to 100% -- All defined and documented	
53	Have all roles and responsibilities for the executive steering committee been clearly defined and documented?	0% to 20% -- None or few defined and documented	91% to 100% -- All defined and documented
		21% to 50% -- Some defined and documented	
		51% to 75% -- Most defined and documented	
		76% to 90% -- Nearly all defined and documented	
		91% to 100% -- All defined and documented	
54	How many project managers and project directors will be responsible for managing the project?	3 or more	2
		2	
		1	
55	Has a project staffing plan specifying the number of required resources and their corresponding roles, responsibilities and skill levels been developed?	0% to 20% -- None or few defined and documented	91% to 100% -- All defined and documented
		21% to 50% -- Some defined and documented	
		51% to 75% -- Most defined and documented	
		76% to 90% -- Nearly all defined and documented	
		91% to 100% -- All defined and documented	
56	Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources?	No staffing from in-house resources	No staffing from in-house resources
		Few staff from in-house resources	
		Half of staff from in-house resources	
		Mostly staffed from in-house resources	
		Completely staffed from in-house resources	
57	Will a change review and control board be established?	Yes	Yes
		No	
58	Is the project manager dedicated fulltime to the project?	Project manager dedicated 25% to project	Project manager dedicated full-time, 100% to project
		Project manager dedicated 50% to project	
		Project manager dedicated 75% to project	
		Project manager dedicated full-time, 100% to project	
59	Are all stakeholders represented in the change review and control board?	IT staff only are on change review and control board	All stakeholders are represented and are voting members
		Some stakeholders not included on change review and control board	
		All stakeholders are represented but not all are voting members	
		All stakeholders are represented and are voting members	

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**Appendix B: Project Management Risk Assessment – Table 8
Project Management Risk Assessment**

Project Management Area			
Criteria	Value Options	Answer	
60	Has a documented risk management plan been prepared?	No	Yes
		Yes	
61	Have all project requirements been defined and documented?	0% to 20% -- None or few defined and documented	91% to 100% -- All defined and documented
		21% to 50% -- Some defined and documented	
		51% to 75% -- Most defined and documented	
		76% to 90% -- Nearly all defined and documented	
		91% to 100% -- All defined and documented	
62	Has a project work plan addressing the entire project lifecycle been defined and documented?	Not at this time	High level
		High level	
		Initial phase only	
		Detailed and comprehensive	
63	Have all project deliverables <i>and</i> acceptance criteria been clearly defined and documented?	0% to 20% -- None or few defined and documented	91% to 100% -- All defined and documented
		21% to 50% -- Some defined and documented	
		51% to 75% -- Most defined and documented	
		76% to 90% -- Nearly all defined and documented	
		91% to 100% -- All defined and documented	
64	Will the contract clearly define all deliverables and services, with corresponding acceptance criteria before being executed?	No	Yes

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Appendix B: Project Management Risk Assessment – Table 8 (cont.)

65	Has the Work Breakdown Structure been defined and documented?	0% to 20% -- Partially or not defined and documented	91% to 100% -- Completely defined and documented
		21% to 50% -- Partially defined and documented	
		51% to 75% -- Mostly defined and documented	
		76% to 90% -- Nearly all defined and documented	
		91% to 100% -- Completely defined and documented	
66	Has a project schedule specifying all project tasks, go/no-go decision points (checkpoints), critical milestones, and staffing resources been defined and documented?	0% to 20% -- None or few defined and documented	91% to 100% -- All defined and documented
		21% to 50% -- Some defined and documented	
		51% to 75% -- Most defined and documented	
		76% to 90% -- Nearly all defined and documented	
		91% to 100% -- All defined and documented	
67	Have necessary project control processes and procedures been defined and documented?	Not at this time	Documented processes and procedures based on formal project management methodology
		Documented processes and procedures based on informal best practices	
		Documented processes and procedures based on formal project management methodology	
68	Does the project have a standard change request, review and approval process that is documented and consistently implemented?	No	Yes
		Yes	
69	Is there a documented issue reporting and management process in place for this project?	No	Yes
		Yes	

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Appendix B: Project Management Risk Assessment--Table * (cont.)		
Have all known project risks and corresponding mitigation strategies been defined and documented?	0% to 20% -- None or few defined and documented	91% to 100% -- All defined and documented
	21% to 50% -- Some defined and documented	
	51% to 75% -- Most defined and documented	
	76% to 90% -- Nearly all defined and documented	
	91% to 100% -- All defined and documented	
Is the agency or an external consultant responsible for integrating different vendor deliverables into the final solution?	Agency	Agency
	Consultant	
Will formal status reporting processes be consistently used to manage and control this project?	Informal processes	Used by project team and executive steering committee
	Used by project team	
	Used by project team and executive steering committee	
Have all necessary planning and reporting templates been developed, e.g., work plans, status reports, issues and risk tracking?	0% to 20% -- None or few developed	91% to 100% -- All developed
	21% to 50% -- Some developed	
	51% to 75% -- Most developed	
	76% to 90% -- Nearly all developed	
	91% to 100% -- All developed	
Will the project management team use a standard or commercially available project management methodology to plan, implement, and control the project?	No	Yes
	Yes	
Has the project manager successfully managed similar projects to completion?	No experience	Greater size and complexity
	Lesser size and complexity	
	Similar size and complexity	
	Greater size and complexity	
Does the agency have experience managing projects of equal or similar size and complexity to successful completion?	No experience	Greater size and complexity

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Appendix B: Complexity Risk Assessment -- Table 9		
Complexity Risk Assessment		
Project Complexity Area		
Criteria	Value Options	Answer
77	Is the proposed solution more complex than current agency systems?	Similar complexity
	Unknown at this time	
	More complex	
	Less complex	
78	Will multiple agencies be impacted upon successful project completion?	None
	More than 4	
	2 to 4	
	1	
79	Are the business users or end users dispersed across multiple cities, counties, districts, or regions?	More than 3 sites
	Single location	
	3 sites or fewer	
80	Are the project team members dispersed across multiple cities, counties, districts, or regions?	Single location
	Single location	
	3 sites or fewer	
81	How many external contracting or consulting organizations will this project require?	1 to 3 external organizations
	No external organizations	
	1 to 3 external organizations	
82	What is the impact of the project on state operations?	Internal agency business process change
	Internal agency business process change	
	Agency wide business process change	
83	What is the expected project team size?	9 to 15
	Greater than 15	
	9 to 15	
	5 to 8	
84	Is the agency planning to assume the role of Systems Integrator for this project?	No
	Yes	
85	Has agency successfully completed a similarly-sized project when acting as Systems Integrator?	Yes
	No	
86	What is the type of project?	Implementation requiring software development or purchasing Off The Shelf software
	Infrastructure upgrade	
	Implementation requiring software development or purchasing Off The Shelf software	
	Business Process Reengineering	
	Combination of the above	

Appendix C:

PROJECT CHARTER – October 15, 2008

Client Contact	Nikolai Vitti, Bureau Chief Bureau of School Improvement Florida Department of Education 352 West Gaines Street Tallahassee, Florida nikolai.vitti@fldoe.org (850) 245-0841
Project	Support, Maintenance, Hosting, and Development of the FCAT Explorer
Primary ISD Contact	Scott Reese, Project Manager Infinity Software Development, Inc 3522 Thomasville Road, Suite 200 reeses@infinity-software.com (850) 383 - 1011
Scope	<p><u>Project Area I - Hosting, Hardware & System Software Maintenance</u> The scope of Project Area I is to provide the Florida Department of Education with the service of hosting and maintaining the hardware and software associated with the FCAT Explorer, Florida-Achieves!, and FOCUS Web sites.</p> <p><u>Project Area II - Application Support, Database Management, Customer/Helpdesk, and Data Collection/Decision Support</u> The scope of Project Area II consists of three distinct services: 1) to provide the Florida Department of Education with the service, support, and maintenance necessary to keep the FCAT Explorer, Florida-Achieves!, and FOCUS Web sites operating at optimum efficiency and quality; 2) to support student, parent, teacher, and administrator users through Helpdesk Services; 3) to provide requested or relevant data to the Florida Department of Education for use in decision support.</p> <p><u>Project Area III - Application Development & Subject Matter Development</u> The scope of Project Area III is to provide the Florida Department of Education with high-quality, original programming and content to enhance the resources available on the FCAT Explorer and FOCUS Web sites.</p>
Objectives	<ul style="list-style-type: none">• Provide 99% uptime for the FCAT Explorer, Florida Achieves, and FOCUS Web sites, excluding scheduled system maintenance.• Enhance and upgrade the systems associated with FCAT Explorer, FOCUS, and Florida-Achieves! Web sites as described in contract 07-812 for years 2006, 2007, and 2008.• Monitor and improve performance and quality of FCAT Explorer,

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FOCUS, and Florida-Achieves! Web sites through daily testing.

- Answer all support calls within one business day.
- Generally increase overall usage of the FCAT Explorer across all grades.
- Adhere to the deliverable schedule outlined in contract 07-812 for years 2006, 2007, and 2008.

**Deliverables
Overview
(2008-2009)**

- Weekly detailed status reports
- Weekly Web site usage statistics
- Monthly high-level status reports
- 5th, 8th, and 11th grade FOCUS science assessments
- Admin Desks rewrite
- 6th grade reading, *Reading Island* update
- Ad hoc reports per DOE request

**Key Events and
Deliverables
(2008-2009)**

- Annual Database Purge – August 1, 2008
- Fall Enrollment Begins – August 4, 2008
- FOCUS: 5th grade science (6 assessments due) – July 31, 2008
- FOCUS: 5th grade science (12 assessments due) – August 31, 2008
- FOCUS: 5th grade science (12 assessments due) – September 30, 2008
- FOCUS: 8th grade science (8 assessments due) – September 30, 2008
- Admin Desks Rewrite (1 of 4) – September 30, 2008
- FOCUS: 8th grade science (11 assessments due) – October 31, 2008
- Admin Desks Rewrite (2 of 4) – October 31, 2008
- FOCUS: 8th grade science (11 assessments due) – November 30, 2008
- Admin Desks Rewrite (3 of 4) – November 30, 2008
- FOCUS: 11th grade science (16 assessments due) – December 31, 2008
- Admin Desks Rewrite (4 of 4) – December 31, 2008
- Florida Educational Technology Conference – (FETC) January 21, 2009
- FOCUS: 11th grade science (18 assessments due) – January 31, 2009
- 6th grade reading update: Design and Analysis – January 31, 2009
- 6th grade reading update: Draft Designs and 1/3 Content – February 28, 2009
- 6th grade reading update: Coding, Content, Interface (1 of 3) – March 31, 2009
- 6th grade reading update: Coding, Content, Interface (2 of 3) – April 30, 2009
- 6th grade reading update: Coding, Admin Desks, Interface (3 of 3) – May 31, 2009
- 6th grade reading update: Unit and Regression Testing – June 30, 2009

Constraints

- The Web sites are served with 135 MBPS. If demand exceeds this limit, Web performance will slow temporarily.

- All content development must be completed according to dates set forth in DOE contract 07-812.
- All deliverables are subject to DOE approval within specified time-frame of 7 days.
- Infinity will consult with staff at the FCAT Test Development Center in Leon County and DOE to ensure all developed content is aligned with the Sunshine State Standards for the specified grade level.

Success Criteria

- Positive feedback on the FCAT Explorer, Florida Achieves!, and FOCUS Web sites from teachers, coaches, administrative staff, and DOE
- On time and on budget delivery of FCAT Explorer content and programming
- Production Web site uptime statistics that exceed 99%
- Prompt resolution of student, teacher, administrator, and parent usability issues

Change Management Policy

Change Review Process

This section of the project overview describes Infinity's change management process.

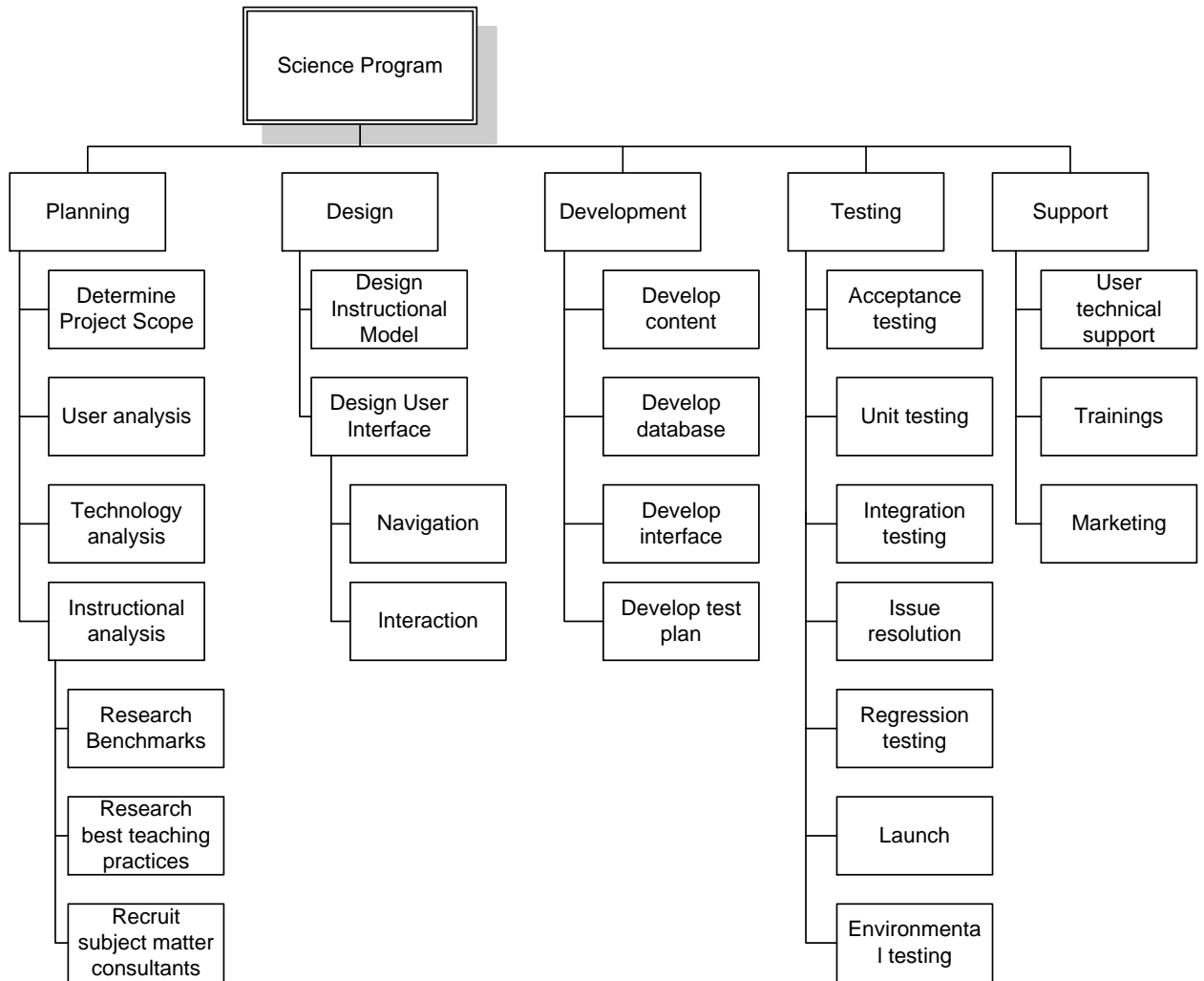
The change management process is designed to ensure that changes are reviewed, approved, and documented. The project's schedule, scope, or resources may be affected by a change in the requirements. The purpose of the change management process is to address those areas and determine how they will be affected. When change occurs, the FCAT Explorer's project manager will make and document the determinations listed below, create a change management memo for DOE's review, and schedule a meeting for the purpose of discussing the changes.

Change Management Considerations

- a. What is the expected benefit of the change?
- b. How will the change affect the project schedule?
- c. How will the change affect the project scope?
- d. How will the change affect the quality of the deliverables?
- e. Can the change be deferred to a later stage of the project or a later release of the software?
- f. Is the project at a point where making the change would destabilize the software?

Appendix D: Work Breakdown Structure

FCAT Explorer Science Program (3rd and 10th Grade)



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Appendix E: Project Schedule – 3rd Grade Science

Task Name	Duration	Start	Finish	Resource Names
3rd Grade Science Program	154 days	Wed 7/1/09	Mon 2/1/10	
July Deliverables	12 days	Wed 7/1/09	Thu 7/16/09	
Project Management	1 day	Wed 7/1/09	Wed 7/1/09	
Creation of Project Overview	1 day	Wed 7/1/09	Wed 7/1/09	Project Manager
Editorial	12 days	Wed 7/1/09	Thu 7/16/09	
Identify SMEs	10 days	Wed 7/1/09	Tue 7/14/09	Editor 1
SME Meeting 1 (Design Priorities/Integration))	1 day	Tue 7/14/09	Tue 7/14/09	Editor 1,Editor 2,Contractors: GLE
SME Meeting 2 (Navigation Model)	1 day	Wed 7/15/09	Wed 7/15/09	Editor 1,Editor 2,Contractors: GLE
SME Meeting 3 (Design, Teacher's Desk features, and Item Counts)	1 day	Thu 7/16/09	Thu 7/16/09	Editor 1,Editor 2,Contractors: GLE
Client Site Analysis and Recommendations	1 day	Wed 7/1/09	Wed 7/1/09	Editor 1
Content and Benchmark Analysis Documentation	5 days	Wed 7/1/09	Tue 7/7/09	Editor 2
Project Administration	2 days	Wed 7/1/09	Thu 7/2/09	
Project Book Compilation	2 days	Wed 7/1/09	Thu 7/2/09	Project Administrator
Programming	1 day	Thu 7/2/09	Thu 7/2/09	
Client Site Updates	1 day	Thu 7/2/09	Thu 7/2/09	Programmer 1
August Deliverables	10 days	Mon 8/3/09	Wed 8/26/09	
Project Management	1 day	Mon 8/3/09	Mon 8/3/09	
Design Approval Meeting with DOE	1 day	Mon 8/3/09	Mon 8/3/09	Project Manager,Project Administrator,Editor 1
Editorial	10 days	Mon 8/3/09	Fri 8/14/09	
Identify Item Writers	10 days	Mon 8/3/09	Fri 8/14/09	Editor 1
Identify Content Reviewers	10 days	Mon 8/3/09	Fri 8/14/09	Editor 2
Sample item document	2 days	Mon 8/3/09	Tue 8/4/09	Editor 2
Review test item/performance task spec. doc	2 days	Mon 8/3/09	Tue 8/4/09	Editor 2
SME Meeting 4 (Strand A, B, and C)	1 day	Wed 8/5/09	Wed 8/5/09	Editor 1,Contractors: GLE
SME Meeting 5 (Strand D, E, and F)	1 day	Thu 8/6/09	Thu 8/6/09	Editor 1,Contractors: GLE
SME Meeting 6 (Strand G and H)	1 day	Fri 8/7/09	Fri 8/7/09	Editor 1,Contractors: GLE
Assign Lesson Content Dev. to SMEs	1 day	Mon 8/10/09	Mon 8/10/09	Editor 1
Project Administration	5 days	Mon 8/10/09	Fri 8/14/09	
Design Documentation	5 days	Mon 8/10/09	Fri 8/14/09	
Program Navigation/System Integration	1 day	Mon 8/10/09	Mon 8/10/09	Project Administrator
Main Menu	1 day	Mon 8/10/09	Mon 8/10/09	Project Administrator
Intro Screen	1 day	Tue 8/11/09	Tue 8/11/09	Project Administrator
VE	1 day	Wed 8/12/09	Wed 8/12/09	Project Administrator
Item	1 day	Wed 8/12/09	Wed 8/12/09	Project Administrator
VA	1 day	Thu 8/13/09	Thu 8/13/09	Project Administrator
Lesson	1 day	Fri 8/14/09	Fri 8/14/09	Project Administrator
Update Project Book	1 day	Fri 8/14/09	Fri 8/14/09	Project Administrator
Programming	9 days	Fri 8/14/09	Wed 8/26/09	
Technical Documentation	9 days	Fri 8/14/09	Wed 8/26/09	
Program Model	1 day	Fri 8/14/09	Fri 8/14/09	Project Administrator
Design Meeting 1 (Main Menu, Exp Report, Challenge List)	1 day	Mon 8/17/09	Mon 8/17/09	Project Administrator,Programmer 1,Programmer 2
Design Meeting 2 (Intro screens, VE, Item)	1 day	Tue 8/18/09	Tue 8/18/09	Project Administrator,Programmer 1,Programmer 2
Design Meeting 3 (VA, Summary, Transitions)	1 day	Wed 8/19/09	Wed 8/19/09	Project Administrator,Programmer 1,Programmer 2
Design Meeting 4 (Get Student Info)	1 day	Thu 8/20/09	Thu 8/20/09	Project Administrator,Programmer 1,Programmer 2
Design Meeting 5 (Ch. List, Exp Rep, Help, Contact us)	1 day	Fri 8/21/09	Fri 8/21/09	Project Administrator,Programmer 1,Programmer 2
Design Meeting 6 (Get Position)	1 day	Mon 8/24/09	Mon 8/24/09	Project Administrator,Programmer 1,Programmer 2
Design Meeting 7 (Item Content)	1 day	Tue 8/25/09	Tue 8/25/09	Project Administrator,Programmer 1,Programmer 2
Design Meeting 8 (submit answer, submit VE, submit VA)	1 day	Wed 8/26/09	Wed 8/26/09	Project Administrator,Programmer 1,Programmer 2
Graphic Design	13 days	Mon 8/3/09	Wed 8/19/09	
Metaphor Narrative Document	2 days	Mon 8/3/09	Tue 8/4/09	Editor 1
Metaphor/Design Meeting 1	1 day	Wed 8/5/09	Wed 8/5/09	Project Manager,Editor 1,Graphic Designer 1
Metaphor/Design Meeting 2	10 days	Thu 8/6/09	Wed 8/19/09	Project Manager,Editor 1,Graphic Designer 1
September Deliverables	23 days	Tue 9/1/09	Thu 10/1/09	
Project Management	15 days	Tue 9/1/09	Mon 9/21/09	
Review Design Docs with graphic designers	1 day	Tue 9/1/09	Tue 9/1/09	Project Manager,Graphic Designer 1
Review Metaphor Sketches	1 day	Tue 9/15/09	Tue 9/15/09	Project Manager,Graphic Designer 1
Deliverables Acceptance Meeting 1 (Main Menu and Shell Comps)	1 day	Mon 9/21/09	Mon 9/21/09	Project Manager,Graphic Designer 1

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Task Name	Duration	Start	Finish	Resource Names
89 October Deliverables	40 days	Thu 9/3/09	Wed 10/28/09	
90 Project Management	6 days	Thu 10/1/09	Thu 10/8/09	
91 Main Menu Comp review	1 day	Thu 10/1/09	Thu 10/1/09	Project Manager,Graphic Designer 1
92 Main Menu Final Comp review	1 day	Mon 10/5/09	Mon 10/5/09	Project Manager,Graphic Designer 1
93 Game concept review	1 day	Thu 10/8/09	Thu 10/8/09	Project Manager,Graphic Designer 1
94 Editorial	30 days	Thu 9/3/09	Wed 10/14/09	
95 Item Development	30 days	Thu 9/3/09	Wed 10/14/09	
96 Item Development-Batch 1(60 items)	14 days	Thu 9/3/09	Tue 9/22/09	Editor 2,Contractors: Item Writing
97 Item Editorial Review	1 day	Wed 9/23/09	Wed 9/23/09	Editor 2
98 Item Expert Review	5 days	Thu 9/24/09	Wed 9/30/09	Contractors: SME
99 Item GLS Review	5 days	Thu 10/1/09	Wed 10/7/09	Contractors: GLE
100 Testing and Measurement Review	5 days	Thu 10/8/09	Wed 10/14/09	Contractors: TestingMeasurement
101 Component Development	6 days	Thu 10/1/09	Thu 10/8/09	
102 Review of Lessons Documents by SMEs	5 days	Thu 10/1/09	Wed 10/7/09	Contractors: SME
103 Deliver 2 lessons to Graphic Designers	1 day	Thu 10/8/09	Thu 10/8/09	Editor 1
104 VE: Content Development	10 days	Thu 10/1/09	Wed 10/14/09	Contractors: Item Writing
105 Graphic Design	27 days	Tue 9/22/09	Wed 10/28/09	
106 Main Menu Comp	8 days	Tue 9/22/09	Thu 10/1/09	Graphic Designer 1
107 Final Main Menu Comp	2 days	Fri 10/2/09	Mon 10/5/09	Graphic Designer 1
108 Game conceptualization	2 days	Tue 10/6/09	Wed 10/7/09	Graphic Designer 1
109 Item Templates	5 days	Thu 10/8/09	Wed 10/14/09	Graphic Designer 1
110 VE and VA (intro/exit screens, interface)	3 days	Thu 10/15/09	Mon 10/19/09	Graphic Designer 1
111 Content Graphics	20 days	Thu 10/1/09	Wed 10/28/09	
112 Batch 1	10 days	Thu 10/1/09	Wed 10/14/09	Graphic Designer 2
113 Batch 2	10 days	Thu 10/15/09	Wed 10/28/09	Graphic Designer 2
114 Programming: Flash	1 day	Mon 10/5/09	Mon 10/5/09	
115 Main Menu	1 day	Mon 10/5/09	Mon 10/5/09	Programmer 2
116 Programming: Back end	12 days	Thu 10/1/09	Fri 10/16/09	
117 SUBMIT_ANSWER/SubmitAnswer.aspx	3 days	Thu 10/1/09	Mon 10/5/09	Programmer 1
118 Messages (convert to XML)	3 days	Tue 10/6/09	Thu 10/8/09	Programmer 1
119 RTE data calls	3 days	Fri 10/9/09	Tue 10/13/09	Programmer 1
120 Glossary Data calls	3 days	Wed 10/14/09	Fri 10/16/09	Programmer 1
121 November Deliverables	56 days	Mon 10/12/09	Mon 12/28/09	
122 Project Management	18 days	Wed 11/4/09	Fri 11/27/09	
122 Project Management	18 days	Wed 11/4/09	Fri 11/27/09	
123 VA Game approval meeting	1 day	Wed 11/4/09	Wed 11/4/09	Project Manager,Graphic Designer 1
124 Remedial Lesson Review	1 day	Fri 11/27/09	Fri 11/27/09	Project Manager,Graphic Designer 1
125 Editorial	30 days	Mon 10/12/09	Fri 11/20/09	
126 Item Development	30 days	Mon 10/12/09	Fri 11/20/09	
127 Item Development-Batch 2 (60 items)	15 days	Mon 10/12/09	Fri 10/30/09	Editor 2,Contractors: Item Writing
128 Item Editorial Review	1 day	Mon 11/2/09	Mon 11/2/09	Editor 2
129 Item Expert Review	5 days	Tue 11/3/09	Mon 11/9/09	Contractors: SME
130 Item SME review	5 days	Tue 11/10/09	Mon 11/16/09	Contractors: SME
131 Item Development-Batch 3 (60 items)	15 days	Mon 11/2/09	Fri 11/20/09	Editor 2,Contractors: Item Writing
132 Component Development	11 days	Thu 10/15/09	Thu 10/29/09	
133 VE: Editorial Review	1 day	Thu 10/15/09	Thu 10/15/09	Editor 2
134 VE: SME Review	5 days	Fri 10/16/09	Thu 10/22/09	Contractors: SME
135 VE: GLE Review	5 days	Fri 10/23/09	Thu 10/29/09	Contractors: GLE
136 Item Entry-VE	2 days	Mon 11/2/09	Tue 11/3/09	Editor 2
137 Item Entry-Items	3 days	Wed 11/4/09	Fri 11/6/09	Editor 2
138 Graphic Design	53 days	Thu 10/15/09	Mon 12/28/09	
139 VA Games (2 games due)	15 days	Thu 10/15/09	Wed 11/4/09	Graphic Designer 1
140 Challenge List Graphics	5 days	Thu 11/5/09	Wed 11/11/09	Graphic Designer 1
141 Content Graphics	30 days	Tue 11/17/09	Mon 12/28/09	
142 Batch 3	15 days	Tue 11/17/09	Mon 12/7/09	Graphic Designer 2
143 Batch 4	15 days	Tue 12/8/09	Mon 12/28/09	Graphic Designer 2
144 Programming: Flash	9 days	Wed 11/4/09	Mon 11/16/09	
145 Challenge List	3 days	Thu 11/12/09	Mon 11/16/09	Programmer 2
146 VE Development and Integration	3 days	Wed 11/4/09	Fri 11/6/09	Programmer 2
147 Programming: Back end	16 days	Mon 11/2/09	Mon 11/23/09	
148 GET_CHALLENGE_LIST/GetChallengeList.aspx	3 days	Mon 11/2/09	Wed 11/4/09	Programmer 1
149 Teacher's Desk Changes	16 days	Mon 11/2/09	Mon 11/23/09	
150 resource center	10 days	Mon 11/2/09	Fri 11/13/09	Programmer 3
151 reports	3 days	Mon 11/16/09	Wed 11/18/09	Programmer 3
152 add VE/VA	3 days	Thu 11/19/09	Mon 11/23/09	Programmer 3

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153	▣ December Deliverables	40 days	Thu 11/5/09	Wed 12/30/09	
154	▣ Project Management	6 days	Thu 12/3/09	Thu 12/10/09	
155	VA Game Approval Meeting	1 day	Thu 12/10/09	Thu 12/10/09	Project Manager,Graphic Designer 1
156	Review program selector design	1 day	Thu 12/3/09	Thu 12/3/09	Project Manager,Graphic Designer 1
157	▣ Editorial	5 days	Tue 12/1/09	Mon 12/7/09	
158	Web Site General Texts	2 days	Tue 12/1/09	Wed 12/2/09	Editor 1
159	FAQs	3 days	Tue 12/1/09	Thu 12/3/09	Editor 2
160	PowerPoint Updates	1 day	Thu 12/3/09	Thu 12/3/09	Editor 1
161	Parent and Family Guide Updates	1 day	Fri 12/4/09	Fri 12/4/09	Editor 1
162	Navigational Text Development	1 day	Fri 12/4/09	Fri 12/4/09	Editor 2
163	Teacher's Desk	1 day	Mon 12/7/09	Mon 12/7/09	Editor 1
164	▣ Quality Assurance	22 days	Tue 12/1/09	Wed 12/30/09	
165	Program Selector	1 day	Thu 12/3/09	Thu 12/3/09	QA Specialist 1,QA Specialist 2
166	Main Menu	1 day	Fri 12/4/09	Fri 12/4/09	QA Specialist 1,QA Specialist 2
167	Items	7 days	Mon 12/7/09	Tue 12/15/09	QA Specialist 1,QA Specialist 2
168	Challenge List	1 day	Wed 12/16/09	Wed 12/16/09	QA Specialist 1,QA Specialist 2
169	Admin Sites	1 day	Thu 12/17/09	Thu 12/17/09	QA Specialist 1,QA Specialist 2
170	Non-secure pages	1 day	Fri 12/18/09	Fri 12/18/09	QA Specialist 1,QA Specialist 2
171	Reports	2 days	Mon 12/21/09	Tue 12/22/09	QA Specialist 1,QA Specialist 2
172	Editorial Review	3 days	Tue 12/8/09	Thu 12/10/09	Editor 1,Editor 2
173	Aesthetic Review	5 days	Tue 12/1/09	Mon 12/7/09	Project Manager,Editor 1,Graphic Designer 1
174	User Interface Review	3 days	Mon 12/21/09	Wed 12/23/09	QA Specialist 1,QA Specialist 2
175	Interface Editorial Review	1 day	Fri 12/11/09	Fri 12/11/09	Editor 2,Editor 1
176	Regression Testing	5 days	Thu 12/24/09	Wed 12/30/09	QA Specialist 1,QA Specialist 2
177	▣ Graphic Design	33 days	Thu 11/12/09	Mon 12/28/09	
178	Program Selector and integration	1 day	Wed 12/2/09	Wed 12/2/09	Graphic Designer 1
179	VA Games (2 games due)	14 days	Thu 11/12/09	Tue 12/1/09	Graphic Designer 1
180	▣ Content Graphics	20 days	Tue 12/1/09	Mon 12/28/09	
181	Batch 5	10 days	Tue 12/1/09	Mon 12/14/09	Graphic Designer 2
182	Batch 6	10 days	Tue 12/15/09	Mon 12/28/09	Graphic Designer 2
183	▣ Programming: Flash	4 days	Thu 11/5/09	Tue 11/10/09	
184	VA Integration	2 days	Thu 11/5/09	Fri 11/6/09	Programmer 2
185	Integration of Intro Screens and Lessons	2 days	Mon 11/9/09	Tue 11/10/09	Programmer 2
185	Integration of Intro Screens and Lessons	2 days	Mon 11/9/09	Tue 11/10/09	Programmer 2
186	▣ Programming: Back End	5 days	Thu 12/24/09	Wed 12/30/09	
187	response to regression testing	5 days	Thu 12/24/09	Wed 12/30/09	Programmer 1,Programmer 2
188	▣ January Deliverables	21 days	Mon 1/4/10	Mon 2/1/10	
189	▣ Quality Assurance	20 days	Mon 1/4/10	Fri 1/29/10	
190	Post Launch Testing	10 days	Mon 1/4/10	Fri 1/15/10	QA Specialist 1,QA Specialist 2
191	Scheduled Acceptance Testing	10 days	Mon 1/18/10	Fri 1/29/10	QA Specialist 1,QA Specialist 2
192	▣ Programming	21 days	Mon 1/4/10	Mon 2/1/10	
193	response to SAT testing	21 days	Mon 1/4/10	Mon 2/1/10	Programmer 1
194					

Project Schedule – 10th Grade Science

195	▣ 10th Grade Science Program	150 days	Tue 12/1/09	Mon 6/28/10	
196	▣ December Deliverables	13 days	Tue 12/1/09	Thu 12/17/09	
197	▣ Project Management	1 day	Tue 12/1/09	Tue 12/1/09	
198	Creation of Project Overview	1 day	Tue 12/1/09	Tue 12/1/09	Project Manager
199	▣ Editorial	13 days	Tue 12/1/09	Thu 12/17/09	
200	Identify SMEs	10 days	Tue 12/1/09	Mon 12/14/09	Editor 1
201	SME Meeting 1(Design Priorities/Integration))	1 day	Tue 12/15/09	Tue 12/15/09	Editor 1,Editor 2,Contractors: GLE
202	SME Meeting 2 (Navigation Model)	1 day	Wed 12/16/09	Wed 12/16/09	Editor 1,Editor 2,Contractors: GLE
203	SME Meeting 3 (Design, Teacher's Desk features, and Item Counts)	1 day	Thu 12/17/09	Thu 12/17/09	Editor 1,Editor 2,Contractors: GLE
204	Client Site Analysis and Recommendations	1 day	Tue 12/1/09	Tue 12/1/09	Editor 1
205	Content and Benchmark Analysis Documentation	5 days	Tue 12/1/09	Mon 12/7/09	Editor 2
206	▣ Project Administration	2 days	Tue 12/1/09	Wed 12/2/09	
207	Project Book Compilation	2 days	Tue 12/1/09	Wed 12/2/09	Project Administrator
208	▣ Programming	1 day	Wed 12/2/09	Wed 12/2/09	
209	Client Site Updates	1 day	Wed 12/2/09	Wed 12/2/09	Programmer 1
210	▣ January Deliverables	14 days	Mon 1/4/10	Thu 1/21/10	
211	▣ Project Management	1 day	Mon 1/4/10	Mon 1/4/10	
212	Design Approval Meeting with DOE	1 day	Mon 1/4/10	Mon 1/4/10	Project Manager,Project Administrator,Editor 1
213	▣ Editorial	10 days	Mon 1/4/10	Fri 1/15/10	
214	Identify Item Writers	10 days	Mon 1/4/10	Fri 1/15/10	Editor 1
215	Identify Content Reviewers	10 days	Mon 1/4/10	Fri 1/15/10	Editor 2
216	Sample item document	2 days	Mon 1/4/10	Tue 1/5/10	Editor 2
217	Review test item/performance task spec. doc	2 days	Mon 1/4/10	Tue 1/5/10	Editor 2
218	SME Meeting 4 (Strand A, B, and C)	1 day	Wed 1/6/10	Wed 1/6/10	Editor 1,Contractors: GLE
219	SME Meeting 5 (Strand D, E, and F)	1 day	Thu 1/7/10	Thu 1/7/10	Editor 1,Contractors: GLE
220	SME Meeting 6 (Strand G and H)	1 day	Fri 1/8/10	Fri 1/8/10	Editor 1,Contractors: GLE
221	Assign Lesson Content Dev. to SMEs	1 day	Mon 1/11/10	Mon 1/11/10	Editor 1
222	▣ Project Administration	8 days	Mon 1/11/10	Wed 1/20/10	
223	▣ Design Documentation	7 days	Mon 1/11/10	Tue 1/19/10	
224	Program Navigation/System Integration	1 day	Mon 1/11/10	Mon 1/11/10	Project Administrator
225	Main Menu	1 day	Tue 1/12/10	Tue 1/12/10	Project Administrator
226	Intro Screen	1 day	Wed 1/13/10	Wed 1/13/10	Project Administrator
227	VE	1 day	Thu 1/14/10	Thu 1/14/10	Project Administrator

**FY 2009-10 SCHEDULE IV-B FEASIBILITY STUDY FOR
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228	Item	1 day	Fri 1/15/10	Fri 1/15/10	Project Administrator
229	VA	1 day	Mon 1/18/10	Mon 1/18/10	Project Administrator
230	Lesson	1 day	Tue 1/19/10	Tue 1/19/10	Project Administrator
231	Update Project Book	1 day	Wed 1/20/10	Wed 1/20/10	Project Administrator
232	Programming	9 days	Mon 1/11/10	Thu 1/21/10	
233	Technical Documentation	9 days	Mon 1/11/10	Thu 1/21/10	
234	Program Model	1 day	Mon 1/11/10	Mon 1/11/10	Project Administrator
235	Design Meeting 1 (Main Menu, Exp Report, Challenge List)	1 day	Tue 1/12/10	Tue 1/12/10	Project Administrator,Programmer 1,Programmer 2
236	Design Meeting 2 (Intro screens, VE, Item)	1 day	Wed 1/13/10	Wed 1/13/10	Project Administrator,Programmer 1,Programmer 2
237	Design Meeting 3 (VA, Summary, Transitions)	1 day	Thu 1/14/10	Thu 1/14/10	Project Administrator,Programmer 1,Programmer 2
238	Design Meeting 4 (Get Student Info)	1 day	Fri 1/15/10	Fri 1/15/10	Project Administrator,Programmer 1,Programmer 2
239	Design Meeting 5 (Ch. List, Exp Rep, Help, Contact us)	1 day	Mon 1/18/10	Mon 1/18/10	Project Administrator,Programmer 1,Programmer 2
240	Design Meeting 6 (Get Position)	1 day	Tue 1/19/10	Tue 1/19/10	Project Administrator,Programmer 1,Programmer 2
241	Design Meeting 7 (Item Content)	1 day	Wed 1/20/10	Wed 1/20/10	Project Administrator,Programmer 1,Programmer 2
242	Design Meeting 8 (submit answer, submit VE, submit VA)	1 day	Thu 1/21/10	Thu 1/21/10	Project Administrator,Programmer 1,Programmer 2
243	Graphic Design	11 days	Mon 1/4/10	Mon 1/18/10	
244	Metaphor Narrative Document	2 days	Wed 1/6/10	Thu 1/7/10	Editor 1
245	Metaphor/Design Meeting 1	1 day	Mon 1/4/10	Mon 1/4/10	Project Manager,Editor 1,Graphic Designer 1
246	Metaphor/Design Meeting 2	10 days	Tue 1/5/10	Mon 1/18/10	Project Manager,Editor 1,Graphic Designer 1
247	February Deliverables	20 days	Mon 2/1/10	Fri 2/26/10	
248	Project Management	16 days	Mon 2/1/10	Mon 2/22/10	
249	Review Design Docs with graphic designers	1 day	Mon 2/1/10	Mon 2/1/10	Project Manager,Graphic Designer 1
250	Review Metaphor Sketches	1 day	Mon 2/1/10	Mon 2/1/10	Project Manager,Graphic Designer 1
251	Deliverables Acceptance Meeting 1 (Main Menu and Shell Comps)	1 day	Mon 2/22/10	Mon 2/22/10	Project Manager,Graphic Designer 1
252	Editorial	2 days	Mon 2/1/10	Tue 2/2/10	
253	Item Development	2 days	Mon 2/1/10	Tue 2/2/10	
254	Assignment to Item Writers	2 days	Mon 2/1/10	Tue 2/2/10	Editor 2
255	Quality Assurance	15 days	Mon 2/1/10	Fri 2/19/10	
256	Testing Scripts	15 days	Mon 2/1/10	Fri 2/19/10	QA Specialist 1
257	Graphic Design	20 days	Mon 2/1/10	Fri 2/26/10	
258	Metaphor Concept Sketches	5 days	Mon 2/1/10	Fri 2/5/10	Graphic Designer 1
259	Main Menu Comp (Look and Feel)	15 days	Mon 2/1/10	Fri 2/19/10	Graphic Designer 1
260	Interface	20 days	Mon 2/1/10	Fri 2/26/10	Graphic Designer 1
261	Programming: Flash	11 days	Mon 2/1/10	Mon 2/15/10	
262	Transitions Holder	1 day	Mon 2/1/10	Mon 2/1/10	Programmer 2
263	Intro Screen Holder	1 day	Tue 2/2/10	Tue 2/2/10	Programmer 2
264	VE Placeholder	1 day	Wed 2/3/10	Wed 2/3/10	Programmer 2
265	MC Functionality	5 days	Thu 2/4/10	Wed 2/10/10	Programmer 2
266	SR/ER/OR Functionality	1 day	Thu 2/11/10	Thu 2/11/10	Programmer 2
267	Remediation Lesson Holder	1 day	Fri 2/12/10	Fri 2/12/10	Programmer 2
268	VA Holder	1 day	Mon 2/15/10	Mon 2/15/10	Programmer 2
269	Programming: Back End	9 days	Mon 2/1/10	Thu 2/11/10	
270	Item Editor Changes	1 day	Mon 2/1/10	Mon 2/1/10	
271	add benchmarks	1 day	Mon 2/1/10	Mon 2/1/10	Programmer 3
272	Packages/Procedures	9 days	Mon 2/1/10	Thu 2/11/10	
273	GET_MAIN_MENU_STUDENT_INFO/GetMainMenuStudentInfo.aspx	3 days	Mon 2/1/10	Wed 2/3/10	Programmer 1
274	GET_POSITION/GetPostition.aspx	3 days	Thu 2/4/10	Mon 2/8/10	Programmer 1
275	GET_ITEM_CONTENT/GetItemContent.aspx	3 days	Tue 2/9/10	Thu 2/11/10	Programmer 1
276	Database changes	19 days	Mon 2/1/10	Thu 2/25/10	
277	Add 10GS to T_GRADE_SUBJECT table	2 days	Mon 2/1/10	Tue 2/2/10	Programmer 3
278	Update SELECT_CLASS_VARS.asp with 10GS	2 days	Wed 2/3/10	Thu 2/4/10	Programmer 3
279	Add FCAT.BLL	3 days	Fri 2/5/10	Tue 2/9/10	Programmer 3
280	Add new .net folders in current project folder	3 days	Wed 2/10/10	Fri 2/12/10	Programmer 3
281	Add FCAT.DAL	3 days	Mon 2/15/10	Wed 2/17/10	Programmer 3
282	Add VE_COMPLETE to T_USER_SETTING	3 days	Thu 2/18/10	Mon 2/22/10	Programmer 3
283	create T_PROGRESS table	3 days	Tue 2/23/10	Thu 2/25/10	Programmer 3

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284	<input type="checkbox"/> March Deliverables	39 days	Wed 2/3/10	Mon 3/29/10	
285	<input type="checkbox"/> Project Management	8 days	Mon 3/1/10	Wed 3/10/10	
286	Main Menu Comp review	1 day	Mon 3/1/10	Mon 3/1/10	Project Manager,Graphic Designer 1
287	Main Menu Final Comp review	1 day	Fri 3/5/10	Fri 3/5/10	Project Manager,Graphic Designer 1
288	Game concept review	1 day	Wed 3/10/10	Wed 3/10/10	Project Manager,Graphic Designer 1
289	<input type="checkbox"/> Editorial	30 days	Wed 2/3/10	Tue 3/16/10	
290	<input type="checkbox"/> Item Development	30 days	Wed 2/3/10	Tue 3/16/10	
291	Item Development-Batch 1(60 items)	14 days	Wed 2/3/10	Mon 2/22/10	Editor 2,Contractors: Item Writing
292	Item Editorial Review	1 day	Tue 2/23/10	Tue 2/23/10	Editor 2
293	Item Expert Review	5 days	Wed 2/24/10	Tue 3/2/10	Contractors: SME
294	Item GLS Review	5 days	Wed 3/3/10	Tue 3/9/10	Contractors: GLE
295	Testing and Measurement Review	5 days	Wed 3/10/10	Tue 3/16/10	Contractors: Testing/Measurement
296	<input type="checkbox"/> Component Development	6 days	Mon 3/1/10	Mon 3/8/10	
297	Review of Lessons Documents by SMEs	5 days	Mon 3/1/10	Fri 3/5/10	Contractors: SME
298	Deliver 2 lessons to Graphic Designers	1 day	Mon 3/8/10	Mon 3/8/10	Editor 1
299	VE: Content Development	10 days	Mon 2/22/10	Fri 3/5/10	Contractors: Item Writing
300	<input type="checkbox"/> Graphic Design	26 days	Mon 2/22/10	Mon 3/29/10	
301	Main Menu Comp	6 days	Mon 2/22/10	Mon 3/1/10	Graphic Designer 1
302	Final Main Menu Comp	5 days	Mon 3/1/10	Fri 3/5/10	Graphic Designer 1
303	Game conceptualization	2 days	Mon 3/8/10	Tue 3/9/10	Graphic Designer 1
304	Item Templates	5 days	Wed 3/10/10	Tue 3/16/10	Graphic Designer 1
305	VE and VA (intro/exit screens, interface)	3 days	Wed 3/17/10	Fri 3/19/10	Graphic Designer 1
306	<input type="checkbox"/> Content Graphics	20 days	Tue 3/2/10	Mon 3/29/10	
307	Batch 1	10 days	Tue 3/2/10	Mon 3/15/10	Graphic Designer 2
308	Batch 2	10 days	Tue 3/16/10	Mon 3/29/10	Graphic Designer 2
309	<input type="checkbox"/> Programming: Flash	1 day	Mon 3/8/10	Mon 3/8/10	
310	Main Menu	1 day	Mon 3/8/10	Mon 3/8/10	Programmer 2
311	<input type="checkbox"/> Programming: Back end	12 days	Mon 3/1/10	Tue 3/16/10	
312	SUBMIT_ANSWER/SubmitAnswer.aspx	3 days	Mon 3/1/10	Wed 3/3/10	Programmer 1
313	Messages (convert to XML)	3 days	Thu 3/4/10	Mon 3/8/10	Programmer 1
314	RTE data calls	3 days	Tue 3/9/10	Thu 3/11/10	Programmer 1
315	Glossary Data calls	3 days	Fri 3/12/10	Tue 3/16/10	Programmer 1
315	Glossary Data calls	3 days	Fri 3/12/10	Tue 3/16/10	Programmer 1
316	<input type="checkbox"/> April Deliverables	55 days	Tue 2/23/10	Mon 5/10/10	
317	<input type="checkbox"/> Project Management	13 days	Thu 4/8/10	Mon 4/26/10	
318	VA Game approval meeting	1 day	Thu 4/8/10	Thu 4/8/10	Project Manager,Graphic Designer 1
319	Remedial Lesson Review	1 day	Mon 4/26/10	Mon 4/26/10	Project Manager,Graphic Designer 1
320	<input type="checkbox"/> Editorial	50 days	Tue 2/23/10	Mon 5/3/10	
321	<input type="checkbox"/> Item Development	48 days	Tue 2/23/10	Thu 4/29/10	
322	Item Development-Batch 2 (60 items)	10 days	Tue 2/23/10	Mon 3/8/10	Editor 2,Contractors: Item Writing
323	Item Development-Batch 3 (60 items)	10 days	Thu 4/1/10	Wed 4/14/10	Editor 2,Contractors: Item Writing
324	Item Editorial Review	1 day	Thu 4/15/10	Thu 4/15/10	Editor 2
325	Item Expert Review	5 days	Fri 4/16/10	Thu 4/22/10	Contractors: SME
326	Item SME review	5 days	Fri 4/23/10	Thu 4/29/10	Contractors: SME
327	<input type="checkbox"/> Component Development	11 days	Thu 4/1/10	Thu 4/15/10	
328	VE: Editorial Review	1 day	Thu 4/1/10	Thu 4/1/10	Editor 2
329	VE: SME Review	5 days	Fri 4/2/10	Thu 4/8/10	Contractors: SME
330	VE: GLE Review	5 days	Fri 4/9/10	Thu 4/15/10	Contractors: GLE
331	Item Entry-VE	2 days	Fri 4/16/10	Mon 4/19/10	Editor 2
332	Item Entry-Items	3 days	Thu 4/29/10	Mon 5/3/10	Editor 2
333	<input type="checkbox"/> Graphic Design	37 days	Fri 3/19/10	Mon 5/10/10	
334	VA Games (2 games due)	15 days	Fri 3/19/10	Thu 4/8/10	Graphic Designer 1
335	Challenge List Graphics	5 days	Fri 4/9/10	Thu 4/15/10	Graphic Designer 1
336	<input type="checkbox"/> Content Graphics	30 days	Tue 3/30/10	Mon 5/10/10	
337	Batch 3	15 days	Tue 3/30/10	Mon 4/19/10	Graphic Designer 2
338	Batch 4	15 days	Tue 4/20/10	Mon 5/10/10	Graphic Designer 2
339	<input type="checkbox"/> Programming: Flash	5 days	Fri 4/16/10	Thu 4/22/10	
340	Challenge List	3 days	Fri 4/16/10	Tue 4/20/10	Programmer 2
341	VE Development and Integration	3 days	Tue 4/20/10	Thu 4/22/10	Programmer 2
342	<input type="checkbox"/> Programming: Back end	16 days	Thu 4/1/10	Thu 4/22/10	
343	GET_CHALLENGE_LIST/GetChallengeList.aspx	3 days	Mon 4/12/10	Wed 4/14/10	Programmer 1
344	<input type="checkbox"/> Teacher's Desk Changes	16 days	Thu 4/1/10	Thu 4/22/10	
345	resource center	10 days	Thu 4/1/10	Wed 4/14/10	Programmer 3
346	reports	3 days	Thu 4/15/10	Mon 4/19/10	Programmer 3
347	add VE/VA	3 days	Tue 4/20/10	Thu 4/22/10	Programmer 3

**FY 2009-10 SCHEDULE IV-B FEASIBILITY STUDY FOR
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348	<input type="checkbox"/> May Deliverables	38 days	Fri 4/9/10	Tue 6/1/10	
349	<input type="checkbox"/> Project Management	5 days	Wed 4/28/10	Tue 5/4/10	
350	VA Game Approval Meeting	1 day	Wed 4/28/10	Wed 4/28/10	Project Manager,Graphic Designer 1
351	Review program selector design	1 day	Tue 5/4/10	Tue 5/4/10	Project Manager,Graphic Designer 1
352	<input type="checkbox"/> Editorial	5 days	Mon 5/3/10	Fri 5/7/10	
353	Web Site General Texts	2 days	Mon 5/3/10	Tue 5/4/10	Editor 1
354	FAQs	3 days	Mon 5/3/10	Wed 5/5/10	Editor 2
355	PowerPoint Updates	1 day	Wed 5/5/10	Wed 5/5/10	Editor 1
356	Parent and Family Guide Updates	1 day	Thu 5/6/10	Thu 5/6/10	Editor 1
357	Navigational Text Development	1 day	Thu 5/6/10	Thu 5/6/10	Editor 2
358	Teacher's Desk	1 day	Fri 5/7/10	Fri 5/7/10	Editor 1
359	<input type="checkbox"/> Quality Assurance	21 days	Mon 5/3/10	Mon 5/31/10	
360	Program Selector	1 day	Mon 5/3/10	Mon 5/3/10	QA Specialist 1,QA Specialist 2
361	Main Menu	1 day	Tue 5/4/10	Tue 5/4/10	QA Specialist 1,QA Specialist 2
362	Items	7 days	Wed 5/5/10	Thu 5/13/10	QA Specialist 1,QA Specialist 2
363	Challenge List	1 day	Fri 5/14/10	Fri 5/14/10	QA Specialist 1,QA Specialist 2
364	Admin Sites	1 day	Mon 5/17/10	Mon 5/17/10	QA Specialist 1,QA Specialist 2
365	Non-secure pages	1 day	Tue 5/18/10	Tue 5/18/10	QA Specialist 1,QA Specialist 2
366	Reports	2 days	Wed 5/19/10	Thu 5/20/10	QA Specialist 1,QA Specialist 2
367	Editorial Review	3 days	Mon 5/10/10	Wed 5/12/10	Editor 1,Editor 2
368	Aesthetic Review	5 days	Mon 5/10/10	Fri 5/14/10	Project Manager,Editor 1,Graphic Designer 1
369	User Interface Review	3 days	Fri 5/21/10	Tue 5/25/10	QA Specialist 1,QA Specialist 2
370	Interface Editorial Review	1 day	Thu 5/13/10	Thu 5/13/10	Editor 2,Editor 1
371	Regression Testing	4 days	Wed 5/26/10	Mon 5/31/10	QA Specialist 1,QA Specialist 2
372	<input type="checkbox"/> Graphic Design	36 days	Fri 4/9/10	Fri 5/28/10	
373	Program Selector and integration	1 day	Mon 5/3/10	Mon 5/3/10	Graphic Designer 1
374	VA Games (2 games due)	15 days	Fri 4/9/10	Thu 4/29/10	Graphic Designer 1
375	<input type="checkbox"/> Content Graphics	20 days	Mon 5/3/10	Fri 5/28/10	
376	Batch 5	10 days	Mon 5/3/10	Fri 5/14/10	Graphic Designer 2
377	Batch 6	10 days	Mon 5/17/10	Fri 5/28/10	Graphic Designer 2
378	<input type="checkbox"/> Programming: Flash	4 days	Mon 5/3/10	Thu 5/6/10	
379	VA Integration	2 days	Mon 5/3/10	Tue 5/4/10	Programmer 2
380	Integration of Intro Screens and Lessons	2 days	Wed 5/5/10	Thu 5/6/10	Programmer 2
381	<input type="checkbox"/> Programming: Back End	5 days	Wed 5/26/10	Tue 6/1/10	
382	response to regression testing	5 days	Wed 5/26/10	Tue 6/1/10	Programmer 1,Programmer 2
383	<input type="checkbox"/> June Deliverables	20 days	Tue 6/1/10	Mon 6/28/10	
384	<input type="checkbox"/> Quality Assurance	20 days	Tue 6/1/10	Mon 6/28/10	
385	Post Launch Testing	10 days	Tue 6/1/10	Mon 6/14/10	QA Specialist 1,QA Specialist 2
386	Scheduled Acceptance Testing	10 days	Tue 6/15/10	Mon 6/28/10	QA Specialist 1,QA Specialist 2
387	<input type="checkbox"/> Programming	10 days	Tue 6/15/10	Mon 6/28/10	
388	response to SAT testing	10 days	Tue 6/15/10	Mon 6/28/10	Programmer 1

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Appendix F: Project Budget Estimate

Project Area I – Hosting, Hardware, and System Software Maintenance			
Amount of Payment	Projected Completion Date	Projected Date of Invoice	Description of Deliverables
\$9,000	7/31/09	8/5/09	Hosting for July 2008
\$9,000	8/31/09	9/4/09	Hosting for August 2008
\$9,000	9/30/09	10/5/09	Hosting for September 2008
\$9,000	10/30/09	11/5/09	Hosting for October 2008
\$9,000	11/30/09	12/4/09	Hosting for November 2008
\$91,940	12/31/09	1/5/10	Hosting for December 2008 (includes hardware service agreements)
\$9,000	1/29/10	2/5/10	Hosting for January 2009
\$17,000	2/26/10	3/5/10	Hosting for February 2009 (includes hardware service agreements)
\$9,000	3/31/10	4/5/10	Hosting for March 2009
\$9,000	4/30/10	5/5/10	Hosting for April 2009
\$9,000	5/31/10	6/4/10	Hosting for May 2009
\$9,000	6/30/10	6/30/10	Hosting for June 2009
\$198,940			Total Payments for Project Area III

Project Area II – Application Support, Database Management, Customer Helpdesk Support, and Data Collection Decision Support			
Amount of Payment	Projected Completion Date	Projected Date of Invoice	Description of Deliverables
\$39,600.00	7/31/09	8/6/09	Oracle Maintenance
\$50,550.00	7/31/09	8/6/09	Support Services for July 2008
\$62,000.00	8/31/09	9/4/09	Support Services for August 2008
\$29,290.00	N/A	9/4/09	Florida Trend NEXT Advertising Cost
\$63,000.00	9/30/09	10/5/09	Support Services for September 2008
\$65,625.00	10/30/09	11/5/09	Support Services for October 2008
\$61,145.00	11/30/09	12/4/09	Support Services for November 2008
\$75,400.00	12/31/09	1/5/10	Support Services for December 2008
\$97,010.00	1/29/10	2/5/10	Support Services for January 2009
\$101,500.00	2/26/10	3/5/10	Support Services for February 2009
\$91,790.00	3/31/10	4/5/10	Support Services for March 2009
\$50,410.00	4/30/10	5/5/10	Support Services for April 2009
\$47,290.00	5/31/10	6/4/10	Support Services for May 2009
\$44,950.00	6/30/10	6/30/10	Support Services for June 2009
\$879,560.00			Total Payments for Project Area II

Project Area III – Application Development & Subject Matter Development			
Amount of Payment	Projected Completion Date	Projected Date of Invoice	Description of Deliverables
\$60,550	7/31/09	8/5/09	FCAT Explorer 3 rd grade science – Analysis and Design (Deliverables: Project Books, Meeting Schedules, Identification of SMEs, Client Site updates)
\$50,000	8/31/09	9/4/09	FCAT Explorer 3 rd grade science – Analysis and Design (Deliverable: Design Documentation)
\$81,215	9/30/09	10/5/09	FCAT Explorer 3 rd grade science – Coding, Content, Interface (Deliverables: Student Module Database Modifications (ERD), One-third of Practice Content, Draft Designs for Main Menu Screen)

**FY 2009-10 SCHEDULE IV-B FEASIBILITY STUDY FOR
FCAT EXPLORER**

\$100,000	10/30/09	11/5/09	FCAT Explorer 3 rd grade science - Coding, Content, Interface (Deliverables: Student Module Flash and Interface Component Programming; One-third of Practice Content, Item Screen Designs, Game Designs)
\$95,000	11/30/09	12/4/09	FCAT Explorer 3 rd grade science - Coding, Content, Interface (Deliverables: Student Module Flash and Interface Component Programming; One-third of Practice Content, Item Screen Designs, Game Component Programming, Alpha Testing)
\$85,000	12/31/09	1/5/10	FCAT Explorer 3 rd grade science – Teacher’s Desk Programming, Non-secure Pages Programming; Parent and Family Guide Content Development, Translations, and Programming; Alpha and Beta Testing)
\$60,550	12/31/09	1/5/10	FCAT Explorer 10 th grade science - Analysis and Design (Deliverables: Project Books, Meeting Schedules, Identification of SMEs, Client Site updates)
\$10,000	1/29/10	2/5/10	FCAT Explorer 3 rd grade science – (Deliverables: Production Testing, Formative Evaluation)
\$50,000	1/29/10	2/5/10	FCAT Explorer 10 th grade science – Analysis and Design (Deliverable: Design Documentation)
\$82,565	2/26/10	3/5/10	FCAT Explorer 10 th grade science – Coding, Content, Interface (Deliverables: Student Module Database Modifications (ERD), One-third of Practice Content, Draft Designs for Main Menu Screen)
\$93,650	3/31/10	4/5/10	FCAT Explorer 10 th grade science - Coding, Content, Interface (Deliverables: Student Module Flash and Interface Component Programming; One-third of Practice Content, Item Screen Designs, Game Designs)
\$95,000	4/30/10	5/5/10	FCAT Explorer 10 th grade science - Coding, Content, Interface (Deliverables: Student Module Flash and Interface Component Programming; One-third of Practice Content, Item Screen Designs, Game Component Programming, Alpha Testing)
\$85,000	5/31/10	6/4/10	FCAT Explorer 10 th grade science – Teacher’s Desk Programming, Non-secure Pages Programming; Parent and Family Guide Content Development, Translations, and Programming; Alpha and Beta Testing)
\$10,000	6/30/10	7/5/10	FCAT Explorer 10 th grade science – (Deliverables: Production Testing, Formative Evaluation)
\$958,530			Total Payments for Project Area III

LBR Technical Review Checklist

Department/Budget Entity (Service): **Department of Education/Educational Media & Technology Services**

Agency Budget Officer/OPB Analyst Name: **Pam Bunkley**

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)				
	48250600				

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes				

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?	Yes				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?	Yes				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Yes				

3. EXHIBIT B (EADR, EXB)

3.1 Is it apparent that there is a fund shift and 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.	N/A				
--	-----	--	--	--	--

		Program or Service (Budget Entity Codes)			
Action		48250600			
AUDITS:					
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Yes			
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Yes			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
TIP	Exhibit B - A02 equal to B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.				
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.				
4. EXHIBIT D (EADR, EXD)					
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?	Yes			
4.2	Is the program component code and title used correct?	Yes			
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.)	Yes			
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")	Yes			
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Yes			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Yes (Rounding)			
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.				

Action		Program or Service (Budget Entity Codes)				
		48250600				
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.					
TIP	If G08 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 G08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Yes				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).	Yes				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)	Yes				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?	N/A				
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?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				

Action		Program or Service (Budget Entity Codes)			
		48250600			
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 #09-002?	N/A			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Yes			
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	N/A			
7.16	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 or 363XXC0)?	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Yes			
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 61 through 64 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.				

Action		Program or Service (Budget Entity Yes Codes)				
		48250600				
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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Yes				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	Yes				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	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)?	N/A				
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?	N/A				
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				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
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, 000799, 001510 and 001599)?	Yes				
8.10	Are the statutory authority references correct?	Yes				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				

Action		Program or Service (Budget Entity Codes)			
		48250600			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	Yes			
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?	Yes			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A			
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.)	N/A			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A			
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A			
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?	Yes			
8.27	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?	Yes			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			

Action		Program or Service (Budget Entity Codes)				
		48250600				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes				
8.31	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)	Yes				
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 119 of the LBR Instructions.)					
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 150 of the LBR Instructions.)	N/A				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Yes				
13. SCHEDULE VIIIB-1						
13.1	This schedule is not required in the October 15, 2008 LBR submittal.					

		Program or Service (Budget Entity Codes)			
Action		48250600			
14. SCHEDULE VIII B-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?	Yes			
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (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.)	Yes			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes			
15.3	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")	Yes			
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Yes			
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Yes			
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	No			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?	Yes			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			

Action	Program or Service (Budget Entity Codes)			
	48250600			

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.	

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	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.	
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State of Florida
Department of Education
Workforce Education



2009-10
Exhibits or Schedules

State of Florida
Department of Education
Workforce Education



2009-10
Schedule I Series

SCHEDULE I NARRATIVE

Department of Education Division of Workforce Development

Program: **Workforce Education Grant Program**
Budget Entity: **48250800**
Fund Name/Number: **Educational Enhancement Trust Fund / 2178**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue estimates for the Department of Education are based on the Outlook Statement prepared by the Revenue Estimating Conference pursuant to Section 216.136(3), Florida Statutes. The amount of revenue for each budget entity is based on the expenditures for the budget entity.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of lottery proceeds. The Department passes the revenue through to school districts, community colleges and universities.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Educational Enhancement Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Division of Public Schools

Program: **Workforce**
Budget Entity: **48250800**
Fund Name/Number: **Federal Grants Trust Fund / 2261**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Fund Balance Transferred From Budget Entity-Fund 48800000-2180 \$14,414,144**
This adjustment represents the fund balance from budget entity/fund 48800000/2180 to this new trust fund. This entry effectively increases fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on actual federal grant awards and federal estimated allocations for Florida. Other revenues include the carry forward of previous years' unspent grant funding. This fund was created for the Department of Education effective July 1, 2007.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Federal Grants Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Division of Workforce Development

Program: **Workforce Education Grant Program**
Budget Entity: **48250800**
Fund Name/Number: **Principal State School Trust Fund / 2543**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year September Carry Forward Operating Reversions Adjustment \$10,000**
This adjustments represents prior year carry forward operating reversions. The adjustment increases the fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue in this budget entity is transferred from budget entity 48250300 where the receipts are recorded for the Department of Education (DOE). Revenue estimates are based on the estimated amount available in the trust fund as determined by the Revenue Estimating Conference which issues an Outlook Statement per Section 216.136(3), Florida Statutes, that is used by DOE to prepare its Legislative Budget Request.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of recurring appropriations authorizing transfers from other state agencies or other entities within an agency.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Principal State School Trust Fund	\$	<u><u>0</u></u>

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48250800 - WORKFORCE EDUCATION
Fund: 2543 - PRINCIPAL STATE SCHOOL TF

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 20 07 - 08	FY 20 08 - 09	FY 20 09 - 10
Transfer from DFS (to be used only for the support and maintenance of free public schools)	242,346		

<u>FUNDING SOURCE - NON-STATE</u>			

TOTALS*	242,346	-	-

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	FEDERAL GRANTS TRUST FUND
Budget Entity:	48250800 - WORKFORCE EDUCATION
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	27,428.02		27,428.02	(A)
ADD: Other Cash (See Instructions)			-	(B)
ADD: Investments			-	(C)
ADD: Outstanding Accounts Receivable			-	(D)
ADD: <u>Anticipated Transfer from 2261/48800000</u>	16,692,120.89		16,692,120.89	(E)
Total Cash plus Accounts Receivable	16,719,548.91	-	16,719,548.91	(F)
LESS: Allowances for Uncollectibles			-	(G)
LESS: Approved "A" Certified Forwards	16,719,548.91		16,719,548.91	(H)
Approved "B" Certified Forwards			-	(H)
Approved "FCO" Certified Forwards			-	(H)
LESS: Other Accounts Payable (Nonoperating)			-	(I)
LESS:			-	(J)
Unreserved Fund Balance, 07/01/08	-	-	-	(K) **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	PRINCIPAL STATE SCHOOL TRUST FUND
Budget Entity:	48250800 - WORKFORCE EDUCATION
LAS/PBS Fund Number:	2543

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	242,846.03	(A)		242,846.03
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD:		(E)		-
Total Cash plus Accounts Receivable	242,846.03	(F)	-	242,846.03
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	500.00	(H)		500.00
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/08	242,346.03	(K)	-	242,346.03 **

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: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>FEDERAL GRANTS TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2261</u>	<u>BE 48250800</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 16,701,305.89 (A)

Add/Subtract:

0.00 (B)

Other Adjustment(s):

Payables not part of Certified Forward 9,185.00 (C)

Anticipated Transfer from 2261/48800000 16,692,120.89 (C)

ADJUSTED BEGINNING TRIAL BALANCE: 0.00 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 0.00 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>PRINCIPAL STATE SCHOOL TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2543</u>	<u>BE 48250800</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 242,346.03 (A)

Add/Subtract: _____ (B)

Other Adjustment(s): _____ (C)

ADJUSTED BEGINNING TRIAL BALANCE: 242,346.03 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 242,346.03 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: Workforce Education (48250800)
Bureau of Compliance and Grants Administration

Phone Number: 850-245-9418

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE
Office of Inspector General 06/07-05A	FY 2007	Office of Workforce Education, Grants Administration and Monitoring	<p>FINDING #1: <i>Compliance monitoring of grant recipients needs improvement.</i></p> <p>RECOMMENDATION: The Bureau of Grants Administration and Compliance should develop and implement an effective monitoring system that will assure: compliance with federal requirements; funds are appropriately used; and performance goals achieved.</p>	<p>On August 22, 2007, a Director of Compliance was hired by the Workforce Office of Grants Administration to develop, implement and manage a quality assurance system for grant compliance and monitoring. The monitoring system will include the following components. 1) data review; 2) risk assessment; 3) on-going interventions; 4) on and off-site activities; 5) improvement and corrective action planning; 6) targeted technical assistance; and 7) reporting. The compliance and monitoring system will be implemented in the spring of 2008.</p> <p><u>Six Month Follow-up May 28, 2008</u> A final version of the QA system policies, procedures, and protocols document is set to be approved by the Division Chancellor before the end of May 2000. Onsite monitoring is scheduled to begin in June 2008. <i>Recommendation fully implemented</i></p>	
			<p>FINDING #2: <i>Project disbursement reporting is of limited usefulness.</i></p> <p>RECOMMENDATION: The DOE Comptroller's Office should create more effective means of evaluating how funds are used by recipients. Requirements for more accountable reporting of actual expenditures of grant funds in comparison to the original budget should be considered. The Project Disbursement Report should be re-designed to show a comparison of the original budget, amended budget, and actual expenditures.</p>	<p>The Division of Finance and Operations including the Comptroller's Office and the Bureau of Contracts, Grants and Procurement will revise the DOE 399 (Project Disbursement Report) and similar reports to implement this recommendation. It is anticipated that revisions will go into effect for projects funded July 1, 2008, and thereafter.</p> <p><u>Six Month Follow-up May 28, 2008</u> Revised forms are scheduled to be completed</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: Workforce Education (48250800)
Bureau of Compliance and Grants Administration

Phone Number: 850-245-9418

(1) REPORT NUMBER CODE	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE
			<p>This will permit more effective evaluation of expenditures and provide greater accountability over use of grant funds.</p>	<p>in time for use by 2008-09 grant recipients; when approved, this report recommendation will be considered implemented. <i>Recommendation implementation pending</i></p>	
			<p>FINDING #3: <i>Budget detail on equipment should be improved.</i></p> <p>RECOMMENDATION: The Bureau of Grants Administration and Compliance should require grant applicants to provide detailed descriptions of equipment included in budget narratives.</p>	<p>The Bureaus of Grants Administration and Compliance (Workforce) and Contracts, Grants and Procurement (Finance and Operations) will review existing procedures regarding descriptions of equipment to be included in budget narratives and make any changes needed. Applicants and subrecipients, as well as staff of both bureaus will receive additional direction with respect to the level of detail required. Any needed changes in procedures will be implemented for projects funded July 1, 2008, and thereafter. Additional direction for applicants, subrecipients, and staff will be provided prior to July 1, 2008. The equipment information provided by the grant recipients will be evaluated and monitored for compliance with state and federal requirements.</p>	
			<p>FINDING #4: <i>Written procedures had not been prepared.</i></p>	<p><u>Six Month Follow-up May 28, 2008</u> The new form requires detailed descriptions of projected equipment purchases as well as other useful information which will be used in monitoring of grant recipients. <i>Recommendation fully implemented</i></p> <p>Formal procedures for allocating Carl D. Perkins grant funds – in the form of business</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

**Budget Entity: Workforce Education (48250800)
Bureau of Compliance and Grants Administration**

Phone Number: 850-245-9418

(1) REPORT NUMBER CODE	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE
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RECOMMENDATION: The Bureau of Grants Administration and Compliance and the DOE Comptroller's Office should develop written procedures for key processes noted above, as well as other important processes they believe should be formally documented.

rules – have been developed by the Division of Workforce Education. The business rules will be included in the new Florida State Plan. The Bureaus of Grants Administration and Compliance (Workforce) and Contracts, Grants, and Procurement (Finance and Operations) will monitor the implementation of the business rules for the federal grants fiscal period beginning July 1, 2008.

The DOE Comptroller's Office will develop written procedures for the processing of the annual grant roll-forward funds.

All three areas: Grants Administration and Compliance (Workforce); Contracts, Grants, and Procurement (Finance and Operations); and the Comptroller's Office (Finance and Operations) will collaborate on development of written procedures relative to the review of Project Disbursement Reports. Staff from these three areas will also review all processes and procedures to determine if there are additional processes which would benefit from more formal documentation.

The review will be completed and all written procedures will be approved and implemented prior to the next federal grants fiscal period beginning July 1, 2008.

Six Month Follow-up May 28, 2008

The Division of Workforce Education

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: Workforce Education (48250800)
 Bureau of Compliance and Grants Administration

Phone Number: 850-245-9418

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

Guidelines and Operational Procedures regarding core funding processes were reviewed and deemed sufficient. Procedures for processing of annual grant roll-forward funds and for review of Project Disbursement Reports will be reviewed when they are provided to us (by July 1, 2008).
Recommendation implementation pending

FINDING #5: *Grant allocation methodologies were not fully documented in the Florida State Plan.*

Methodologies for allocating all categories of Carl D. Perkins funding – to include secondary, postsecondary and Tech Prep – have been written in the form of business rules and will be included in the new Florida State Plan.

RECOMMENDATION: The Bureau of Grants Administration and Compliance should ensure that allocation methods used are the same methods specified in the Florida State Plan.

Six Month Follow-up , 2007
 Allocation methodologies were reviewed as part of finding 4 above. The methodologies were included in the 2008-2013 Florida State Plan. **Recommendation fully implemented**

LBR Technical Review Checklist

Department/Budget Entity (Service): **Education/ Workforce Education**

Agency Budget Officer/OPB Analyst Name: **Pam Bunkley**

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)			
			482508	

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)			Yes	
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)			Yes	

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?			Yes	
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?			Yes	
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?			Yes	
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?			Yes	

3. EXHIBIT B (EADR, EXB)

3.1 Is it apparent that there is a fund shift and 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.			Yes	
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AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")			Yes	
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")			Yes	
TIP Generally look for and be able to fully explain significant differences between A02 and A03.				
TIP Exhibit B - A02 equal to B02: 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.				

Action		Program or Service (Budget Entity Codes)			
				482508	
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)					
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?			Yes	
4.2	Is the program component code and title used correct?			Yes	
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.)			Yes	
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")			Yes	
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)			Yes	
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)			Yes	
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.					
TIP If G08 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 G08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?			Yes	
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).			Yes	
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)			Yes	

Action		Program or Service (Budget Entity Codes)			
				482508	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?			N/A	
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?			N/A	
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).			N/A	
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.			N/A	
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.			N/A	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?			Yes	
7.9	Does the issue narrative reference the specific county(ies) where applicable?			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 #09-002?			N/A	
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)			N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?			N/A	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?			N/A	
7.14	Do the amounts reflect appropriate FSI assignments?			Yes	
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)			N/A	
7.16	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 or 363XXC0)?			N/A	
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?			N/A	
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")			Yes	
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.				

Action		Program or Service (Budget Entity Codes)			
				482508	
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 61 through 64 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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?			Yes	
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?			Yes	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?			Yes	
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?			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)?			Yes	
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?			Yes	
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	
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?			N/A	
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, 000799, 001510 and 001599)?			Yes	
8.10	Are the statutory authority references correct?			Yes	
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)			N/A	
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?			Yes	

Action		Program or Service (Budget Entity Codes)			
				482508	
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?			Yes	
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?			Yes	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?			Yes	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?			Yes	
8.17	If applicable, are nonrecurring revenues entered into Column A04?			N/A	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?			Yes	
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?			Yes	
8.20	Are appropriate service charge nonoperating amounts included in Section II?			Yes	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?			Yes	
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.)			Yes	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?			Yes	
8.24	Are prior year September operating reversions appropriately shown in column A01?			Yes	
8.25	Are current year September operating reversions appropriately shown in column A02?			Yes	
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?			Yes	
8.27	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?			Yes	
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?			Yes	
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).			Yes	
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")			Yes	
8.31	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)			Yes	
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 119 of the LBR Instructions.)				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				

		Program or Service (Budget Entity Codes)			
Action				482508	
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 150 of the LBR Instructions.)			N/A	
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)			N/A	
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.			N/A	
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?			N/A	
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?			Yes	
13. SCHEDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2008 LBR submittal.				
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?			Yes	
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)			Yes	
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)			Yes	
15.3	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")			Yes	
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")			Yes	

Action		Program or Service (Budget Entity Codes)				
				482508		
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)			Yes		
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")			No		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?			Yes		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?			Yes		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?			Yes		
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?			N/A		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?			N/A		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?			N/A		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?			N/A		
17.5	Are the appropriate counties identified in the narrative?			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.					

State of Florida
Department of Education
Community Colleges



2009-10
Exhibits or Schedules

State of Florida
Department of Education
Community Colleges



2009-10
Schedule I Series

SCHEDULE I NARRATIVE

Department of Education Division of Community Colleges

Program: **Community College Program**
Budget Entity: **48400600**
Fund Name/Number: **Educational Enhancement Trust Fund / 2178**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year September Carry Forward Operating Reversions Adjustment \$44,853**
This adjustments represents prior year carry forward operating reversions. The adjustment increases the fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates for the Department of Education are based on the Outlook Statement prepared by the Revenue Estimating Conference pursuant to Section 216.136(3), Florida Statutes. The amount of revenue for each budget entity is based on the expenditures for the budget entity.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of lottery proceeds. The Department passes the revenue through to school districts, community colleges and universities.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Educational Enhancement Trust Fund	\$	<u>0</u>

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: State Board of Education (48800000)
 Community Colleges (48400600)
 Universities (48900100)
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 Department wide – State of Florida Financial Reporting & Federal Awards

Phone Number: 850-245-9418

(1) REPORT NUMBER CODE	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE
Auditor General 2007-146	FY Ended June 30, 2006	Department Wide	<p>FINDING #FS06-004: <i>FDOE needed to enhance its procedures to ensure information compiled for universities and community colleges for inclusion in the State's financial statements and Schedule of Expenditures for Federal Awards (SEFA) was accurate and complete prior to submission to the Florida Department of Financial Services (FDFS), Statewide Financial Reporting Section (SFRS). Our audit disclosed numerous instances in which university and community college financial information submitted to SFRS by FDOE for inclusion in the State's financial statements and SEFA was incorrect or incomplete.</i></p> <p>RECOMMENDATION: FDOE should enhance its procedures to ensure that information compiled for universities and community colleges for inclusion in the State's financial statements and SEFA is accurate and complete prior to submission to SFRS. Such procedures should include the use of adequate SFRS-approved crosswalks for converting university and community college accounts to accounts used for the State's financial statements, and a thorough review of the information prior to submission to SFRS.</p> <p>FINDING #FA06-021: <i>FDOE charged payments for unused leave as direct costs to various Federal programs, contrary to Federal regulations.</i></p> <p>RECOMMENDATION: We recommend FDOE enhance</p>	<p>The Department of Education will continue to seek guidance and direction from the Department of Financial Services to enhance the existing crosswalks, to perform a thorough review of the component unit forms and to complete an approved DFS checklist of the Schedule of Expenditures for Federal Awards prior to the submission to the Statewide Financial Reporting Section.</p> <p>FDOE has created the necessary adjustments to properly reflect the unused leave payments as general administrative expense. Additionally, FDOE will enhance its procedures to ensure that all unused leave</p>	

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its procedures to include a periodic supervisory review that will help to ensure that unused leave payments are charged as a general administrative expense (indirect cost) to all activities of FDOE.

AUDITOR'S REMARKS: The criteria for this audit finding is 2 CFR 225, Appendix B, Section 8.d.(3), which provides that "when a governmental agency uses the cash basis of accounting, the cost of leave is recognized in the period the leave is taken and paid for. Payments for unused leave when an employee retires or terminates employment are allowable in the year of payment provided they are allocated as a general administrative expense to all activities of the governmental unit or component." Based on guidance provided by officials with the U.S. Office of Management and Budget and Florida's cognizant agency for audit, we have included finding Nos. FA 06-005, 06-021, 06-045, 06-46, and 06-070 for audit resolution.

payments are properly charged.

Six Month Follow-up August 31, 2007

Status: As stated in the Agency Response and Corrective Action Plan, the necessary adjustments to properly reflect the unused leave payments as general administrative expense were made prior to the completion of the audit. Procedures have been enhanced to ensure that all unused leave payments are properly charged. **Fully Corrected**

FINDING #FA06-022: *The results of FDOE's monitoring visits were not timely communicated to the LEAs.*

RECOMMENDATION: FDOE staff indicated that steps have been taken to provide additional training and assistance so that the results of the monitoring visits will be more easily reported. We recommend that FDOE continue its efforts to ensure that the monitoring reports are provided to the LEAs in a timely manner.

As was correctly noted in the recommendation, FDOE staff have taken steps to ensure that reports will be reported in a timely manner. For the Title I and Improving Teacher Quality grants, the following steps have been taken:

--The pool of monitors was expanded by adding selected district staff.

--Extensive training (a minimum of two full days) was provided to all staff participating in monitoring visits.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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--All onsite visits were conducted during two weeks in January, ensuring that monitoring staff had sufficient time to produce reports and that management had sufficient time to review reports to ensure accuracy and consistency.

--A tracking system has been created and implemented to ensure that districts receive timely reports and that FDOE staff follow up on findings in a timely and complete manner.

With respect to the English Language Acquisition State Grants, a complete review of the monitoring process and procedures was undertaken to identify barriers to timely completion of reports. This review resulted in a number of steps being taken including:

--Revision of the work papers to eliminate duplication of effort.

--Extensive training of staff on new work papers, procedures, and reporting requirements.

--Streamlining of reporting template/structure and process.

FDOE will continue to refine and enhance practices and procedures to ensure that monitoring reports are issued and that necessary corrective actions are taken in a timely manner.

Six Month Follow-up August 31, 2007

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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Status: During 2005-06 the FDOE fully implemented a significantly enhanced and expanded process for monitoring the local education agency (LEA) No Child Left Behind programs. As noted by the auditors, this represented significant progress in addressing prior audit findings relative to Subrecipient monitoring. FDOE was aware of the need to implement improved procedures and processes relative to the timely issuance of reports and had already taken the following steps:

- The pool of monitors was expanded by adding selected district staff.
- Extensive and concentrated training (a minimum of two full days) was provided to all staff participating in monitoring.
- The onsite visits that were made were all conducted during two weeks in January, 2007.
- A tracking system was created and implemented.
- Report templates and structure were streamlined.
- Work papers were revised to eliminate duplication and to further clarify criteria.

It is anticipated that these actions will significantly improve the timelines for communication with LEAs. **Partially Corrected.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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FINDING #FA06-023: *FDOE had not resolved the issues reported in the prior audit regarding the receipt and review of Title I comparability reports.*

RECOMMENDATION: FDOE staff indicated that steps had been taken to address all of these issues including hiring additional personnel and sending out the request for comparability reports much earlier in the 2006-07 school year. We recommend that FDOE ensure that reports are obtained from the LEAs and appropriately reviewed by FDOE personnel in a timely manner.

As was correctly noted in the Recommendation, FDOE staff have taken steps to address this issue. Actions taken include:

- In 2006-07 comparability reports were requested in the Fall and were required to be submitted to FDOE before the winter holidays. Consistent with this practice, comparability reports will always be requested immediately following the FTE week to facilitate timely review and corrective action by districts as necessary. (Reviews of all 2006-07 comparability reports were completed by the end of February 2007.)
- As a quality control measure, FDOE is requesting backup documentation from a sample of districts to verify the initial review results.
- Additional staff have been trained and assigned to complete the reviews and to provide oversight.
- FDOE is examining the possibility of putting the comparability report online to facilitate district submissions and to incorporate appropriate edit checks.
- FDOE is publishing additional guidance on calculating comparability to further minimize confusion and the need for corrective actions.

Six Month Follow-up August 31, 2007

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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Status: As noted by the auditors, there were a number of causes for the delays in the receipt and review of comparability reports. The following steps have been taken:

- Comparability reports are required to be submitted by LEAs immediately following FTE week in October. This report schedule is designed to ensure that reviews of LEA reports and supporting documentation can be completed by the February FTE reporting period.
- As a quality control measure, the Agency is requesting backup documentation from a sample of districts.
- Formerly, one staff member had primary responsibility for comparability report reviews. Additional staff have been trained and management staff are providing additional oversight.
- Formal internal Department procedures have been established. An online reporting system has been developed for use by LEAs. This system simplifies reporting and provides for edit checks thus expediting the review process.
- The compliance review checklist was expanded significantly.
- FDOE has published additional guidance on the calculation of comparability and this guidance was provided to the districts in June, 2007 for implementation during

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

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the 2007-08 school year.

For the 2006-07 school year, the initial reviews of comparability reports were completed by the end of February, 2007. To provide additional quality control, FDOE management also initiated and completed a review procedure. **Partially Corrected**

FINDING #FA06-024: *FDOE management had not resolved issues regarding unallowable costs noted in the prior audit.*

As stated previously, the Department does not agree with the finding and has been in contact with USED staff. Resolution of this issue via a Program Determination Letter should be forthcoming in the near future

RECOMMENDATION: If the costs are disallowed by the Federal granting agency, we recommend that FDOE promptly reimburse the applicable programs.

Six Month Follow-up August 31, 2007

Status: As stated previously, the FDOE does not agree with the finding first issued as FA 05-023. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June, 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. **Not Corrected**

FINDING #FA06-026: *FDOE had not resolved issues regarding allotments and expenditures for Nontraditional Training and Education (NTE) disclosed in the prior audit.*

As indicated previously, the Department does not agree with this finding. FDOE staff have been in contact with USED staff and resolution of the issue via a Program

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RECOMMENDATION: We continue to recommend that FDOE establish accounting codes that allow for the identification of allotments to and expenditures for NTE within the State’s accounting system.

Determination Letter should be forthcoming in the near future.

Six Month Follow-up August 31, 2007

Status: As stated previously, the FDOE does not agree with the finding first issued as FA 05-035. The Agency has had multiple contacts with USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. **Not Corrected**

FINDING #FA06-027: *FDOE was unable to provide the Interim or Final Financial Status Reports (FSR) for audit. Additionally, FDOE did not document that matching and maintenance of effort requirements were met.*

As the “Cause” statement correctly indicates, the proximate cause of the lack of documentation availability was the serious and extended illness of the staff member with responsibility for preparation of the reports and appropriate documentation. It should be noted that the delay in preparation of the documentation was due to the intent of FDOE to receive a response to the finding from the prior-year audit report with respect to Matching, Level of Effort, Earmarking and Reporting before completing the following year’s work. As of January 10, 2007, such final response from USED had not yet been received although extensive discussions and submission of additional requested

RECOMMENDATION: On January 10, 2007, subsequent to the completion of our audit field work for this Program, FDOE obtained a copy of the applicable FSRs from USED. We recommend that FDOE ensure that appropriate documentation is timely prepared, maintained, and readily available.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

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documentation had been completed.

In order to ensure that the unavailability of a single staff member does not unduly delay these reporting and documentation functions, the FDOE is cross-training other Workforce Education employees to retrieve needed information and compile required reports. Additionally all documentation, reports, and information related to reports are being maintained on a secured shared technology drive.

FDOE continues to work with the USED Office of Vocational and Adult Education to resolve the prior-year-findings and is awaiting the final Program Determination Letter pertaining to the issue. In the interim, FDOE continues to implement procedures to ensure adequate documentation of the agency's compliance with the requirements.

Six Month Follow-up August 31, 2007

Status: FA 06-027 has two parts. The first related to the availability of Interim and Final Financial Status Reports for this program. The preparation of these reports had been delayed in anticipation of receiving clear guidance from USED relative to finding FA 05-034. Subsequently the extended illness of the responsible staff member further delayed

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the preparation of the reports and documentation. **This portion of the finding has been fully corrected.** The FDOE has cross-trained other Workforce Education employees to retrieve needed information and compile reports so that the absence of one employee does not unduly delay their completion and submission to USED.

With respect to the matching and maintenance of effort requirements, as stated previously, the FDOE does not agree with the finding issued as FA 05-034. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. **Partially Corrected**

FINDING #FA06-028: *FDOE did not always ensure that VR program regulations pertaining to ineligibility determination were met. Additionally, FDOE did not provide adequate information to clients, and in one instance, did not refer a client determined to be ineligible, to other One-Stop delivery programs that might address the individual's training or employment related needs.*

The Division of Vocational Rehabilitation continues to address adherence to prescribed procedures at Supervisor Training and New Counselor Training, through communication with area directors, and through counselor performance reviews. The activities are ongoing and include documentation of ineligibility and referrals to One-Stop Service Centers.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

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RECOMMENDATION: We recommend that FDOE continue to emphasize, through training and technical assistance, the importance of adhering to applicable laws, rules, guidelines and procedures

The Division of Blind Services will ensure compliance with the procedures for ineligibility determination and processing referrals by: (1) filing a signed "Certificate of Ineligibility" in the individual's case record as applicable; (2) revising the letter addressed to individuals to include ways to seek remedy for any dissatisfaction and a description of services available from the client assistance program; and (3) preparing a "Client Referral Form" that the individual can take to the One-Stop Service Delivery System that identifies the services required.

Comprehensive training to reinforce these procedures for all Division of Blind Services District Administrators, DVR Supervisors, and DVR Specialists will be performed in March 2007 during the monthly teleconference held by the Chief, Bureau of Client Services and Program Support.

Six Month Follow-up August 31, 2007

Status: Actions to revise the Rehabilitation Management Information System data edits and templates were completed by the Division of Vocational Rehabilitation. These actions should reduce/eliminate the errors.

The Division of Blind Services took the

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

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following actions:

- Provided comprehensive training to counselors and supervisors during March 2007.
- Forwarded amended letters to specific clients outlining remedies for dissatisfaction with services.
- Developed a referral form for clients to take to the One-Stop Service Delivery system.

Fully Corrected

FINDING #FA06-029: *FDOE did not have an established independent review procedure in place that ensured the Annual VR Program/Cost Report (RSA-2) was accurate prior to its submission to USED and that Federal regulations were met.*

The RSA-2 report was revised and submitted to the USED on February 21, 2007. The report was revised to submit data from the correct year (Federal Fiscal Year 2005 instead of 2004).

RECOMMENDATION: We recommend that FDOE ensure that reports are independently reviewed prior to submission to USED.

FDOE will continue to have two or more people from the accounting staff review the report. One of the reviewers will be a staff member not directly involved with the preparation of the report.

Staff will also continue to include other measures to insure the accuracy of the report, including logic tests, comparison of prior-year versus current year data and work sheet formulas. A blank template for the report will be used in future years thus preventing prior-year data from being transferred.

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Six Month Follow-up August 31, 2008

Status: Because of the nature and complexity of this report, it would not be practical to have an independent review prior to submission. However, FDOE has instituted a process to have two or more people from the accounting staff review that report. One of the reviewers will be a staff member not directly involved with the preparation of the report.

FDOE will also continue to implement other measures to insure the accuracy of the report including logic tests, comparison of prior year verses current year data and work sheet formulas. In future years a blank template will be used for preparation of the report. This procedure will prevent prior-year data from being transferred. **Fully Corrected**

FINDING #FA06-035: *During FDOE's review and approval of applicant budgetary requests and subsequent subgrantee annual budget and disbursement reports, FDOE did not consistently identify and disapprove unallowable costs.*

RECOMMENDATION: FDOE should review its procedures for determining indirect costs and take those actions necessary to ensure consistent application of

The first instance cited is one for which the subrecipient is a school district that further subgranted funds to a community-based organization (CBO). The project budget included a detailed breakdown of the budget for the CBO which also indicated that the CBO would recover indirect costs. The CBO did not have an approved indirect cost rate. The budget should not have been approved

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allowable cost principles during the review and approval of budgetary and financial reports. Further, FDOE should determine the extent of unallowable indirect costs paid in the instance in which the approved budget included unallowable costs in the direct cost base and the ten percent limitation for administrative costs was exceeded.

containing this reference to indirect cost for the CBO; however, this finding references a budget approval and not the actual disbursement of funds. The FDOE will institute additional training for members of the Grants Management staff who review and approve subrecipient budgets to ensure that budgets do not include proposed disbursement of indirect costs to entities that do not have approved indirect cost plans.

With respect to the second instance for which the subrecipient is a local education agency, FDOE is currently working with USED on the local education agency indirect cost plan and will seek guidance to address the section of the recommendation that relates to that specific instance.

Six Month Follow-up August 31, 2008

Status: Additional training has been provided to Grants Management staff to ensure that budgets do not include proposed disbursement of indirect costs to entities that do not have approved indirect cost plans.

As stated in the Agency Response and Corrective Action Plan, the FDOE worked with the USED to resolve the issue of the methodology for calculating indirect cost for a local school district. On June 27, 2007, a

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: State Board of Education (48800000)
 Community Colleges (48400600)
 Universities (48900100)
 Board of Governors (48900300)
 Department wide – State of Florida Financial Reporting & Federal Awards

Phone Number: 850-245-9418

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Memorandum of Understanding (MOE) between the USED and the FDOE was executed. This MOE explicitly authorizes FDOE to continue to include subcontracts in the direct cost base for the purposes of calculating allowable indirect cost. **Fully Corrected**

FINDING #FA06-036: *FDOE approved subaward budgets that contained incorrect indirect cost rates.*

FDOE will provide additional training and oversight to staff in the Office of Grants Management to ensure that existing procedures for approving subrecipient budgets are correctly followed.

RECOMMENDATION: FDOE staff should follow established procedures to ensure that the correct indirect cost rate is approved for use in subgrant budgets.

Six Month Follow-up August 31, 2007
Status: Additional training has been provided to Grants Management staff to ensure that the correct indirect cost rate is used in approving budgets. **Fully Corrected**

FINDING #FA06-037: *FDOE personnel did not consistently identify and exclude unallowable costs during FDOE's review and approval of applicant budget and payment requests.*

DOE is currently working with USED on the local education agency indirect cost plan and will seek guidance to address this recommendation.

RECOMMENDATION: FDOE should enhance its procedures for calculating indirect costs to ensure that only allowable costs are included when approving subaward budget and when making payments. Further,

Six Month Follow-up August 31, 2007
Status: As stated in the Agency Response and Corrective Action Plan, the FDOE worked with the USED to resolve the issue of the

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			FDOE should determine the extent of unallowable indirect costs paid, if any, for the subaward budget that did not exclude unallowable costs when determining the direct cost base.	methodology for calculating indirect cost for a local school district. On June 27, 2007, a Memorandum of Understanding (MOE) between the USED and the FDOE was executed. This MOE explicitly authorizes FDOE to continue to include subcontracts in the direct cost base for the purposes of calculating allowable indirect cost. Fully Corrected	

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Auditor General 2008-141	FY2007	State of Florida Federal Awards Department-wide	<p>FINDING #FS 07-009: <i>FDOE and FBOG should enhance their procedures to ensure information compiled for community colleges and universities for inclusion in the State's basic financial statements and Schedule of Expenditures of Federal Awards (SEFA) is accurate and complete, and timely submitted to the Florida Department of Financial Services (FDFS), Statewide Financial Reporting Section (SFRS). Our audit disclosed numerous instances in which community college or university financial information submitted to SFRS by FDOE or FBOG for inclusion in the State's basic financial statements or SEFA was untimely, incorrect, or incomplete.</i></p> <p>RECOMMENDATION: FDOE and FBOG should enhance their procedures to ensure that information compiled for community colleges and universities for inclusion in the State's financial statements and SEFA is accurate and complete, and timely submitted to SFRS. Such procedures should include a thorough review of the information prior to submission to SFRS.</p> <p>FINDING #FS 07-010: <i>Reconciliations between the State's Schedule of Expenditures of Federal Awards (SEFA) and the State's basic financial statements were not always prepared.</i></p>	<p>Florida Department of Education. FDOE will enhance its procedures to ensure that information compiled for community colleges for inclusion in the State's financial statements and SEFA is accurate and complete, and timely submitted to SFRS. The procedures will include a thorough review of the information prior to submission to SFRS.</p> <p>We will enhance our procedures by developing checklists to be used by community colleges for completing the annual financial report and SEFA forms submitted. The procedures will also include establishing controls within the FDOE review process, to ensure accuracy and completeness of documents. Finally, FDOE will include additional staff to assist in the review of the community college annual financial statements and SEFA forms in order to assure accuracy, completeness, and timeliness. In addition to the enhanced procedures, the FDOE in conjunction with FDFS staff will conduct a financial reports training workshop for community college controllers.</p> <p>The Florida Department of Education (FDOE) does not agree that this finding is applicable to this Agency and asserts that we carefully and completely followed the instructions</p>	

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RECOMMENDATION: We recommend that State agencies follow FDFS instructions and prepare reconciliations between total expenditures reported on the SEFA data form and the agencies' financial statements. Further, we recommend that FDFS revise the certification to require agencies to certify that a reconciliation between the SEFA data form and the agencies' financial statements has been prepared.

AUDITOR'S REMARKS: The reconciliation procedures described in FDOE's response were applied on a grant-by-grant basis. Such comparisons are helpful in identifying errors in the amounts shown for individual grants. However, a reconciliation of the total expenditures reported on the SEFA to the appropriate financial statement accounts helps to ensure that all grants and other Federal financial assistance have been identified and included in the SEFA.

required by the Florida Department of Financial Services (FDFS) with respect to preparation and submission of the State Expenditures of Federal Awards (SEFA) report. FDOE staff performed a reconciliation of total expenditures reported on the SEFA to expenditures reported for the Statewide Financial Statements prior to submitting the SEFA. This reconciliation consisted of:

- Reviews of the trial balances from the Florida Accounting Information Resource system (FLAIR) for each grant to ensure total expenditures were reported correctly on the SEFA.
- Reconciliation of the distributive aid report for each grant from our Financial Management Information System to FLAIR.

Through reconciliation of all individual grants, a reconciliation of the total amount is accomplished. As noted in the finding, FDFS did not require or request that a standard grant reconciliation format be used to document the performance of the reconciliations. Therefore, the Department used its own format to document for the Auditor General's staff that all the reconciliations were appropriately and accurately completed. Thus, the actual

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reconciliation was performed prior to the submission of the SEFA and not subsequent to the audit inquiry as stated in the "Condition" portion of the report on this finding.

FINDING #FS 07-011: *FDOE's processes for advancing Federal funds and recording Federal expenditures did not facilitate preparation of the SEFA data form in a manner consistent with the provisions of OMB Circular A-133 and FDFS instructions.*

RECOMMENDATION: We recommend that FDOE consult with FDFS regarding the reporting of Federal expenditures.

For over 20 years, FDOE has used the current Federal Cash Advance System (D502) to process cash requests from Local Educational Agencies (LEAs) and other authorized subrecipients (e.g., community colleges and state universities). In the submission of the FDOE State Expenditures of Federal Awards (SEFA), total expenditures by federal program were not overstated. In fact, FDOE recorded the activity of each Federal award in compliance with OMB Circular A-133 §____.205.

For the last seven years, FDOE has allocated the unassigned balance of advances to federal programs on the SEFA report. The SEFA was accepted by FDFS in its original form which included reporting of credit transactions. Subsequent to the submission of the SEFA, it is our understanding that FDFS removed the credit transactions. The removal of these transactions created incorrect balances and overstatements of expenditures in the report. FDOE was not informed that FDFS had removed credit transactions from the original submitted

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SEFA. Were it not for the removal of these transactions, which was done without consultation with FDOE, the report would have been correct as submitted.

It is correct that the current system does not identify the federal program for which cash is requested. The system has been included in audits for many years and the USED has been aware of the system and the way it operates. FDOE has initiated discussions with the USED with regard to improving this system most recently in conjunction with the USED Management Improvement Team. For some time, FDOE has recognized the advantages of updating this system; however, significant delays in this activity were experienced during attempts to develop and implement Project Aspire. FDOE had planned to use the Aspire eSettlements module to identify cash requests by federal program. When Project Aspire was terminated, FDOE was forced to find an alternate solution. Currently the Agency is developing a new system to streamline the current process and identify the cash draws by each individual federal grant program. It is expected that some version of this system will be in place by July 1, 2008.

FINDING #FA-018: *FDOE did not have procedures in* The FDOE has instituted multiple supervisory

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place to ensure that amounts were accurately reported in the Cash Management Improvement Agreement (CMIA) Annual Report to the Florida Department of Financial Services (FDFS).

reviews and automated the collection of the fiscal data for the subsequent submissions of the CMIA.

RECOMMENDATION: According to FDFS personnel, the interest liability will be included in FDFS's 2006-07 fiscal year interest calculation as a Prior Year State Liability Adjustment. Further, FDFS staff indicated that the interest liability payment will be made by FDFS to the United States Department of Treasury, Bureau of Financial Management Service, on March 31, 2008. We recommend FDOE management ensure a supervisory review is made prior to submitting the CMIA Annual Report to FDFS.

FINDING #FA07-019: *FDOE did not complete its scheduled monitoring of subgrantees for the 2006-07 fiscal year.*

RECOMMENDATION: FDOE personnel indicated that a new compliance supervisor has recently been hired and is in the process of establishing the on-site procedures for the compliance team, working to schedule compliance activities, and should, in the near future, be able to reinstate site visits. We recommend that FDOE continue its efforts to ensure that on-site monitoring reviews are conducted for all subgrantees in a timely manner.

Due to a major organizational change in the Fall of 2006, Workforce Education, previously included as a subdivision of the Division of Community Colleges, became a separate Division and in March 2007, a Chancellor was appointed to head the Division. Additionally, other personnel shifts within the newly created Division led to the curtailment of on-site compliance visits when members of the compliance team were reassigned to other job responsibilities. Other compliance monitoring activities continued such as in-depth grant application reviews, desk top monitoring, review of single audits, and the provision of technical assistance and training. Program

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managers continue to communicate with individual agencies regarding the progress of the implementation of subgrant awards. Additional actions have been taken by the Bureau of Grants Administration and Compliance, Division of Workforce Education.

The need for a multi-dimensional and comprehensive system necessitated the hiring of a compliance specialist with more in-depth compliance knowledge and experience. A Director of Compliance/Quality Assurance was hired on August 22, 2007 and became full time September 24, 2007, in the assigned position. The Director provides leadership and supervision in the development, design and implementation of a Quality Assurance system to address compliance and monitoring within the Division of Workforce Education.

A risk-based system is being implemented. Those agencies that are demonstrating the lowest performance on core measures/indicators and at higher risk based on a risk assessment will be visited on-site to monitor compliance with applicable federal law and regulations, state statutes and rules. Additional monitoring strategies will also be implemented including such activities as the completion of a self assessment, the development of system improvement plans or

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corrective action plans. The assigned monitoring strategy will be based on the results of a data review of performance and other designated risk factors. The system is in the final stages of development and it is expected that on-site visits will begin in the spring of 2008.

FINDING #FA-020: *As noted in the prior year audit, results of FDOE's on-site monitoring visits were not timely communicated to the LEAs.*

RECOMMENDATION: We recommend that FDOE adhere more strictly to its established monitoring guidelines.

FDOE has developed a comprehensive monitoring system that includes an on-line reporting tool to ensure that Florida strictly adheres to established monitoring guidelines. This new on-line reporting tool is being implemented for the 2007-08 monitoring cycle. Additionally, the FDOE will review the timelines specified in the monitoring procedures and revise as appropriate to allow adequate time for development of comprehensive and accurate reports.

FINDING #FA-021: *FDOE had not fully resolved the issues reported in the prior audit regarding comparability reports.*

RECOMMENDATION: FDOE is currently working with USED to establish and implement appropriate procedures for ensuring that comparability requirements are met. We recommend that FDOE continue to enhance procedures for monitoring comparability requirements.

The FDOE has taken significant measures to strengthen its procedures for monitoring of comparability. In the fall of 2007, FDOE created an on-line reporting application for districts to submit comparability data (<http://www.fldoe.org/bsa/titlecomparability/>). Timely comparability reports for 2007-08 were received from all 67 districts. FDOE staff completed their analyses by the end of November 2007, and all districts demonstrated that they were in compliance

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FINDING #FA-022: *FDOE did not accurately account for capacity building and improvement expenditures.*

RECOMMENDATION: We recommend that FDOE ensure that subgrants are expended as required by the Federal law and the provisions of the grant agreement.

AUDITOR REMARKS: The final allowability of the transfer of expenditures and its impact on other compliance matters, including earmarking requirements, will be determined by the grantor agency.

with all comparability requirements by the end of January 2008. FDOE will continue to annually monitor compliance in this area using the procedures established for 2007-08.

The FDOE disagrees with this finding. The attribution of the expenditures from IDEA subgrants to the "School Renovation" grant was appropriate. The full title of the School Renovation Grant was "School Renovation, IDEA, and Technology Grants Program". Throughout the guidance issued by the USED ("Guidance for Fiscal Year 2001") there are numerous references to the appropriateness of expenditures relative to the Individuals with Disabilities Act (IDEA, Part B). For example:

- On page 14, the answer to question E4, states in part, "Grant funds [referring to the "Renovation Grant"] that are used to support activities under Part B of the IDEA, must be spent in accordance with that statute and its regulations..."
- On page 15 in answer to question E5, it states, "The requirements that apply to the use of funds granted under section 321 to carry out activities under Part B of the IDEA are the same requirements that apply to use of funds provided under part B of the IDEA..."

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All of the expenditures that were subsequently attributed to the "School Renovation" grant program were allowable and allocable to that program since they were allowable and allocable under the IDEA, Part B, program. The FDOE very carefully made these accounting transfers in accordance with all of the requirements of both programs. Expenditures were not erroneously recorded.

FDOE consulted with legal counsel regarding the appropriateness of these transfers of expenditures. The attorneys stated in part, "...FDOE should be allowed to transfer obligations between programs as long as the obligations are for costs that are allowable under the relevant programs." Since the obligations and expenditures were timely and allowable under both programs, there was no harm to the federal interest in transferring selected expenditures from one to the other.

FINDING #FA07-023: *The results of monitoring reviews were not communicated to subrecipients in a timely manner. In addition, FDOE did not have an effective system in place to track the status of monitoring efforts and subrecipient corrective actions.*

RECOMMENDATION: FDOE should review its monitoring procedures and take those actions necessary to ensure timely issuance of the monitoring

The Bureau of Exceptional Education and Student Services has developed a Web-based monitoring system that focuses on procedural compliance with related federal and state requirements for Exceptional Student Education (ESE). The system aligns with the State Performance Plan (SPP)/Annual Performance Report (APR) required under the Individuals with Disabilities

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reports. Additionally, FDOE should enhance its monitoring tracking system to ensure that appropriate corrective actions are taken in a timely manner.

Education Act (IDEA). The development of the system establishes a comprehensive monitoring process that is effective both in timely identification and correction of noncompliance as well as in detecting "patterns" of systemic concerns within districts and across the state. Implemented for the first time in 2007-08, the monitoring system includes:

- Completion of a Web-based self-assessment by all LEAs in the state
- Validation of the process through record sampling and review of district responses by Bureau staff
- Timely correction of noncompliance (correction with 60 days for each student-level incident of noncompliance; correction within one year for findings found to be systemic in nature, i.e., evident in 25% or more of records reviewed)
- Verification of correction of noncompliance

Technical assistance was provided to each district to ensure understanding of the critical components of the review. The self-assessments were due January 31, 2008; upon submission districts were able to access

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the results of their review via the Web site. Bureau staff processed the results, and a formal report of findings was provided to each LEA on February 22, 2008 (16 working days after completion). The report includes: a district summary report of findings by standard; a student-level report for use in correcting individual student noncompliance; a correction action tracking sheet to be submitted to the Bureau upon completion of all individual corrections; and a template for 10-12 month corrective action plan (CAP), if required, to address systemic findings of noncompliance. Although this report is referred to as the "preliminary report," it reflects all of the findings of the monitoring process and begins the timeline for correction of noncompliance.

Student-level noncompliance must be corrected no later than April 22, 2008; systemic-level findings must be corrected by December 22, 2008. Documentation of correction of noncompliance and a CAP for systemic findings, if required, are due to the Bureau by April 30, 2008. Within 30 days of receipt by the Bureau, a "final report" that summarizes the findings of noncompliance as well as the district's status regarding timely correction will be issued. For the 2008-09 school year, FDOE will review the timelines

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and revise as appropriate.

FINDING #FA 07-025: *FDOE did not maintain documentation of the labor force summary data that was used to allocate funding for the Carl D. Perkins, Rural and Sparsely Populated Areas Career and Technical Education Programs.*

RECOMMENDATION: FDOE should strengthen its compilation and review procedures to ensure that proper documentation is maintained that evidences the data used in the Vocational Education allocation process is complete and accurate.

FDOE was unable to obtain a replacement copy of the rural data source information from the Agency for Workforce Innovation due to the fact that the information is overwritten and not saved when it is updated. To insure compliance Workforce Education has strengthened its compilation and review procedures to ensure that proper documentation is maintained that evidences the data used in the allocation process is complete and accurate. Additional actions have been taken to insure full compliance with this requirement. Operational procedures have been implemented to save the specific data in electronic format and a hard copy on an annual basis. Business rules for calculating the formula have been developed and included in the new State Plan for the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV), approved by the State Board of Education on February 19, 2008.

FINDING #FA 07-026: *FDOE had not resolved issues in the prior audit relating to allotments and expenditures for Nontraditional Training and Education (NTE).*

RECOMMENDATION: FDOE has begun the process of entering into a Cooperative Audit Resolution and

As stated previously, the FDOE does not agree with the finding first issued as FA 05-035. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the

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			<p>Oversight Initiative with USED and has not resolved this issue yet. We recommend that FDOE enhance its policies and procedures by creating accounting codes that allow for the identification of allotments to, and expenditures for, NTE within FLAIR.</p> <p>FINDING #FA 07-027: <i>FDOE had not resolved issues disclosed in a prior audit regarding its ability to demonstrate compliance with the matching and maintenance of effort requirements and the reporting of amounts expended toward those requirements.</i></p> <p>RECOMMENDATION: We recommend that FDOE continue to work with USED on resolving audit issues.</p> <p>FINDING #FA 07-028: <i>Contrary to Federal and State requirements, DBS did not obtain price or rate quotations prior to procuring contractual services related to an Independent Living Summer Transition Program.</i></p> <p>RECOMMENDATION: We recommend that DBS obtain sufficient quotations prior to procuring contractual services. Additionally, DBS should ensure that a signed agreement is in place prior to the provision of services. We also recommend that DBS provide training and</p>	<p>USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. In September 2007, FDOE staff met in Washington, D.C. with USED staff. As of this date, no response has been received.</p> <p>As stated previously, the FDOE does not agree with the finding issued as FA 05-034. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. In September 2007, FDOE staff went to Washington D.C. to meet with USED staff. As of this date, no response has been received.</p> <p>FDOE does not agree with this finding. Although rate quotations were not obtained prior to procuring contractual services, exemptions relative to services provided to persons with disabilities are applicable. Federal regulations at 34 CFR 80.36 state: "(a) States. When procuring property and services under a grant, a State will follow the same policies and procedures it uses for procurements from its non-federal funds. The</p>	

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			<p>technical services regarding the importance of adhering to Federal and State procurement requirements.</p> <p>AUDITOR'S REMARKS: We agree that this purchase was not subject to the competitive-solicitation requirements of Section 287.057, Florida Statutes. However, the purchase remains subject to other purchasing statutory provisions and rules, including Rule 60A-1.002(3), F.A.C. which requires documentation of the method used by the agency to determine the price of the service acquired. We again recommend FDOE comply with purchasing laws and rules when procuring services and obtain signed agreements prior to the provision of services.</p> <p>FINDING #FA 07-029: <i>DBS had not established adequate policies and procedures to ensure that client service payments were authorized, processed, and recorded properly within the DBS Accessible Web-based Activity and Reporting Environment (AWARE) System and the State's Accounting System (FLAIR).</i></p>	<p>State will ensure that every purchase order or other contract includes any clauses required by Federal statutes and executive orders and their implementing regulations. Other grantees and sub grantees will follow paragraphs (b) through (i) in the section.</p> <p>Section 287.057(5)(f)(7), Florida Statutes, exempts certain contractual services from competitive solicitation requirements. Specifically this section provides an exemption for "Services provided to persons with mental or physical disabilities by not-for-profit corporations which have obtained exemptions under the provisions of s. 501(c)(3) of the United States Internal Revenue Code or when such services are governed by the provisions of Office of Management and Budget Circular A-122..." FDOE will provide additional training to DBS staff working with procurement to ensure that all federal and state procedures are adhered to.</p> <p>The "batch" invoices in question includes services for a number of clients. The invoices identified the clients, provided appropriate supporting documentation and were properly reviewed prior to payment. The system calls for a separate entry to be made for each of the clients referenced on the invoice to record</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

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RECOMMENDATION: We recommend that DBS take immediate actions to establish procedures which will ensure that the authorizations are properly processed, client records are sufficiently documented and the Federal funding is adequately safeguarded.

that each client received an allowable service and the cost of that service. In some instances these separate entries were not made for the individual clients. Any error resulting from this practice would be in individual client records rather than the invoice payment records.

The design of AWARE/FLAIR accounting interface includes reconciliation reports, Transaction Logs, Error Logs, and Exception Reports. The reconciliation process involves a manual daily review of these reports to determine any discrepancies. The DBS processed 16,194 invoices for payment during SFY 2005/2006 and 22,400 for SFY 2006/2007. Because of the large and increasing number of invoices, the manual process is no longer adequate.

Immediately upon identification of the practice of not completing corresponding entries for individual clients, the field office staff were directed to complete a thorough review of all paid invoices to verify that payment authorizations were appropriate and accurate.

DBS held a teleconference with the district field office administrators and directed that staff are to enter the corresponding client data accurately for all clients. Additional training is also being provided statewide to all staff with

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responsibilities for completing this data entry process.

Additionally, the DBS will immediately develop and implement written procedures for the processing of authorizations, and the documentation of client records which will be used consistently by the central and field offices.

Finally, the DBS is proposing to design an automated reconciliation process and electronic invoicing process. This project will enhance the reconciliation processes.

FINDING #FA 07-030: *FDOE did not always authorize expenditures for client services in a timely manner. In addition, FDOE did not fairly state the status of a similar finding in the Summary Schedule of Prior Audit Findings (SSPAF).*

The DVR continues to address adherence to prescribed procedures in Supervisors' Training and New Counselor Training, through communication with area staff and counselor performance reviews.

RECOMMENDATION: We recommend that FDOE ensure adherence to prescribed procedures regarding the authorization and approval of client services.

The DVR has initiated an automated supervisor approval process in the Rehabilitation Management Information System to address the timeliness of the supervisor's signature.

AUDITOR REMARKS: Pursuant to OMB Circular A-133 §___.315(b), the summary schedule of prior audit findings is to include the status of all audit findings, rather than the status of the implementation of corrective actions. As described above, FDOE reported that the finding was fully corrected; however, we

FDOE disagrees with the statement that "FDOE did not fairly state the status of a similar finding in the summary Schedule of Prior Audit Findings (SSPAF)." The FDOE

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			continue to note similar instances in our current audit.	properly implemented all of the corrective actions indicated for the prior finding and reported the full implementation of such corrective actions in the SSPAF.	
			<p>FINDING #FA 07-031: <i>FDOE did not always ensure that VR program regulations pertaining to eligibility determinations were met. In addition, FDOE had not resolved issues regarding the provision of adequate information to clients by referring them to other One-Stop delivery programs that might address the individuals' training or employment related needs. In addition, FDOE did not fairly state the status of a similar finding in the Summary Schedule of Prior Audit Findings (SSPAF).</i></p>	<p>The Division of Blind Services will provide additional technical assistance and training to personnel regarding the Federal requirements.</p> <p>The Division of Vocational Rehabilitation continues to address adherence to prescribed procedures in supervisors' training and new counselor training, through communication with staff and counselor performance reviews.</p>	
			<p>RECOMMENDATION: We recommend that FDOE management again emphasize to its counselors, through training and technical assistance, the importance of following Federal requirements.</p>	FDOE disagrees with the statement that "FDOE did not fairly state the status of a similar finding in the Summary Schedule of Prior Audit Findings (SSPAF)." The FDOE properly implemented all of the corrective actions indicated for the prior finding and reported the full implementation of such corrective actions in the SSPAF	
			<p>AUDITOR REMARKS: Pursuant to OMB Circular A-133, §___.315(b), the summary schedule of prior audit findings is to include the status of all audit findings, rather than the status of the implementation of corrective actions. As described above, FDOE reported that the finding was fully corrected; however, we continue to note similar instances in our current audit.</p>		
			<p>FINDING #FA 07-032: <i>Contrary to Federal regulations, FDOE did not ensure that the Individualized Plan for</i></p>	The DBS will provide additional training during both March and April 2008, to all Supervisors,	

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			<p><i>Employment (IPE), a written document prepared on forms provided by the Divisions, was signed by both the counselor and eligible individual.</i></p> <p>RECOMMENDATION: We recommend that FDOE personnel ensure that once the IPE is developed, counselors make a concerted effort to sign the document and obtain the signature of the applicable individual. In addition, we recommend that FDOE provide training and technical assistance to its employees regarding this matter.</p>	<p>District Administrators, Counselors, and other VR program staff to address policies and procedures pertaining to the Individualized Plan for Employment (IPE). The DBS conducted a technical assistance conference call with the Administrators on December 6, 2007, regarding the IPE.</p> <p>The DVR continues to address adherence to the Federal eligibility requirements with counselors and supervisors, through training and technical assistance. This includes Supervisors' Training, New Counselor Training, communication with staff and counselor performance reviews.</p>	
			<p>FINDING #FA 07-033: <i>Our review of the Financial Status Reports (SF-269) disclosed that the State matching requirements were not met, and FDOE did not always report all non-Federal expenditures incurred in carrying out State activities. In addition, contrary to USED instructions, amounts were not properly reported on the DBS SF-269 reports.</i></p> <p>RECOMMENDATION: We recommend that FDOE immediately seek guidance from USED regarding whether revised reports are required, including the reporting of all non-Federal expenditures. In addition, we recommend that SF-269 reports be completed and reported in accordance with USED instructions.</p>	<p>The FDOE has sought additional guidance from USED in the proper reporting of matching expenditures and refunds in the Financial Status Reports (SF-269). Subsequent to the submission of SF-269 for H126A050087 and H126A060087, the Division of Blind Services significantly enhanced its procedures to document all reported expenditures, encumbrances, and refunds.</p>	

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			<p>FINDING #FA 07-034: <i>FDOE did not accurately report data listed on the Annual VR Program/Cost Report (RSA-2). In addition, FDOE management did not document that a review was completed prior to submitting the report to USED.</i></p> <p>RECOMMENDATION: FDOE management indicated that they were planning to submit a revised DBS 2006 RSA-2 report. We recommend that FDOE implement a review process for all required Federal reports, as well as, ensure that more than one staff member is knowledgeable in the areas of the methodology, preparation and submission of the applicable reports.</p>	<p>The Department has assigned additional staff to perform the collection and preparation of the RSA-2. The procedures for completion of this report have been enhanced to include multiple management reviews and further reconciliations between Financial Status Reports (SF-269), FDOE trial balances, and RSA-2. Additionally, FDOE has sought technical assistance from USED in clarifying classification of expenditures and encumbrances within the RSA-2 report. Attendance at the 2008 National Fiscal Management and Data Management Conference sponsored by RSA will be required for all preparers and reviewers of the RSA-2.</p>	
			<p>FINDING #FA 07-037: <i>The results of monitoring reviews had not been timely communicated to subrecipients.</i></p> <p>RECOMMENDATION: FDOE should review its monitoring procedures and take those actions necessary to ensure timely issuance of the monitoring reports.</p>	<p>FDOE will implement additional protocols to ensure that corrective actions are timely communicated to the sub-grantees pursuant to 21st CCLC Policy, Monitoring and Compliance (PMC) Unit – Standard Operating Procedures. FDOE will also review the 21st CCLC Policy, Monitoring and Compliance (PMC) Unit- Standard Operating Procedures to ensure that the 30-day report deadline is a reasonable amount of time to issue tentative findings and give the subgrantees opportunity to review, rebut, and provide additional documentation prior to issuing final reports. Based on results of that review, the timeline</p>	

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may be revised.

FINDING #FA 07-038: *FDOE did not always ensure that the State's accounting system (FLAIR) was timely updated for transactions originally recorded in FDOE's On-Line Disbursement Reporting (D-503) Application.*

RECOMMENDATION: FDOE should review its procedures for detecting and timely resolving discrepancies between FLAIR and the D-503 Application. Additionally, FDOE should provide training regarding the importance of timely reconciling the data between the two systems.

The FDOE followed established accounting procedures for reconciliation and identified the discrepancies. The timing difference reference in the "Effect" statement did not impede the planning ability of other personnel to administer the program since FDOE uses a subsystem (D-503) to track sub-recipient activities. FDOE continues to provide ongoing training to all staff regarding the monthly reconciliation process.

FINDING #FA 07-039: *Significant deficiencies noted during the prior audit regarding the approval of subaward budgets that contained incorrect indirect cost rates continued to exist during the audit period.*

RECOMMENDATION: We recommend that FDOE management ensure that the correct indirect cost rate is approved for use in the subgranted budgets.

During 2006-07, the FDOE entered into negotiations with the USED with regard to the indirect cost plans, procedures, and rates to be used by local education agencies (LEAs) for 2007-08. Additional training on the application of indirect costs rates to budgets was not held until such time as FDOE had clear indication from USED as to the changes that would be made. FDOE and USED reached agreement on a one-year interim plan and training was provided. FDOE and USED are currently negotiating the plans, procedures, and rates to be used in 2008-09. As soon as those negotiations are completed, training will be provided to all appropriate FDOE staff. Training will be ongoing as needed to ensure the correct

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application of indirect cost rates to proposed subgrant budgets.

FINDING #FA 07-040: *As of June 30, 2007, moneys set aside for the Immigrant Children and Youth Program from the 2004, 2005, and 2006 grants had not been used for such purposes. Additionally, FDOE management did not have a system in place to ensure that subgrants pertaining to this funding would be uniquely identified and accounted for in the fiscal records.*

As of February 4, 2008, FDOE issued a separate grant tracking number for use in allocating immigrant education funds and issuing project awards to subgrantee (TAP Number 09A028). New subgrants to eligible local educational agencies (LEAs) shall reference TAPs number and expenditures shall be tracked based on unique project award numbers.

RECOMMENDATION: We recommend that FDOE managers ensure that subgrants are awarded as required by the applicable Federal laws and guidelines, and use separate account code identifiers that properly identify and account for expenditures charged for Immigrant Children and Youth Program services. Additionally, we recommend that FDOE seek guidance from USED as to whether the failure to use the moneys set aside for the Immigrant Children and Youth Program services would result in disallowed costs.

In the absence of guidance from USED, which provides a definition of "local educational agencies experiencing substantial increases in immigrant children and youth," the FDOE determined an allocation methodology that is based in part on the requirements outline in section 3114(d)(1), Title III, No Child Left Behind, and has completed the preliminary allocation of all unexpended funds set aside for Immigrant Education. In addition, a preliminary Request for Application (RFA) has been developed for use by eligible LEAs in 2008-09.

FINDING #FA 07-041: *Contrary to Federal regulations, FDOE did not conduct subrecipient monitoring in the 2006-07 fiscal year.*

Monitoring of subrecipient project awards issued on Title III, Part A, No Child Left Behind, is being conducted through the system of focused monitoring established by

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	<p>RECOMMENDATION: We recommend that FDOE take the necessary actions to ensure that monitoring reviews are performed as required.</p>	<p>the Office of Academic Achievement through Language Acquisition. All school districts receiving English Language Acquisition subgrants will be monitored either through focused desktop or self-monitoring and reporting depending on assessed risk factors.</p>
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LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Education/ Division of Community Colleges
Agency Budget Officer/OPB Analyst Name: Chuck Prince

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)			
48400600				

1. GENERAL				
1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes			
AUDITS:				
1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Yes			
1.4 Has security been set correctly? (CSDR, CSA)	Yes			
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.				
2. EXHIBIT A (EADR, EXA)				
2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?	Yes			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Yes			
2.3 Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?	Yes			
2.4 Have the coding guidelines in Section 3 of the LBR Instructions (pages 15 through 25) been followed?	Yes			
3. EXHIBIT B (EADR, EXB)				
3.1 Is it apparent that there is a fund shift and 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.	N/A			
AUDITS:				
3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Yes			
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Yes			
TIP Generally look for and be able to fully explain significant differences between A02 and A03.				
TIP Exhibit B - A02 equal to B02: 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.				

		Program or Service (Budget Entity Codes)			
Action		48400600			
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.				
4. EXHIBIT D (EADR, EXD)					
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?	Yes			
4.2	Is the program component code and title used correct?	Yes			
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.)	Yes			
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")	Yes			
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Yes			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Yes			
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.				
TIP	If G08 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 G08 was created.				
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?	Yes			
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).	Yes			
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)	Yes			

		Program or Service (Budget Entity Codes)			
Action		48400600			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?	Yes			
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?	Yes			
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).	N/A			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Yes			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	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 #09-002?	N/A			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Yes			
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	N/A			
7.16	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 or 363XXC0)?	Yes			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Yes			
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.				

Action		Program or Service (Budget Entity Yes Codes)			
		48400600			
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 61 through 64 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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes			
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	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)?	Yes			
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?	Yes			
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			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A			
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, 000799, 001510 and 001599)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	N/A			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes			

		Program or Service (Budget Entity Codes)			
Action		48400600			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	Yes			
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?	Yes			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A			
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?	Yes			
8.27	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?	Yes			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes			
8.31	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)	Yes			
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 119 of the LBR Instructions.)				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				

		Program or Service (Budget Entity Codes)			
Action		48400600			
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 150 of the LBR Instructions.)	N/A			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	Yes			
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Yes			
13. SCHEDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2008 LBR submittal.	N/A			
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?	Yes			
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Yes			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Yes			
15.3	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")	Yes			
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A			

		Program or Service (Budget Entity Codes)			
Action		48400600			
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Yes			
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	No			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?	Yes			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.				
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
17.5	Are the appropriate counties identified in the narrative?	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.				

State of Florida
Department of Education
State Board of Education



2009-10
Exhibits or Schedules

State of Florida
Department of Education
State Board of Education



2009-10
Schedule I Series

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Administrative Trust Fund / 2021**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue is derived from assessments on federal grants based on the Florida Department of Education's current approved Indirect Cost Rate Agreement with the United States Department of Education dated July 17, 2007, for the period July 1, 2007, through 2010. The assessment is a percentage of total direct expenditures excluding capital expenditures, flow-through appropriations and unallowable costs.

5 PERCENT TRUST FUND RESERVE CALCULATION

Administrative Trust funds are exempt from the reserve requirement.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Administrative Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Education Certification Service Trust Fund / 2176**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year Carry Forward "B" not part of Fund Balance Reserved for Encumbrances \$(20,389)**
This adjustment represents the amount of prior year carry forward "B" not included in the prior year Fund Balance Reserved for Encumbrances. Since fund balance was not decreased in the prior fiscal year by this amount, this adjustment will decrease the fund balance for the fiscal year 2007-2008..
- **Prior Year September Carry Forward Operating Reversions Adjustment \$22,362**
This adjustments represents prior year carry forward operating reversions. The adjustment increases the fund balance.
- **Change in Compensated Absences Liability \$(8,709)**
This amount represents an adjustment to a long-term liability - compensated absences. Therefore, this amount will decrease fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on calculations for application and certification fees, examination fees, and certification renewal fees required to implement certification of school personnel pursuant to Section 1012.59, Florida Statutes. These fees have historically shown an annual increase, however, beginning in Fiscal Year 2008-09, the State Board of Education has approved a fee increase which is anticipated to increase revenues significantly. Other revenue estimates are based on anticipated interest earnings and anticipated fines and penalties pursuant to Section 1010.74, Florida Statutes.

5 PERCENT TRUST FUND RESERVE CALCULATION

Total Revenues for Fiscal Year 2007-08:	\$	7,632,893
Less Service Charge to General Revenue:		-557,202
Less Non Operating Distribution to DFS for Assessment on Investments:		-1,294
Total Revenue Subject to 5% Reserve Calculation	\$	7,074,397
Multiplied by 5%		5%
Total 5% Reserve for Education Certification Service Trust Fund	\$	353,720

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Educational Aids Trust Fund / 2180**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year September Carry Forward Operating Reversions Adjustment \$872,423**
This adjustments represents prior year carry forward operating reversions. The adjustment increases the fund balance.
- **Residual Equity Transfer To 48800000/2261 \$(112,738)**
This adjustment represents the residual equity as a result from the closing of fund 2180. This adjustment effectively transfers the equity to the new trust fund and decreases fund balance.
- **Fund Balance Transferred To 48250400/2261 \$(38,172,069)**
This adjustment represents the ending fund balance that was transferred to the new trust fund, as a result of closing this fund. The adjustment effectively decreases fund balance.
- **Fund Balance Transferred To 48250500/2261 \$49,097,335**
This adjustment represents the ending fund balance that was transferred to the new trust fund, as a result of closing this fund. The adjustment effectively decreases fund balance.
- **Fund Balance Transferred To 48250800/2261 \$(14,414,144)**
This adjustment represents the ending fund balance that was transferred to the new trust fund, as a result of closing this fund. The adjustment effectively decreases fund balance.
- **Fund Balance Transferred To 48250800/2261 \$3,488,877**
This adjustment represents the ending fund balance that was transferred to the new trust fund, as a result of closing this fund. The adjustment effectively increases fund balance.
- **Fund Balance 48250400/2180 \$3,523,111**
This adjustment represents the ending fund balance for budget entity 48250400. The adjustment effectively increases fund balance in budget entity 48800000.
- **Fund Balance 48250500/2180 \$664,519**
This adjustment represents the ending fund balance for budget entity 48250500. The adjustment effectively increases fund balance in budget entity 48800000.

REVENUE ESTIMATING METHODOLOGY

This fund is terminated as of June 30, 2007. All future activity will be in fund 2261.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Educational Aids Trust Fund	\$	<u>0</u>

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Educational Media and Technology Trust Fund / 2183**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

The revenue received in this fund is obtained through the sale of goods and services by the Department of Education to outside sources.

5 PERCENT TRUST FUND RESERVE CALCULATION

Total Revenues for Fiscal Year 2008-09:	\$	395,358
Less: Non Operating Distribution for Assessment on Investments:		-1,316
Total Revenue Subject to 5% Reserve Calculation	\$	394,042
Multiplied by 5%		5%
Total 5% Reserve for Educational Media and Technology Trust Fund	\$	19,702

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Facilities Construction Administrative Trust Fund / 2222**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year September Carry Forward Operating Reversions Adjustment \$38,714**
This adjustments represents prior year carry forward operating reversions. The adjustment increases the fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue is derived from the administrative charge of the Department of Education allocation of Motor Vehicle License Revenue pursuant to the State Constitution, Article XII, Section 9(d)(8)e, and PECO funds pursuant to the State Constitution, Article XII, Section 9(a)(2). The amount of revenue provided will not exceed the appropriation.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of recurring appropriations authorizing transfers from other state agencies or other entities within an agency.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Facilities Construction Administrative Trust Fund	\$	<u>0</u>

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Federal Grants Trust Fund / 2261**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Residual Equity Transfer From 48800000/2180 \$112,738**
This adjustment represents the residual equity as a result from the closing of fund 2180. This adjustment effectively transfers the equity from the old trust fund and increases fund balance.
- **Fund Balance Transferred From 48250800/2180 \$(3,488,877)**
This adjustment represents the ending fund balance that was transferred from the old trust fund, as a result of closing fund 2180. The adjustment effectively decreases fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on actual federal grant awards and federal estimated allocations for Florida. Other revenues include the carry forward of previous years' unspent grant funding. This fund was created for the Department of Education effective July 1, 2007.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Federal Grants Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Food and Nutrition Trust Fund / 2315**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year Carry Forward "B" not part of Fund Balance Reserved for Encumbrances \$(16,317)**
This adjustment represents the amount of prior year carry forward "B" not included in the prior year Fund Balance Reserved for Encumbrances. Since fund balance was not decreased in the prior fiscal year by this amount, this adjustment will decrease the fund balance for the fiscal year 2007-2008..
- **Prior Year September Carry Forward Operating Reversions Adjustment \$2,784**
This adjustments represents prior year carry forward operating reversions. The adjustment increases the fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on federal grant awards for the state National School Lunch Program and the School Breakfast Program per Section 1006.06, Florida Statutes, and the carry forward of previous year's unspent grant authorization.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Food and Nutrition Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Institutional Assessment Trust Fund / 2380**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year Carry Forward "B" not part of Fund Balance Reserved for Encumbrances \$(12,374)**
This adjustment represents the amount of prior year carry forward "B" not included in the prior year Fund Balance Reserved for Encumbrances. Since fund balance was not decreased in the prior fiscal year by this amount, this adjustment will decrease the fund balance for the fiscal year 2007-2008..
- **Prior Year Refunds Offset to Operating Expenditures \$130,320**
This Statewide Financial Statement (SWFS) adjustment represents prior year refunds that were offset against current fiscal year expenditures. This adjustment will increase fund balance.
- **Prior Year September Carry Forward Operating Reversions Adjustment \$357**
This adjustments represents prior year carry forward operating reversions. The adjustment increases the fund balance.
- **Change in Compensated Absences Liability \$(20,509)**
This amount represents an adjustment to a long-term liability - compensated absences. Therefore, this amount will decrease fund balance.
- **Change in Installment Purchase Contracts Liability \$(15,689)**
This amount represents an adjustment to a long-term liability - installment purchase contracts. Therefore, this amount will decrease fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on the anticipated amount of funds needed for the assessment of workload fees to nonpublic postsecondary educational institutions for services, including license fee for initial application to operate a nonpublic postsecondary institution, annual license renewal fee, application fee for any additional field or course of instruction, fee for agents representing schools, delinquent application license renewal fee pursuant to Section 1005.35, Florida Statutes, and participation in the Student Protection Fund (Section 1005.37, Florida Statutes) which provides funds for a student to complete his or her program of study in the event the school terminates a program or ceases operation.

5 PERCENT TRUST FUND RESERVE CALCULATION

Total Revenues for Fiscal Year 2008-09:	\$	3,409,384
Less Non Operating Distribution to DFS for Assessment on Investments:		- 864
		<u>0</u>
Total Revenue Subject to 5% Reserve Calculation	\$	3,408,520
Multiplied by 5%		<u>5%</u>
Total 5% Reserve for Institutional Assessment Trust Fund	\$	<u>170,426</u>

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Student Loan Operating Trust Fund / 2397**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Fiscal Year Financial Statement Adjustment \$902,353**
This adjustment represents the reversal of prior year payable for agency commissions. The reversal reduced expenditure and, therefore, needs to be added to effectively increase the fund balance.
- **Reserve for Default Prevention-91980 (\$6,040,420)**
This adjustment represents the required reserve for the default prevention program. Since funds are not restricted in the accounting records, this adjustment is necessary to reduce fund balance.
- **Prior Year September Carry Forward Operating Reversions Adjustment \$37,219**
This adjustments represents prior year carry forward operating reversions. The adjustment increases the fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based revenues from loan processing and issuance fees, account maintenance fees, default aversion fees, investment income and guaranty agency retention fee.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of federal funds.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Student Loan Operating Trust Fund	\$	<u>0</u>

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Operating Trust Fund / 2510**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on projections using historical data for fees received for GED Testing and Transponder Time, and receipts for registrations at the Great Florida Teach-In.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenues for this fund are exempt from the reserve requirement since it consists of recurring appropriations authorizing transfers from other state agencies or other entities within an agency.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Operating Trust Fund	\$	<u>0</u>

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Projects, Contracts and Grants Trust Fund / 2552**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year September Carry Forward Operating Reversions Adjustment \$23,097**
This adjustments represents prior year carry forward operating reversions. The adjustment increases the fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on projections using historical data for fees received for GED Testing and Transponder Time, and receipts for registrations at the Great Florida Teach-In.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenues for this fund are exempt from the reserve requirement since it consists of recurring appropriations authorizing transfers from other state agencies or other entities within an agency.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Projects, Contracts and Grants Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Sophomore Level Test Trust Fund / 2646**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on projections of fees to be collected from the administration of the College-level communication and mathematics skills examination (CLAST) to private postsecondary students pursuant to Section 1008.29, Florida Statutes. Revenue is also received from interest earnings.

5 PERCENT TRUST FUND RESERVE CALCULATION

Total Revenues for Year 2008-09:	\$	36,880
Less Non operating Distribution to DFS for Assessment on Investments:		- 658
Total Revenue Subject to 5% Reserve Calculation	\$	36,222
Multiplied by 5%		5%
Total 5% Reserve for Sophomore Level Test Trust Fund	\$	1,811

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Student Loan Guaranty Reserve Trust Fund / 2718**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on revenues from interest and investment earnings, reinsurance from United States Department of Education and a federally determined percentage of collections on defaulted loans.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since a majority of the revenues are federal funds. It is not appropriate to assess a 5% reserve on the balance of the revenue since the fund must maintain a significant revenue stream due to the federal recall requirements placed on the fund.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Student Loan Guaranty Reserve Trust Fund	\$	<u>0</u>

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Teacher Certification Exam Trust Fund / 2727**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year Carry Forward "B" not part of Fund Balance Reserved for Encumbrances \$(963,701)**
This adjustment represents the amount of prior year carry forward "B" not included in the prior year Fund Balance Reserved for Encumbrances. Since fund balance was not decreased in the prior fiscal year by this amount, this adjustment will decrease the fund balance for the fiscal year 2007-2008..
- **Prior Year September Carry Forward Operating Reversions Adjustment \$33,135**
This adjustments represents prior year carry forward operating reversions. The adjustment increases the fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on projections using historical data on fees received for the administration of the teacher certification examination (Section 1012.59, Florida Statutes). Revenue is also received from interest earnings.

5 PERCENT TRUST FUND RESERVE CALCULATION

Total Revenues for Fiscal Year 2008-09:	\$	6,600,000
Less Non Operating Distribution to DFS for Assessment on Investments:		-13,069
Total Revenue Subject to 5% Reserve Calculation	\$	6,586,931
Multiplied by 5%		5%
Total 5% Reserve for Teacher Certification Exam Trust Fund	\$	329,347

SCHEDULE I NARRATIVE

Department of Education State Board of Education

Program: **K-20 Executive Budget**
Budget Entity: **48800000**
Fund Name/Number: **Knott Data Center Working Capital Trust Fund / 2792**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year Refunds Offset to Operating Expenditures \$1,282**
This Statewide Financial Statement (SWFS) adjustment represents prior year refunds that were offset against current fiscal year expenditures. This adjustment will increase fund balance.
- **Prior Year Carry Forward "B" not part of Fund Balance Reserved for Encumbrances \$(2,026)**
This adjustment represents the amount of prior year carry forward "B" not included in the prior year Fund Balance Reserved for Encumbrances. Since fund balance was not decreased in the prior fiscal year by this amount, this adjustment will decrease the fund balance for the fiscal year 2007-2008..
- **Prior Year September Carry Forward Operating Reversions Adjustment \$29,710**
This adjustments represents prior year carry forward operating reversions. The adjustment increases the fund balance.
- **Reversal of Prior Year Receivables \$(9,715)**
This adjustment represents a correction for a prior year receivable. The reversal increased expenditures and, therefore, needs to be subtracted to effectively decrease the fund balance.
- **Change in Compensated Absences Liability \$(19,384)**
This amount represents an adjustment to a long-term liability - compensated absences. Therefore, this amount will decrease fund balance.
- **Change in Installment Purchase Contracts Liability \$(2,707)**
This amount represents an adjustment to a long-term liability - installment purchase contracts. Therefore, this amount will decrease fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue estimates are based on revenue provided to this fund through a cost recovery billing process. The cost recovery billing is equal to the expenditures in the Working Capital Trust Fund. The Data Processing Services, Education Technology and Information Services category line item appropriation is equal to the Working Capital Trust Fund appropriation and is the source used to repay the Working Capital Trust Fund for the amount of the billing.

5 PERCENT TRUST FUND RESERVE CALCULATION

Trust funds established for the management of Information Technology do not require a 5 percent trust fund reserve.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Knott Data Center Working Capital Trust Fund	\$	<u><u>0</u></u>

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 48 EDUCATION **Budget Period:** 2009 - 2010
Program: 48800000 - STATE BOARD OF EDUCATION
Fund: 2176 - Education Certification & Service Trust Fund

Specific Authority: Section 1010.74, Florida Statutes
Purpose of Fees Collected: Payment of expenses incurred by the Educational Practices Commission and in the printing of forms and bulletins and issuing certificates

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

<input checked="" type="checkbox"/>	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.)
<input type="checkbox"/>	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	ESTIMATED	REQUEST
	FY 2007 - 08	FY 2008 - 09	FY 2009 - 10
Receipts:			
Fees	7,129,399	7,471,611	7,830,247
Fines, Forfeitures, Judgments	96,805	101,452	106,321
Interest	57,091	59,830	62,702
Refunds			
Total Fee Collection to Line (A) - Section III	7,283,294	7,632,893	7,999,270

SECTION II - FULL COSTS

Direct Costs:			
Salaries and Benefits	3,837,776	4,044,331	4,094,905
Other Personal Services	101,779	149,999	149,999
Expenses	493,250	979,835	1,018,242
Operating Capital Outlay	39,221	145,440	275,014
Contracted Services	1,087,041	901,535	1,130,554
Risk Management Insurance	39,359	37,911	37,911
Human Resources Services	26,254	27,050	27,050
Edu Tech/Information services	908,722	928,949	931,359
Indirect Costs Charged to Trust Fund	-	-	-
Total Full Costs to Line (B) - Section III	6,533,402	7,215,050	7,665,034

Basis Used:

Information in Section II taken from Exhibit B

SECTION III - SUMMARY

TOTAL SECTION I	(A)	7,283,294	7,632,893	7,999,270
TOTAL SECTION II	(B)	6,533,402	7,215,050	7,665,034
TOTAL - Surplus/Deficit	(C)	749,892	417,843	334,236

EXPLANATION of LINE C:

SCHEDULE IA: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 48 EDUCATION **Budget Period:** 2009 - 2010
Program: 4880 - STATE BOARD OF EDUCATION
Fund: 2380 - INSTITUTIONAL ASSESSMENT TRUST FUND

Specific Authority: Sections 1010.83 and 1005.35, Florida Statutes
Purpose of Fees Collected: To fund the operation of the Commission for Independent Education and provide financial assistance programs for students

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

<input type="checkbox"/>	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.)
<input type="checkbox"/>	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	ESTIMATED	REQUEST
	FY 2007 - 08	FY 2008 - 09	FY 2009 - 10
<u>Receipts:</u>			
<u>INST ASSESSMENT</u>	43,733	43,733	43,733
<u>LICENSES-INST ASSESSMEN`</u>	2,739,435	3,160,222	3,170,423
<u>FEES-STUDENT PROTECTION</u>	181,421	143,945	143,945
<u>FEES-COURSE NO NONP</u>	7,557	12,002	12,002
<u>LICENSES-STUDENT PROTECTION</u>	31,530	42,690	42,690
<u>INTEREST</u>	7,115	6,792	6,792
Total Fee Collection to Line (A) - Section III	3,010,791	3,409,384	3,419,585

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	927,532	1,168,545	1,183,181
Other Personal Services	27,139	32,000	32,000
Expenses	448,131	891,856	891,856
Operating Capital Outlay	44,660	16,375	16,375
<u>100148 CIE</u>	1,188,178	1,188,178	1,497,444
<u>100777 CONTRACTED SERVICES</u>	33,026	164,134	164,134
<u>103241 RISK MANAGEMENT</u>	12,576	12,113	12,113
<u>107040 DMS/HR SERVICES</u>	7,839	7,839	7,839
<u>210020 DATA PROCESSING</u>	86,288	89,395	90,089
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	2,775,369	3,570,435	3,895,031

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	3,010,791	3,409,384	3,419,585
TOTAL SECTION II	(B)	2,775,369	3,570,435	3,895,031
TOTAL - Surplus/Deficit	(C)	235,422	(161,051)	(475,446)

EXPLANATION of LINE C:

Residual cash and interest earnings will generate the cash needed to cover expenditures.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 48 EDUCATION **Budget Period:** 2009 - 2010
Program: 48800000 - STATE BOARD OF EDUCATION
Fund: 2552 - PROJECTS, CONTRACTS AND GRANTS TRUST FUND

Specific Authority: Section 1010.78, Florida Statutes
Purpose of Fees Collected: To fund GED Center staff administering program; transponder time supports a statewide advanced telecommunications services and public education distance learning network

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	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	ESTIMATED	REQUEST
	FY 2007 - 08	FY 2008 - 09	FY 2009 - 10
<u>Receipts:</u>			
<u>GED FEES</u>	914,069		
Total Fee Collection to Line (A) - Section III	914,069	-	-

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	404,758		
Other Personal Services	7,914		
Expenses	759,912		
Operating Capital Outlay			
<u>CONTRACTED SERVICES</u>	92,417		
<u>RISK MANAGEMENT</u>	1,754		
<u>HUMAN RESOURCES</u>	4,394		
<u>DATA PROCESSING SERVICES</u>	64,458		
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	1,335,607	-	-

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	914,069	-	-
TOTAL SECTION II	(B)	1,335,607	-	-
TOTAL - Surplus/Deficit	(C)	(421,538)	-	-

EXPLANATION of LINE C:

Residual cash and interest earnings will generate the cash to cover expenditures.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 48 EDUCATION **Budget Period:** 2009 - 2010
Program: 48800000 - STATE BOARD OF EDUCATION
Fund: 2646 - SOPHOMORE LEVEL TEST TRUST FUND

Specific Authority: Section 1010.79, Florida Statutes
Purpose of Fees Collected: To defray the cost of development, maintenance and administration of examinations to private postsecondary students

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	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	ESTIMATED	REQUEST
	FY 2007 - 08	FY 2008 - 09	FY 2009 - 10
<u>Receipts:</u>			
Fees	19,100	7,880	6,880
Interest	30,447	29,000	
Total Fee Collection to Line (A) - Section III	49,547	36,880	6,880

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits			
Other Personal Services			
Expenses			
Operating Capital Outlay			
Assessment On Investments	116,920	116,920	511,981
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	116,920	116,920	511,981

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	49,547	36,880	6,880
TOTAL SECTION II	(B)	116,920	116,920	511,981
TOTAL - Surplus/Deficit	(C)	(67,373)	(80,040)	(505,101)

EXPLANATION of LINE C:

Residual cash and interest earnings will generate the cash needed to cover expenditures.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 48 EDUCATION **Budget Period:** 2009 - 2010
Program: 48800000 - STATE BOARD OF EDUCATION
Fund: 2727-TEACHER CERTIFICATION EXAMINATION TRUST FUND

Specific Authority: Section 1010.75, Florida Statutes
Purpose of Fees Collected: To defray the cost of development, maintenance, administration of the examination to certify school personnel

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	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	ESTIMATED	REQUEST
	FY 2007 - 08	FY 2008 - 09	FY 2009 - 10
<u>Receipts:</u>			
Fees	5,114,375	6,000,000	8,500,000
Interest	597,689	600,000	600,000
Total Fee Collection to Line (A) - Section III	5,712,064	6,600,000	9,100,000

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits			
Other Personal Services			
Expenses			
Operating Capital Outlay			
Assessment & Evaluation	4,336,686	5,655,301	9,001,896
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	4,336,686	5,655,301	9,001,896

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	5,712,064	6,600,000	9,100,000
TOTAL SECTION II	(B)	4,336,686	5,655,301	9,001,896
TOTAL - Surplus/Deficit	(C)	1,375,378	944,699	98,104

EXPLANATION of LINE C:

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
 Budget Entity: 48800000 - STATE BOARD OF EDUCATION
 Fund: 2021 - ADMINISTRATIVE TRUST FUND

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
<u>FUNDING SOURCE - NON-STATE</u>			
Indirect Cost Assessments.		921,565	
TOTALS*	-	921,565	-

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48800000 STATE BOARD OF EDUCATION
Fund: 2176 - Education Certification & Service Trust Fund

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
<u>Educational Certification & Services Fees</u>	818,241	775,044	229,181
<u>Educational Certification Commission Fees</u>	77,984	73,867	21,843
<u>Educator's Recovery Network</u>	241,186	228,453	67,554
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TOTALS*	1,137,412	1,077,365	318,578

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48800000 - STATE BOARD OF EDUCATION
Fund: 2183-EDUCATIONAL MEDIA & TECH TF

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
<u>1000 GENERAL EARNINGS</u>	40,710	40,710	40,710
<u>2001 FL EDUCATION DIRECTORY</u>	28,450	28,450	28,450
<u>2002 STATE BOARD REGULATIONS</u>	8,627	8,627	8,627
<u>2007 PSRC-DISSEMINATION-DPS</u>	160,229	160,229	160,229
<u>2008 EXCEPTIONAL STUDENT EDUCATION</u>	720,636	734,678	748,720
<u>2009 FOOD & NUTRITION</u>	150,126	150,126	150,126
<u>2010 ASSESSMENT & EVALUATION</u>	10,150	10,150	10,150
<u>2011 6A-2 FACILITIES RULES</u>	17,195	17,195	17,195
<u>4500 DUBBING/INSTRUCTIONAL TECH</u>	28,170	28,170	28,170
<u>0101 NATIONAL GEOGRAPHIC SOCIETY</u>	750	750	750
<u>0102 JOSTENS'S ROYALTIES</u>	51,028	51,028	51,028
<u>0117 MARION/ EXCEPTIONAL EDUCATION</u>	5,221	5,221	5,221
<u>0119 CHAUTAUQUA INSTRUCTIONAL TECH</u>	195	195	195
<u>0120 ST. OF LOUISIANA/EXCEPTIONAL ED</u>	8,950	8,950	8,950
<u>10000/15000 PAEC & CHOICES</u>	123,311	103,998	64,295
<u>FUNDING SOURCE - NON-STATE</u>			
TOTALS*	1,353,748	1,348,477	1,322,816

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
 Budget Entity: 48800000 - STATE BOARD OF EDUCATION
 Fund: 2261 FEDERAL GRANTS TRUST FUND

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 20 <u>07</u> - <u>08</u>	FY 20 <u>08</u> - <u>09</u>	FY 20 <u>09</u> - <u>10</u>
<u>FUNDING SOURCE - NON-STATE</u>			
Federal Grants	2,327,383		
TOTALS*	2,327,383	-	-

*Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48800000 - STATE BOARD OF EDUCATION
Fund: 2380 - INSTITUTIONAL ASSESSMENT TF

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
Fees/Licenses	1,028,334	866,815	209,529
Interest - Investment	7,115	6,792	6,792
CY September 30 Operating Reversions Adjustment		8,083	8,083
<u>FUNDING SOURCE - NON-STATE</u>			
TOTALS*	1,035,449	881,690	224,404

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48800000 - STATE BOARD OF EDUCATION
Fund: 2397 - STUDENT LOAN OPERATING TF

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
<u>FUNDING SOURCE - NON-STATE</u>			
INTEREST ON INVESTMENT	1,410,694	730,737	2,105
ACCOUNT MAINTENANCE FEES	-	2,739,719	24,179
DEFAULT AVERSION FEES FROM FUND 2718	1,333,394	724,202	6,464
TRUING UP INTEREST FROM FUND 2718	304,143	304,440	2,559
RECOVERY FEE ON REINSURED LOANS	21,925,332	5,078,651	303,859
LOAN PROCESSING & ISSUANCE FEES	1,006,965	2,103,378	17,679
REFUNDS	679,868	685,801	5,764
TOTALS*	26,660,396	12,366,928	362,609

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48800000 - STATE BOARD OF EDUCATION
Fund: 2510- OPERATING TRUST FUND

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2007 - 08	FY 2008 - 09	FY 2009 - 10
GED	[]	68,786	45,334
Sale of Transponder Time	[]	15,000	5,000
Great Florida Teach In	[]	5,000	4,000
	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
TOTALS*	-	88,786	54,334

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48800000 - STATE BOARD OF EDUCATION
Fund: 2552-PROJECTS, CONTRACTS & GRANTS TF

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2007 - 08	FY 2008 - 09	FY 2009 - 10
GED	250,027		
Sale of Transponder Time	38,454		
Great Florida Teach In	19,703		
<u>FUNDING SOURCE - NON-STATE</u>			
TOTALS*	308,184	-	-

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
 Budget Entity: 48800000 - STATE BOARD OF EDUCATION
 Fund: 2646 - SOPHOMORE LEVEL TEST TRUST FUND

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2007 - 08	FY 2008 - 09	FY 2009 - 10
Fees	585,939	506,000	
Interest - Investment	1,671	912	
TOTALS*	587,610	506,912	-

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48800000 - STATE BOARD OF EDUCATION
Fund: 2718 - STUDENT LOAN GUARANTY RESERVE TI

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2007 - 08	FY 2008 - 09	FY 2009 - 10
<u>FUNDING SOURCE - NON-STATE</u>			
DEFAULT FEE ON STUDENT LOANS	4,838,862	6,080,000	6,080,000
INTEREST	1,403,975	1,147,430	1,032,687
REINSURANCE FROM USDE FOR CLAIMS PAID ON DEFAULTED LOANS	19,433,876	14,348,812	10,123,015
REFUNDS	6,961,522	8,626,564	9,485,603
TOTALS*	32,638,236	30,202,806	26,721,305

*Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48800000 - STATE BOARD OF EDUCATION
Fund: 2727 - TEACHER CERTIFICATION EXAMINATION

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2007 - 08	FY 2008 - 09	FY 2009 - 10
Fees	9,575,362	520,000	285,000
Interest - Investment	37,320	24,312	15,000
TOTALS*	9,612,682	544,312	300,000

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48800000 - STATE BOARD OF EDUCATION
Fund: 2792 WORKING CAPITAL TF KNOTT DATA CENT

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2007 - 08	FY 2008 - 09	FY 2009 - 10
Working Capital Trust Fund Receipts	858,128	-	-
(Based on the estimated sales of data			
processing services to be used to fund			
the operation of the Knott Data Center			
pursuant to Section 216.272, Florida Statutes.)			
<u>FUNDING SOURCE - NON-STATE</u>			
TOTALS*	858,128	-	-

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	EDUCATION CERTIFICATION TRUST FUND
Budget Entity:	48800000 STATE BOARD OF EDUCATION
LAS/PBS Fund Number:	2176

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	529,542.45 (A)	-	529,542.45
ADD: Other Cash (See Instructions)	-	-	-
ADD: Investments	1,082,330.71 (C)	-	1,082,330.71
ADD: Outstanding Accounts Receivable	3,732.53 (D)	-	3,732.53
ADD: _____	-	-	-
Total Cash plus Accounts Receivable	1,615,605.69 (F)	-	1,615,605.69
LESS: Allowances for Uncollectibles	-	-	-
LESS: Approved "A" Certified Forwards	140,316.25 (H)	-	140,316.25
Approved "B" Certified Forwards	49,982.42 (H)	-	49,982.42
Approved "FCO" Certified Forwards	-	-	-
LESS: Other Accounts Payable (Nonoperating)	287,895.15 (I)	-	287,895.15
LESS: _____	-	-	-
Unreserved Fund Balance, 07/01/08	1,137,411.87 (K)	-	1,137,411.87 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	EDUCATIONAL MEDIA & TECHNOLOGY TRUST FUND
Budget Entity:	48800000 - STATE BOARD OF EDUCATION
LAS/PBS Fund Number:	2183

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	169,128.60	(A)			169,128.60
ADD: Other Cash (See Instructions)		(B)			-
ADD: Investments	1,182,188.73	(C)			1,182,188.73
ADD: Outstanding Accounts Receivable	3,514.12	(D)			3,514.12
ADD: _____		(E)			-
Total Cash plus Accounts Receivable	1,354,831.45	(F)	-		1,354,831.45
LESS: Allowances for Uncollectibles		(G)			-
LESS: Approved "A" Certified Forwards	725.76	(H)			725.76
Approved "B" Certified Forwards		(H)			-
Approved "FCO" Certified Forwards		(H)			-
LESS: Other Accounts Payable (Nonoperating)	357.88	(I)			357.88
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/08	1,353,747.81	(K)	-		1,353,747.81 **

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.

Office of Policy and Budget - July, 2008

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title: EDUCATION
Trust Fund Title: DIV OF UNIV FACILITY CONSTRUCTION ADMINISTRATIVE TF
Budget Entity: 48800000 - STATE BOARD OF EDUCATION
LAS/PBS Fund Number: 2222

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	976.82	(A)			976.82
ADD: Other Cash (See Instructions)		(B)			-
ADD: Investments		(C)			-
ADD: Outstanding Accounts Receivable	18,687.86	(D)			18,687.86
ADD: _____		(E)			-
Total Cash plus Accounts Receivable	19,664.68	(F)	-		19,664.68
LESS: Allowances for Uncollectibles		(G)			-
LESS: Approved "A" Certified Forwards	13,239.15	(H)			13,239.15
Approved "B" Certified Forwards	4,379.27	(H)			4,379.27
Approved "FCO" Certified Forwards		(H)			-
LESS: Other Accounts Payable (Nonoperating)		(I)			-
LESS: Anticipated Transfer to 2222/48900300	2,046.26	(J)			2,046.26
Unreserved Fund Balance, 07/01/08	0.00	(K)	-		0.00 **

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.

Office of Policy and Budget - July, 2008

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	2261 FEDERAL GRANTS TRUST FUND
Budget Entity:	48800000 - STATE BOARD OF EDUCATION
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,787,737.00 (A)		1,787,737.00
ADD: Other Cash (See Instructions)			-
ADD: Investments	2,922,650.20 (C)		2,922,650.20
ADD: Outstanding Accounts Receivable	15,916,984.57 (D)		15,916,984.57
ADD: _____			-
Total Cash plus Accounts Receivable	20,627,371.77 (F)	-	20,627,371.77
LESS: Allowances for Uncollectibles			-
LESS: Approved "A" Certified Forwards	437,841.01 (H)		437,841.01
Approved "B" Certified Forwards	1,151,543.65 (H)		1,151,543.65
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	18,483.30 (I)		18,483.30
LESS: Anticipated Transfer to 2261/48250800	16,692,120.89 (J)		16,692,120.89
Unreserved Fund Balance, 07/01/08	2,327,382.92 (K)	-	2,327,382.92 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	FOOD AND NUTRITION SERVICES TRUST FUND
Budget Entity:	48800000 - STATE BOARD OF EDUCATION
LAS/PBS Fund Number:	2315

	Balance as of 6/30/2008		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	-	(A)			-
ADD: Other Cash (See Instructions)		(B)			-
ADD: Investments		(C)			-
ADD: Outstanding Accounts Receivable	506,302.89	(D)			506,302.89
ADD: _____		(E)			-
Total Cash plus Accounts Receivable	506,302.89	(F)	-		506,302.89
LESS: Allowances for Uncollectibles		(G)			-
LESS: Approved "A" Certified Forwards	103,090.83	(H)			103,090.83
Approved "B" Certified Forwards	377,384.04	(H)			377,384.04
Approved "FCO" Certified Forwards		(H)			-
LESS: Other Accounts Payable (Nonoperating)	11,213.37	(I)			11,213.37
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/08	14,614.65	(K)	-		14,614.65 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	INSTITUTIONAL ASSESSMENT TRUST FUND
Budget Entity:	48800000 - STATE BOARD OF EDUCATION
LAS/PBS Fund Number:	2380

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	36,609.26 (A)		36,609.26
ADD: Other Cash (See Instructions)			-
ADD: Investments	1,089,758.72 (C)		1,089,758.72
ADD: Outstanding Accounts Receivable	2,792.49 (D)		2,792.49
ADD: _____			-
Total Cash plus Accounts Receivable	1,129,160.47 (F)	-	1,129,160.47
LESS: Allowances for Uncollectibles			-
LESS: Approved "A" Certified Forwards	13,000.90 (H)		13,000.90
Approved "B" Certified Forwards	10,131.23 (H)		10,131.23
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	70,579.06 (I)		70,579.06
LESS: _____			-
Unreserved Fund Balance, 07/01/08	1,035,449.28 (K)	-	1,035,449.28 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	STUDENT LOAN OPERATING TRUST FUND
Budget Entity:	48800000 - STATE BOARD OF EDUCATION
LAS/PBS Fund Number:	2397

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	5,090,755.97 (A)		5,090,755.97
ADD: Other Cash (See Instructions)			-
ADD: Investments	29,480,823.31 (C)		29,480,823.31
ADD: Outstanding Accounts Receivable	4,446,500.90 (D)		4,446,500.90
ADD: _____			-
Total Cash plus Accounts Receivable	39,018,080.18 (F)	-	39,018,080.18
LESS: Allowances for Uncollectibles			-
LESS: Approved "A" Certified Forwards	1,529,410.61 (H)		1,529,410.61
Approved "B" Certified Forwards	183,148.71 (H)		183,148.71
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	24,150.07 (I)		24,150.07
LESS: Reserve for Default Prevention (91980)	6,040,419.97 (J)		6,040,419.97
LESS: Anticipated Transfer to 2397/48200200	4,580,554.72		4,580,554.72
Unreserved Fund Balance, 07/01/08	26,660,396.10 (K)	-	26,660,396.10 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2009 - 2010
Trust Fund Title:	EDUCATION
Budget Entity:	PROJECTS, CONTRACTS AND GRANTS TRUST FUND
LAS/PBS Fund Number:	48800000 - STATE BOARD OF EDUCATION
	2552

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	102,016.45	(A)		102,016.45
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	219,085.93	(C)		219,085.93
ADD: Outstanding Accounts Receivable	651.24	(D)		651.24
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	321,753.62	(F)	-	321,753.62
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	12,854.92	(H)		12,854.92
Approved "B" Certified Forwards	692.81	(H)		692.81
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	21.90	(I)		21.90
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/08	308,183.99	(K)	-	308,183.99 **

Notes:

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SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	SOPHOMORE LEVEL TEST TRUST FUND
Budget Entity:	48800000- STATE BOARD OF EDUCATION
LAS/PBS Fund Number:	2646

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	23,911.92 (A)		23,911.92
ADD: Other Cash (See Instructions)			-
ADD: Investments	562,083.69 (C)		562,083.69
ADD: Outstanding Accounts Receivable	1,670.82 (D)		1,670.82
ADD: _____			-
Total Cash plus Accounts Receivable	587,666.43 (F)	-	587,666.43
LESS: Allowances for Uncollectibles			-
LESS: Approved "A" Certified Forwards			-
Approved "B" Certified Forwards			-
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	56.20 (I)		56.20
LESS: _____			-
Unreserved Fund Balance, 07/01/08	587,610.23 (K)	-	587,610.23 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2009 - 2010
Trust Fund Title:	EDUCATION
Budget Entity:	STUDENT LOAN GUARANTY RESERVE TRUST FUND
LAS/PBS Fund Number:	48800000 - STATE BOARD OF EDUCATION
	2718

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,449,624.96	(A)		1,449,624.96
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	14,024,654.75	(C)		14,024,654.75
ADD: Outstanding Accounts Receivable	27,939,471.31	(D)		27,939,471.31
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	43,413,751.02	(F)	-	43,413,751.02
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	10,775,515.06	(I)		10,775,515.06
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/08	32,638,235.96	(K)	-	32,638,235.96 **

Notes:

*SWFS = Statewide Financial Statement

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SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	TEACHER CERTIFICATION EXAMINATION TRUST FUND
Budget Entity:	48800000 - STATE BOARD OF EDUCATION
LAS/PBS Fund Number:	2727

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	191,709.29 (A)		191,709.29
ADD: Other Cash (See Instructions)			-
ADD: Investments	9,623,002.46 (C)		9,623,002.46
ADD: Outstanding Accounts Receivable	37,319.46 (D)		37,319.46
ADD: _____			-
Total Cash plus Accounts Receivable	9,852,031.21 (F)	-	9,852,031.21
LESS: Allowances for Uncollectibles			-
LESS: Approved "A" Certified Forwards	238,093.60 (H)		238,093.60
Approved "B" Certified Forwards			-
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	1,255.46 (I)		1,255.46
LESS: _____			-
Unreserved Fund Balance, 07/01/08	9,612,682.15 (K)	-	9,612,682.15 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	WORKING CAPITAL TF KNOTT DATA CENTER
Budget Entity:	48800000 - STATE BOARD OF EDUCATION
LAS/PBS Fund Number:	60 2 792003

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	646,310.43	(A)		646,310.43
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	503,074.58	(C)		503,074.58
ADD: Outstanding Accounts Receivable	1,495.41	(D)		1,495.41
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	1,150,880.42	(F)	-	1,150,880.42
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	69,075.49	(H)		69,075.49
Approved "B" Certified Forwards	6,289.21	(H)		6,289.21
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	217,386.99	(I)		217,386.99
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/08	858,128.73	(K)	-	858,128.73 **

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: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>EDUCATION CERTIFICATION TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2176</u>	<u>BE 48800000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08	961,006.59	(A)
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Add/Subtract:

		(B)
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Other Adjustment(s):

Reserve for Encumbrances	(49,982.42)	(C)
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Compensated Absences Liability - Long Term	226,387.70	(C)
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	0.00	(C)
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ADJUSTED BEGINNING TRIAL BALANCE:	1,137,411.87	(D)
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UNRESERVED FUND BALANCE, SCHEDULE IC	1,137,411.87	(E)
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DIFFERENCE:	0.00	(F)*
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***SHOULD EQUAL ZERO.**

Office of Policy and Budget - July, 2008

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>EDUCATIONAL MEDIA & TECHNOLOGY TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2183</u>	<u>BE 48800000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 1,353,747.81 (A)

Add/Subtract:

[] (B)

Other Adjustment(s):

Reserve for Encumbrances 0.00 (C)

Adjustment - Reserve for Fixed Assets [] (C)

ADJUSTED BEGINNING TRIAL BALANCE: 1,353,747.81 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 1,353,747.81 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>
Trust Fund Title:	<u>DIV OF UNIV FACILITY CONSTRUCTION ADMINISTRATIVE TRUST FUND</u>
LAS/PBS Fund Number:	<u>2222</u> <u>BE 48800000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 (A)

Add/Subtract:

(B)

Other Adjustment(s):

Transfer from 48150000/2555 (C)

Anticipated Transfer to 2222/48900300 (C)

ADJUSTED BEGINNING TRIAL BALANCE: (D)

UNRESERVED FUND BALANCE, SCHEDULE IC (E)

DIFFERENCE: (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>FEDERAL GRANTS TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2261</u>	<u>BE 48800000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 19,019,503.81 (A)

Add/Subtract:

[] (B)

Other Adjustment(s):

Anticipated Transfer to 2261/48250800 (16,692,120.89) (C)

[] (C)

ADJUSTED BEGINNING TRIAL BALANCE: 2,327,382.92 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 2,327,382.92 (E)

DIFFERENCE: (0.00) (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>FOOD AND NUTRITION SERVICES TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2315</u>	<u>BE 48800000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 14,614.65 (A)

Add/Subtract: _____ (B)

Other Adjustment(s): _____ (C)

_____ (C)

ADJUSTED BEGINNING TRIAL BALANCE: 14,614.65 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 14,614.65 (E)

DIFFERENCE: (0.00) (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>INSTITUTIONAL ASSESSMENT TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2380</u>	<u>BE 48800000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 915,240.15 (A)

Add/Subtract:

[] (B)

Other Adjustment(s):

Reserve for Encumbrances (10,131.23) (C)

Compensated Absences Liability - Long Term 114,123.57 (C)

Installment Purchase Contracts - Long Term 16,216.79 (C)

ADJUSTED BEGINNING TRIAL BALANCE: 1,035,449.28 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 1,035,449.28 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>STUDENT LOAN OPERATING TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2397</u>	<u>BE 4880000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 37,281,370.79 (A)

Add/Subtract:

(B)

Other Adjustment(s):

Anticipated Transfer to 2397/48200200 (4,580,554.72) (C)

Reserve for Default Prevention (91980) (6,040,419.97) (C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: 26,660,396.10 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 26,660,396.10 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>PROJECTS, CONTRACTS AND GRANTS TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2552</u>	<u>BE 48800000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 308,183.99 (A)

Add/Subtract: _____ (B)

Other Adjustment(s): _____ (C)

_____ (C)

ADJUSTED BEGINNING TRIAL BALANCE: 308,183.99 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 308,183.99 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>SOPHOMORE LEVEL TEST TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2646</u>	<u>BE 48800000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 587,610.23 (A)

Add/Subtract: (B)

Other Adjustment(s): (C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: 587,610.23 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 587,610.23 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>STUDENT LOAN GUARANTY RESERVE TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2718</u>	<u>BE 48800000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 32,638,235.96 (A)

Add/Subtract: _____ (B)

Other Adjustment(s): _____ (C)

_____ (C)

ADJUSTED BEGINNING TRIAL BALANCE: 32,638,235.96 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 32,638,235.96 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>TEACHER CERTIFICATION EXAMINATION TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2727</u>	<u>BE 48800000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 9,612,682.15 (A)

Add/Subtract: _____ (B)

Other Adjustment(s): _____ (C)

_____ (C)

ADJUSTED BEGINNING TRIAL BALANCE: 9,612,682.15 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 9,612,682.15 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>
Trust Fund Title:	<u>WORKING CAPITAL TRUST FUND KNOTT DATA CENTER</u>
LAS/PBS Fund Number:	<u>60 2 792003</u> <u>BE 48800000</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 414,605.74 (A)

Add/Subtract: (B)

Other Adjustment(s):

Reserve for Encumbrances (6,289.21) (C)

Compensated Absences Liability - Long Term 447,010.43 (C)

Installment Purchase Contracts - Long Term 2,801.77 (C)

ADJUSTED BEGINNING TRIAL BALANCE: 858,128.73 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 858,128.73 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

EDUCATION DATA CENTER		LEGISLATIVE BUDGET REQUEST											SCHEDULE IV-A		
FISCAL YEAR 2009-2010		DATA CENTER COST ALLOCATION													
		BY BUDGET ENTITY AND ISSUE													
Budget Entity		State Board of Education (4880)										BOG	DVR	DBS	
		Division 01	Division 03	Division 0350	Division 08	Division 03	Division 40	Division 44	Division 50	Division 55	Division 70	Division 80	Division 85		
		Office of the Commissioner	Office of Chief Financial Officer	Off of Student Assistance	Accountability, Research and Measurement	Technology and Information Services	Public Schools	Educator Quality	Community Colleges	Workforce Development	Board of Governors	Vocational Rehabilitation	Blind Services	Total	
ISSUE #															
	<u>SALARIES AND BENEFITS</u>														
1001000	Estimated Expenditures	589,004	1,750,360	503,302	963,296	125,705	582,413	859,431	93,469	391,298	238,881	226,921	166,973	6,491,052	
1002900	State Health Insurance Adjustment	1,534	4,558	1,311	2,508	327	1,517	2,238	243	1,019	622	591	435	16,903	
1001900	Life Insurance Adjustment	(272)	(809)	(233)	(445)	(58)	(269)	(397)	(43)	(181)	(110)	(105)	(77)	(3,000)	
26A1900	6-month Annualization of Life Ins. Adjust	(272)	(809)	(233)	(445)	(58)	(269)	(397)	(43)	(181)	(110)	(105)	(77)	(3,000)	
26A2900	10-month Annualization of State Health Ins.	7,669	22,790	6,553	12,542	1,637	7,583	11,190	1,217	5,095	3,110	2,955	2,174	84,515	
33V9060	Align Budget with Funds	(55,100)	(163,741)	(47,083)	(90,114)	(11,759)	(54,483)	(80,397)	(8,744)	(36,605)	(22,347)	(21,228)	(15,620)	(607,220)	
	TOTAL SALARIES AND BENEFITS	542,562	1,612,349	463,618	887,343	115,794	536,491	791,667	86,099	360,445	220,046	209,029	153,807	5,979,250	
	<u>OTHER PERSONAL SERVICES</u>														
1001000	Estimated Expenditures	3,630	10,786	3,102	5,936	775	3,589	5,296	576	2,411	1,472	1,398	1,029	40,000	
33V9060	Align Budget with Funds	(2,269)	(6,741)	(1,938)	(3,710)	(484)	(2,243)	(3,310)	(360)	(1,507)	(920)	(874)	(643)	(25,000)	
	TOTAL OTHER PERSONAL SERVICES	1,361	4,045	1,163	2,226	290	1,346	1,986	216	904	552	524	386	15,000	
	<u>EXPENSES</u>														
1001000	Estimated Expenditures	159,566	474,186	136,348	260,964	34,055	157,780	232,827	25,321	106,006	64,715	61,475	45,234	1,758,476	
33V9060	Align Budget with Funds	(42,741)	(127,016)	(36,522)	(69,902)	(9,122)	(42,263)	(62,365)	(6,783)	(28,395)	(17,335)	(16,467)	(12,116)	(471,027)	
4800030	Align Centralized Technology	(18,167)	(53,987)	(15,524)	(29,711)	(3,877)	(17,964)	(26,508)	(2,883)	(12,069)	(7,368)	(6,999)	(5,150)	(200,207)	
	TOTAL EXPENSES	98,657	293,183	84,302	161,351	21,055	97,553	143,953	15,656	65,542	40,012	38,009	27,968	1,087,242	
	<u>OPERATING CAPITAL OUTLAY</u>														
1001000	Estimated Expenditures	4,348	12,922	3,716	7,112	928	4,300	6,345	690	2,889	1,764	1,675	1,233	47,921	
33V9060	Align Budget with Funds	(2,906)	(8,637)	(2,484)	(4,753)	(620)	(2,874)	(4,241)	(461)	(1,931)	(1,179)	(1,120)	(824)	(32,030)	
	TOTAL OPERATING CAPITAL OUTLAY	1,442	4,285	1,232	2,358	308	1,426	2,104	229	958	585	556	409	15,891	
	<u>CONTRACTED SERVICES</u>														
1001000	Estimated Expenditures	14,063	41,792	12,017	23,000	3,001	13,906	20,520	2,232	9,343	5,704	5,418	3,987	154,981	
33V9060	Align Budget with Funds	(3,226)	(9,586)	(2,756)	(5,275)	(688)	(3,190)	(4,707)	(512)	(2,143)	(1,308)	(1,243)	(914)	(35,548)	
4800030	Align Centralized Technology	(671)	(1,994)	(573)	(1,098)	(143)	(664)	(979)	(107)	(446)	(272)	(259)	(190)	(7,396)	
	TOTAL CONTRACTED SERVICES	10,166	30,212	8,687	16,627	2,170	10,053	14,834	1,613	6,754	4,123	3,917	2,882	112,037	
	<u>RISK MANAGEMENT INSURANCE</u>														
1001000	Estimated Expenditures	3,466	10,300	2,962	5,669	740	3,427	5,058	550	2,303	1,406	1,335	983	38,198	
	TOTAL RISK MANAGEMENT INSURANCE	3,466	10,300	2,962	5,669	740	3,427	5,058	550	2,303	1,406	1,335	983	38,198	
	<u>TR/DMS/HR SERVICES</u>														
1001000	Estimated Expenditures	3,960	11,769	3,384	6,477	845	3,916	5,778	628	2,631	1,606	1,526	1,123	43,643	
	TOTAL TR/DMS/HR SERVICES	3,960	11,769	3,384	6,477	845	3,916	5,778	628	2,631	1,606	1,526	1,123	43,643	
	<u>CENTRALIZED TECHNOLOGY</u>														
1001000	Estimated Expenditures	76,086	130,934	26,908	68,963	26,831	76,094	56,131	15,006	48,641	33,463	62,905	28,938	650,900	
33V9060	Align Budget with Funds	(2,974)	(8,839)	(2,542)	(4,865)	(635)	(2,941)	(4,340)	(472)	(1,976)	(1,206)	(1,146)	(843)	(32,779)	
4800040	Align Centralized Technology	28,451	45,734	5,035	23,548	8,110	27,391	18,265	6,788	14,969	26,159	1,500	1,653	207,603	
	TOTAL CENTRALIZED TECHNOLOGY	101,563	167,829	29,401	87,646	34,306	100,544	70,056	21,322	61,634	58,416	63,259	29,748	825,724	
	TOTAL ALL CATEGORIES	763,178	2,133,971	594,750	1,169,696	175,508	754,756	1,035,437	126,314	501,170	326,745	318,154	217,305	8,116,985	

DEPARTMENT OF EDUCATION

SCHEDULE IV-B

FOR

INTEGRATED EDUCATION PROGRAM

MANAGEMENT SYSTEM (IEPMS)

FOR

FISCAL YEAR 2009-10



State of Florida

The Florida Legislature

Governor's Office of Policy and Budget

October 15, 2008

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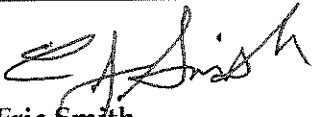

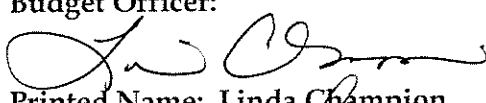


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I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Florida Department of Education	Schedule IV-B Submission Date: 10/15/2008
Project Name: Integrated Education Program Management System	Is this project included in the Agency's LRPP? ____ Yes <u>X</u> No
FY 2009-10 LBR Issue Code:	FY 2009-10 LBR Issue Title: Integrated Education Program Management System
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Jay Pfeiffer, 245-0437, Jay.Pfeiffer@fldoe.org / Jeff Sellers, 245-0437, Jeff.Sellers@fldoe.org	
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:  Printed Name: Eric Smith	Date: 10/15/08
Agency Chief Information Officer:  Printed Name: Ron Lauver	Date: 10/13/08
Budget Officer:  Printed Name: Linda Champion	Date: 10/14/08
Planning Officer:  Printed Name: Jeff Sellers	Date: 10/13/08
Project Sponsor:  Printed Name: Jay Pfeiffer	Date: 10/13/08
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Not Applicable
Cost Benefit Analysis:	Not Applicable
Risk Analysis:	Jeff Sellers, 245-0437, Jeff.Sellers@fldoe.org
Technology Planning:	Jeff Sellers, 245-0437, Jeff.Sellers@fldoe.org
Project Planning:	Jeff Sellers, 245-0437, Jeff.Sellers@fldoe.org

II. Schedule IV-B Business Case

Business Case Section	\$1-1.99M	\$2 - 10 M		> \$10 M
		Routine upgrades & infrastructure	Business or organizational change	
Background and Strategic Needs Assessment			X	X
Baseline Analysis			X	X
Proposed Business Process Requirements			X	X
Cost Benefit Analysis		X	X	X

A. Background and Strategic Needs Assessment

Purpose: To clearly articulate the business-related need(s) for the proposed project¹.

Since this request is less than \$1.99M, this section not required to be completed.

B. Baseline Analysis

Purpose: To establish a basis for understanding the business processes, stakeholder groups, and current technologies that will be affected by the project and the level of business transformation that will be required for the project to be successful.

Since this request is less than \$1.99M, this section not required to be completed.

C. Proposed Business Process Requirements

Purpose: To establish a basis for understanding the business processes requirements the proposed solution must meet and outline criteria the project will use in selecting an appropriate solution.

Since this request is less than \$1.99M, this section not required to be completed.

¹ These guidelines supplement the information provided in the Schedule IV-B Guidelines document. Follow all the guidelines provided in both the IV-B Guidelines document and this template. The introductory guidelines in italics within this template are for the benefit of the IV-B author and should be removed prior to submission.

Schedule IV-B Cost Benefit Analysis

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

A. The Cost-Benefit Analysis Forms

Purpose: To provide a comprehensive financial prospectus specifying the project's tangible benefits, funding requirements, and proposed sources of funding.

Since this request is less than \$1.99M, this section not required to be completed.

B. CBA Forms

Step 1: *Benefits Realization Table (Appendix C)*

Since this request is less than \$1.99M, this section not required to be completed.

C. Cost-Benefit Analysis Results

Since this request is less than \$1.99M, this section not required to be completed.

III. Major Project Risk Assessment Component

The Major Project Risk Assessment Component identifies the risks faced by the project so the agency can enact appropriate mitigation strategies for managing those risks. **This Feasibility Study Component is required for *all* IT projects.**

A. Risk Assessment Tool

Purpose: To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight to improve the likelihood of project success.

Eight major project risk assessment areas:

- Strategic
- Technology
- Change Management
- Communication
- Fiscal
- Project Organization
- Project Management
- Project Complexity

See attached spreadsheet entitled E--RiskAssessment_FY09-10 - IEPMS.xls

B. Risk Assessment Summary

Purpose: To identify the overall level of risk associated with the project and provide an assessment of the project's alignment with business objectives.

Discuss the results from the *Project Risk Area Summary Table* and the *Project Risk Summary Chart*.

The *Project Risk Area Summary Table* describes the following risk exposure, by each of the Risk Assessment Areas: Strategic assessment; High, Technology; Low, Organizational Change Management; Medium, Communication Assessment; High, Fiscal Assessment; Medium, Project Organization Assessment; Medium, Project Management Assessment; Medium, Project Complexity Assessment; Medium. The *Project Risk Summary Chart* indicates this project falls into the “Most Aligned”/”Most Risk” quadrant.

IV. Technology Planning Component

Technology Planning Section	\$1-1.99M	\$2 - 10 M		> \$10 M
		Routine upgrades & infrastructure	Business or organizational change	
Current Information Technology Environment		X	X	X
Proposed Solution Description	X	X	X	X
Capacity Planning	X	X	X	X
Analysis of Alternatives	X	X	X	X

A. Current Information Technology Environment

1. Current System

a. Description of current system

The Integrated Education Program Management System (IEPMS) was built to include tools and applications directed toward classroom teachers and a mechanism by which state-level data could be reported via business intelligence tools. IEPMS currently houses the Department’s Teacher Portal and the K-20 Education Data Warehouse business intelligence portal. It is organized around five essential kinds of information; student performance, curricular resources, instructional strategies resources, training/professional development resources and support resources. IEPMS is an infrastructure that is scalable and expandable to accommodate an enterprise-wide environment that can grow as needed. As new functionality is added to the Teacher Portal, or new applications are built by the Department, additions can be made to the IEPMS environment to accommodate these new applications.

The technology components are hosted in the department’s own secure dedicated data center, located in the Turlington Building. IEPMS is a 24/7/365 day a year application with an availability of 99%, excluding scheduled downtime. It hosts both public and restricted pages; restricted pages require authentication.

IEPMS is available to all 67 school districts and the Florida lab schools. The public sites are open to the world-wide-web. Access to student information is limited for educators to: students enrolled in the district to which the educator is employed and then only to those students to which the educator is grouped through having an association.

Information technology security policies and procedures include the following:

- Hosting in a locked and secure data center, in a locked and secure office and building;**
- Maintaining a secure network with a firewall with configuration that protects data integrity and data access;**

- **Protection of student and educator data through database security and encrypting transmission of data and sensitive information across public networks;**
- **The internal production environment is on a separate subnet outside of the main hosting network and is restricted to only those employees given specific permission such as the database and systems administrators;**
- **Security updates and patches are applied as per vendor recommendations;**
- **Secure communications are used for user to and from central servers, regardless of page accessed;**
- **Vulnerability, internal penetration and external penetration testing was required prior to the deployment of any district into production that is accessible through the multiple firewalls to the world-wide-web;**
- **Access control measures that restricts access to data by business need-to-know, administrative tools and functional applications, assigns a unique user id and password to each person with access to these restricted pages; and,**
- **Monitoring and testing of networks includes tracking and monitoring all access to network resources and data and regular testing of security systems and processes; including a policy to perform vulnerability testing of new functions.**

b. Current system resource requirements

Hardware and Software characteristics (e.g., hosts, servers, network devices, storage, archival equipment, etc.)

The architecture for the IEPMS portal is based on industry standards for Enterprise Portal deployments. IEPMS includes a development environment, test environment, production environment and demo environment. The portal is Microsoft's SharePoint Services 2007 on top of Microsoft's 2003 R2 operating system.

- **Hardware: Dell**
 - **Production servers:**
 - **Physical – 28**
 - **Virtual - 3**
 - **Test servers:**
 - **Physical – 7**
 - **Virtual - 20**
 - **Development servers:**
 - **Physical – 7**
 - **Virtual - 15**
- **Software: Windows 2003 Edition with service pack R2**
- **Web Portal: Windows SharePoint Services 2007 (MOSS)**
- **SQL Farm:**
 - **SQL 2005 Edition with service pack 2**
 - **SQL Server Integrated Services (SSIS)**

- **SQL Server Reporting Services (SSRS)**
- **Active/Passive cluster with SAN configuration**
- **Web Farm: Internet Information Server 6.0 (IIS)**
- **FTP: Internet Information Server 6.0 (IIS)**
- **Authentication:**
 - **Windows Active Directory 2003**
 - **Windows Active Directory Federated Server (ADFS)**
 - **SQL Server Reporting Services (SSRS)**
 - **Active/Passive cluster with SAN configuration**
- **Application Development:**
 - **ASP.NET version 2 and version 3**
 - **C#; ASP.NET, VB.NET**
 - **Web Services Security Enhancements 3.0**
 - **Windows SharePoint Services (WSS) 3.0**
- **Infrastructure Management and Tools:**
 - **Microsoft Operations Manager 2005 (MOM)**
 - **Dell Open Manager**
 - **Dell IT Assistant**
 - **Trend Microsystems Antivirus**
 - **Performance/System Monitors**
 - **Network Monitor**
- **Security: Microsoft ISA 2004 Firewall and Proxy**
- **Data backup and Recovery: VERITIAS 11D Backup Exec.**

c. **Current system performance**

IEPMS has experienced incremental and predictable growth as the system increases in functionality and widens its intended audience. The curricular resources, instructional strategies resources, training/professional development resources and support resources are available to not only those educators within the state of Florida but also to educators across the globe, where collaboration is becoming an important aspect of education.

Due to the architecture being based on industry standards for portal and web technologies, and according to Microsoft Corporation's technical staff and their experience with Enterprise portals, the system is scalable and meets the current and projected workload requirements.

2. **Strategic Information Technology Direction**

There aren't any architectural redesign(s) under consideration, nor are there any thought being given to changing the vision of the IEPMS, hence there aren't any changes that would impact the system's strategic direction.

3. Information Technology Standards

The IEPMS has the following service level/performance requirements:

- **The IEPMS will adhere to all departmental standards, policies and best practices in design, development, implementation and operational support.**
- **The IEPMS will be available 24/7/365.**
- **The IEPMS will meet or exceed its historic reliability rate of 99.999%.**
- **The network and system capacity will support the expected increases as additional districts deploy.**

B. Proposed Solution Description

IEPMS is an operational system with a stable and reliable architecture. It has been in an operational mode since the third quarter of 2007 and has been supporting the deployment of districts to its database since the first quarter of calendar year 2008. There will not be a redesign of the architecture in the near future. The infrastructure is sound and both the customer and technicians are satisfied with its reliability, usability and content. With that, there is not a need for a new solution.

1. Summary description of proposed system
2. Resource and summary level funding requirements for proposed system (if known)
3. Ability of the proposed system to meet projected performance requirements for:
 - network and system availability
 - network and system capacity
 - network and system reliability
 - network and system backup and operational recovery
 - scalability to meet long-term system and network requirements

C. Capacity Planning

Because IEPMS is an operational system and is not under consideration for replacement or redesign, an alternative is not under consideration, therefore there is no project. Continued growth is expected as additional student performance data, teacher performance data, collaboration and additional applications focused on assessing students and managing classrooms increases. This continued growth will need to be in the future matched by a corresponding expansion of the system's capacity in order to maintain the ability to meet user demand. This includes additional hardware, software, bandwidth and services contracts.

D. Analysis of Alternatives

Because IEPMS is an operational system and is not under consideration for replacement or redesign, an alternative is not under consideration, therefore there is no project. The system is in a corrective maintenance, adaptive maintenance, with enhancements being prioritized by the functional sponsor and each of these stand-alone projects will be evaluated on a case by case

basis, however they are not new functionality, merely extending current functionality.

1. Assessment of Alternatives
2. Assessment Process
3. Technology Recommendation

V. Project Management Planning Component

Project Management Section	\$1-1.99 M	\$2 - 10 M		> \$10 M
		Routine upgrades & infrastructure	Business or organizational change	
Project Charter	X	X	X	X
Work Breakdown Structure	X	X	X	X
Project Schedule	X	X	X	X
Project Budget	X	X	X	X
Project Organization			X	X
Project Quality Control			X	X
External Project Oversight			X	X
Risk Management			X	X
Organizational Change Management			X	X
Project Communication			X	X
Special Authorization Requirements			X	X

A. Project Charter

Purpose: To document the agreement between a project's customers, the project team, and key management stakeholders regarding the scope of the project and to determine when the project has been completed. It is the underlying foundation for all project related decisions.

The Integrated Education Program Management System (IEPMS) was built to include tools and applications directed toward classroom teachers and a mechanism by which state-level data could be reported via business intelligence tools. IEPMS currently houses the Department's Teacher Portal and the K-20 Education Data Warehouse business intelligence portal. It hosts both public and restricted pages and the restricted pages require authentication. The restricted pages provide educators access to student FCAT scores and to the Portal for Exceptional Education resources (PEER) where special education teachers can develop Individual Education Plans (IEP) for special needs students.

The system was available for district use in the third quarter of 2007. The system is now considered operational with its focus on corrective and adaptive maintenance.

B. Work Breakdown Structure

Purpose: To define at a summary level all work that will take place within the project. It serves as a common framework for planning, scheduling, estimating, budgeting, configuring, monitoring, reporting on, directing, implementing and controlling the entire project.

The system was available for district use in the third quarter of 2007. The system is now considered operational with its focus on corrective and adaptive maintenance, see section VI-A.

C. Resource Loaded Project Schedule

Purpose: To indicate the planned timetable for all project-related work and estimate the appropriate staffing levels necessary to accomplish each task, produce each deliverable, and achieve each milestone.

The system was available for district use in the third quarter of 2007. The system is now considered operational with its focus on corrective and adaptive maintenance, see section VI-A.

D. Project Budget

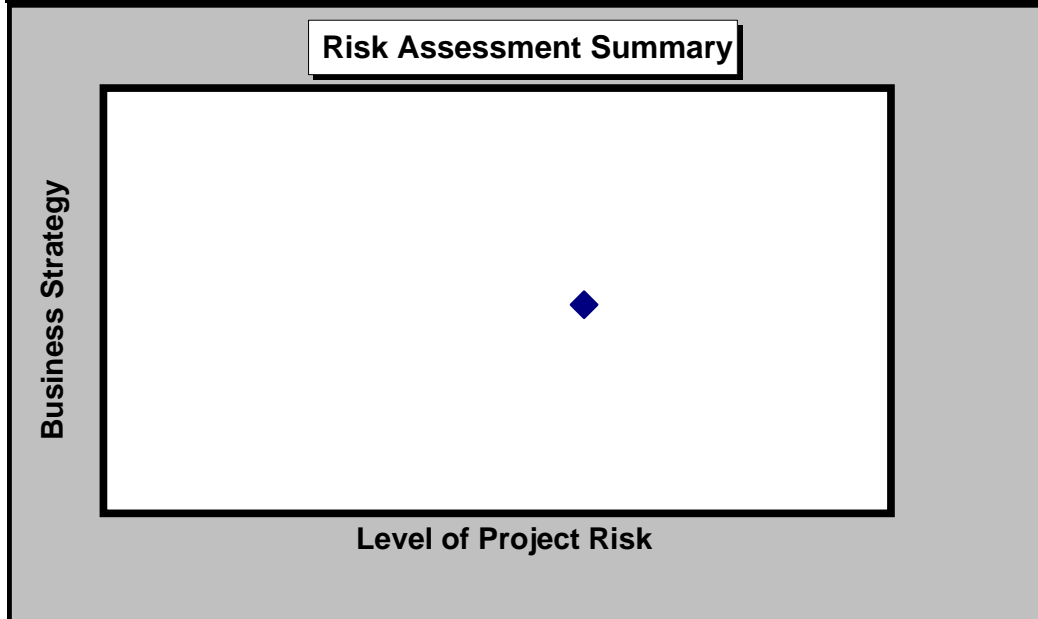
Purpose: To ensure that a realistic project budget has been developed.

The system was available for district use in the third quarter of 2007. The system is now considered operational with its focus on corrective and adaptive maintenance, see section VI-A.

VI. 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.

Project	<i>Integrated Education Program Management System</i>	
Agency	<i>Department of Education</i>	
FY 2009-10 LBR Issue Code:	FY 2009-10 LBR Issue Title:	
<i>Issue Code</i>	<i>Integrated Education Program Management</i>	
Risk Assessment Contact Info (Name, Phone #, and E-mail Address):		
<i>Jeff Sellers, 245-0437, Jeff.Sellers@fldoe.org</i>		
Executive Sponsor	<i>Sponsor Name</i>	
Project Manager	<i>Project Manager Name</i>	
Prepared By	<i>Jeff Sellers</i>	<i>10/15/2008</i>



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

Agency: Department of Education

Project: Integrated Education Program Management System

Section 1 -- Strategic Area			
#	Criteria	Values	Answer
1.01	Are project objectives clearly aligned with the agency's legal mission?	0% to 40% -- Few or no objectives aligned	81% to 100% -- All or nearly all objectives aligned
		41% to 80% -- Some objectives aligned	
		81% to 100% -- All or nearly all objectives aligned	
1.02	Are project objectives clearly documented and understood by all stakeholder groups?	Not documented or agreed to by stakeholders	Informal agreement by stakeholders
		Informal agreement by stakeholders	
		Documented with sign-off by stakeholders	
1.03	Are the project sponsor, senior management, and other executive stakeholders actively involved in meetings for the review and success of the project?	Not or rarely involved	Most regularly attend executive steering committee meetings
		Most regularly attend executive steering committee meetings	
		Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings	
1.04	Has the agency documented its vision for how changes to the proposed technology will improve its business processes?	Vision is not documented	Vision is partially documented
		Vision is partially documented	
		Vision is completely documented	
1.05	Have all project business/program area requirements, assumptions, constraints, and priorities been defined and documented?	0% to 40% -- Few or none defined and documented	41% to 80% -- Some defined and documented
		41% to 80% -- Some defined and documented	
		81% to 100% -- All or nearly all defined and documented	
1.06	Are all needed changes in law, rule, or policy identified and documented?	No changes needed	No changes needed
		Changes unknown	
		Changes are identified in concept only	
		Changes are identified and documented	
		Legislation or proposed rule change is drafted	
1.07	Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions?	Few or none	Some
		Some	
		All or nearly all	
1.08	What is the external (e.g. public) visibility of the proposed system or project?	Minimal or no external use or visibility	Moderate external use or visibility
		Moderate external use or visibility	
		Extensive external use or visibility	
1.09	What is the internal (e.g. state agency) visibility of the proposed system or project?	Multiple agency or state enterprise visibility	Single agency-wide use or visibility
		Single agency-wide use or visibility	
		Use or visibility at division and/or bureau level only	
1.10	Is this a multi-year project?	Greater than 5 years	Between 1 and 3 years
		Between 3 and 5 years	
		Between 1 and 3 years	
		1 year or less	

Agency: Department of Education

Project: Integrated Education Program Management System

Section 2 -- Technology Area			
#	Criteria	Values	Answer
2.01	Does the agency have experience working with, operating, and supporting the proposed technology in a production environment?	Read about only or attended conference and/or vendor presentation	Supported production system 1 year to 3 years
		Supported prototype or production system less than 6 months	
		Supported production system 6 months to 12 months	
		Supported production system 1 year to 3 years	
		Installed and supported production system more than 3 years	
2.02	Does the agency's internal staff have sufficient knowledge of the proposed technology to implement and operate the new system?	External technical resources will be needed for implementation and operations	Internal resources have sufficient knowledge for implementation and operations
		External technical resources will be needed through implementation only	
		Internal resources have sufficient knowledge for implementation and operations	
2.03	Have all relevant technology alternatives/ solution options been researched, documented and considered?	No technology alternatives researched	Some alternatives documented and considered
		Some alternatives documented and considered	
		All or nearly all alternatives documented and considered	
2.04	Does the proposed technology comply with all relevant agency, statewide, or industry technology standards?	No relevant standards have been identified or incorporated into proposed technology	Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards
		Some relevant standards have been incorporated into the proposed technology	
		Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	
2.05	Does the proposed technology require significant change to the agency's existing technology infrastructure?	Minor or no infrastructure change required	Minor or no infrastructure change required
		Moderate infrastructure change required	
		Extensive infrastructure change required	
		Complete infrastructure replacement	
2.06	Are detailed hardware and software capacity requirements defined and documented?	Capacity requirements are not understood or defined	Capacity requirements are based on historical data and new system design specifications and performance requirements
		Capacity requirements are defined only at a conceptual level	
		Capacity requirements are based on historical data and new system design specifications and performance requirements	

Agency: Department of Education

Project: Integrated Education Program Management System

Section 3 -- Organizational Change Management Area			
#	Criteria	Values	Answer
3.01	What is the expected level of organizational change that will be imposed within the agency if the project is successfully implemented?	Extensive changes to organization structure, staff or business processes	Minimal changes to organization structure, staff or business processes structure
		Moderate changes to organization structure, staff or business processes	
		Minimal changes to organization structure, staff or business processes structure	
3.02	Will this project impact essential business processes?	Yes	Yes
		No	
3.03	Have all business process changes and process interactions been defined and documented?	0% to 40% -- Few or no process changes defined and documented	41% to 80% -- Some process changes defined and documented
		41% to 80% -- Some process changes defined and documented	
		81% to 100% -- All or nearly all processes defined and documented	
3.04	Has an Organizational Change Management Plan been approved for this project?	Yes	Yes
		No	
3.05	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change	Less than 1% FTE count change
		1% to 10% FTE count change	
		Less than 1% FTE count change	
3.06	Will the number of contractors change as a result of implementing the project?	Over 10% contractor count change	1 to 10% contractor count change
		1 to 10% contractor count change	
		Less than 1% contractor count change	
3.07	What is the expected level of change impact on the citizens of the State of Florida if the project is successfully implemented?	Extensive change or new way of providing/receiving services or information)	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.08	What is the expected change impact on other state or local government agencies as a result of implementing the project?	Extensive change or new way of providing/receiving services or information	Moderate changes
		Moderate changes	
		Minor or no changes	
3.09	Has the agency successfully completed a project with similar organizational change requirements?	No experience/Not recently (>5 Years)	Recently completed project with similar change requirements
		Recently completed project with fewer change requirements	
		Recently completed project with similar change requirements	
		Recently completed project with greater change requirements	

Agency: Agency Name

Project: Project Name

Section 4 -- Communication Area			
#	Criteria	Value Options	Answer
4.01	Has a documented Communication Plan been approved for this project?	Yes	Yes
		No	
4.02	Does the project Communication Plan promote the collection and use of feedback from management, project team, and business stakeholders (including end users)?	Negligible or no feedback in Plan	Routine feedback in Plan
		Routine feedback in Plan	
		Proactive use of feedback in Plan	
4.03	Have all required communication channels been identified and documented in the Communication Plan?	Yes	No
		No	
4.04	Are all affected stakeholders included in the Communication Plan?	Yes	No
		No	
4.05	Have all key messages been developed and documented in the Communication Plan?	Plan does not include key messages	Some key messages have been developed
		Some key messages have been developed	
		All or nearly all messages are documented	
4.06	Have desired message outcomes and success measures been identified in the Communication Plan?	Plan does not include desired messages outcomes and success measures	Success measures have been developed for some messages
		Success measures have been developed for some messages	
		All or nearly all messages have success measures	
4.07	Does the project Communication Plan identify and assign needed staff and resources?	Yes	No
		No	

Section 5 -- Fiscal Area			
#	Criteria	Values	Answer
5.01	Has a documented Spending Plan been approved for the entire project lifecycle?	Yes	Yes
		No	
5.02	Have all project expenditures been identified in the Spending Plan?	0% to 40% -- None or few defined and documented	81% to 100% -- All or nearly all defined and documented
		41% to 80% -- Some defined and documented	
		81% to 100% -- All or nearly all defined and documented	
5.03	What is the estimated total cost of this project over its entire lifecycle?	Unknown	Between \$500K and \$1,999,999
		Greater than \$10 M	
		Between \$2 M and \$10 M	
		Between \$500K and \$1,999,999	
		Less than \$500 K	
5.04	Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model?	Yes	No
		No	
5.05	What is the character of the cost estimates for this project?	Detailed and rigorous (accurate within ±10%)	Detailed and rigorous (accurate within ±10%)
		Order of magnitude – estimate could vary between 10-100%	
		Placeholder – actual cost may exceed estimate by more than 100%	
5.06	Are funds available within existing agency resources to complete this project?	Yes	No
		No	
5.07	Will/should multiple state or local agencies help fund this project or system?	Funding from single agency	Funding from single agency
		Funding from local government agencies	
		Funding from other state agencies	
5.08	If federal financial participation is anticipated as a source of funding, has federal approval been requested and received?	Neither requested nor received	Neither requested nor received
		Requested but not received	
		Requested and received	
		Not applicable	
5.09	Have all tangible and intangible benefits been identified and validated as reliable and achievable?	Project benefits have not been identified or validated	Most project benefits have been identified but not validated
		Some project benefits have been identified but not validated	
		Most project benefits have been identified but not validated	
		All or nearly all project benefits have been identified and validated	
5.10	What is the benefit payback period that is defined and documented?	Within 1 year	Within 1 year
		Within 3 years	
		Within 5 years	
		More than 5 years	
		No payback	
5.11	Has the project procurement strategy been clearly determined and agreed to by affected stakeholders?	Procurement strategy has not been identified and documented	Stakeholders have reviewed and approved the proposed procurement strategy
		Stakeholders have not been consulted re: procurement strategy	
		Stakeholders have reviewed and approved the proposed procurement strategy	
5.12	What is the planned approach for acquiring necessary products and solution services to successfully complete the project?	Time and Expense (T&E)	Time and Expense (T&E)
		Firm Fixed Price (FFP)	
		Combination FFP and T&E	

Agency: Department of Education

Project: Integrated Education Program Management System

Section 5 -- Fiscal Area			
#	Criteria	Values	Answer
5.13	What is the planned approach for procuring hardware and software for the project?	Timing of major hardware and software purchases has not yet been determined	Just-in-time purchasing of hardware and software is documented in the project schedule
		Purchase all hardware and software at start of project to take advantage of one-time discounts	
		Just-in-time purchasing of hardware and software is documented in the project schedule	
5.14	Has a contract manager been assigned to this project?	No contract manager assigned	Contract manager is the project manager
		Contract manager is the procurement manager	
		Contract manager is the project manager	
		Contract manager assigned is not the procurement manager or the project manager	
5.15	Has equipment leasing been considered for the project's large-scale computing purchases?	Yes	No
		No	
5.16	Have all procurement selection criteria and outcomes been clearly identified?	No selection criteria or outcomes have been identified	All or nearly all selection criteria and expected outcomes have been defined and documented
		Some selection criteria and outcomes have been defined and documented	
		All or nearly all selection criteria and expected outcomes have been defined and documented	
5.17	Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Procurement strategy has not been developed	Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor
		Multi-stage evaluation not planned/used for procurement	
		Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	
5.18	For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response?	Procurement strategy has not been developed	Not applicable
		No, bid response did/will not require proof of concept or prototype	
		Yes, bid response did/will include proof of concept or prototype	
		Not applicable	

Agency: Department of Education

Project: Integrated Education Program Management System

Section 6 -- Project Organization Area			
#	Criteria	Values	Answer
6.01	Is the project organization and governance structure clearly defined and documented within an approved project plan?	Yes	Yes
		No	
6.02	Have all roles and responsibilities for the executive steering committee been clearly identified?	None or few have been defined and documented	All or nearly all have been defined and documented
		Some have been defined and documented	
		All or nearly all have been defined and documented	
6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined	Agency
		Agency	
		System Integrator (contractor)	
6.04	How many project managers and project directors will be responsible for managing the project?	3 or more	2
		2	
		1	
6.05	Has a project staffing plan specifying the number of required resources (including project team, program staff, and contractors) and their corresponding roles, responsibilities and needed skill levels been developed?	Needed staff and skills have not been identified	Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented
		Some or most staff roles and responsibilities and needed skills have been identified	
		Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	
6.06	Is an experienced project manager dedicated fulltime to the project?	No experienced project manager assigned	Yes, experienced project manager dedicated full-time, 100% to project
		No, project manager is assigned 50% or less to project	
		No, project manager assigned more than half-time, but less than full-time to project	
		Yes, experienced project manager dedicated full-time, 100% to project	
6.07	Are qualified project management team members dedicated full-time to the project	None	Yes, business, functional or technical experts dedicated full-time, 100% to project
		No, business, functional or technical experts dedicated 50% or less to project	
		No, business, functional or technical experts dedicated more than half-time but less than full-time to project	
		Yes, business, functional or technical experts dedicated full-time, 100% to project	
6.08	Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources?	Few or no staff from in-house resources	Half of staff from in-house resources
		Half of staff from in-house resources	
		Mostly staffed from in-house resources	
		Completely staffed from in-house resources	
6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact	Minimal or no impact
		Moderate impact	
		Extensive impact	
6.10	Does the project governance structure establish a formal change review and control board to address proposed changes in project scope, schedule, or cost?	Yes	Yes
		No	
6.11	Are all affected stakeholders represented by functional manager on the change review and control board?	No board has been established	No board has been established
		No, only IT staff are on change review and control board	
		No, all stakeholders are not represented on the board	
		Yes, all stakeholders are represented by functional manager	

Agency: Department of Education

Project: Integrated Education Program Management System

Section 7 -- Project Management Area			
#	Criteria	Values	Answer
7.01	Does the project management team use a standard commercially available project management methodology to plan, implement, and control the project?	No	Yes
		Project Management team will use the methodology selected by the systems integrator	
		Yes	
7.02	For how many projects has the agency successfully used the selected project management methodology?	None	More than 3
		1-3	
		More than 3	
7.03	How many members of the project team are proficient in the use of the selected project management methodology?	None	Some
		Some	
		All or nearly all	
7.04	Have all requirements specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	41 to 80% -- Some have been defined and documented
		41 to 80% -- Some have been defined and documented	
		81% to 100% -- All or nearly all have been defined and documented	
7.05	Have all design specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	81% to 100% -- All or nearly all have been defined and documented
		41 to 80% -- Some have been defined and documented	
		81% to 100% -- All or nearly all have been defined and documented	
7.06	Are all requirements and design specifications traceable to specific business rules?	0% to 40% -- None or few are traceable	41 to 80% -- Some are traceable
		41 to 80% -- Some are traceable	
		81% to 100% -- All or nearly all requirements and specifications are traceable	
7.07	Have all project deliverables/services and acceptance criteria been clearly defined and documented?	None or few have been defined and documented	Some deliverables and acceptance criteria have been defined and documented
		Some deliverables and acceptance criteria have been defined and documented	
		All or nearly all deliverables and acceptance criteria have been defined and documented	
7.08	Is written approval required from executive sponsor, business stakeholders, and project manager for review and sign-off of major project deliverables?	No sign-off required	Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables
		Only project manager signs-off	
		Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables	
7.09	Has the Work Breakdown Structure (WBS) been defined to the work package level for all project activities?	0% to 40% -- None or few have been defined to the work package level	41 to 80% -- Some have been defined to the work package level
		41 to 80% -- Some have been defined to the work package level	
		81% to 100% -- All or nearly all have been defined to the work package level	
7.10	Has a documented project schedule been approved for the entire project lifecycle?	Yes	Yes
		No	

Agency: Department of Education

Project: Integrated Education Program Management System

Section 7 -- Project Management Area			
#	Criteria	Values	Answer
7.11	Does the project schedule specify all project tasks, go/no-go decision points (checkpoints), critical milestones, and resources?	Yes	No
		No	
7.12	Are formal project status reporting processes documented and in place to manage and control this project?	No or informal processes are used for status reporting	Project team and executive steering committee use formal status reporting processes
		Project team uses formal processes	
		Project team and executive steering committee use formal status reporting processes	
7.13	Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available?	No templates are available	Some templates are available
		Some templates are available	
		All planning and reporting templates are available	
7.14	Has a documented Risk Management Plan been approved for this project?	Yes	No
		No	
7.15	Have all known project risks and corresponding mitigation strategies been identified?	None or few have been defined and documented	Some have been defined and documented
		Some have been defined and documented	
		All known risks and mitigation strategies have been defined	
7.16	Are standard change request, review and approval processes documented and in place for this project?	Yes	Yes
		No	
7.17	Are issue reporting and management processes documented and in place for this project?	Yes	Yes
		No	

Section 8 -- Project Complexity Area			
#	Criteria	Values	Answer
8.01	How complex is the proposed solution compared to the current agency systems?	Unknown at this time	Similar complexity
		More complex	
		Similar complexity	
		Less complex	
8.02	Are the business users or end users dispersed across multiple cities, counties, districts, or regions?	Single location	More than 3 sites
		3 sites or fewer	
		More than 3 sites	
8.03	Are the project team members dispersed across multiple cities, counties, districts, or regions?	Single location	Single location
		3 sites or fewer	
		More than 3 sites	
8.04	How many external contracting or consulting organizations will this project require?	No external organizations	1 to 3 external organizations
		1 to 3 external organizations	
		More than 3 external organizations	
8.05	What is the expected project team size?	Greater than 15	5 to 8
		9 to 15	
		5 to 8	
		Less than 5	
8.06	How many external entities (e.g., other agencies, community service providers, or local government entities) will be impacted by this project or system?	More than 4	More than 4
		2 to 4	
		1	
		None	
8.07	What is the impact of the project on state operations?	Business process change in single division or bureau	Agency-wide business process change
		Agency-wide business process change	
		Statewide or multiple agency business process change	
8.08	Has the agency successfully completed a similarly-sized project when acting as Systems Integrator?	Yes	Yes
		No	
8.09	What type of project is this?	Infrastructure upgrade	Combination of the above
		Implementation requiring software development or purchasing commercial off the shelf (COTS) software	
		Business Process Reengineering	
		Combination of the above	
8.10	Has the project manager successfully managed similar projects to completion?	No recent experience	Similar size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	
8.11	Does the agency management have experience governing projects of equal or similar size and complexity to successful completion?	No recent experience	Similar size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: State Board of Education (48800000)
 Division of Technology and Information Services

Phone Number: 850-245-9418

(1) REPORT NUMBER CODE	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE
Office of Inspector General 05/06-03A	September 15, 2006	Information Technology, Data Quality & Security, High School Dropout Rates	<p>FINDING #1: <i>Limited documentation existed for the dropout rate software programming.</i></p> <p>RECOMMENDATION: The Office of Application Support & Development should either or in combination acquire more human resources commensurate with workload or acquire and implement a system to document all software development.</p>	<p>To improve software maintainability and retain institutional system knowledge, the Office of Application Support (OAS) will ensure all new system development and major system enhancements include adequate program documentation. This documentation will include specific directions for running programs that are date or time period specific. For the specific case mentioned in this finding, comments have been added to the Job Control Language (JCL) documenting the instructions for setting up the job before it is run. The instructions indicate that the programmer must use the same school year file for both the numerator and denominator. Included in the process, is an alert at the beginning of JCL to verify that the appropriate files are used to make the calculation.</p> <p>The OAS will continue to seek more staff to assist with an ever increasing workload while placing an emphasis on cross-training employees to minimize the impact when there is staff turnover. Cross-training also provides a qualified backup to perform tasks when the person with primary responsibility is not available to do the work.</p> <p>Six Month Follow-up August 21, 2007 Status: The finding issues have been partially addressed by management. Net application developmental standards have been produced and are being used for new</p>	

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systems development.

Recommendation Partially Implemented.

FINDING #2: *DOE does not have written policies and procedures requiring documentation for change management and application development.*

RECOMMENDATION: The Office of Application Support & Development should create and implement written documentation policies and procedures.

The first step is to develop documentation policies and procedures which is currently in process. These include technical reviews for system completeness, accuracy and compliance to ensure that documentation standards are met. The policies and procedures will be used for new systems development as well as for major system or program modifications.

First priority will be given to new systems and programs. They will be documented during the development process. As systems and programs are modified, they will also be documented. Then current systems and programs already in production will be addressed.

Six Month Follow-up August 21, 2007

Status: New systems development procedures have been produced and issued by management, but change management issues have not.

Recommendation Partially Implemented.

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FINDING #3: *There are no controls in the software programming to prevent incorrect data from being used.*

RECOMMENDATION: The Office of Application Support & Development should make programming code amendments to: 1) require identical years' data input, and 2) format output information to prominently display the school year of the input data. To help ensure reported data is correct, ARM should employ quality assurance reviews of data for reasonableness.

The specific recommendation regarding a requirement for identical years' input data can not be accomplished using the current program structure. At the first opportunity for program revision, a restructuring of the database and a rewrite of the program will be accomplished.

Additionally, the recommendation to display school year of input data can not be followed without redesigning the files and rewriting all of the programs that use it.

ARM will continue to employ the quality assurance reviews of data, which disclosed the current processing error.

Six Month Follow-up August 21, 2007

Status: Software programming controls have not been instituted to address the finding issues, though ARM continues to employ quality assurance reviews.

Implementation Pending.

FINDING #4: *Districts reported contradictory attendance and dropout data.*

RECOMMENDATION: The Division of Accountability, Research and Measurement, Bureau of Education Information and Accountability should:

The Division of Accountability, Research and Measurement, Bureau of Education Information and Accountability Services, through Technical Assistance Papers and Data Base Workshops, has, for every year the data collection system has been in place, directed school districts to utilize every tool

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2007-2008

Department: Education

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REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

- 1) Emphasize to districts the importance of reviewing data for errors and correcting any found before submission so as to assure the accuracy of dropout reporting.
- 2) Request programming changes to the dropout calculation to include a reconciliation of contradictory records as a tool to evaluate districts' compliance with error correction and to automatically perform the manual process used for the 2004/05 SY.

available to provide data of the highest quality. Additionally, the Division edits reported data against a codes structure for all reports.

Very recently, during the June Data Base Workshop, a session was held on reporting the format called Prior School Status. It is the format used to report the attendance records which are used for determining student entries, re-entries, and withdrawals. Specific detailed instructions regarding the submission of these data were discussed. Additionally, new procedures have recently been put in place to prevent the situation previously described. The text describes the use of the code and describes the consequences of failure to properly use the slide. This presentation or reference to the system has been in place for many years. See the PowerPoint slides below for evidence of the presentation.

Six Month Follow-up August 21, 2007

Status: The finding issues have been addressed by management

Recommendation Fully Implemented.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

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Budget Entity: State Board of Education (48800000)
 Finance and Operations/ Office of Strategic Initiatives

Phone Number: 850-245-9418

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE
Office of Inspector General 06/07-04A	FY2006	Private Colleges and Universities and Community Colleges Performance Measures	<p>FINDING #1: <i>Source data was not timely, and some was also inaccurate and incomplete.</i></p> <p>RECOMMENDATION: The Office of Articulation and the CC Evaluation Section should review internal controls over data sources. For PCU measures reviewed, the Office of Articulation should require a graduation date field based on month, date, and year as a component of selection criteria. For CC Measures, the Evaluation Section should ensure SUS data is based on all eleven SUS institutions and establish an annual review process to determine if changes to data sources have occurred.</p>	<p>Private Colleges and Universities: The Florida Statutes do not specifically authorize the Department of Education to collect data specific to performance measures or require the private colleges and universities to respond to requests for that data. This authority or responsibility also does not statutorily exist for the Florida Resident Access Grant (FRAG)-eligible private colleges and universities. The Department can easily add the additional fields being recommended, but since submission of this data is voluntary on behalf of the private colleges and universities, it is impossible for the Department to ensure the timeliness, completeness or accuracy of institutional responses.</p> <p>For the purposes of this audit, the Education Data Warehouse provided multiple databases for analysis: (a) FRAG data from the Office of Student Financial Assistance; (b) student graduation data from Nova Southeastern University; and (c) unemployment data from the U.S. Department of Labor. To ensure internal controls over data sources including data elements and format for reporting data, it is critical to identify a central repository for performance measures-specific data (i.e., the Education Data Warehouse).</p> <p>Additional statutory authority outlining reporting requirements and expectations would need to be established to ensure consistent and valid reporting mechanisms for Florida's private colleges and universities,</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

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including FRAG-eligible institutions and others that may be in receipt of state funds (directly or through state student financial assistance).

Community Colleges:

The omission of New College from the State University System information used by CCTCMIS has been corrected, so that all 11 SUS institutions are now included.

Latest available data are always used. However, the timing of the reporting of the measures included in the Long Range Performance Plan (LRPP) makes it impossible to use data that correspond to the year of the report. Therefore, there will always be a lag in reporting data. Also since several measures require years of follow-up, the original cohorts used must be backed up to allow for the follow-up time.

Six Month Follow-up December 24, 2007

Status: Private Colleges and Universities

The Office of Articulation supports the recommendation; but has not been able to exercise internal controls over data because the absence of a statutory requirement for the Florida Resident Access Grant (FRAG)-eligible private colleges and universities to report performance measures-specific data to the Florida Department of Education precludes the Office of Articulation from collecting meaningful data and ensuring its accuracy. Attached is Florida Senate Interim Project Report 2008-139 (October 2007) that

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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recommends that if the Legislature chooses to establish measures of performance for the private postsecondary institutions that participate in the FRAG and ABLE tuition assistance programs, the Legislature should codify the standards to evaluate whether the programs are meeting expectations. (Note: The Senate report was not included in this Analysis).

Community Colleges: The DCC Evaluation Section has been in contact with the Community College and Technical Center Management Information Systems (CCTCMIS) section of Accountability, Research and Measurement (ARM), which calculates many of the measures, and has been assured that the SUS data now includes all eleven universities. We will continue to have annual contact concerning this issue.

Audit Analysis: The Office of Articulation has not been able to improve data collection and accuracy. The DCC Evaluation Section has addressed the finding.

Recommendation Partially Implemented.

FINDING #2: *Legislatively-approved standards were incorrectly reported in the LRPP.*

RECOMMENDATION: The Office of Budget Management should perform sufficient review of LRPP activities and documentation to ensure information

The LRPP completed in September 2006 includes the accurate standards from the 2006 General Appropriations Act. The Department concedes that through human error the 2005 standards were incorrectly reported on the forms used in 2005, and the error was not

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Department: Education

Director of Auditing: Edgar W. Jordan

**Budget Entity: State Board of Education (48800000)
Finance and Operations/ Office of Strategic Initiatives**

Phone Number: 850-245-9418

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reported is accurate.

detected when the LRPP was prepared in 2006.

The Department has established a quality review process that uses a signature routing sheet of specified, required management signatures before final documents are submitted. This process, typically followed for other important documents, was erroneously omitted during the transition of responsibility for the LRPP from one office unit to another. This quality review mechanism will ensure subsequent LRPP documents are reviewed and approved for substance and technical accuracy before being published.

Six Month Follow-up December 24, 2007

Status: As noted in the paragraph above, Budget Management had established a review process. Our review of this year's documents noted accurate standards.

Recommendation Implemented.

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FINDING #3: *Selection criteria and calculation procedures were not documented for some measures.*

RECOMMENDATION: The Office of Articulation and the CC Evaluation Section should perform sufficient review of LRPP activities and documentation to ensure information reported is complete

The above-mentioned quality control routing sheet will include a signature requirement for senior management approval of final documentation. Participation in this review process will afford the Office of Articulation and the CC Evaluation Section opportunities to participate in, review and approve LRPP activities and documentation before being published.

Six Month Follow-up December 24, 2007
Status: Private Colleges and Universities.
 The Office of Articulation supports the recommendation; but has not been able to perform sufficient review of data source(s), methodology, and the validity and reliability of measures because the ability to implement the recommendation is contingent upon the authority to collect performance measures-specific data from the FRAG-eligible private institutions.

Community Colleges: The Evaluation Section has reviewed its processes for the LRPP and strengthened the documentation to ensure that the information passed on to the Office of Budget Management is complete.

Audit Analysis: The Office of Articulation has not been able to improve selection criteria and calculation procedures. The DCC Evaluation Section has addressed the finding.

Recommendation Partially Implemented.

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FINDING #4: *Current performance measures can be improved.*

RECOMMENDATION: DCC and PCU management should examine all of their PBPB measures, consider which ones need deletion or modification, and develop a new set of measures that are valid, reliable, and useful to management. This will require seeking approval from the Legislature and the Office of the Governor for any changes needed.

The Legislature's omission of specific LRPP measures in the 2007 General Appropriations Act affords the Department of Education the opportunity to work with our public school, community college, and private colleges and universities partners to review the process and recommend changes to measures and mechanisms. These recommendations can serve as a foundation for recommendation to the State Board of Education, the Executive Office of the Governor and the Legislative Budget Commission for approval.

Our initial intent is to streamline and align LRPP performance measures with performance measures consistent with the Department of Education's strategic plan (revised as necessary to address private colleges and universities). The initiatives and measures in the Strategic Plan are used to inform policy and budget decisions, unlike those typically included in former General Appropriations Acts.

The Department of Education has coordinated a review of the LRPP measures and included recommendations for deletion and modification in the LRPP (Exhibit IV). However, for two major reasons, the Department recommends more significant change than is implied in the recommendation. (1) The planning and budgeting accountability measures need to align with other accountability systems required in federal and state law. (2) The

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measures also need to provide a meaningful analytical tool by which to measure progress toward achievement of the goals included in statute (s. 1008.31, F.S.); the Legislature adopted the K-20 education goals several years after the LRPP measures were first listed in the General Appropriations Act.

Currently the measures included in the Department's strategic plan fulfill both of these criteria, in that they are consistent with federal requirements and they are based upon benchmarks and standards that reflect progress toward the goals specified in statute. In addition, they include extensive documentation of the data sources and calculations, and they are valid and reliable as demonstrated by several years of data. Many of the measures are similar to those in the LRPP, and they may be reported in such a way as to conform to the classifications used in the Legislative Appropriation System / Planning and Budgeting Subsystem (LASPBS)

Six Month Follow-up December 24, 2007
Status: Private Colleges and Universities:
 The Office of Articulation supports the recommendation; but has not been able to revise and update measures because it does not have the statutory authority to collect performance measures-specific data from FRAG-eligible private institutions.

Community Colleges: The DCC Evaluation Section and the Office of Budget Management

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held discussions related to changing the current LRPP measures to those contained in the State Board of Education Strategic Plan. The Office of Budget Management provided the following update on that process:

We have not yet changed the measures in the LRPP to those in the State Board of Education strategic plan. According to sections 216.013 and 216.0446, Florida Statutes (F.S.), changes may require submission to the Legislative Budget Commission, and that has not yet been scheduled.

When we submitted this year's round of the LRPP, we included the measures (and the documentation) for the measures that we proposed to add or change, but we also submitted data for the measures adopted by the 2006 Legislature. The 2007 Legislature did not adopt measures for the LRPP, so the only "legislatively approved" measures were those from 2006.

Audit Analysis: The Department has made no progress in revising and updating measures as the Legislature has taken no action on measure amendment.

Implementation Pending.

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Inspector
 General
 #06/07-06A

FY2008

Florida Inventory
 of School
 Houses (FISH)

FINDING #1: *The accuracy of the FISH square footage inventory in the districts tested can not be assured to meet the statutory requirements.*

RECOMMENDATION: The Office of Educational Facilities should:

- Emphasize to the districts the magnitude of errors noted in this audit and the funding which may be lost due to FISH inaccuracy.
- Consider seeking legislative assistance for improved statutory enforcement capabilities for OEF to ensure FISH accuracy.
- Amend validation procedures to focus testing more on large spaces and more schools.
- Develop statistically valid sampling methods to project district-wide variances and potential funding errors based on testing.
- Target areas which are more likely to have significant variances by focusing on the following:
 - Schools with little or no covered walkway and/or inside circulation space recorded in the FISH and schools with a lopsided ratio of Covered Walkway to Inside Circulation.
 - Large spaces, open classroom designs, and relocatables (100 percent).

Finding 1, Recommendation 1: Emphasize to the districts the magnitude of errors noted in this audit and the funding which may be lost due to FISH inaccuracy.

OEF currently sends an annual notice to districts that requires superintendents and board chairs to certify the accuracy of FISH. The notice states, in part, "...each district shall review the Florida Inventory of School Houses (FISH) and shall certify to the Office of Educational Facilities that the inventory is current and accurate...facilities data...errors can significantly impact funds the district will receive and distort all analyses made from FISH data." In 2007, the memo to superintendents and facilities planners was first sent on July 25 announcing the October 1 due date for certification (68 days advance notice/reminder of the SREF reporting requirement). A second notice/reminder was sent on September 11 (19 days notice prior to due date). On October 2 all delinquent responders were notified that their certifications were past due. On October 9 all delinquent responders were notified that their certifications were still past due and that a delinquent reminder had been sent. When districts were two weeks past due in certifying the accuracy of FISH, phone calls were made on a daily basis requesting compliance. This same process has been followed in previous years.

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Nonetheless, OEF will issue a memo no later than March 31, 2008 to all district superintendents, facilities planners, and FISH managers regarding the IG report. The memo will detail the IG report findings; additionally, the memo will specify the types of spaces typically identified as problem areas according to the IG report.

It should be noted that the IG report dealt solely with maintenance funding, which is, by comparison, a relatively small amount that deals with NSF. Funding sources for public school facilities that provide new construction, remodeling, and renovation, activities that add or upgrade classrooms, are significantly greater and represent the primary use of FISH, e.g. Class Size Reduction and Classrooms For Kids.

Finding 1, Recommendation 2: Consider seeking legislative assistance for improved statutory enforcement capabilities for OEF to ensure FISH accuracy.

OEF is taking this recommendation under advisement and studying ways to secure legislative assistance for compliance with all regulatory issues pertaining to public school facilities matters.

In the IG finding 2 *Condition* section, the report notes that districts did not follow FISH

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manual guidelines established by OEF to assure accurate inventory data; the *Criteria* section states that the FISH manual defines processes for facility inventory maintenance; and the *Cause* section affirms that the Department does not have enforcement authority to assure accuracy of FISH data. We concur with the IG assessments on these issues.

Finding 1, Recommendation 3: Amend validation procedures to focus testing more on large spaces and more schools.

OEF does not agree with this recommendation. OEF procedures treat all spaces equally for validation purposes. Although stratification and prioritization is useful for audit purposes, ensuring data quality requires emphasis on all data that is collected and maintained.

See also the response to Finding 1, Recommendation 4 below for more details on the numbers of schools included in validation studies.

Finding 1, Recommendation 4: Develop statistically valid sampling methods to project district-wide variances and potential funding errors based on testing.

OEF does not agree with this recommendation. OEF validation procedures

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extend beyond determining the accuracy of the square footage measurements. The approach relies on selecting a representative of each type of school, i.e. elementary, middle, and high schools; a representative of each school size, i.e., small, medium, and large; and representative schools based on age. This method is applied so that at least five percent of the space is validated. The sampling methodology recommended in the IG finding would not be practical to implement as noted in the IG report in *Appendix A*, "We planned to conduct a statistically valid, random sample of all spaces in a district, but this was logistically implausible as it meant visiting up to 70 percent of a district's schools and, in some cases, visiting a school to measure only a single room in the sample."

OEF currently follows the recommendation to use documented variances noted during the survey as a basis for estimating district-wide variances.

Finding 1, Recommendation 5: Target areas which are more likely to have significant variances by focusing on the following:

- Schools with little or no covered walkway and/or inside circulation space recorded in the FISH and schools with a lopsided ratio of

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covered walkway to inside circulation.

OEF does not agree that there is a correlation of the ratio between inside circulation and covered walkways. The FISH sample used by the IG during the audit was not large enough to produce a statistically valid basis of correlation between these spaces. However, OEF will continue to emphasize accuracy in the measurement of the spaces identified above.

- **Large spaces, open classroom designs, and relocatables (100 percent).**

Large, open and irregularly-shaped spaces are more difficult to measure and variances may occur. OEF will continue to review its procedures in order to improve validation studies.

FINDING #2: *Districts are not complying with the FISH Manual.*

RECOMMENDATION: The Office of Educational Facilities should:

- Emphasize to districts' boards and superintendents the importance of timely and accurate FISH data collection along with the funding opportunities

Finding 2, Recommendation 1: Emphasize to districts' boards and superintendents the importance of timely and accurate FISH data collection along with the funding opportunities missed by understated space,

See the response to Finding 1,

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missed by understated space,

- Consider seeking legislative assistance for improved statutory enforcement capabilities for OEF to ensure *FISH Manual* compliance, and
- Ensure Brevard District corrects the Mechanical Room errors for Eau Gallie High School.

Recommendation 1.

Finding 2, Recommendation 2: Consider seeking legislative assistance for improved statutory enforcement capabilities for OEF to ensure *FISH Manual* compliance.

See the response to Finding 1, Recommendation 2.

Finding 2, Recommendation 3: Ensure Brevard District corrects the mechanical room errors for Eau Gallie High School.

Brevard County School District provides an example of the need for legislative action recommended in Findings 1 and 2. Brevard County School District's initial certification was 38 days past due. Although the superintendent and board chair signed the certification at least five days before the due date, district staff did not submit the form until November 7 and OEF did not receive the official copy until November 14, resulting in an official certification that was 44 days overdue. Brevard County School District staff incorrectly cited a DOE requirement to validate its FISH data as justification for the late submittal. Corrective action is underway for the errors noted at Eau Gallie High School. It is anticipated that this will be completed by March 31, 2008.

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FINDING #3: – *OEF validation procedures warrant improvement.*

RECOMMENDATION: The Office of Educational Facilities should:

- Implement written procedures for validations to ensure accurate work and reporting.
- Utilize the capabilities of the new .NET FISH system to export flat files into spreadsheets for easy formatting and specific data filtering (especially covered walkway and inside circulation).

Create a simple form to record multiple measurements for large space and use spreadsheets for re-computation and review of calculations.

Finding 3, Recommendation 1: Implement written procedures for validations to ensure accurate work and reporting.

Written procedures have been in place and used since 2002. However; the 2007 Legislative requirement that OEF conduct the Educational Plant Survey for 35 consortium districts will require a review and revision of the current validation procedures. The revised procedures will address the statutory provision, identify processes for the staff performing the validation, and identify unique issues requiring attention during the performance of a validation study. Revised procedures will be completed by June 30, 2008.

Finding 3, Recommendation 2: Utilize the capabilities of the new .NET FISH system to export flat files into spreadsheets for easy formatting and specific data filtering (especially Covered Walkway and Inside Circulation).

The recommended change is currently in process. Excel spreadsheets were used for this type of analysis prior to the development of the current system in order to filter FISH data for relevance, accuracy, and type of space.

See also OEF comments and examples in the

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Finding 3, Recommendation 3 response.

Finding 3, Recommendation 3: Create a simple form to record multiple measurements for large space and use spreadsheets for re-computation and review of calculations.

The recommended change is currently in process, not only for large spaces, but for all spaces reviewed during a validation study. Excel spreadsheets were used for this type of analysis prior to the development of the current system in order to filter FISH data for relevance, accuracy, and computation of results and values. The form for space review is a simple spreadsheet with all relevant facility information and including space for notation regarding necessary changes. The form used to analyze instructional spaces determines whether districts meet the threshold for 95 percent accuracy in reporting classroom spaces. A simpler form is used to determine accuracy for reporting net square footage. The Constitutional Amendment and Florida Statutes have placed primary attention on class size and instruction; therefore, nearly all assessments focus, by design, on the primary goals of the state: classrooms and instructional spaces. Nonetheless, OEF has always given emphasis to all spaces when validating FISH in order to ensure data quality throughout the inventory.

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OEF will continue to review forms and spreadsheets for improvements that will significantly impact the quality and efficiency of the processes.

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12/31/05 and selected actions through 9/30/06

Various-Department Operational Audit

FINDING #1: *Inconsistencies were noted between the Department's organizational structure and applicable State requirements. We also noted that the Department did not always obtain the approval of the Executive Office of the Governor prior to making changes in its organizational structure, as appropriate.*

RECOMMENDATION: The Department should ensure that its organizational structure is consistent with State requirements and that organizational changes are initiated and established only when recommended by DMS and approved by EOG, as appropriate.

Follow-up to Management Response.

The Commissioner, in his response to this finding, states that the changes in the Department's organization structure cited for inconsistency with statutory requirements were approved by DMS and EOG. Although the Commissioner's statements are factual, Section 20.04(7)(a), Florida Statutes states that "unless specifically authorized by law, the head of a department may not reallocate duties and functions specifically assigned by law to a specific unit of the department." We are unaware of any provision of law that specifically authorizes the Commissioner to make changes in the Department's organization structure that are inconsistent with statutory requirements, notwithstanding the approval of those changes by DMS and EOG.

Since January 2006, the Department has been in the process of mapping its organizational process and reconciling any inconsistency which may exist between unit titles and placements reflected in the Department's official organization charts and those titles and placements constitutionally or statutorily prescribed.

The Department's official organizational charts reflect organizational titles, placements and functions which have been approved either by the Department of Management Services (DMS), the Executive Office of the Governor, or the Florida Legislature during a multi-year transition period (1998-2003) where Florida's educational systems underwent massive constitutional and statutory changes related to, among other things, agency and unit titles, placements, and organizational structure.

That is, in 1998 the Florida Constitution was amended to Change the Commissioner of Education from an elected office to an appointed office. During this transition, Florida's education system simultaneously operated under an elected agency head and an agency head appointed by the State Board of Education.

During this same time, the Legislature also passed the Florida Education Governance

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Reorganization Implementation Act which mandated systemic changes in educational governance by establishing a seamless academic educational system. This system changed and redefined all core programs and functions of Florida's educational system.

Also during this time, the Division of Vocational Rehabilitation and the Division of Blind Services were legislatively merged into the Department of Education; these statutory changes more than doubled the Department of Education's workforce. Thereafter, the Board of Governors was constitutionally created to oversee the state's colleges and universities, thereby removing the Division of Colleges and Universities from the Department of Education.

In light of this complex transition, the Legislature gave these overlapping agency heads the authority set forth below:

. . . [T]he Secretary of Education, in consultation with the Commissioner of Education, may establish, abolish, or consolidate bureaus, sections, and subsections and ...reallocate duties and functions within the Department of Education in order to promote effective and efficient operation of the department and to implement changes to the state system of education initiated by the adoption of the 1998 amendment to Art. IX of the State

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Constitution as implemented by the Legislature in chapter 2001-170, Laws of Florida. Authorized positions and appropriations may be transferred from one budget entity to another as required to implement the reorganization. . .
Ch. 2002-387, Laws of Florida, repealed December 31, 2002.

Notwithstanding these many constitutional and statutory changes and the Department's continuing transition, the Department's official organizational structure, has been approved or authorized, except as noted, by the Florida Legislature, DMS or the EOG.

Finding No.1 and Bullets 1 and 2:
Inconsistencies were noted between the Department's organizational structure and applicable State requirements. The Department did not always obtain the approval of the Executive Office of the Governor prior to making changes in its organizational structure.

Response: While each division, bureau, section or subsection of the Department is not designated by title as a division, bureau, section, or subsection, each unit appropriately functions as a division, bureau, section, or subsection, as approved by DMS and EOG. For example, the titles and placements of the two divisions cited in the findings, the Division of Workforce Development within the Division

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of Community Colleges was approved by DMS and EOG. The Department will change the title of Division of Workforce Development to the Office of Workforce and Economic Development in accordance with Section 20.04(7)(a), Florida Statutes.

Bullet No. 3: Section 1000.05, Florida Statutes, specifies certain functions to be assigned to the Office of Equal Educational Opportunity. However, the Department did not show this office on its organizational chart.

Response: On June 9, 2003, the EOG, pursuant to its authority prescribed in Section 20.04(7)(b), Florida Statutes, approved changing the title of the Office of Education Opportunity Program to the Office of Equity and Access. The Department's official organization charts properly reflect the official title of this unit. Consequently, the functions of the former Office of Equal Educational Opportunities are properly assigned to the established Office of Equity and Access.

Bullet No. 4: Section 1001.20(4), Florida Statutes, specifies that the Department shall establish the following offices within the Office of the Commissioner of Education: the Office of Technology and Information Services; the Office of Workforce and Economic Development; the Office of Educational Facilities and SMART Schools Clearinghouse; the Office of Student Financial Assistance; and the Office of the Inspector General.

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However, the Department had not established the required offices within the Office of the Commissioner of Education. Instead, the Department had organizational units called Governmental Relations; Equity and Access; Independent Education and Parental Choice; Strategic Initiatives; Early Learning; Just Read, Florida!; Communications; and the Citizen Information Center.

Response: All of the above-named units report to the Commissioner of Education either directly or through the Chief of Staff. The organizational placements of these units as reflected in the Department's official organization charts have been approved by DMS and the EOG or are statutorily prescribed. For example:

- On June 17, 2003, the EOG approved placing the Office of Student Financial Assistance under the Chief Education Financial Officer.
- On May 9, 2003, the placement of the Division of Workforce Development under the Chief Education Financial Officer was approved by EOG.
- On June 17, 2003, the EOG approved both a title change and the placement of the Office of Educational Facilities and SMART Schools under the Chief Education Financial Officer. The current official title for this unit is Educational Facilities.

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The Office of Inspector General and the Office of Technology and Information Services are within the Commissioner's office as statutorily prescribed. However, the Office of Technology and Information is currently titled Office of Chief Technology Officer. This title has been corrected on the Department's official organization charts to reflect Office of Technology and Information Services as approved by DMS and EOG.

Moreover, in accordance with Section 20.04(7) (a), Florida Statutes, the following units are properly placed in the organizational structure of the Department of Education as a result of the functions being assigned to the Department generally without specific legislative unit placement:

- Governmental Relations
- Equity and Access
- Independent Education and Parental Choice
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Additionally, the Auditor General found that the organizational chart showed Workforce and Economic Development under the Chancellor of Community Colleges; and

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Student Financial Assistance and Educational Facilities under the Chief Education Financial Officer.

Response: On May 9, 2003, the EOG approved the deletion of the Division of Workforce Development from the Office of the Deputy Commissioner for Educational Programs and added the unit to the Office of Applied Technology and Career Success within the Division of Community Colleges. Likewise, on June 17, 2003, the EOG approved the placement of the Offices of Student Financial Assistance and Educational Facilities under the Chief Education Financial Officer. The Department will change the title of the Division of Workforce Development to the Office of Workforce and Economic Development and will notify DMS of such changes in accordance with Section 20.047(7)(b), Florida Statutes.

Bullet No. 5: Section 1001.21, Florida Statutes, establishes an Office of Private Schools and Home Education Programs. However, the Department did not show this office on its official organization charts.

Response: The functions for this office as prescribed by Section 1001.21, Florida Statutes, have been placed in Independent Education and Parental Choice. The Department will seek a statutory change to put the prescribed functions within the office

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where the functions are now being performed and the Department's official organization charts will be adjusted accordingly. Absent a legislative amendment, the Department will create an Office of Private Schools and Home Education Programs within Independent Education and Parental Choice and notify DMS of such change as the result of a statutory mandate.

Bullet No. 6: In 2005, the Department made various changes affecting the structure and personnel assignments within two organizational units: the Division of Community Colleges and Workforce and Economic Development. Most of the requested changes have been implemented and most of the affected staff members have assumed the responsibilities and titles requested. For example, a new office called Workforce Education was established and the Commission for Independent Education was moved to Workforce Education from the Office of Accountability, Research, and Measurement. Also, a new section called Budget and Accountability was established within Workforce Education. The Department's request to DMS for approval of these changes on May 18, 2005 (amended June 10, 2005) was part of a larger reorganization request that was withdrawn by the Department on August 3, 2005. However, a subsequent, modified request had not been submitted to DMS and, consequently, was not

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approved by EOG.

Response: The Department agrees that its official organization charts do not show an office titled Workforce Education, the movement of the Commission for Independent Education to Workforce Education from the Office of Accountability, Research, and Measurement, or the creation of a section titled Budget and Accountability. The titles, Workforce Education and Budget and Accountability were office and section titles proposed in various reorganization packages of the Division of Workforce Development "Workforce Education" is the Division of Workforce Development placed under the Division of Community Colleges as approved by the EOG May 9, 2003 and appearing as such in the Department's official organization charts. The budget and accountability function, while properly assigned administratively to the Division, is not set forth as a section in the Department's official organization charts. The Department will establish a section titled Budget and Accountability in accordance with Section 20.04(a) and (b), Florida Statutes.

Also, the Commission for Independent Education is shown on the Department's official organization charts under the Office of Accountability, Research, and Measurement notwithstanding that it is administratively functioning under the Division of Community Colleges. The Department will correct its

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official organization charts to organizationally place the Commission where it is administratively functioning in accordance with Section 20.04(7)(a), Florida Statutes, since it is a function assigned generally to the DOE.

On May 9, 2003, the EOG approved moving the Division of Workforce Development to the Division of Community Colleges. On May 18, 2005, DOE requested DMS and EOG approval to combine the two divisions, Division of Community Colleges and Division of Workforce Development, and to create the Division of Community Colleges and Workforce Education; move the Commission for Independent Education from the Office of Accountability, Research, and Measurement to Workforce Education Bureau, and create numerous sections and subsections thereunder, including Budget and Accountability. This reorganization request was withdrawn by the Department on August 3, 2005.

Thereafter, on two different occasions, packages affecting the reorganization of the above-named divisions have been submitted to DMS, packages' approval recommended by DMS, packages submitted to EOG for approval, and packages withdrawn by the Department. Rather than continuing to submit piece-meal reorganization packages, a policy decision was made by the Department to

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review its entire organizational structure, submit a comprehensive reorganization package as needed, and seek legislative action to clarify statutory requirements and placements.

During the next calendar year, it is anticipated that the Department's review and reconciliation of its organizational structure will be complete. Moreover, the Department is now drafting legislation to correct statutory inconsistencies and to better streamline the Department's functions. This will clear up inconsistencies and ensure that the Department's organizational structure is consistent with all statutory and constitutional mandates.

Six Month Follow-up August 1, 2007

Status: The 2007 Legislature amended Section 20.15, Florida Statutes, Laws of Florida 2007-234 effective June 17, 2007, and created the Division of Workforce Education generally within the Department of Education. Further, the Legislature amended Section 1001.10, Florida Statutes, and granted to the Commissioner of Education the following general powers and duties:

- (1) To organize and name the structural units of the Department of Education and appoint staff necessary to carry out duties and functions of the department in a manner that meets

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legislative intent and promotes both efficiency and accountability.”

In view of these specific legislative changes and authorizations, the Department of Education will organize and name its structural units as follows:

- A Division of Workforce Education will be implemented with the necessary bureaus, sections and subsections identified to meet legislative mandates and to promote both efficiency and accountability in meeting those mandates.
- One of these sections will be titled Budget and Accountability. In accordance with Section 20.04(a) and (b), Florida Statutes, DMS will be notified of these changes and provided updated organizational charts with supporting documentation.
- All offices specified in Section 1001.20(4), Florida Statutes, to be established in the Office of the Commissioner of Education report directly to the Commissioner of Education through a direct line of report to the Chief of Staff. Such organizational placements have been approved by EOG or are statutorily prescribed. The Office of Chief Technology Officer will be changed to reflect its statutorily prescribed title: Office of Technology and Information

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Services as specified in Section 1001.20(4)(a), Florida Statutes. DMS will be notified of this change and provided with an updated organizational chart and supporting documentation.

Moreover, the following units are properly placed in the organizational structure of the Department of Education as a result of the functions being assigned to the Department generally without specific legislative unit placement in accordance with Section 20.04(7)(a), Florida Statutes:

- Governmental Relations
- Equity and Access
- Independent Education and Parental Choice
- Strategic Initiatives
- Early Learning
- Just Read, Florida!
- Communications
- Citizen Information Center

Pursuant to Section 1001.21, Florida Statutes, the Department will create the Office of Private Schools and Home Education Programs within Independent Education and Parental Choice. Since this is a statutorily prescribed office with no specific prescribed placement in the Department of Education, DMS will be notified of such change and proved with an updated organizational chart supported by necessary documentation.

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FINDING #2: *The Department did not maintain a master list of its cash collection locations; maintain cash collection procedures by location; or periodically review its cash collection practices.*

RECOMMENDATION: The Department should develop and maintain a master list of its cash collection locations; establish detailed written cash collection procedures; and periodically review the cash-handling practices at those locations.

The Department has developed an official list of cash collection locations which represents its designated collection points. Because any office within the Department may receive funds from external parties which would require processing, the Department provides guidance for all employees through the Internal Operating Procedures for Handling Funds (Cash and Checks) for Deposit which is located on the DOE Intranet. Steps will be taken to insure that employees are reminded of the procedures that have been established.

Six Month Follow-up August 1, 2007

Status: The Department has enhanced its procedures on the notification of cash collection locations. The Internal Operating Procedures for Handling Funds (Cash and Checks) for Deposit were updated and referenced in correspondence to employees. For added controls, the Department sends on a quarterly basis a master list of cash collection points to the area contacts for review and update.

FINDING #3: *The Department did not submit information concerning its clearing accounts, revolving funds, and banking service contracts to the Department of Financial Services (DFS), as required. Subsequent to our inquiries, the Department submitted the required information.*

As noted in this finding, the Department has submitted the required information for 2006 and will enhance its procedures to ensure that the required information is provided in timely fashion.

Six Month Follow-up August 1, 2007

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RECOMMENDATION: The Department should ensure that required information is submitted to DFS on a timely basis.

Status: The quarterly submission of the list for each clearing account and revolving fund for the Department is submitted to Division of Treasury at the Department of Financial Services. The list includes the cash balance for each account as of the last day of the calendar quarter. The information is submitted by the 20th of the month following the end of each calendar quarter.

FINDING #4: *The Department did not update its motor vehicle usage data in the Equipment Management Information System in a consistent and timely manner, and the supporting Motor Vehicle Reports were not always accurate and completed.*

The Department of Education concurs with the need for accurate motor vehicle records to effectively and efficiently manage motor vehicles. During the period of the audit, management of the recordkeeping system was decentralized. Since that time, the fleet management activities have been centralized within the General Services Section of the Division of Finance and Operations. Each of the individual issues mentioned in the finding has been addressed. A fleet manager for the Department has been formally designated and procedures have been developed that require all monthly vehicle reports be submitted to the fleet manager by the 10th of each month. Vehicle reports are accounted for, verified, and signed by the fleet manager and entered into the Equipment Management Information System (EMIS) by the 15th of each month. Upon entry into the EMIS system, a monthly report is generated and maintained on file to reflect the accurate accounting of all vehicles. The Department has updated

RECOMMENDATION: The Department should ensure that motor vehicle data is timely entered into EMIS, and the supporting *Monthly Vehicle Reports* are accurately completed. The Department should also revise the *Monthly Vehicle Report* so it has pre-printed areas to document the full name of the employee using the vehicle; the public purpose of the trip; and supervisory review and approval.

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vehicle forms as recommended. Implementation of the new procedures, many of which were initiated prior to the audit under the direction of the designated fleet manager, is designed to result in compliance with all requirements for motor vehicle recordkeeping.

Six Month Follow-up August 1, 2007

Status: As noted in the response above, all actions necessary to comply with requirements for accurate motor vehicle records were taken prior to the issuance of the report.

FINDING #5: *The Department's policies and procedures for acquiring and using cellular telephones (cell phones) did not provide for adequate monitoring of cell phone usage. Also, the Department did not confer with the Department of Financial Services to report to the Internal Revenue Service the value of cell phone services as income for employees who did not make an adequate accounting of the business use of their assigned cell phones. Subsequent to our inquiries, the Department contacted DFS to initiate discussion of this item.*

RECOMMENDATION: The Department should develop and maintain a master list of all its cell phones. Additionally, the Department should establish and implement policies and procedures to document the business use of cell phones and to require reviews of cell phone bills to ascertain personal calls made and reimbursement thereof. In the absence of

Department business is frequently conducted through calls to nongovernmental and residential numbers during and after normal work hours. To ensure that this practice is properly documented, the Department has enhanced its existing policies and procedures related to state-owned cellular phone and BlackBerry usage to require the users to review and certify the business nature of each call. The cost of personal usage is required to be reimbursed to the Department. In addition, the Department has developed procedures which insure that a centralized listing of state-owned cellular phones assigned to employees is maintained.

Six Month Follow-up August 1, 2007

Status: As noted in the response above, all actions necessary to comply with

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implementation of these policies and procedures, the Department should confer with DFS to report appropriate amounts in income to the IRS in accordance with Federal requirements.

requirements for establishment of proper controls for cellular phones were taken prior to the issuance of the report.

FINDING #6: *The Department did not promptly revoke access to the Florida Accounting Information Resource Subsystem for 19 ex-employees*

The Department will enhance its operating procedures to ensure that only authorized employees will have access to FLAIR.

RECOMMENDATION: The Department should strengthen controls over FLAIR access to ensure that it is promptly revoked when employees are terminated or reassigned to positions not requiring access.

Six Month Follow-up August 1, 2007
Status: All actions necessary to comply with requirements for establishment of proper controls for FLAIR Access Controls have been taken.

FINDING #7: *The Department did not provide school districts and community colleges all the information needed to accurately reflect State Board of Education bond transactions in their 2005-06 financial statements in accordance with generally accepted accounting principles. Subsequent to our inquiries, the Department provided the needed SBE bond information to the district school boards and community colleges concerned.*

The software application which generates the accounting calculations and entries of State Board of Education (SBE) Capital Outlay bond issues is scheduled to be redesigned in 2006-07 and will be operational for the subsequent fiscal year.

RECOMMENDATION: The Department should provide the needed SBE bond information to district school boards and community colleges on a timely basis in the future.

As the finding indicates, all information pertaining to SBE bond refunding issues has been provided to school districts and community colleges and, as recommended, future SBE bond issue accounting treatments will be provided to school districts and community colleges prior to reporting deadlines.

Six Month Follow-up August 1, 2007
Status: The software application which

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generates the accounting calculations and entries of State Board of Education (SBE) Capital Outlay bond issues has been redesigned and is in the final stages of testing and verification of data. The system will be fully operational for fiscal year 2007-2008. The fiscal year 2006-2007 accounting entries necessary for completion of the districts' annual financial reports have been provided in a timely manner. Since bonds were not issued during fiscal year 2006-2007, the accounting entries provided to the districts did not include information related to the accounting treatment of any bond issues.

FINDING #8: *The Department did not require certifications from community colleges' direct support organizations regarding the deposit of local matching funds for the Community College Facility Enhancement Challenge Grant Program.*

RECOMMENDATION: The Department should amend its certification form to also require the certification from the respective direct-support organizations or otherwise also obtain the certification from the direct-support organization, as required by law, prior to the disbursement of State funds.

The Division of Community Colleges is amending the certification form for matching programs. Prior to the next certification period, a new form will be used that requires signatures from the community college president and the education foundation director. There will also be an additional certification by the foundation auditor verifying that the matching funds were received and deposited.

Six Month Follow-up August 1, 2007

Status: The certification form has been revised to provide for signatures by official representatives of both the Community College and the Direct Support Organization (Education Foundation).

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Auditor General 2007-087	7/1/05- 1/31/06 and selected actions through 9/18/06	Human Resource Services Multi-Agency People First	<p>FINDING #3: <i>Agency Payroll Audits; Three areas exist where agency payroll audit procedures needed improvements. 1) Written agency payroll audit procedures were absent or incomplete. 2) Routine agency audits were not performed against the preliminary File One and; 3) Routine audits were not performed against Bureau payroll data.</i></p> <p>RECOMMENDATION: All State agencies should establish and implement comprehensive written payroll audit procedures to help ensure the accurate processing of State agency payrolls. Such procedures should include provisions for testing samples of the payroll data provided by the Bureau of State Payrolls and, where feasible, testing samples of the data contained in the People First preliminary File One.</p> <p>FINDING #4: <i>Leave Payout Screen and Leave Payments. To reduce the necessity for agency reliance on manual leave and other workaround payout processes, DMS should ensure that appropriate and specific business rules are established in the redesigned People First Leave Payout Screen to ensure compliance with statutory requirements for leave payout maximums. Additionally, to ensure the consistent and accurate proration and payment of terminal annual leave benefits for terminating SES and SMS employees, DMS should issue updated guidance to State agencies regarding the proper proration, ensuring that such guidance is incorporated into the redesign of the People First Leave Payout Screen. Until functionality of the People First Leave Payout Screen is restored, agencies should continue to take all necessary measures to ensure that leave payments are made in an accurate</i></p>	<p>The Department is in the process of developing written procedures which document the existing processes of auditing payroll data against the People First preliminary File One and information provided by the Bureau of State Payrolls.</p> <p>Six Month Follow-up August 1, 2007 Status: The Department has developed written payroll procedures and continues to make enhancements as needed. Payroll audit procedures have also been implemented.</p> <p>The audit finding related to terminal leave payouts indicates that, out of a sample of six terminated employees, one payment was not processed in a timely manner. However, this payment was actually the only instance out of 766 terminal leave payouts processed during the audit period that was delayed. Consequently, 99.9% of the Department's leave payouts were made in a timely manner which is a result of the establishment of comprehensive written policies and procedures prior to the implementation of People First.</p> <p>Six Month Follow-up August 1, 2007 Status: The Department continues to work with the DMS/People First team to identify</p>	

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and timely manner.

RECOMMENDATION: To reduce the necessity for agency reliance on manual leave and other workaround payout processes, DMS should ensure that appropriate and specific business rules are established in the redesigned People First Leave Payout Screen to ensure compliance with statutory requirements for leave payout maximums. Additionally, to ensure the consistent and accurate proration and payment of terminal annual leave benefits for terminating SES and SMS employees, DMS should issue updated guidance to State agencies regarding the proper proration, ensuring that such guidance is incorporated into the redesign of the People First Leave Payout Screen. Until functionality of the People First Leave Payout Screen is restored, agencies should continue to take all necessary measures to ensure that leave payments are made in an accurate and timely manner.

potential enhancements to leave payout processes and associated informational screens within the People First system. Since September 2006 through January 2007, the Department has processed 278 requests from employees for various leave payouts. All requests were timely and accurately processed.

FINDING #6: *Leave Balance Discrepancies.*

RECOMMENDATION: DMS and agencies should continue to work to ensure that employee leave balances recorded in People First are accurate. To accomplish this, where necessary, supplemental training of agency HR staff should be coordinated between the agency and DMS to ensure the proper handling of leave balance adjustments. Additionally, where applicable, agencies should ensure that procedures are established to perform periodic leave balance audits for a sample of employees and before any payment of terminal leave benefits. Differences disclosed by leave balance audits that are attributable to People First processing should be reported to DMS for

Because of the critical importance in the accuracy of employee leave balances, the Department of Education created and implemented written procedures for both pre- and post-audits of People First leave data. These audits have allowed the Department to ensure leave data accuracy. The Department will continue to work with DMS and People First to ensure that the recording of leave balances in People First is correct.

Six Month Follow-up August 1, 2007

Status: The Department continues to perform periodic leave balance audits and provides training to leave liaisons to ensure

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its use in addressing system enhancements. DMS should work with State agencies to ensure that any People First-driven leave balance data errors are promptly resolved.

that employee leave balances, as recorded within the People First system, are accurate. Also, the Department continues to work with DMS and People First to ensure that leave balances are accurately recorded within the automated system.

FINDING #7: *Paper-based Personnel Action Request Approval Process.*

Six Month Follow-up August 1, 2007

Status: The Department continues to work with the DMS/People First team to identify enhancements to the PAR process within the People First system. However, the Department's current paper-based PF-12 approval process provides the Department with needed oversight of personnel actions and significantly minimizes the introduction of errors into the People First PAR and payroll systems. Once system enhancements are developed, the Department will reassess the feasibility of streamlining and eliminating its paper-based PAR approval process.

RECOMMENDATION: DMS should expedite its redesign of the People First PAR process. Also, given the current People First system functionality, applicable state agencies should assess the validity of their decisions to maintain a paper-based PAR approval process and reassess such decisions as future enhancements to electronic PAR approvals are implemented.

FINDING 9: *Security Guidelines. Although People First was implemented in phases from May 2003 – January 2005, it was not until March 2006 that DMS established a written Statewide Security Guidelines Manual for People First. While the recent implementation of statewide security guidelines, security audits, appointment of a Data Security Specialist, and other measures taken by DMS have increased system security and confidentiality, continued efforts by DMS and state agencies appear*

The Department will continue to work with DMS and People First to ensure system security and confidentiality. Because of security and confidentiality concerns with the People First system, the Department of Education developed and implemented comprehensive written security guidelines when it transitioned to People First. The implementation of these guidelines has ensured the security of all employee data at

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necessary to ensure agency security over People First data.

RECOMMENDATION: DMS, in conjunction with State agencies, should continue to aggressively pursue performing system security audits to ensure adequate implementation of People First security procedures, including the assignment of user role codes. Based on the results of these audits, DMS should determine whether enhancements to system security, including security training courses and additional guidelines, are necessary to ensure complete and effective People First Security.

the Department of Education. The Department also performs random audits of user accesses to identify nonbusiness-related accesses within the system.

Six Month Follow-up August 1, 2007

Status: The Department has implemented security guidelines beyond the minimum guidelines required by DMS and will continue to identify and implement future system security when needed. The Department audits each security level role code assigned to each employee to ensure that the assigned role code is required based on the essential functions of the employee's position. All employees assigned security role codes identified within the DMS Security Guidelines Manual as positions of trust are subjected to level two security background checks and their employment or continued employment in such positions is dependent upon the results of such checks.

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 Department wide – State of Florida Financial Reporting & Federal Awards

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Auditor General 2007-146	FY Ended June 30, 2006	Department Wide	<p>FINDING #FS06-004: <i>FDOE needed to enhance its procedures to ensure information compiled for universities and community colleges for inclusion in the State's financial statements and Schedule of Expenditures for Federal Awards (SEFA) was accurate and complete prior to submission to the Florida Department of Financial Services (FDFS), Statewide Financial Reporting Section (SFRS). Our audit disclosed numerous instances in which university and community college financial information submitted to SFRS by FDOE for inclusion in the State's financial statements and SEFA was incorrect or incomplete.</i></p> <p>RECOMMENDATION: FDOE should enhance its procedures to ensure that information compiled for universities and community colleges for inclusion in the State's financial statements and SEFA is accurate and complete prior to submission to SFRS. Such procedures should include the use of adequate SFRS-approved crosswalks for converting university and community college accounts to accounts used for the State's financial statements, and a thorough review of the information prior to submission to SFRS.</p> <p>FINDING #FA06-021: <i>FDOE charged payments for unused leave as direct costs to various Federal programs, contrary to Federal regulations.</i></p> <p>RECOMMENDATION: We recommend FDOE enhance</p>	<p>The Department of Education will continue to seek guidance and direction from the Department of Financial Services to enhance the existing crosswalks, to perform a thorough review of the component unit forms and to complete an approved DFS checklist of the Schedule of Expenditures for Federal Awards prior to the submission to the Statewide Financial Reporting Section.</p> <p>FDOE has created the necessary adjustments to properly reflect the unused leave payments as general administrative expense. Additionally, FDOE will enhance its procedures to ensure that all unused leave</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: State Board of Education (48800000)
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its procedures to include a periodic supervisory review that will help to ensure that unused leave payments are charged as a general administrative expense (indirect cost) to all activities of FDOE.

AUDITOR'S REMARKS: The criteria for this audit finding is 2 CFR 225, Appendix B, Section 8.d.(3), which provides that "when a governmental agency uses the cash basis of accounting, the cost of leave is recognized in the period the leave is taken and paid for. Payments for unused leave when an employee retires or terminates employment are allowable in the year of payment provided they are allocated as a general administrative expense to all activities of the governmental unit or component." Based on guidance provided by officials with the U.S. Office of Management and Budget and Florida's cognizant agency for audit, we have included finding Nos. FA 06-005, 06-021, 06-045, 06-46, and 06-070 for audit resolution.

payments are properly charged.

Six Month Follow-up August 31, 2007

Status: As stated in the Agency Response and Corrective Action Plan, the necessary adjustments to properly reflect the unused leave payments as general administrative expense were made prior to the completion of the audit. Procedures have been enhanced to ensure that all unused leave payments are properly charged. **Fully Corrected**

FINDING #FA06-022: *The results of FDOE's monitoring visits were not timely communicated to the LEAs.*

RECOMMENDATION: FDOE staff indicated that steps have been taken to provide additional training and assistance so that the results of the monitoring visits will be more easily reported. We recommend that FDOE continue its efforts to ensure that the monitoring reports are provided to the LEAs in a timely manner.

As was correctly noted in the recommendation, FDOE staff have taken steps to ensure that reports will be reported in a timely manner. For the Title I and Improving Teacher Quality grants, the following steps have been taken:

--The pool of monitors was expanded by adding selected district staff.

--Extensive training (a minimum of two full days) was provided to all staff participating in monitoring visits.

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--All onsite visits were conducted during two weeks in January, ensuring that monitoring staff had sufficient time to produce reports and that management had sufficient time to review reports to ensure accuracy and consistency.

--A tracking system has been created and implemented to ensure that districts receive timely reports and that FDOE staff follow up on findings in a timely and complete manner.

With respect to the English Language Acquisition State Grants, a complete review of the monitoring process and procedures was undertaken to identify barriers to timely completion of reports. This review resulted in a number of steps being taken including:

--Revision of the work papers to eliminate duplication of effort.

--Extensive training of staff on new work papers, procedures, and reporting requirements.

--Streamlining of reporting template/structure and process.

FDOE will continue to refine and enhance practices and procedures to ensure that monitoring reports are issued and that necessary corrective actions are taken in a timely manner.

Six Month Follow-up August 31, 2007

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

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Status: During 2005-06 the FDOE fully implemented a significantly enhanced and expanded process for monitoring the local education agency (LEA) No Child Left Behind programs. As noted by the auditors, this represented significant progress in addressing prior audit findings relative to Subrecipient monitoring. FDOE was aware of the need to implement improved procedures and processes relative to the timely issuance of reports and had already taken the following steps:

- The pool of monitors was expanded by adding selected district staff.
- Extensive and concentrated training (a minimum of two full days) was provided to all staff participating in monitoring.
- The onsite visits that were made were all conducted during two weeks in January, 2007.
- A tracking system was created and implemented.
- Report templates and structure were streamlined.
- Work papers were revised to eliminate duplication and to further clarify criteria.

It is anticipated that these actions will significantly improve the timelines for communication with LEAs. **Partially Corrected.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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FINDING #FA06-023: *FDOE had not resolved the issues reported in the prior audit regarding the receipt and review of Title I comparability reports.*

RECOMMENDATION: FDOE staff indicated that steps had been taken to address all of these issues including hiring additional personnel and sending out the request for comparability reports much earlier in the 2006-07 school year. We recommend that FDOE ensure that reports are obtained from the LEAs and appropriately reviewed by FDOE personnel in a timely manner.

As was correctly noted in the Recommendation, FDOE staff have taken steps to address this issue. Actions taken include:

- In 2006-07 comparability reports were requested in the Fall and were required to be submitted to FDOE before the winter holidays. Consistent with this practice, comparability reports will always be requested immediately following the FTE week to facilitate timely review and corrective action by districts as necessary. (Reviews of all 2006-07 comparability reports were completed by the end of February 2007.)
- As a quality control measure, FDOE is requesting backup documentation from a sample of districts to verify the initial review results.
- Additional staff have been trained and assigned to complete the reviews and to provide oversight.
- FDOE is examining the possibility of putting the comparability report online to facilitate district submissions and to incorporate appropriate edit checks.
- FDOE is publishing additional guidance on calculating comparability to further minimize confusion and the need for corrective actions.

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BUDGET PERIOD: 2007-2008

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Status: As noted by the auditors, there were a number of causes for the delays in the receipt and review of comparability reports. The following steps have been taken:

- Comparability reports are required to be submitted by LEAs immediately following FTE week in October. This report schedule is designed to ensure that reviews of LEA reports and supporting documentation can be completed by the February FTE reporting period.
- As a quality control measure, the Agency is requesting backup documentation from a sample of districts.
- Formerly, one staff member had primary responsibility for comparability report reviews. Additional staff have been trained and management staff are providing additional oversight.
- Formal internal Department procedures have been established. An online reporting system has been developed for use by LEAs. This system simplifies reporting and provides for edit checks thus expediting the review process.
- The compliance review checklist was expanded significantly.
- FDOE has published additional guidance on the calculation of comparability and this guidance was provided to the districts in June, 2007 for implementation during

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the 2007-08 school year.

For the 2006-07 school year, the initial reviews of comparability reports were completed by the end of February, 2007. To provide additional quality control, FDOE management also initiated and completed a review procedure. **Partially Corrected**

FINDING #FA06-024: *FDOE management had not resolved issues regarding unallowable costs noted in the prior audit.*

As stated previously, the Department does not agree with the finding and has been in contact with USED staff. Resolution of this issue via a Program Determination Letter should be forthcoming in the near future

RECOMMENDATION: If the costs are disallowed by the Federal granting agency, we recommend that FDOE promptly reimburse the applicable programs.

Six Month Follow-up August 31, 2007

Status: As stated previously, the FDOE does not agree with the finding first issued as FA 05-023. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June, 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. **Not Corrected**

FINDING #FA06-026: *FDOE had not resolved issues regarding allotments and expenditures for Nontraditional Training and Education (NTE) disclosed in the prior audit.*

As indicated previously, the Department does not agree with this finding. FDOE staff have been in contact with USED staff and resolution of the issue via a Program

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RECOMMENDATION: We continue to recommend that FDOE establish accounting codes that allow for the identification of allotments to and expenditures for NTE within the State’s accounting system.

Determination Letter should be forthcoming in the near future.

Six Month Follow-up August 31, 2007

Status: As stated previously, the FDOE does not agree with the finding first issued as FA 05-035. The Agency has had multiple contacts with USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. **Not Corrected**

FINDING #FA06-027: *FDOE was unable to provide the Interim or Final Financial Status Reports (FSR) for audit. Additionally, FDOE did not document that matching and maintenance of effort requirements were met.*

As the “Cause” statement correctly indicates, the proximate cause of the lack of documentation availability was the serious and extended illness of the staff member with responsibility for preparation of the reports and appropriate documentation. It should be noted that the delay in preparation of the documentation was due to the intent of FDOE to receive a response to the finding from the prior-year audit report with respect to Matching, Level of Effort, Earmarking and Reporting before completing the following year’s work. As of January 10, 2007, such final response from USED had not yet been received although extensive discussions and submission of additional requested

RECOMMENDATION: On January 10, 2007, subsequent to the completion of our audit field work for this Program, FDOE obtained a copy of the applicable FSRs from USED. We recommend that FDOE ensure that appropriate documentation is timely prepared, maintained, and readily available.

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documentation had been completed.

In order to ensure that the unavailability of a single staff member does not unduly delay these reporting and documentation functions, the FDOE is cross-training other Workforce Education employees to retrieve needed information and compile required reports. Additionally all documentation, reports, and information related to reports are being maintained on a secured shared technology drive.

FDOE continues to work with the USED Office of Vocational and Adult Education to resolve the prior-year-findings and is awaiting the final Program Determination Letter pertaining to the issue. In the interim, FDOE continues to implement procedures to ensure adequate documentation of the agency's compliance with the requirements.

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Status: FA 06-027 has two parts. The first related to the availability of Interim and Final Financial Status Reports for this program. The preparation of these reports had been delayed in anticipation of receiving clear guidance from USED relative to finding FA 05-034. Subsequently the extended illness of the responsible staff member further delayed

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the preparation of the reports and documentation. **This portion of the finding has been fully corrected.** The FDOE has cross-trained other Workforce Education employees to retrieve needed information and compile reports so that the absence of one employee does not unduly delay their completion and submission to USED.

With respect to the matching and maintenance of effort requirements, as stated previously, the FDOE does not agree with the finding issued as FA 05-034. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. **Partially Corrected**

FINDING #FA06-028: *FDOE did not always ensure that VR program regulations pertaining to ineligibility determination were met. Additionally, FDOE did not provide adequate information to clients, and in one instance, did not refer a client determined to be ineligible, to other One-Stop delivery programs that might address the individual's training or employment related needs.*

The Division of Vocational Rehabilitation continues to address adherence to prescribed procedures at Supervisor Training and New Counselor Training, through communication with area directors, and through counselor performance reviews. The activities are ongoing and include documentation of ineligibility and referrals to One-Stop Service Centers.

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BUDGET PERIOD: 2007-2008

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RECOMMENDATION: We recommend that FDOE continue to emphasize, through training and technical assistance, the importance of adhering to applicable laws, rules, guidelines and procedures

The Division of Blind Services will ensure compliance with the procedures for ineligibility determination and processing referrals by: (1) filing a signed "Certificate of Ineligibility" in the individual's case record as applicable; (2) revising the letter addressed to individuals to include ways to seek remedy for any dissatisfaction and a description of services available from the client assistance program; and (3) preparing a "Client Referral Form" that the individual can take to the One-Stop Service Delivery System that identifies the services required.

Comprehensive training to reinforce these procedures for all Division of Blind Services District Administrators, DVR Supervisors, and DVR Specialists will be performed in March 2007 during the monthly teleconference held by the Chief, Bureau of Client Services and Program Support.

Six Month Follow-up August 31, 2007

Status: Actions to revise the Rehabilitation Management Information System data edits and templates were completed by the Division of Vocational Rehabilitation. These actions should reduce/eliminate the errors.

The Division of Blind Services took the

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following actions:

- Provided comprehensive training to counselors and supervisors during March 2007.
- Forwarded amended letters to specific clients outlining remedies for dissatisfaction with services.
- Developed a referral form for clients to take to the One-Stop Service Delivery system.

Fully Corrected

FINDING #FA06-029: *FDOE did not have an established independent review procedure in place that ensured the Annual VR Program/Cost Report (RSA-2) was accurate prior to its submission to USED and that Federal regulations were met.*

The RSA-2 report was revised and submitted to the USED on February 21, 2007. The report was revised to submit data from the correct year (Federal Fiscal Year 2005 instead of 2004).

RECOMMENDATION: We recommend that FDOE ensure that reports are independently reviewed prior to submission to USED.

FDOE will continue to have two or more people from the accounting staff review the report. One of the reviewers will be a staff member not directly involved with the preparation of the report.

Staff will also continue to include other measures to insure the accuracy of the report, including logic tests, comparison of prior-year versus current year data and work sheet formulas. A blank template for the report will be used in future years thus preventing prior-year data from being transferred.

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BUDGET PERIOD: 2007-2008

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Status: Because of the nature and complexity of this report, it would not be practical to have an independent review prior to submission. However, FDOE has instituted a process to have two or more people from the accounting staff review that report. One of the reviewers will be a staff member not directly involved with the preparation of the report.

FDOE will also continue to implement other measures to insure the accuracy of the report including logic tests, comparison of prior year verses current year data and work sheet formulas. In future years a blank template will be used for preparation of the report. This procedure will prevent prior-year data from being transferred. **Fully Corrected**

FINDING #FA06-035: *During FDOE's review and approval of applicant budgetary requests and subsequent subgrantee annual budget and disbursement reports, FDOE did not consistently identify and disapprove unallowable costs.*

RECOMMENDATION: FDOE should review its procedures for determining indirect costs and take those actions necessary to ensure consistent application of

The first instance cited is one for which the subrecipient is a school district that further subgranted funds to a community-based organization (CBO). The project budget included a detailed breakdown of the budget for the CBO which also indicated that the CBO would recover indirect costs. The CBO did not have an approved indirect cost rate. The budget should not have been approved

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allowable cost principles during the review and approval of budgetary and financial reports. Further, FDOE should determine the extent of unallowable indirect costs paid in the instance in which the approved budget included unallowable costs in the direct cost base and the ten percent limitation for administrative costs was exceeded.

containing this reference to indirect cost for the CBO; however, this finding references a budget approval and not the actual disbursement of funds. The FDOE will institute additional training for members of the Grants Management staff who review and approve subrecipient budgets to ensure that budgets do not include proposed disbursement of indirect costs to entities that do not have approved indirect cost plans.

With respect to the second instance for which the subrecipient is a local education agency, FDOE is currently working with USED on the local education agency indirect cost plan and will seek guidance to address the section of the recommendation that relates to that specific instance.

Six Month Follow-up August 31, 2008

Status: Additional training has been provided to Grants Management staff to ensure that budgets do not include proposed disbursement of indirect costs to entities that do not have approved indirect cost plans.

As stated in the Agency Response and Corrective Action Plan, the FDOE worked with the USED to resolve the issue of the methodology for calculating indirect cost for a local school district. On June 27, 2007, a

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Memorandum of Understanding (MOE) between the USED and the FDOE was executed. This MOE explicitly authorizes FDOE to continue to include subcontracts in the direct cost base for the purposes of calculating allowable indirect cost. **Fully Corrected**

FINDING #FA06-036: *FDOE approved subaward budgets that contained incorrect indirect cost rates.*

FDOE will provide additional training and oversight to staff in the Office of Grants Management to ensure that existing procedures for approving subrecipient budgets are correctly followed.

RECOMMENDATION: FDOE staff should follow established procedures to ensure that the correct indirect cost rate is approved for use in subgrant budgets.

Six Month Follow-up August 31, 2007
Status: Additional training has been provided to Grants Management staff to ensure that the correct indirect cost rate is used in approving budgets. **Fully Corrected**

FINDING #FA06-037: *FDOE personnel did not consistently identify and exclude unallowable costs during FDOE's review and approval of applicant budget and payment requests.*

DOE is currently working with USED on the local education agency indirect cost plan and will seek guidance to address this recommendation.

RECOMMENDATION: FDOE should enhance its procedures for calculating indirect costs to ensure that only allowable costs are included when approving subaward budget and when making payments. Further,

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			FDOE should determine the extent of unallowable indirect costs paid, if any, for the subaward budget that did not exclude unallowable costs when determining the direct cost base.	methodology for calculating indirect cost for a local school district. On June 27, 2007, a Memorandum of Understanding (MOE) between the USED and the FDOE was executed. This MOE explicitly authorizes FDOE to continue to include subcontracts in the direct cost base for the purposes of calculating allowable indirect cost. Fully Corrected	

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Department: Education

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Auditor General 2008-141	FY2007	State of Florida Federal Awards Department-wide	<p>FINDING #FS 07-009: <i>FDOE and FBOG should enhance their procedures to ensure information compiled for community colleges and universities for inclusion in the State's basic financial statements and Schedule of Expenditures of Federal Awards (SEFA) is accurate and complete, and timely submitted to the Florida Department of Financial Services (FDFS), Statewide Financial Reporting Section (SFRS). Our audit disclosed numerous instances in which community college or university financial information submitted to SFRS by FDOE or FBOG for inclusion in the State's basic financial statements or SEFA was untimely, incorrect, or incomplete.</i></p> <p>RECOMMENDATION: FDOE and FBOG should enhance their procedures to ensure that information compiled for community colleges and universities for inclusion in the State's financial statements and SEFA is accurate and complete, and timely submitted to SFRS. Such procedures should include a thorough review of the information prior to submission to SFRS.</p> <p>FINDING #FS 07-010: <i>Reconciliations between the State's Schedule of Expenditures of Federal Awards (SEFA) and the State's basic financial statements were not always prepared.</i></p>	<p>Florida Department of Education. FDOE will enhance its procedures to ensure that information compiled for community colleges for inclusion in the State's financial statements and SEFA is accurate and complete, and timely submitted to SFRS. The procedures will include a thorough review of the information prior to submission to SFRS.</p> <p>We will enhance our procedures by developing checklists to be used by community colleges for completing the annual financial report and SEFA forms submitted. The procedures will also include establishing controls within the FDOE review process, to ensure accuracy and completeness of documents. Finally, FDOE will include additional staff to assist in the review of the community college annual financial statements and SEFA forms in order to assure accuracy, completeness, and timeliness. In addition to the enhanced procedures, the FDOE in conjunction with FDFS staff will conduct a financial reports training workshop for community college controllers.</p> <p>The Florida Department of Education (FDOE) does not agree that this finding is applicable to this Agency and asserts that we carefully and completely followed the instructions</p>	

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RECOMMENDATION: We recommend that State agencies follow FDFS instructions and prepare reconciliations between total expenditures reported on the SEFA data form and the agencies' financial statements. Further, we recommend that FDFS revise the certification to require agencies to certify that a reconciliation between the SEFA data form and the agencies' financial statements has been prepared.

AUDITOR'S REMARKS: The reconciliation procedures described in FDOE's response were applied on a grant-by-grant basis. Such comparisons are helpful in identifying errors in the amounts shown for individual grants. However, a reconciliation of the total expenditures reported on the SEFA to the appropriate financial statement accounts helps to ensure that all grants and other Federal financial assistance have been identified and included in the SEFA.

required by the Florida Department of Financial Services (FDFS) with respect to preparation and submission of the State Expenditures of Federal Awards (SEFA) report. FDOE staff performed a reconciliation of total expenditures reported on the SEFA to expenditures reported for the Statewide Financial Statements prior to submitting the SEFA. This reconciliation consisted of:

- Reviews of the trial balances from the Florida Accounting Information Resource system (FLAIR) for each grant to ensure total expenditures were reported correctly on the SEFA.
- Reconciliation of the distributive aid report for each grant from our Financial Management Information System to FLAIR.

Through reconciliation of all individual grants, a reconciliation of the total amount is accomplished. As noted in the finding, FDFS did not require or request that a standard grant reconciliation format be used to document the performance of the reconciliations. Therefore, the Department used its own format to document for the Auditor General's staff that all the reconciliations were appropriately and accurately completed. Thus, the actual

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reconciliation was performed prior to the submission of the SEFA and not subsequent to the audit inquiry as stated in the "Condition" portion of the report on this finding.

FINDING #FS 07-011: *FDOE's processes for advancing Federal funds and recording Federal expenditures did not facilitate preparation of the SEFA data form in a manner consistent with the provisions of OMB Circular A-133 and FDFS instructions.*

RECOMMENDATION: We recommend that FDOE consult with FDFS regarding the reporting of Federal expenditures.

For over 20 years, FDOE has used the current Federal Cash Advance System (D502) to process cash requests from Local Educational Agencies (LEAs) and other authorized subrecipients (e.g., community colleges and state universities). In the submission of the FDOE State Expenditures of Federal Awards (SEFA), total expenditures by federal program were not overstated. In fact, FDOE recorded the activity of each Federal award in compliance with OMB Circular A-133 §____.205.

For the last seven years, FDOE has allocated the unassigned balance of advances to federal programs on the SEFA report. The SEFA was accepted by FDFS in its original form which included reporting of credit transactions. Subsequent to the submission of the SEFA, it is our understanding that FDFS removed the credit transactions. The removal of these transactions created incorrect balances and overstatements of expenditures in the report. FDOE was not informed that FDFS had removed credit transactions from the original submitted

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SEFA. Were it not for the removal of these transactions, which was done without consultation with FDOE, the report would have been correct as submitted.

It is correct that the current system does not identify the federal program for which cash is requested. The system has been included in audits for many years and the USED has been aware of the system and the way it operates. FDOE has initiated discussions with the USED with regard to improving this system most recently in conjunction with the USED Management Improvement Team. For some time, FDOE has recognized the advantages of updating this system; however, significant delays in this activity were experienced during attempts to develop and implement Project Aspire. FDOE had planned to use the Aspire eSettlements module to identify cash requests by federal program. When Project Aspire was terminated, FDOE was forced to find an alternate solution. Currently the Agency is developing a new system to streamline the current process and identify the cash draws by each individual federal grant program. It is expected that some version of this system will be in place by July 1, 2008.

FINDING #FA-018: *FDOE did not have procedures in* The FDOE has instituted multiple supervisory

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place to ensure that amounts were accurately reported in the Cash Management Improvement Agreement (CMIA) Annual Report to the Florida Department of Financial Services (FDFS).

reviews and automated the collection of the fiscal data for the subsequent submissions of the CMIA.

RECOMMENDATION: According to FDFS personnel, the interest liability will be included in FDFS's 2006-07 fiscal year interest calculation as a Prior Year State Liability Adjustment. Further, FDFS staff indicated that the interest liability payment will be made by FDFS to the United States Department of Treasury, Bureau of Financial Management Service, on March 31, 2008. We recommend FDOE management ensure a supervisory review is made prior to submitting the CMIA Annual Report to FDFS.

FINDING #FA07-019: *FDOE did not complete its scheduled monitoring of subgrantees for the 2006-07 fiscal year.*

RECOMMENDATION: FDOE personnel indicated that a new compliance supervisor has recently been hired and is in the process of establishing the on-site procedures for the compliance team, working to schedule compliance activities, and should, in the near future, be able to reinitiate site visits. We recommend that FDOE continue its efforts to ensure that on-site monitoring reviews are conducted for all subgrantees in a timely manner.

Due to a major organizational change in the Fall of 2006, Workforce Education, previously included as a subdivision of the Division of Community Colleges, became a separate Division and in March 2007, a Chancellor was appointed to head the Division. Additionally, other personnel shifts within the newly created Division led to the curtailment of on-site compliance visits when members of the compliance team were reassigned to other job responsibilities. Other compliance monitoring activities continued such as in-depth grant application reviews, desk top monitoring, review of single audits, and the provision of technical assistance and training. Program

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managers continue to communicate with individual agencies regarding the progress of the implementation of subgrant awards. Additional actions have been taken by the Bureau of Grants Administration and Compliance, Division of Workforce Education.

The need for a multi-dimensional and comprehensive system necessitated the hiring of a compliance specialist with more in-depth compliance knowledge and experience. A Director of Compliance/Quality Assurance was hired on August 22, 2007 and became full time September 24, 2007, in the assigned position. The Director provides leadership and supervision in the development, design and implementation of a Quality Assurance system to address compliance and monitoring within the Division of Workforce Education.

A risk-based system is being implemented. Those agencies that are demonstrating the lowest performance on core measures/indicators and at higher risk based on a risk assessment will be visited on-site to monitor compliance with applicable federal law and regulations, state statutes and rules. Additional monitoring strategies will also be implemented including such activities as the completion of a self assessment, the development of system improvement plans or

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corrective action plans. The assigned monitoring strategy will be based on the results of a data review of performance and other designated risk factors. The system is in the final stages of development and it is expected that on-site visits will begin in the spring of 2008.

FINDING #FA-020: *As noted in the prior year audit, results of FDOE's on-site monitoring visits were not timely communicated to the LEAs.*

RECOMMENDATION: We recommend that FDOE adhere more strictly to its established monitoring guidelines.

FDOE has developed a comprehensive monitoring system that includes an on-line reporting tool to ensure that Florida strictly adheres to established monitoring guidelines. This new on-line reporting tool is being implemented for the 2007-08 monitoring cycle. Additionally, the FDOE will review the timelines specified in the monitoring procedures and revise as appropriate to allow adequate time for development of comprehensive and accurate reports.

FINDING #FA-021: *FDOE had not fully resolved the issues reported in the prior audit regarding comparability reports.*

RECOMMENDATION: FDOE is currently working with USED to establish and implement appropriate procedures for ensuring that comparability requirements are met. We recommend that FDOE continue to enhance procedures for monitoring comparability requirements.

The FDOE has taken significant measures to strengthen its procedures for monitoring of comparability. In the fall of 2007, FDOE created an on-line reporting application for districts to submit comparability data (<http://www.fldoe.org/bsa/titlecomparability/>). Timely comparability reports for 2007-08 were received from all 67 districts. FDOE staff completed their analyses by the end of November 2007, and all districts demonstrated that they were in compliance

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FINDING #FA-022: *FDOE did not accurately account for capacity building and improvement expenditures.*

RECOMMENDATION: We recommend that FDOE ensure that subgrants are expended as required by the Federal law and the provisions of the grant agreement.

AUDITOR REMARKS: The final allowability of the transfer of expenditures and its impact on other compliance matters, including earmarking requirements, will be determined by the grantor agency.

with all comparability requirements by the end of January 2008. FDOE will continue to annually monitor compliance in this area using the procedures established for 2007-08.

The FDOE disagrees with this finding. The attribution of the expenditures from IDEA subgrants to the "School Renovation" grant was appropriate. The full title of the School Renovation Grant was "School Renovation, IDEA, and Technology Grants Program". Throughout the guidance issued by the USED ("Guidance for Fiscal Year 2001") there are numerous references to the appropriateness of expenditures relative to the Individuals with Disabilities Act (IDEA, Part B). For example:

- On page 14, the answer to question E4, states in part, "Grant funds [referring to the "Renovation Grant"] that are used to support activities under Part B of the IDEA, must be spent in accordance with that statute and its regulations..."
- On page 15 in answer to question E5, it states, "The requirements that apply to the use of funds granted under section 321 to carry out activities under Part B of the IDEA are the same requirements that apply to use of funds provided under part B of the IDEA..."

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All of the expenditures that were subsequently attributed to the "School Renovation" grant program were allowable and allocable to that program since they were allowable and allocable under the IDEA, Part B, program. The FDOE very carefully made these accounting transfers in accordance with all of the requirements of both programs. Expenditures were not erroneously recorded.

FDOE consulted with legal counsel regarding the appropriateness of these transfers of expenditures. The attorneys stated in part, "...FDOE should be allowed to transfer obligations between programs as long as the obligations are for costs that are allowable under the relevant programs." Since the obligations and expenditures were timely and allowable under both programs, there was no harm to the federal interest in transferring selected expenditures from one to the other.

FINDING #FA07-023: *The results of monitoring reviews were not communicated to subrecipients in a timely manner. In addition, FDOE did not have an effective system in place to track the status of monitoring efforts and subrecipient corrective actions.*

RECOMMENDATION: FDOE should review its monitoring procedures and take those actions necessary to ensure timely issuance of the monitoring

The Bureau of Exceptional Education and Student Services has developed a Web-based monitoring system that focuses on procedural compliance with related federal and state requirements for Exceptional Student Education (ESE). The system aligns with the State Performance Plan (SPP)/Annual Performance Report (APR) required under the Individuals with Disabilities

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			<p>reports. Additionally, FDOE should enhance its monitoring tracking system to ensure that appropriate corrective actions are taken in a timely manner.</p>	<p>Education Act (IDEA). The development of the system establishes a comprehensive monitoring process that is effective both in timely identification and correction of noncompliance as well as in detecting "patterns" of systemic concerns within districts and across the state. Implemented for the first time in 2007-08, the monitoring system includes:</p> <ul style="list-style-type: none"> • Completion of a Web-based self-assessment by all LEAs in the state • Validation of the process through record sampling and review of district responses by Bureau staff • Timely correction of noncompliance (correction with 60 days for each student-level incident of noncompliance; correction within one year for findings found to be systemic in nature, i.e., evident in 25% or more of records reviewed) • Verification of correction of noncompliance <p>Technical assistance was provided to each district to ensure understanding of the critical components of the review. The self-assessments were due January 31, 2008; upon submission districts were able to access</p>	

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the results of their review via the Web site. Bureau staff processed the results, and a formal report of findings was provided to each LEA on February 22, 2008 (16 working days after completion). The report includes: a district summary report of findings by standard; a student-level report for use in correcting individual student noncompliance; a correction action tracking sheet to be submitted to the Bureau upon completion of all individual corrections; and a template for 10-12 month corrective action plan (CAP), if required, to address systemic findings of noncompliance. Although this report is referred to as the "preliminary report," it reflects all of the findings of the monitoring process and begins the timeline for correction of noncompliance.

Student-level noncompliance must be corrected no later than April 22, 2008; systemic-level findings must be corrected by December 22, 2008. Documentation of correction of noncompliance and a CAP for systemic findings, if required, are due to the Bureau by April 30, 2008. Within 30 days of receipt by the Bureau, a "final report" that summarizes the findings of noncompliance as well as the district's status regarding timely correction will be issued. For the 2008-09 school year, FDOE will review the timelines

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and revise as appropriate.

FINDING #FA 07-025: *FDOE did not maintain documentation of the labor force summary data that was used to allocate funding for the Carl D. Perkins, Rural and Sparsely Populated Areas Career and Technical Education Programs.*

RECOMMENDATION: FDOE should strengthen its compilation and review procedures to ensure that proper documentation is maintained that evidences the data used in the Vocational Education allocation process is complete and accurate.

FDOE was unable to obtain a replacement copy of the rural data source information from the Agency for Workforce Innovation due to the fact that the information is overwritten and not saved when it is updated. To insure compliance Workforce Education has strengthened its compilation and review procedures to ensure that proper documentation is maintained that evidences the data used in the allocation process is complete and accurate. Additional actions have been taken to insure full compliance with this requirement. Operational procedures have been implemented to save the specific data in electronic format and a hard copy on an annual basis. Business rules for calculating the formula have been developed and included in the new State Plan for the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV), approved by the State Board of Education on February 19, 2008.

FINDING #FA 07-026: *FDOE had not resolved issues in the prior audit relating to allotments and expenditures for Nontraditional Training and Education (NTE).*

RECOMMENDATION: FDOE has begun the process of entering into a Cooperative Audit Resolution and

As stated previously, the FDOE does not agree with the finding first issued as FA 05-035. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the

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			<p>Oversight Initiative with USED and has not resolved this issue yet. We recommend that FDOE enhance its policies and procedures by creating accounting codes that allow for the identification of allotments to, and expenditures for, NTE within FLAIR.</p>	<p>USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. In September 2007, FDOE staff met in Washington, D.C. with USED staff. As of this date, no response has been received.</p>	
			<p>FINDING #FA 07-027: <i>FDOE had not resolved issues disclosed in a prior audit regarding its ability to demonstrate compliance with the matching and maintenance of effort requirements and the reporting of amounts expended toward those requirements.</i></p>	<p>As stated previously, the FDOE does not agree with the finding issued as FA 05-034. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. In September 2007, FDOE staff went to Washington D.C. to meet with USED staff. As of this date, no response has been received.</p>	
			<p>RECOMMENDATION: We recommend that FDOE continue to work with USED on resolving audit issues.</p>		
			<p>FINDING #FA 07-028: <i>Contrary to Federal and State requirements, DBS did not obtain price or rate quotations prior to procuring contractual services related to an Independent Living Summer Transition Program.</i></p>	<p>FDOE does not agree with this finding. Although rate quotations were not obtained prior to procuring contractual services, exemptions relative to services provided to persons with disabilities are applicable. Federal regulations at 34 CFR 80.36 state: “(a) States. When procuring property and services under a grant, a State will follow the same policies and procedures it uses for procurements from its non-federal funds. The</p>	
			<p>RECOMMENDATION: We recommend that DBS obtain sufficient quotations prior to procuring contractual services. Additionally, DBS should ensure that a signed agreement is in place prior to the provision of services. We also recommend that DBS provide training and</p>		

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			<p>technical services regarding the importance of adhering to Federal and State procurement requirements.</p> <p>AUDITOR'S REMARKS: We agree that this purchase was not subject to the competitive-solicitation requirements of Section 287.057, Florida Statutes. However, the purchase remains subject to other purchasing statutory provisions and rules, including Rule 60A-1.002(3), F.A.C. which requires documentation of the method used by the agency to determine the price of the service acquired. We again recommend FDOE comply with purchasing laws and rules when procuring services and obtain signed agreements prior to the provision of services.</p> <p>FINDING #FA 07-029: <i>DBS had not established adequate policies and procedures to ensure that client service payments were authorized, processed, and recorded properly within the DBS Accessible Web-based Activity and Reporting Environment (AWARE) System and the State's Accounting System (FLAIR).</i></p>	<p>State will ensure that every purchase order or other contract includes any clauses required by Federal statutes and executive orders and their implementing regulations. Other grantees and sub grantees will follow paragraphs (b) through (i) in the section."</p> <p>Section 287.057(5)(f)(7), Florida Statutes, exempts certain contractual services from competitive solicitation requirements. Specifically this section provides an exemption for "Services provided to persons with mental or physical disabilities by not-for-profit corporations which have obtained exemptions under the provisions of s. 501(c)(3) of the United States Internal Revenue Code or when such services are governed by the provisions of Office of Management and Budget Circular A-122..." FDOE will provide additional training to DBS staff working with procurement to ensure that all federal and state procedures are adhered to.</p> <p>The "batch" invoices in question includes services for a number of clients. The invoices identified the clients, provided appropriate supporting documentation and were properly reviewed prior to payment. The system calls for a separate entry to be made for each of the clients referenced on the invoice to record</p>	

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RECOMMENDATION: We recommend that DBS take immediate actions to establish procedures which will ensure that the authorizations are properly processed, client records are sufficiently documented and the Federal funding is adequately safeguarded.

that each client received an allowable service and the cost of that service. In some instances these separate entries were not made for the individual clients. Any error resulting from this practice would be in individual client records rather than the invoice payment records.

The design of AWARE/FLAIR accounting interface includes reconciliation reports, Transaction Logs, Error Logs, and Exception Reports. The reconciliation process involves a manual daily review of these reports to determine any discrepancies. The DBS processed 16,194 invoices for payment during SFY 2005/2006 and 22,400 for SFY 2006/2007. Because of the large and increasing number of invoices, the manual process is no longer adequate.

Immediately upon identification of the practice of not completing corresponding entries for individual clients, the field office staff were directed to complete a thorough review of all paid invoices to verify that payment authorizations were appropriate and accurate.

DBS held a teleconference with the district field office administrators and directed that staff are to enter the corresponding client data accurately for all clients. Additional training is also being provided statewide to all staff with

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responsibilities for completing this data entry process.

Additionally, the DBS will immediately develop and implement written procedures for the processing of authorizations, and the documentation of client records which will be used consistently by the central and field offices.

Finally, the DBS is proposing to design an automated reconciliation process and electronic invoicing process. This project will enhance the reconciliation processes.

FINDING #FA 07-030: *FDOE did not always authorize expenditures for client services in a timely manner. In addition, FDOE did not fairly state the status of a similar finding in the Summary Schedule of Prior Audit Findings (SSPAF).*

The DVR continues to address adherence to prescribed procedures in Supervisors' Training and New Counselor Training, through communication with area staff and counselor performance reviews.

RECOMMENDATION: We recommend that FDOE ensure adherence to prescribed procedures regarding the authorization and approval of client services.

The DVR has initiated an automated supervisor approval process in the Rehabilitation Management Information System to address the timeliness of the supervisor's signature.

AUDITOR REMARKS: Pursuant to OMB Circular A-133 §___.315(b), the summary schedule of prior audit findings is to include the status of all audit findings, rather than the status of the implementation of corrective actions. As described above, FDOE reported that the finding was fully corrected; however, we

FDOE disagrees with the statement that "FDOE did not fairly state the status of a similar finding in the summary Schedule of Prior Audit Findings (SSPAF)." The FDOE

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: State Board of Education (48800000)
 Community Colleges (48400000)
 Universities (48900100)
 Board of Governors (48900300)
 Finance and Operations

Phone Number: 850-245-9418

(1) REPORT NUMBER CODE	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE
			continue to note similar instances in our current audit.	properly implemented all of the corrective actions indicated for the prior finding and reported the full implementation of such corrective actions in the SSPAF.	
			<p>FINDING #FA 07-031: <i>FDOE did not always ensure that VR program regulations pertaining to eligibility determinations were met. In addition, FDOE had not resolved issues regarding the provision of adequate information to clients by referring them to other One-Stop delivery programs that might address the individuals' training or employment related needs. In addition, FDOE did not fairly state the status of a similar finding in the Summary Schedule of Prior Audit Findings (SSPAF).</i></p> <p>RECOMMENDATION: We recommend that FDOE management again emphasize to its counselors, through training and technical assistance, the importance of following Federal requirements.</p> <p>AUDITOR REMARKS: Pursuant to OMB Circular A-133, §___.315(b), the summary schedule of prior audit findings is to include the status of all audit findings, rather than the status of the implementation of corrective actions. As described above, FDOE reported that the finding was fully corrected; however, we continue to note similar instances in our current audit.</p>	<p>The Division of Blind Services will provide additional technical assistance and training to personnel regarding the Federal requirements.</p> <p>The Division of Vocational Rehabilitation continues to address adherence to prescribed procedures in supervisors' training and new counselor training, through communication with staff and counselor performance reviews.</p> <p>FDOE disagrees with the statement that "FDOE did not fairly state the status of a similar finding in the Summary Schedule of Prior Audit Findings (SSPAF)." The FDOE properly implemented all of the corrective actions indicated for the prior finding and reported the full implementation of such corrective actions in the SSPAF</p>	
			<p>FINDING #FA 07-032: <i>Contrary to Federal regulations, FDOE did not ensure that the Individualized Plan for</i></p>	<p>The DBS will provide additional training during both March and April 2008, to all Supervisors,</p>	

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			<p><i>Employment (IPE), a written document prepared on forms provided by the Divisions, was signed by both the counselor and eligible individual.</i></p> <p>RECOMMENDATION: We recommend that FDOE personnel ensure that once the IPE is developed, counselors make a concerted effort to sign the document and obtain the signature of the applicable individual. In addition, we recommend that FDOE provide training and technical assistance to its employees regarding this matter.</p>	<p>District Administrators, Counselors, and other VR program staff to address policies and procedures pertaining to the Individualized Plan for Employment (IPE). The DBS conducted a technical assistance conference call with the Administrators on December 6, 2007, regarding the IPE.</p> <p>The DVR continues to address adherence to the Federal eligibility requirements with counselors and supervisors, through training and technical assistance. This includes Supervisors' Training, New Counselor Training, communication with staff and counselor performance reviews.</p>	
			<p>FINDING #FA 07-033: <i>Our review of the Financial Status Reports (SF-269) disclosed that the State matching requirements were not met, and FDOE did not always report all non-Federal expenditures incurred in carrying out State activities. In addition, contrary to USED instructions, amounts were not properly reported on the DBS SF-269 reports.</i></p> <p>RECOMMENDATION: We recommend that FDOE immediately seek guidance from USED regarding whether revised reports are required, including the reporting of all non-Federal expenditures. In addition, we recommend that SF-269 reports be completed and reported in accordance with USED instructions.</p>	<p>The FDOE has sought additional guidance from USED in the proper reporting of matching expenditures and refunds in the Financial Status Reports (SF-269). Subsequent to the submission of SF-269 for H126A050087 and H126A060087, the Division of Blind Services significantly enhanced its procedures to document all reported expenditures, encumbrances, and refunds.</p>	

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			<p>FINDING #FA 07-034: <i>FDOE did not accurately report data listed on the Annual VR Program/Cost Report (RSA-2). In addition, FDOE management did not document that a review was completed prior to submitting the report to USED.</i></p> <p>RECOMMENDATION: FDOE management indicated that they were planning to submit a revised DBS 2006 RSA-2 report. We recommend that FDOE implement a review process for all required Federal reports, as well as, ensure that more than one staff member is knowledgeable in the areas of the methodology, preparation and submission of the applicable reports.</p>	<p>The Department has assigned additional staff to perform the collection and preparation of the RSA-2. The procedures for completion of this report have been enhanced to include multiple management reviews and further reconciliations between Financial Status Reports (SF-269), FDOE trial balances, and RSA-2. Additionally, FDOE has sought technical assistance from USED in clarifying classification of expenditures and encumbrances within the RSA-2 report. Attendance at the 2008 National Fiscal Management and Data Management Conference sponsored by RSA will be required for all preparers and reviewers of the RSA-2.</p>	
			<p>FINDING #FA 07-037: <i>The results of monitoring reviews had not been timely communicated to subrecipients.</i></p> <p>RECOMMENDATION: FDOE should review its monitoring procedures and take those actions necessary to ensure timely issuance of the monitoring reports.</p>	<p>FDOE will implement additional protocols to ensure that corrective actions are timely communicated to the sub-grantees pursuant to 21st CCLC Policy, Monitoring and Compliance (PMC) Unit – Standard Operating Procedures. FDOE will also review the 21st CCLC Policy, Monitoring and Compliance (PMC) Unit- Standard Operating Procedures to ensure that the 30-day report deadline is a reasonable amount of time to issue tentative findings and give the subgrantees opportunity to review, rebut, and provide additional documentation prior to issuing final reports. Based on results of that review, the timeline</p>	

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may be revised.

FINDING #FA 07-038: *FDOE did not always ensure that the State's accounting system (FLAIR) was timely updated for transactions originally recorded in FDOE's On-Line Disbursement Reporting (D-503) Application.*

RECOMMENDATION: FDOE should review its procedures for detecting and timely resolving discrepancies between FLAIR and the D-503 Application. Additionally, FDOE should provide training regarding the importance of timely reconciling the data between the two systems.

The FDOE followed established accounting procedures for reconciliation and identified the discrepancies. The timing difference reference in the "Effect" statement did not impede the planning ability of other personnel to administer the program since FDOE uses a subsystem (D-503) to track sub-recipient activities. FDOE continues to provide ongoing training to all staff regarding the monthly reconciliation process.

FINDING #FA 07-039: *Significant deficiencies noted during the prior audit regarding the approval of subaward budgets that contained incorrect indirect cost rates continued to exist during the audit period.*

RECOMMENDATION: We recommend that FDOE management ensure that the correct indirect cost rate is approved for use in the subgranted budgets.

During 2006-07, the FDOE entered into negotiations with the USED with regard to the indirect cost plans, procedures, and rates to be used by local education agencies (LEAs) for 2007-08. Additional training on the application of indirect costs rates to budgets was not held until such time as FDOE had clear indication from USED as to the changes that would be made. FDOE and USED reached agreement on a one-year interim plan and training was provided. FDOE and USED are currently negotiating the plans, procedures, and rates to be used in 2008-09. As soon as those negotiations are completed, training will be provided to all appropriate FDOE staff. Training will be ongoing as needed to ensure the correct

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application of indirect cost rates to proposed subgrant budgets.

FINDING #FA 07-040: *As of June 30, 2007, moneys set aside for the Immigrant Children and Youth Program from the 2004, 2005, and 2006 grants had not been used for such purposes. Additionally, FDOE management did not have a system in place to ensure that subgrants pertaining to this funding would be uniquely identified and accounted for in the fiscal records.*

As of February 4, 2008, FDOE issued a separate grant tracking number for use in allocating immigrant education funds and issuing project awards to subgrantee (TAP Number 09A028). New subgrants to eligible local educational agencies (LEAs) shall reference TAPs number and expenditures shall be tracked based on unique project award numbers.

RECOMMENDATION: We recommend that FDOE managers ensure that subgrants are awarded as required by the applicable Federal laws and guidelines, and use separate account code identifiers that properly identify and account for expenditures charged for Immigrant Children and Youth Program services. Additionally, we recommend that FDOE seek guidance from USED as to whether the failure to use the moneys set aside for the Immigrant Children and Youth Program services would result in disallowed costs.

In the absence of guidance from USED, which provides a definition of "local educational agencies experiencing substantial increases in immigrant children and youth," the FDOE determined an allocation methodology that is based in part on the requirements outline in section 3114(d)(1), Title III, No Child Left Behind, and has completed the preliminary allocation of all unexpended funds set aside for Immigrant Education. In addition, a preliminary Request for Application (RFA) has been developed for use by eligible LEAs in 2008-09.

FINDING #FA 07-041: *Contrary to Federal regulations, FDOE did not conduct subrecipient monitoring in the 2006-07 fiscal year.*

Monitoring of subrecipient project awards issued on Title III, Part A, No Child Left Behind, is being conducted through the system of focused monitoring established by

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REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE
			<p>RECOMMENDATION: We recommend that FDOE take the necessary actions to ensure that monitoring reviews are performed as required.</p>	<p>the Office of Academic Achievement through Language Acquisition. All school districts receiving English Language Acquisition subgrants will be monitored either through focused desktop or self-monitoring and reporting depending on assessed risk factors.</p>	

LBR Technical Review Checklist

Department/Budget Entity (Service): EDUCATION / STATE BOARD OF EDUCATION
Agency Budget Officer/OPB Analyst Name: PAM BUNKLEY

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)			
			4880	

1. GENERAL				
1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)			Yes	
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)			Yes	
AUDITS:				
1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)			Yes	
1.4 Has security been set correctly? (CSDR, CSA)			Yes	
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.				
2. EXHIBIT A (EADR, EXA)				
2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?			Yes	
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?			Yes	
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?			Yes	
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?			Yes	
3. EXHIBIT B (EADR, EXB)				
3.1 Is it apparent that there is a fund shift and 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.			Yes	
AUDITS:				
3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")			Yes	
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")			Yes	

		Program or Service (Budget Entity Codes)			
Action				4880	
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
TIP	Exhibit B - A02 equal to B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.				
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.				
4. EXHIBIT D (EADR, EXD)					
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?			Yes	
4.2	Is the program component code and title used correct?			Yes	
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.)			Yes	
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")			Yes	
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)			Yes	
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)			Yes Round ing	
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.				
TIP	If G08 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 G08 was created.				
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?			Yes	

Action		Program or Service (Budget Entity Codes)			
				4880	
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).			Yes	
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)			Yes	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?			Yes	
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?			Yes	
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).			N/A	
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.			N/A	
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD A/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.			N/A	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?			N/A	
7.9	Does the issue narrative reference the specific county(ies) where applicable?			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 #09-002?			N/A	
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)			N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?			N/A	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?			N/A	
7.14	Do the amounts reflect appropriate FSI assignments?			Yes	
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)			N/A	

Action		Program or Service (Budget Entity Codes)			
				4880	
7.16	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 or 363XXC0)?			Yes	
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?			N/A	
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")			Yes	
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 61 through 64 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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?			Yes	
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?			Yes	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?			Yes	
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?			Yes	
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)?			Yes	

Action		Program or Service (Budget Entity Codes)			
				4880	
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?			Yes	
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	
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?			N/A	
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, 000799, 001510 and 001599)?			Yes	
8.10	Are the statutory authority references correct?			Yes	
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)			Yes	
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?			Yes	
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?			Yes	
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?			Yes	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?			Yes	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?			Yes	
8.17	If applicable, are nonrecurring revenues entered into Column A04?			Yes	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?			Yes	
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?			Yes	
8.20	Are appropriate service charge nonoperating amounts included in Section II?			Yes	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?			Yes	
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.)			Yes	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?			Yes	
8.24	Are prior year September operating reversions appropriately shown in column A01?			Yes	
8.25	Are current year September operating reversions appropriately shown in column A02?			Yes	

Action		Program or Service (Budget Entity Codes)			
				4880	
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?			Yes	
8.27	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?			Yes	
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?			Yes	
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).			Yes	
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")			Yes	
8.31	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)			Yes	
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 119 of the LBR Instructions.)				
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 150 of the LBR Instructions.)			N/A	
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)			N/A	
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.			N/A	
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?			Yes	
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?			Yes	
13. SCHEDULE VIIIB-1					

		Program or Service (Budget Entity Codes)			
Action				4880	
13.1	This schedule is not required in the October 15, 2008 LBR submittal.				
14. SCHEDULE VIII B-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?			Yes	
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)			Yes	
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					

Action		Program or Service (Budget Entity Codes)			
				4880	
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)			Yes	
15.3	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")			Yes	
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")			Yes	
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)			Yes	
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")			No	
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?			Yes	
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?			Yes	
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?			Yes	
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.				
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?			N/A	
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?			N/A	
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?			N/A	
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?			N/A	
17.5	Are the appropriate counties identified in the narrative?			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.				

State of Florida
Department of Education
State Universities
Education and General



2009-10
Exhibits or Schedules

State of Florida
Department of Education
State Universities
Education and General



2009-10
Schedule I Series

SCHEDULE I NARRATIVE

Department of Education Educational and General Activities

Program: **K-20 Executive Budget**
Budget Entity: **48900100**
Fund Name/Number: **Student and Other Fees Trust Fund / 2164**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

There is no estimation of fees because an issue was included to deduct the entire trust fund from the legislative budget request process based on the lawsuit that the Board of Governors has joined with the Graham/Frey litigation regarding who should set tuition and fees as well as clarification on governance of the State University System.

5 PERCENT TRUST FUND RESERVE CALCULATION

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Student and Other Fees Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Educational and General Activities

Program: **K-20 Executive Budget**
Budget Entity: **48900100**
Fund Name/Number: **Student Loan Guaranty Reserve Trust Fund / 2178**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- No adjustments

REVENUE ESTIMATING METHODOLOGY

Revenue estimates for the Department of Education are based on the Outlook Statement prepared by the Revenue Estimating Conference pursuant to Section 216.136(3), Florida Statutes. The amount of revenue for each budget entity is based on the expenditures for the budget entity.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of lottery proceeds. The Department passes the revenue through to school districts, community colleges and universities.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Student Loan Guaranty Reserve Trust Fund	\$	<u><u>0</u></u>

SCHEDULE I NARRATIVE

Department of Education Educational and General Activities

Program: **K-20 Executive Budget**
Budget Entity: **48900100**
Fund Name/Number: **Phosphate Research Trust Fund / 2530**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

This fund does compute cost for general management and administrative services to USF. The amount is \$110,000 annually.

SECTION III ADJUSTMENTS

- **Operating Expenditures Not Recorded in FLAIR \$(3,817,814)**
These funds are not processed through the FLAIR system; therefore, an adjustment is made for the unreserved fund balance.
- **Unreserved Fund Balance Not Recorded by CFO \$11,219,368**
These funds are not processed through the FLAIR system; therefore, an adjustment is made for the unreserved fund balance.

REVENUE ESTIMATING METHODOLOGY

Revenue is distributed pursuant to 211.3103, Florida Statutes.

5 PERCENT TRUST FUND RESERVE CALCULATION

There is no adverse impact of establishing a reserve but it is not necessary because the ending fund balance is so high. In addition, it is stated in the Florida Statutes the percent of the phosphate mining fee that the Florida Institute of Phosphate Research will be allocated each year. Therefore, this trust fund should be exempt from the reserve requirement. This trust fund does not need to establish a reserve because these funds are appropriated by the Legislature and come from phosphate mining severance fees pursuant to s. 211.3103, Florida Statutes.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Phosphate Research Trust Fund	\$	<u><u>0</u></u>

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCES

Budget Period: 2009 - 2010

Department: 48 EDUCATION
Budget Entity: 48900100-EDUCATIONAL AND GENERAL ACTIVITIES
Fund: 2530-PHOSPHATE RESEARCH TRUST FUND

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	<u>FY 20 07 - 08</u>	<u>FY 20 08 - 09</u>	<u>FY 20 09 - 10</u>
Phosphate Research Trust Fund	10,191,909	6,006,202	1,593,324
TOTALS*	10,191,909	6,006,202	1,593,324

***Must agree to amounts on Schedule I, Section IV, Line I.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title: EDUCATION
Trust Fund Title: PHOSPHATE RESEARCH TRUST FUND
Budget Entity: 48900100 - EDUCATIONAL AND GENERAL ACTIVITIES
LAS/PBS Fund Number: 2530 (Not In Department of Education Trial Balance)

	Balance as of 6/30/2008	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	11,219,368.00 (A)		11,219,368.00
ADD: Other Cash (See Instructions)	2,425,937.00 (B)		2,425,937.00
ADD: Investments	458,138.00 (C)		458,138.00
ADD: Outstanding Accounts Receivable			-
ADD: Miscellaneous Receipts	1,280.00 (E)		1,280.00
Total Cash plus Accounts Receivable	14,104,723.00 (F)	-	14,104,723.00
LESS: Allowances for Uncollectibles	3,817,814.00 (G)		3,817,814.00
LESS: Approved "A" Certified Forwards			-
Approved "B" Certified Forwards			-
Approved "FCO" Certified Forwards			-
LESS: Other Accounts Payable (Nonoperating)	95,000.00 (I)		95,000.00
LESS: _____			-
Unreserved Fund Balance, 07/01/08	10,191,909.00 (K)	-	10,191,909.00 **

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: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>PHOSPHATE RESEARCH TRUST FUND</u>	
LAS/PBS Fund Number:	<u>2530</u>	<u>BE 48900100</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 0.00 (A)

Add/Subtract:

Beginning fund balance not recorded in the FLAIR system 10,191,909.00 (B)

Other Adjustment(s):

_____ (C)

_____ (C)

ADJUSTED BEGINNING TRIAL BALANCE: 10,191,909.00 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 10,191,909.00 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: State Board of Education (48800000)
 Community Colleges (48400600)
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 Department wide – State of Florida Financial Reporting & Federal Awards

Phone Number: 850-245-9418

(1) REPORT NUMBER CODE	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE
Auditor General 2007-146	FY Ended June 30, 2006	Department Wide	<p>FINDING #FS06-004: <i>FDOE needed to enhance its procedures to ensure information compiled for universities and community colleges for inclusion in the State's financial statements and Schedule of Expenditures for Federal Awards (SEFA) was accurate and complete prior to submission to the Florida Department of Financial Services (FDFS), Statewide Financial Reporting Section (SFRS). Our audit disclosed numerous instances in which university and community college financial information submitted to SFRS by FDOE for inclusion in the State's financial statements and SEFA was incorrect or incomplete.</i></p> <p>RECOMMENDATION: FDOE should enhance its procedures to ensure that information compiled for universities and community colleges for inclusion in the State's financial statements and SEFA is accurate and complete prior to submission to SFRS. Such procedures should include the use of adequate SFRS-approved crosswalks for converting university and community college accounts to accounts used for the State's financial statements, and a thorough review of the information prior to submission to SFRS.</p> <p>FINDING #FA06-021: <i>FDOE charged payments for unused leave as direct costs to various Federal programs, contrary to Federal regulations.</i></p> <p>RECOMMENDATION: We recommend FDOE enhance</p>	<p>The Department of Education will continue to seek guidance and direction from the Department of Financial Services to enhance the existing crosswalks, to perform a thorough review of the component unit forms and to complete an approved DFS checklist of the Schedule of Expenditures for Federal Awards prior to the submission to the Statewide Financial Reporting Section.</p> <p>FDOE has created the necessary adjustments to properly reflect the unused leave payments as general administrative expense. Additionally, FDOE will enhance its procedures to ensure that all unused leave</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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its procedures to include a periodic supervisory review that will help to ensure that unused leave payments are charged as a general administrative expense (indirect cost) to all activities of FDOE.

AUDITOR'S REMARKS: The criteria for this audit finding is 2 CFR 225, Appendix B, Section 8.d.(3), which provides that "when a governmental agency uses the cash basis of accounting, the cost of leave is recognized in the period the leave is taken and paid for. Payments for unused leave when an employee retires or terminates employment are allowable in the year of payment provided they are allocated as a general administrative expense to all activities of the governmental unit or component." Based on guidance provided by officials with the U.S. Office of Management and Budget and Florida's cognizant agency for audit, we have included finding Nos. FA 06-005, 06-021, 06-045, 06-46, and 06-070 for audit resolution.

payments are properly charged.

Six Month Follow-up August 31, 2007

Status: As stated in the Agency Response and Corrective Action Plan, the necessary adjustments to properly reflect the unused leave payments as general administrative expense were made prior to the completion of the audit. Procedures have been enhanced to ensure that all unused leave payments are properly charged. **Fully Corrected**

FINDING #FA06-022: *The results of FDOE's monitoring visits were not timely communicated to the LEAs.*

RECOMMENDATION: FDOE staff indicated that steps have been taken to provide additional training and assistance so that the results of the monitoring visits will be more easily reported. We recommend that FDOE continue its efforts to ensure that the monitoring reports are provided to the LEAs in a timely manner.

As was correctly noted in the recommendation, FDOE staff have taken steps to ensure that reports will be reported in a timely manner. For the Title I and Improving Teacher Quality grants, the following steps have been taken:

--The pool of monitors was expanded by adding selected district staff.

--Extensive training (a minimum of two full days) was provided to all staff participating in monitoring visits.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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--All onsite visits were conducted during two weeks in January, ensuring that monitoring staff had sufficient time to produce reports and that management had sufficient time to review reports to ensure accuracy and consistency.

--A tracking system has been created and implemented to ensure that districts receive timely reports and that FDOE staff follow up on findings in a timely and complete manner.

With respect to the English Language Acquisition State Grants, a complete review of the monitoring process and procedures was undertaken to identify barriers to timely completion of reports. This review resulted in a number of steps being taken including:

--Revision of the work papers to eliminate duplication of effort.

--Extensive training of staff on new work papers, procedures, and reporting requirements.

--Streamlining of reporting template/structure and process.

FDOE will continue to refine and enhance practices and procedures to ensure that monitoring reports are issued and that necessary corrective actions are taken in a timely manner.

Six Month Follow-up August 31, 2007

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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Status: During 2005-06 the FDOE fully implemented a significantly enhanced and expanded process for monitoring the local education agency (LEA) No Child Left Behind programs. As noted by the auditors, this represented significant progress in addressing prior audit findings relative to Subrecipient monitoring. FDOE was aware of the need to implement improved procedures and processes relative to the timely issuance of reports and had already taken the following steps:

- The pool of monitors was expanded by adding selected district staff.
- Extensive and concentrated training (a minimum of two full days) was provided to all staff participating in monitoring.
- The onsite visits that were made were all conducted during two weeks in January, 2007.
- A tracking system was created and implemented.
- Report templates and structure were streamlined.
- Work papers were revised to eliminate duplication and to further clarify criteria.

It is anticipated that these actions will significantly improve the timelines for communication with LEAs. **Partially Corrected.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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FINDING #FA06-023: *FDOE had not resolved the issues reported in the prior audit regarding the receipt and review of Title I comparability reports.*

RECOMMENDATION: FDOE staff indicated that steps had been taken to address all of these issues including hiring additional personnel and sending out the request for comparability reports much earlier in the 2006-07 school year. We recommend that FDOE ensure that reports are obtained from the LEAs and appropriately reviewed by FDOE personnel in a timely manner.

As was correctly noted in the Recommendation, FDOE staff have taken steps to address this issue. Actions taken include:

- In 2006-07 comparability reports were requested in the Fall and were required to be submitted to FDOE before the winter holidays. Consistent with this practice, comparability reports will always be requested immediately following the FTE week to facilitate timely review and corrective action by districts as necessary. (Reviews of all 2006-07 comparability reports were completed by the end of February 2007.)
- As a quality control measure, FDOE is requesting backup documentation from a sample of districts to verify the initial review results.
- Additional staff have been trained and assigned to complete the reviews and to provide oversight.
- FDOE is examining the possibility of putting the comparability report online to facilitate district submissions and to incorporate appropriate edit checks.
- FDOE is publishing additional guidance on calculating comparability to further minimize confusion and the need for corrective actions.

Six Month Follow-up August 31, 2007

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

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Status: As noted by the auditors, there were a number of causes for the delays in the receipt and review of comparability reports. The following steps have been taken:

- Comparability reports are required to be submitted by LEAs immediately following FTE week in October. This report schedule is designed to ensure that reviews of LEA reports and supporting documentation can be completed by the February FTE reporting period.
- As a quality control measure, the Agency is requesting backup documentation from a sample of districts.
- Formerly, one staff member had primary responsibility for comparability report reviews. Additional staff have been trained and management staff are providing additional oversight.
- Formal internal Department procedures have been established. An online reporting system has been developed for use by LEAs. This system simplifies reporting and provides for edit checks thus expediting the review process.
- The compliance review checklist was expanded significantly.
- FDOE has published additional guidance on the calculation of comparability and this guidance was provided to the districts in June, 2007 for implementation during

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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the 2007-08 school year.

For the 2006-07 school year, the initial reviews of comparability reports were completed by the end of February, 2007. To provide additional quality control, FDOE management also initiated and completed a review procedure. **Partially Corrected**

FINDING #FA06-024: *FDOE management had not resolved issues regarding unallowable costs noted in the prior audit.*

As stated previously, the Department does not agree with the finding and has been in contact with USED staff. Resolution of this issue via a Program Determination Letter should be forthcoming in the near future

RECOMMENDATION: If the costs are disallowed by the Federal granting agency, we recommend that FDOE promptly reimburse the applicable programs.

Six Month Follow-up August 31, 2007

Status: As stated previously, the FDOE does not agree with the finding first issued as FA 05-023. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June, 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. **Not Corrected**

FINDING #FA06-026: *FDOE had not resolved issues regarding allotments and expenditures for Nontraditional Training and Education (NTE) disclosed in the prior audit.*

As indicated previously, the Department does not agree with this finding. FDOE staff have been in contact with USED staff and resolution of the issue via a Program

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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RECOMMENDATION: We continue to recommend that FDOE establish accounting codes that allow for the identification of allotments to and expenditures for NTE within the State’s accounting system.

Determination Letter should be forthcoming in the near future.

Six Month Follow-up August 31, 2007

Status: As stated previously, the FDOE does not agree with the finding first issued as FA 05-035. The Agency has had multiple contacts with USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. **Not Corrected**

FINDING #FA06-027: *FDOE was unable to provide the Interim or Final Financial Status Reports (FSR) for audit. Additionally, FDOE did not document that matching and maintenance of effort requirements were met.*

As the “Cause” statement correctly indicates, the proximate cause of the lack of documentation availability was the serious and extended illness of the staff member with responsibility for preparation of the reports and appropriate documentation. It should be noted that the delay in preparation of the documentation was due to the intent of FDOE to receive a response to the finding from the prior-year audit report with respect to Matching, Level of Effort, Earmarking and Reporting before completing the following year’s work. As of January 10, 2007, such final response from USED had not yet been received although extensive discussions and submission of additional requested

RECOMMENDATION: On January 10, 2007, subsequent to the completion of our audit field work for this Program, FDOE obtained a copy of the applicable FSRs from USED. We recommend that FDOE ensure that appropriate documentation is timely prepared, maintained, and readily available.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

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REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

documentation had been completed.

In order to ensure that the unavailability of a single staff member does not unduly delay these reporting and documentation functions, the FDOE is cross-training other Workforce Education employees to retrieve needed information and compile required reports. Additionally all documentation, reports, and information related to reports are being maintained on a secured shared technology drive.

FDOE continues to work with the USED Office of Vocational and Adult Education to resolve the prior-year-findings and is awaiting the final Program Determination Letter pertaining to the issue. In the interim, FDOE continues to implement procedures to ensure adequate documentation of the agency's compliance with the requirements.

Six Month Follow-up August 31, 2007

Status: FA 06-027 has two parts. The first related to the availability of Interim and Final Financial Status Reports for this program. The preparation of these reports had been delayed in anticipation of receiving clear guidance from USED relative to finding FA 05-034. Subsequently the extended illness of the responsible staff member further delayed

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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the preparation of the reports and documentation. **This portion of the finding has been fully corrected.** The FDOE has cross-trained other Workforce Education employees to retrieve needed information and compile reports so that the absence of one employee does not unduly delay their completion and submission to USED.

With respect to the matching and maintenance of effort requirements, as stated previously, the FDOE does not agree with the finding issued as FA 05-034. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. **Partially Corrected**

FINDING #FA06-028: *FDOE did not always ensure that VR program regulations pertaining to ineligibility determination were met. Additionally, FDOE did not provide adequate information to clients, and in one instance, did not refer a client determined to be ineligible, to other One-Stop delivery programs that might address the individual's training or employment related needs.*

The Division of Vocational Rehabilitation continues to address adherence to prescribed procedures at Supervisor Training and New Counselor Training, through communication with area directors, and through counselor performance reviews. The activities are ongoing and include documentation of ineligibility and referrals to One-Stop Service Centers.

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RECOMMENDATION: We recommend that FDOE continue to emphasize, through training and technical assistance, the importance of adhering to applicable laws, rules, guidelines and procedures

The Division of Blind Services will ensure compliance with the procedures for ineligibility determination and processing referrals by: (1) filing a signed "Certificate of Ineligibility" in the individual's case record as applicable; (2) revising the letter addressed to individuals to include ways to seek remedy for any dissatisfaction and a description of services available from the client assistance program; and (3) preparing a "Client Referral Form" that the individual can take to the One-Stop Service Delivery System that identifies the services required.

Comprehensive training to reinforce these procedures for all Division of Blind Services District Administrators, DVR Supervisors, and DVR Specialists will be performed in March 2007 during the monthly teleconference held by the Chief, Bureau of Client Services and Program Support.

Six Month Follow-up August 31, 2007

Status: Actions to revise the Rehabilitation Management Information System data edits and templates were completed by the Division of Vocational Rehabilitation. These actions should reduce/eliminate the errors.

The Division of Blind Services took the

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following actions:

- Provided comprehensive training to counselors and supervisors during March 2007.
- Forwarded amended letters to specific clients outlining remedies for dissatisfaction with services.
- Developed a referral form for clients to take to the One-Stop Service Delivery system.

Fully Corrected

FINDING #FA06-029: *FDOE did not have an established independent review procedure in place that ensured the Annual VR Program/Cost Report (RSA-2) was accurate prior to its submission to USED and that Federal regulations were met.*

The RSA-2 report was revised and submitted to the USED on February 21, 2007. The report was revised to submit data from the correct year (Federal Fiscal Year 2005 instead of 2004).

RECOMMENDATION: We recommend that FDOE ensure that reports are independently reviewed prior to submission to USED.

FDOE will continue to have two or more people from the accounting staff review the report. One of the reviewers will be a staff member not directly involved with the preparation of the report.

Staff will also continue to include other measures to insure the accuracy of the report, including logic tests, comparison of prior-year versus current year data and work sheet formulas. A blank template for the report will be used in future years thus preventing prior-year data from being transferred.

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Six Month Follow-up August 31, 2008

Status: Because of the nature and complexity of this report, it would not be practical to have an independent review prior to submission. However, FDOE has instituted a process to have two or more people from the accounting staff review that report. One of the reviewers will be a staff member not directly involved with the preparation of the report.

FDOE will also continue to implement other measures to insure the accuracy of the report including logic tests, comparison of prior year verses current year data and work sheet formulas. In future years a blank template will be used for preparation of the report. This procedure will prevent prior-year data from being transferred. **Fully Corrected**

FINDING #FA06-035: *During FDOE's review and approval of applicant budgetary requests and subsequent subgrantee annual budget and disbursement reports, FDOE did not consistently identify and disapprove unallowable costs.*

RECOMMENDATION: FDOE should review its procedures for determining indirect costs and take those actions necessary to ensure consistent application of

The first instance cited is one for which the subrecipient is a school district that further subgranted funds to a community-based organization (CBO). The project budget included a detailed breakdown of the budget for the CBO which also indicated that the CBO would recover indirect costs. The CBO did not have an approved indirect cost rate. The budget should not have been approved

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allowable cost principles during the review and approval of budgetary and financial reports. Further, FDOE should determine the extent of unallowable indirect costs paid in the instance in which the approved budget included unallowable costs in the direct cost base and the ten percent limitation for administrative costs was exceeded.

containing this reference to indirect cost for the CBO; however, this finding references a budget approval and not the actual disbursement of funds. The FDOE will institute additional training for members of the Grants Management staff who review and approve subrecipient budgets to ensure that budgets do not include proposed disbursement of indirect costs to entities that do not have approved indirect cost plans.

With respect to the second instance for which the subrecipient is a local education agency, FDOE is currently working with USED on the local education agency indirect cost plan and will seek guidance to address the section of the recommendation that relates to that specific instance.

Six Month Follow-up August 31, 2008

Status: Additional training has been provided to Grants Management staff to ensure that budgets do not include proposed disbursement of indirect costs to entities that do not have approved indirect cost plans.

As stated in the Agency Response and Corrective Action Plan, the FDOE worked with the USED to resolve the issue of the methodology for calculating indirect cost for a local school district. On June 27, 2007, a

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Memorandum of Understanding (MOE) between the USED and the FDOE was executed. This MOE explicitly authorizes FDOE to continue to include subcontracts in the direct cost base for the purposes of calculating allowable indirect cost. **Fully Corrected**

FINDING #FA06-036: *FDOE approved subaward budgets that contained incorrect indirect cost rates.*

FDOE will provide additional training and oversight to staff in the Office of Grants Management to ensure that existing procedures for approving subrecipient budgets are correctly followed.

RECOMMENDATION: FDOE staff should follow established procedures to ensure that the correct indirect cost rate is approved for use in subgrant budgets.

Six Month Follow-up August 31, 2007
Status: Additional training has been provided to Grants Management staff to ensure that the correct indirect cost rate is used in approving budgets. **Fully Corrected**

FINDING #FA06-037: *FDOE personnel did not consistently identify and exclude unallowable costs during FDOE's review and approval of applicant budget and payment requests.*

DOE is currently working with USED on the local education agency indirect cost plan and will seek guidance to address this recommendation.

RECOMMENDATION: FDOE should enhance its procedures for calculating indirect costs to ensure that only allowable costs are included when approving subaward budget and when making payments. Further,

Six Month Follow-up August 31, 2007
Status: As stated in the Agency Response and Corrective Action Plan, the FDOE worked with the USED to resolve the issue of the

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			FDOE should determine the extent of unallowable indirect costs paid, if any, for the subaward budget that did not exclude unallowable costs when determining the direct cost base.	methodology for calculating indirect cost for a local school district. On June 27, 2007, a Memorandum of Understanding (MOE) between the USED and the FDOE was executed. This MOE explicitly authorizes FDOE to continue to include subcontracts in the direct cost base for the purposes of calculating allowable indirect cost. Fully Corrected	

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Auditor General 2008-141	FY2007	State of Florida Federal Awards Department-wide	<p>FINDING #FS 07-009: <i>FDOE and FBOG should enhance their procedures to ensure information compiled for community colleges and universities for inclusion in the State's basic financial statements and Schedule of Expenditures of Federal Awards (SEFA) is accurate and complete, and timely submitted to the Florida Department of Financial Services (FDFS), Statewide Financial Reporting Section (SFRS). Our audit disclosed numerous instances in which community college or university financial information submitted to SFRS by FDOE or FBOG for inclusion in the State's basic financial statements or SEFA was untimely, incorrect, or incomplete.</i></p> <p>RECOMMENDATION: FDOE and FBOG should enhance their procedures to ensure that information compiled for community colleges and universities for inclusion in the State's financial statements and SEFA is accurate and complete, and timely submitted to SFRS. Such procedures should include a thorough review of the information prior to submission to SFRS.</p> <p>FINDING #FS 07-010: <i>Reconciliations between the State's Schedule of Expenditures of Federal Awards (SEFA) and the State's basic financial statements were not always prepared.</i></p>	<p>Florida Department of Education. FDOE will enhance its procedures to ensure that information compiled for community colleges for inclusion in the State's financial statements and SEFA is accurate and complete, and timely submitted to SFRS. The procedures will include a thorough review of the information prior to submission to SFRS.</p> <p>We will enhance our procedures by developing checklists to be used by community colleges for completing the annual financial report and SEFA forms submitted. The procedures will also include establishing controls within the FDOE review process, to ensure accuracy and completeness of documents. Finally, FDOE will include additional staff to assist in the review of the community college annual financial statements and SEFA forms in order to assure accuracy, completeness, and timeliness. In addition to the enhanced procedures, the FDOE in conjunction with FDFS staff will conduct a financial reports training workshop for community college controllers.</p> <p>The Florida Department of Education (FDOE) does not agree that this finding is applicable to this Agency and asserts that we carefully and completely followed the instructions</p>	

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RECOMMENDATION: We recommend that State agencies follow FDFS instructions and prepare reconciliations between total expenditures reported on the SEFA data form and the agencies' financial statements. Further, we recommend that FDFS revise the certification to require agencies to certify that a reconciliation between the SEFA data form and the agencies' financial statements has been prepared.

AUDITOR'S REMARKS: The reconciliation procedures described in FDOE's response were applied on a grant-by-grant basis. Such comparisons are helpful in identifying errors in the amounts shown for individual grants. However, a reconciliation of the total expenditures reported on the SEFA to the appropriate financial statement accounts helps to ensure that all grants and other Federal financial assistance have been identified and included in the SEFA.

required by the Florida Department of Financial Services (FDFS) with respect to preparation and submission of the State Expenditures of Federal Awards (SEFA) report. FDOE staff performed a reconciliation of total expenditures reported on the SEFA to expenditures reported for the Statewide Financial Statements prior to submitting the SEFA. This reconciliation consisted of:

- Reviews of the trial balances from the Florida Accounting Information Resource system (FLAIR) for each grant to ensure total expenditures were reported correctly on the SEFA.
- Reconciliation of the distributive aid report for each grant from our Financial Management Information System to FLAIR.

Through reconciliation of all individual grants, a reconciliation of the total amount is accomplished. As noted in the finding, FDFS did not require or request that a standard grant reconciliation format be used to document the performance of the reconciliations. Therefore, the Department used its own format to document for the Auditor General's staff that all the reconciliations were appropriately and accurately completed. Thus, the actual

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reconciliation was performed prior to the submission of the SEFA and not subsequent to the audit inquiry as stated in the "Condition" portion of the report on this finding.

FINDING #FS 07-011: *FDOE's processes for advancing Federal funds and recording Federal expenditures did not facilitate preparation of the SEFA data form in a manner consistent with the provisions of OMB Circular A-133 and FDFS instructions.*

For over 20 years, FDOE has used the current Federal Cash Advance System (D502) to process cash requests from Local Educational Agencies (LEAs) and other authorized subrecipients (e.g., community colleges and state universities). In the submission of the FDOE State Expenditures of Federal Awards (SEFA), total expenditures by federal program were not overstated. In fact, FDOE recorded the activity of each Federal award in compliance with OMB Circular A-133 §____.205.

RECOMMENDATION: We recommend that FDOE consult with FDFS regarding the reporting of Federal expenditures.

For the last seven years, FDOE has allocated the unassigned balance of advances to federal programs on the SEFA report. The SEFA was accepted by FDFS in its original form which included reporting of credit transactions. Subsequent to the submission of the SEFA, it is our understanding that FDFS removed the credit transactions. The removal of these transactions created incorrect balances and overstatements of expenditures in the report. FDOE was not informed that FDFS had removed credit transactions from the original submitted

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SEFA. Were it not for the removal of these transactions, which was done without consultation with FDOE, the report would have been correct as submitted.

It is correct that the current system does not identify the federal program for which cash is requested. The system has been included in audits for many years and the USED has been aware of the system and the way it operates. FDOE has initiated discussions with the USED with regard to improving this system most recently in conjunction with the USED Management Improvement Team. For some time, FDOE has recognized the advantages of updating this system; however, significant delays in this activity were experienced during attempts to develop and implement Project Aspire. FDOE had planned to use the Aspire eSettlements module to identify cash requests by federal program. When Project Aspire was terminated, FDOE was forced to find an alternate solution. Currently the Agency is developing a new system to streamline the current process and identify the cash draws by each individual federal grant program. It is expected that some version of this system will be in place by July 1, 2008.

FINDING #FA-018: *FDOE did not have procedures in* The FDOE has instituted multiple supervisory

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place to ensure that amounts were accurately reported in the Cash Management Improvement Agreement (CMIA) Annual Report to the Florida Department of Financial Services (FDFS).

reviews and automated the collection of the fiscal data for the subsequent submissions of the CMIA.

RECOMMENDATION: According to FDFS personnel, the interest liability will be included in FDFS's 2006-07 fiscal year interest calculation as a Prior Year State Liability Adjustment. Further, FDFS staff indicated that the interest liability payment will be made by FDFS to the United States Department of Treasury, Bureau of Financial Management Service, on March 31, 2008. We recommend FDOE management ensure a supervisory review is made prior to submitting the CMIA Annual Report to FDFS.

FINDING #FA07-019: *FDOE did not complete its scheduled monitoring of subgrantees for the 2006-07 fiscal year.*

RECOMMENDATION: FDOE personnel indicated that a new compliance supervisor has recently been hired and is in the process of establishing the on-site procedures for the compliance team, working to schedule compliance activities, and should, in the near future, be able to reinstate site visits. We recommend that FDOE continue its efforts to ensure that on-site monitoring reviews are conducted for all subgrantees in a timely manner.

Due to a major organizational change in the Fall of 2006, Workforce Education, previously included as a subdivision of the Division of Community Colleges, became a separate Division and in March 2007, a Chancellor was appointed to head the Division. Additionally, other personnel shifts within the newly created Division led to the curtailment of on-site compliance visits when members of the compliance team were reassigned to other job responsibilities. Other compliance monitoring activities continued such as in-depth grant application reviews, desk top monitoring, review of single audits, and the provision of technical assistance and training. Program

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managers continue to communicate with individual agencies regarding the progress of the implementation of subgrant awards. Additional actions have been taken by the Bureau of Grants Administration and Compliance, Division of Workforce Education.

The need for a multi-dimensional and comprehensive system necessitated the hiring of a compliance specialist with more in-depth compliance knowledge and experience. A Director of Compliance/Quality Assurance was hired on August 22, 2007 and became full time September 24, 2007, in the assigned position. The Director provides leadership and supervision in the development, design and implementation of a Quality Assurance system to address compliance and monitoring within the Division of Workforce Education.

A risk-based system is being implemented. Those agencies that are demonstrating the lowest performance on core measures/indicators and at higher risk based on a risk assessment will be visited on-site to monitor compliance with applicable federal law and regulations, state statutes and rules. Additional monitoring strategies will also be implemented including such activities as the completion of a self assessment, the development of system improvement plans or

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corrective action plans. The assigned monitoring strategy will be based on the results of a data review of performance and other designated risk factors. The system is in the final stages of development and it is expected that on-site visits will begin in the spring of 2008.

FINDING #FA-020: *As noted in the prior year audit, results of FDOE's on-site monitoring visits were not timely communicated to the LEAs.*

RECOMMENDATION: We recommend that FDOE adhere more strictly to its established monitoring guidelines.

FDOE has developed a comprehensive monitoring system that includes an on-line reporting tool to ensure that Florida strictly adheres to established monitoring guidelines. This new on-line reporting tool is being implemented for the 2007-08 monitoring cycle. Additionally, the FDOE will review the timelines specified in the monitoring procedures and revise as appropriate to allow adequate time for development of comprehensive and accurate reports.

FINDING #FA-021: *FDOE had not fully resolved the issues reported in the prior audit regarding comparability reports.*

RECOMMENDATION: FDOE is currently working with USED to establish and implement appropriate procedures for ensuring that comparability requirements are met. We recommend that FDOE continue to enhance procedures for monitoring comparability requirements.

The FDOE has taken significant measures to strengthen its procedures for monitoring of comparability. In the fall of 2007, FDOE created an on-line reporting application for districts to submit comparability data (<http://www.fldoe.org/bsa/titlecomparability/>). Timely comparability reports for 2007-08 were received from all 67 districts. FDOE staff completed their analyses by the end of November 2007, and all districts demonstrated that they were in compliance

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FINDING #FA-022: *FDOE did not accurately account for capacity building and improvement expenditures.*

RECOMMENDATION: We recommend that FDOE ensure that subgrants are expended as required by the Federal law and the provisions of the grant agreement.

AUDITOR REMARKS: The final allowability of the transfer of expenditures and its impact on other compliance matters, including earmarking requirements, will be determined by the grantor agency.

with all comparability requirements by the end of January 2008. FDOE will continue to annually monitor compliance in this area using the procedures established for 2007-08.

The FDOE disagrees with this finding. The attribution of the expenditures from IDEA subgrants to the "School Renovation" grant was appropriate. The full title of the School Renovation Grant was "School Renovation, IDEA, and Technology Grants Program". Throughout the guidance issued by the USED ("Guidance for Fiscal Year 2001") there are numerous references to the appropriateness of expenditures relative to the Individuals with Disabilities Act (IDEA, Part B). For example:

- On page 14, the answer to question E4, states in part, "Grant funds [referring to the "Renovation Grant"] that are used to support activities under Part B of the IDEA, must be spent in accordance with that statute and its regulations..."
- On page 15 in answer to question E5, it states, "The requirements that apply to the use of funds granted under section 321 to carry out activities under Part B of the IDEA are the same requirements that apply to use of funds provided under part B of the IDEA..."

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All of the expenditures that were subsequently attributed to the "School Renovation" grant program were allowable and allocable to that program since they were allowable and allocable under the IDEA, Part B, program. The FDOE very carefully made these accounting transfers in accordance with all of the requirements of both programs. Expenditures were not erroneously recorded.

FDOE consulted with legal counsel regarding the appropriateness of these transfers of expenditures. The attorneys stated in part, "...FDOE should be allowed to transfer obligations between programs as long as the obligations are for costs that are allowable under the relevant programs." Since the obligations and expenditures were timely and allowable under both programs, there was no harm to the federal interest in transferring selected expenditures from one to the other.

FINDING #FA07-023: *The results of monitoring reviews were not communicated to subrecipients in a timely manner. In addition, FDOE did not have an effective system in place to track the status of monitoring efforts and subrecipient corrective actions.*

RECOMMENDATION: FDOE should review its monitoring procedures and take those actions necessary to ensure timely issuance of the monitoring

The Bureau of Exceptional Education and Student Services has developed a Web-based monitoring system that focuses on procedural compliance with related federal and state requirements for Exceptional Student Education (ESE). The system aligns with the State Performance Plan (SPP)/Annual Performance Report (APR) required under the Individuals with Disabilities

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			reports. Additionally, FDOE should enhance its monitoring tracking system to ensure that appropriate corrective actions are taken in a timely manner.	<p>Education Act (IDEA). The development of the system establishes a comprehensive monitoring process that is effective both in timely identification and correction of noncompliance as well as in detecting "patterns" of systemic concerns within districts and across the state. Implemented for the first time in 2007-08, the monitoring system includes:</p> <ul style="list-style-type: none"> • Completion of a Web-based self-assessment by all LEAs in the state • Validation of the process through record sampling and review of district responses by Bureau staff • Timely correction of noncompliance (correction with 60 days for each student-level incident of noncompliance; correction within one year for findings found to be systemic in nature, i.e., evident in 25% or more of records reviewed) • Verification of correction of noncompliance <p>Technical assistance was provided to each district to ensure understanding of the critical components of the review. The self-assessments were due January 31, 2008; upon submission districts were able to access</p>	

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Department: Education

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 Community Colleges (48400600)
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 Finance and Operations**

Phone Number: 850-245-9418

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the results of their review via the Web site. Bureau staff processed the results, and a formal report of findings was provided to each LEA on February 22, 2008 (16 working days after completion). The report includes: a district summary report of findings by standard; a student-level report for use in correcting individual student noncompliance; a correction action tracking sheet to be submitted to the Bureau upon completion of all individual corrections; and a template for 10-12 month corrective action plan (CAP), if required, to address systemic findings of noncompliance. Although this report is referred to as the "preliminary report," it reflects all of the findings of the monitoring process and begins the timeline for correction of noncompliance.

Student-level noncompliance must be corrected no later than April 22, 2008; systemic-level findings must be corrected by December 22, 2008. Documentation of correction of noncompliance and a CAP for systemic findings, if required, are due to the Bureau by April 30, 2008. Within 30 days of receipt by the Bureau, a "final report" that summarizes the findings of noncompliance as well as the district's status regarding timely correction will be issued. For the 2008-09 school year, FDOE will review the timelines

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and revise as appropriate.

FINDING #FA 07-025: *FDOE did not maintain documentation of the labor force summary data that was used to allocate funding for the Carl D. Perkins, Rural and Sparsely Populated Areas Career and Technical Education Programs.*

RECOMMENDATION: FDOE should strengthen its compilation and review procedures to ensure that proper documentation is maintained that evidences the data used in the Vocational Education allocation process is complete and accurate.

FDOE was unable to obtain a replacement copy of the rural data source information from the Agency for Workforce Innovation due to the fact that the information is overwritten and not saved when it is updated. To insure compliance Workforce Education has strengthened its compilation and review procedures to ensure that proper documentation is maintained that evidences the data used in the allocation process is complete and accurate. Additional actions have been taken to insure full compliance with this requirement. Operational procedures have been implemented to save the specific data in electronic format and a hard copy on an annual basis. Business rules for calculating the formula have been developed and included in the new State Plan for the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV), approved by the State Board of Education on February 19, 2008.

FINDING #FA 07-026: *FDOE had not resolved issues in the prior audit relating to allotments and expenditures for Nontraditional Training and Education (NTE).*

RECOMMENDATION: FDOE has begun the process of entering into a Cooperative Audit Resolution and

As stated previously, the FDOE does not agree with the finding first issued as FA 05-035. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the

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			<p>Oversight Initiative with USED and has not resolved this issue yet. We recommend that FDOE enhance its policies and procedures by creating accounting codes that allow for the identification of allotments to, and expenditures for, NTE within FLAIR.</p>	<p>USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. In September 2007, FDOE staff met in Washington, D.C. with USED staff. As of this date, no response has been received.</p>	
			<p>FINDING #FA 07-027: <i>FDOE had not resolved issues disclosed in a prior audit regarding its ability to demonstrate compliance with the matching and maintenance of effort requirements and the reporting of amounts expended toward those requirements.</i></p>	<p>As stated previously, the FDOE does not agree with the finding issued as FA 05-034. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. In September 2007, FDOE staff went to Washington D.C. to meet with USED staff. As of this date, no response has been received.</p>	
			<p>RECOMMENDATION: We recommend that FDOE continue to work with USED on resolving audit issues.</p>		
			<p>FINDING #FA 07-028: <i>Contrary to Federal and State requirements, DBS did not obtain price or rate quotations prior to procuring contractual services related to an Independent Living Summer Transition Program.</i></p>	<p>FDOE does not agree with this finding. Although rate quotations were not obtained prior to procuring contractual services, exemptions relative to services provided to persons with disabilities are applicable. Federal regulations at 34 CFR 80.36 state:</p>	
			<p>RECOMMENDATION: We recommend that DBS obtain sufficient quotations prior to procuring contractual services. Additionally, DBS should ensure that a signed agreement is in place prior to the provision of services. We also recommend that DBS provide training and</p>	<p>“(a) States. When procuring property and services under a grant, a State will follow the same policies and procedures it uses for procurements from its non-federal funds. The</p>	

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			<p>technical services regarding the importance of adhering to Federal and State procurement requirements.</p> <p>AUDITOR'S REMARKS: We agree that this purchase was not subject to the competitive-solicitation requirements of Section 287.057, Florida Statutes. However, the purchase remains subject to other purchasing statutory provisions and rules, including Rule 60A-1.002(3), F.A.C. which requires documentation of the method used by the agency to determine the price of the service acquired. We again recommend FDOE comply with purchasing laws and rules when procuring services and obtain signed agreements prior to the provision of services.</p> <p>FINDING #FA 07-029: <i>DBS had not established adequate policies and procedures to ensure that client service payments were authorized, processed, and recorded properly within the DBS Accessible Web-based Activity and Reporting Environment (AWARE) System and the State's Accounting System (FLAIR).</i></p>	<p>State will ensure that every purchase order or other contract includes any clauses required by Federal statutes and executive orders and their implementing regulations. Other grantees and sub grantees will follow paragraphs (b) through (i) in the section."</p> <p>Section 287.057(5)(f)(7), Florida Statutes, exempts certain contractual services from competitive solicitation requirements. Specifically this section provides an exemption for "Services provided to persons with mental or physical disabilities by not-for-profit corporations which have obtained exemptions under the provisions of s. 501(c)(3) of the United States Internal Revenue Code or when such services are governed by the provisions of Office of Management and Budget Circular A-122..." FDOE will provide additional training to DBS staff working with procurement to ensure that all federal and state procedures are adhered to.</p> <p>The "batch" invoices in question includes services for a number of clients. The invoices identified the clients, provided appropriate supporting documentation and were properly reviewed prior to payment. The system calls for a separate entry to be made for each of the clients referenced on the invoice to record</p>	

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RECOMMENDATION: We recommend that DBS take immediate actions to establish procedures which will ensure that the authorizations are properly processed, client records are sufficiently documented and the Federal funding is adequately safeguarded.

that each client received an allowable service and the cost of that service. In some instances these separate entries were not made for the individual clients. Any error resulting from this practice would be in individual client records rather than the invoice payment records.

The design of AWARE/FLAIR accounting interface includes reconciliation reports, Transaction Logs, Error Logs, and Exception Reports. The reconciliation process involves a manual daily review of these reports to determine any discrepancies. The DBS processed 16,194 invoices for payment during SFY 2005/2006 and 22,400 for SFY 2006/2007. Because of the large and increasing number of invoices, the manual process is no longer adequate.

Immediately upon identification of the practice of not completing corresponding entries for individual clients, the field office staff were directed to complete a thorough review of all paid invoices to verify that payment authorizations were appropriate and accurate.

DBS held a teleconference with the district field office administrators and directed that staff are to enter the corresponding client data accurately for all clients. Additional training is also being provided statewide to all staff with

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responsibilities for completing this data entry process.

Additionally, the DBS will immediately develop and implement written procedures for the processing of authorizations, and the documentation of client records which will be used consistently by the central and field offices.

Finally, the DBS is proposing to design an automated reconciliation process and electronic invoicing process. This project will enhance the reconciliation processes.

FINDING #FA 07-030: *FDOE did not always authorize expenditures for client services in a timely manner. In addition, FDOE did not fairly state the status of a similar finding in the Summary Schedule of Prior Audit Findings (SSPAF).*

The DVR continues to address adherence to prescribed procedures in Supervisors' Training and New Counselor Training, through communication with area staff and counselor performance reviews.

RECOMMENDATION: We recommend that FDOE ensure adherence to prescribed procedures regarding the authorization and approval of client services.

The DVR has initiated an automated supervisor approval process in the Rehabilitation Management Information System to address the timeliness of the supervisor's signature.

AUDITOR REMARKS: Pursuant to OMB Circular A-133 §___.315(b), the summary schedule of prior audit findings is to include the status of all audit findings, rather than the status of the implementation of corrective actions. As described above, FDOE reported that the finding was fully corrected; however, we

FDOE disagrees with the statement that "FDOE did not fairly state the status of a similar finding in the summary Schedule of Prior Audit Findings (SSPAF)." The FDOE

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			continue to note similar instances in our current audit.	properly implemented all of the corrective actions indicated for the prior finding and reported the full implementation of such corrective actions in the SSPAF.	
			<p>FINDING #FA 07-031: <i>FDOE did not always ensure that VR program regulations pertaining to eligibility determinations were met. In addition, FDOE had not resolved issues regarding the provision of adequate information to clients by referring them to other One-Stop delivery programs that might address the individuals' training or employment related needs. In addition, FDOE did not fairly state the status of a similar finding in the Summary Schedule of Prior Audit Findings (SSPAF).</i></p> <p>RECOMMENDATION: We recommend that FDOE management again emphasize to its counselors, through training and technical assistance, the importance of following Federal requirements.</p> <p>AUDITOR REMARKS: Pursuant to OMB Circular A-133, §___.315(b), the summary schedule of prior audit findings is to include the status of all audit findings, rather than the status of the implementation of corrective actions. As described above, FDOE reported that the finding was fully corrected; however, we continue to note similar instances in our current audit.</p>	<p>The Division of Blind Services will provide additional technical assistance and training to personnel regarding the Federal requirements.</p> <p>The Division of Vocational Rehabilitation continues to address adherence to prescribed procedures in supervisors' training and new counselor training, through communication with staff and counselor performance reviews.</p> <p>FDOE disagrees with the statement that "FDOE did not fairly state the status of a similar finding in the Summary Schedule of Prior Audit Findings (SSPAF)." The FDOE properly implemented all of the corrective actions indicated for the prior finding and reported the full implementation of such corrective actions in the SSPAF</p>	
			<p>FINDING #FA 07-032: <i>Contrary to Federal regulations, FDOE did not ensure that the Individualized Plan for</i></p>	<p>The DBS will provide additional training during both March and April 2008, to all Supervisors,</p>	

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			<p><i>Employment (IPE), a written document prepared on forms provided by the Divisions, was signed by both the counselor and eligible individual.</i></p> <p>RECOMMENDATION: We recommend that FDOE personnel ensure that once the IPE is developed, counselors make a concerted effort to sign the document and obtain the signature of the applicable individual. In addition, we recommend that FDOE provide training and technical assistance to its employees regarding this matter.</p>	<p>District Administrators, Counselors, and other VR program staff to address policies and procedures pertaining to the Individualized Plan for Employment (IPE). The DBS conducted a technical assistance conference call with the Administrators on December 6, 2007, regarding the IPE.</p> <p>The DVR continues to address adherence to the Federal eligibility requirements with counselors and supervisors, through training and technical assistance. This includes Supervisors' Training, New Counselor Training, communication with staff and counselor performance reviews.</p>	
			<p>FINDING #FA 07-033: <i>Our review of the Financial Status Reports (SF-269) disclosed that the State matching requirements were not met, and FDOE did not always report all non-Federal expenditures incurred in carrying out State activities. In addition, contrary to USED instructions, amounts were not properly reported on the DBS SF-269 reports.</i></p> <p>RECOMMENDATION: We recommend that FDOE immediately seek guidance from USED regarding whether revised reports are required, including the reporting of all non-Federal expenditures. In addition, we recommend that SF-269 reports be completed and reported in accordance with USED instructions.</p>	<p>The FDOE has sought additional guidance from USED in the proper reporting of matching expenditures and refunds in the Financial Status Reports (SF-269). Subsequent to the submission of SF-269 for H126A050087 and H126A060087, the Division of Blind Services significantly enhanced its procedures to document all reported expenditures, encumbrances, and refunds.</p>	

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FINDING #FA 07-034: *FDOE did not accurately report data listed on the Annual VR Program/Cost Report (RSA-2). In addition, FDOE management did not document that a review was completed prior to submitting the report to USED.*

RECOMMENDATION: FDOE management indicated that they were planning to submit a revised DBS 2006 RSA-2 report. We recommend that FDOE implement a review process for all required Federal reports, as well as, ensure that more than one staff member is knowledgeable in the areas of the methodology, preparation and submission of the applicable reports.

The Department has assigned additional staff to perform the collection and preparation of the RSA-2. The procedures for completion of this report have been enhanced to include multiple management reviews and further reconciliations between Financial Status Reports (SF-269), FDOE trial balances, and RSA-2. Additionally, FDOE has sought technical assistance from USED in clarifying classification of expenditures and encumbrances within the RSA-2 report. Attendance at the 2008 National Fiscal Management and Data Management Conference sponsored by RSA will be required for all preparers and reviewers of the RSA-2.

FINDING #FA 07-037: *The results of monitoring reviews had not been timely communicated to subrecipients.*

RECOMMENDATION: FDOE should review its monitoring procedures and take those actions necessary to ensure timely issuance of the monitoring reports.

FDOE will implement additional protocols to ensure that corrective actions are timely communicated to the sub-grantees pursuant to 21st CCLC Policy, Monitoring and Compliance (PMC) Unit – Standard Operating Procedures. FDOE will also review the 21st CCLC Policy, Monitoring and Compliance (PMC) Unit- Standard Operating Procedures to ensure that the 30-day report deadline is a reasonable amount of time to issue tentative findings and give the subgrantees opportunity to review, rebut, and provide additional documentation prior to issuing final reports. Based on results of that review, the timeline

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may be revised.

FINDING #FA 07-038: *FDOE did not always ensure that the State's accounting system (FLAIR) was timely updated for transactions originally recorded in FDOE's On-Line Disbursement Reporting (D-503) Application.*

RECOMMENDATION: FDOE should review its procedures for detecting and timely resolving discrepancies between FLAIR and the D-503 Application. Additionally, FDOE should provide training regarding the importance of timely reconciling the data between the two systems.

The FDOE followed established accounting procedures for reconciliation and identified the discrepancies. The timing difference reference in the "Effect" statement did not impede the planning ability of other personnel to administer the program since FDOE uses a subsystem (D-503) to track sub-recipient activities. FDOE continues to provide ongoing training to all staff regarding the monthly reconciliation process.

FINDING #FA 07-039: *Significant deficiencies noted during the prior audit regarding the approval of subaward budgets that contained incorrect indirect cost rates continued to exist during the audit period.*

RECOMMENDATION: We recommend that FDOE management ensure that the correct indirect cost rate is approved for use in the subgranted budgets.

During 2006-07, the FDOE entered into negotiations with the USED with regard to the indirect cost plans, procedures, and rates to be used by local education agencies (LEAs) for 2007-08. Additional training on the application of indirect costs rates to budgets was not held until such time as FDOE had clear indication from USED as to the changes that would be made. FDOE and USED reached agreement on a one-year interim plan and training was provided. FDOE and USED are currently negotiating the plans, procedures, and rates to be used in 2008-09. As soon as those negotiations are completed, training will be provided to all appropriate FDOE staff. Training will be ongoing as needed to ensure the correct

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application of indirect cost rates to proposed subgrant budgets.

FINDING #FA 07-040: *As of June 30, 2007, moneys set aside for the Immigrant Children and Youth Program from the 2004, 2005, and 2006 grants had not been used for such purposes. Additionally, FDOE management did not have a system in place to ensure that subgrants pertaining to this funding would be uniquely identified and accounted for in the fiscal records.*

As of February 4, 2008, FDOE issued a separate grant tracking number for use in allocating immigrant education funds and issuing project awards to subgrantee (TAP Number 09A028). New subgrants to eligible local educational agencies (LEAs) shall reference TAPs number and expenditures shall be tracked based on unique project award numbers.

RECOMMENDATION: We recommend that FDOE managers ensure that subgrants are awarded as required by the applicable Federal laws and guidelines, and use separate account code identifiers that properly identify and account for expenditures charged for Immigrant Children and Youth Program services. Additionally, we recommend that FDOE seek guidance from USED as to whether the failure to use the moneys set aside for the Immigrant Children and Youth Program services would result in disallowed costs.

In the absence of guidance from USED, which provides a definition of "local educational agencies experiencing substantial increases in immigrant children and youth," the FDOE determined an allocation methodology that is based in part on the requirements outline in section 3114(d)(1), Title III, No Child Left Behind, and has completed the preliminary allocation of all unexpended funds set aside for Immigrant Education. In addition, a preliminary Request for Application (RFA) has been developed for use by eligible LEAs in 2008-09.

FINDING #FA 07-041: *Contrary to Federal regulations, FDOE did not conduct subrecipient monitoring in the 2006-07 fiscal year.*

Monitoring of subrecipient project awards issued on Title III, Part A, No Child Left Behind, is being conducted through the system of focused monitoring established by

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			<p>RECOMMENDATION: We recommend that FDOE take the necessary actions to ensure that monitoring reviews are performed as required.</p>	<p>the Office of Academic Achievement through Language Acquisition. All school districts receiving English Language Acquisition subgrants will be monitored either through focused desktop or self-monitoring and reporting depending on assessed risk factors.</p>	

LBR Technical Review Checklist

Department/Budget Entity (Service): Educational & General Activities

Agency Budget Officer/OPB Analyst Name: Dale E. Bradley

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	48900100			

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Yes				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Yes				

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?	Yes				
2.2 Are the statewide issues generated systematically (estimated expenditures, <u>nonrecurring expenditures, etc.</u>) included?	Yes				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? <u>Do they clearly describe the issue?</u>	Yes				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Yes				

3. EXHIBIT B (EADR, EXB)

3.1 Is it apparent that there is a fund shift and 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	Yes				
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		Program or Service (Budget Entity Codes)				
Action		48900100				
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Yes				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Yes				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?	Yes				
4.2	Is the program component code and title used correct?	Yes				
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.)	Yes				
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")	Yes				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Yes				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Yes				
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.					

		Program or Service (Budget Entity Codes)			
Action		48900100			
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.				
TIP	If G08 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 G08 was created.				
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?	Yes			
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).	Yes			
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)	Yes			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?	n/a			
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?	n/a			
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions)	n/a			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	n/a			
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	n/a			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Yes			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Yes			

Action		Program or Service (Budget Entity Codes)			
		48900100			
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 #09-002?	n/a			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PIRR PI MO)	n/a			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	n/a			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	n/a			
7.14	Do the amounts reflect appropriate FSI assignments?	n/a			
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	Yes			
7.16	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 or 363XXC0)?	n/a			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	n/a			
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Yes			
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 61 through 64 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.				

Action		Program or Service (Budget Entity Codes)				
		48900100				
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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	n/a				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Yes				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	Yes				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	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)?	Yes				
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?	n/a				
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				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	n/a				
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, 000799, 001510 and 001599)?	Yes				
8.10	Are the statutory authority references correct?	Yes				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	N/J				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes				

Action		Program or Service (Budget Entity Codes)			
		48900100			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	n/a			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	n/a			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	Yes			
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?	Yes			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Yes			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
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.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	n/a			
8.25	Are current year September operating reversions appropriately shown in column A02?	n/a			
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?	Yes			
8.27	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?	Yes			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			

		Program or Service (Budget Entity Codes)				
Action		48900100				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Yes				
8.31	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)	n/a				
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 119 of the LBR Instructions.)					
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 150 of the LBR Instructions.)	n/a				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)	n/a				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	n/a				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	n/a				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/J				
13. SCHEDULE VIIIB-1						
13.1	This schedule is not required in the October 15, 2008 LBR submittal.					

		Program or Service (Budget Entity Codes)			
Action		48900100			
14. SCHEDULE VIII B-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?	Yes			
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (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.)	n/a			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR. ACT1)	n/a			
15.3	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")	n/a			
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	n/a			
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	n/a			
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	n/a			
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?	Yes			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Yes			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes			

Action	Program or Service (Budget Entity Codes)			
	48900100			

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.	

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	n/a				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	n/a				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	n/a				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	n/a				
17.5	Are the appropriate counties identified in the narrative?	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.					

LBR Technical Review Checklist Justification Narrative

8.11 - General Revenue Service Charge - Only one trust fund in Educational and General Activities is assessed a service charge, the Phosphate Research Trust Fund. This charge is deducted by the Department of Revenue before the funds are transferred to the University of South Florida.

12.1 - Priority Issue - There are four number 6 priority issues listed because they all relate to the state universities' medical schools: continued medical school implementation for both FIU and UCF, and quality medical education for UF and USF. The Board of Governors continues to seek funding parity for all medical programs based on each institution's mission plan, as stated in the Board of Governors' resolution adopted March 23, 2006.

State of Florida
Department of Education
Board of Governors



2009-10
Exhibits or Schedules

State of Florida
Department of Education
Board of Governors



2009-10
Schedule I Series

SCHEDULE I NARRATIVE

Department of Education Board of Governors

Program: **K-20 Executive Budget**
Budget Entity: **48900300**
Fund Name/Number: **Facilities Construction Administrative Trust Fund / 2222**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year September Carry Forward Operating Reversions Adjustment \$40,108**
This adjustments represents prior year carry forward operating reversions. The adjustment increases the fund balance.
- **Prior Year Carry Forward "B" not part of Fund Balance Reserved for Encumbrances \$(171,233)**
This adjustment represents the amount of prior year carry forward "B" not included in the prior year Fund Balance Reserved for Encumbrances. Since fund balance was not decreased in the prior fiscal year by this amount, this adjustment will decrease the fund balance for the fiscal year 2007-2008..

REVENUE ESTIMATING METHODOLOGY

Revenue is derived from the administrative charge of the Department of Education allocation of Motor Vehicle License Revenue pursuant to the State Constitution, Article XII, Section 9(d)(8)e, and PECO funds pursuant to the State Constitution, Article XII, Section 9(a)(2). The amount of revenue provided will not exceed the appropriation.

5 PERCENT TRUST FUND RESERVE CALCULATION

The revenue for this fund is exempt from the reserve requirement since it consists of recurring appropriations authorizing transfers from other state agencies or other entities within an agency.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Facilities Construction Administrative Trust Fund	\$	<u>0</u>

SCHEDULE I NARRATIVE

Department of Education Board of Governors

Program: **K-20 Executive Budget**
Budget Entity: **48900300**
Fund Name/Number: **Operations and Maintenance Trust Fund / 2516**

COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

Current Department policy does not provide for an assessment for Administrative Services and General Management.

SECTION III ADJUSTMENTS

- **Prior Year September Carry Forward Operating Reversions Adjustment \$195**
This adjustments represents prior year carry forward operating reversions. The adjustment increases the fund balance.

REVENUE ESTIMATING METHODOLOGY

Residual Assessment Funds from Private Colleges and Universities and Charity, & Racid Day Proceeds

5 PERCENT TRUST FUND RESERVE CALCULATION

This fund is exempt from the reserve requirement since the revenues are residual assessment from private colleges and universities and charity racing day proceeds. It is appropriate to exclude this fund from the reserve requirement since the revenues are assessments from private colleges and universities, which the Board of Governors no longer has the authority to request these assessments. However, charity racing day proceeds are deposited in this trust fund but it is only a pass through and it is such a small amount. Therefore, no reserve should be required since the receipts are so small and it is for scholarships.

	\$	
No Reportable Revenue for the Reserve Requirement	\$	<u>0</u>
Multiplied by 5%		5%
Total 5% Reserve for Operations and Maintenance Trust Fund	\$	<u>0</u>

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	DIV OF UNIV FACILITY CONSTRUCTION ADMIN TRUST FUND
Budget Entity:	48900300 - BOARD OF GOVERNORS
LAS/PBS Fund Number:	2222

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	188.52	(A)		188.52
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	-	(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: Anticipated transfer from 2222/48800000	2,046.26	(E)		2,046.26
Total Cash plus Accounts Receivable	2,234.78	(F)	-	2,234.78
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	2,234.78	(H)		2,234.78
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/08	0.00	(K)	-	0.00 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2009 - 2010

Department Title:	EDUCATION
Trust Fund Title:	OPERATIONS AND MAINTENANCE TRUST FUND
Budget Entity:	48900300 - BOARD OF GOVERNORS
LAS/PBS Fund Number:	2516-OPERATIONS AND MAINTENANCE TF

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	5,992.63	(A)		5,992.63
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	5,992.63	(F)	-	5,992.63
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	898.88	(H)		898.88
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/08	5,093.75	(K)	-	5,093.75 **

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: 2009 - 2010

Department Title:	<u>EDUCATION</u>	
Trust Fund Title:	<u>FACILITIES CONSTRUCTION ADMIN TF</u>	
LAS/PBS Fund Number:	<u>2222</u>	<u>BE 48900300</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 (2,046.26) (A)

Add/Subtract: (B)

Other Adjustment(s):

Anticipated transfer from 2222/48800000 2,046.26 (C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: 0.00 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 0.00 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2009 - 2010

Department Title:	<u>EDUCATION</u>
Trust Fund Title:	<u>OPERATIONS AND MAINTENANCE TRUST FUND</u>
LAS/PBS Fund Number:	<u>2516-OPERATIONS AND MAINTENANCE TF</u> <u>BE 48900300</u>

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 (A)

Add/Subtract: (B)

Other Adjustment(s): (C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: (D)

UNRESERVED FUND BALANCE, SCHEDULE IC (E)

DIFFERENCE: (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: State Board of Education (48800000)
 Community Colleges (48400600)
 Universities (48900100)
 Board of Governors (48900300)
 Department wide – State of Florida Financial Reporting & Federal Awards

Phone Number: 850-245-9418

(1) REPORT NUMBER CODE	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE
Auditor General 2007-146	FY Ended June 30, 2006	Department Wide	<p>FINDING #FS06-004: <i>FDOE needed to enhance its procedures to ensure information compiled for universities and community colleges for inclusion in the State's financial statements and Schedule of Expenditures for Federal Awards (SEFA) was accurate and complete prior to submission to the Florida Department of Financial Services (FDFS), Statewide Financial Reporting Section (SFRS). Our audit disclosed numerous instances in which university and community college financial information submitted to SFRS by FDOE for inclusion in the State's financial statements and SEFA was incorrect or incomplete.</i></p> <p>RECOMMENDATION: FDOE should enhance its procedures to ensure that information compiled for universities and community colleges for inclusion in the State's financial statements and SEFA is accurate and complete prior to submission to SFRS. Such procedures should include the use of adequate SFRS-approved crosswalks for converting university and community college accounts to accounts used for the State's financial statements, and a thorough review of the information prior to submission to SFRS.</p> <p>FINDING #FA06-021: <i>FDOE charged payments for unused leave as direct costs to various Federal programs, contrary to Federal regulations.</i></p> <p>RECOMMENDATION: We recommend FDOE enhance</p>	<p>The Department of Education will continue to seek guidance and direction from the Department of Financial Services to enhance the existing crosswalks, to perform a thorough review of the component unit forms and to complete an approved DFS checklist of the Schedule of Expenditures for Federal Awards prior to the submission to the Statewide Financial Reporting Section.</p> <p>FDOE has created the necessary adjustments to properly reflect the unused leave payments as general administrative expense. Additionally, FDOE will enhance its procedures to ensure that all unused leave</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: State Board of Education (48800000)
 Community Colleges (48400600)
 Universities (48900100)
 Board of Governors (48900300)
 Department wide – State of Florida Financial Reporting & Federal Awards

Phone Number: 850-245-9418

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

its procedures to include a periodic supervisory review that will help to ensure that unused leave payments are charged as a general administrative expense (indirect cost) to all activities of FDOE.

AUDITOR'S REMARKS: The criteria for this audit finding is 2 CFR 225, Appendix B, Section 8.d.(3), which provides that "when a governmental agency uses the cash basis of accounting, the cost of leave is recognized in the period the leave is taken and paid for. Payments for unused leave when an employee retires or terminates employment are allowable in the year of payment provided they are allocated as a general administrative expense to all activities of the governmental unit or component." Based on guidance provided by officials with the U.S. Office of Management and Budget and Florida's cognizant agency for audit, we have included finding Nos. FA 06-005, 06-021, 06-045, 06-46, and 06-070 for audit resolution.

payments are properly charged.

Six Month Follow-up August 31, 2007

Status: As stated in the Agency Response and Corrective Action Plan, the necessary adjustments to properly reflect the unused leave payments as general administrative expense were made prior to the completion of the audit. Procedures have been enhanced to ensure that all unused leave payments are properly charged. **Fully Corrected**

FINDING #FA06-022: *The results of FDOE's monitoring visits were not timely communicated to the LEAs.*

RECOMMENDATION: FDOE staff indicated that steps have been taken to provide additional training and assistance so that the results of the monitoring visits will be more easily reported. We recommend that FDOE continue its efforts to ensure that the monitoring reports are provided to the LEAs in a timely manner.

As was correctly noted in the recommendation, FDOE staff have taken steps to ensure that reports will be reported in a timely manner. For the Title I and Improving Teacher Quality grants, the following steps have been taken:

- The pool of monitors was expanded by adding selected district staff.
- Extensive training (a minimum of two full days) was provided to all staff participating in monitoring visits.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

**Budget Entity: State Board of Education (48800000)
 Community Colleges (48400600)
 Universities (48900100)
 Board of Governors (48900300)
 Department wide – State of Florida Financial Reporting & Federal Awards**

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--All onsite visits were conducted during two weeks in January, ensuring that monitoring staff had sufficient time to produce reports and that management had sufficient time to review reports to ensure accuracy and consistency.

--A tracking system has been created and implemented to ensure that districts receive timely reports and that FDOE staff follow up on findings in a timely and complete manner.

With respect to the English Language Acquisition State Grants, a complete review of the monitoring process and procedures was undertaken to identify barriers to timely completion of reports. This review resulted in a number of steps being taken including:

--Revision of the work papers to eliminate duplication of effort.

--Extensive training of staff on new work papers, procedures, and reporting requirements.

--Streamlining of reporting template/structure and process.

FDOE will continue to refine and enhance practices and procedures to ensure that monitoring reports are issued and that necessary corrective actions are taken in a timely manner.

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BUDGET PERIOD: 2007-2008

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Status: During 2005-06 the FDOE fully implemented a significantly enhanced and expanded process for monitoring the local education agency (LEA) No Child Left Behind programs. As noted by the auditors, this represented significant progress in addressing prior audit findings relative to Subrecipient monitoring. FDOE was aware of the need to implement improved procedures and processes relative to the timely issuance of reports and had already taken the following steps:

- The pool of monitors was expanded by adding selected district staff.
- Extensive and concentrated training (a minimum of two full days) was provided to all staff participating in monitoring.
- The onsite visits that were made were all conducted during two weeks in January, 2007.
- A tracking system was created and implemented.
- Report templates and structure were streamlined.
- Work papers were revised to eliminate duplication and to further clarify criteria.

It is anticipated that these actions will significantly improve the timelines for communication with LEAs. **Partially Corrected.**

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BUDGET PERIOD: 2007-2008

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FINDING #FA06-023: *FDOE had not resolved the issues reported in the prior audit regarding the receipt and review of Title I comparability reports.*

RECOMMENDATION: FDOE staff indicated that steps had been taken to address all of these issues including hiring additional personnel and sending out the request for comparability reports much earlier in the 2006-07 school year. We recommend that FDOE ensure that reports are obtained from the LEAs and appropriately reviewed by FDOE personnel in a timely manner.

As was correctly noted in the Recommendation, FDOE staff have taken steps to address this issue. Actions taken include:

- In 2006-07 comparability reports were requested in the Fall and were required to be submitted to FDOE before the winter holidays. Consistent with this practice, comparability reports will always be requested immediately following the FTE week to facilitate timely review and corrective action by districts as necessary. (Reviews of all 2006-07 comparability reports were completed by the end of February 2007.)
- As a quality control measure, FDOE is requesting backup documentation from a sample of districts to verify the initial review results.
- Additional staff have been trained and assigned to complete the reviews and to provide oversight.
- FDOE is examining the possibility of putting the comparability report online to facilitate district submissions and to incorporate appropriate edit checks.
- FDOE is publishing additional guidance on calculating comparability to further minimize confusion and the need for corrective actions.

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BUDGET PERIOD: 2007-2008

Department: Education

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Status: As noted by the auditors, there were a number of causes for the delays in the receipt and review of comparability reports. The following steps have been taken:

- Comparability reports are required to be submitted by LEAs immediately following FTE week in October. This report schedule is designed to ensure that reviews of LEA reports and supporting documentation can be completed by the February FTE reporting period.
- As a quality control measure, the Agency is requesting backup documentation from a sample of districts.
- Formerly, one staff member had primary responsibility for comparability report reviews. Additional staff have been trained and management staff are providing additional oversight.
- Formal internal Department procedures have been established. An online reporting system has been developed for use by LEAs. This system simplifies reporting and provides for edit checks thus expediting the review process.
- The compliance review checklist was expanded significantly.
- FDOE has published additional guidance on the calculation of comparability and this guidance was provided to the districts in June, 2007 for implementation during

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the 2007-08 school year.

For the 2006-07 school year, the initial reviews of comparability reports were completed by the end of February, 2007. To provide additional quality control, FDOE management also initiated and completed a review procedure. **Partially Corrected**

FINDING #FA06-024: *FDOE management had not resolved issues regarding unallowable costs noted in the prior audit.*

As stated previously, the Department does not agree with the finding and has been in contact with USED staff. Resolution of this issue via a Program Determination Letter should be forthcoming in the near future

RECOMMENDATION: If the costs are disallowed by the Federal granting agency, we recommend that FDOE promptly reimburse the applicable programs.

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Status: As stated previously, the FDOE does not agree with the finding first issued as FA 05-023. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June, 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. **Not Corrected**

FINDING #FA06-026: *FDOE had not resolved issues regarding allotments and expenditures for Nontraditional Training and Education (NTE) disclosed in the prior audit.*

As indicated previously, the Department does not agree with this finding. FDOE staff have been in contact with USED staff and resolution of the issue via a Program

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RECOMMENDATION: We continue to recommend that FDOE establish accounting codes that allow for the identification of allotments to and expenditures for NTE within the State’s accounting system.

Determination Letter should be forthcoming in the near future.

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Status: As stated previously, the FDOE does not agree with the finding first issued as FA 05-035. The Agency has had multiple contacts with USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. **Not Corrected**

FINDING #FA06-027: *FDOE was unable to provide the Interim or Final Financial Status Reports (FSR) for audit. Additionally, FDOE did not document that matching and maintenance of effort requirements were met.*

As the “Cause” statement correctly indicates, the proximate cause of the lack of documentation availability was the serious and extended illness of the staff member with responsibility for preparation of the reports and appropriate documentation. It should be noted that the delay in preparation of the documentation was due to the intent of FDOE to receive a response to the finding from the prior-year audit report with respect to Matching, Level of Effort, Earmarking and Reporting before completing the following year’s work. As of January 10, 2007, such final response from USED had not yet been received although extensive discussions and submission of additional requested

RECOMMENDATION: On January 10, 2007, subsequent to the completion of our audit field work for this Program, FDOE obtained a copy of the applicable FSRs from USED. We recommend that FDOE ensure that appropriate documentation is timely prepared, maintained, and readily available.

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documentation had been completed.

In order to ensure that the unavailability of a single staff member does not unduly delay these reporting and documentation functions, the FDOE is cross-training other Workforce Education employees to retrieve needed information and compile required reports. Additionally all documentation, reports, and information related to reports are being maintained on a secured shared technology drive.

FDOE continues to work with the USED Office of Vocational and Adult Education to resolve the prior-year-findings and is awaiting the final Program Determination Letter pertaining to the issue. In the interim, FDOE continues to implement procedures to ensure adequate documentation of the agency's compliance with the requirements.

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Status: FA 06-027 has two parts. The first related to the availability of Interim and Final Financial Status Reports for this program. The preparation of these reports had been delayed in anticipation of receiving clear guidance from USED relative to finding FA 05-034. Subsequently the extended illness of the responsible staff member further delayed

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the preparation of the reports and documentation. **This portion of the finding has been fully corrected.** The FDOE has cross-trained other Workforce Education employees to retrieve needed information and compile reports so that the absence of one employee does not unduly delay their completion and submission to USED.

With respect to the matching and maintenance of effort requirements, as stated previously, the FDOE does not agree with the finding issued as FA 05-034. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. **Partially Corrected**

FINDING #FA06-028: *FDOE did not always ensure that VR program regulations pertaining to ineligibility determination were met. Additionally, FDOE did not provide adequate information to clients, and in one instance, did not refer a client determined to be ineligible, to other One-Stop delivery programs that might address the individual's training or employment related needs.*

The Division of Vocational Rehabilitation continues to address adherence to prescribed procedures at Supervisor Training and New Counselor Training, through communication with area directors, and through counselor performance reviews. The activities are ongoing and include documentation of ineligibility and referrals to One-Stop Service Centers.

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RECOMMENDATION: We recommend that FDOE continue to emphasize, through training and technical assistance, the importance of adhering to applicable laws, rules, guidelines and procedures

The Division of Blind Services will ensure compliance with the procedures for ineligibility determination and processing referrals by: (1) filing a signed "Certificate of Ineligibility" in the individual's case record as applicable; (2) revising the letter addressed to individuals to include ways to seek remedy for any dissatisfaction and a description of services available from the client assistance program; and (3) preparing a "Client Referral Form" that the individual can take to the One-Stop Service Delivery System that identifies the services required.

Comprehensive training to reinforce these procedures for all Division of Blind Services District Administrators, DVR Supervisors, and DVR Specialists will be performed in March 2007 during the monthly teleconference held by the Chief, Bureau of Client Services and Program Support.

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Status: Actions to revise the Rehabilitation Management Information System data edits and templates were completed by the Division of Vocational Rehabilitation. These actions should reduce/eliminate the errors.

The Division of Blind Services took the

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following actions:

- Provided comprehensive training to counselors and supervisors during March 2007.
- Forwarded amended letters to specific clients outlining remedies for dissatisfaction with services.
- Developed a referral form for clients to take to the One-Stop Service Delivery system.

Fully Corrected

FINDING #FA06-029: *FDOE did not have an established independent review procedure in place that ensured the Annual VR Program/Cost Report (RSA-2) was accurate prior to its submission to USED and that Federal regulations were met.*

The RSA-2 report was revised and submitted to the USED on February 21, 2007. The report was revised to submit data from the correct year (Federal Fiscal Year 2005 instead of 2004).

RECOMMENDATION: We recommend that FDOE ensure that reports are independently reviewed prior to submission to USED.

FDOE will continue to have two or more people from the accounting staff review the report. One of the reviewers will be a staff member not directly involved with the preparation of the report.

Staff will also continue to include other measures to insure the accuracy of the report, including logic tests, comparison of prior-year versus current year data and work sheet formulas. A blank template for the report will be used in future years thus preventing prior-year data from being transferred.

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Status: Because of the nature and complexity of this report, it would not be practical to have an independent review prior to submission. However, FDOE has instituted a process to have two or more people from the accounting staff review that report. One of the reviewers will be a staff member not directly involved with the preparation of the report.

FDOE will also continue to implement other measures to insure the accuracy of the report including logic tests, comparison of prior year verses current year data and work sheet formulas. In future years a blank template will be used for preparation of the report. This procedure will prevent prior-year data from being transferred. **Fully Corrected**

FINDING #FA06-035: *During FDOE's review and approval of applicant budgetary requests and subsequent subgrantee annual budget and disbursement reports, FDOE did not consistently identify and disapprove unallowable costs.*

RECOMMENDATION: FDOE should review its procedures for determining indirect costs and take those actions necessary to ensure consistent application of

The first instance cited is one for which the subrecipient is a school district that further subgranted funds to a community-based organization (CBO). The project budget included a detailed breakdown of the budget for the CBO which also indicated that the CBO would recover indirect costs. The CBO did not have an approved indirect cost rate. The budget should not have been approved

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allowable cost principles during the review and approval of budgetary and financial reports. Further, FDOE should determine the extent of unallowable indirect costs paid in the instance in which the approved budget included unallowable costs in the direct cost base and the ten percent limitation for administrative costs was exceeded.

containing this reference to indirect cost for the CBO; however, this finding references a budget approval and not the actual disbursement of funds. The FDOE will institute additional training for members of the Grants Management staff who review and approve subrecipient budgets to ensure that budgets do not include proposed disbursement of indirect costs to entities that do not have approved indirect cost plans.

With respect to the second instance for which the subrecipient is a local education agency, FDOE is currently working with USED on the local education agency indirect cost plan and will seek guidance to address the section of the recommendation that relates to that specific instance.

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Status: Additional training has been provided to Grants Management staff to ensure that budgets do not include proposed disbursement of indirect costs to entities that do not have approved indirect cost plans.

As stated in the Agency Response and Corrective Action Plan, the FDOE worked with the USED to resolve the issue of the methodology for calculating indirect cost for a local school district. On June 27, 2007, a

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Memorandum of Understanding (MOE) between the USED and the FDOE was executed. This MOE explicitly authorizes FDOE to continue to include subcontracts in the direct cost base for the purposes of calculating allowable indirect cost. **Fully Corrected**

FINDING #FA06-036: *FDOE approved subaward budgets that contained incorrect indirect cost rates.*

FDOE will provide additional training and oversight to staff in the Office of Grants Management to ensure that existing procedures for approving subrecipient budgets are correctly followed.

RECOMMENDATION: FDOE staff should follow established procedures to ensure that the correct indirect cost rate is approved for use in subgrant budgets.

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Status: Additional training has been provided to Grants Management staff to ensure that the correct indirect cost rate is used in approving budgets. **Fully Corrected**

FINDING #FA06-037: *FDOE personnel did not consistently identify and exclude unallowable costs during FDOE's review and approval of applicant budget and payment requests.*

DOE is currently working with USED on the local education agency indirect cost plan and will seek guidance to address this recommendation.

RECOMMENDATION: FDOE should enhance its procedures for calculating indirect costs to ensure that only allowable costs are included when approving subaward budget and when making payments. Further,

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Status: As stated in the Agency Response and Corrective Action Plan, the FDOE worked with the USED to resolve the issue of the

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			FDOE should determine the extent of unallowable indirect costs paid, if any, for the subaward budget that did not exclude unallowable costs when determining the direct cost base.	methodology for calculating indirect cost for a local school district. On June 27, 2007, a Memorandum of Understanding (MOE) between the USED and the FDOE was executed. This MOE explicitly authorizes FDOE to continue to include subcontracts in the direct cost base for the purposes of calculating allowable indirect cost. Fully Corrected	

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Auditor General 2008-141	FY2007	State of Florida Federal Awards Department-wide	<p>FINDING #FS 07-009: <i>FDOE and FBOG should enhance their procedures to ensure information compiled for community colleges and universities for inclusion in the State's basic financial statements and Schedule of Expenditures of Federal Awards (SEFA) is accurate and complete, and timely submitted to the Florida Department of Financial Services (FDFS), Statewide Financial Reporting Section (SFRS). Our audit disclosed numerous instances in which community college or university financial information submitted to SFRS by FDOE or FBOG for inclusion in the State's basic financial statements or SEFA was untimely, incorrect, or incomplete.</i></p> <p>RECOMMENDATION: FDOE and FBOG should enhance their procedures to ensure that information compiled for community colleges and universities for inclusion in the State's financial statements and SEFA is accurate and complete, and timely submitted to SFRS. Such procedures should include a thorough review of the information prior to submission to SFRS.</p> <p>FINDING #FS 07-010: <i>Reconciliations between the State's Schedule of Expenditures of Federal Awards (SEFA) and the State's basic financial statements were not always prepared.</i></p>	<p>Florida Department of Education. FDOE will enhance its procedures to ensure that information compiled for community colleges for inclusion in the State's financial statements and SEFA is accurate and complete, and timely submitted to SFRS. The procedures will include a thorough review of the information prior to submission to SFRS.</p> <p>We will enhance our procedures by developing checklists to be used by community colleges for completing the annual financial report and SEFA forms submitted. The procedures will also include establishing controls within the FDOE review process, to ensure accuracy and completeness of documents. Finally, FDOE will include additional staff to assist in the review of the community college annual financial statements and SEFA forms in order to assure accuracy, completeness, and timeliness. In addition to the enhanced procedures, the FDOE in conjunction with FDFS staff will conduct a financial reports training workshop for community college controllers.</p> <p>The Florida Department of Education (FDOE) does not agree that this finding is applicable to this Agency and asserts that we carefully and completely followed the instructions</p>	

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RECOMMENDATION: We recommend that State agencies follow FDFS instructions and prepare reconciliations between total expenditures reported on the SEFA data form and the agencies' financial statements. Further, we recommend that FDFS revise the certification to require agencies to certify that a reconciliation between the SEFA data form and the agencies' financial statements has been prepared.

AUDITOR'S REMARKS: The reconciliation procedures described in FDOE's response were applied on a grant-by-grant basis. Such comparisons are helpful in identifying errors in the amounts shown for individual grants. However, a reconciliation of the total expenditures reported on the SEFA to the appropriate financial statement accounts helps to ensure that all grants and other Federal financial assistance have been identified and included in the SEFA.

required by the Florida Department of Financial Services (FDFS) with respect to preparation and submission of the State Expenditures of Federal Awards (SEFA) report. FDOE staff performed a reconciliation of total expenditures reported on the SEFA to expenditures reported for the Statewide Financial Statements prior to submitting the SEFA. This reconciliation consisted of:

- Reviews of the trial balances from the Florida Accounting Information Resource system (FLAIR) for each grant to ensure total expenditures were reported correctly on the SEFA.
- Reconciliation of the distributive aid report for each grant from our Financial Management Information System to FLAIR.

Through reconciliation of all individual grants, a reconciliation of the total amount is accomplished. As noted in the finding, FDFS did not require or request that a standard grant reconciliation format be used to document the performance of the reconciliations. Therefore, the Department used its own format to document for the Auditor General's staff that all the reconciliations were appropriately and accurately completed. Thus, the actual

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reconciliation was performed prior to the submission of the SEFA and not subsequent to the audit inquiry as stated in the "Condition" portion of the report on this finding.

FINDING #FS 07-011: *FDOE's processes for advancing Federal funds and recording Federal expenditures did not facilitate preparation of the SEFA data form in a manner consistent with the provisions of OMB Circular A-133 and FDFS instructions.*

RECOMMENDATION: We recommend that FDOE consult with FDFS regarding the reporting of Federal expenditures.

For over 20 years, FDOE has used the current Federal Cash Advance System (D502) to process cash requests from Local Educational Agencies (LEAs) and other authorized subrecipients (e.g., community colleges and state universities). In the submission of the FDOE State Expenditures of Federal Awards (SEFA), total expenditures by federal program were not overstated. In fact, FDOE recorded the activity of each Federal award in compliance with OMB Circular A-133 §____.205.

For the last seven years, FDOE has allocated the unassigned balance of advances to federal programs on the SEFA report. The SEFA was accepted by FDFS in its original form which included reporting of credit transactions. Subsequent to the submission of the SEFA, it is our understanding that FDFS removed the credit transactions. The removal of these transactions created incorrect balances and overstatements of expenditures in the report. FDOE was not informed that FDFS had removed credit transactions from the original submitted

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SEFA. Were it not for the removal of these transactions, which was done without consultation with FDOE, the report would have been correct as submitted.

It is correct that the current system does not identify the federal program for which cash is requested. The system has been included in audits for many years and the USED has been aware of the system and the way it operates. FDOE has initiated discussions with the USED with regard to improving this system most recently in conjunction with the USED Management Improvement Team. For some time, FDOE has recognized the advantages of updating this system; however, significant delays in this activity were experienced during attempts to develop and implement Project Aspire. FDOE had planned to use the Aspire eSettlements module to identify cash requests by federal program. When Project Aspire was terminated, FDOE was forced to find an alternate solution. Currently the Agency is developing a new system to streamline the current process and identify the cash draws by each individual federal grant program. It is expected that some version of this system will be in place by July 1, 2008.

FINDING #FA-018: *FDOE did not have procedures in* The FDOE has instituted multiple supervisory

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place to ensure that amounts were accurately reported in the Cash Management Improvement Agreement (CMIA) Annual Report to the Florida Department of Financial Services (FDFS).

reviews and automated the collection of the fiscal data for the subsequent submissions of the CMIA.

RECOMMENDATION: According to FDFS personnel, the interest liability will be included in FDFS's 2006-07 fiscal year interest calculation as a Prior Year State Liability Adjustment. Further, FDFS staff indicated that the interest liability payment will be made by FDFS to the United States Department of Treasury, Bureau of Financial Management Service, on March 31, 2008. We recommend FDOE management ensure a supervisory review is made prior to submitting the CMIA Annual Report to FDFS.

FINDING #FA07-019: *FDOE did not complete its scheduled monitoring of subgrantees for the 2006-07 fiscal year.*

RECOMMENDATION: FDOE personnel indicated that a new compliance supervisor has recently been hired and is in the process of establishing the on-site procedures for the compliance team, working to schedule compliance activities, and should, in the near future, be able to reinstate site visits. We recommend that FDOE continue its efforts to ensure that on-site monitoring reviews are conducted for all subgrantees in a timely manner.

Due to a major organizational change in the Fall of 2006, Workforce Education, previously included as a subdivision of the Division of Community Colleges, became a separate Division and in March 2007, a Chancellor was appointed to head the Division. Additionally, other personnel shifts within the newly created Division led to the curtailment of on-site compliance visits when members of the compliance team were reassigned to other job responsibilities. Other compliance monitoring activities continued such as in-depth grant application reviews, desk top monitoring, review of single audits, and the provision of technical assistance and training. Program

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managers continue to communicate with individual agencies regarding the progress of the implementation of subgrant awards. Additional actions have been taken by the Bureau of Grants Administration and Compliance, Division of Workforce Education.

The need for a multi-dimensional and comprehensive system necessitated the hiring of a compliance specialist with more in-depth compliance knowledge and experience. A Director of Compliance/Quality Assurance was hired on August 22, 2007 and became full time September 24, 2007, in the assigned position. The Director provides leadership and supervision in the development, design and implementation of a Quality Assurance system to address compliance and monitoring within the Division of Workforce Education.

A risk-based system is being implemented. Those agencies that are demonstrating the lowest performance on core measures/indicators and at higher risk based on a risk assessment will be visited on-site to monitor compliance with applicable federal law and regulations, state statutes and rules. Additional monitoring strategies will also be implemented including such activities as the completion of a self assessment, the development of system improvement plans or

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corrective action plans. The assigned monitoring strategy will be based on the results of a data review of performance and other designated risk factors. The system is in the final stages of development and it is expected that on-site visits will begin in the spring of 2008.

FINDING #FA-020: *As noted in the prior year audit, results of FDOE's on-site monitoring visits were not timely communicated to the LEAs.*

RECOMMENDATION: We recommend that FDOE adhere more strictly to its established monitoring guidelines.

FDOE has developed a comprehensive monitoring system that includes an on-line reporting tool to ensure that Florida strictly adheres to established monitoring guidelines. This new on-line reporting tool is being implemented for the 2007-08 monitoring cycle. Additionally, the FDOE will review the timelines specified in the monitoring procedures and revise as appropriate to allow adequate time for development of comprehensive and accurate reports.

FINDING #FA-021: *FDOE had not fully resolved the issues reported in the prior audit regarding comparability reports.*

RECOMMENDATION: FDOE is currently working with USED to establish and implement appropriate procedures for ensuring that comparability requirements are met. We recommend that FDOE continue to enhance procedures for monitoring comparability requirements.

The FDOE has taken significant measures to strengthen its procedures for monitoring of comparability. In the fall of 2007, FDOE created an on-line reporting application for districts to submit comparability data (<http://www.fldoe.org/bsa/titlecomparability/>). Timely comparability reports for 2007-08 were received from all 67 districts. FDOE staff completed their analyses by the end of November 2007, and all districts demonstrated that they were in compliance

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FINDING #FA-022: *FDOE did not accurately account for capacity building and improvement expenditures.*

RECOMMENDATION: We recommend that FDOE ensure that subgrants are expended as required by the Federal law and the provisions of the grant agreement.

AUDITOR REMARKS: The final allowability of the transfer of expenditures and its impact on other compliance matters, including earmarking requirements, will be determined by the grantor agency.

with all comparability requirements by the end of January 2008. FDOE will continue to annually monitor compliance in this area using the procedures established for 2007-08.

The FDOE disagrees with this finding. The attribution of the expenditures from IDEA subgrants to the "School Renovation" grant was appropriate. The full title of the School Renovation Grant was "School Renovation, IDEA, and Technology Grants Program". Throughout the guidance issued by the USED ("Guidance for Fiscal Year 2001") there are numerous references to the appropriateness of expenditures relative to the Individuals with Disabilities Act (IDEA, Part B). For example:

- On page 14, the answer to question E4, states in part, "Grant funds [referring to the "Renovation Grant"] that are used to support activities under Part B of the IDEA, must be spent in accordance with that statute and its regulations..."
- On page 15 in answer to question E5, it states, "The requirements that apply to the use of funds granted under section 321 to carry out activities under Part B of the IDEA are the same requirements that apply to use of funds provided under part B of the IDEA..."

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All of the expenditures that were subsequently attributed to the "School Renovation" grant program were allowable and allocable to that program since they were allowable and allocable under the IDEA, Part B, program. The FDOE very carefully made these accounting transfers in accordance with all of the requirements of both programs. Expenditures were not erroneously recorded.

FDOE consulted with legal counsel regarding the appropriateness of these transfers of expenditures. The attorneys stated in part, "...FDOE should be allowed to transfer obligations between programs as long as the obligations are for costs that are allowable under the relevant programs." Since the obligations and expenditures were timely and allowable under both programs, there was no harm to the federal interest in transferring selected expenditures from one to the other.

FINDING #FA07-023: *The results of monitoring reviews were not communicated to subrecipients in a timely manner. In addition, FDOE did not have an effective system in place to track the status of monitoring efforts and subrecipient corrective actions.*

RECOMMENDATION: FDOE should review its monitoring procedures and take those actions necessary to ensure timely issuance of the monitoring

The Bureau of Exceptional Education and Student Services has developed a Web-based monitoring system that focuses on procedural compliance with related federal and state requirements for Exceptional Student Education (ESE). The system aligns with the State Performance Plan (SPP)/Annual Performance Report (APR) required under the Individuals with Disabilities

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			<p>reports. Additionally, FDOE should enhance its monitoring tracking system to ensure that appropriate corrective actions are taken in a timely manner.</p>	<p>Education Act (IDEA). The development of the system establishes a comprehensive monitoring process that is effective both in timely identification and correction of noncompliance as well as in detecting "patterns" of systemic concerns within districts and across the state. Implemented for the first time in 2007-08, the monitoring system includes:</p> <ul style="list-style-type: none"> • Completion of a Web-based self-assessment by all LEAs in the state • Validation of the process through record sampling and review of district responses by Bureau staff • Timely correction of noncompliance (correction with 60 days for each student-level incident of noncompliance; correction within one year for findings found to be systemic in nature, i.e., evident in 25% or more of records reviewed) • Verification of correction of noncompliance <p>Technical assistance was provided to each district to ensure understanding of the critical components of the review. The self-assessments were due January 31, 2008; upon submission districts were able to access</p>	

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the results of their review via the Web site. Bureau staff processed the results, and a formal report of findings was provided to each LEA on February 22, 2008 (16 working days after completion). The report includes: a district summary report of findings by standard; a student-level report for use in correcting individual student noncompliance; a correction action tracking sheet to be submitted to the Bureau upon completion of all individual corrections; and a template for 10-12 month corrective action plan (CAP), if required, to address systemic findings of noncompliance. Although this report is referred to as the "preliminary report," it reflects all of the findings of the monitoring process and begins the timeline for correction of noncompliance.

Student-level noncompliance must be corrected no later than April 22, 2008; systemic-level findings must be corrected by December 22, 2008. Documentation of correction of noncompliance and a CAP for systemic findings, if required, are due to the Bureau by April 30, 2008. Within 30 days of receipt by the Bureau, a "final report" that summarizes the findings of noncompliance as well as the district's status regarding timely correction will be issued. For the 2008-09 school year, FDOE will review the timelines

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and revise as appropriate.

FINDING #FA 07-025: *FDOE did not maintain documentation of the labor force summary data that was used to allocate funding for the Carl D. Perkins, Rural and Sparsely Populated Areas Career and Technical Education Programs.*

RECOMMENDATION: FDOE should strengthen its compilation and review procedures to ensure that proper documentation is maintained that evidences the data used in the Vocational Education allocation process is complete and accurate.

FDOE was unable to obtain a replacement copy of the rural data source information from the Agency for Workforce Innovation due to the fact that the information is overwritten and not saved when it is updated. To insure compliance Workforce Education has strengthened its compilation and review procedures to ensure that proper documentation is maintained that evidences the data used in the allocation process is complete and accurate. Additional actions have been taken to insure full compliance with this requirement. Operational procedures have been implemented to save the specific data in electronic format and a hard copy on an annual basis. Business rules for calculating the formula have been developed and included in the new State Plan for the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV), approved by the State Board of Education on February 19, 2008.

FINDING #FA 07-026: *FDOE had not resolved issues in the prior audit relating to allotments and expenditures for Nontraditional Training and Education (NTE).*

RECOMMENDATION: FDOE has begun the process of entering into a Cooperative Audit Resolution and

As stated previously, the FDOE does not agree with the finding first issued as FA 05-035. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the

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			<p>Oversight Initiative with USED and has not resolved this issue yet. We recommend that FDOE enhance its policies and procedures by creating accounting codes that allow for the identification of allotments to, and expenditures for, NTE within FLAIR.</p> <p>FINDING #FA 07-027: <i>FDOE had not resolved issues disclosed in a prior audit regarding its ability to demonstrate compliance with the matching and maintenance of effort requirements and the reporting of amounts expended toward those requirements.</i></p> <p>RECOMMENDATION: We recommend that FDOE continue to work with USED on resolving audit issues.</p> <p>FINDING #FA 07-028: <i>Contrary to Federal and State requirements, DBS did not obtain price or rate quotations prior to procuring contractual services related to an Independent Living Summer Transition Program.</i></p> <p>RECOMMENDATION: We recommend that DBS obtain sufficient quotations prior to procuring contractual services. Additionally, DBS should ensure that a signed agreement is in place prior to the provision of services. We also recommend that DBS provide training and</p>	<p>USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. In September 2007, FDOE staff met in Washington, D.C. with USED staff. As of this date, no response has been received.</p> <p>As stated previously, the FDOE does not agree with the finding issued as FA 05-034. The Agency has had multiple contacts with the USED regarding the finding and its resolution. In June 2007, at the invitation of the USED, the FDOE requested that the USED enter into a Cooperative Audit Resolution and Oversight Initiative (CAROI) process with regard to this and other pending audit issues. In September 2007, FDOE staff went to Washington D.C. to meet with USED staff. As of this date, no response has been received.</p> <p>FDOE does not agree with this finding. Although rate quotations were not obtained prior to procuring contractual services, exemptions relative to services provided to persons with disabilities are applicable. Federal regulations at 34 CFR 80.36 state: “(a) States. When procuring property and services under a grant, a State will follow the same policies and procedures it uses for procurements from its non-federal funds. The</p>	

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			<p>technical services regarding the importance of adhering to Federal and State procurement requirements.</p> <p>AUDITOR'S REMARKS: We agree that this purchase was not subject to the competitive-solicitation requirements of Section 287.057, Florida Statutes. However, the purchase remains subject to other purchasing statutory provisions and rules, including Rule 60A-1.002(3), F.A.C. which requires documentation of the method used by the agency to determine the price of the service acquired. We again recommend FDOE comply with purchasing laws and rules when procuring services and obtain signed agreements prior to the provision of services.</p>	<p>State will ensure that every purchase order or other contract includes any clauses required by Federal statutes and executive orders and their implementing regulations. Other grantees and sub grantees will follow paragraphs (b) through (i) in the section."</p> <p>Section 287.057(5)(f)(7), Florida Statutes, exempts certain contractual services from competitive solicitation requirements. Specifically this section provides an exemption for "Services provided to persons with mental or physical disabilities by not-for-profit corporations which have obtained exemptions under the provisions of s. 501(c)(3) of the United States Internal Revenue Code or when such services are governed by the provisions of Office of Management and Budget Circular A-122..." FDOE will provide additional training to DBS staff working with procurement to ensure that all federal and state procedures are adhered to.</p>	
			<p>FINDING #FA 07-029: <i>DBS had not established adequate policies and procedures to ensure that client service payments were authorized, processed, and recorded properly within the DBS Accessible Web-based Activity and Reporting Environment (AWARE) System and the State's Accounting System (FLAIR).</i></p>	<p>The "batch" invoices in question includes services for a number of clients. The invoices identified the clients, provided appropriate supporting documentation and were properly reviewed prior to payment. The system calls for a separate entry to be made for each of the clients referenced on the invoice to record</p>	

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RECOMMENDATION: We recommend that DBS take immediate actions to establish procedures which will ensure that the authorizations are properly processed, client records are sufficiently documented and the Federal funding is adequately safeguarded.

that each client received an allowable service and the cost of that service. In some instances these separate entries were not made for the individual clients. Any error resulting from this practice would be in individual client records rather than the invoice payment records.

The design of AWARE/FLAIR accounting interface includes reconciliation reports, Transaction Logs, Error Logs, and Exception Reports. The reconciliation process involves a manual daily review of these reports to determine any discrepancies. The DBS processed 16,194 invoices for payment during SFY 2005/2006 and 22,400 for SFY 2006/2007. Because of the large and increasing number of invoices, the manual process is no longer adequate.

Immediately upon identification of the practice of not completing corresponding entries for individual clients, the field office staff were directed to complete a thorough review of all paid invoices to verify that payment authorizations were appropriate and accurate.

DBS held a teleconference with the district field office administrators and directed that staff are to enter the corresponding client data accurately for all clients. Additional training is also being provided statewide to all staff with

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responsibilities for completing this data entry process.

Additionally, the DBS will immediately develop and implement written procedures for the processing of authorizations, and the documentation of client records which will be used consistently by the central and field offices.

Finally, the DBS is proposing to design an automated reconciliation process and electronic invoicing process. This project will enhance the reconciliation processes.

FINDING #FA 07-030: *FDOE did not always authorize expenditures for client services in a timely manner. In addition, FDOE did not fairly state the status of a similar finding in the Summary Schedule of Prior Audit Findings (SSPAF).*

The DVR continues to address adherence to prescribed procedures in Supervisors' Training and New Counselor Training, through communication with area staff and counselor performance reviews.

RECOMMENDATION: We recommend that FDOE ensure adherence to prescribed procedures regarding the authorization and approval of client services.

The DVR has initiated an automated supervisor approval process in the Rehabilitation Management Information System to address the timeliness of the supervisor's signature.

AUDITOR REMARKS: Pursuant to OMB Circular A-133 § __.315(b), the summary schedule of prior audit findings is to include the status of all audit findings, rather than the status of the implementation of corrective actions. As described above, FDOE reported that the finding was fully corrected; however, we

FDOE disagrees with the statement that "FDOE did not fairly state the status of a similar finding in the summary Schedule of Prior Audit Findings (SSPAF)." The FDOE

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			continue to note similar instances in our current audit.	properly implemented all of the corrective actions indicated for the prior finding and reported the full implementation of such corrective actions in the SSPAF.	
			<p>FINDING #FA 07-031: <i>FDOE did not always ensure that VR program regulations pertaining to eligibility determinations were met. In addition, FDOE had not resolved issues regarding the provision of adequate information to clients by referring them to other One-Stop delivery programs that might address the individuals' training or employment related needs. In addition, FDOE did not fairly state the status of a similar finding in the Summary Schedule of Prior Audit Findings (SSPAF).</i></p> <p>RECOMMENDATION: We recommend that FDOE management again emphasize to its counselors, through training and technical assistance, the importance of following Federal requirements.</p> <p>AUDITOR REMARKS: Pursuant to OMB Circular A-133, §___.315(b), the summary schedule of prior audit findings is to include the status of all audit findings, rather than the status of the implementation of corrective actions. As described above, FDOE reported that the finding was fully corrected; however, we continue to note similar instances in our current audit.</p>	<p>The Division of Blind Services will provide additional technical assistance and training to personnel regarding the Federal requirements.</p> <p>The Division of Vocational Rehabilitation continues to address adherence to prescribed procedures in supervisors' training and new counselor training, through communication with staff and counselor performance reviews.</p> <p>FDOE disagrees with the statement that "FDOE did not fairly state the status of a similar finding in the Summary Schedule of Prior Audit Findings (SSPAF)." The FDOE properly implemented all of the corrective actions indicated for the prior finding and reported the full implementation of such corrective actions in the SSPAF</p>	
			<p>FINDING #FA 07-032: <i>Contrary to Federal regulations, FDOE did not ensure that the Individualized Plan for</i></p>	<p>The DBS will provide additional training during both March and April 2008, to all Supervisors,</p>	

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			<p><i>Employment (IPE), a written document prepared on forms provided by the Divisions, was signed by both the counselor and eligible individual.</i></p> <p>RECOMMENDATION: We recommend that FDOE personnel ensure that once the IPE is developed, counselors make a concerted effort to sign the document and obtain the signature of the applicable individual. In addition, we recommend that FDOE provide training and technical assistance to its employees regarding this matter.</p>	<p>District Administrators, Counselors, and other VR program staff to address policies and procedures pertaining to the Individualized Plan for Employment (IPE). The DBS conducted a technical assistance conference call with the Administrators on December 6, 2007, regarding the IPE.</p> <p>The DVR continues to address adherence to the Federal eligibility requirements with counselors and supervisors, through training and technical assistance. This includes Supervisors' Training, New Counselor Training, communication with staff and counselor performance reviews.</p>	
			<p>FINDING #FA 07-033: <i>Our review of the Financial Status Reports (SF-269) disclosed that the State matching requirements were not met, and FDOE did not always report all non-Federal expenditures incurred in carrying out State activities. In addition, contrary to USED instructions, amounts were not properly reported on the DBS SF-269 reports.</i></p> <p>RECOMMENDATION: We recommend that FDOE immediately seek guidance from USED regarding whether revised reports are required, including the reporting of all non-Federal expenditures. In addition, we recommend that SF-269 reports be completed and reported in accordance with USED instructions.</p>	<p>The FDOE has sought additional guidance from USED in the proper reporting of matching expenditures and refunds in the Financial Status Reports (SF-269). Subsequent to the submission of SF-269 for H126A050087 and H126A060087, the Division of Blind Services significantly enhanced its procedures to document all reported expenditures, encumbrances, and refunds.</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

Director of Auditing: Edgar W. Jordan

Budget Entity: State Board of Education (48800000)
 Community Colleges (48400600)
 Universities (48900100)
 Board of Governors (48900300)
 Finance and Operations

Phone Number: 850-245-9418

(1) REPORT NUMBER CODE	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE
			<p>FINDING #FA 07-034: <i>FDOE did not accurately report data listed on the Annual VR Program/Cost Report (RSA-2). In addition, FDOE management did not document that a review was completed prior to submitting the report to USED.</i></p> <p>RECOMMENDATION: FDOE management indicated that they were planning to submit a revised DBS 2006 RSA-2 report. We recommend that FDOE implement a review process for all required Federal reports, as well as, ensure that more than one staff member is knowledgeable in the areas of the methodology, preparation and submission of the applicable reports.</p>	<p>The Department has assigned additional staff to perform the collection and preparation of the RSA-2. The procedures for completion of this report have been enhanced to include multiple management reviews and further reconciliations between Financial Status Reports (SF-269), FDOE trial balances, and RSA-2. Additionally, FDOE has sought technical assistance from USED in clarifying classification of expenditures and encumbrances within the RSA-2 report. Attendance at the 2008 National Fiscal Management and Data Management Conference sponsored by RSA will be required for all preparers and reviewers of the RSA-2.</p>	
			<p>FINDING #FA 07-037: <i>The results of monitoring reviews had not been timely communicated to subrecipients.</i></p> <p>RECOMMENDATION: FDOE should review its monitoring procedures and take those actions necessary to ensure timely issuance of the monitoring reports.</p>	<p>FDOE will implement additional protocols to ensure that corrective actions are timely communicated to the sub-grantees pursuant to 21st CCLC Policy, Monitoring and Compliance (PMC) Unit – Standard Operating Procedures. FDOE will also review the 21st CCLC Policy, Monitoring and Compliance (PMC) Unit- Standard Operating Procedures to ensure that the 30-day report deadline is a reasonable amount of time to issue tentative findings and give the subgrantees opportunity to review, rebut, and provide additional documentation prior to issuing final reports. Based on results of that review, the timeline</p>	

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may be revised.

FINDING #FA 07-038: *FDOE did not always ensure that the State's accounting system (FLAIR) was timely updated for transactions originally recorded in FDOE's On-Line Disbursement Reporting (D-503) Application.*

RECOMMENDATION: FDOE should review its procedures for detecting and timely resolving discrepancies between FLAIR and the D-503 Application. Additionally, FDOE should provide training regarding the importance of timely reconciling the data between the two systems.

The FDOE followed established accounting procedures for reconciliation and identified the discrepancies. The timing difference reference in the "Effect" statement did not impede the planning ability of other personnel to administer the program since FDOE uses a subsystem (D-503) to track sub-recipient activities. FDOE continues to provide ongoing training to all staff regarding the monthly reconciliation process.

FINDING #FA 07-039: *Significant deficiencies noted during the prior audit regarding the approval of subaward budgets that contained incorrect indirect cost rates continued to exist during the audit period.*

RECOMMENDATION: We recommend that FDOE management ensure that the correct indirect cost rate is approved for use in the subgranted budgets.

During 2006-07, the FDOE entered into negotiations with the USED with regard to the indirect cost plans, procedures, and rates to be used by local education agencies (LEAs) for 2007-08. Additional training on the application of indirect costs rates to budgets was not held until such time as FDOE had clear indication from USED as to the changes that would be made. FDOE and USED reached agreement on a one-year interim plan and training was provided. FDOE and USED are currently negotiating the plans, procedures, and rates to be used in 2008-09. As soon as those negotiations are completed, training will be provided to all appropriate FDOE staff. Training will be ongoing as needed to ensure the correct

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

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REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE

application of indirect cost rates to proposed subgrant budgets.

FINDING #FA 07-040: *As of June 30, 2007, moneys set aside for the Immigrant Children and Youth Program from the 2004, 2005, and 2006 grants had not been used for such purposes. Additionally, FDOE management did not have a system in place to ensure that subgrants pertaining to this funding would be uniquely identified and accounted for in the fiscal records.*

As of February 4, 2008, FDOE issued a separate grant tracking number for use in allocating immigrant education funds and issuing project awards to subgrantee (TAP Number 09A028). New subgrants to eligible local educational agencies (LEAs) shall reference TAPs number and expenditures shall be tracked based on unique project award numbers.

RECOMMENDATION: We recommend that FDOE managers ensure that subgrants are awarded as required by the applicable Federal laws and guidelines, and use separate account code identifiers that properly identify and account for expenditures charged for Immigrant Children and Youth Program services. Additionally, we recommend that FDOE seek guidance from USED as to whether the failure to use the moneys set aside for the Immigrant Children and Youth Program services would result in disallowed costs.

In the absence of guidance from USED, which provides a definition of "local educational agencies experiencing substantial increases in immigrant children and youth," the FDOE determined an allocation methodology that is based in part on the requirements outline in section 3114(d)(1), Title III, No Child Left Behind, and has completed the preliminary allocation of all unexpended funds set aside for Immigrant Education. In addition, a preliminary Request for Application (RFA) has been developed for use by eligible LEAs in 2008-09.

FINDING #FA 07-041: *Contrary to Federal regulations, FDOE did not conduct subrecipient monitoring in the 2006-07 fiscal year.*

Monitoring of subrecipient project awards issued on Title III, Part A, No Child Left Behind, is being conducted through the system of focused monitoring established by

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

BUDGET PERIOD: 2007-2008

Department: Education

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(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER CODE	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE
			<p>RECOMMENDATION: We recommend that FDOE take the necessary actions to ensure that monitoring reviews are performed as required.</p>	<p>the Office of Academic Achievement through Language Acquisition. All school districts receiving English Language Acquisition subgrants will be monitored either through focused desktop or self-monitoring and reporting depending on assessed risk factors.</p>	

LBR Technical Review Checklist

Department/Budget Entity (Service): Board of Governors
Agency Budget Officer/OPB Analyst Name: Heidie C. Bryant

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	48900300			
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1. GENERAL				
1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	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			
AUDITS:				
1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y			
1.4 Has security been set correctly? (CSDR, CSA)				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.				
2. EXHIBIT A (EADR, EXA)				
2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?	Y			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?	Y			
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Y			
3. EXHIBIT B (EADR, EXB)				
3.1 Is it apparent that there is a fund shift and 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.	N/A			

Action	Program or Service (Budget Entity Codes)			
	48900300			

AUDITS:

3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y			
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
TIP	Exhibit B - A02 equal to B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.				
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.				

4. EXHIBIT D (EADR, EXD)

4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?	Y			
4.2	Is the program component code and title used correct?	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			
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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			
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	N			

Action	Program or Service (Budget Entity Codes)			
	48900300			
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.				

		Program or Service (Budget Entity Codes)			
Action		48900300			
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 G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.				
TIP	If G08 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 G08 was created.				
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			
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).	Y			
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)	Y			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?	N/A			
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?	N/A			
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).	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			
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.	N/A			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A			

		Program or Service (Budget Entity Codes)			
Action		48900300			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A			

Action		Program or Service (Budget Entity Codes)				
		48900300				
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 #09-002?	N/A				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	Y				
7.16	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 or 363XXC0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
AUDIT:						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
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 61 through 64 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.					

Action		Program or Service (Budget Entity Codes)				
		48900300				
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 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Y				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	Y				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	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)?	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?	N/A				
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				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
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, 000799, 001510 and 001599)?	Y				
8.10	Are the statutory authority references correct?	Y				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	N/A				

		Program or Service (Budget Entity Codes)			
Action		48900300			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A			

Action		Program or Service (Budget Entity Codes)				
		48900300				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	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?	Y				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	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				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y				
8.25	Are current year September operating reversions appropriately shown in column A02?	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				
8.27	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				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				

Action		Program or Service (Budget Entity Codes)				
		48900300				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y				
8.31	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				
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 119 of the LBR Instructions.)					
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 150 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y				
13. SCHEDULE VIIIB-1						
13.1	This schedule is not required in the October 15, 2008 LBR submittal.					

		Program or Service (Budget Entity Codes)			
Action		48900300			
14. SCHEDULE VIII B-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?	Y			
15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (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.)	N/A			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y			
15.3	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")	N/A			
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A			
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	N/A			
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?	Y			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y			

Action	Program or Service (Budget Entity Codes)			
	48900300			

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions 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.	

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	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.					