



LEGISLATIVE BUDGET REQUEST

Florida Fish and Wildlife Conservation Commission

October 15, 2009

Commissioners

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Chair
Miami

Kathy Barco
Jacksonville

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Executive Office of the Governor
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Tallahassee, Florida 32399-0001

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House Full Appropriations Council on General Government & Health Care
221 Capitol
Tallahassee, Florida 32399-1300

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House Full Appropriations Council on Education & Economic Development
221 Capitol
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Ms. Cynthia Kelly, Staff Director
Senate Policy and Steering Committee on Ways and Means
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Office of the Executive Director
Kenneth D. Haddad
Executive Director
(850) 487-3796
(850) 921-5786 FAX

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Florida Fish and Wildlife Conservation Commission is submitted in the format prescribed in the budget instructions. The information has been provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2010-11 Fiscal Year. This submission has been approved by Kenneth D. Haddad, Executive Director.

Sincerely,

Managing fish and wildlife resources for their long-term well-being and the benefit of people.

Sandra L. Wilson (handwritten signature)

Sandra L. Wilson
Chief Financial Officer

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MyFWC.com

Department Level Exhibits and Schedules



FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Network Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October 15, 2009**

Network Service

This service enables data connectivity and transport using Local Area Network (LAN) and/or Wide Area Network (WAN) technologies. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major commercial hardware and software associated with the LAN Service:			
1	MyFlorida Network wide area connectivity	10	Intel Servers and Windows Server Operating Systems
2	Vendor supplied wireless services (air cards)	11	Trend-Micro Virus Protection Suite
3	Cisco Routers	12	Cisco Wireless Access Points
4	Tallahassee Metropolitan Area Network Services	13	Remote Control Software
5	Cisco Switches	14	Asset Management
6	Spyware	15	Symantec Backup Solution
7	Windows Server 2003 Network Operating System	16	Microsoft System Center Configuration Manager
8	Juniper VPN	17	Namescape rDirectory Enterprise Directory
9	VMWare virtualization environment	18	EMC Clariion storage area network

1. IT Service Definition

1.1. Who is the LAN service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- State Primary Data Center
- Other External service provider

1.2. Who is the WAN service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.2)

- 1.4. Please identify the number of users of the Network Service. 2,500
- 1.5. How many locations currently host IT assets and resources used to provide LAN services? 90
- 1.6. How many locations currently use WAN services? 110

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Network Service

1.7. What types of WAN connections are included in this service? **(Indicate all that apply)**

- | | | |
|--|---|--|
| <input type="checkbox"/> ATM | <input type="checkbox"/> Frame Relay | <input checked="" type="checkbox"/> Cellular Network |
| <input checked="" type="checkbox"/> SUNCOM RTS | <input checked="" type="checkbox"/> Internet | <input type="checkbox"/> Dedicated Wired connection |
| <input type="checkbox"/> Radio | <input checked="" type="checkbox"/> Satellite | <input checked="" type="checkbox"/> Dial-up connection |
| <input checked="" type="checkbox"/> Other <u>MyFlorida Network</u> | | |

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Must maintain Criminal Justice designation. Must maintain same level of service.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for LAN service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

At least 99.99% availability.

3.2. Has the agency specified the service level requirements for WAN service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

MyFloridaNet has service level agreements for its services.

3.3. Timing and Service Delivery Requirements

3.3.1. Hours/Days that service is required **(e.g., 0800-1600 M-F, 24/7)** for:

3.3.1.1. Online availability 99.99%
LAN and 99% WAN.

3.3.1.2. Offline and availability for maintenance Scheduled
PM and weekends, as scheduled outside of working hours.

IT Service Requirements Worksheet: Network Service

3.3.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 5 min, 15 min, 60 min)*? LAN 5 minutes, WAN situational and site dependent.

3.3.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Staff will not have access to critical Law Enforcement, strategic and non-strategic data. This lack of access will impair our ability to conduct Law Enforcement operations and to provide service to citizens.

3.3.3. Does the agency have a standard for required bandwidth its locations? Yes No
If yes, indicate the standard *(e.g. fiber channels for certain locations)*

1000 Mbps to desktops, vertical fiber connections in buildings, WAN requirements vary based on site operational requirements.

3.3.4. Are there any agency-unique service requirements? Yes No
If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

FWC is a Criminal Justice certified Agency. The system must accommodate mobile and remote users who access the network through dial-up, VPN, WAN wireless, and secure wi-fi methods.

3.3.5. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password
- Access through Internet or external network
- Access through internal network only
- Access through Internet with secure encryption
- Other Dial-up and VPN access, wireless with PEAP security, CNet/FCIC/NCIC

3.3.6. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.3.6.1. If yes, please specify and describe:

Protecting information relating to law enforcement activities and personnel. AEIT and FWC Security Policies prescribe standard best practice security policies.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?
 Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Reported to CIO.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

IT Service Requirements Worksheet: Network Service

4.2.2. List any significant projects (e.g., total cost greater than \$500,000) that are underway or planned to upgrade or enhance any resources or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

Administrative Trust Fund.

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October 15, 2009**

E-Mail, Messaging, and Calendaring Service

This service enables users to send and receive e-mail and attachments, perform departmental calendaring, manage address lists, create and maintain shared or private folders, and store message data provided through the e-mail service. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major commercial hardware and software associated with the E-Mail Service:			
1	Enterprise Exchange Server	9	Trend Micro eManager
2	Web Mail Server	10	NetBackup virtual server
3	Blackberry Enterprise Server	11	Dell/EMC SAN
4	Windows Server Operating System	12	Blackberry Enterprise Server Software
5	Microsoft Outlook Client	13	Enterprise Vault Archival System Software
6	Blackberry Hand Held Units	14	Quest Message Stats Software for Reporting
7	IIS Server Software	15	Spotlight for Exchange Monitoring Software
8	Trend Micro Server Protect Anti-virus		

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- State Primary Data Center
- Other External service provider

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.2)

1.3. Please identify the number of users (e-mail accounts/mailboxes) of this service. 2,800
email accounts.

1.4. How many locations currently host IT assets and resources used to provide e-mail, messaging, and calendaring services? 1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? Very
(Identical, Very Similar, No)
Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes
- No

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Provide similar level of support for email records management (archive and retrieval capability).

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Must be able to receive/send email 24x7. Must be able to show calendar availability of all Agency staff, and must be able to comply with Agency naming conventions.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (e.g., 0600-2100 M-F, 24/7): 24x7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (e.g., 5 min, 15 min, 60 min)? 5 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

If mail delivery is delayed, this could have an adverse impact on day to day support and strategic operations including law enforcement operations.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (include any applicable constitutional, statutory, or rule requirements)

Must provide Blackberry support for senior staff. Must provide access for mobile and remote users. Must provide advanced archiving and retrieval capability.

3.2.4. What are security requirements for this IT service? (Indicate all that apply)

- User ID/Password
- Access through Internet or external network
- Access through internal network only
- Access through Internet with secure encryption
- Other Dial-up and VPN access, wireless with PEAP security.

3.2.5. Are there any federal, state, or agency records retention or privacy policies, restrictions, or requirements applicable to this IT Service?

- Yes
- No

3.2.5.1. If yes, please specify and describe:

Records retention rules. Freedom of Information guidelines. Privacy of Law Enforcement related information.

4. User/customer satisfaction

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

4.1. Are service level metrics reported to business stakeholders or agency management?

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

CIO is briefed periodically on availability, storage capacity, and performance metrics. Usage statistics are provided to users periodically.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? ***(Briefly explain)***

4.2.2. List any significant projects (e.g., total cost greater than \$500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

Administrative Trust Fund.

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Desktop Computing Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October 15, 2009**

Desktop Computing Service

This service enables use of standard office automation functions, as well as access to other applications that require standard desktop functionality. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major commercial hardware and software associated with the Desktop Computer Service:			
1	Dell Desktop PC	11	MS Office Suite (Word, Excel, PowerPoint, Access)
2	Dell Laptop PC	12	Adobe Acrobat Standard and Pro
3	Panasonic ToughBook PC	13	MS Visio Standard and Pro
4	Dell Axiom	14	MS Project
5	HP Printers	15	Trend Micro OfficeScan
6	Dell Printers	16	McAfee Safeboot Hard Drive Encryption
7	Adobe Photoshop	17	MS Windows Operating System
8	Internet Explorer	18	HEAT Self Service
9	MS Enterprise includes Exchange Server and CAL's, Windows Server and CAL's, SharePoint CAL's, SMS CAL's Office Suite, Operating Systems	19	Diskeeper Hard Drive Defragmentation
10	Adobe Connect Pro Internet Meeting		

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- State Primary Data Center
- Other External service provider

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public

1.3. Please identify the number of users of this service. 2,500

1.4. How many locations currently use desktop computing services? 90 (LAN)

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No, Unknown)* Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes
- No

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Desktop Computing Service

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Must be able to provide support and manage desktop service in 90 locations, and provide reliable, timely and secure support for the Agency including Law Enforcement activities. Agency staff is uniquely familiar with internal agency practices and environment. FBI and Criminal Justice Information System (CJIS) security policies require support services that have access to FCIC/NCIC data be under the command and control of a criminal justice agency, of which the FWC has been so designated.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*) M-F,
7:30/5:00

3.2.2. What are the impacts on the agency's business if the Desktop Service is not available?

The internal Agency Desktop Services provides service during normal business hours of 7:30 – 5:00, Monday – Friday, so if an employee contacts us for support outside this period it may prevent the employee from completing their work, which may be mission critical. However, during emergency situations, Desktop Services staff will be available during this time. Since this service is provided to law enforcement officers of the agency, inadequate or an interruption of this service could result in an officer safety issue.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

Must accommodate remote mobile workforce; support for Law Enforcement operations; support for statewide scientific/research community including specialized software support and regimented backup/recovery procedures; localized technical support to 6 regional offices.

3.2.4. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password Access through Internet or external network
- Access through internal network only Access through Internet with secure encryption
- Other CJNet/FCIC/NCIC requirements, Dial-up and VPN access, wireless with PEAP Security, Safeboot Hard Drive encryption for selected laptops as necessary.

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes No

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Desktop Computing Service

3.2.5.1. If yes, please specify and describe:

Agency policies including password management; computer use for FWC official purposes; CJIS security policies from the FBI relating to encryption, dissemination, need-to-know, and etc.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

On demand reports are generated for the CIO via the use of the HEAT System Management tool; Customer Satisfaction Survey reports.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects (e.g., total cost more than \$500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
Mobile Computers for Law Enforcement Operations	Provide mobile computing resources to FWC Law Enforcement Officers. This includes mobile devices, software, wireless access, VPN and other associated hardware and software.	July 2008	June 2011	\$2,500,000 for FYs 2008-09 to 2010-11 (FY 2009-10 LBR provided \$1,540,875 for this project, Federal Grants Trust Fund)

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

Administrative Trust Fund and Federal Grants Trust Fund.

5.2. Other comments

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Helpdesk Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October 15, 2009**

Helpdesk Service

This service involves the centralized or consolidated intake and resolution of IT system problems for users and stakeholders throughout the department. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify any major commercial hardware and software associated with the Helpdesk Service:			
1	Front Range HEAT Help Desk Software 8.4	5	
2	VNC Remote Control 1.3	6	
3	Namescape myPassword	7	
4		8	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- State Primary Data Center
- Other External service provider

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.2)

1.3. Please identify the number of users of this service: 2,500

1.4. How many locations currently host IT assets and resources used to provide helpdesk services? 90

1.5. What communication channels are used for the service? *(Indicate all that apply)*

- On-line self-serve
- Telephone/IVR
- Remote desktop (e.g., PC Anywhere)
- Other **E-Mail**
- On-line interactive
- Face-to-face

1.6. What is the scope of the service provided by the Help Desk: *(Check all boxes that apply)*

Help Desk Action	Simple problems	Moderately complex problems	Complex problems
Accepting and logging	X	X	X
Referring/escalating	X	X	X
Tracking and reporting	X	X	X
Resolving/closing	X	X	X

IT Service Requirements Worksheet: Helpdesk Service

1.7. Please identify the major IT systems or services for which the Help Desk must provide assistance:

1	Smartcop (Law Enforcement)	8	FDLE Network for Dispatch (CJNET)
2	Juniper VPN	9	Blackberry and SmartPhones
3	Cellular Air Cards (ATT, Verizon, Sprint)	10	ACISS Law Enf. Web Case Mgt. System
4	WIFI (Local)	11	Video Conferencing and e-meetings
5	FWC Permitting Systems	12	Ask FWC Right Now Web Application
6	Agency Security Awareness Training	13	PowerDMS (Law Enforcement)
7	ArcGIS		

2. Service Unique to Agency

2.1.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No, Unknown)

Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

Must be able to provide support and manage desktop service in 90 locations, and provide reliable, timely and secure support for the Agency including Law Enforcement activities. Agency staff is uniquely familiar with internal agency practices, systems and environment. FBI and CJIS security policies require support services that have access to FCIC/NCIC data be under the command and control of a criminal justice agency, of which the FWC has been so designated.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days the Help Desk service is required **(e.g., 0800-1600 M-F, 24/7)**

M-F, 7:30/5:00

3.2.2. What are the impacts on the agency's business if the Help Desk service is not available?

Employees may be prevented from completing their work, which may be mission critical. In addition, since this service is provided to law enforcement officers of the agency, inadequate or an

IT Service Requirements Worksheet: Helpdesk Service

interruption of this service could result in an officer and/or public safety issue. During emergency operations helpdesk staff must be available to answer calls about computer and application issues.

3.2.3. What is the average monthly volume of calls/cases/tickets? 1550

3.2.4. Are there any agency-unique service requirements? Yes No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Accommodate remote mobile workforce; support for Law Enforcement Operations; support for Statewide scientific/research community including specialized software support and regimented backup/recovery procedures; localized technical support to 6 regional offices.

3.2.5. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password Access through Internet or external network
- Access through internal network only Access through Internet with secure encryption
- Other Technician must have local desktop administrative rights; agency-wide Dial-up and VPN access; agency-wide wireless with PEAP security; security background check for helpdesk technicians; agency-wide security awareness training.

3.2.6. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes No

3.2.6.1. If yes, please specify and describe:

Agency policies including password management; computer use for FWC official purposes; Criminal Justice Information System (CJIS) security policies from the FBI relating to encryption, dissemination, need-to-know, and etc.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

- Yes No

If yes, briefly describe the frequency of reports and how they are provided:

On demand reports are generated for the CIO via the use of the HEAT System Management tool.

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects (e.g., total cost greater than \$500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

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5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

Administrative Trust Fund.

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

Question 1.3 only represents the number of in-house users. In addition there are occasional and seasonal calls from license issuing entities in the state of Florida (e.g. Wal-Mart, tackles shops).

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

Dept/Agency: **FWC**
Submitted by: **Kevin Patten, Chief Information Officer**
Phone: **850-414-2870**
Date submitted: **October, 15 2009**

IT Security/Risk Mitigation Service

This service involves the implementation of measures to reduce risk and ensure continuity of the IT Services supporting the agency. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

1. IT Service Definition

1.1. Who is the service provider? (*Indicate all that apply*)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Central IT staff | <input type="checkbox"/> State Primary Data Center |
| <input type="checkbox"/> Program staff | <input type="checkbox"/> Other External service provider |
| <input type="checkbox"/> Another State agency | |

1.2. Who uses the service? (*Indicate all that apply*)

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.2)

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(*Identical, Very Similar, No*) Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Service must support our risk assessment, mitigation, and data recovery business processes and plans.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

FWC has a Continuity of Operations Plan for Headquarters in Tallahassee, each of the five Regional Offices, all Law Enforcement Field Offices and the Fish and Wildlife Research Institute in St.

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

Petersburg. This information is confidential and exempt from public disclosure pursuant to the provisions of section 119.07(3)(D), Florida Statutes, however this information may be made available in an appropriate manner.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*): 0800-1700 M-F for normal security/risk mitigation services, or as necessary to provide secure operations.

3.2.2. In the event of an emergency, how quickly must essential services be restored to maintain the agency's continuity of operations? LAN, WAN and Email services must be restored in 48 hours.

3.2.3. How frequently must the IT disaster recovery plan be tested? On an average of one time per year in conjunction with hurricane preparedness or emergency operations.

3.2.4. In the event of a security breach, what is the agency's tolerance for down time of security IT services during peak periods, i.e., time before management-level intervention occurs (*e.g., 10 min, 60 min, 4 hours*)? Our Agency procedures dictate that the CIO be involved immediately in the event of any security breach.

3.2.5. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

Our Agency requirements are probably similar to most other Agencies, but there may well be unique needs based on our requirement to communicate with remote users distributed around the State and our Law Enforcement business processes.

3.2.6. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password Access through Internet or external network
 Access through internal network only Access through Internet with secure encryption
 Other CJNet/FCIC/NCIC

3.2.7. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

If yes, please specify and describe:

Confidentiality of Law Enforcement information.

4. User/customer satisfaction

4.1. Are service level metrics reported regularly to business stakeholders or agency management?

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Periodic reports to CIO and Senior Leadership Team.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? (*Briefly explain*)

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

4.2.2. List any significant projects (e.g., total cost greater than \$500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

Administrative Trust Fund.

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Support Service for Agency Financial and Administrative Functions

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October 15, 2009**

IT Support Service for Agency Financial and Administrative Systems

This service enables users in the agency's administrative and support areas to operate and maintain the non-strategic applications that support agency administrative. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify major IT Systems (applications) that are included (in whole or part) in this IT Service:			
1	Correspondence Tracking System (Outsourced to Computer Training Corp of Florida)	7	P-Card Log System (PLS)
2	Records Management System (Juanita Whiddon)	8	Document Tracking System (DTS)
3	Legislative Affairs Contact System	9	Publication Request and Fulfillment System
4	FWC FLAIR Interfaces	10	Volunteer Hours Tracking and Reporting System
5	Property Transfer System	11	FileBound Document Management System (HR, DMF, LE)
6	Recreational Services – Facilities Mgt.		

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- State Primary Data Center
- Other External service provider
 ..(Brandt, CTC-Corr. Tracking)

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.2)

1.3. Please identify the number of users of this service. 15,000 (P-Card & Publications System are heavy users)

1.4. How many locations currently host agency financial/ administrative systems? 5 (Hq, FWRI, External Service Provider, DFS, SSRC)

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? Similar
(Identical, Very Similar, No)

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes
- No

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Support Service for Agency Financial and Administrative Functions

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Agency accounting codes, business and accounting practices, grant management and security needs must be met with the ability to meet agency requirements; resources must be provided to manage the move to another supplier and support on-going maintenance.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

Answer the following questions for the primary or dominant IT system within this IT Service.

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

No detailed SLA's.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0700-1800 M-F, 24/7*) for:

3.2.1.1. User-facing components of this IT service (online) normal
business hours; Publications System - 24/7.

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) normal
business hours.

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 15 min, 30 min, 60 min*)? 4 hours

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The agency would be unable to complete federal fund draw-down and not be able to pay fiscal obligations. Emergency purchasing activities would be adversely affected and impact mission critical activities. The public will be inconvenienced by not being able to request agency publications.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

3.2.4. What are security requirements for this IT service? (*Indicate all that apply*)

- User ID/Password
- Access through Internet or external network
- Access through internal network only
- Access through Internet with secure encryption
- Other _____

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Support Service for Agency Financial and Administrative Functions

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.2.5.1. If yes, please specify and describe:

Law Enforcement Officer information protection and social security number protection.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Finance and Budget reports monthly prompt payment percentages and other fiscal reports as needed.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
Records Management System	Inclusion of digital imaging for agency paper records	July 2009	June 2010	\$85,000

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

Administrative Trust Fund.

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

Periodic self-service users.

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Administration and Management Service

Dept/Agency: **FWC**
 Submitted by: **Kevin Patten, Chief Information Officer**
 Phone: **850-414-2870**
 Date submitted: **October, 15, 2009**

IT Administration and Management Service

This service enables the management and administration of the agency's central IT program or unit. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify major IT Systems (applications) that are included (in whole or part) in this IT Service:			
1	Strategic Management of IT for the Commission	5	
2	Agency A/V Telecommunications	6	
3		7	
4		8	

1. IT Service Definition

1.1. Who is the service provider? (*Indicate all that apply*)

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.2. How many locations currently host assets and resources used to provide IT administration and management services? 1

2. Service Unique to Agency

2.1. If the same level of service could be provided through another agency or external source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.1.1. If yes, what must happen for your agency to use another IT service provider?

2.1.2. If not, why does your agency need to maintain the current provider for this IT service?

282.3055 Agency Chief Information Officer; appointment; duties -- Part of the management function of the Commission and is needed to manage resources whether in-house or outside the Commission.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Administration and Management Service

If you answered "Yes," identify major (formal or informal) service level requirements:

As specified in 282.3055, Agency Chief Information Officer; appointment; duties — and position description as approved by the Commission Executive Director.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*) for the systems included in this service: 0800-1700
 M-F

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 5 min, 15 min, 60 min*)? depending
 on circumstances, 5 min. to 8 hrs.

3.2.3. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?
 Yes No

If yes, please specify and describe:

Protection of personnel privacy data.

3.2.4. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

IT Management, knowledge of Law Enforcement information systems, Licensing systems, Fish and Wildlife Research systems, Administrative systems, Office Productivity systems, working with a Governing Commission.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?
 Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Brief Senior Leadership Team and Executive Director on important issues weekly and receive feedback on service levels and project requirements as needed.

4.2. Are currently defined IT service levels adequate to support the business needs of the agency?
 Yes No

If no, what changes need to be made to the current IT service? (*Briefly explain*)

4.3. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion
Collaboration	Integration of Office 2003/7, Exchange, SharePoint, Balance Scorecard			
Full Service Transfer	Transfer of ownership and management of FWC resources installed at the SSRC			

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Administration and Management Service

Data Center Consolidation	Consolidation of IT resources from the agency's data centers to state primary data centers			
Project Management	Software supported Project Life Cycle			
SSRC Management	Agency CIO serves on the Board of Trustees of the SSRC	July 2008	TBD	
CIO Council	Agency CIO serves as the Chairman of the State CIO Council	Oct 2008	March 2010	

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

Administrative Trust Fund.

5.2. Other comments

Non-Strategic IT Service:		Network Service		Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1				
Dept/Agency: FWC								
Prepared by: Bob Daniels and Ken Snyder								
Phone: 850-414-2870								
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		A	Estimated IT Service Costs		D
			Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)
A. Personnel			6.65		\$375,700	\$435,200	\$435,200	\$0
A-1.1	State FTE	1	5.00		\$280,500	\$350,000	\$350,000	\$0
A-2.1	OPS FTE	2	1.50		\$76,000	\$66,000	\$66,000	\$0
A-3.1	Contractor Positions (Staff Augmentation)	3	0.15		\$19,200	\$19,200	\$19,200	\$0
B. Hardware			340	76	\$73,000	\$73,000	\$85,000	\$12,000
B-1	Servers	4	35	0	\$0	\$0	\$0	\$0
B-2	Server Maintenance & Support	5	35	20	\$30,000	\$30,000	\$40,000	\$10,000
B-3.1	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)	6, 7	225	50	\$28,000	\$28,000	\$30,000	\$2,000
B-3.2	Other Hardware Assets (e.g., system mgt workstation, printers, UPS, etc)	8, 9	45	6	\$15,000	\$15,000	\$15,000	\$0
C. Software		10			\$50,000	\$36,800	\$36,800	\$0
D. External Service Provider(s)					\$889,846	\$892,180	\$892,180	\$0
D-1	LAN External Service Provider	11	90	7	\$38,500	\$38,500	\$38,500	\$0
D-2	WAN External Service Provider	12	0	0	\$851,346	\$853,680	\$853,680	\$0
E. Plant & Facility for LAN/WAN Service			0	0	\$0	\$0	\$0	\$0
F. Other (Please describe in Footnotes Section below)		13			\$25,000	\$25,000	\$25,000	\$0
H. Total for IT Service					\$1,413,546	\$1,462,180	\$1,474,180	\$12,000
Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.								
1	FWRI - 0.75 FTE; OIT - 4.25 FTE = 5.00 @ \$70,000 av. salary.							
2	FWRI - .25; OIT - 1.25 = 1.50 @ \$44,000 av. salary.							
3	The E-Mail Administrator performs 15% of his work on administration and maintenance of the agency SAN data storage system.							
4	LAN Servers - 31; WAN servers - 4. (31 physical servers and 10 virtual LAN servers) This does not include 14 servers for CSL and Permit systems since they are strategic.							
5	First three year servers are under warranty; maintenance chargers are on 20 (LAN - 16, WAN - 4) at \$2,000 each.							
6	There are 90 fixed sites with most configured with a router, CSU/DSU, patch panel, cabling and UPS. WAN service is provided by MyFloridaNet. We estimate 2.5 devices per site, 2.5 x 90 = 225, and 2.5 x 20 with cost = 50.							
7	Replacement devices are anticipated for 20 sites (20 x \$1,500 = \$30,000).							
8	30 network printers, 5 major UPS units, 8 workstations support LAN; 2 WAN system consoles = 45.							
9	Maintenance on hardware console, estimated at 2, replacement of 2 UPS units, replacement of 2 WAN system consoles.							
10	Trend-Micro, VPN Juniper, NameScape, VMWare; \$36,800.							
11	Will need contract support to provide wiring for replacement, upgrade, etc. at 7 sites; average cost of \$5,500 per site.							
12	MyFloridaNet Object Code 221020 charges from DMS per F & A; \$550,000. FWC plans to reduce the number of air cards to 591 x \$40 mo. x 12 = \$283,680. Other Comm. object code documented purchases; object code 223040 = \$5,000 and 229040 = \$15,000. Total: \$853,680.							
13	Training, travel, supplies, etc.							
14								
15								

Non-Strategic IT Service:		E-Mail, Messaging, and Calendaring Service		Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1					
Agency: Enter Agency Name or Acronym on Network Service Worksheet		# of Assets & Resources Apportioned to this IT Service in FY 2009-10 Number used for this service Number w/ costs in FY 2010-11		Estimated IT Service Costs					
Prepared by: Bob Daniels and Ken Snyder				A	B	C	D		
Phone: 840-414-2870				Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)		
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number							
A. Personnel			1.00		\$129,000	\$107,500	\$107,500	\$0	
A-1	State FTE	1	0.25		\$33,000	\$17,500	\$17,500	\$0	
A-2	OPS FTE		0.00		\$0	\$0	\$0	\$0	
A-3	Contractor Positions (Staff Augmentation)	2	0.75		\$96,000	\$90,000	\$90,000	\$0	
B. Hardware			134	2	\$36,100	\$4,000	\$4,000	\$0	
B-1	Servers	3	6	0	\$24,000	\$0	\$0	\$0	
B-2	Server Maintenance & Support		6	0	\$6,000	\$0	\$0	\$0	
B-3.1	Wireless Communication Devices & Related Hardware	4	120	0	\$2,100	\$0	\$0	\$0	
B-3.2	Other Hardware Assets (e.g., system mgt workstation, printers, etc)	5	2	2	\$4,000	\$4,000	\$4,000	\$0	
C. Software		6			\$47,400	\$43,000	\$43,000	\$0	
D. External Service Provider(s)		7	162	151	\$57,600	\$126,360	\$139,524	\$13,164	
E. Plant & Facility			0	0	\$0	\$0	\$0	\$0	
F. Other (Please describe in Footnotes Section below)		8			\$8,000	\$8,000	\$8,000	\$0	
G. Total for IT Service					\$278,100	\$288,860	\$302,024	\$13,164	
Administrative Overhead - Percentage of Other Non-Strategic IT Service Costs Supporting Email Service									
	Non-Strategic Service	Footnote	%	Cost	To determine the fully-loaded cost of the e-mail service, agencies must estimate the amount (percentage) of the other non-strategic IT services that are "consumed" by the e-mail service. For example, desktop support personnel install and configure the e-mail software on the desktop, which is used in the e-mail service, so to obtain a fully-loaded cost for the e-mail service, it is important to include the indirect workload and associated costs of the desktop service expended in support of the e-mail service. The portion of Network, IT Security & Risk Mitigation, and IT Administration & Management services will be estimated by the AEIT based on the agency Schedule IV-C submissions for these IT services. For the purposes of the Schedule IV-C analysis, the data submitted in this section will NOT be added to the cost of the e-mail service.				
OT-1	Network								
OT-2	Desktop IT Service	40	0.10%	\$ 5					
OT-3	Help Desk	164	0.10%	\$ 307					
OT-4	IT Security & Risk Mitigation								
OT-5	IT Administration & Management								
				SUBTOTAL	\$ 312				
Fully-loaded IT Service Cost					\$	302,336			
Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.									
1	Support for Blackberry Enterprise Server, email and user support.								
2	Contract employee Scott Anderson works 75% on email. Ten percent of his work is IT Support for Agency Financial & Admin Systems; records management requests, freedom-of-information/sunshine law requests, records retention management. Fifteen percent is Network Service Area; SAN/network data storage management and maintenance.								
3	The inventory is 8 logical servers running on 6 physical servers.								
4	No new Blackberry devices are planned to be purchased.								
5	Replace two systems management workstations @ \$2,000 each.								
6	Blackberry Enterprise Server, Blackberry Enterprise Server Software, Enterprise Vault Archival System Software/Maintenance, Quest Message Stats Software.								
7	Blackberry data service \$65 per mo. x 12 months x 162 devices = \$126,360 for FY 09/10. FWC plans to reduce that number to 151 x \$77 per mo. X 12 = 139,524.								
8	Training, supplies and expenses.								
9									
10									

Non-Strategic IT Service:		Desktop Computing Service		Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1			
Agency: FWC							
Prepared by: Doug Stoun and Ken Snyder							
Phone: 850-414-2870							
Service Provisioning -- Assets & Resources (Cost Elements)		# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
Footnote Number		Number used for this service	Number w/ costs in FY 2010-11	A Initial Estimate for Fiscal Year 2009-10	B Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)
A. Personnel		10.00		\$464,250	\$486,750	\$530,750	\$44,000
A-1	State FTE	1	2.75	\$247,500	\$211,750	\$211,750	\$0
A-2	OPS FTE	2	7.25	\$216,750	\$275,000	\$319,000	\$44,000
A-3	Contractor Positions (Staff Augmentation)		0.00	\$0	\$0	\$0	\$0
B. Hardware		4306	1051	\$807,998	\$1,148,384	\$842,500	-\$305,884
B-1	Servers	3	3	\$0	\$6,500	\$0	-\$6,500
B-2	Server Maintenance & Support	3	3	\$250	\$0	\$0	\$0
B-3.1	Desktop Computers	4	1200	\$183,000	\$142,500	\$142,500	\$0
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	5	1100	\$349,748	\$700,000	\$400,000	-\$300,000
B-3.3	Other Hardware Assets (e.g., system mgt workstation, printers, scanners, etc)	6	2000	\$275,000	\$299,384	\$300,000	\$616
C. Software		7		\$200,750	\$120,000	\$120,000	\$0
D. External Service			0	\$0	\$0	\$0	\$0
E. Plant & Facility			0	\$0	\$0	\$0	\$0
F. Other (Please describe in Footnotes Section below)		8		\$125,000	\$30,000	\$30,000	\$0
G. Total for IT Service				\$1,597,998	\$1,785,134	\$1,523,250	-\$261,884
Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.							
1	FWRI - 1.00, OIT - 1.75 = 2.75 x \$77,000 av sal. = \$211,750.						
2	FWRI - .25; LE - 2.25; OIT - 4.75 = 7.25 ; This includes 2.25 (3) OPS positions from 2009-2010 LBR for LE Laptop Support that will be hired during FY 09-10 (not a full annual salary in FY 09-10). Av. Sal. \$44,000 x 7.25 = \$319,000.						
3	FWC-TLOT1 (HEAT, software file share; replacing in FY 09-10); FWC-TLNM5 (System Center Configuration Manager); FWC-TLSB2 (Safeboot Hard Drive Encryption).						
4	Average cost and number of desktops for FY 09/10, 150 x \$1,000 = \$150,000; new estimate - 150 x \$750 = \$112,500; all are replacements. Plus other high end Workstations on Dell list of purchases = \$30,000 = \$142,500.						
5	Average cost and number of laptops for FY 09/10, 300 x \$1,400 = \$420,000; new estimate - 300 x \$1,000 = \$300,000 - all are replacements; 100 x \$4,000 = \$400,000 - new ruggedized laptops for LE Deployment. FY 10-11 includes 100 LE replacements @ \$4,000 = \$400,000.						
6	Based on a report from DELL for Printers, Scanners and other peripherals for FY 08/09 = \$229,384; Plus non-DELL products; total - \$70,000 = \$299,384. (estimate: a printer per 4 computers replaced every 3 years at an average cost of \$400 per printer (150 x \$400 = \$60,000); 50 UPS per year @ \$100 = \$5,000; 50 scanners per year @ \$100 = \$5,000.) This amount is supported by equipment and other assets purchased throughout the agency as documented by Object Code 391010-IT						
7	OIT project spending is \$20,000. DOI projected spending is about \$985,000 which appears in Object Code 393010-Application Software. About 90% of this spending is Strategic (mobile computing software, GIS and database software, software licenses, etc), therefore about \$100,000 is Non-Strategic. \$100,000 + \$20,000 = \$120,000 (rounded).						
8	Training, certification, books for OIT = \$10,000; plus training agency personnel 100 x \$100 = \$10,000; Misc spending = \$10,000. Total spending = \$30,000.						
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Non-Strategic IT Service: Helpdesk Service		Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1						
Agency: FWC		# of Assets & Resources Apportioned to this IT Service in FY 2010-11		A	Estimated IT Service Costs			
Prepared by: Doug Stoun and Ken Snyder					Initial Estimate for Fiscal Year 2009-10	B	C	D
Phone: 850-414-2870						Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)
Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2010-11					
A. Personnel		5.00		\$319,500	\$294,250	\$294,250	\$0	
A-1 State FTE	1	2.25		\$187,000	\$173,250	\$173,250	\$0	
A-2 OPS FTE	2	2.75		\$132,500	\$121,000	\$121,000	\$0	
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0	
B. Hardware		0	0	\$0	\$0	\$0	\$0	
B-1 Servers		0	0	\$0	\$0	\$0	\$0	
B-2 Server Maintenance & Support		0	0	\$0	\$0	\$0	\$0	
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, etc)		0	0	\$0	\$0	\$0	\$0	
C. Software	3			\$8,500	\$8,109	\$8,109	\$0	
D. External Service Provider(s)		0	0	\$0	\$0	\$0	\$0	
E. Plant & Facility		0	0	\$0	\$0	\$0	\$0	
F. Other (Please describe in Footnotes Section below)	4			\$5,000	\$5,000	\$5,000	\$0	
G. Total for IT Service				\$333,000	\$307,359	\$307,359	\$0	
Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.								
1	3 Tallahassee OIT staff - 1.00; 2 FWRI staff - 1.00; 1 FWRI Gainesville staff - .25 = 2.25 FTE X \$77,000 average salary = \$173,250 for FY 10/11.							
2	3 Tallahassee OIT %50 of their time - 1.50; 5 OIT Regional Support %15 of their time - .75; FWRI - .50; = 2.75 x \$44,000 av salary = \$121,000.							
3	Software maintenance and support; HEAT, \$7,300 and Namescape myPasswork, \$809 = \$8,109.							
4	Additional HEAT training, travel for Heat training, and other training.							
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Non-Strategic IT Service: IT Security/Risk Mitigation Service

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Agency: **FWC**

Prepared by: **Bob Daniels and Ken Snyder**

Phone: **850-414-2870**

Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	A Initial Estimate for Fiscal Year 2009-10	B Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)
A. Personnel		1.50		\$125,000	\$107,000	\$125,000	\$18,000
A-1 State FTE		0.50		\$32,000	\$32,000	\$32,000	\$0
A-2 OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3 Contractor Positions (Staff Augmentation)	1	1.00		\$93,000	\$75,000	\$93,000	\$18,000
B. Hardware		9	0	\$0	\$0	\$0	\$0
B-1 Servers	2	3	0	\$0	\$0	\$0	\$0
B-2 Server Maintenance & Support		0	0	\$0	\$0	\$0	\$0
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, UPS, etc)	3	6	0	\$0	\$0	\$0	\$0
C. Software	4			\$10,700	\$10,700	\$43,500	\$32,800
D. External Service Provider(s)	5	1	1	\$40,000	\$40,000	\$40,000	\$0
E. Plant & Facility		0	0	\$0	\$0	\$0	\$0
F. Other (Please describe in Footnotes Section below)	6			\$9,000	\$9,000	\$9,000	\$0
G. Total for IT Service				\$184,700	\$166,700	\$217,500	\$50,800

Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.

1	Contractor position (Staff Augmentation) is currently vacant but is planned to be filled Q2 FY 2009-2010.
2	Backup servers (BU2, BU3 and BU4) will be retained to accommodate legacy tapes for records retention period.
3	Entire backup system was replaced in FY 2008-2009 with Symantec PureDisk system consisting of 4 SPA's and 2 MD3000 storage devices.
4	PureDisk Software maintenane and support (\$40,000), Safeboot (\$1,500), two Security Certificates (\$2,000).
5	FWC plans to utilize SUNGARD to assist the agency in developing disaster recovery plans (\$40,000).
6	Security Awareness training for 2000 users - \$6,000; supplies, training, etc. - \$3,000.
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Non-Strategic IT Service:

IT Support Service for Agency Financial and Administrative Systems

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Agency: **FWC**

Prepared by: **Sara Dugger, Carl Weathington, Ken Snyder**

Phone: **850-414-2870**

Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	A Initial Estimate for Fiscal Year 2009-10	B Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding (Column C - B)
A. Personnel		2.85		\$45,750	\$215,500	\$215,500	\$0
A-1 State FTE	1, 3	2.50		\$33,000	\$192,500	\$192,500	\$0
A-2 OPS FTE	2, 3	0.25		\$12,750	\$11,000	\$11,000	\$0
A-3 Contractor Positions (Staff Augmentation)	2	0.10			\$12,000	\$12,000	\$0
B. Hardware		5	1	\$0	\$2,000	\$2,000	\$0
B-1 Servers	4	1	0	\$0	\$0	\$0	\$0
B-2 Server Maintenance & Support	5	1	1	\$0	\$2,000	\$2,000	\$0
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, etc)	6	3	0	\$0	\$0	\$0	\$0
C. Software				\$0	\$0	\$0	\$0
D. External Service Provider(s)	7	1	0	\$30,000	\$5,000	\$0	-\$5,000
E. Plant & Facility		0	0	\$0	\$0	\$0	\$0
F. Other (Please describe in Footnotes Section below)	8			\$125,000	\$75,000	\$48,500	-\$26,500
G. Total for IT Service				\$200,750	\$297,500	\$266,000	-\$31,500

Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.

1	FTE support - Carl Weathington, .25; John McCaffrey, .25; added to this service in FY 10-11 Virginia Lee for FileBound Document Management, 1.00; Agency Records Liason Officer, 1.00. Total 2.50. Av Sal \$77,000 X 2.50 = \$192,500.
2	OPS support - Alex Pingree, .25. Added Contractor Email Administrator, Scott Anderson for .10 of his work in agency public records requests.
3	OIT staff provides applications development support for WMA reports, Payroll reporting, Inventory System, Records Management, Document Mgt System, et.al.
4	Applications in this Service area are on numerous shared Production/Development/Test servers, except for the Document Mgt System which is solely on server FWC-TLDM1.
5	Server Maintenance & Support for FileBound Doc Mgt Sys - \$2,000.
6	Document Mgt System Scanners (2 High Speed; 1 Desktop Scanner).
7	Correspondence Tracking System - FY 09-10, transferred support from IBM to CTC-Computer Training Center and reduced from \$30,000 to \$5,000 ; for FY 10-11 will try to use internal resources and move app to AskFWC.
8	FileBound Document Mgt System- \$17,000; Scanner maintenance - \$1,500; DTS Maintenance - \$10,000; Correspondence Tracking System support - \$5,000; Misc support - \$15,000 = \$48,500.
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Non-Strategic IT Service: IT Administration and Management Service

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Agency: **FWC**

Prepared by: **Patrick Sampey and Ken Snyder**

Phone: **850-414-2870**

Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	A Initial Estimate for Fiscal Year 2009-10	B Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65)	C Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	D Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)
A. Personnel		2.75		\$283,800	\$218,000	\$208,000	-\$10,000
A-1 State FTE		2.00		\$165,800	\$158,000	\$158,000	\$0
A-2 OPS FTE	1	0.75		\$118,000	\$60,000	\$50,000	-\$10,000
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0
B. Hardware		0	0	\$0	\$0	\$0	\$0
B-1 Servers		0	0	\$0	\$0	\$0	\$0
B-2 Server Maintenance & Support		0	0	\$0	\$0	\$0	\$0
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, etc)		0	0	\$0	\$0	\$0	\$0
C. Software	2			\$8,334	\$500	\$100	-\$400
D. External Service Provider(s)		0	0	\$0	\$0	\$0	\$0
E. Plant & Facility	3, 4, 5, 6	0	0	\$98,000	\$98,000	\$98,000	\$0
F. Other (Please describe in Footnotes Section below)	7			\$105,400	\$105,400	\$105,400	\$0
G. Total for IT Service				\$495,534	\$421,900	\$411,500	-\$10,400

Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.

1	Two part-time OPS positions at less than .50 each.
2	CA Clarity Project Management software. FY 08-09 is last year of three year payment plan. FY 09-10 and FY 10-11 will use Project Life Cycle; purchased licenses in FY 09-10.
3	60 employees x 100 sq ft = 6,000 sq ft located at 9 locations (6 Regions, FWRI, Bryant and Berkeley Buildings).
4	State Sq Ft Rate = \$18.68 per sq ft; Owned Facilities cost = \$8.83 per sq ft.
5	FWC leases 2,583 sq ft for IT staff(2,583 x \$18.11 = \$46,778); and owns 2,430 sq ft for IT staff (2,430 x \$8.83 = \$21,456) = \$68,234.
6	Equipment rooms (Bryant and FWRI) 2 x 300 sq ft = 600 sq ft (600 x \$8.83 = \$5,298); 24 closets x 20 sq ft = 480 (480 x \$18.11 = \$8,692) = \$13,990. Rounded from \$98,152 to \$98,000.
7	DMS phone charges - \$38,000 (part of Object Code 221020); A/V Maint-Support - \$17,400, A/V supplies - \$5,000; Others - \$45,000; total \$105,400.
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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:	Florida Fish and Wildlife Conservation Commission		
Contact Person:	James V. Antista, General Counsel	Phone Number:	850-921-5461
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Interstate 4 (I-4) Automobile Accidents of January 9, 2008 – Numerous claims and two actual Circuit court cases. See attached list for all claims.		
Court with Jurisdiction:	10 th Judicial Circuit Court of Polk County		
Case Number:	<p>The court cases which have been filed in Circuit Court so far are: Vasquez, Jose 08-CA-8200 and Steven and Rachel Bowditch 53-2009-CA-00424</p> <p>See case list attached with FWC Case Numbers for all I-4 related claims.</p>		
Summary of the Complaint:	<p>These cases involve complaints against FWC, and other state agencies and county agencies. The complaints allege that the agencies may be at fault for a 70 car pile-up that occurred on I-4. As to FWC, it is alleged that smoke from a controlled burn conducted by FWC in the Hilochee Wildlife Management Area may have mixed with fog, causing a near zero visibility situation on the interstate highway, contributing to the accidents.</p>		
Amount of the Claim:	Even if FWC were to be determined to be liable for part of the damages for all claims, the cumulative damages amount as to FWC would likely exceed \$1 million.		
Specific Statutes or Laws (including GAA) Challenged:	s.111.07 F.S.; ss. 590.15 and 590.13, F.S.		
Status of the Case:	This case is being handled by outside counsel hired by the Division of Risk Management. The case is in the pre-trial stage.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel – Theodore R. Doran of Doran, Wolfe, Rost, Ansay & Kundid, Daytona Beach, Florida.	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	n/a		

UPDATED 10/13/2009

FWC NO.	CASE INFORMATION	COMMENTS	CONTACT INFO
08-0001	Noel, Joseph v. FWC I-4 Automobile Accidents	Fatality	Darryl B. Kogan Kogan & DiSalvo, P.A. 7900 Glades Road, Suite 330 Boca Raton, FL 33434-4104 561-477-9000 FAX: 561-477-8592
08-0001A	Spadavecchia, Jr., Samuel & Judy I-4 Automobile Accidents	Injury	K. C. Bouchillon Lilly, O'Toole & Brown, LLP 310 East Main Street P. O. Box 50 Bartow, FL 33831 863-533-5525 FAX: 863-533-0505
08-0001B	Restapo, Dairo I-4 Automobile Accidents	Injury	Jeanine A. Ullo William McBride Law Group, P.A. 135 West Central Blvd, Suite 1100 Orlando, FL 32801 407-650-1700
08-0001C	Romero, Jose I-4 Automobile Accidents	Injury	
08-0001D	Gomez, Daniel I-4 Automobile Accidents	Injury	
08-0001E	Gomez, Francisco I-4 Automobile Accidents	Injury	
08-0001F	Gomez, Geronimo I-4 Automobile Accidents	Injury	
08-0001G	Moran-Gomez, Adrian I-4 Automobile Accidents	Fatality	
08-0001H	Moran-Gomez, Marco I-4 Automobile Accidents	Injury	
08-0001I	Velasquez, Marco I-4 Automobile Accidents	Injury	
08-0001J	Gomez, Alfonso I-4 Automobile Accidents	Injury	
08-0001K	Hernandez, Jose I-4 Automobile Accidents	Injury	
08-0001L	Sher, Rhonda I-4 Automobile Accidents	Injury	James D. Arnold, Jr. Morgan & Morgan, Attorneys at Law 7 th Floor, One Tampa City Center 201 N. Franklin Street Tampa, FL 33602 813-223-5505 FAX 813-223-5402

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08-0001M	Jenkins, Terry D. I-4 Automobile Accidents	Injury	James D. Arnold, Jr. Morgan & Morgan 7 th Floor, 1 Tampa City Ctr 201 N. Franklin Street Tampa, FL 33602 813-223-5505 FAX 813-223-5402 Margaret E. Bright, Esq. Hale, Swope & Paulsen, PA 2450 Sunset Point Rd Clearwater, FL 33765 727-797-3900 FAX 727-797-3910
08-0001N	Rodriguez, Pedro I-4 Automobile Accidents	Injury	James D. Arnold, Jr. Morgan & Morgan, Attorneys at Law 7 th Floor, One Tampa City Center 201 N. Franklin Street Tampa, FL 33602 813-223-5505 FAX 813-223-5402
08-0001O Cir. Ct. #: 08-CA-8200	Vasquez, Jose I-4 Automobile Accidents	Injury	
08-0001P	Lee, Chung I-4 Automobile Accidents	Injury	
08-0001Q	Bealls, Inc I-4 Automobile Accidents	Fire Loss	Shannon L. Schlesman Zetrouer, Esq. Butler Pappas Weihmuller Katz Craig LLP 777 South Harbour Island Blvd, Suite 500 Tampa, FL 33602 813-281-1900 FAX 813-281-0900
08-0001R	Cotto, Ramon A. I-4 Automobile Accidents	Injury	James D. Arnold, Jr. Morgan & Morgan, Attorneys at Law 7 th Floor, One Tampa City Center 201 N. Franklin Street Tampa, FL 33602 813-223-5505 FAX 813-223-5402
08-0001S	Morales, Luis I-4 Automobile Accidents	Injury	<u>Brian K. McClain</u> Morgan & Morgan, Attorneys at Law 7 th Floor, One Tampa City Center 201 N. Franklin Street Tampa, FL 33602 813-223-5505 FAX 813-223-5402
08-0001T	H & H Cattle, Inc. I-4 Automobile Accidents	Fire Loss - Fence	Steve Hollister Vice President H & H Cattle, Inc P. O. Box 1112 Winter Haven, FL 33882-1112
08-0001U	LRG Transportation & Storage I-4 Automobile Accidents	Fire Loss - Truck	Lincoln General Insurance Company Sunny A. Hackett, Claim Adjuster P. O. Box 3608 York, PA 17402-0136 800-835-7489 fax 717-751-0144
08-0001V	RENNER, DEBORAH I-4 Automobile Accidents	Husband's Injuries	Darrell F. Carpenter Dalton & Carpenter, P.A. 720 Rugby Street, Suite 300 Orlando, FL 32804 FAX 407-425-2856 Sdalton@daltoncarpenter.com
08-0001W	RENNER, ANDREW I-4 Automobile Accidents	INJURY	
08-0001X	CASALE, ANDREW I-4 Automobile Accidents	INJURY	Brett Kurland Culpepper Kurland 101 East Kennedy Boulevard, Suite 2380 Tampa, FL 33602 FAX 813-228-6500 888-994-2723

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08-0001Y	WARNER, GARY E. I-4 Automobile Accidents	INJURY	Michael L. Walker, Esq. Walker Law Group 2605 Enterprise Road East, Suite 168 Clearwater, FL 33759 FAX 727-797-3030 mlw@walkerlawgroup.net
08-0001Z	FRICKE, MICHAEL v. FWC I-4 Automobile Accidents	Fatality	EDMUND A. NORMAND WOOTEN, HONEYWELL, KIMBROUGH, GIBSON, DOHERTY AND NORMAND, P.A. 236 SOUTH LUCERNE CIRCLE AT DELANEY, 32801 P. O. BOX 568188 ORLANDO, FL 32856-8188 407-843-7060 FAX: 407-843-5836
08-0001AA	ASHE Industries I-4 Automobile Accidents	Damages	Lincoln General Insurance Company Norma Kline, AIC, SCLA, Subro Adjuster P. O. Box 3608 York, PA 17402 800-395-7489 fax: 717-751-0144
08-0001BB	HENDRICKS, LEYLAND I-4 Automobile Accidents	INJURY	James L. Magazine, Esquire Attridge, Lucas, Green, Magee & Magazine 8606 Government Drive New Port Richey, FL 34654 727-849-5353 Fax: 727-845-7949
08-0001CC	WILSON, KEVIN I-4 Automobile Accidents	INJURY	K. C. Bouchillon, Esquire Lilly, O'Toole & Brown, LLP 310 East Main Street Post Office Box 50 Bartow, FL 33831 863-533-5525 Fax: 863-533-0505
08-0001DD	MAURER, RONALD I-4 AUTOMOBILE ACCIDENT	INJURY	Julie A. Parker, Esquire The Parker Law Group, P.A. 551 North Cattlemen Road, Suite 106 Sarasota, FL 34232 941-341-9774 FAX 941-342-0234
08-0001 EE	HARTFORD INSURANCE I-4 AUTOMOBILE ACCIDENT	TRUCK DAMAGE	George J. Prusak, Esq Kubicki and Draper, P.A. 201 South Orange Avenue, Suite 475 Orlando, FL 32801 407-245-3630 FAX 407-245-7685
08-0001 FF	N/A I-4 Automobile Accidents		NO CASE FILE
08-0001 GG	BOWDITCH, STEVEN D. I-4 Automobile Accidents	INJURY	J. Clancy Bounds Bounds Gonzalez 222 W. Comstock Avenue Suite 215 Winter Park, FL 32789 FAX 407-644-4566 www.BGtriallaw.com
Cir. Ct. #: 53-2009-CA-0424 08-0001 HH	BOWDITCH, RACHEL I-4 Automobile Accidents	HUSBAND'S INJURIES	
08-0001 II	THRASHER, THOMAS C. I-4 Automobile Accidents	INJURY	F. ROBERT SANTOS, ESQ 1509 W. Swann Avenue, Suite 240-A Tampa, FL 33606 FAX 813-258-1982
08-0001 JJ	JONES, WILLIAM C. I-4 Automobile Accidents	INJURY	Carlos R. Diez-Arguelles Martinez Manglardi Diez-Arguelles & Tejedor 540 N. Semoran Blvd. Orlando, FL 32807 407-381-4123

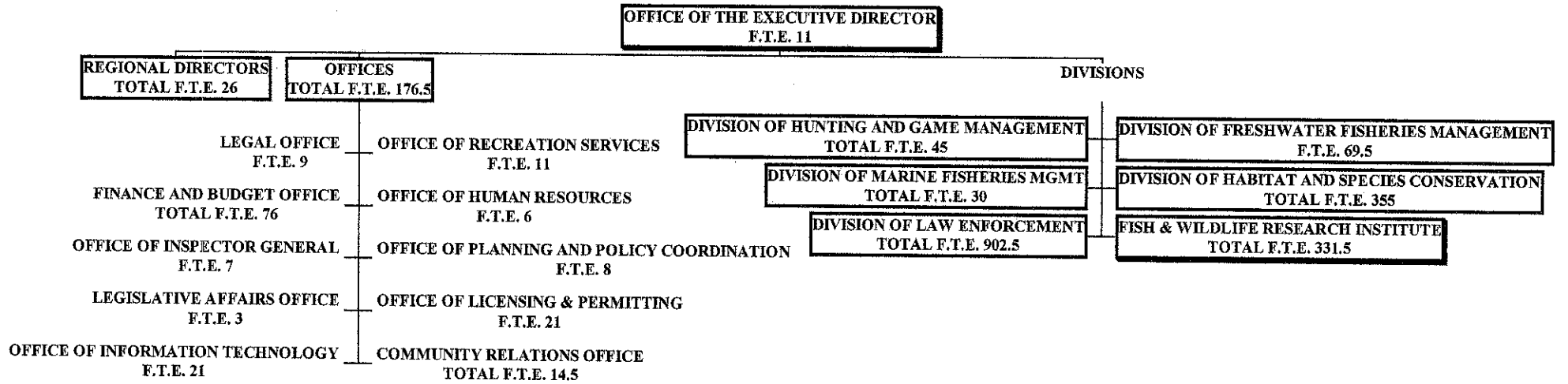
UPDATED 10/13/2009

08-0001 KK	MARRERO, ANDRES I-4 Automobile Accidents	INJURY	Jodi Leisure Carey & Leisure 622 Bypass Drive, Suite 100 Clearwater, FL 33764 727-799-3900 fax 727-799-8181
08-0001 LL	MARRERO, MARSIELI I-4 Automobile Accidents	HUSBAND'S INJURIES	
08-0001 MM	SNYDER, DARREN SCOTT I-4 Automobile Accidents	FATALITY	John Marc Tamayo Valenti, Campbell, Trohn, Tamayo & aranda 1701 South Florida Avenue Lakeland, FL 33806-2369 863-686-0043 fax 863-616-1445
08-0001 NN	FUNDORA, JORGE I-4 Automobile Accidents	FATALITY	Ralph E. Fernandez, P.A. 109 South Moody Ave Tampa, FL 33609 (813) 241-5991 FAX 813-254-7532

RISK MANAGEMENT ATTORNEY:

Theodore R. Doran, Esquire
Doran, Wolfe, Rost, Ansay & Kundid
444 Seabreeze Boulevard, Suite 800
Post Office Drawer 15110
Daytona Beach, FL 32115
tdoran@doranlaw.com

FISH AND WILDLIFE CONSERVATION COMMISSION
TOTAL FTE 1947



003
ASSISTANT EXECUTIVE DIRECTOR
WILBY, NICK/ HOLDER, GREG

DIVISIONS

DIVISION OF HUNTING AND GAME MANAGEMENT
TOTAL F.T.E. 45

DIVISION OF FRESHWATER FISHERIES MANAGEMENT
F.T.E. 69.5

DIVISION OF MARINE FISHERIES MANAGEMENT
TOTAL F.T.E. 29

DIVISION OF HABITAT AND SPECIES CONSERVATION
TOTAL F.T.E. 355

DIVISION OF LAW ENFORCEMENT
TOTAL F.T.E. 902.5

DIRECTOR'S OFFICE
F.T.E. 7

DIRECTOR'S OFFICE
F.T.E. 6

DIRECTOR'S OFFICE
F.T.E. 4

DIRECTOR'S OFFICE
F.T.E. 16

DIRECTOR'S OFFICE
F.T.E. 3

00201
NATURAL SCIENCES
MANAGERS-L1
DIRECTOR OF HUNTING
AND GAME MANAGEMENT
EGGEMAN, DIANE

00082
NATURAL SCIENCES
MANAGERS-L1
DIRECTOR OF
FRESHWATER FISHERIES MANAGEMENT
SCOVELL, DARRELL

71730
NATURAL SCIENCES
MANAGERS-L1
DIRECTOR OF
MARINE FISHERIES MANAGEMENT
ROBSON, MARK

00199
NATURAL SCIENCES
MANAGERS-L1
DIRECTOR OF
HABITAT AND SPECIES CONSERVATION
BREAUULT, TIMOTHY

00254
MANAGERS- ALL OTHERS-L1
DIRECTOR OF
LAW ENFORCEMENT
JONES, JULIE

SECTIONS

SECTIONS

SECTIONS

SECTIONS

SECTIONS

HUNTER SAFETY & RANGES
F.T.E. 15

FISHERIES MANAGEMENT
F.T.E. 48.5

MARINE FISHERIES MANAGEMENT
F.T.E. 11

0081
NATURAL SCIENCES
MANAGERS-L1
DEPUTY DIRECTOR OF
HABITAT AND SPECIES CONSERVATION
SNYDER, LAWSON

SECTION OF POLICY AND PLANNING
TOTAL F.T.E. 7

SECTION OF
BOATING, WATERWAYS
AND FIELD SERVICES
F.T.E. 68

00078
MANAGERS, ALL OTHER-L3
HUNTER SAFETY
SECTION LEADER
CLINE, BILL

00505
NATURAL SCIENCES
MANAGERS-L3
FRESHWATER FISHERIES MANAGEMENT
SECTION LEADER
JONES, MARION

71734
NATURAL SCIENCES
MANAGERS-L3
MARINE FISHERIES MANAGEMENT
SECTION LEADER
TEHAN, WILLIAM

00198
NATURAL SCIENCES
MANAGERS-L1
DEPUTY DIRECTOR OF
HABITAT AND SPECIES CONSERVATION
EASON, THOMAS

00434
MANAGERS &
ALL OTHERS L-3
PROGRAM
ADMINISTRATOR
BULLARD, DAVID

71420
MANAGERS &
ALL OTHERS L-4
DEPUTY DIRECTOR
OF LAW ENFORCEMENT-FWC
BUCKSON, BRUCE

PUBLIC HUNTING AREAS
F.T.E. 6

HATCHERY OPERATIONS AND STOCKING
TOTAL F.T.E. 15

MARINE FISHERIES SERVICES
F.T.E. 14

INVASIVE PLANT
MANAGEMENT
F.T.E. 2.5

HABITAT CONSERVATION
SCIENTIFIC SERVICE
F.T.E. 27.5

SECTION OF
NORTH FIELD OPERATIONS
TOTAL F.T.E. 391

SECTION OF
SOUTH FIELD OPERATIONS
TOTAL F.T.E. 384

01096
NATURAL SCIENCES
MANAGERS-L3
HUNTING AND GAME MANAGEMENT
SECTION LEADER
COYNER, DONALD

0093
NATURAL SCIENCES
MANAGERS-L3
FRESHWATER FISHERIES MANAGEMENT
SECTION LEADER
FURY, ION

72504
NATURAL SCIENCES
MANAGERS-L3
MARINE FISHERIES MANAGEMENT
SECTION LEADER
VAIL, VIRGINIA

01081
NATURAL SCIENCES
MANAGERS-L3
HABITAT & SPECIES CONSERVATION
SECTION LEADER
SANDERS, SCOTT

00259
MANAGERS &
ALL OTHERS L-4
DEPUTY DIRECTOR
OF LAW ENFORCEMENT-FWC
BROWN, JAMES

00701
MANAGERS &
ALL OTHERS L-4
DEPUTY DIRECTOR
OF LAW ENFORCEMENT-FWC
WITW, MICHAEL

GAME SPECIES MANAGEMENT
F.T.E. 17

SUBSECTIONS
RICHLOAM FISH HATCHER
F.T.E. 11

00006
NATURAL SCIENCES
MANAGERS-L2
BIOLOGICAL
ADMINISTRATOR II
STOUT, RICHARD

72956
NATURAL SCIENCES
MANAGERS-L3
HABITAT & SPECIES CONSERVATION
SECTION LEADER
CATON, WILLIAM

01081
NATURAL SCIENCES
MANAGERS-L3
HABITAT & SPECIES CONSERVATION
SECTION LEADER
SANDERS, SCOTT

SECTION OF
PROGRAM COORDINATION
TOTAL F.T.E. 49.3

00536
MANAGERS &
ALL OTHERS L-4
DEPUTY DIRECTOR
OF LAW ENFORCEMENT-FWC
ADAMS, CALVIN

BLACKWATER FISH HATCHERY
F.T.E. 4

00625
NATURAL SCIENCES
MANAGERS-L2
BIOLOGICAL
ADMINISTRATOR I
YEAGER, DAVID

TERRESTRIAL HABITAT
CONSERVATION & RESTORATION
F.T.E. 178

AQUATIC HABITAT
CONSERVATION & RESTORATION
F.T.E. 45.5

00745
NATURAL SCIENCES
MANAGERS-L3
HABITAT & SPECIES CONSERVATION
SECTION LEADER
BROOKS, MICHAEL

00084
NATURAL SCIENCES
MANAGERS-L3
HABITAT & SPECIES CONSERVATION
SECTION LEADER
ALLEN, MICHAEL

IMPERILED SPECIES
MANAGEMENT
F.T.E. 19

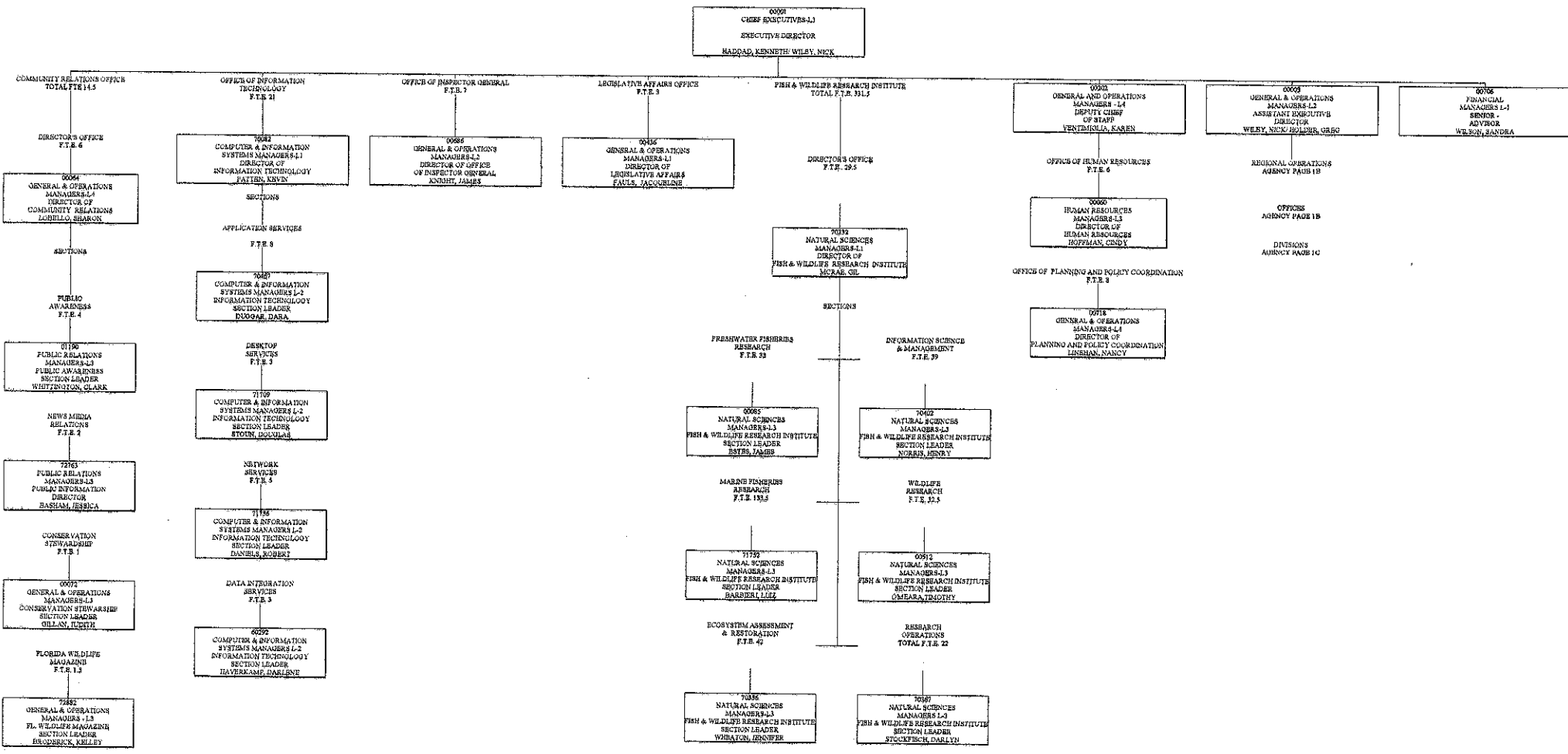
SPECIES CONSERVATION
PLANNING
F.T.E. 29

72741
NATURAL SCIENCES
MANAGERS-L3
HABITAT & SPECIES CONSERVATION
SECTION LEADER
FROHLICH, RICHARD

00848
NATURAL SCIENCES
MANAGERS-L3
HABITAT & SPECIES CONSERVATION
SECTION LEADER
HAUBOLD, ELSA

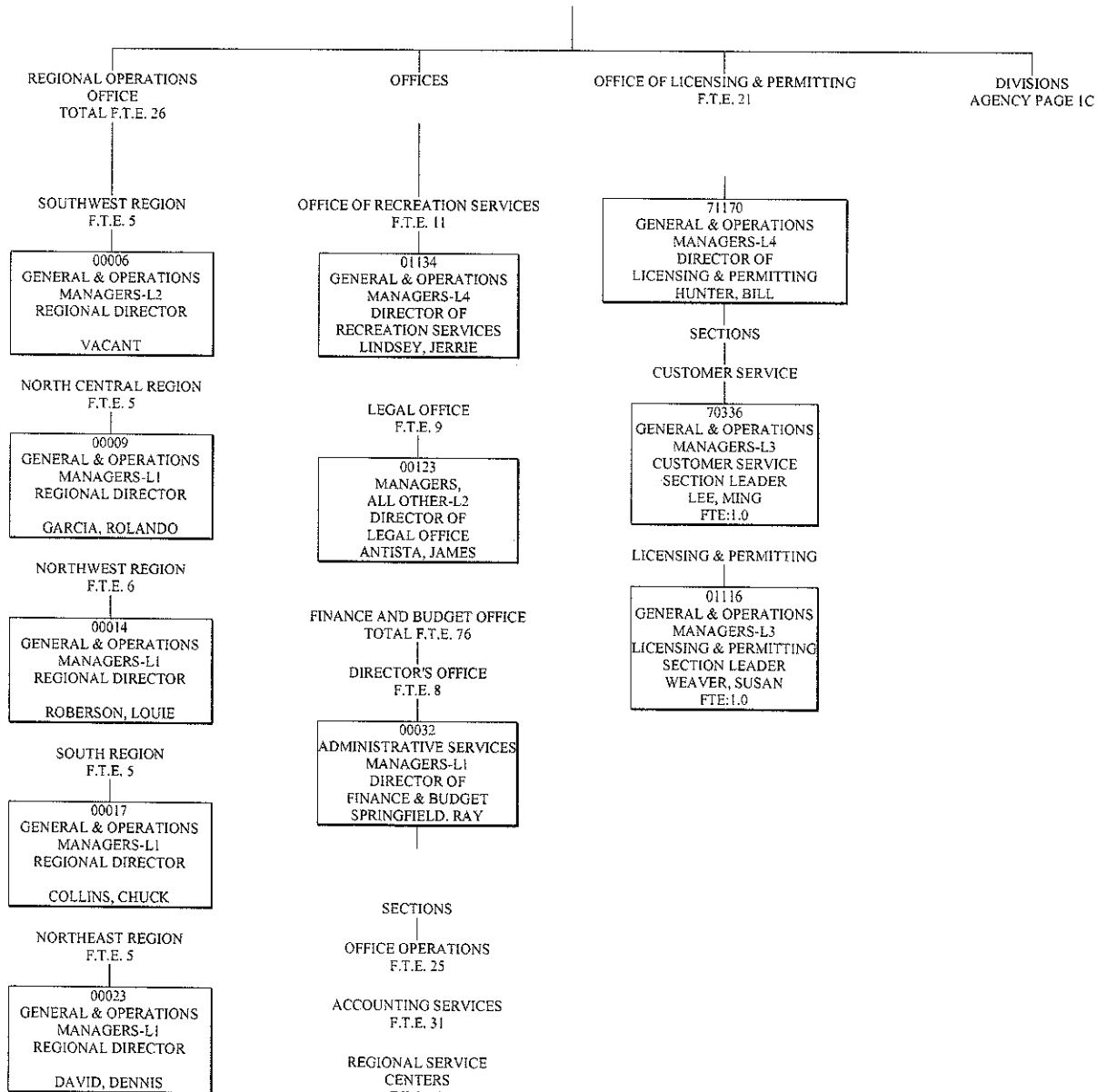
EXOTIC SPECIES
COORDINATION
F.T.E. 8.5

00787
NATURAL SCIENCES
MANAGERS-L3
HABITAT & SPECIES CONSERVATION
SECTION LEADER
HARDEN, SCOTT

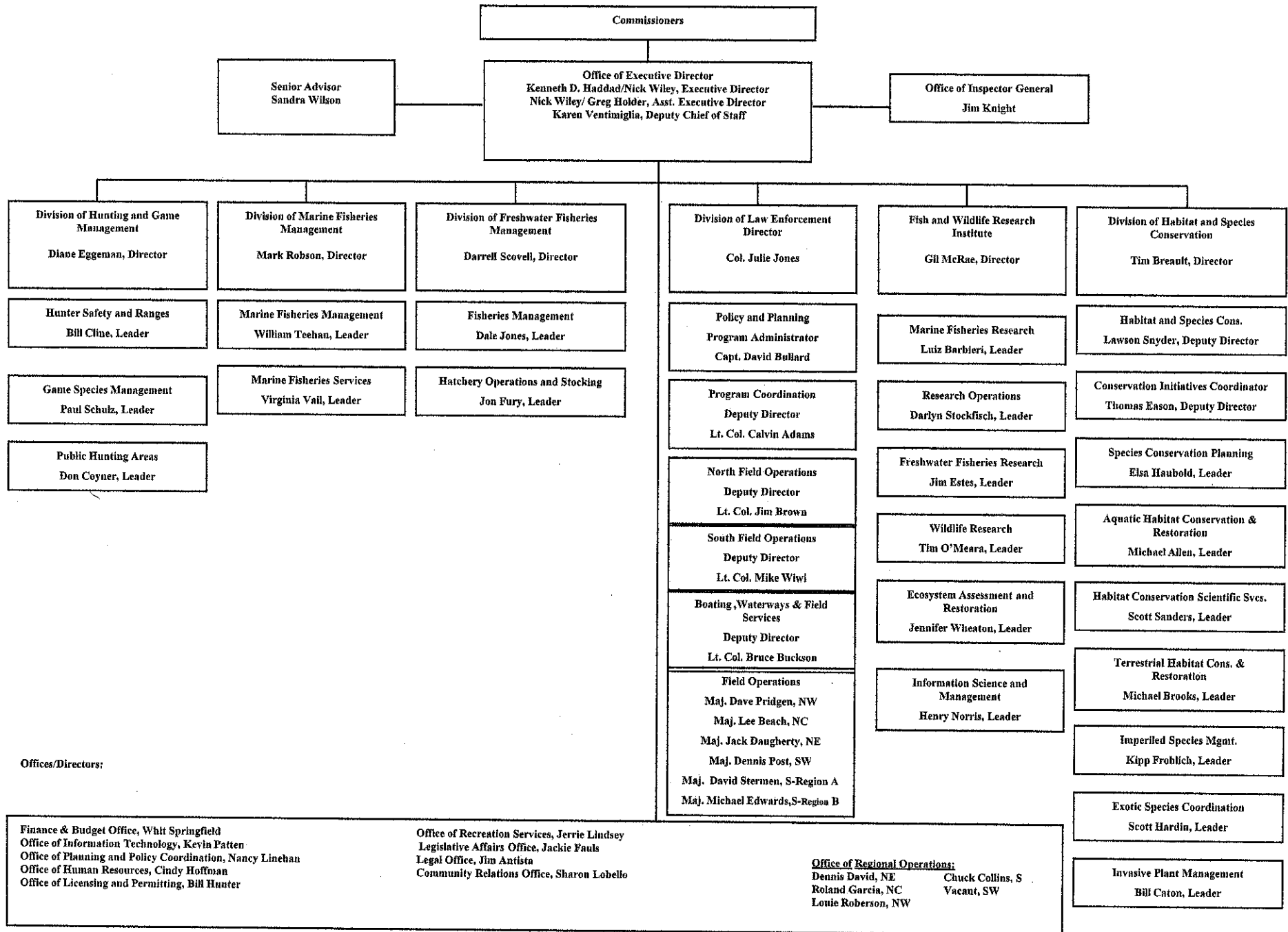


FISH AND WILDLIFE CONSERVATION COMMISSION
TOTAL FTE 1947

00003
ASSISTANT EXECUTIVE DIRECTOR
WILEY, NICK/ HOLDER, GREG



Florida Fish and Wildlife Conservation Commission
September 1, 2009



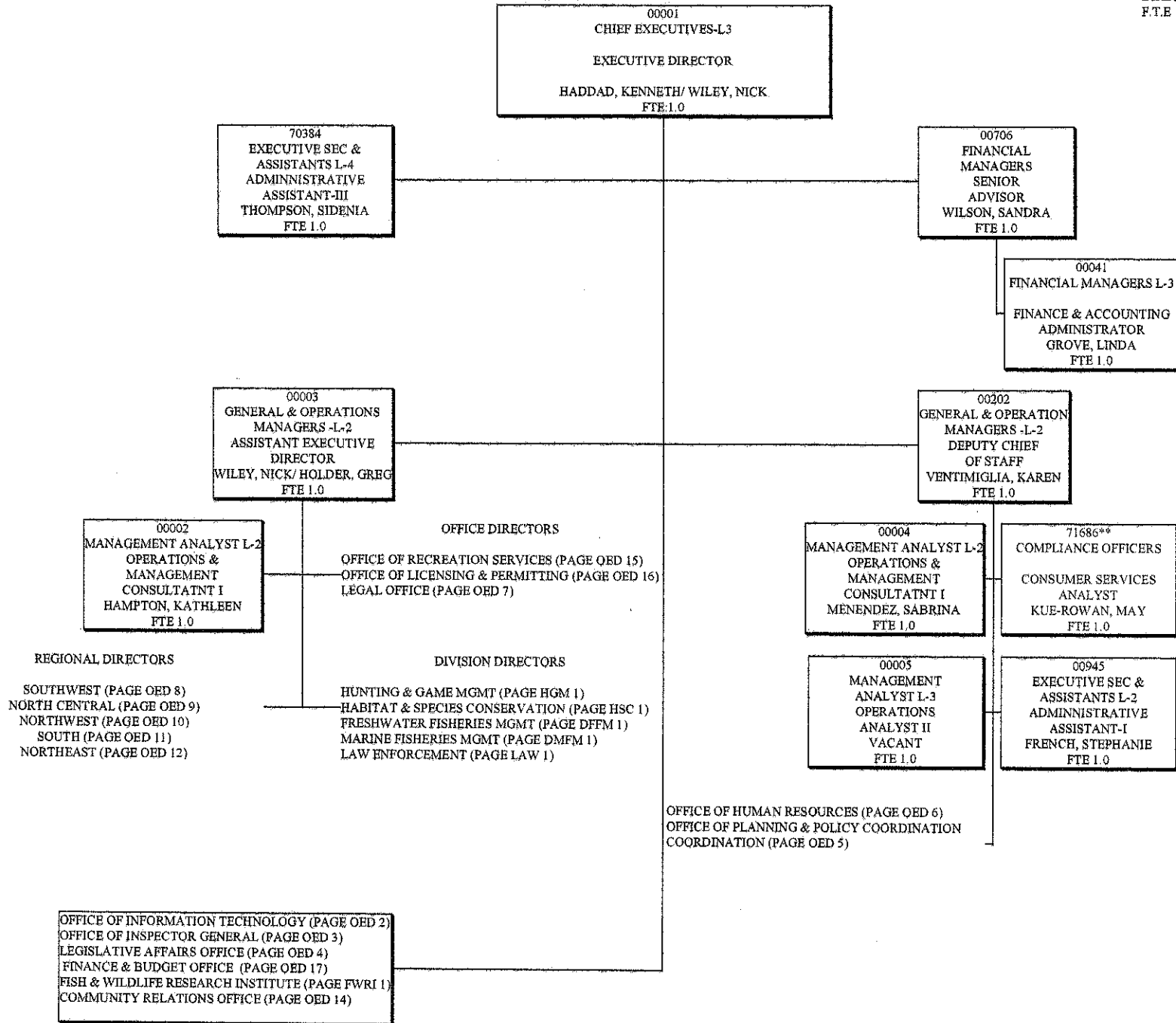
Offices/Directors:

Finance & Budget Office, Whit Springfield
Office of Information Technology, Kevin Patten
Office of Planning and Policy Coordination, Nancy Linehan
Office of Human Resources, Cindy Hoffman
Office of Licensing and Permitting, Bill Hunter

Office of Recreation Services, Jerrie Lindsey
Legislative Affairs Office, Jackie Pauls
Legal Office, Jim Antista
Community Relations Office, Sharon Lobello

Office of Regional Operations:
Dennis David, NE Chuck Collins, S
Roland Garcia, NC Vacant, SW
Lottie Roberson, NW

OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES
TOTAL FTE 213.5



** This position is housed at the Governor's Office under Citizens Support Services

00003
GENERAL & OPERATIONS
MANAGERS L-2
ASSISTANT EXECUTIVE
DIRECTOR
WILEY, NICK/ HOLDER, GREG

00014
GENERAL & OPERATIONS
MANAGERS-L1
REGIONAL DIRECTOR

ROBERSON, LOUIE
FTE: 1.0

INFORMATION & NEWS

REGIONAL FUNCTIONS

FIELD OFFICES

00015
MANAGEMENT
ANALYST
OPERATIONS &
MGMT. CONSULTANT I
VACANT
FTE: 1.0

00684
PURCHASING
AGENTS L-2
PROPERTY
ANALYST
YOEMANS, WILLIARD

00251
ADMINISTRATIVE SERVICES
MANAGERS L-2
BUSINESS
MANAGER I
BROWN, TERRY

00074
PUBLIC REALTIONS
MANAGERS-L2
PUBLIC INFORMATION
DIRECTOR
KIRKLAND, STANLEY
FTE: 1.0

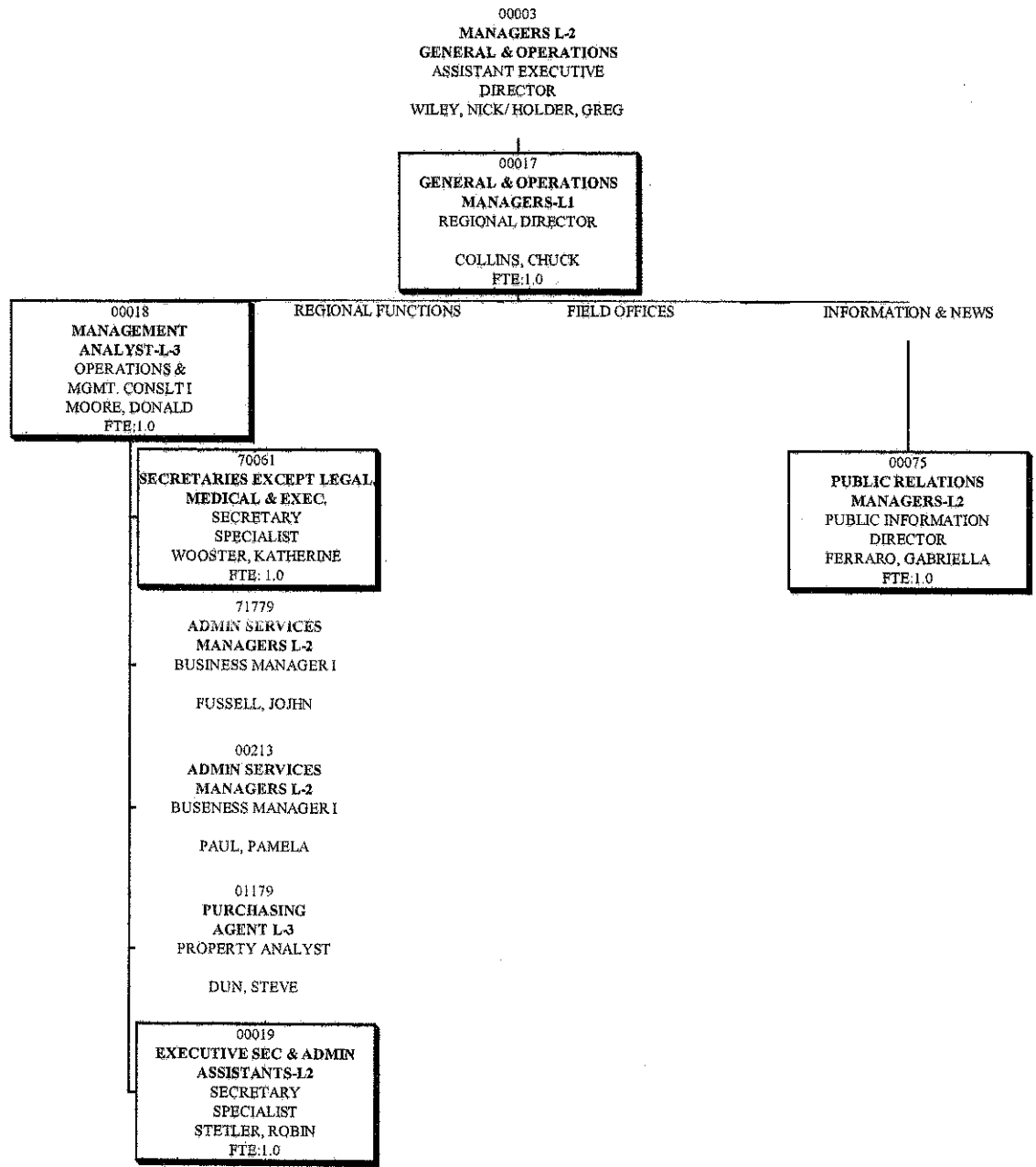
01175
SECRETARIES, EXCEPT LEGAL,
MED & EXEC-L1
SECRETARY
SPECIALIST
MASON, JENNIFER
FTE: 1.0

72471
OFFICE CLERKS
GENERAL L-1
CLERK
KENNEDY, TAMARRA

FTE: 1.0

00808
EXECUTIVE SEC & ADMIN
ASSISTANTS-L2
STAFF
ASSISTANT
BRANNON, TONI
FTE: 1.0

000620 *****
EXECUTIVE SEC & ADMIN
ASSISTANT L-2
STAFF
ASSISTANT
DICKENS, STACY



OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES

NORTHEAST
REGIONAL OFFICE
ESTABLISHED F.T.E. 5

00003
GENERAL & OPERATIONS
MANAGERS L-2
ASSISTANT EXECUTIVE
DIRECTOR
WILEY, NICK/ HOLDER, GREG

00023
GENERAL & OPERATIONS
MANAGERS-L1
REGIONAL DIRECTOR

DAVID, DENNIS
FTE:1.0

INFORMATION & NEWS

REGIONAL FUNCTIONS

FIELD OFFICES

00025
MANAGEMENT
ANALYST
OPERATIONS & MGMT
CONSULTANT I
RICHARDSON, ELAINE
FTE:1.0

00076
PUBLIC RELATIONS
MANAGERS-L2
PUBLIC INFORMATION
DIRECTOR
HILL, JOYCE
FTE:1.0

01174
OFFICE CLERKS
GENERAL
SENIOR
CLERK
JONES, ANGELA
FTE:1.0

00024
OFFICE CLERKS
GENERAL L-2
SENIOR
CLERK
POTTER, SHARON
FTE:1.0

00517
ADMINISTRATIVE SERVICES
MANAGERS
BUSINESS
MANAMGER I
PLUMMER, CLAUDIA

00043
PURCHASING
AGENT L-3
PROPERTY
ANALYST
JOSEPH, DAVID

OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES

REVISED 9/1/2009

OFFICE OF POLICY &
STAKEHOLDER
COORDINATION
ESTABLISHED F.T.E. 5

OFFICE DELTED EFFECTIVE 7/10/2009

00001
CHIEF
EXECUTIVES
EXECUTIVE DIRECTOR
HADDAD, KEN/ WILEY, NICK

00064
GENERAL & OPERATIONS
MANAGERS-L4
DIRECTOR OF
COMMUNITY RELATIONS
SHARON LOBELLO
FTE: 1.0

00065
EXECUTIVE SEC & ADMIN
ASSISTANTS-L4
ADMINISTRATIVE
ASSISTANT III
LORD, CONNIE
FTE: 1.0

000751
EXECUTIVE SEC & ADMIN
ASSISTANTS-L3
ADMINISTRATIVE
ASSISTANT II
ROBERTS, PATRICIA
FTE: 1.0

SECTIONS

Subsection
Media Services

PUBLIC
AWARENESS

NEWS MEDIA
RELATIONS

CONSERVATION
STEWARDSHIP

FLORIDA WILDLIFE
MAGAZINE

01190
PUBLIC RELATIONS
MANAGERS-L3
PUBLIC AWARENESS
SECTION LEADER
WHITTINGTON, KENT
FTE: 1.00

00069
PUBLIC RELATIONS
MANAGERS - L2
PUBLIC INFORMATION
DIRECTOR
BALL, SCOTT
FTE: 1.0

72763
PUBLIC RELATIONS
MANAGER - L3
PUBLIC INFORMATION
DIRECTOR
BASHAM, JESSICA
FTE: 1.0

00072
GENERAL & OPERATIONS
MANAGERS-L3
CONSERVATION STEWARSHIP
SECTION LEADER
GILLAN, JUDITH
FTE: 1.0

72882
GENERAL & OPERATIONS
MANAGERS-L3
FLORIDA WILDLIFE MAGAZINE
SECTION LEADER
BRÖDERICK, KELLY
FTE: 1.0

00070
PUBLIC RELATIONS
SPECIALISTS-L2
PUBLIC INFORMATION
SPECIALIST
HOLZER, GUS
FTE: 1.0

00068
PUBLIC RELATIONS
MANAGERS-L2
MARKETING
ADMINISTRATOR
CABBAGE, HENRY
FTE: 1.0

70058
ART
DIRECTORS
ART
EDITOR
TAVARES, ANN
FTE: 1.0

72883
EXECUTIVE SECRETARIES
& ADMIN. ASSISTANTS - L2
STAFF ASSISTANT
DURR, LACARDIAN
FTE: .50

00752
PUBLIC RELATIONS
SPECIALISTS-L2
PUBLIC INFORMATION
SPECIALIST
LEWIS, EDWARD
FTE: 1.0

00048
PUBLIC RELATIONS
SPECIALISTS-L2
PUBLIC INFORMATION
SPECIALIST
DIAL, WENDY
FTE: 1.0

01192
PUBLIC RELATIONS
SPECIALISTS-L2
INFORMATION
SPECIALIST III
DONOVAN, TIM
FTE: 1.0

OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES

00003
GENERAL & OPERATIONS
MANAGERS L-2
ASSISTANT EXECUTIVE
DIRECTOR
WILEY, NICK/ HOLDER, GREG

01134
GENERAL & OPERATIONS
MANAGERS-L4
DIRECTOR OF
RECREATION SERVICES
LINDSEY, JERRIE
FTE:1.0

72836
ADMINISTRATIVE
SERVICES MGRS L-2
BUSINESS
MANAGER I
RUHL, ADRIENNE
FTE:1.0

SUBSECTIONS

WILDLIFE VIEWING

PARTNERSHIP PROGRAMS

PLANNING & DESIGN

72837
NATURAL SCIENCES
MANAGERS -L2
BIOLOGICAL
ADMINISTRATOR I
GLICK, ANNETTE LOUISE
FTE:1.0

PLANNING AND DESIGN

01189
MANAGEMENT
ANALYST I L-1
PLANNING &
EVALUATION SPECIALIST
KISER, SELENA
FTE:1.0

00853
PUBLIC RELATIONS
MANAGERS-L2
PLANNING AND DESIGN
ADMINISTRATOR
SILVANIMA, LORA
FTE:1.0

01068
FISHERIES & WILDLIFE
BIOLOGISTS-L2
BIOLOGICAL
SCIENTIST III
KISER, WILLIAM
FTE:1.0

72887
BIOLOGICAL SCIENTIST
ALL OTHERS
BIOLOGICAL
SCIENTIST III
MATTHEWS, TOM
FTE:1.00

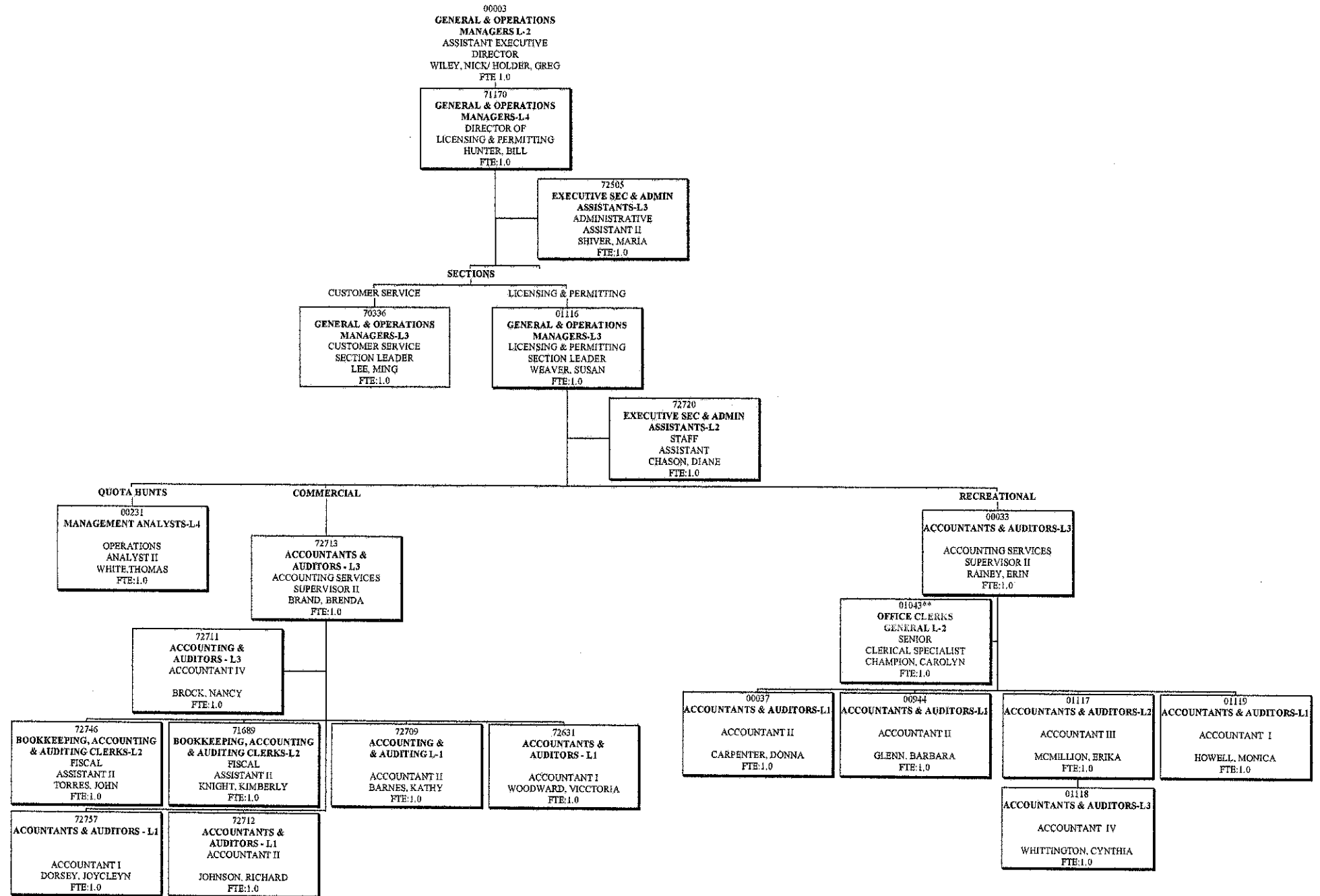
ARCHITECTURE
LANDSCAPE
AND DESIGN

00866
FISHERIES & WILDLIFE
BIOLOGISTS-L2
BIOLOGICAL
SCIENTIST II
WOOD, KRISTIN
FTE:1.0

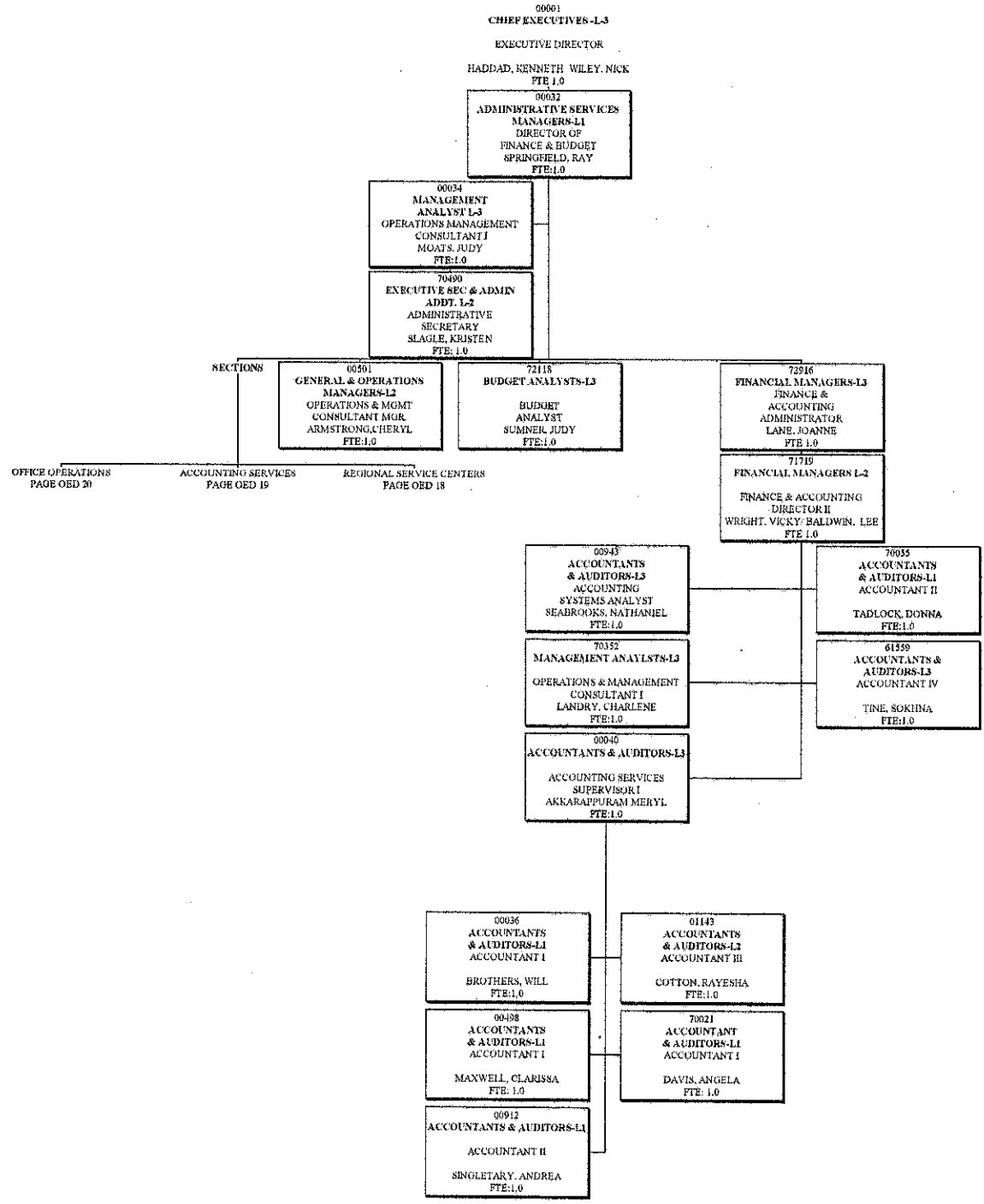
72888
FISHERIES & WILDLIFE
BIOLOGISTS-L1
BIOLOGICAL
SCIENTIST I
WOODARD, SHAWN
FTE:1.00

72835
CONSTRUCTION
MANAGER L-2
CONSTRUCTION
PROJECTS ADMIN II
MCARTHUR, HUGH
FTE:1.0

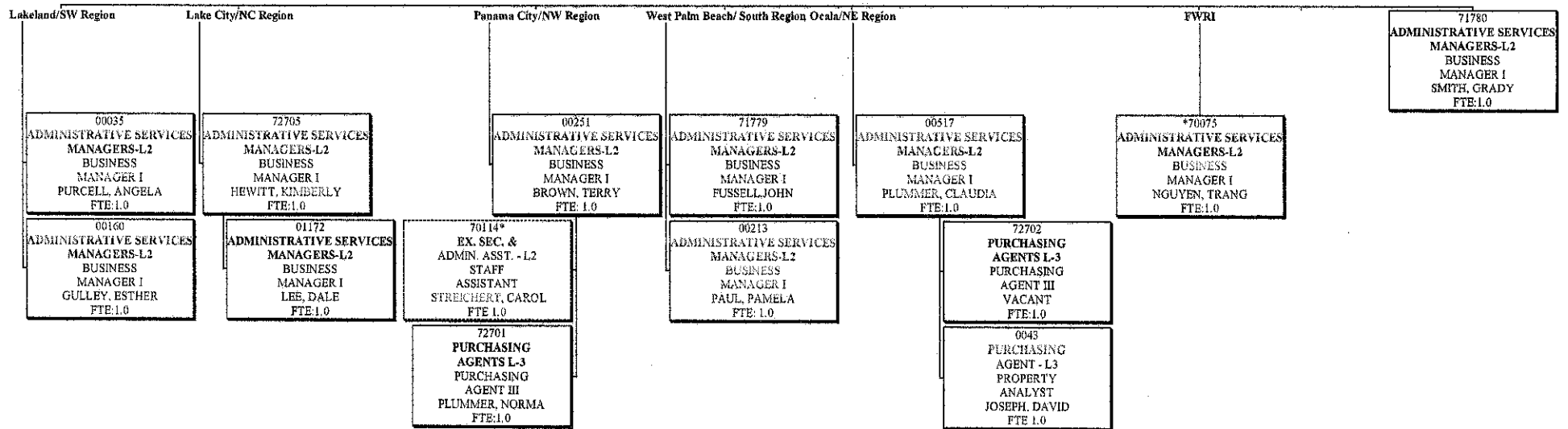
72889*
FISHERIES & WILDLIFE
BIOLOGISTS-L1
BIOLOGICAL
SCIENTIST I
YOUNG, COLLIN
FTE:1.00



**POSITION ON LOAN TO LAW ENFORCEMENT AND REPORTS TO 77000817



00032
ADMINISTRATIVE SERVICES
MANAGERS L-1
DIRECTOR OF
FINANCE & BUDGET
SPRINGFIELD, RAY



*POSITION 00251 REPORTS TO 00014 IN NWRO(2/6/09)

POSITION 70075 REPORTS TO 70367 IN FWRI *

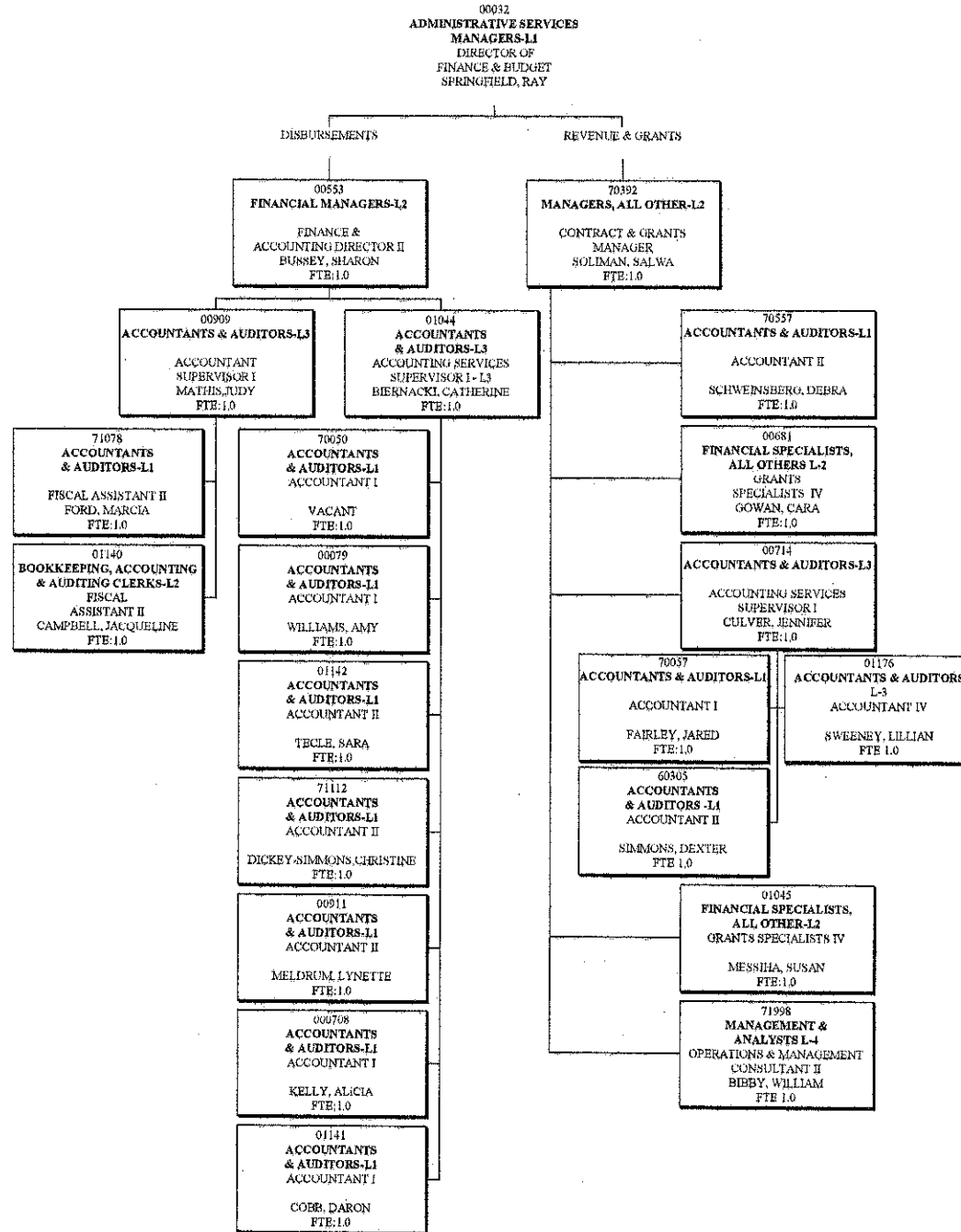
POSITION 00517 AND 0043 REPORTS TO 00025 EFFECTIVE 2/6/09

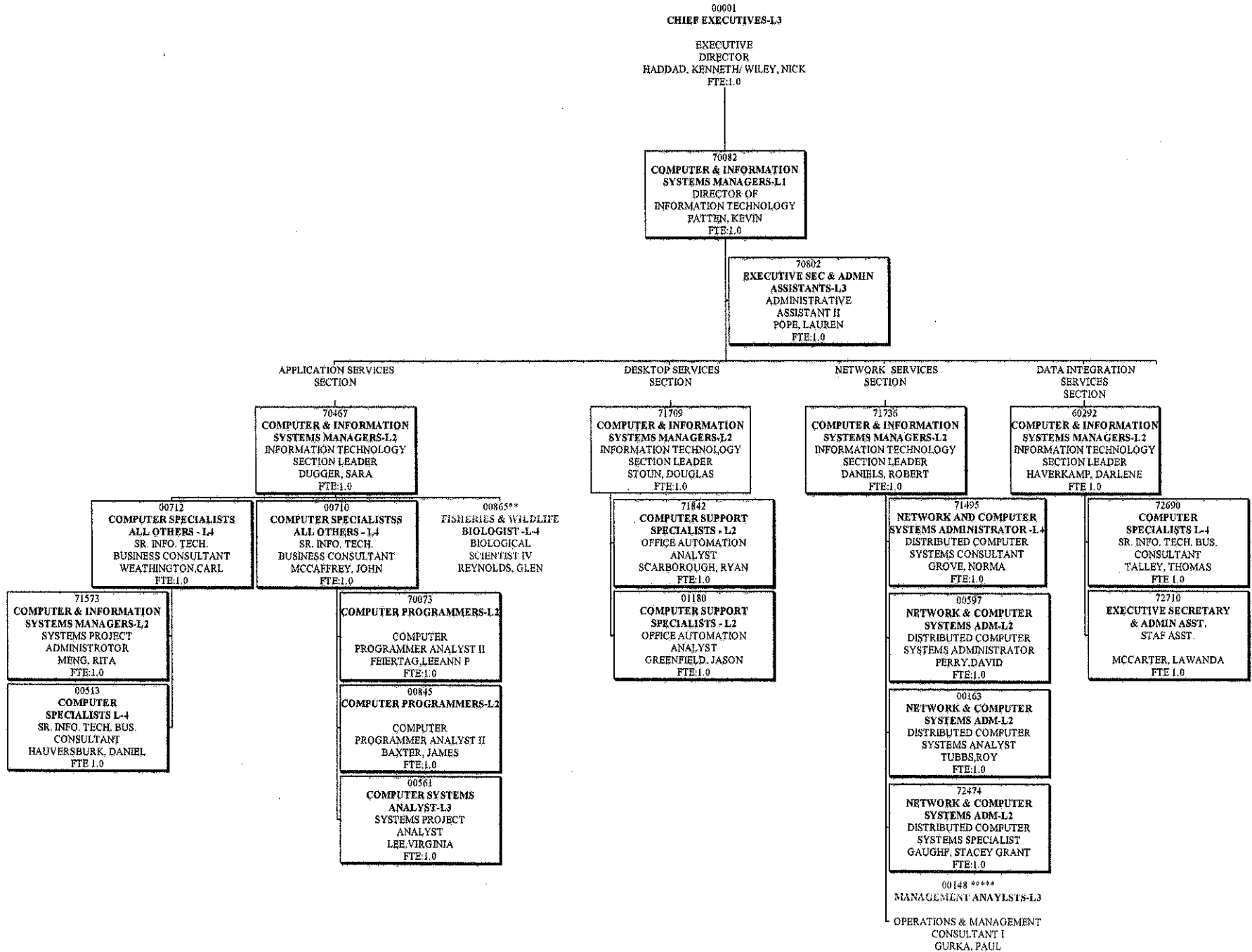
POSITIONS 72705 REPORTS TO 00010 EFF 2/6/09,

POSITIONS 0035 AND 00160 REPORT TO 00007 EFFECTIVE 2/6/09

Positions 71779 and 00213 REPORT TO 00018 EFFECTIVE 2/6/09

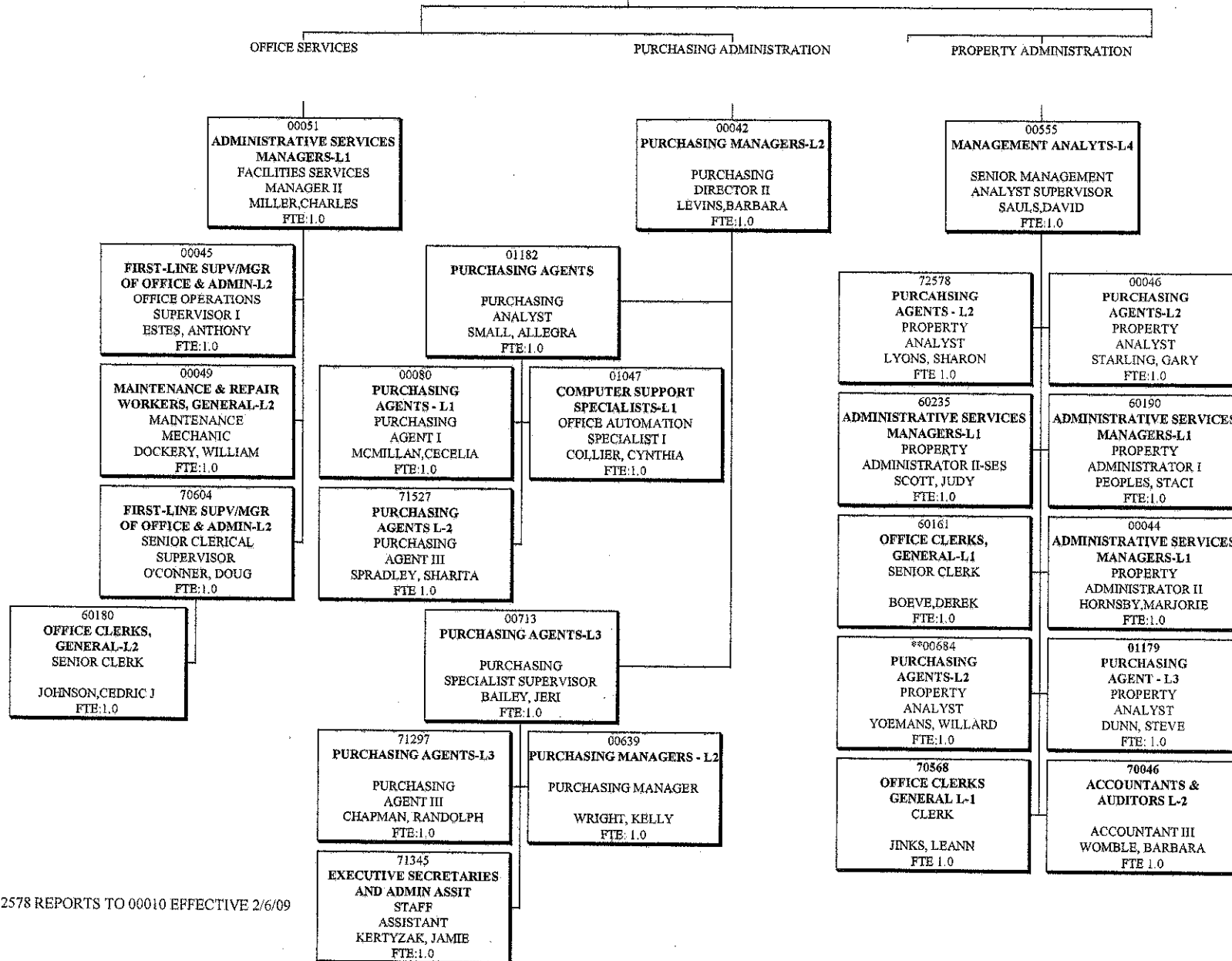
*POSITION 70114 ON LOAN FROM LAW ENFORCEMENT





OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES

00032
ADMINISTRATIVE SERVICES
MANAGERS L-1
DIRECTOR of
FINANCE & BUDGET
SPRINGFIELD, RAY



72578 REPORTS TO 00010 EFFECTIVE 2/6/09

**00684 REPORTS TO 00014 IN NWRO, 001179 REPORTS TO 00018 AND 0046 REPORTS TO 00007 (2/6/09)

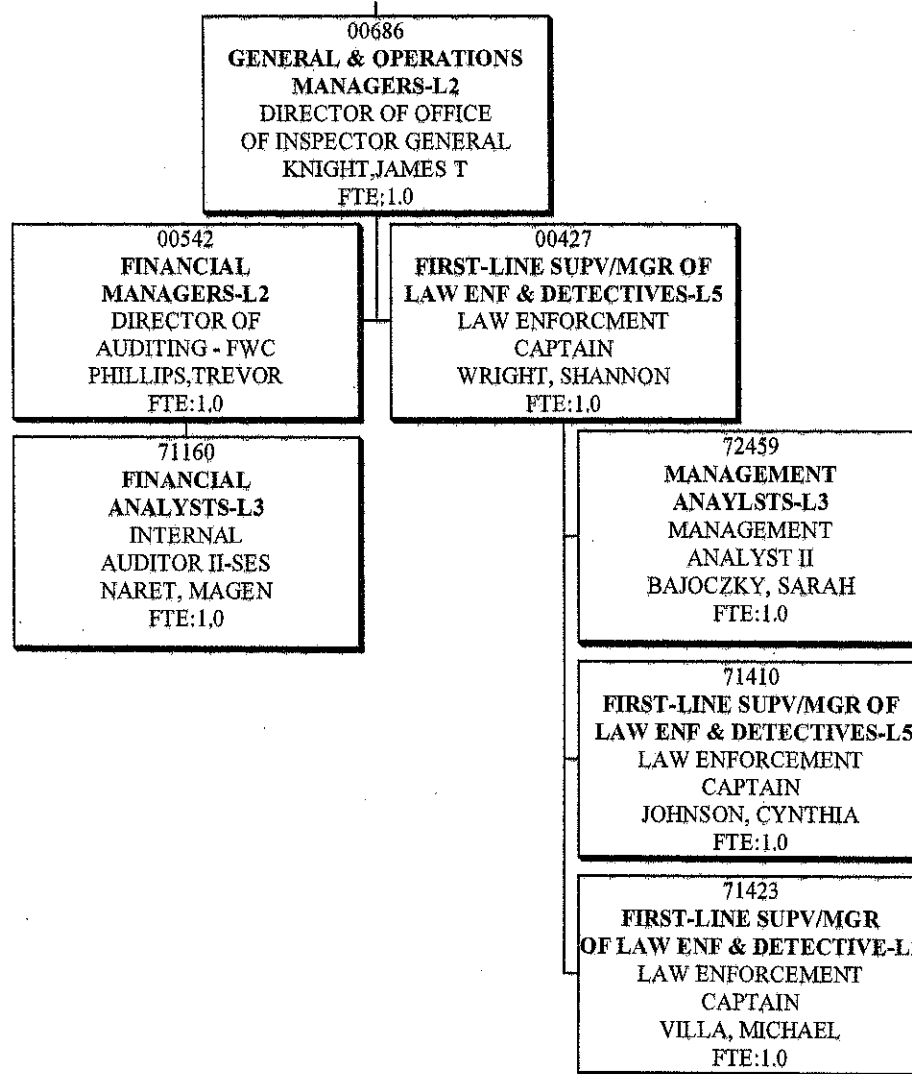
OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES

OFFICE OF INSPECTOR
GENERAL
F.T.E. THIS PAGE 7

00001
CHIEF EXECUTIVES-L3

EXECUTIVE DIRECTOR

HADDAD, KENNETH/ WILEY, NICK



OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES

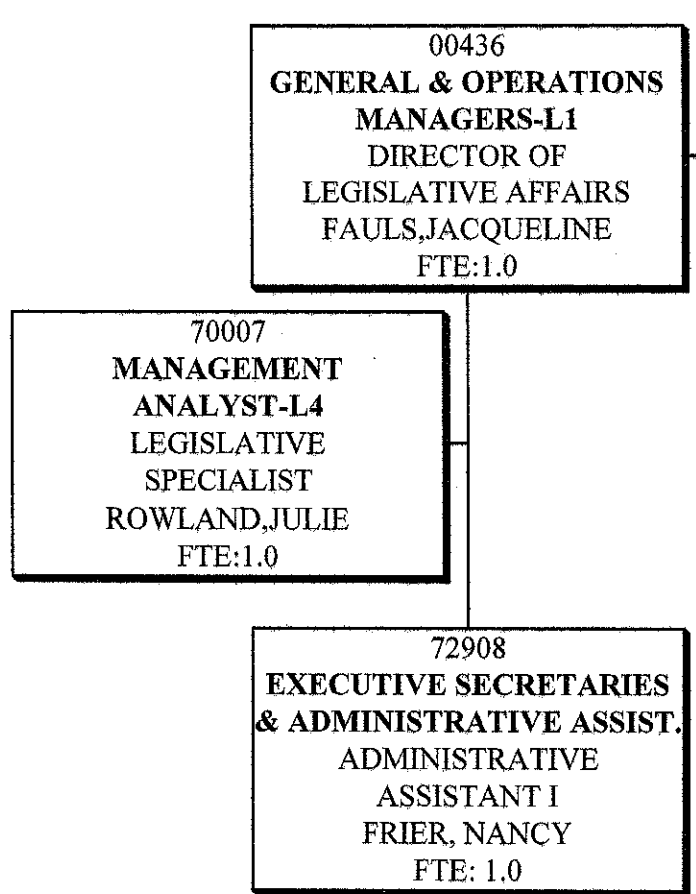
LEGISLATIVE AFFAIRS
OFFICE
F.T.E. THIS PAGE 3

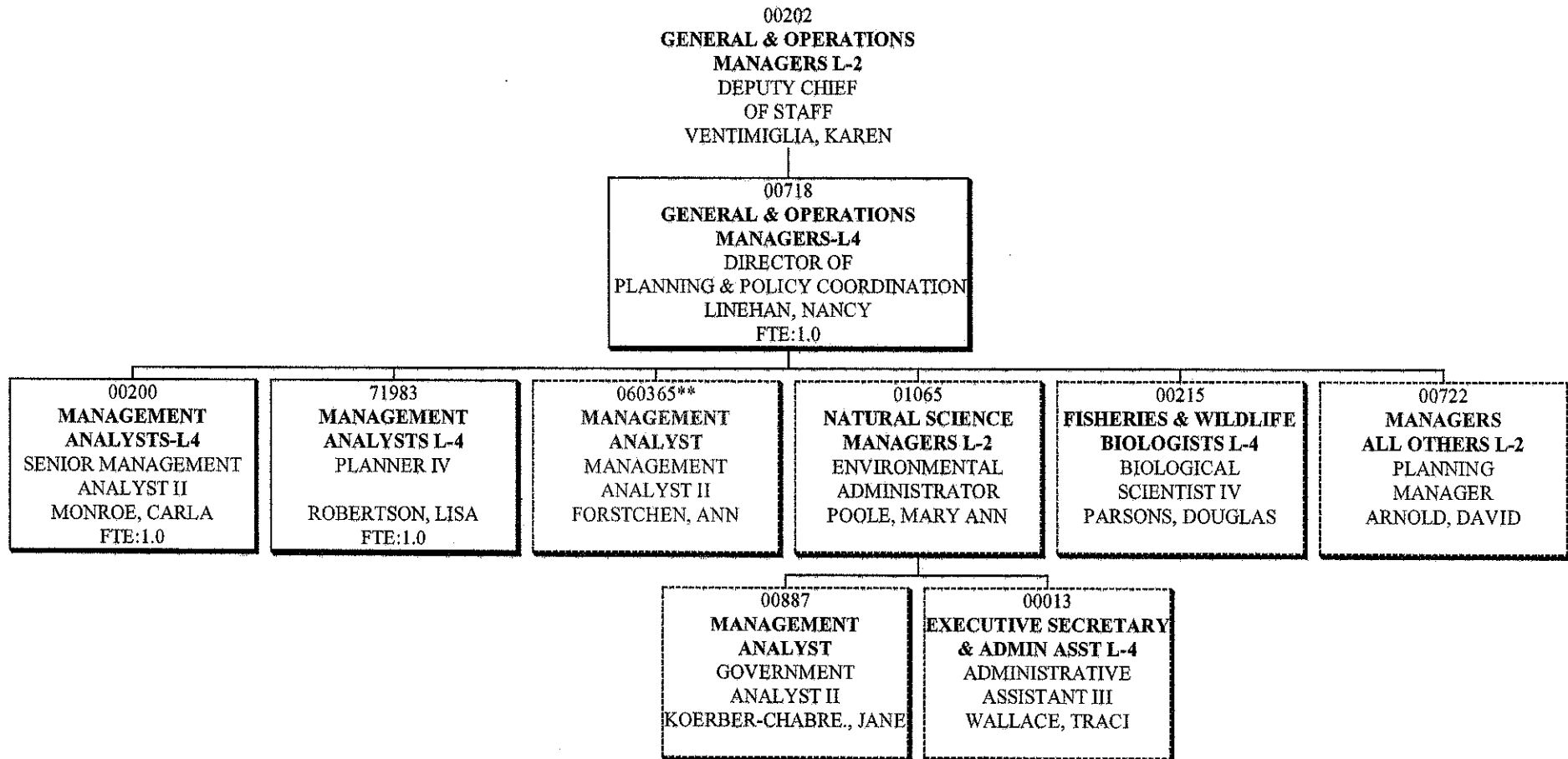
00001

CHIEF EXECUTIVES-L3

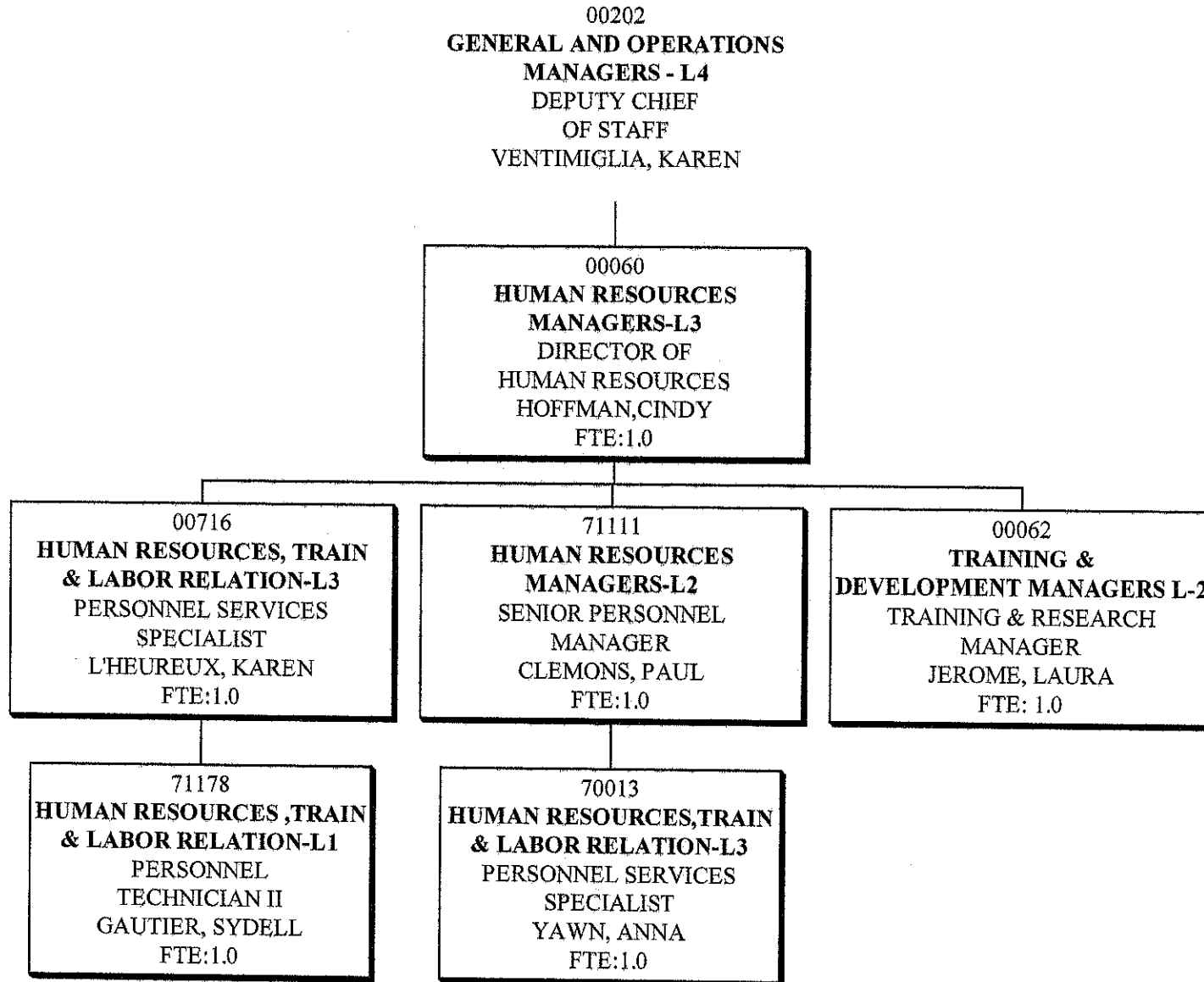
EXECUTIVE DIRECTOR

HADDAD, KENNETH/ WILEY, NICK

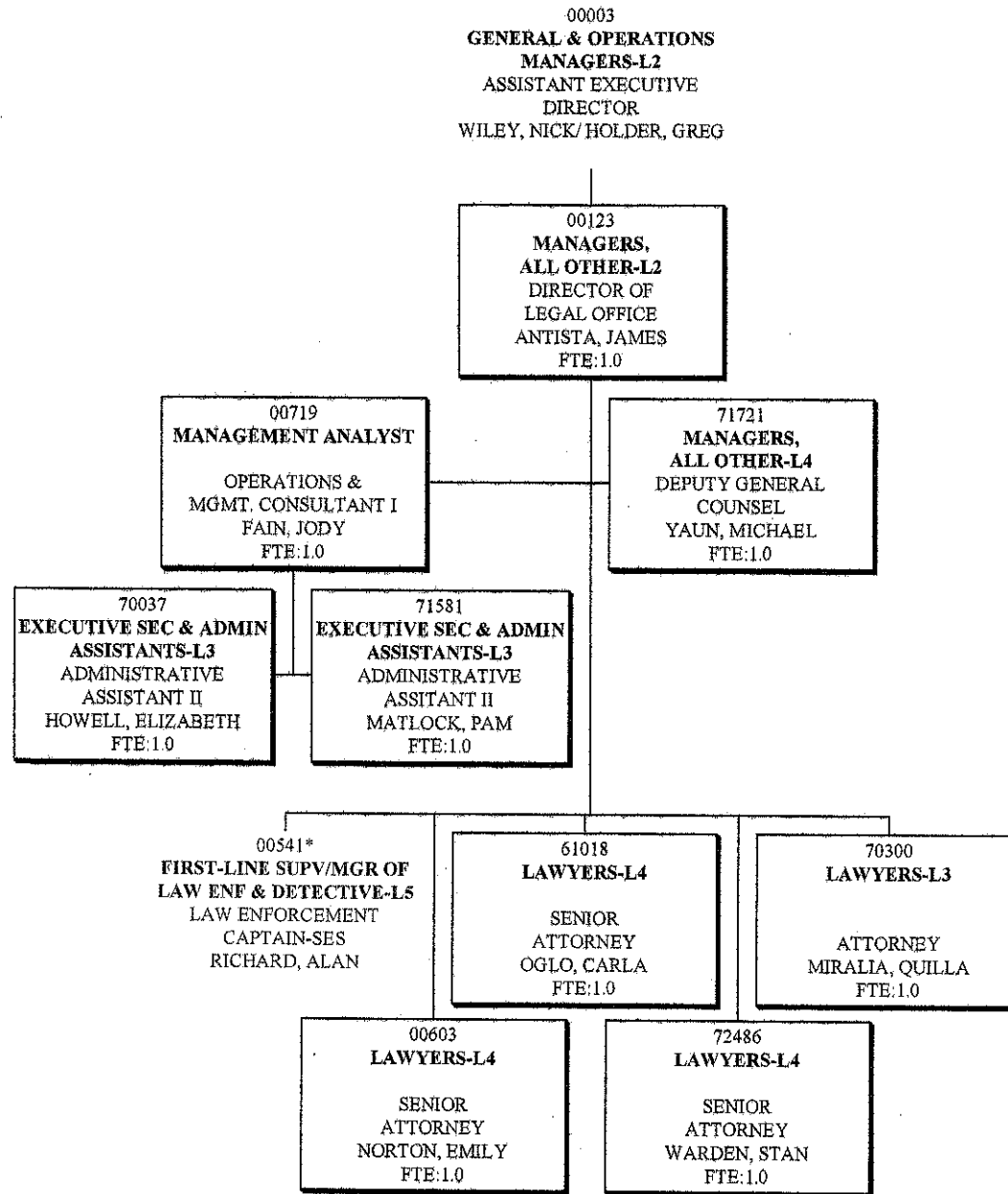




**POSITION COUNTED IN FWRI



OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES



*POSITION 00541 IS A LAW
ENFORCEMENT POSITION SUPERVISED
BY THE GENERAL COUNSEL - PENDING
BE AMENDMENT APPROVAL

00003
GENERAL & OPERATIONS
MANAGERS-L2
ASSISTANT EXECUTIVE
DIRECTOR
WILEY, NICK/ HOLDER, GREG

00006
GENERAL & OPERATIONS
MANAGERS-L2
REGIONAL DIRECTOR

VACANT
FTE:1.0

00592
SECRETARIES, EXCEPT
LEGAL, MED & EXEC-L1
SECRETARY
SPECIALIST
HEIL, TINA
FTE:1.0

00007
MANAGEMENT
ANALYST
OPERATIONS &
MGMT CONSLT I
LAMBERT, CARLA
FTE:1.0

REGIONAL FUNCTIONS

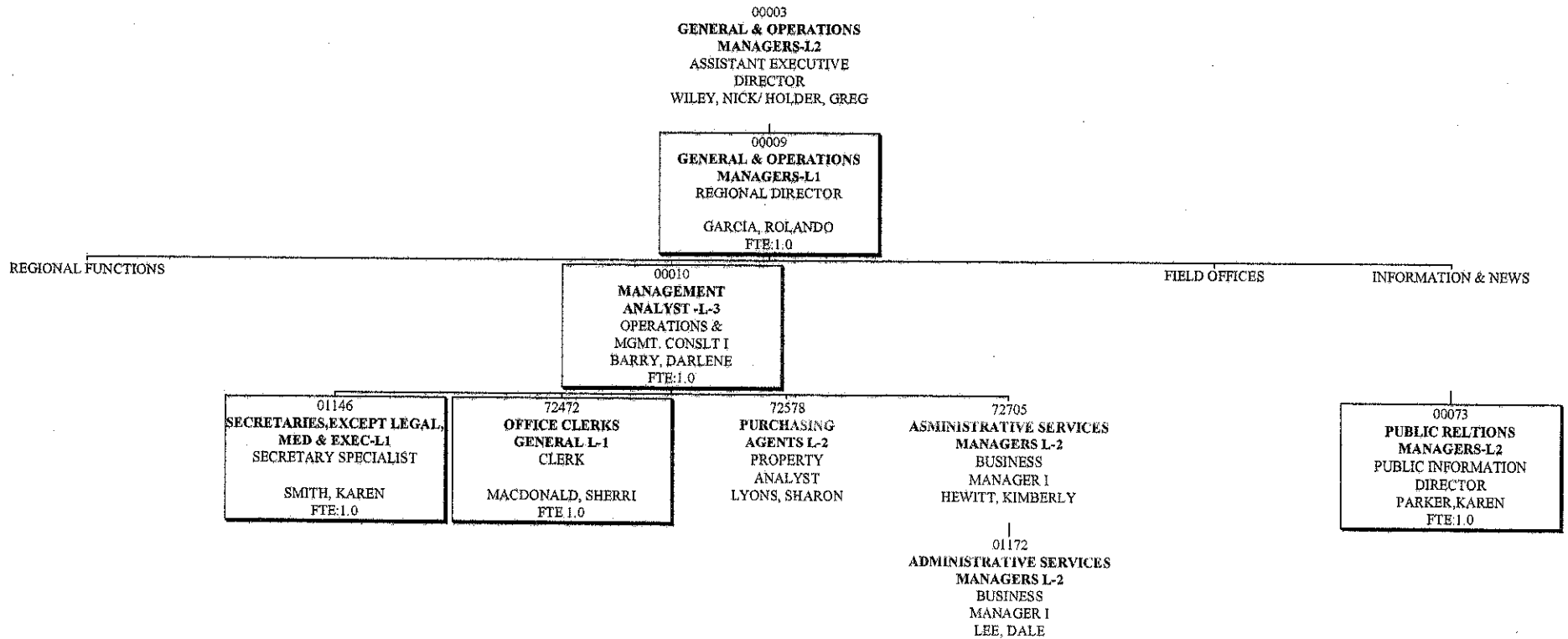
FIELD OFFICES

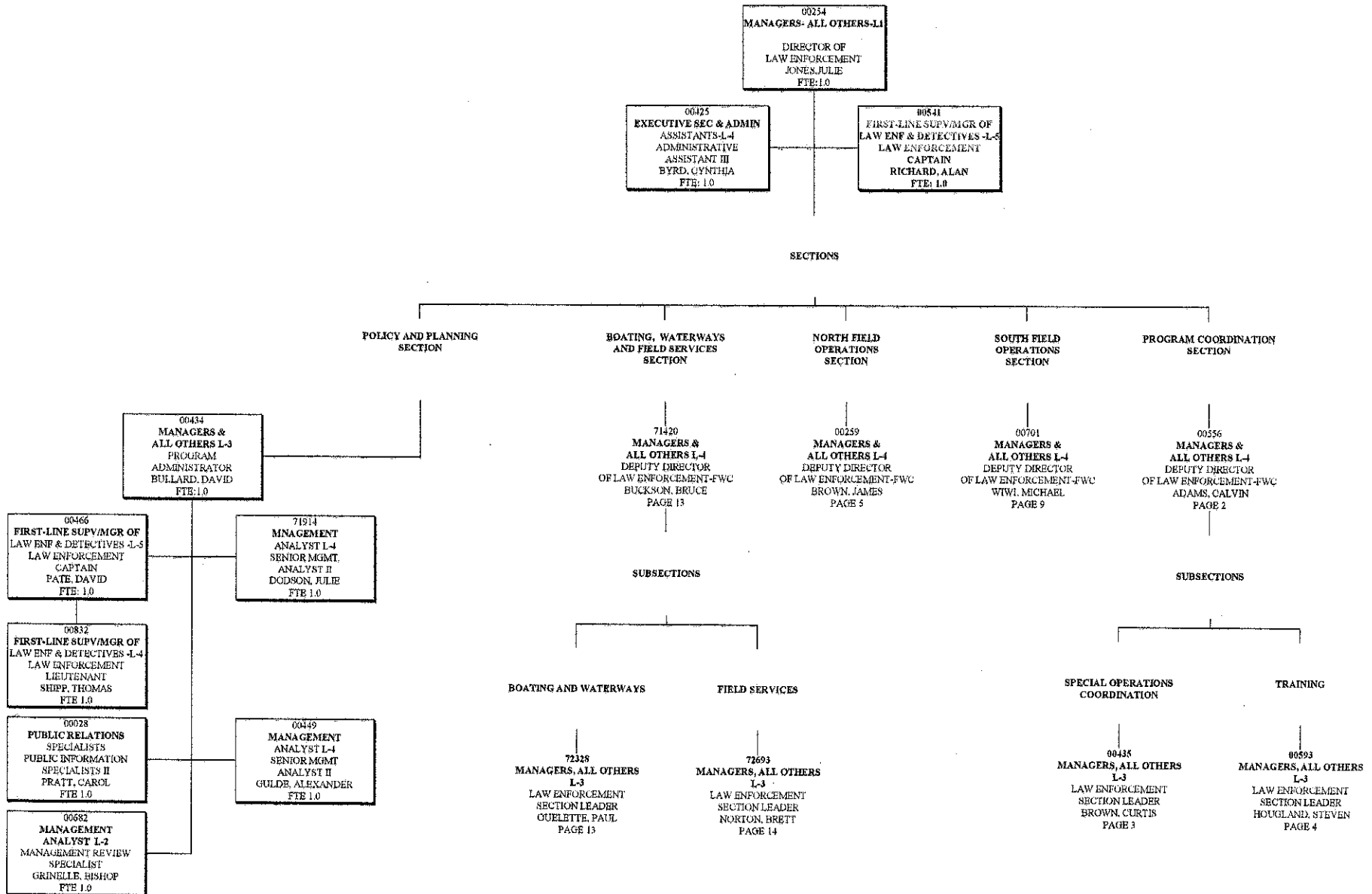
INFORMATION & NEWS

00046 PURCHASING AGENTS L-2 PROPERTY ANALYST STARLING, GARY	00035 ADMIN. SERVICES MANAGERS L-2 BUSINESS MANAGER I PURCELL, ANGELA	00160 ADMIN SERVICES MANAGERS L-2 BUSINESS MANAGER I GULLEY, ESTHER
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00077
PUBLIC RELATIONS
MANAGERS-L2
PUBLIC INFORMATION
DIRECTOR
MORSE, GARY
FTE:1.0

00426
EXECUTIVE SEC & ADMIN
ASSISTANTS-L2
STAFF
ASSISTANT
RIVERA-GUTIERREZ, JESSICA
FTE:1.0

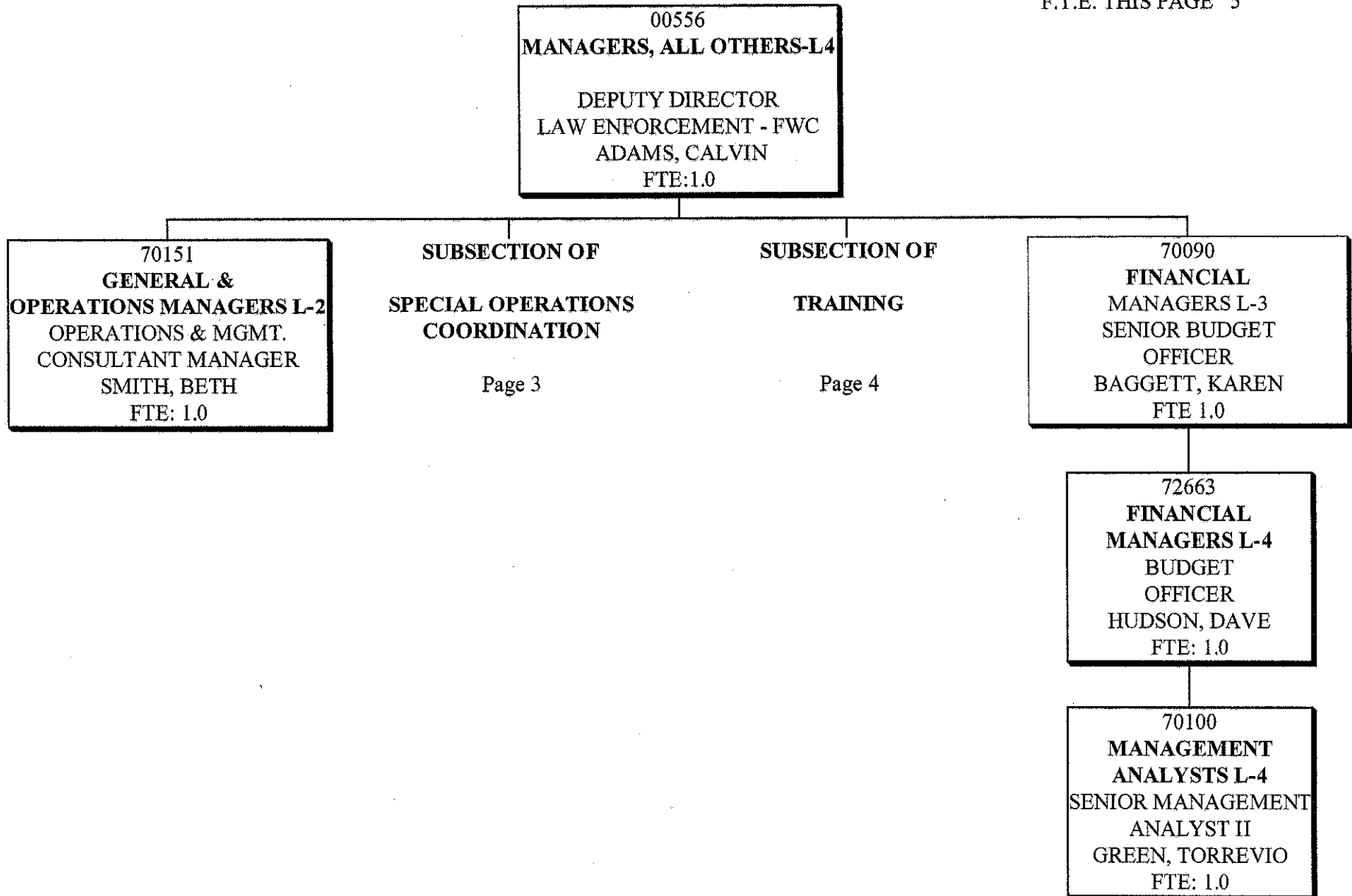


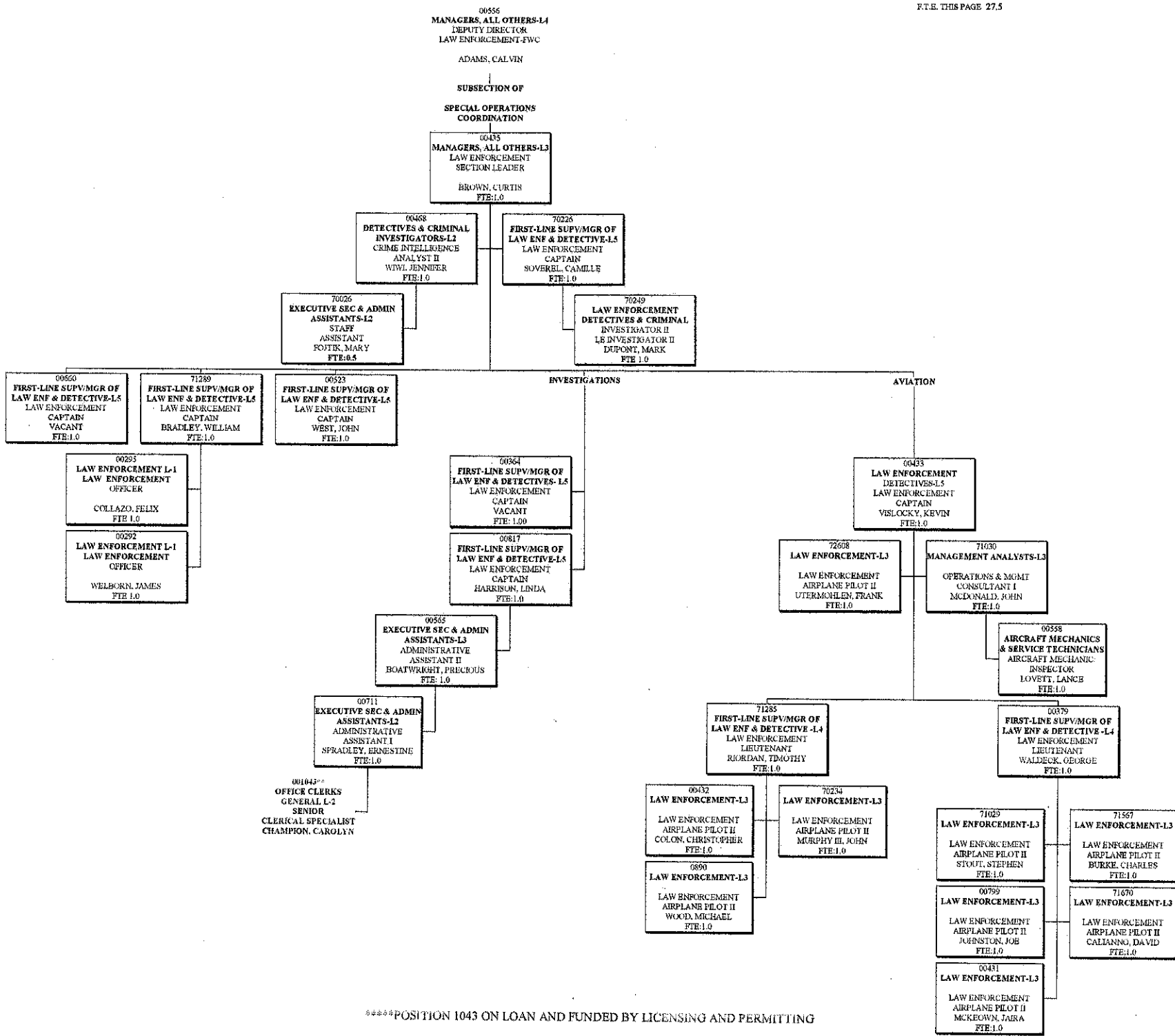


**POSITION 00541 IS SUPERVISED BY THE GENERAL COUNSEL -
PENDING BUDGET AMENDMENT APPROVAL.

DIVISION OF LAW ENFORCEMENT

SECTION OF PROGRAM
COORDINATION
TOTAL FTE 49.5
F.T.E. THIS PAGE 5





****POSITION 1043 ON LOAN AND FUNDED BY LICENSING AND PERMITTING

00556
MANAGERS, ALL OTHERS-L4
DEPUTY DIRECTOR
LAW ENFORCEMENT-FWC
ADAMS, CALVIN

SUBSECTION OF
TRAINING

00593
MANAGERS, ALL OTHERS-L3
LAW ENFORCEMENT
SECTION LEADER
HOUGLAND, STEVEN
FTE:1.0

TRAINING ADMINISTRATION RTO ACADEMY

00339
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L5
LAW ENFORCEMENT
CAPTAIN
SMITH, BRIAN
FTE: 1.0

00557
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L5
LAW ENFORCEMENT
CAPTAIN
KELLY, DEAN
FTE: 1.0

71647
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L5
LAW ENFORCEMENT
CAPTAIN
CLEMENT, ROCKY
FTE: 1.0

00776
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
MILLER, ROBERT
FTE:1.0

00423
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
CAFFIN, GRADY
FTE:1.0

71008
EXECUTIVE SEC &
ADMIN ASSISTANTS L-3
ADMINISTRATIVE
ASSISTANT II
HARRIS, TONYA
FTE:1.0

70125
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
TUBBS, AVERY
FTE:1.0

71633
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
MARTIN, WILLIAM
FTE: 1.0

00774
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
GOSS, NEAL
FTE:1.0

00366
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
MAZA, ALBERTO
FTE:1.0

71291
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
HALL, ERIC
FTE:1.0

72694
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
BOYD, CHARLES
FTE:1.0

01029
LAW
ENFORCEMENT L-1
LAW ENFORCEMENT
OFFICER
GRIFFITH, PHILLIP

TEMP REPORTING TO 00366 2/6/09-8-6-09
00992, 0381, 71713, 01031

71081
EXECUTIVE SEC &
ADMIN ASSISTANTS L-2
STAFF
ASSISTANT
HINSON, KIMBERLY
FTE:1.0

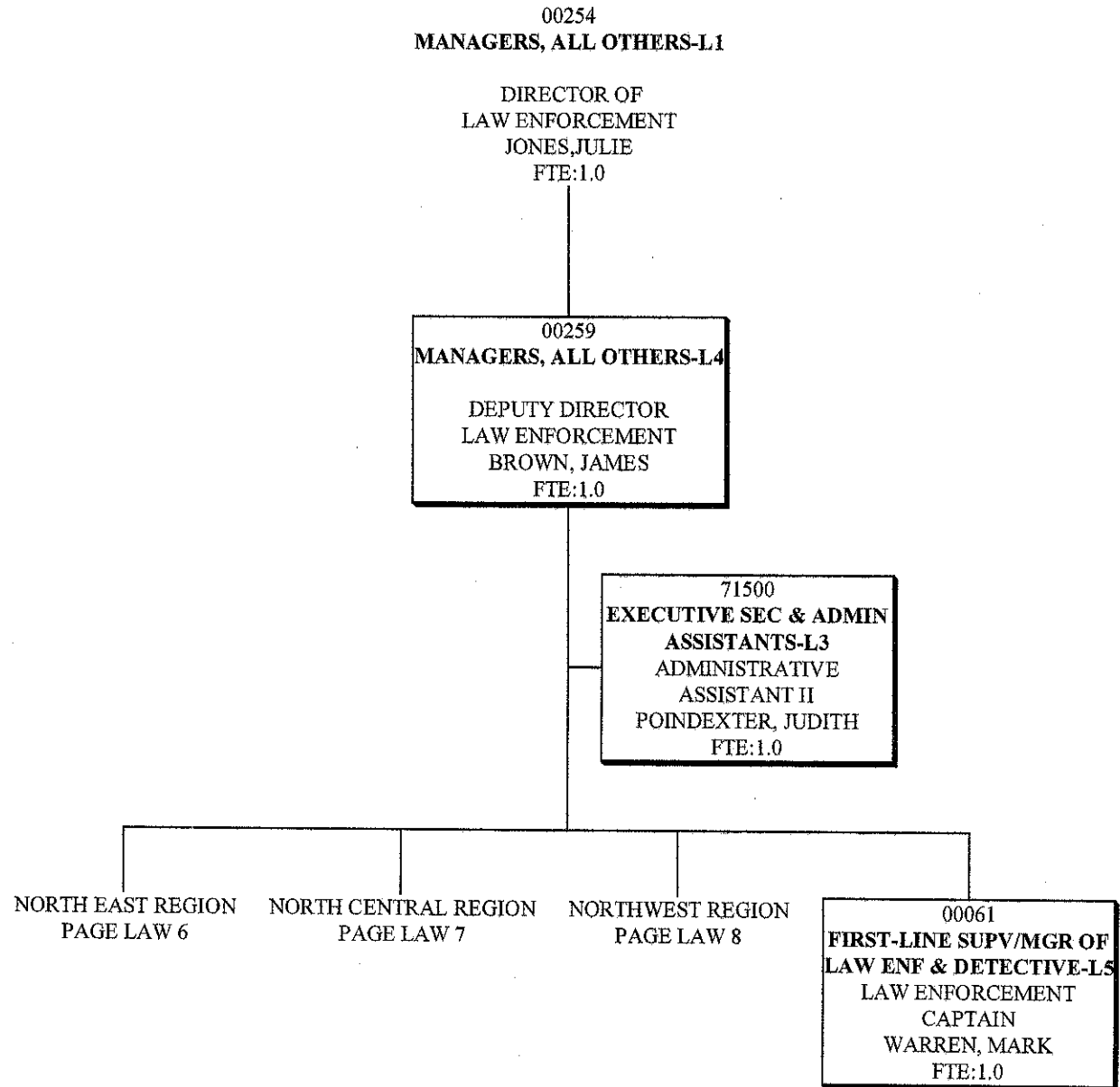
00794
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
JONES, JOHN
FTE:1.0

70187
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
DE CZEGE, ALBERT WASS
FTE: 1.0

00979
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
KISS, TIMOTHY
FTE:1.0

72369
LAW
ENFORCEMENT L-1
LAW
ENFORCEMENT OFFICER
SUMMERS, JEFFREY

TEMP REPORTING TO 72694
MAY 13 CLASS UNTIL NOVEMBER 12, 2009
00321, 01025, 01026, 70146, 70153, 70170,
71637, 72795, 72869, 00416, 00786, 70174, 71531,
72597, 72872, 00764, 71325, 00312, 00539,
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, 70190, 70297, 70301, 72876, 00563, 00652,

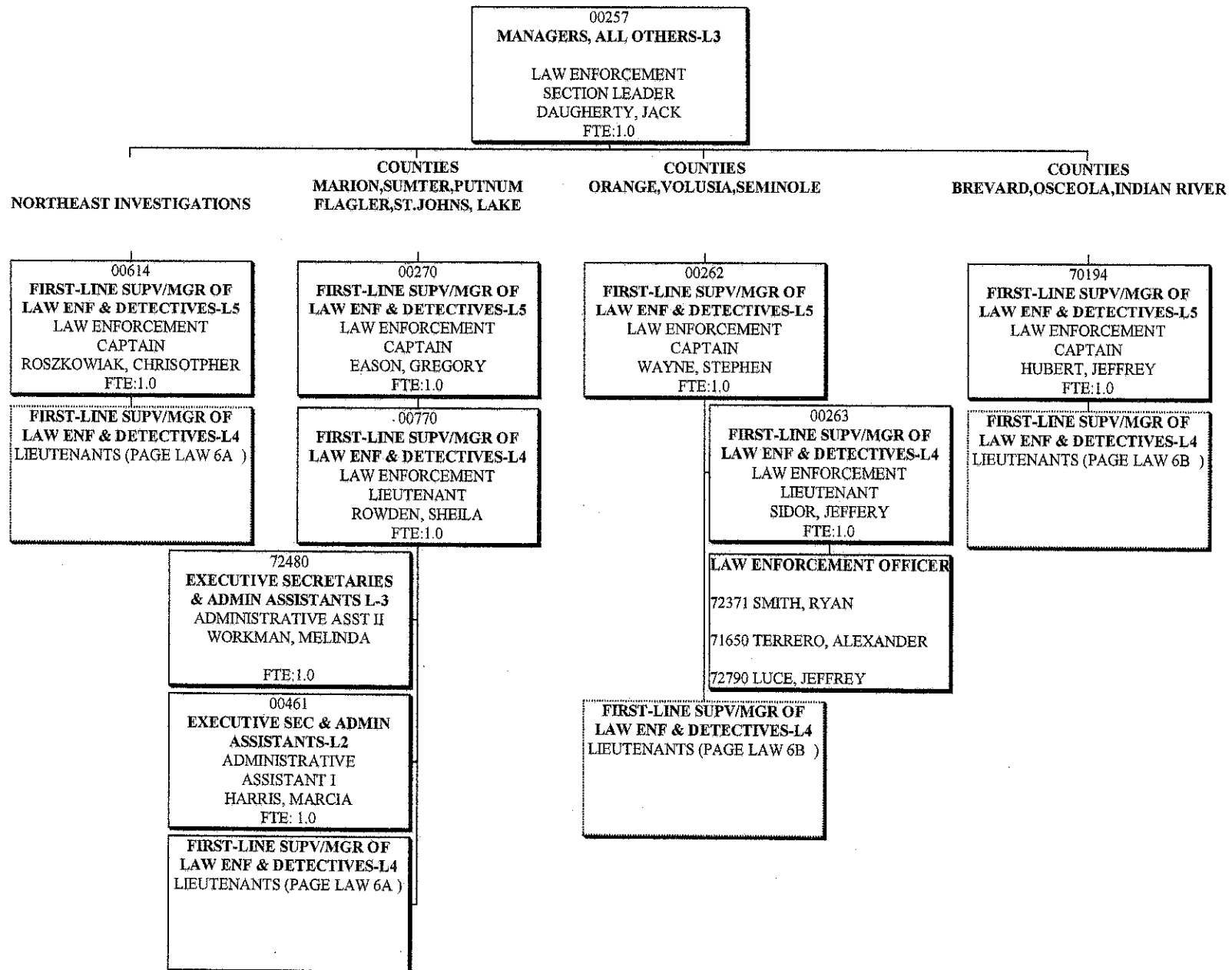


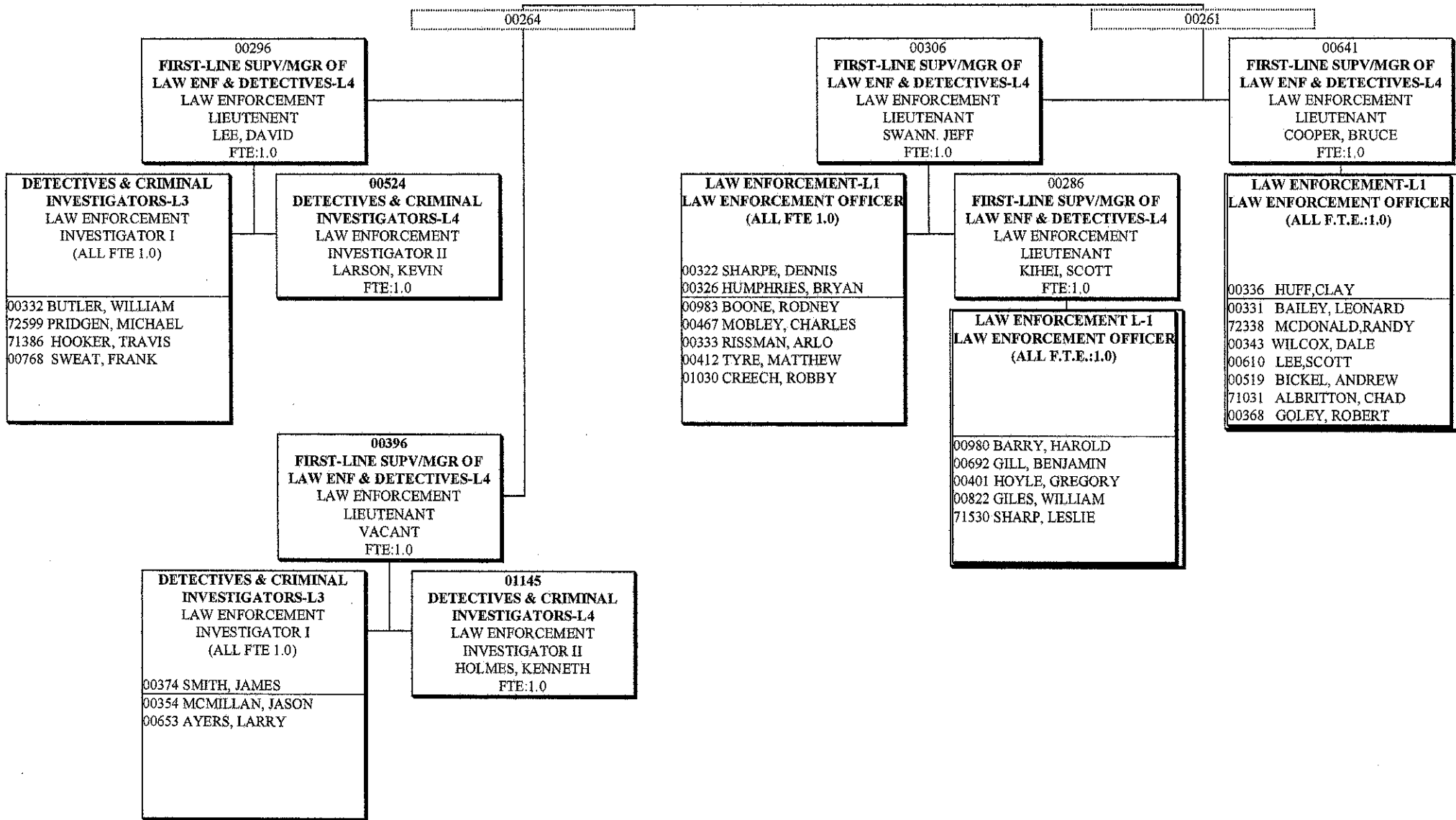
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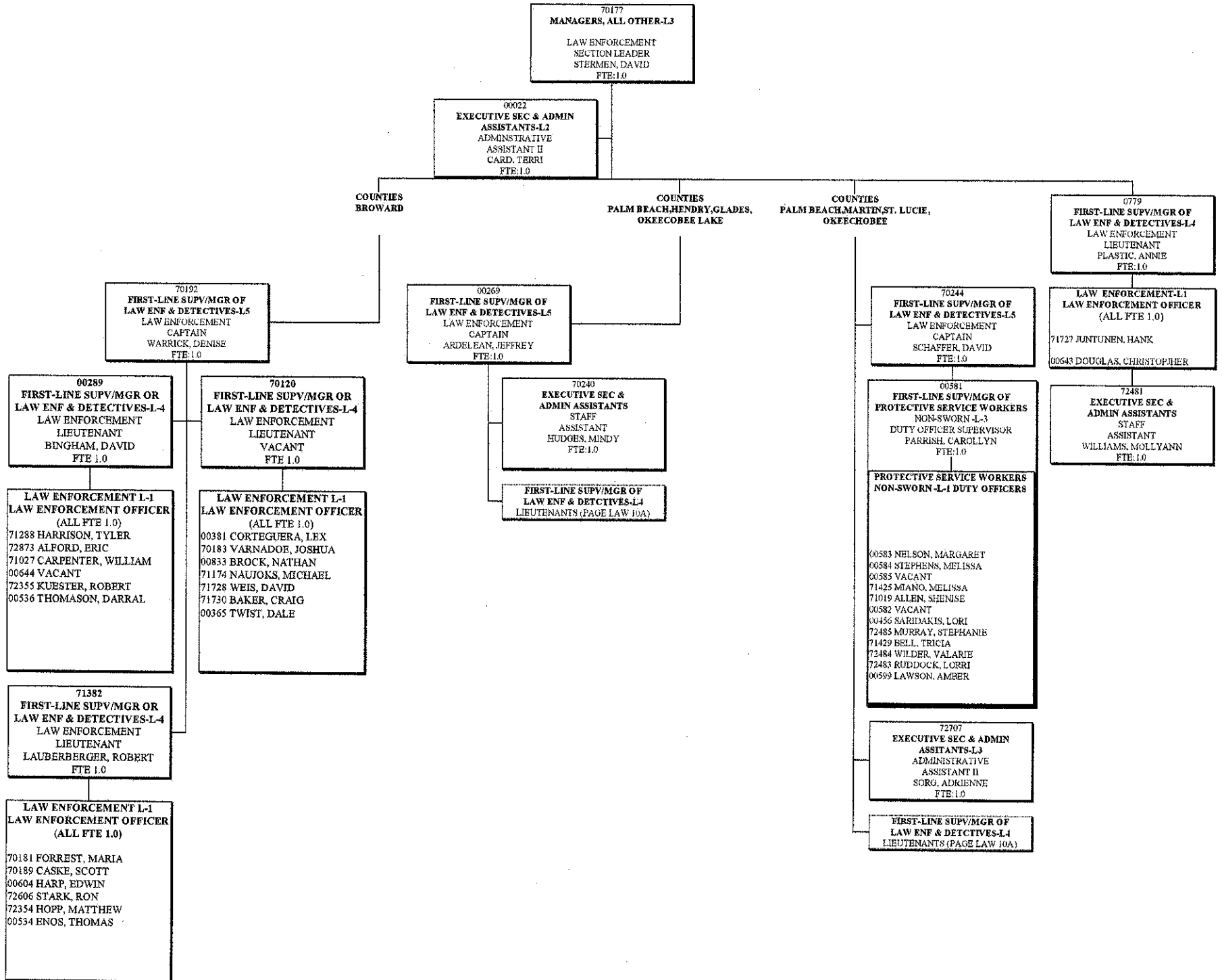
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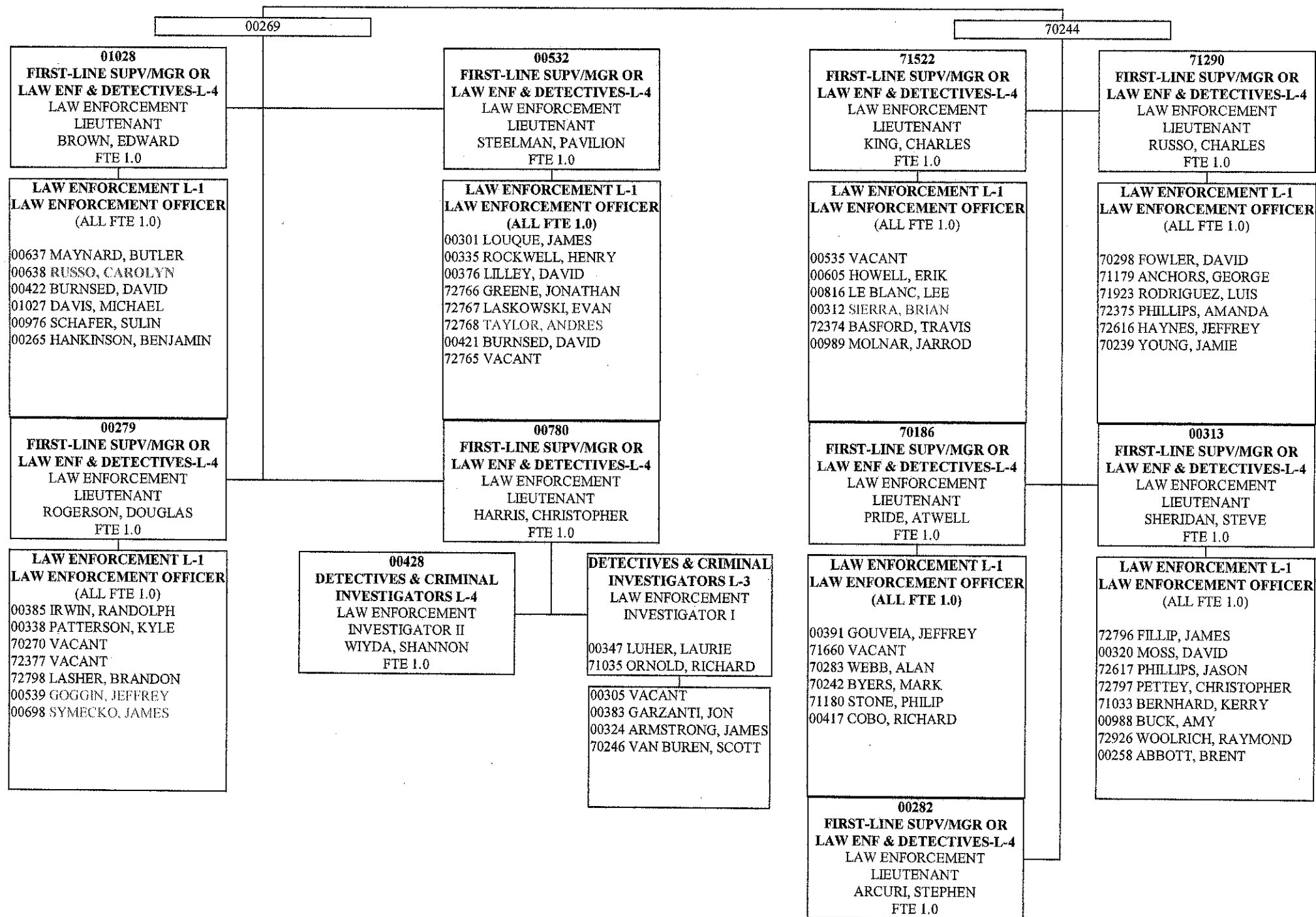
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OPERATIONS

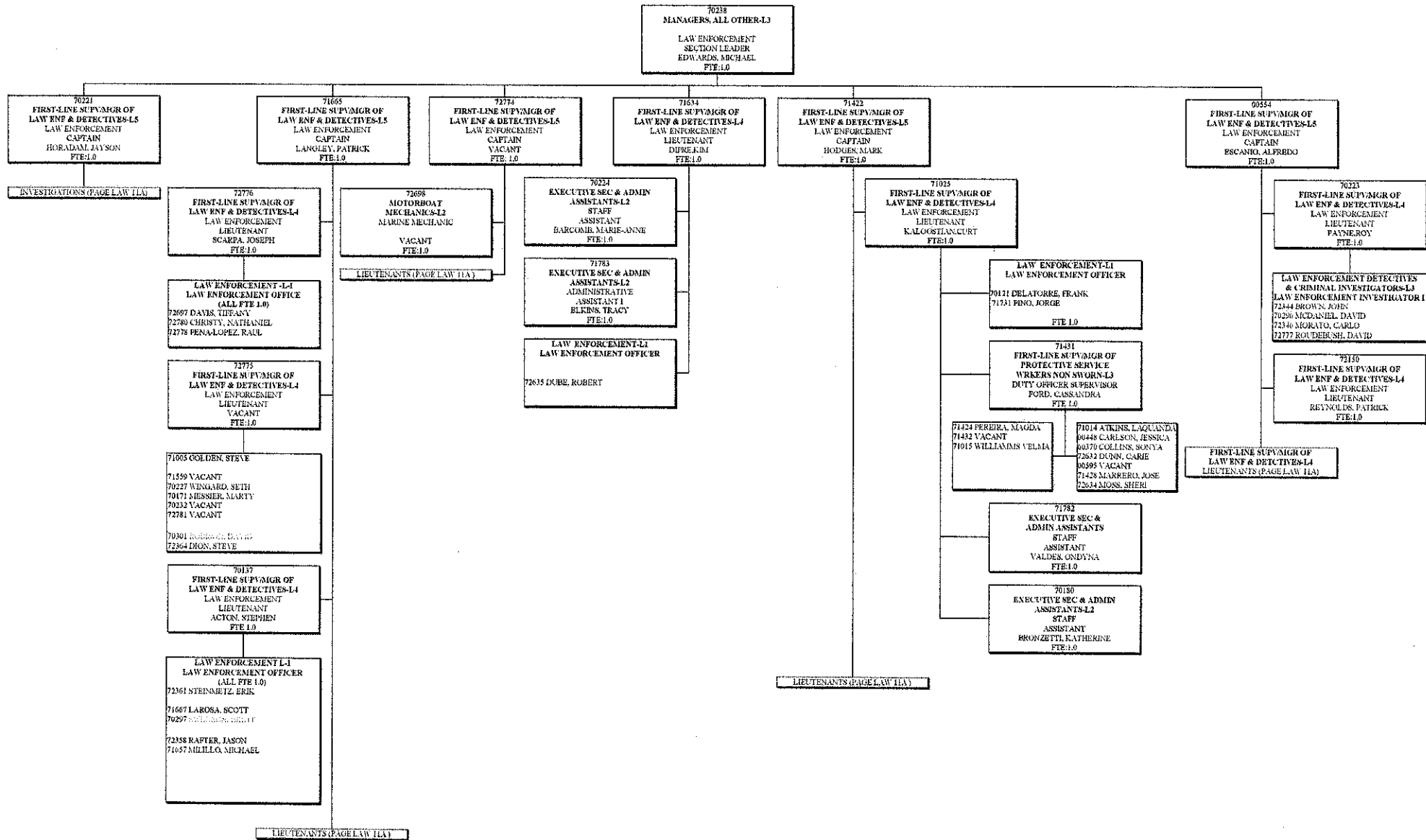
NORTHEAST REGIONAL OFFICE
ESTABLISHED F.T.E. 129
F.T.E. THIS PAGE 12











70221	71665	71665 CONT	71422	554
<p>00284 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT CARAKER, JOSHUA FTE:1.0</p> <p>LAW ENFORCEMENT-L1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0) 00407 VANTREES, THOMAS 00700 BEAN, CLINTON 72808 MAHONEY, MARK 72603 VACANT</p>	<p>70095 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT VACANT FTE:1.0</p> <p>LAW ENFORCEMENT L-1 LAW ENFORCEMENT OFFICER LAW ENFORCEMENT-L1 (ALL F.T.E.:1.0) 71714 VACANT 72363 VACANT 70267 FERNANDEZ, JANETTE 71387 VACANT</p>	<p>71326 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT RIESZ, ELIZABETH FTE:1.0</p> <p>LAW ENFORCEMENT -L-1 LAW ENFORCEMENT OFFICER (ALL FTE 1.0) 72783 VACANT 70233 GRAHAM, DAVID 71669 PETERS, JOSHUA 71006 BERGSTROM, ANDERS 70280 JOHNSONN, JAMES 72779 VACANT 70969 GREENIER, JOSHA</p>	<p>71412 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT RODRIGUEZ, CHRISTIAN FTE:1.0</p> <p>LAW ENFORCEMENT-L1 LAW ENFORCEMENT OFFICER: (ALL F.T.E.:1.0) 71656 VACANT 72907 AYALA, SANTIAGO 71426 RODRIGUEZ, ROBERTO 71569 VACANT 71733 GAUS, MAGAN 70231 ALBERT, MICHAEL 71732 FERNANDEZ, ROBERTO 72605 VACANT 00791 PERSAUD, MAHENDANATH</p>	<p>00834 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT SACCO, RONALD FTE:1.0</p> <p>DETECTIVES & CRIMINAL INVESTIGATORS-L3 LAW ENFORCEMENT INVESTIGATOR I 00340 FORREST, MARIA 72615 BRUEING, LINDSAY 00658 WALSH, PATRICK 00362 VACANT 00405 CARCASSES, ANDREW</p>
<p>70172 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT MAAHS, WAYNE FTE:1.0</p> <p>LAW ENFORCEMENT-L1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0) 00818 POLLY, SHAWN 00298 WICKER, STEPHEN 72807 VACANT 72876 DEVENTURA, AARON 00699 STERREN, DANIEL 72347 COOK, DOYLE</p>	<p>70229 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT MALDONADO, EDWIN FTE:1.0</p> <p>LAW ENFORCEMENT LAW ENFORCEMENT-L1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0) 71713 TABOAS, RENE 00695 FUGATE, BRYAN 70228 BURNS, WILLIAM</p>		<p>00525 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT POMARES, MANUEL FTE:1.0</p> <p>LAW ENFORCEMENT-L-1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0) 72353 VACANT 70190 RACZEK, MATTHEW 71655 PADILLA, MANUEL 72352 SULLIVAN, ERIK 00992 ALMAGRO, WILLIE 70279 DELGADO, LUIS 70178 VACANT 70193 MAYBERG, SHALOM 00991 MIRANDA, DANIEL 01031 YANEZ, RANDY</p>	<p>DETECTIVES & CRIMINAL INVESTIGATORS-L4 LAW ENFORCEMENT INVESTIGATOR II 00521 STIFFLER, WILLIAM 00781 MATSON, ARTHUR</p>
<p>71327 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT MRASIC, MILTON FTE:1.0</p> <p>LAW ENFORCEMENT-L1 LAW ENFORCEMENT OFFICER (ALL F.T.E.:1.0) 00648 TIDWELL, JASON 71630 BARRETT, DAVID 71385 HARRIS, KURT 72806 STASTNY, GREG 00659 SHEA, MARC 70293 VACANT</p>	<p>70115 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT BARCOMB, KEITH FTE:1.0</p> <p>LAW ENFORCEMENT -L-1 LAW ENFORCEMENT OFFICER (ALL FTE 1.0) 72782 VACANT 72360 HEFNER, WADE 00309 DANIELS, RAQUEL 70166 HOOVER, LEWIS 72003 VACANT 71026 SMITH, AARON</p>		<p>72630 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT VACANT FTE:1.0</p> <p>LAW ENFORCEMENT-L1 LAW ENFORCEMENT OFFICER: (ALL F.T.E.:1.0)</p>	<p>00522 FIRST-LINE SUPV/MGR OF LAW ENF & DETECTIVES-L4 LAW ENFORCEMENT LIEUTENANT MARVIN, JOHN FTE:1.0</p>

00260
MANAGERS, ALL OTHERS-L3
LAW ENFORCEMENT
SECTION LEADER
POST, DENNIS
FTE:1.0

00568
MANAGEMENT ANALYSTS-L3
OPERATIONS & MANAGEMENT
CONSULTANT I
STOLIKER, ANGELINA
FTE:1.0

00008
EXECUTIVE SEC & ADMIN
ASSISTANTS-L3
ADMINISTRATIVE
ASSISTANT II
MOORE, MARY JANE
FTE:1.0

SOUTHWEST INVESTIGATIONS

COUNTIES
HILLSBOROUGH, PINELLAS

COUNTIES
POLK, PASCO, HERNANDO

COUNTIES
MANATEE, SARASOTA, HARDEE, DESOTA
HIGHLANDS, POLK

COUNTIES
LEE, CHARLOTTE

00611
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L5
LAW ENFORCEMENT
CAPTAIN
NAVARRO, HUMBERTO
FTE:1.0

LIEUTENANTS (PAGE LAW 12A)

71572
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L5
LAW ENFORCEMENT
CAPTAIN
ISAMBERT, LEANDO
FTE:1.0

00268
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L5
LAW ENFORCEMENT
CAPTAIN
KRAUSE, ANDREW
FTE:1.0

00071
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L5
LAW ENFORCEMENT
CAPTAIN
YOUNG, ROGER
FTE:1.0

70173
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L5
LAW ENFORCEMENT
CAPTAIN
GREALISH, DENIS
FTE:1.0

00274
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES-L4
LAW ENFORCEMENT
LIEUTENANT
DUNNIGAN, MICHAEL
FTE:1.0

72703
EXECUTIVE SEC & ADMIN
ASSISTANTS-L3
ADMINISTRATIVE
ASSISTANT II
JUSTICE, MELODIE
FTE:1.0

70150
EXECUTIVE SEC & ADMIN
ASSISTANTS-L2
STAFF ASSISTANT
KUSTERLE, ELIZABETH
FTE:1.0

71430
FIRST-LINE SUPV/MGR
PROTECT SERV WRK-NS-L3
DUTY OFFICER SUPERVISOR
STEWART, DEBORAH
FTE:1.0

PROTECTIVE SERVICE WORKERS
00570 SMITHKEY, MICHAEL
00594 SOTO, JANICE
00567 JACKSON, SHEILA
00566 VACANT
00444 LEWIS, MARK
00569 BELL, RANDALL
00445 CLARK, CONNIE
70216 MROZOWSKI, ROBERT
72633 GOMEZ, AILEEN
71434 PARK, BRENDAN
71435 SELLS, ELIZABETH
71012 LEWIS, LINDA

LIEUTENANTS (PAGE LAW 12A)

00777
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES-L4
LAW ENFORCEMENT
LIEUTENANT
MEGGISON, JAQUELINE
FTE:1.0

70175
LAW
ENFORCEMENT-L1
LAW ENFORCEMENT
OFFICER
ADAMS, JOANNE
FTE:1.0

71784
EXECUTIVE SEC & ADMIN
ASSISTANTS-L2
STAFF ASSISTANT
GILL, LORRIE
FTE:1.0

LIEUTENANTS (PAGE LAW 12 A)

00650
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
GROVER, KEVIN
FTE:1.0

LAW ENFORCEMENT L-1
LAW ENFORCEMENT OFFICER
(ALL F.T.E.:1.0)

70147 PULASKI, DAMON
00321 ALLISON, JOSHUA
00345 VACANT
70146 BONAVENTURA, ADAM
70169 WOLFF, JOE
70411 VACANT
00370 PETERSON, SCOTT

LIEUTENANTS (PAGE LAW 12 A)

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EXECUTIVE SEC & ADMIN
ASSISTANTS-L3
ADMINISTRATIVE
ASSISTANT II
JOHNSON, LINDA
FTE:1.0

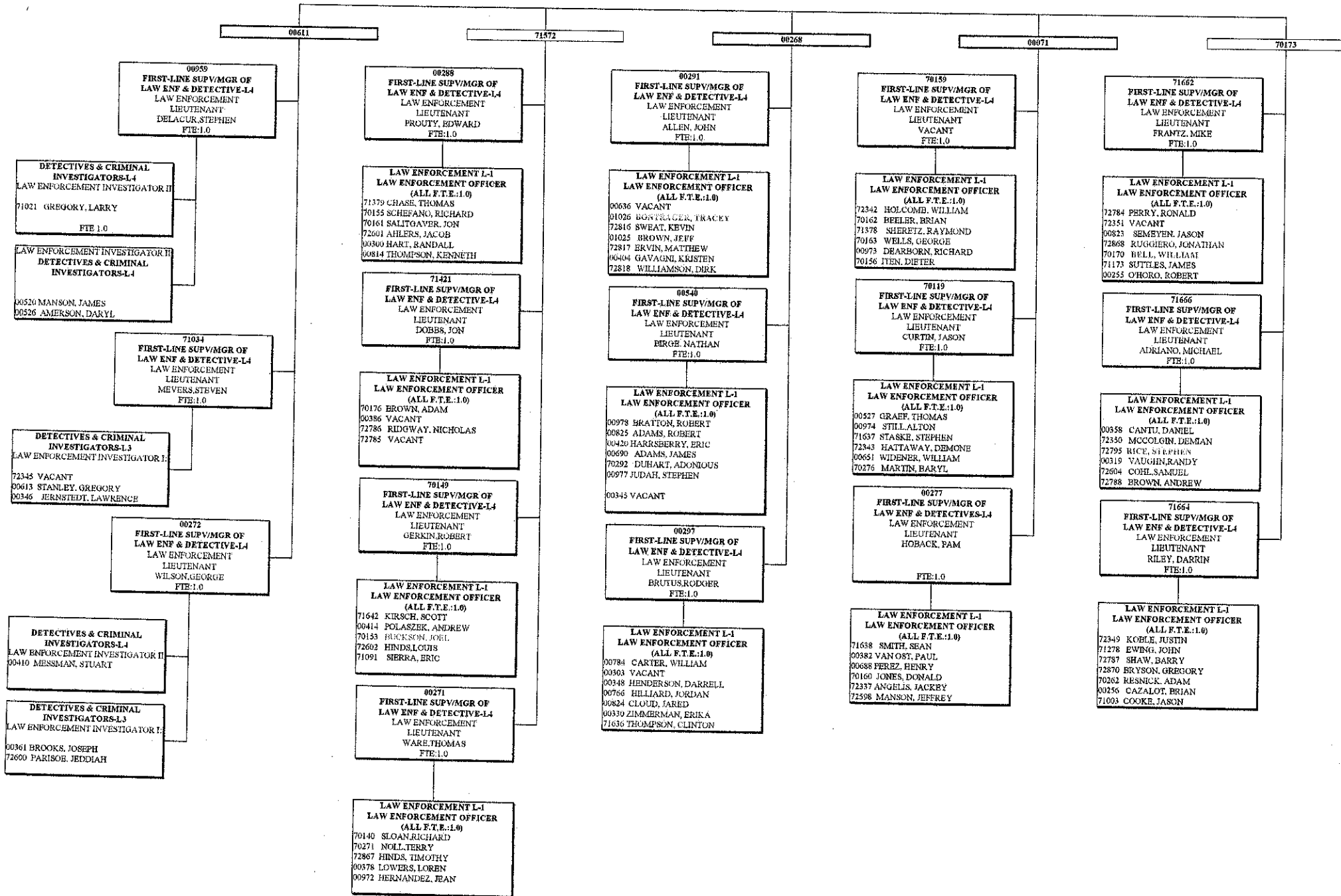
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EXEC SEC &
ADMIN ASSISTANTS
STAFF ASSISTANT
HAMP, SHERYL
FTE:1.0

00773
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
REBON, JEFFREY
FTE:1.0

LAW ENFORCEMENT L-1
LAW ENFORCEMENT OFFICER
(ALL F.T.E.:1.0)

71644 SIMONTIS, ALGIMANTAS
00415 MITCHELL, CRAIG
00075 GRIFFITH, MATHEW
71643 HOOVER, JOHN
72789 SUSHIL, LONNIE
72869 HOWARD, RONALD

LIEUTENANTS (PAGE LAW 12 A)



00254
MANAGERS, ALL OTHERS-L1

DIRECTOR OF
LAW ENFORCEMENT
JONES, JULIE

71420
MANAGERS, ALL OTHERS-L1
DEPUTY DIRECTOR OF
LAW ENFORCEMENT-FWC
BUCKSON, BRUCE
FTE:1.0

SUBSECTION OF
BOATING AND WATERWAYS

SUBSECTION OF
FIELD SERVICES
LAW PAGE 14

72328
MANAGERS, ALL OTHERS-L3
LAW ENFORCEMENT
SECTION LEADER
OUBLETTE, PAUL
FTE:1.0

70743
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L5
LAW ENFORCEMENT
CAPTAIN
KEYSER, CAROL
FTE:1.0

00462
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L5
LAW ENFORCEMENT
CAPTAIN
MOORE, RICHARD M
FTE:1.0

70104
EXECUTIVE SEC & ADMIN
ASSISTANTS-L3
ADMINISTRATIVE
ASSISTANT II
DUNSON, BONNIE
FTE:1.0

71083
MANAGEMENT ANALYSTS/
BUSINESS OPERATIONS - L4
SENIOR MANAGEMENT
ANALYST II
HARRELL, PATRICIA
1.00

72988
MANAGEMENT
ANALYST L-2
GOVERNMENT
ANALYST II
SARGENT, WILLIAM
FTE:1.0

70285
MANAGEMENT
ANALYSTS-L4
PLANNER IV
ALFORD, TARA
FTE:1.0

72719
MANAGEMENT
ANALYSTS-L4
PLANNER IV
GRIFFIN, DAWN
FTE:1.0

72896
MANAGEMENT
ANALYSTS-L2
PLANNER I
MOREAU, RYAN
FTE:1.0

72987
MANAGEMENT
ANALYSTS-L2
PLANNER I
HORNING, PHIL
FTE:1.0

72629
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
DIPRE, DAVID
FTE:1.0

71687
MANAGEMENT ANALYSTS-L3
OPERATIONS & MGMT
CONSULTANT I
GURR, SHELLY
FTE:1.0

71032
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
CATES, EDWARD
FTE:1.0

71086
MANAGEMENT
ANALYSTS - L3
MANAGEMENT
ANALYST II
REHWINKEL, BRIAN
FTE:1.0

71416
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE-L4
LAW ENFORCEMENT
LIEUTENANT
OLSON, SCOTT
FTE:1.0

00963
FINANCIAL SPECIALISTS
ALL OTHERS L-5
GRANTS
SPECIALISTS
WOODY, TIMOTHY
FTE:1.0

72744
FINANCIAL SPECIALISTS
ALL OTHERS L-1
GRANTS
SPECIALISTS II
THOMPSON, KATRINA
FTE:1.0

72745
CONSTRUCTION MANAGERS L-2
CONSTRUCTION PROJECTS
ADMINISTRATOR I
GILLEY, TIMOTHY
FTE:1.0

00930
EXECUTIVE SEC & ADMIN
ASSISTANTS L-2
ADMINISTRATIVE
ASSISTANT I
SECRET, APRIL
FTE:1.0

00936
CONSTRUCTION & RELATED
WORKERS - ALL OTHERS L-2
BUILDING CONSTRUCTION
SPECIALIST
RUSSELL, KINDL
FTE:1.0

00934
BIOLOGICAL
TECHNICIANS L-1
FISH/WILDLIFE
TECHNICIAN
OSTEEN, TERRY
FTE:1.0

01072
BIOLOGICAL
TECHNICIANS L-1
FISH/WILDLIFE
TECHNICIAN
GIDDENS, JOHN
FTE:1.0

72989
EXECUTIVE SECRETARIES
& ADMIN ASSTS L-2
ADMINISTRATIVE
ASSISTANT I
VACANT
FTE:1.0

71420
MANAGERS, ALL OTHERS L-4
DEPUTY DIRECTOR OF
LAW ENFORCEMENT-FWC
BUCKSON, BRUCE

SUBSECTION OF
FIELD SERVICES

72693
MANAGERS, ALL OTHERS-L3
LAW ENFORCEMENT
SECTION LEADER
NORTON, BRETT
FTE:1.00

00600
DETECTIVES & CRIMINAL
CRIME INTELLIGENCE
ANALYST II
COLETTI, REBECCA
FTE:1.0

72482
DETECTIVES & CRIMINAL
CRIME INTELLIGENCE
ANALYST I
SIMS, DARRELL
FTE 1.0

71018
DETECTIVES & CRIMINAL
CRIME INTELLIGENCE
ANALYST I
VOSS, CARL
FTE 1.0

70330
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES-L3
LAW ENFORCEMENT
CAPTAIN
HAWORTH, THOMAS
FTE:1.0

RADIO TECHNOLOGY &
SYSTEMS ENGINEERING
PAGE 16

70105
EXECUTIVE SEC & ADMIN
ASSISTANTS L-2
ADMINISTRATIVE
ASSISTANT II
DOWDEN, JENNIFER
FTE 1.0

70213
FIRST LINE SUPV/MGR OF
LAW ENF & DETECTIVES L-4
LAW ENFORCEMENT
LIEUTENANT
SELLA, CHRISTOPHER
FTE:1.0

00424
MANAGEMENT ANALYST
ANALYST L-3
PLANNER II
STEPHENS, SUSANNA
FTE 1.0

FLEET MANAGEMENT
LAW PAGE 15

71783
EXECUTIVE SECRETARIES
& ALL OTHERS - L2
STAFF
ASSISTANT
POPE, KARRI
FTE: 1.0

71786
MATHEMATICIANS
TECHNICIANS L-2
RESEARCH
ASSISTANT
TUSTISON, JACOB
FTE 1.0

00454
EX. SEC. &
ADMIN. ASSISTANTS - L2
ADMINISTRATIVE
ASSISTANT I
BOZEMAN, RACHEL
FTE 1.0

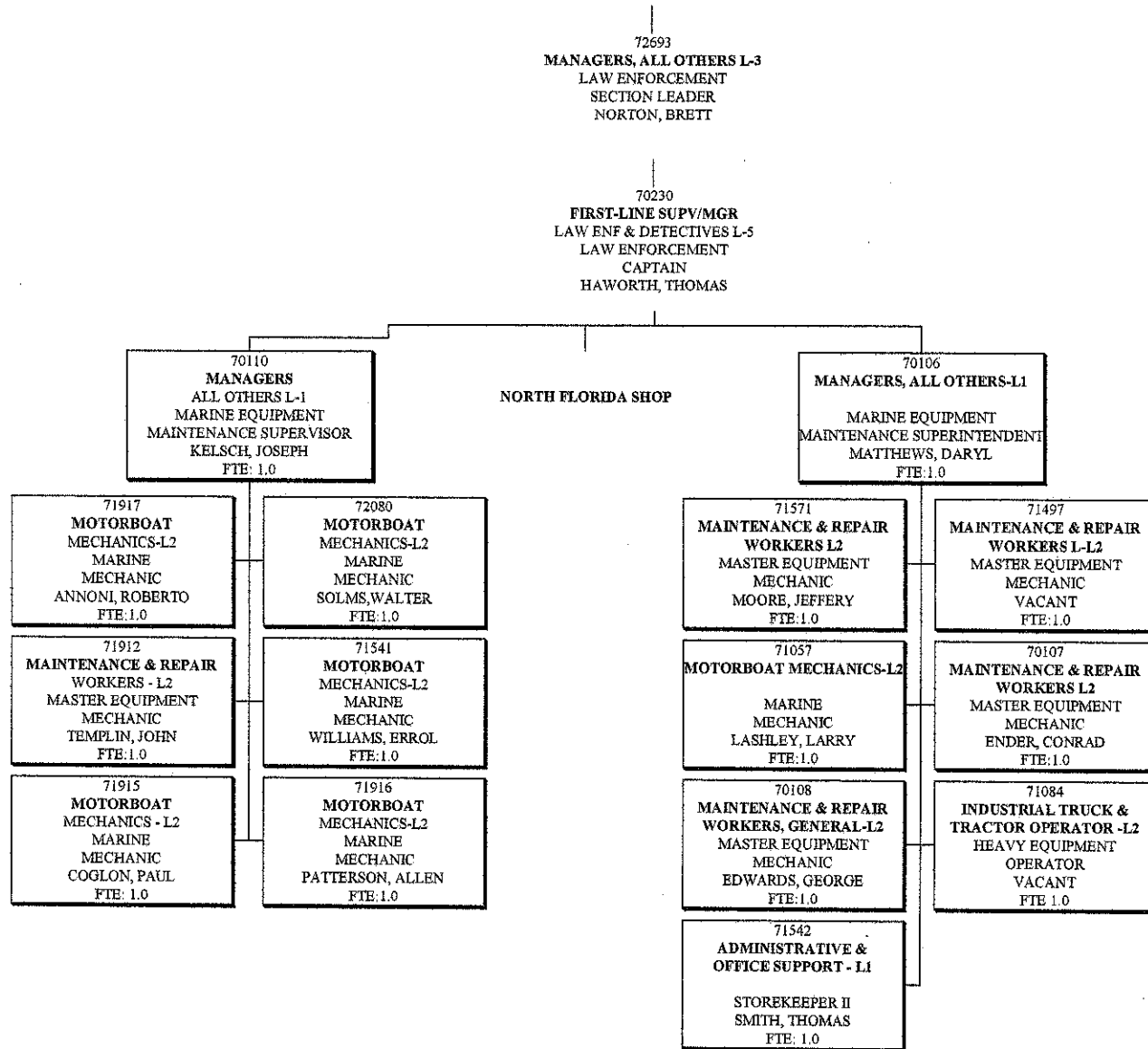
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MANAGEMENT
ANALYSTS-L3
OPERATIONS & MANAGEMENT
CONSULTANT I
GURKA, PAUL
FTE:1.0

70275
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES-L4
LAW ENFORCEMENT
LIEUTENANT
MARLOW, JASON
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70265
MANAGEMENT ANALYST
ANALYST L-2
PLANNER I
ALBANESE, JONATHAN
FTE 1.0

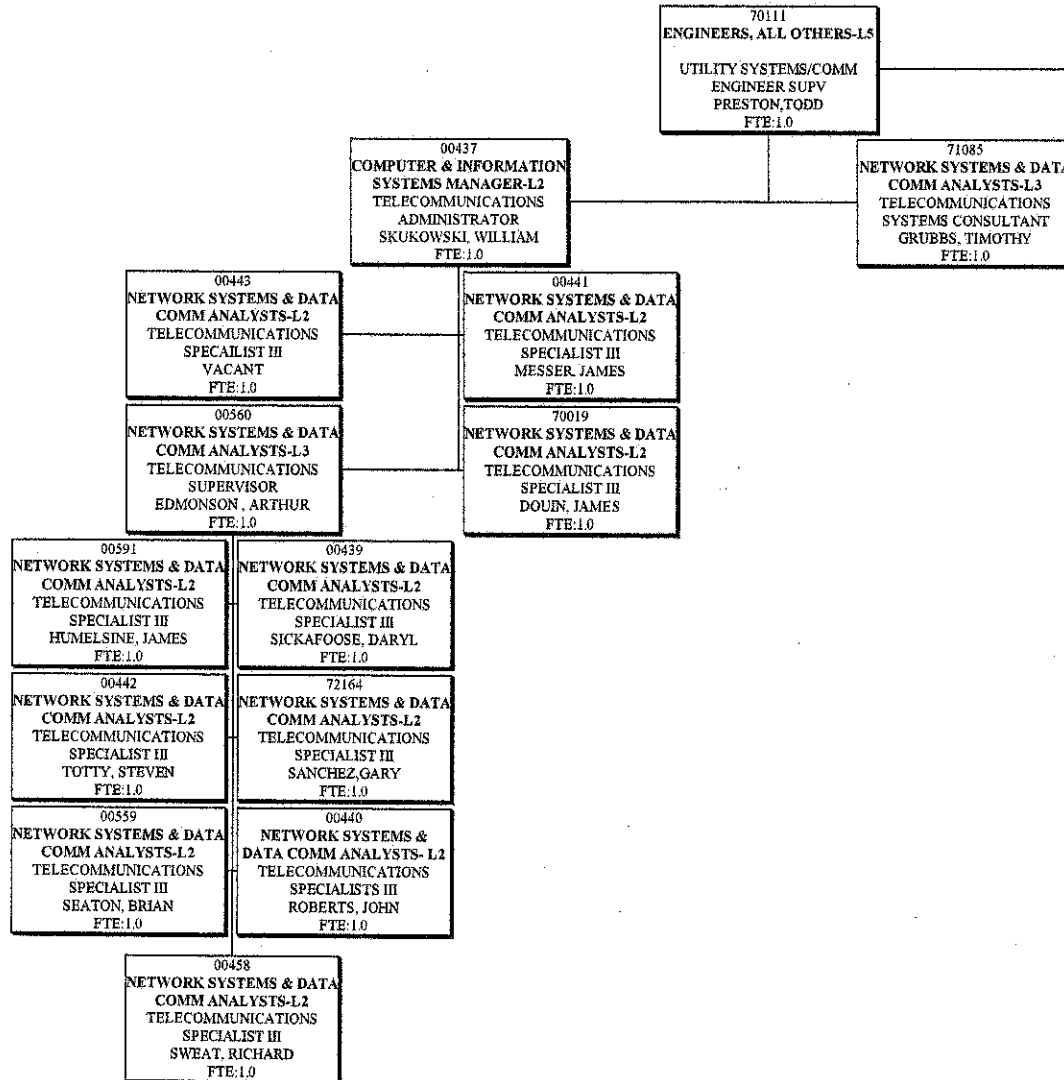
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DATA ENTRY
KEYERS L-2
DATA ENTRY
OPERATOR SUPERVISOR II
SIMS, CORTNEY
FTE:1.0

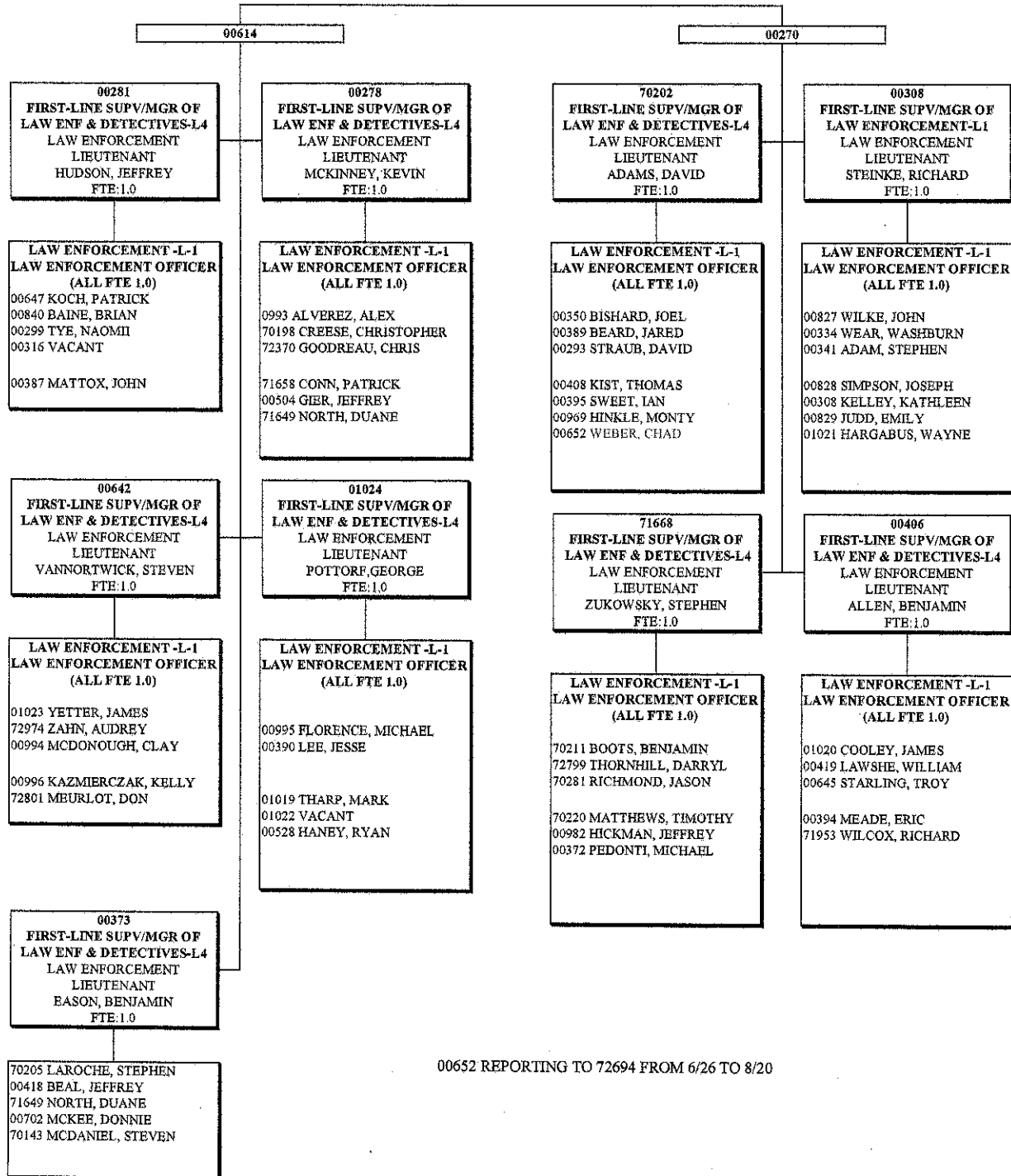
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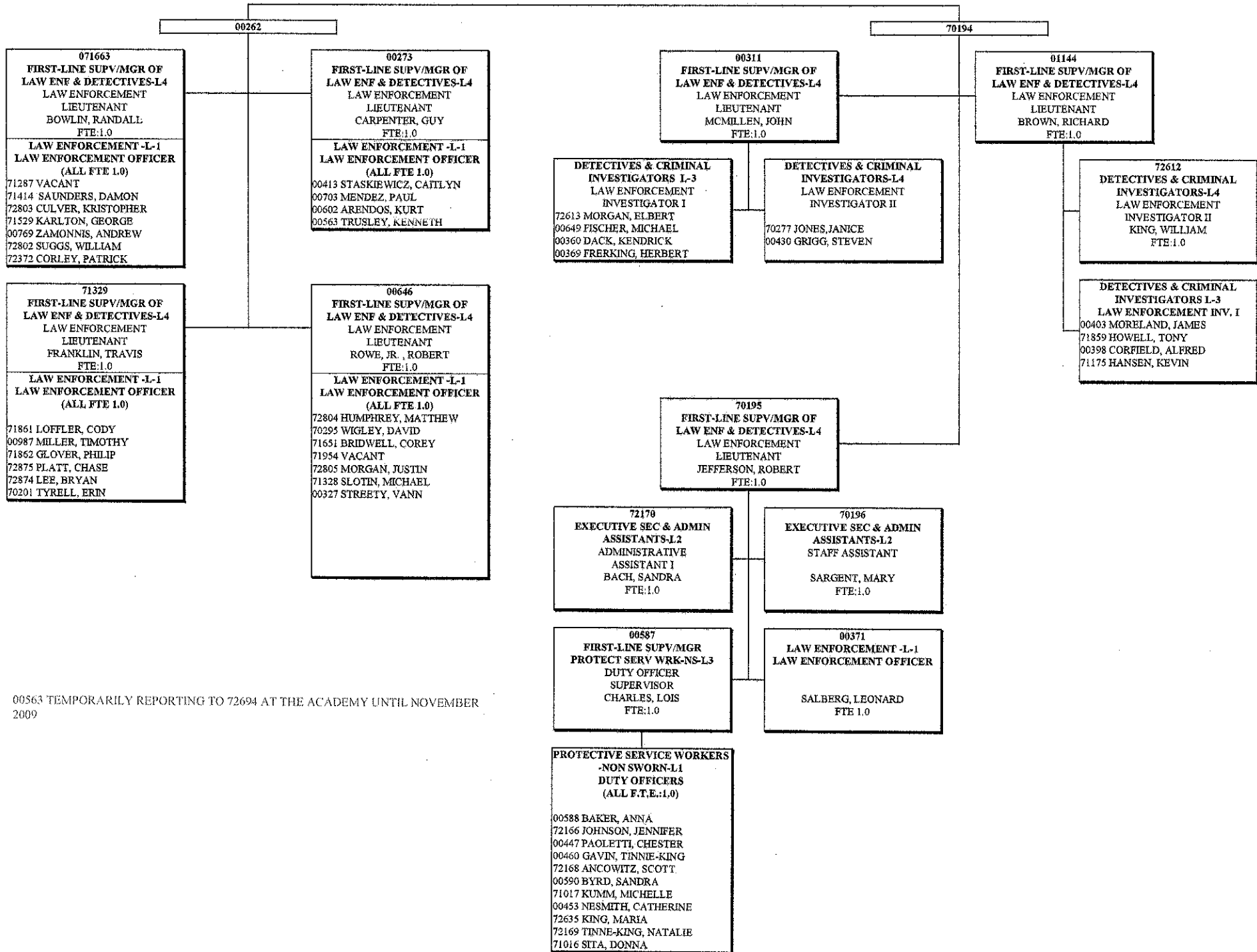
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72693
MANAGERS, ALL OTHERS L-3
LAW ENFORCEMENT
SECTION LEADER
NORTON, BRETT

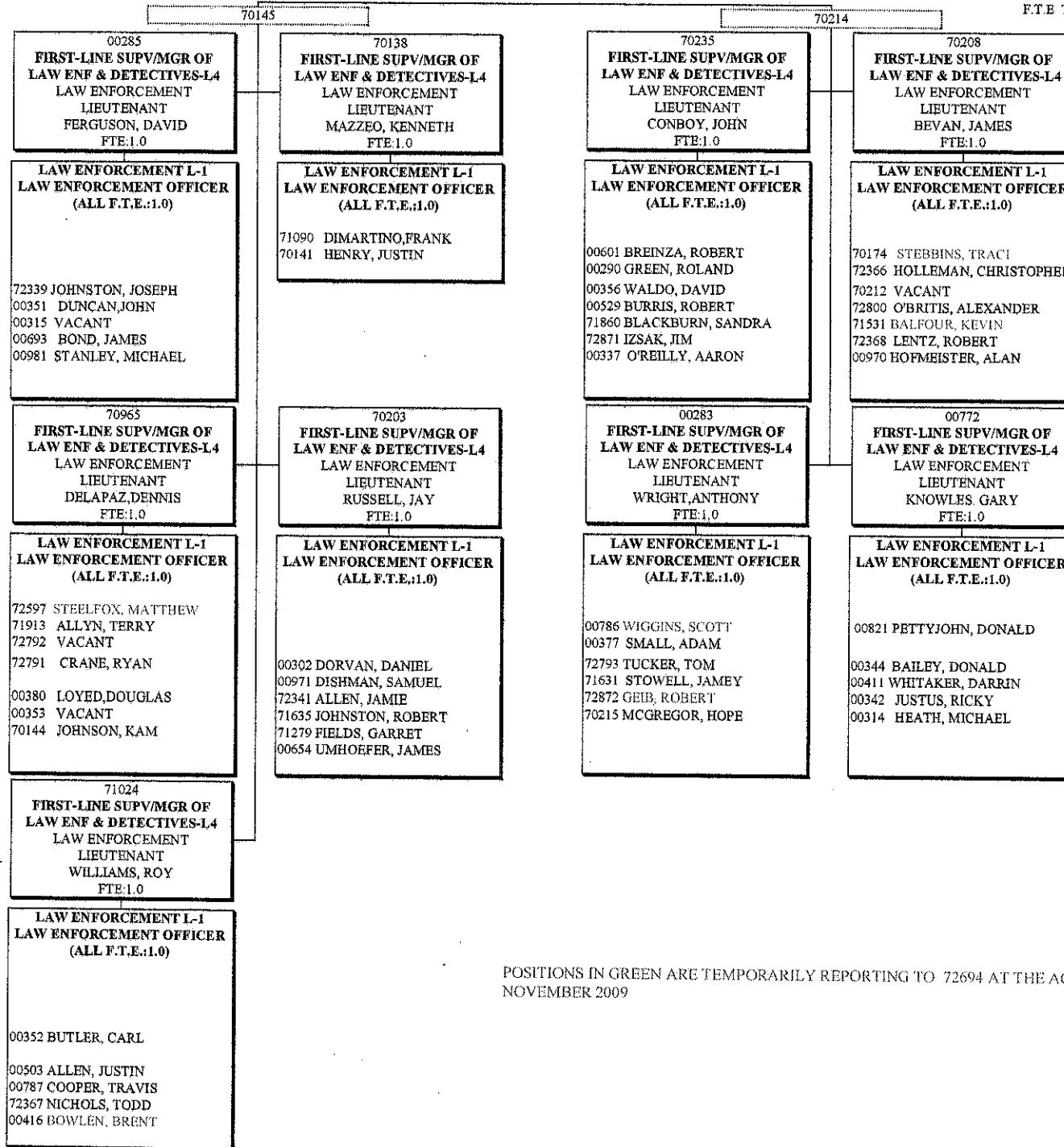




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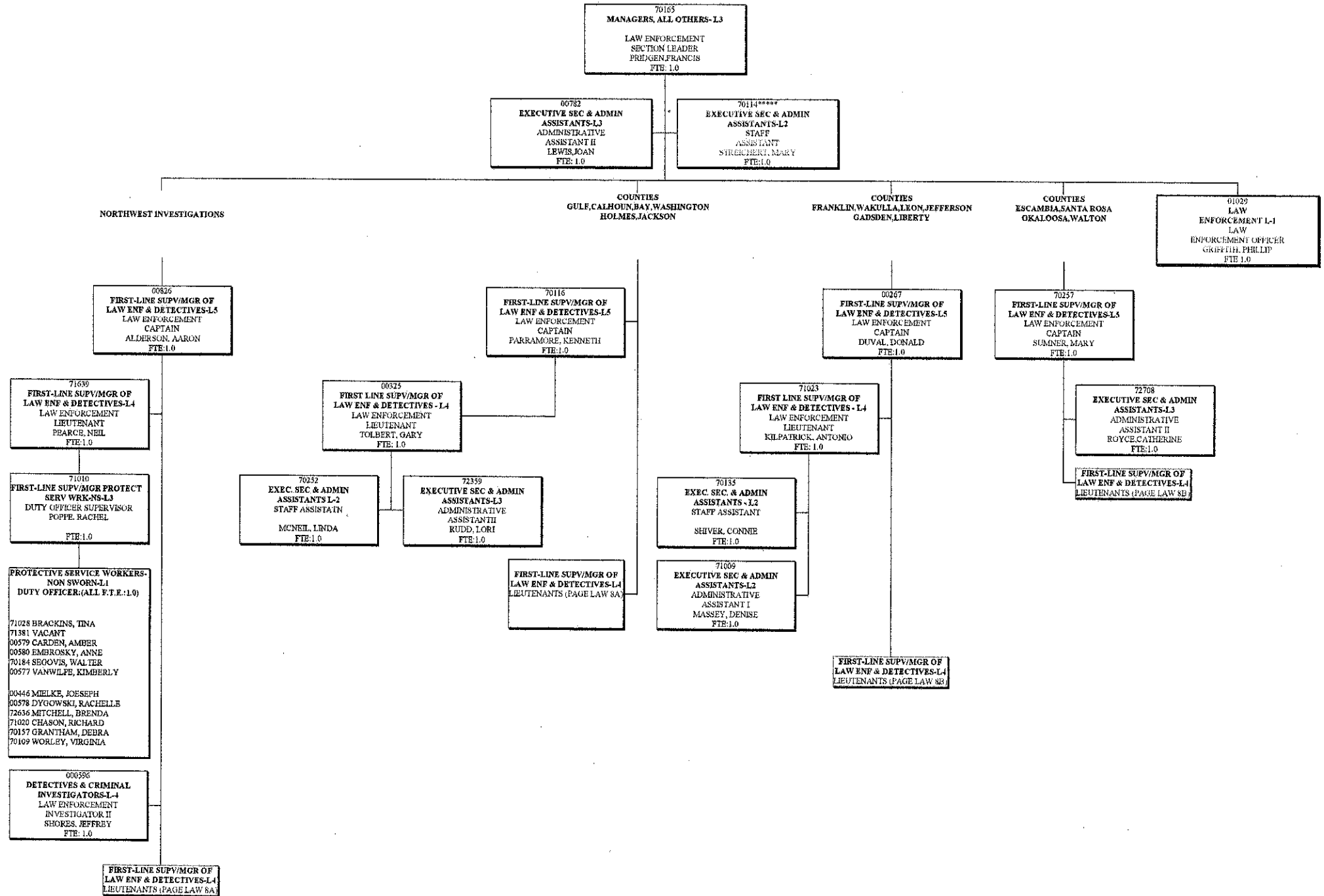


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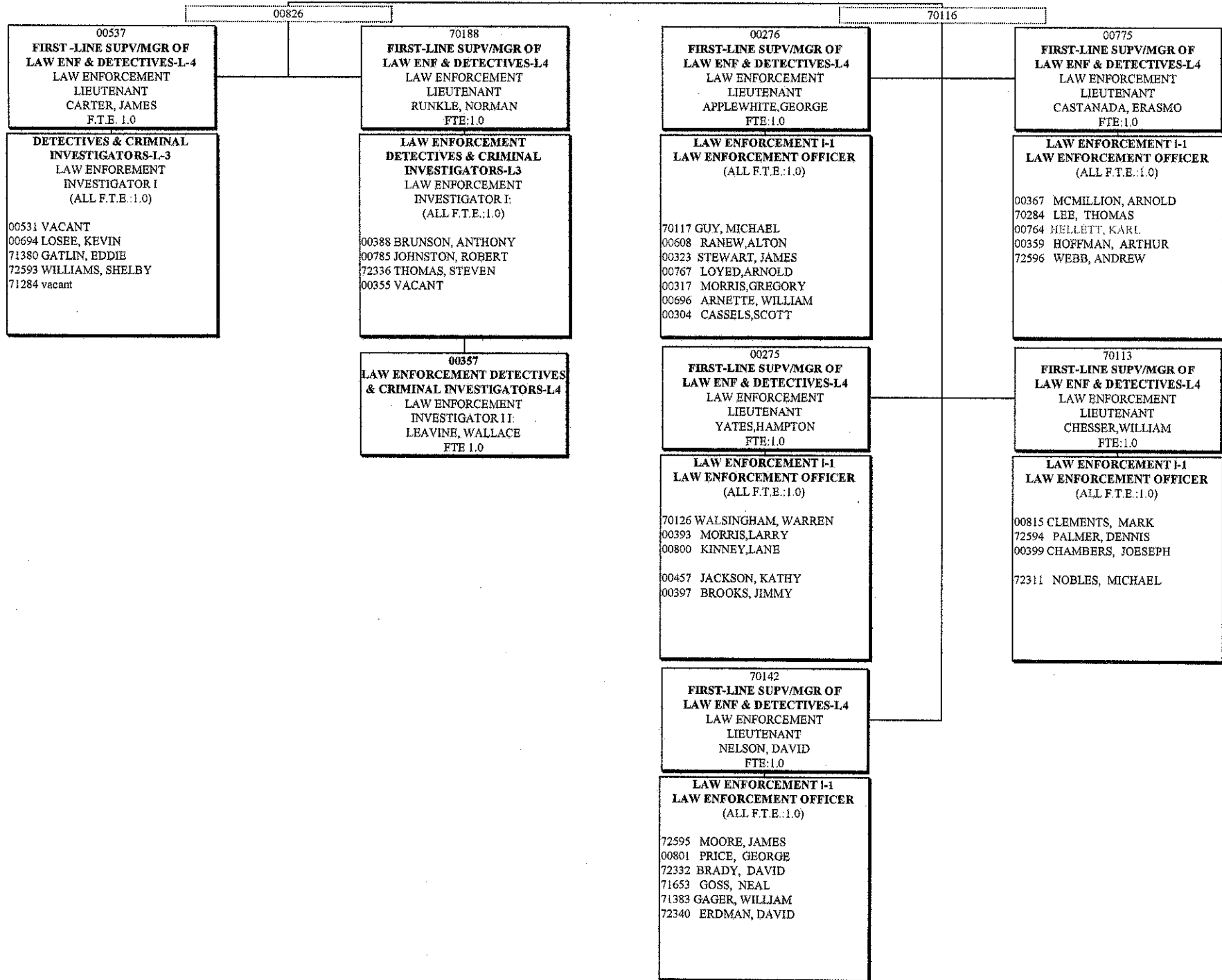


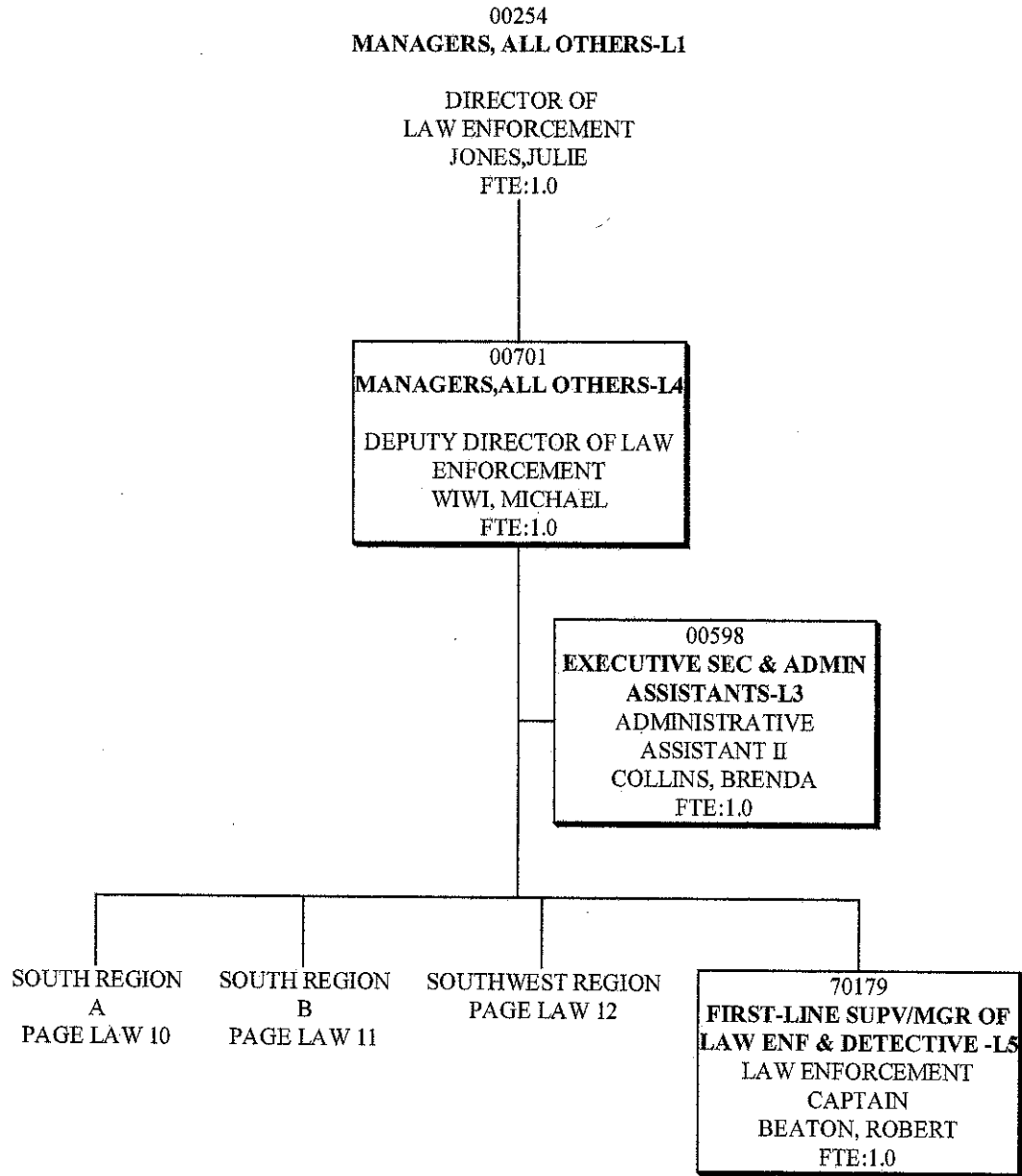
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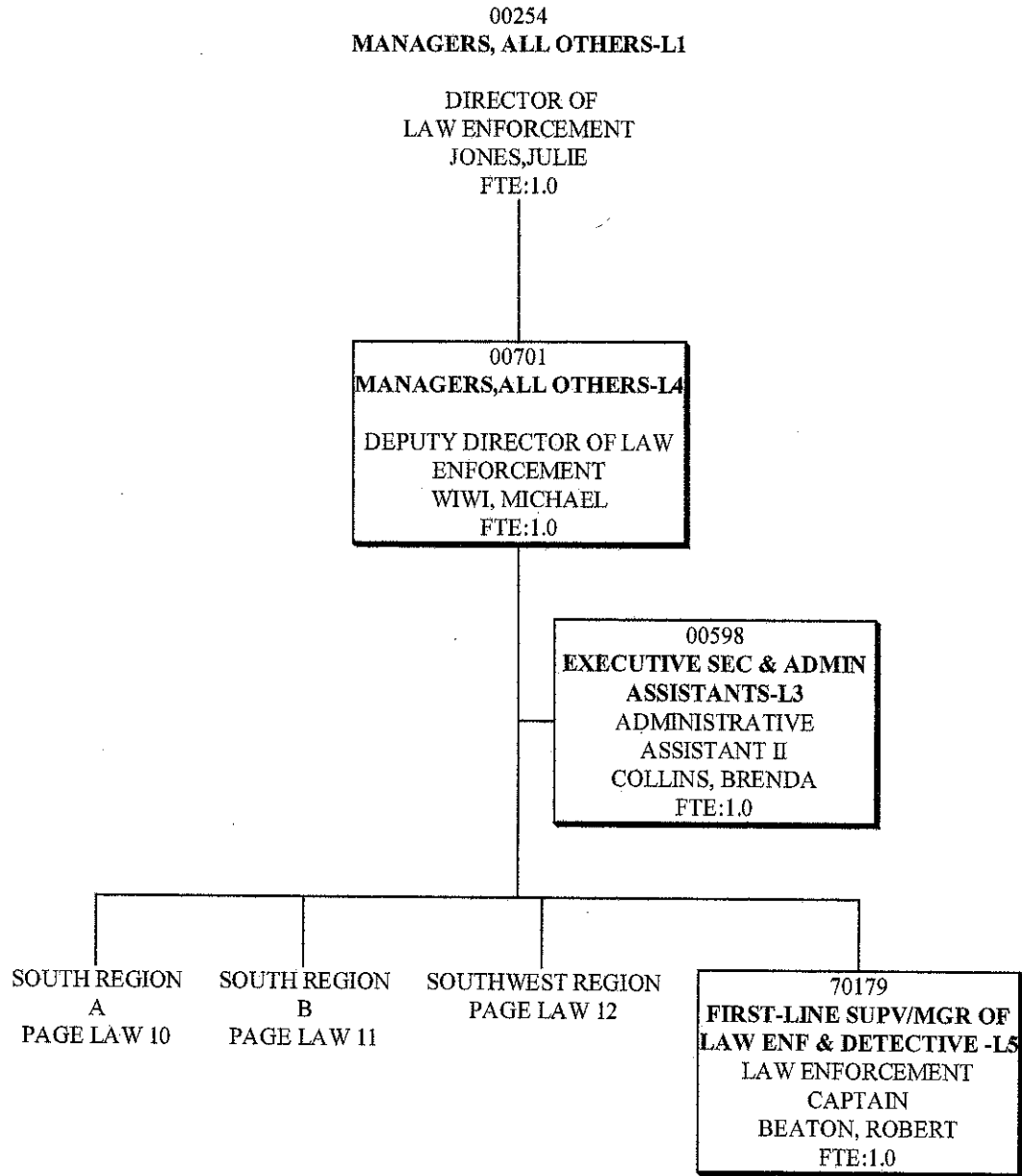
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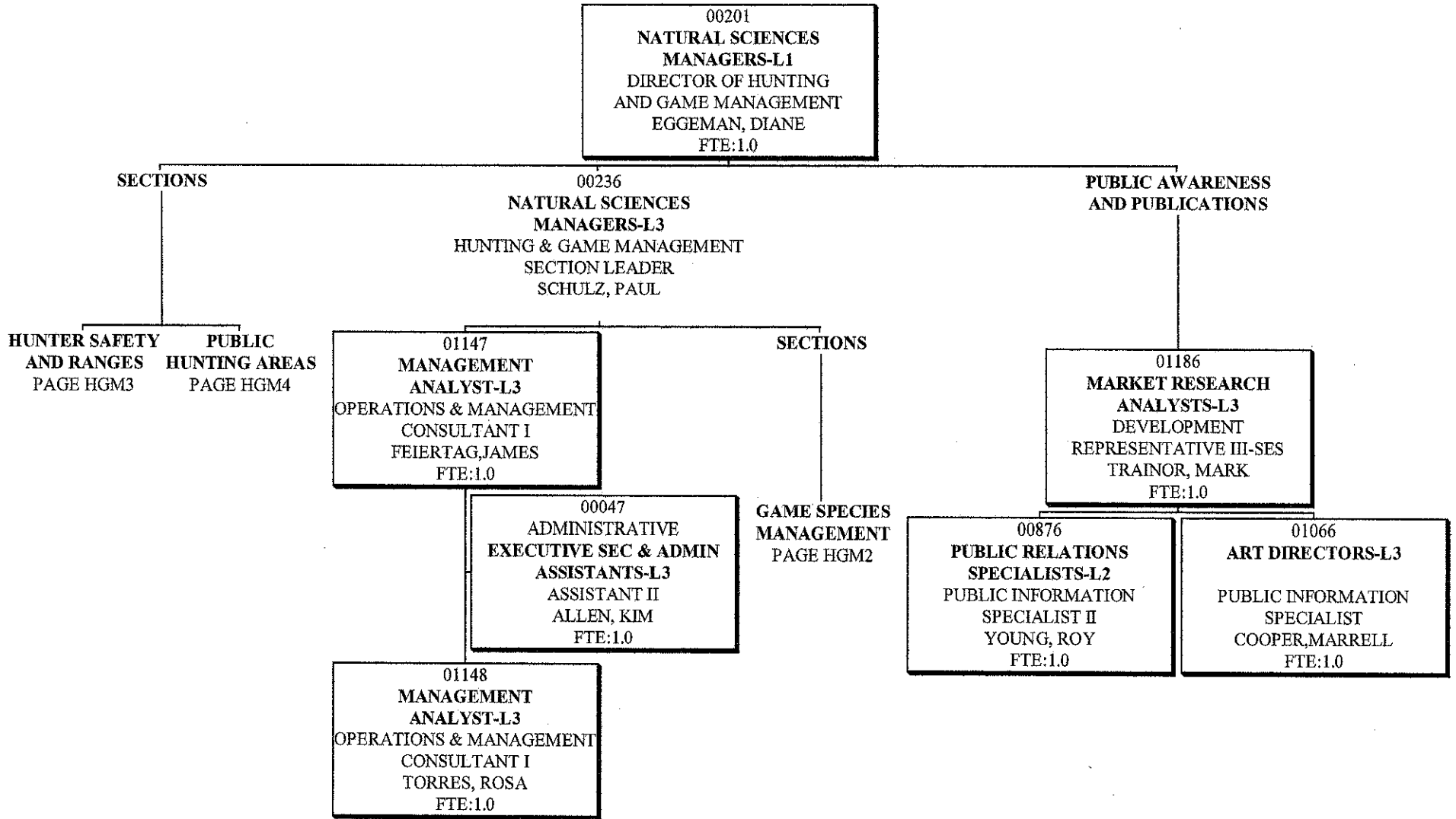


DIVISION OF LAW ENFORCEMENT

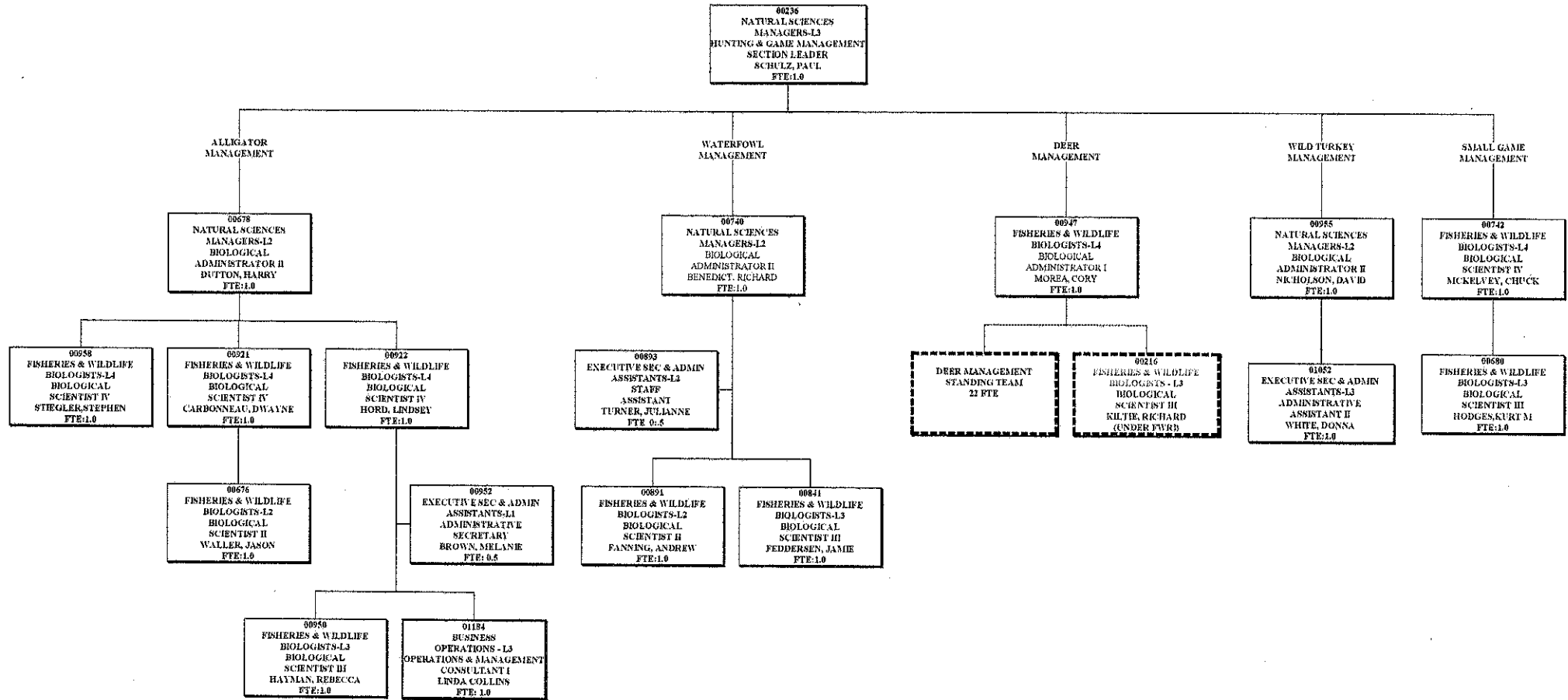


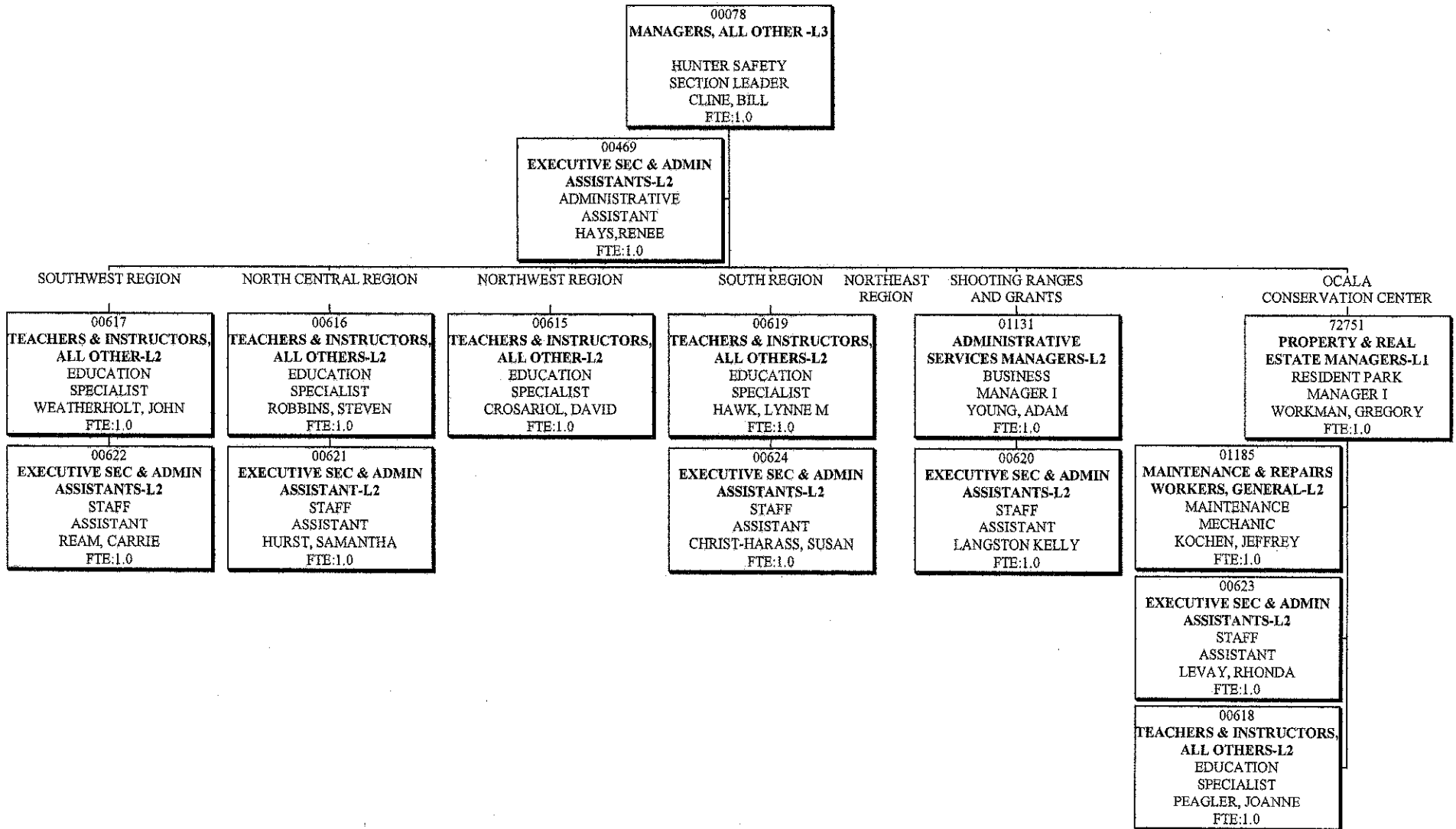


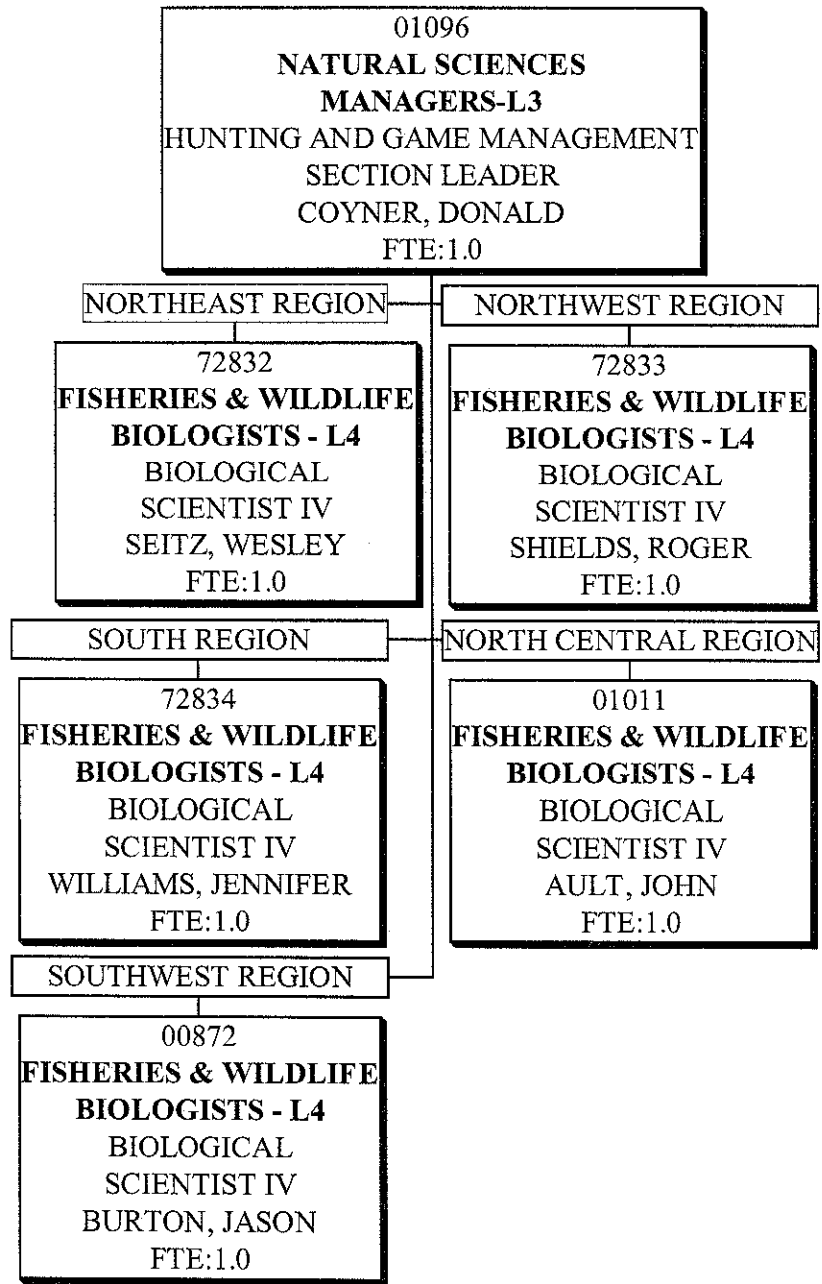


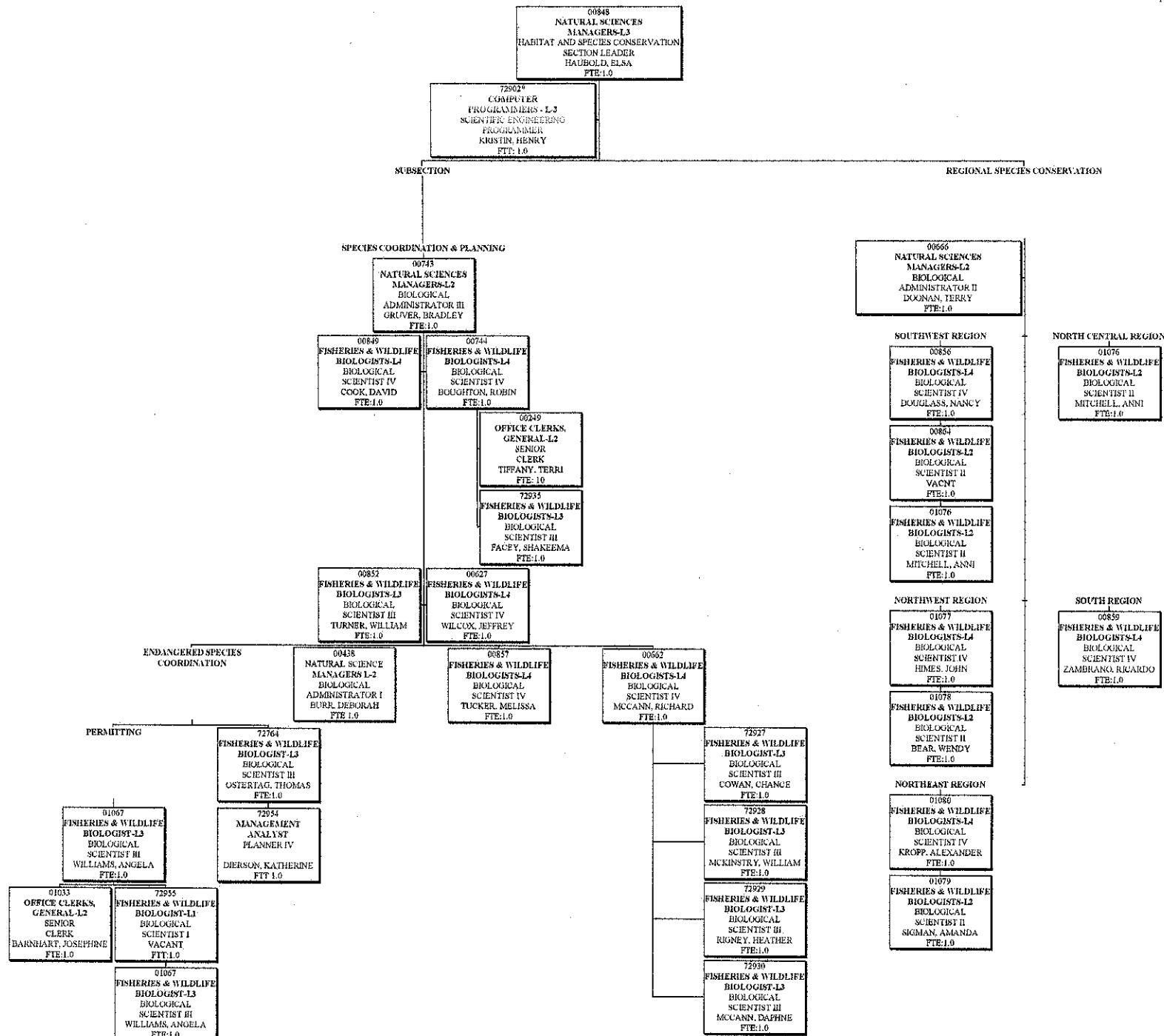


DIVISION OF HUNTING AND GAMES MANAGEMENT

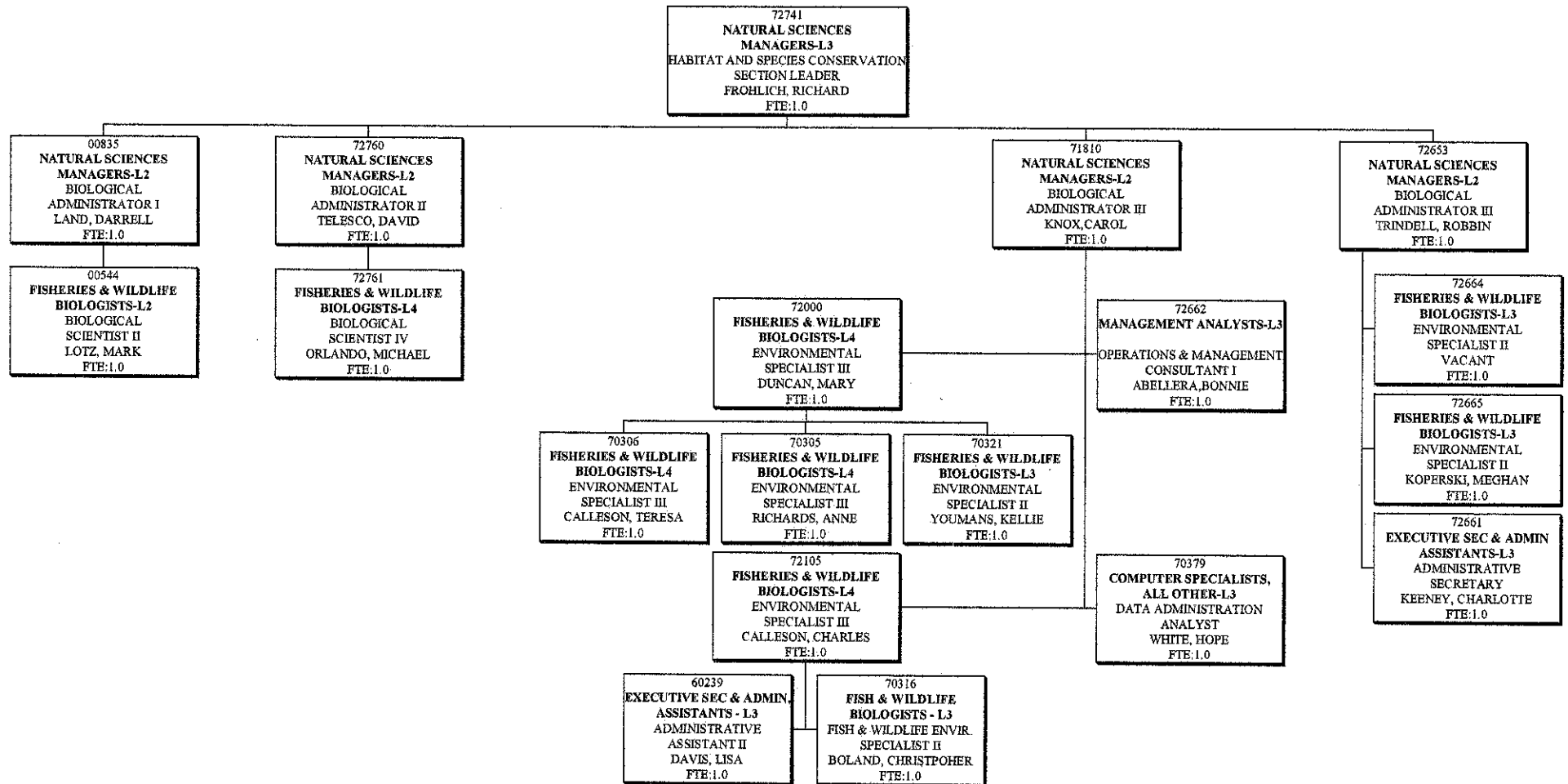


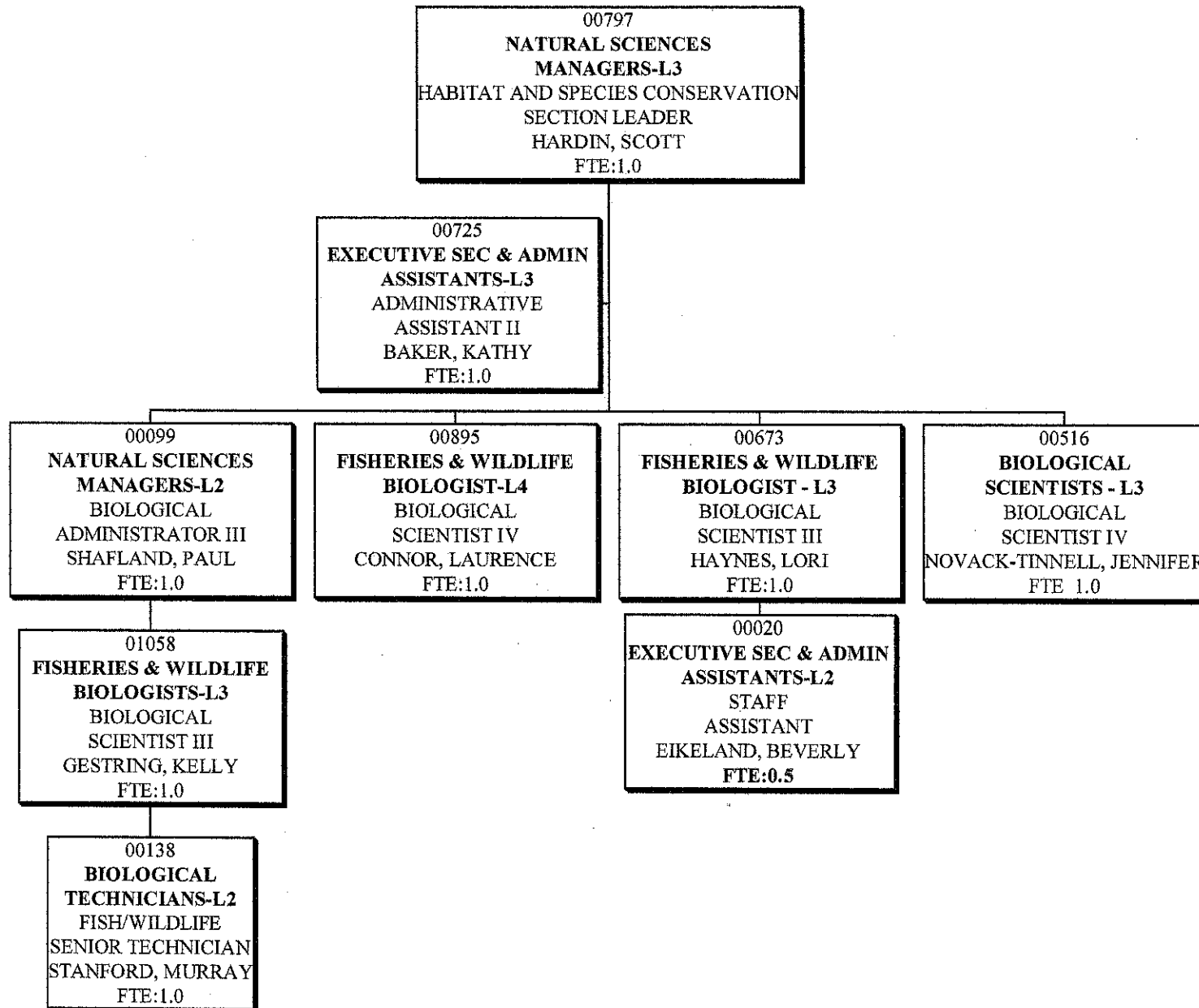




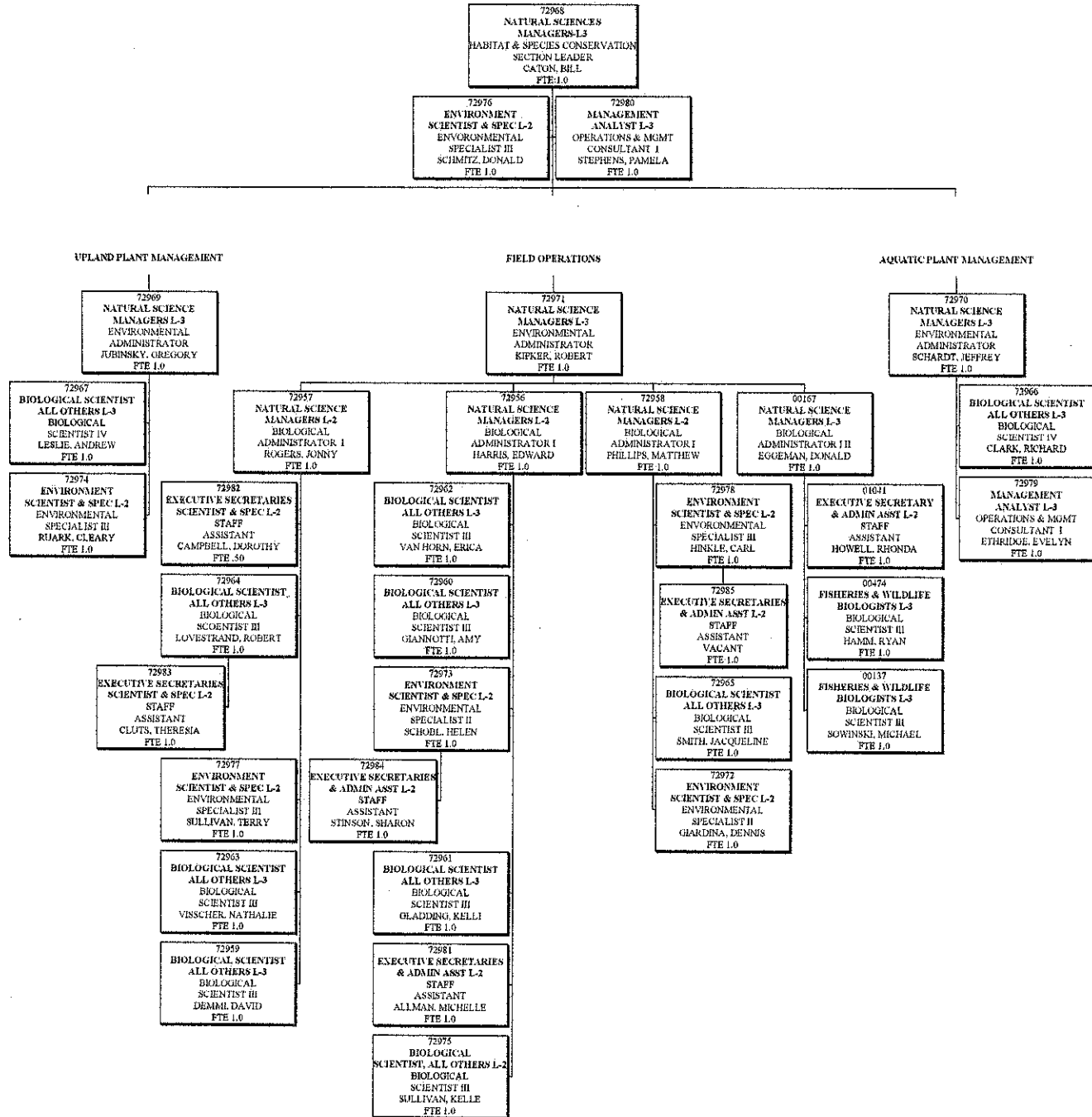


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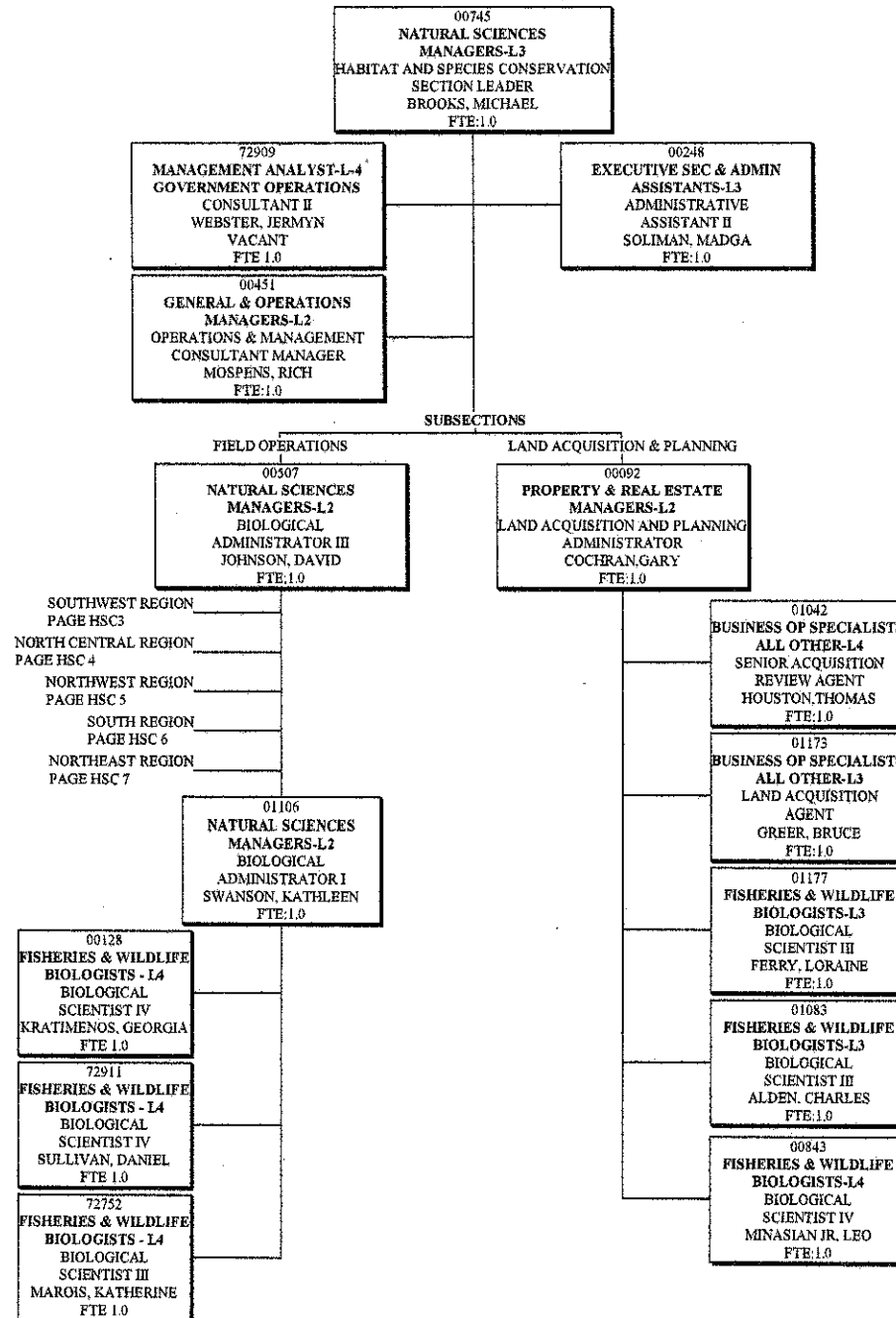


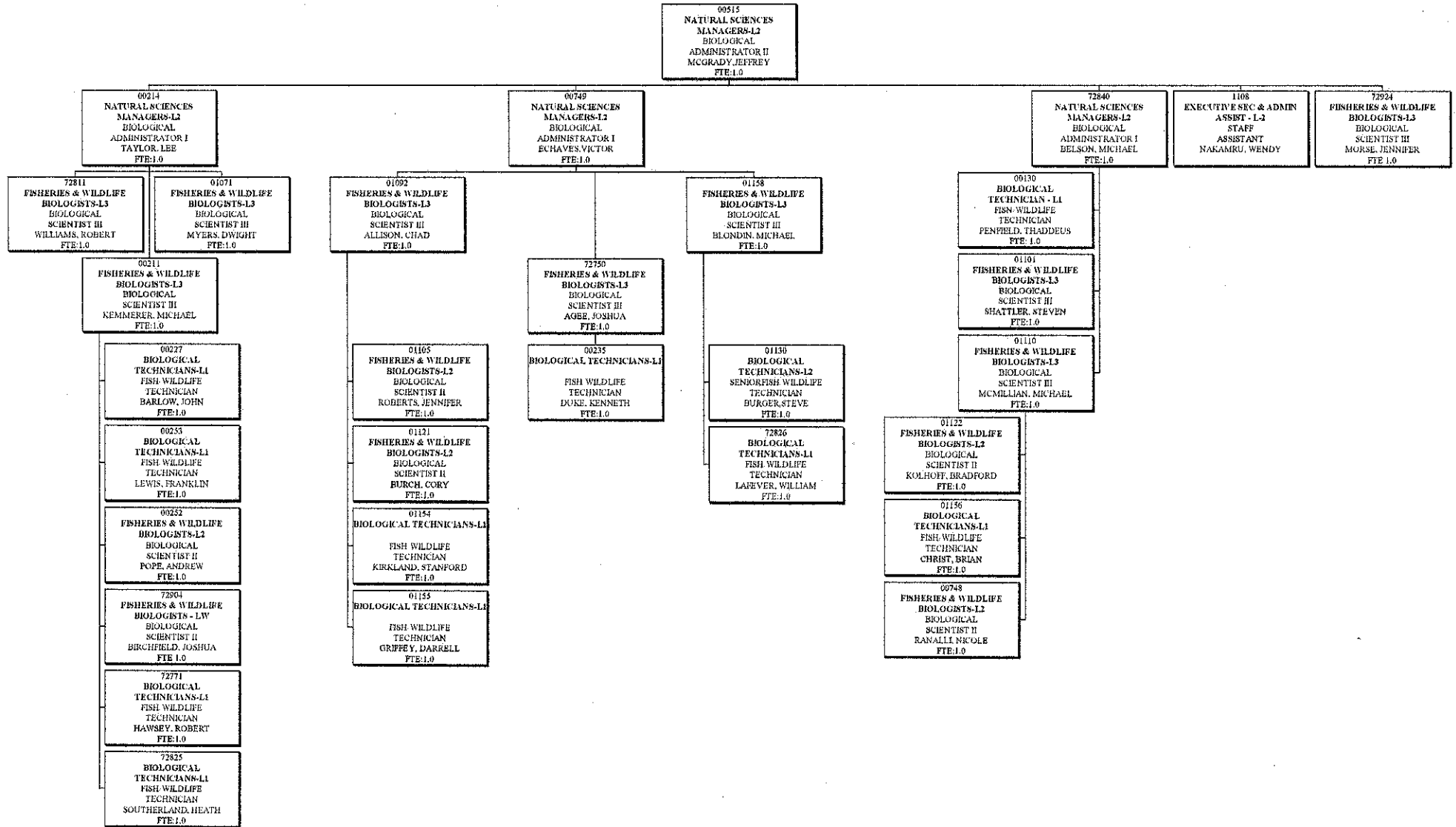


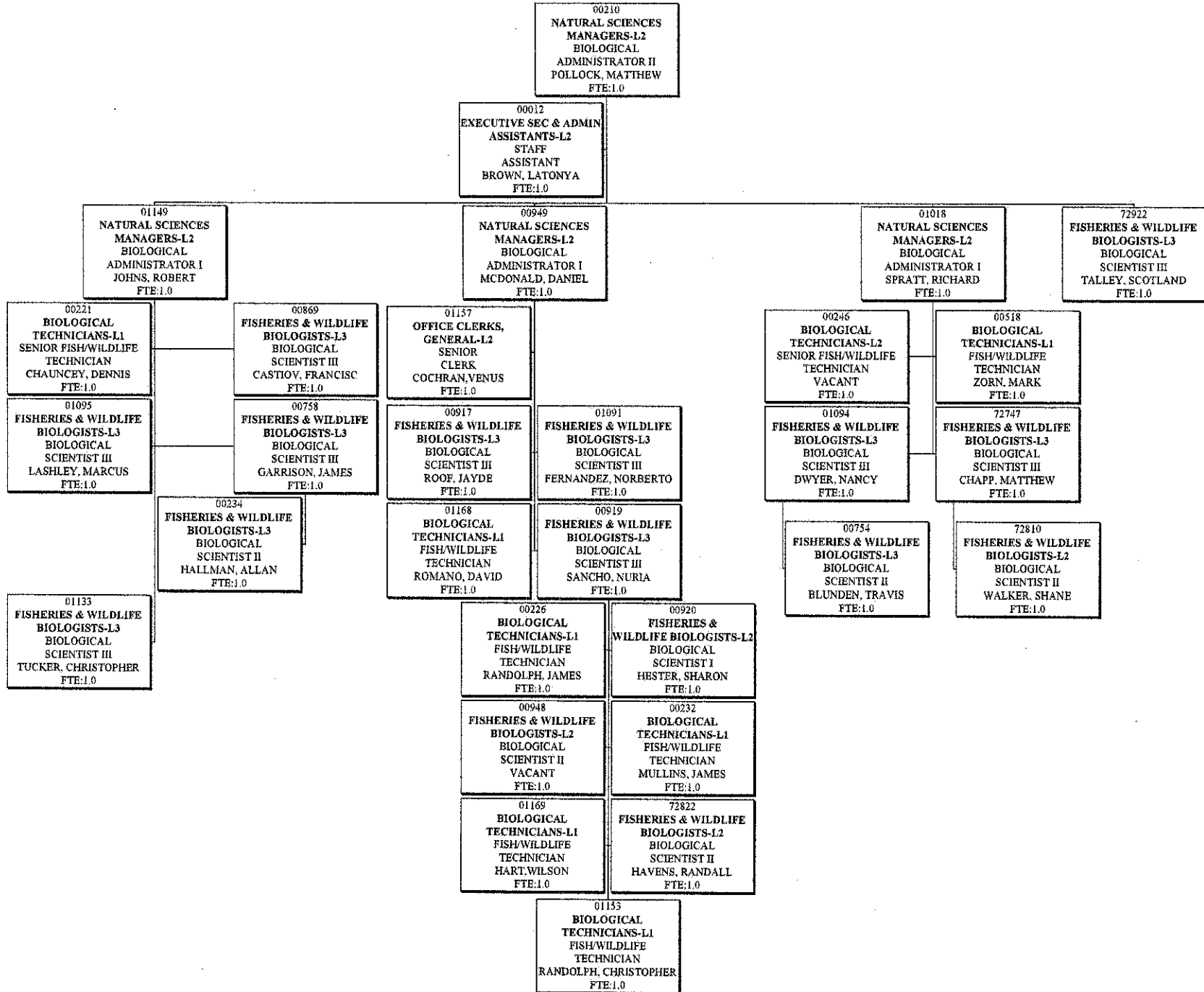
DIVISION OF HABITAT AND SPECIES CONSERVATION

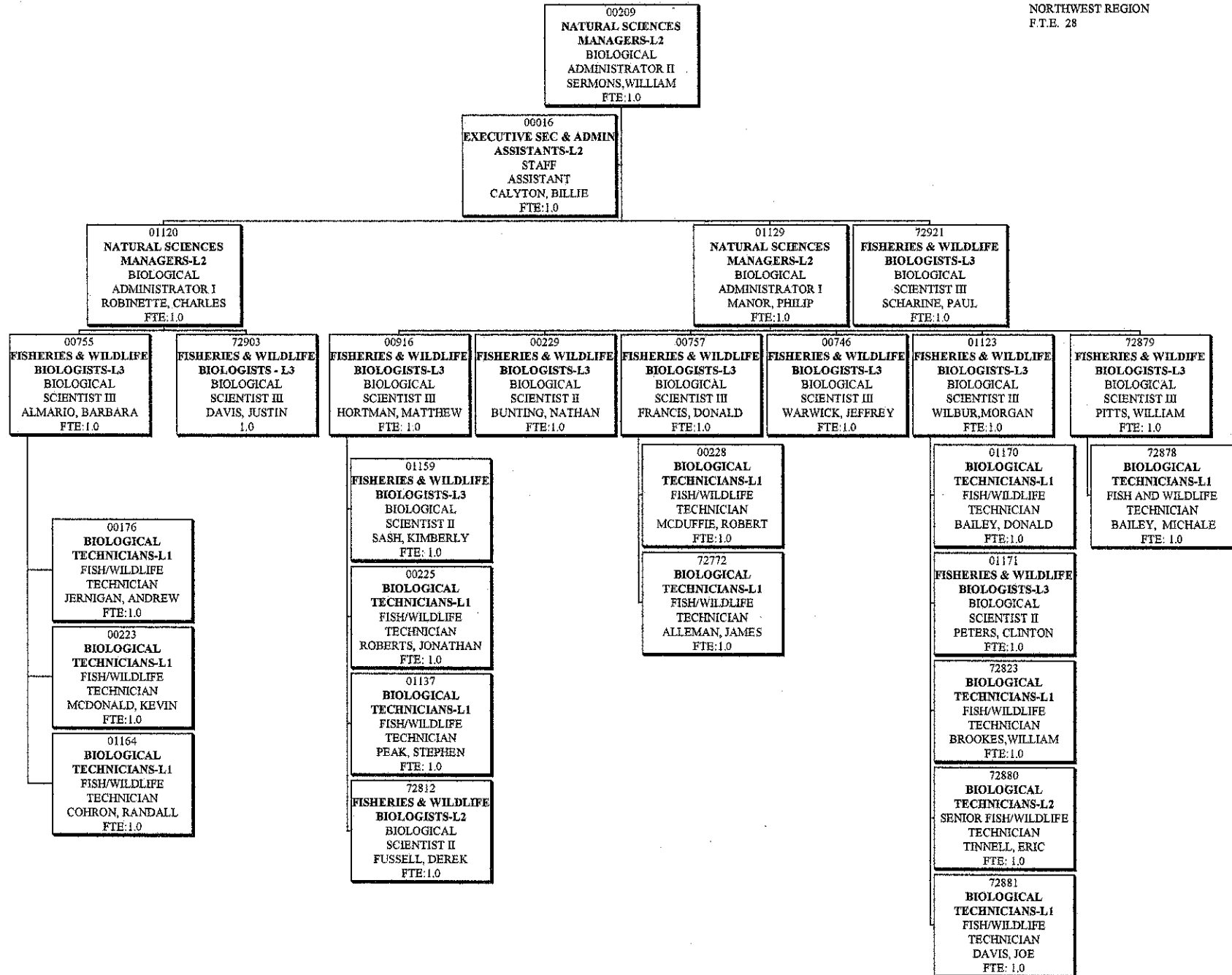


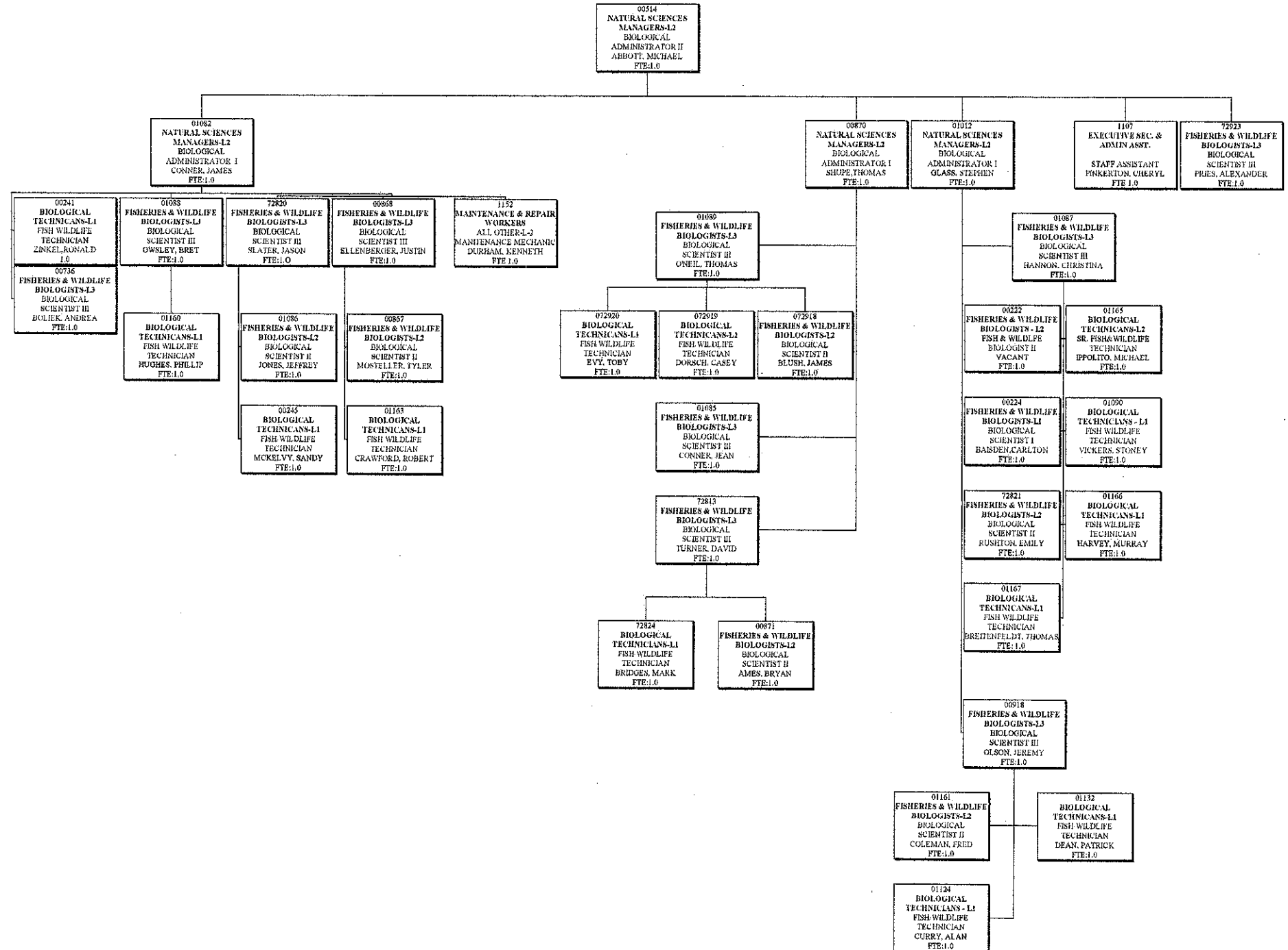
DIVISION OF HABITAT AND SPECIES CONSERVATION



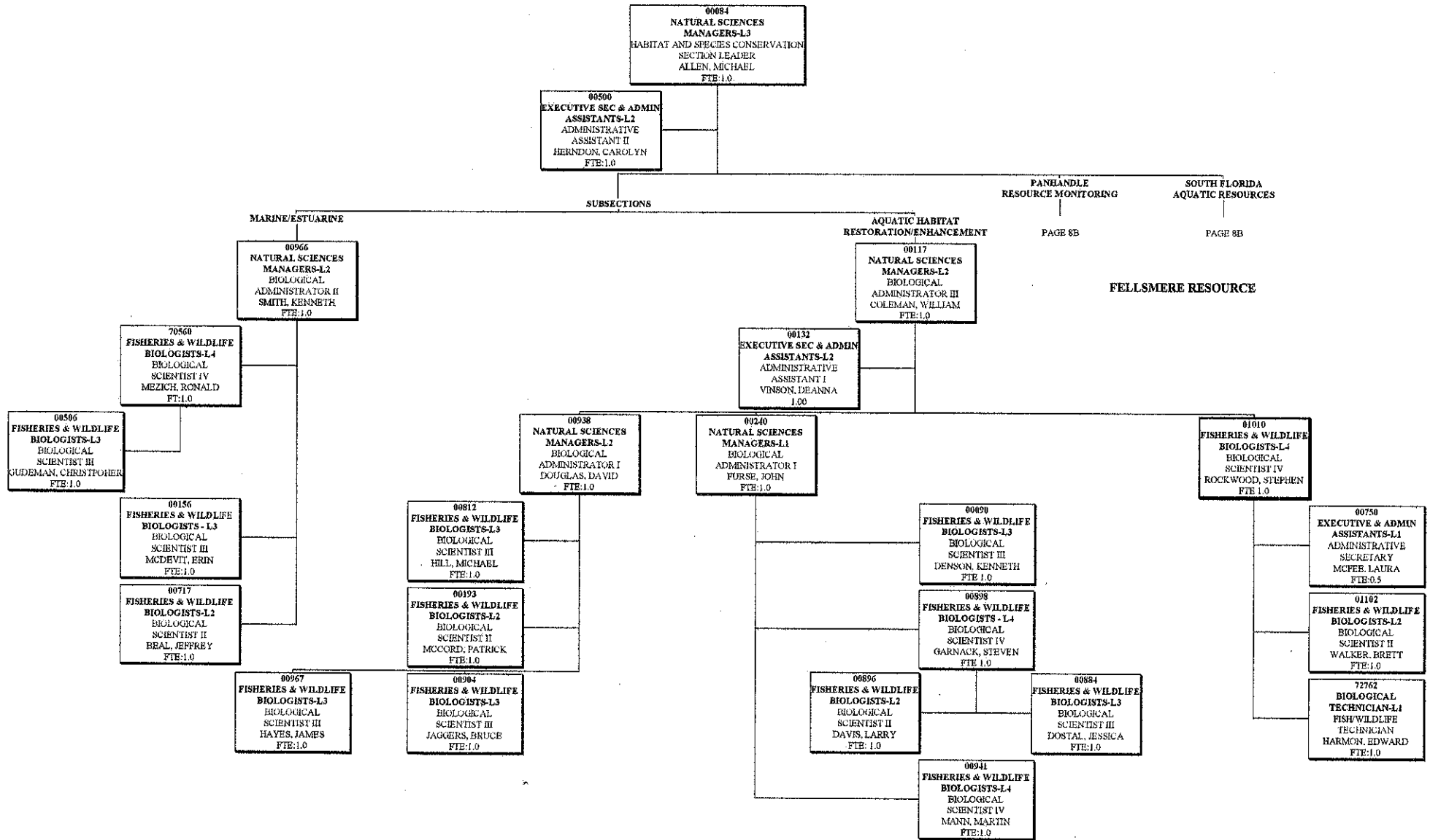


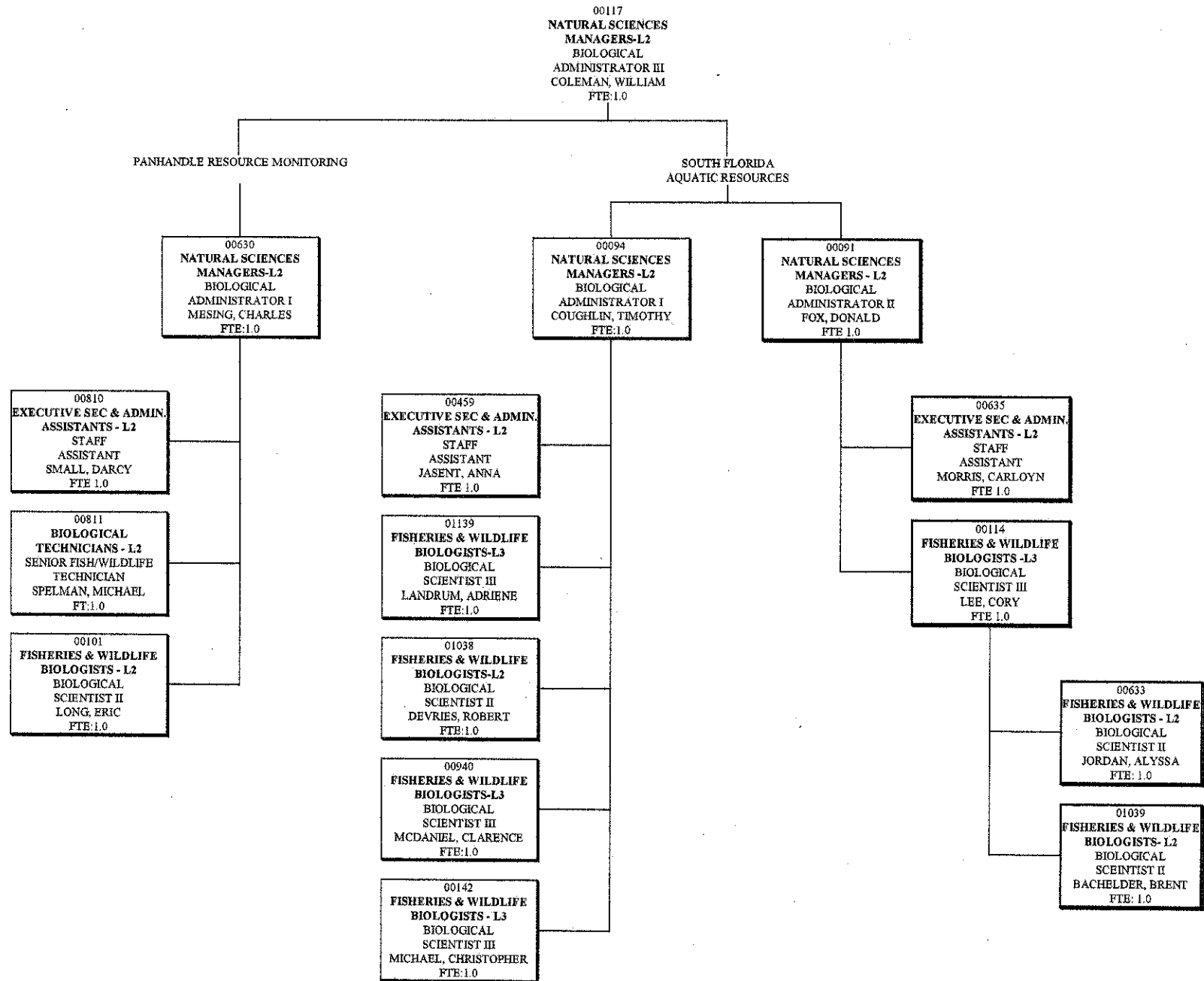




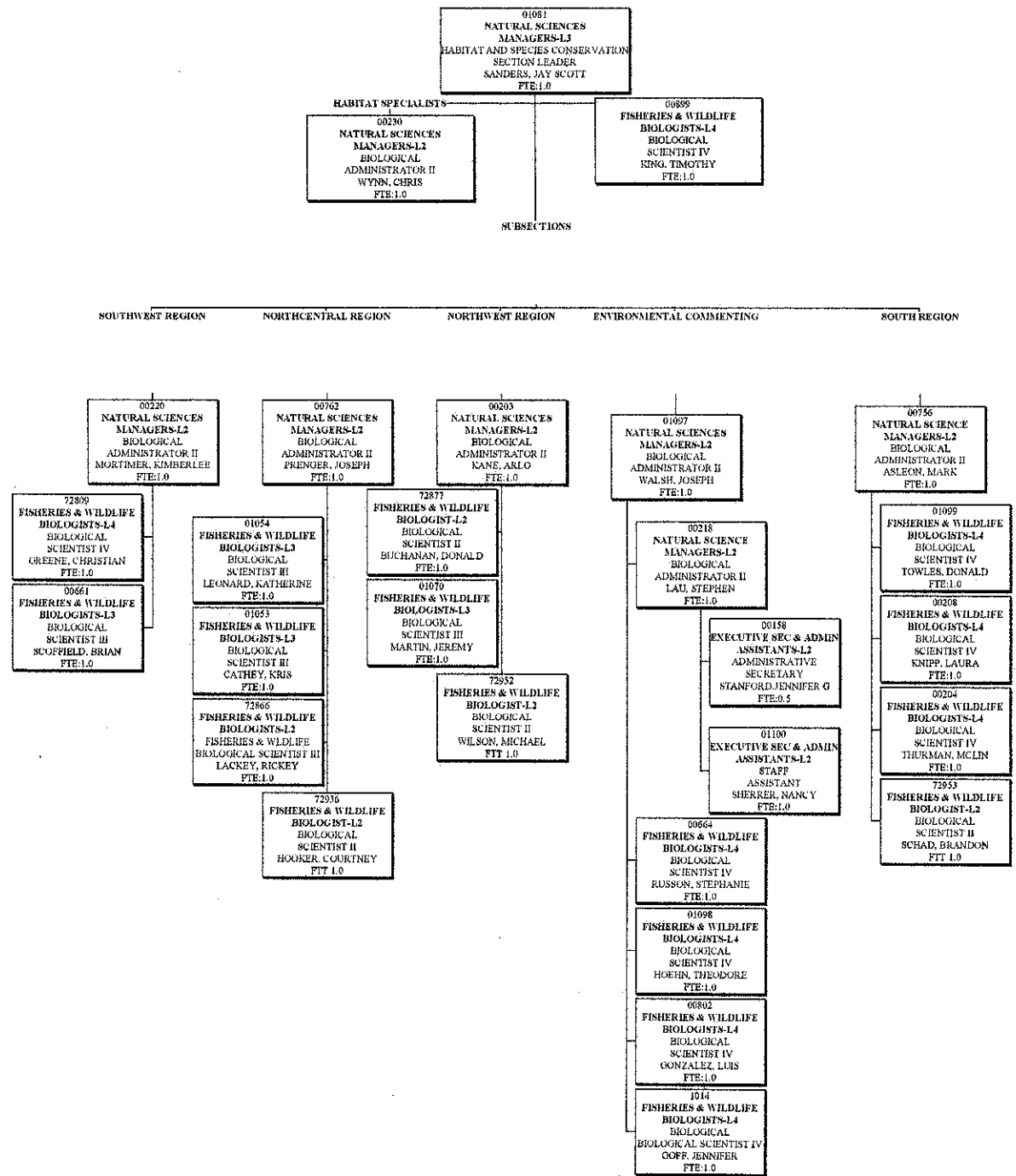


DIVISION OF HABITAT AND SPECIES CONSERVATION

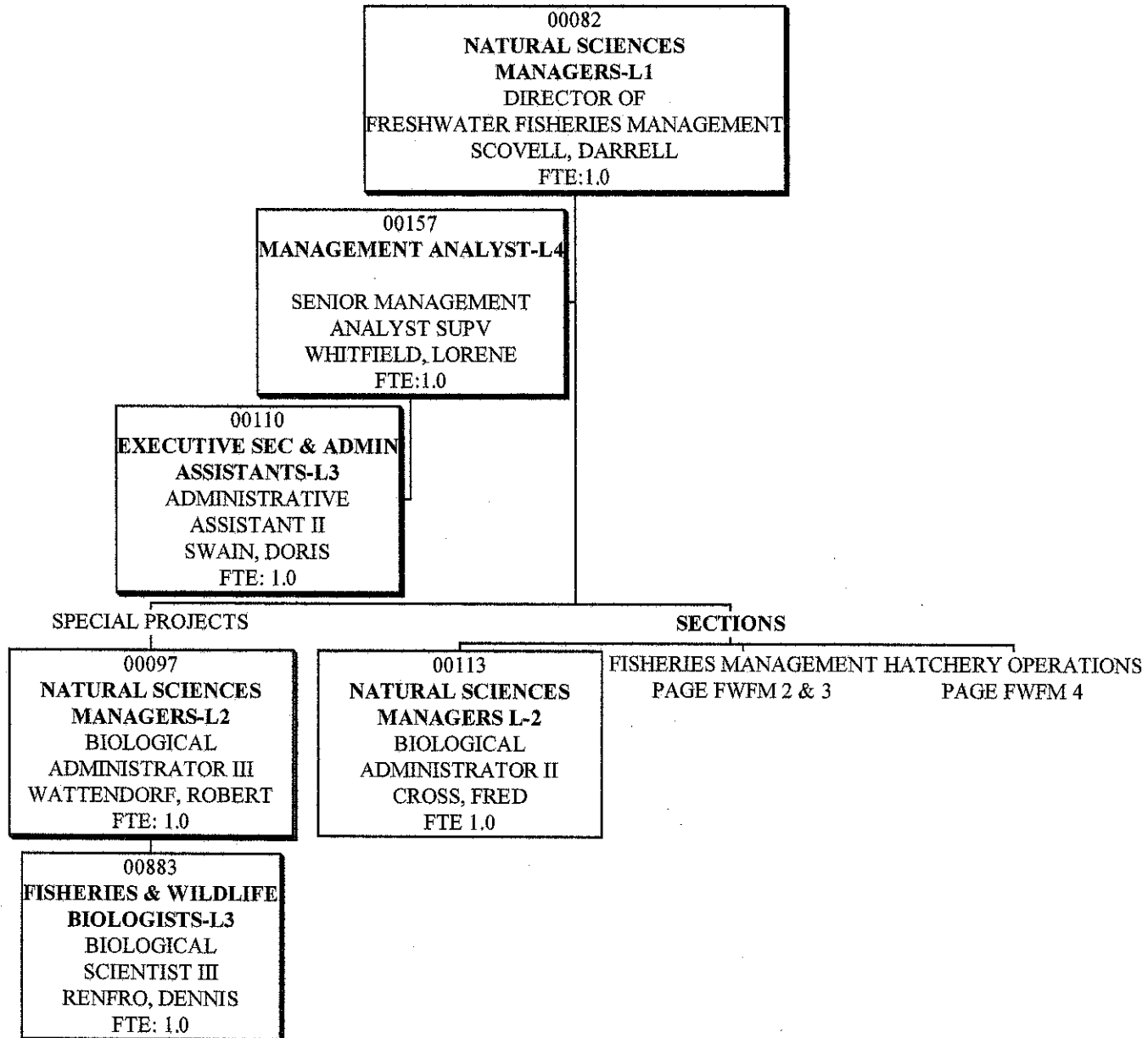


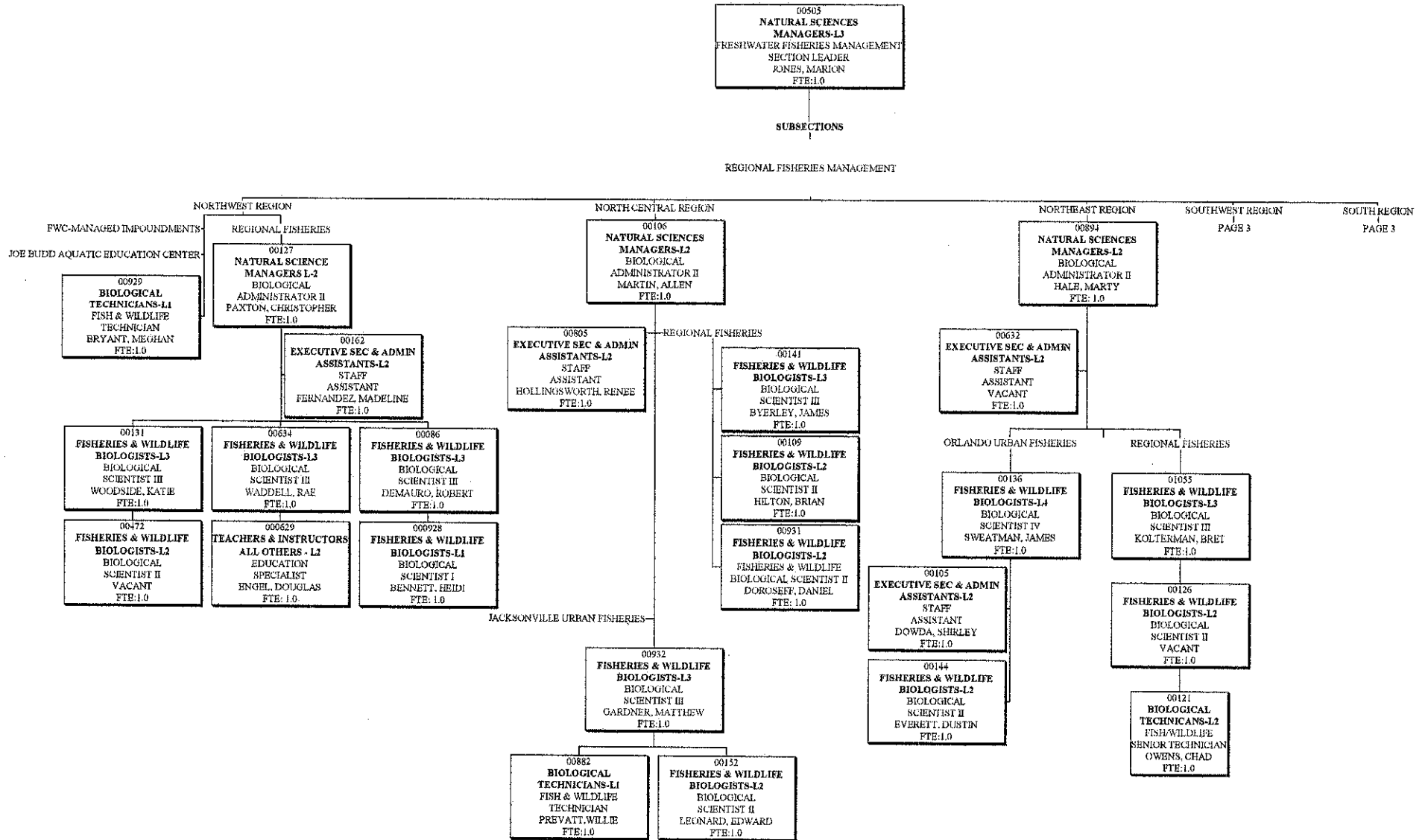


DIVISION OF HABITAT AND SPECIES CONSERVATION



DIVISION OF FRESHWATER FISHERIES MANAGEMENT
TOTAL F.T.E. 69.5

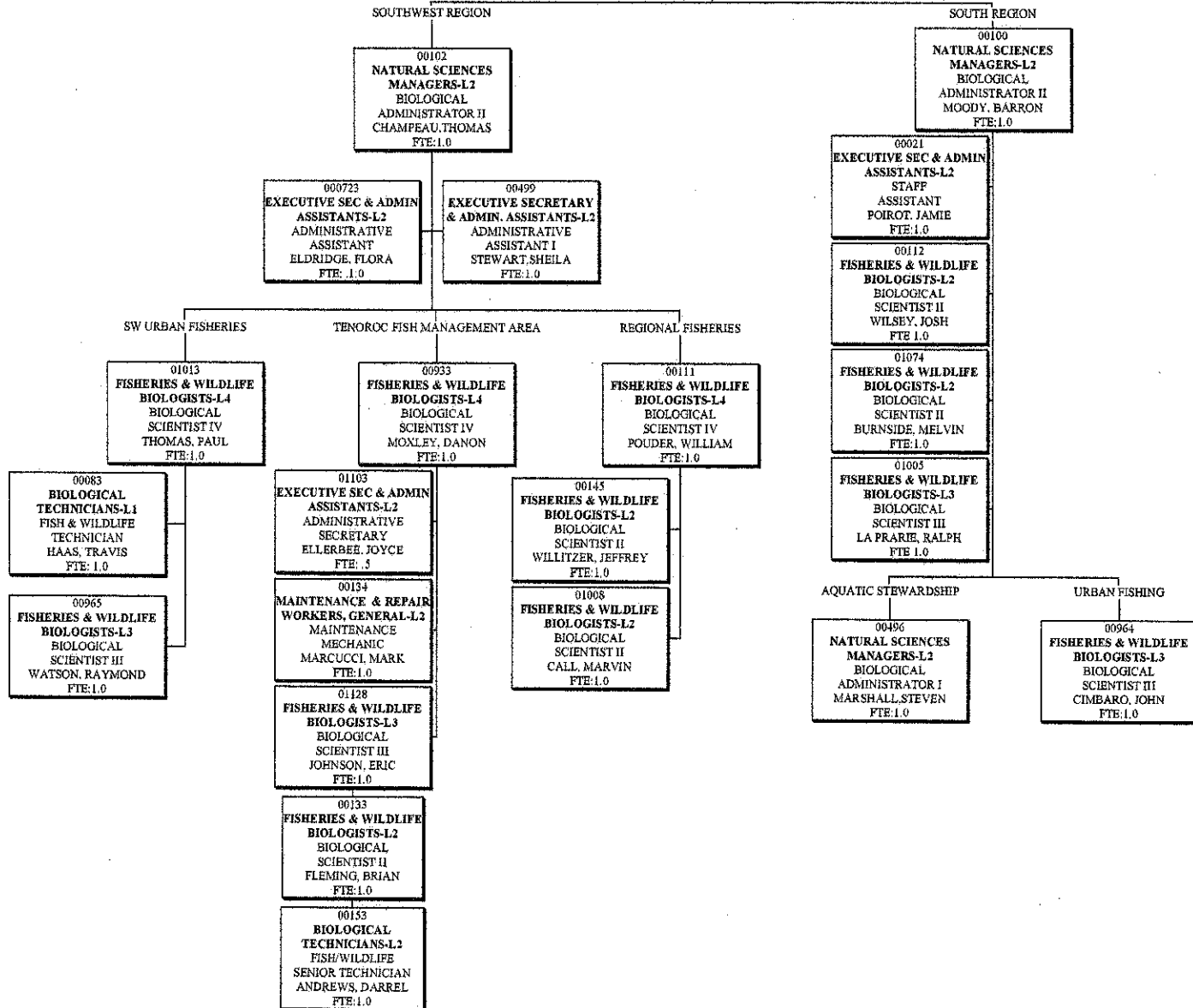


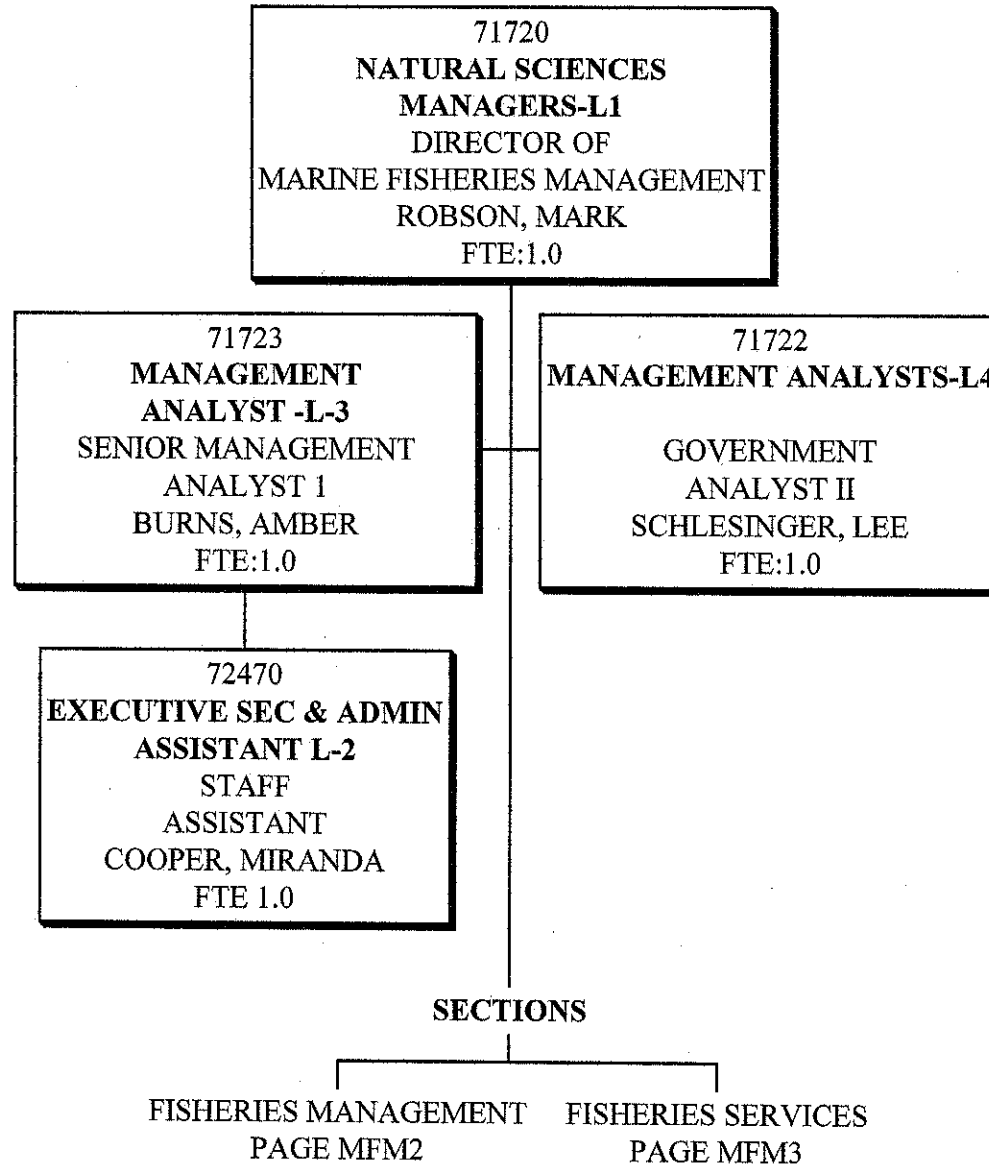


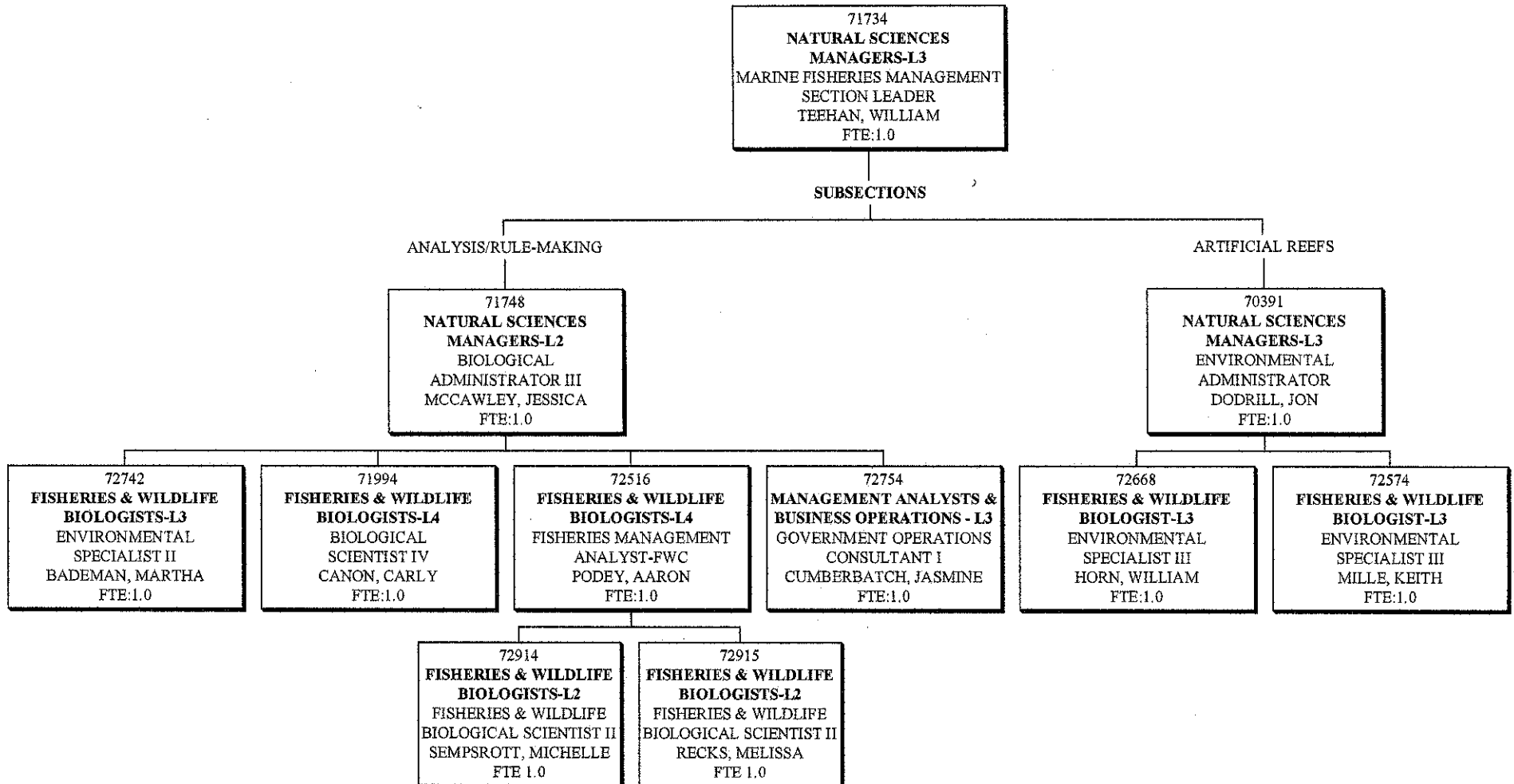
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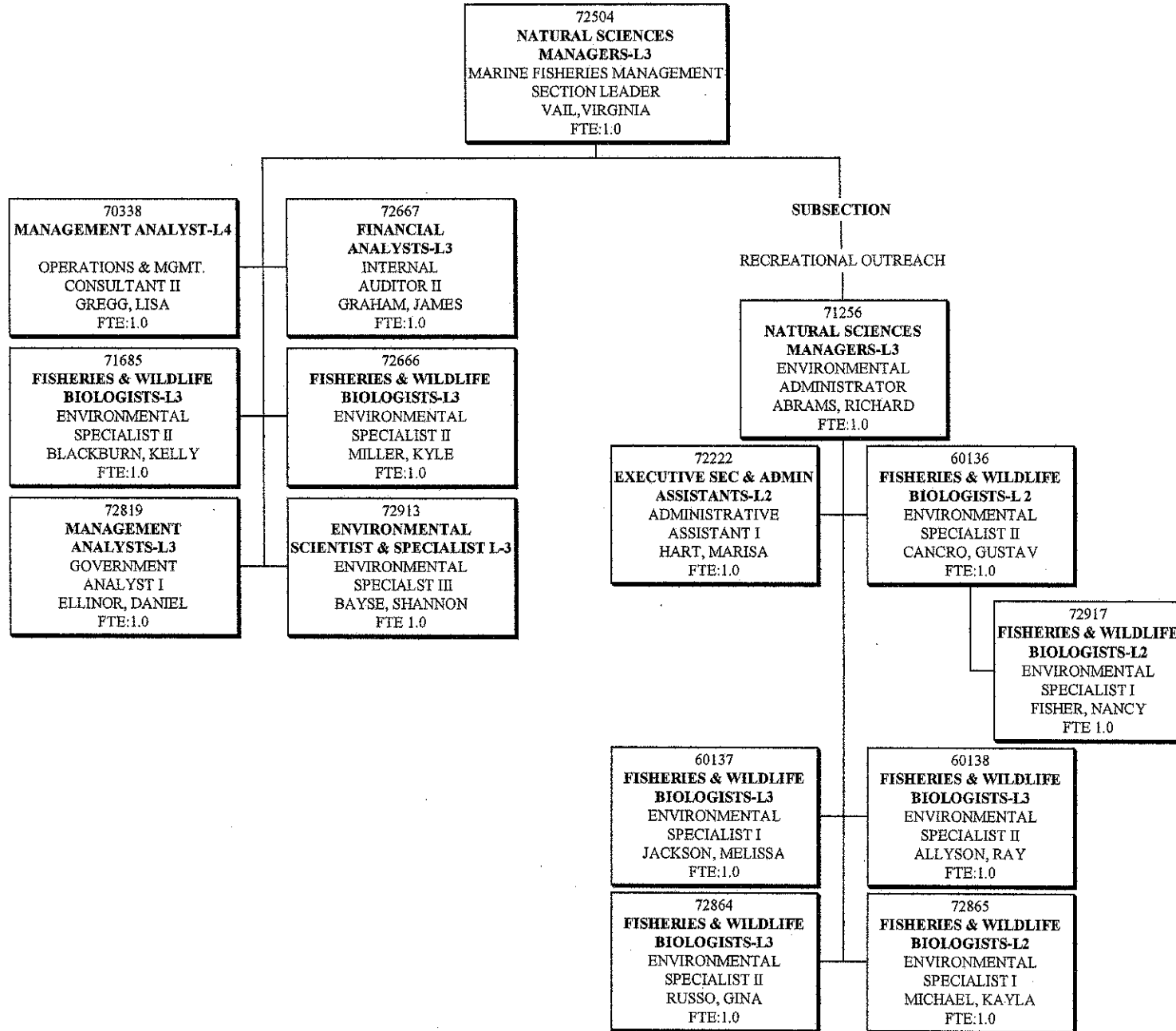
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SECTION LEADER
JONES, MARION

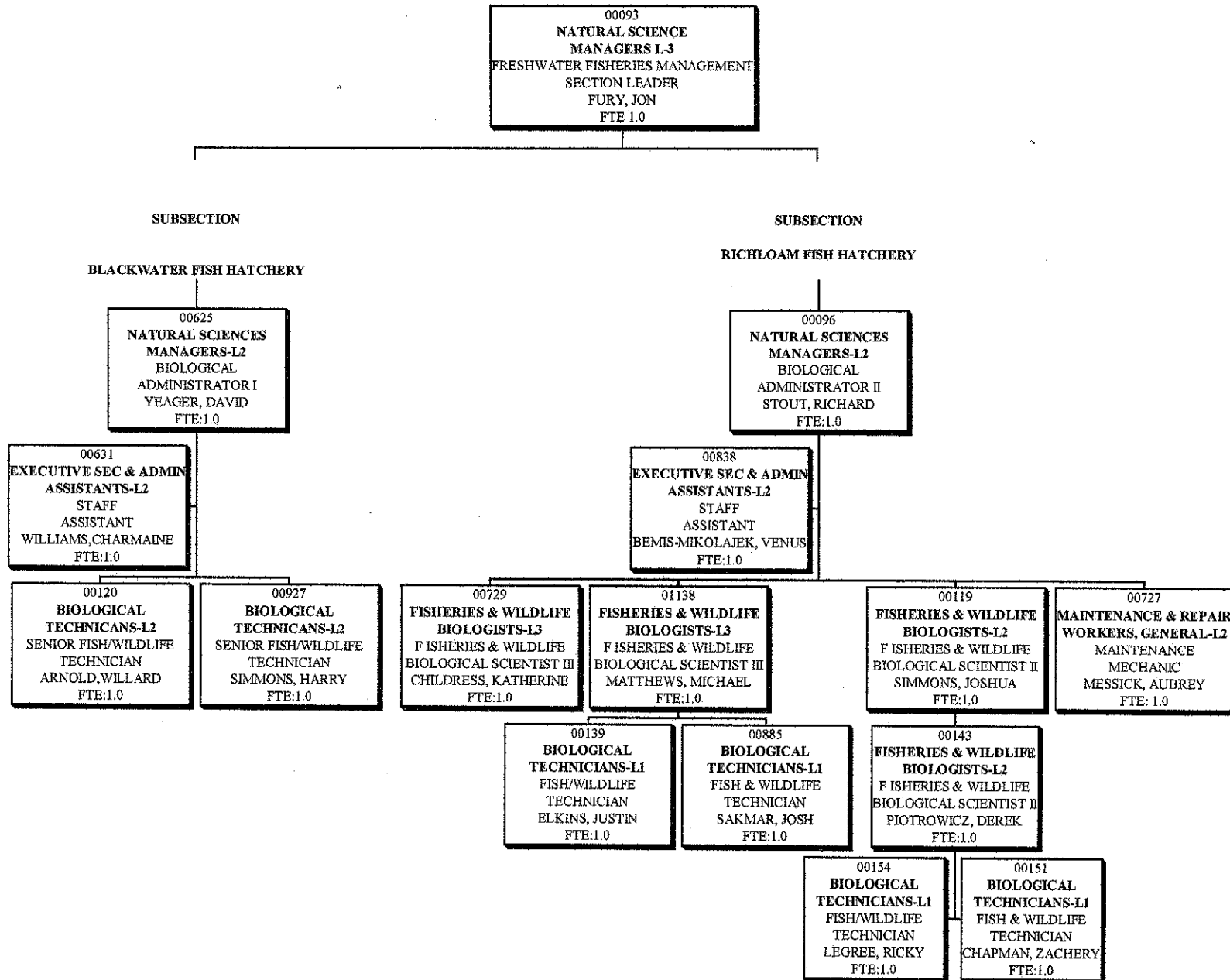
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REGIONAL FISHERIES MANAGEMENT



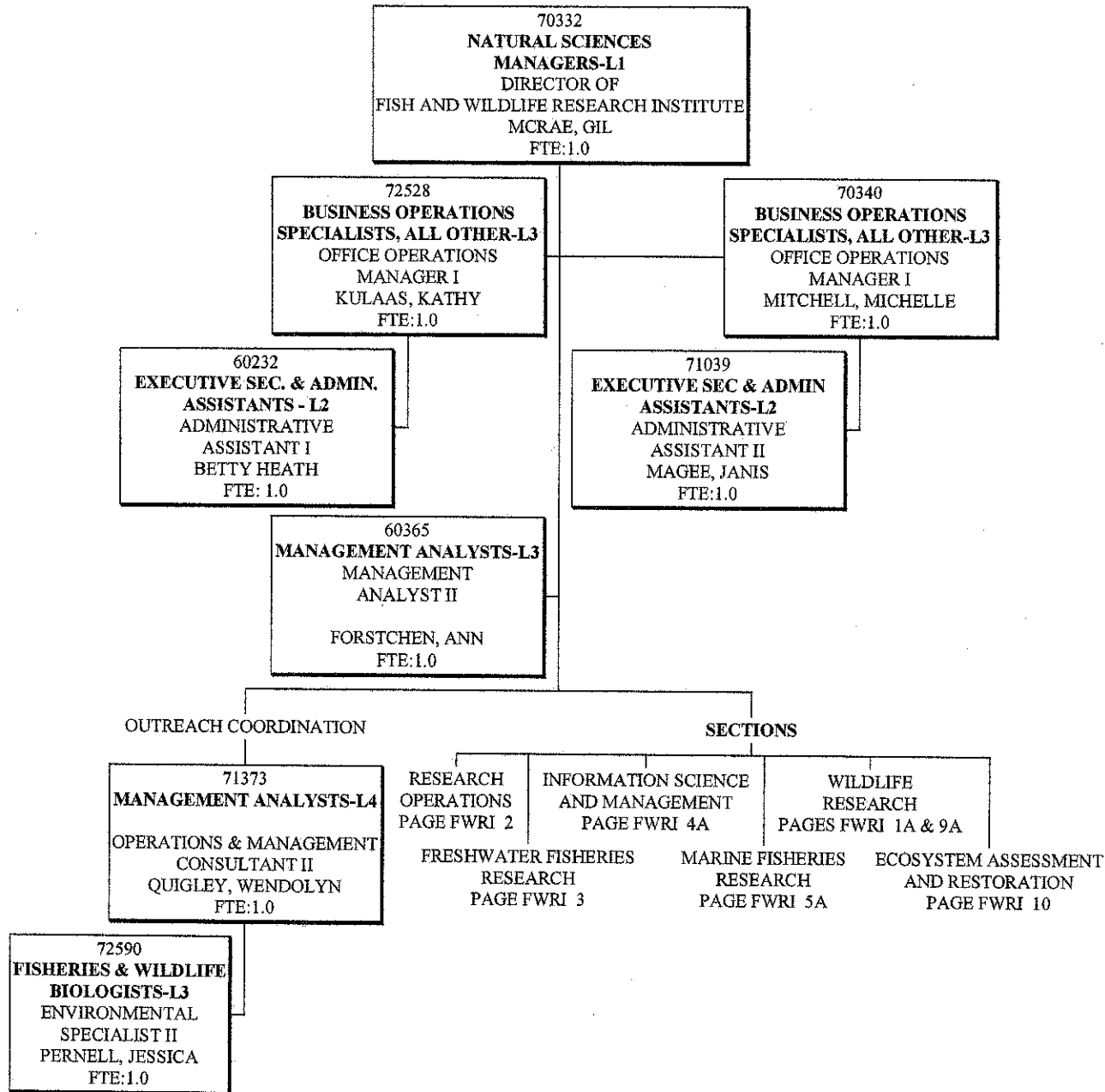




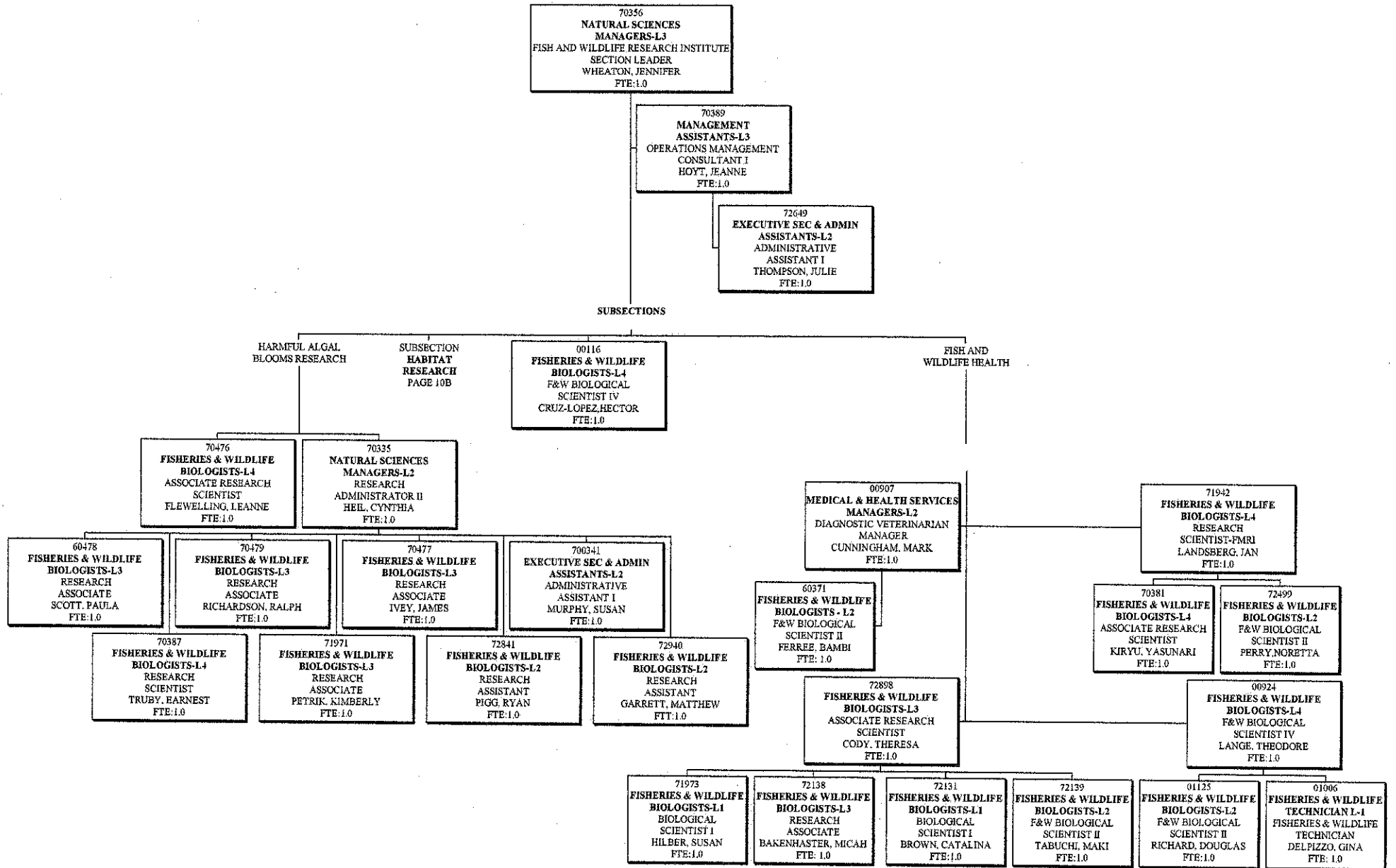


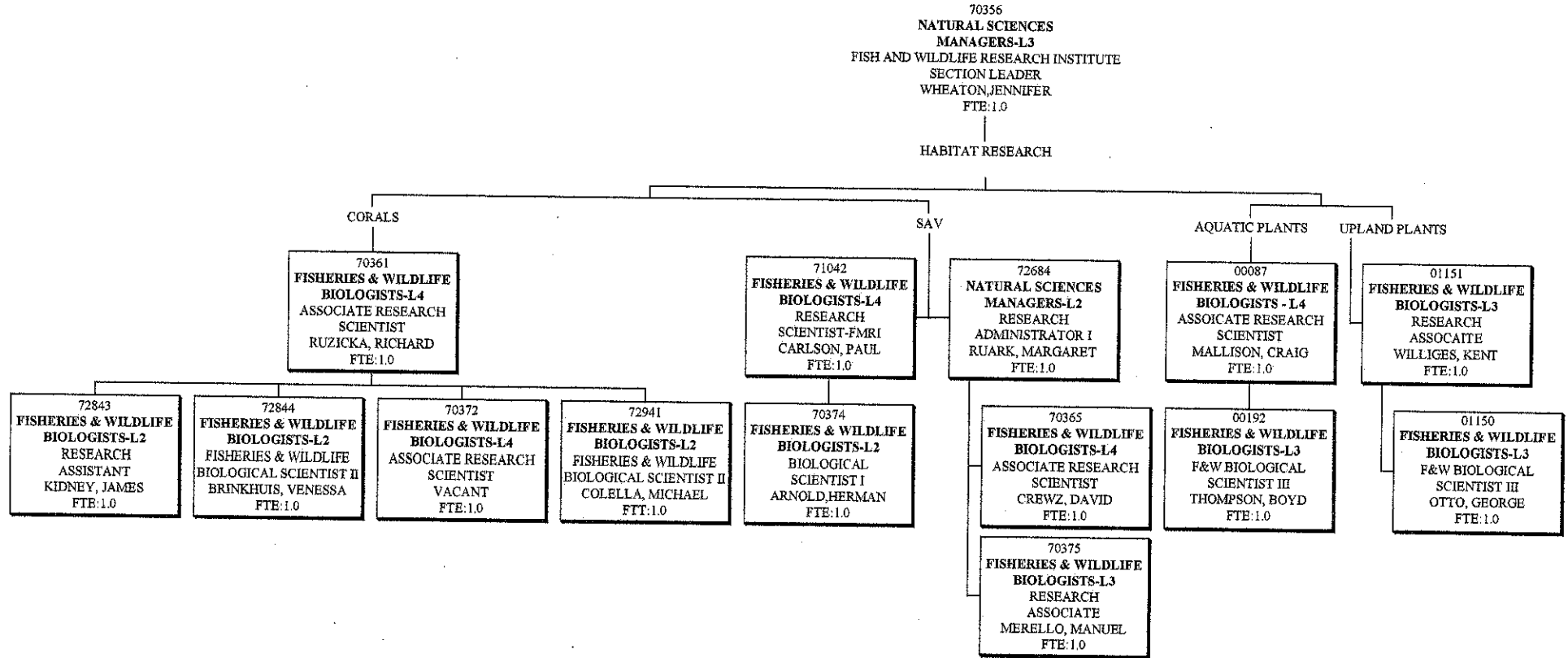


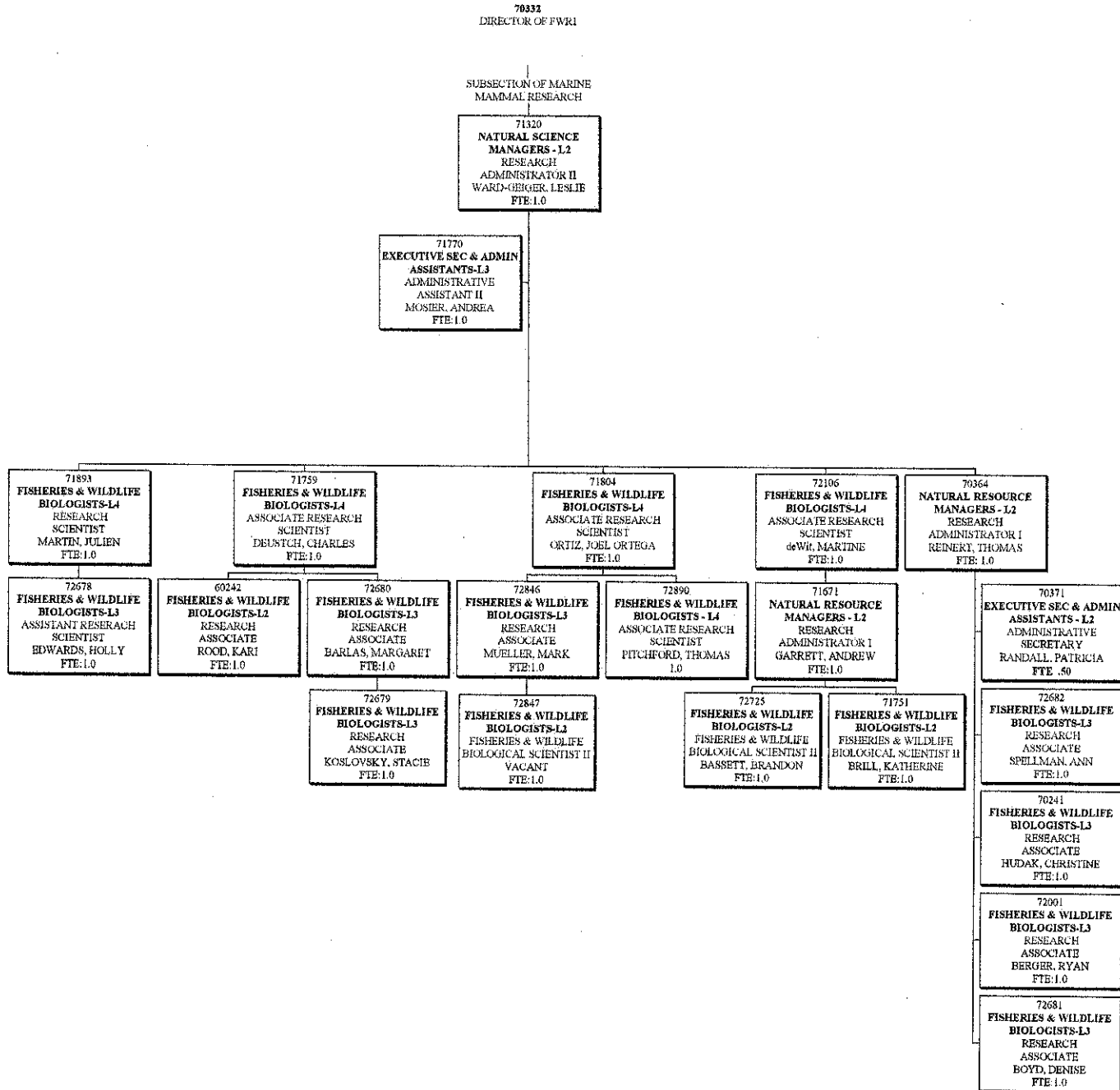
FISH AND WILDLIFE RESEARCH INSTITUTE
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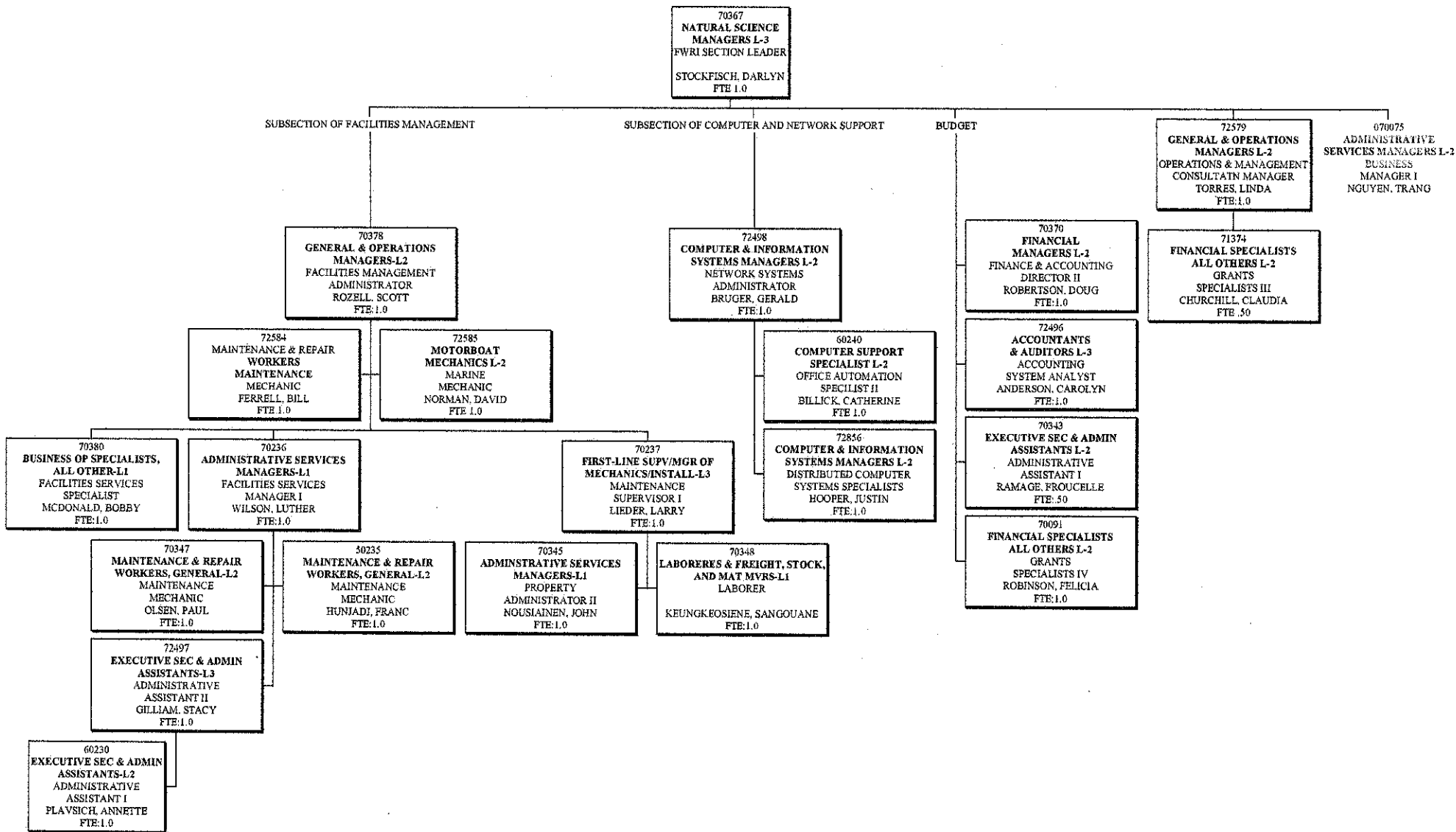


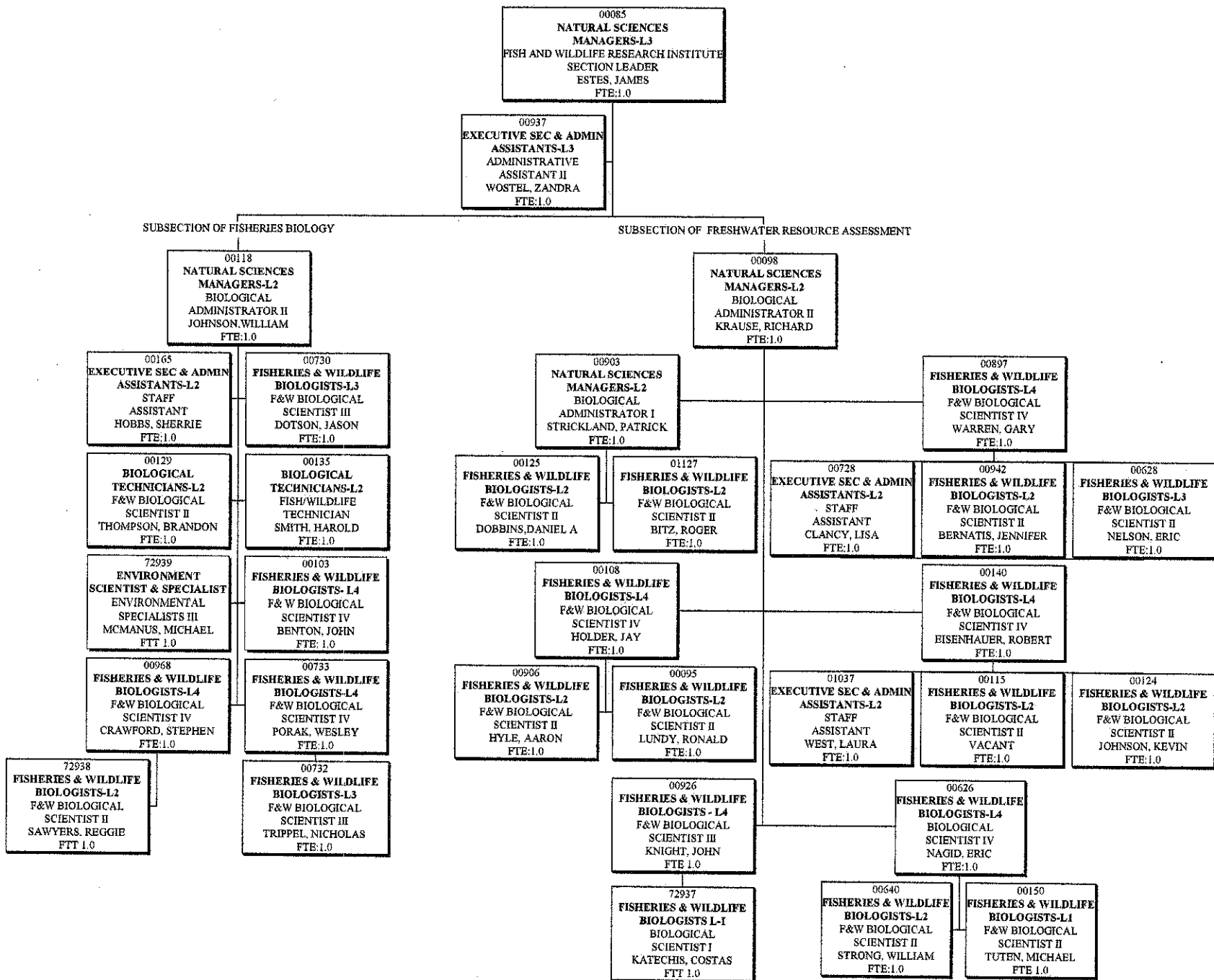
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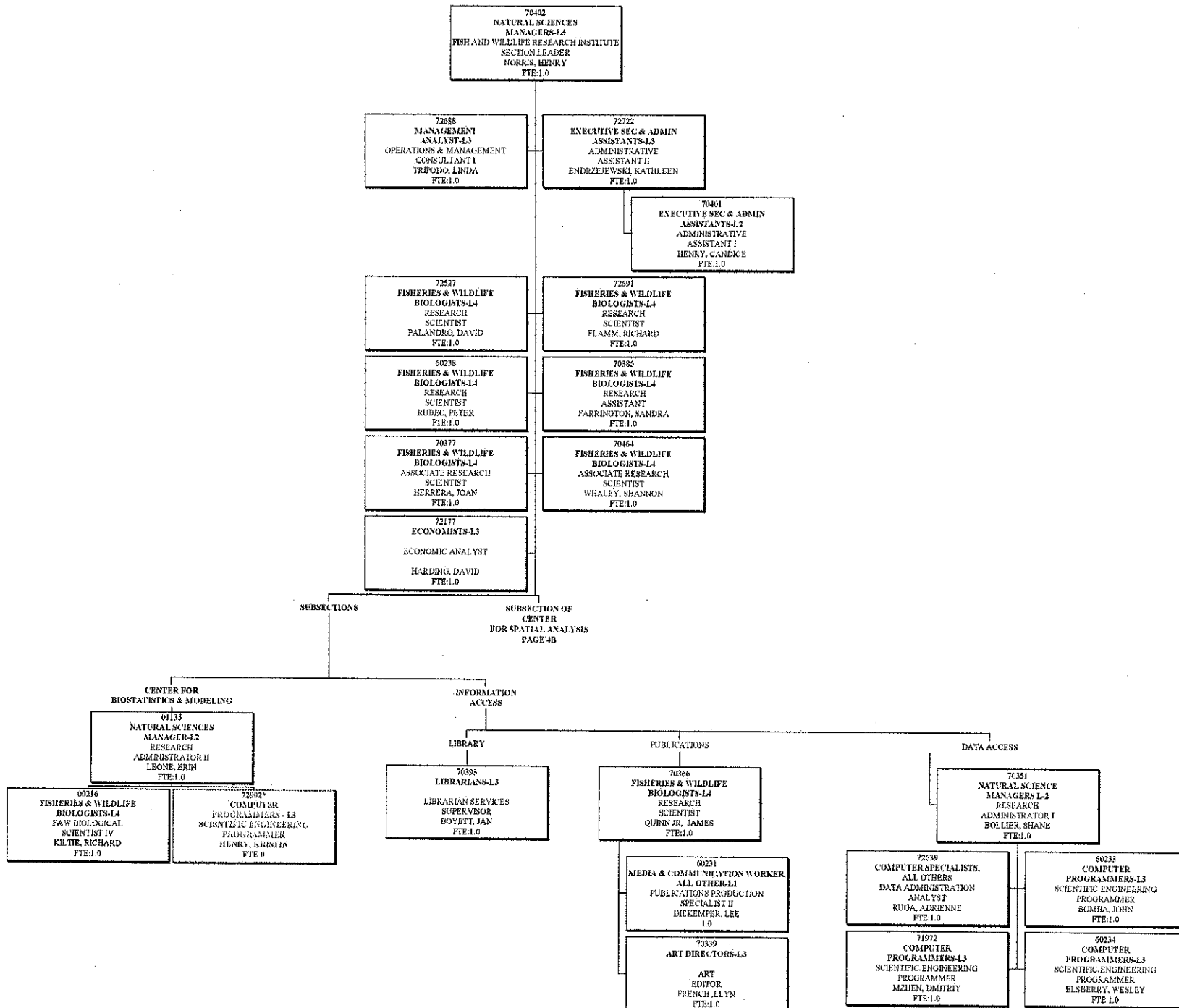






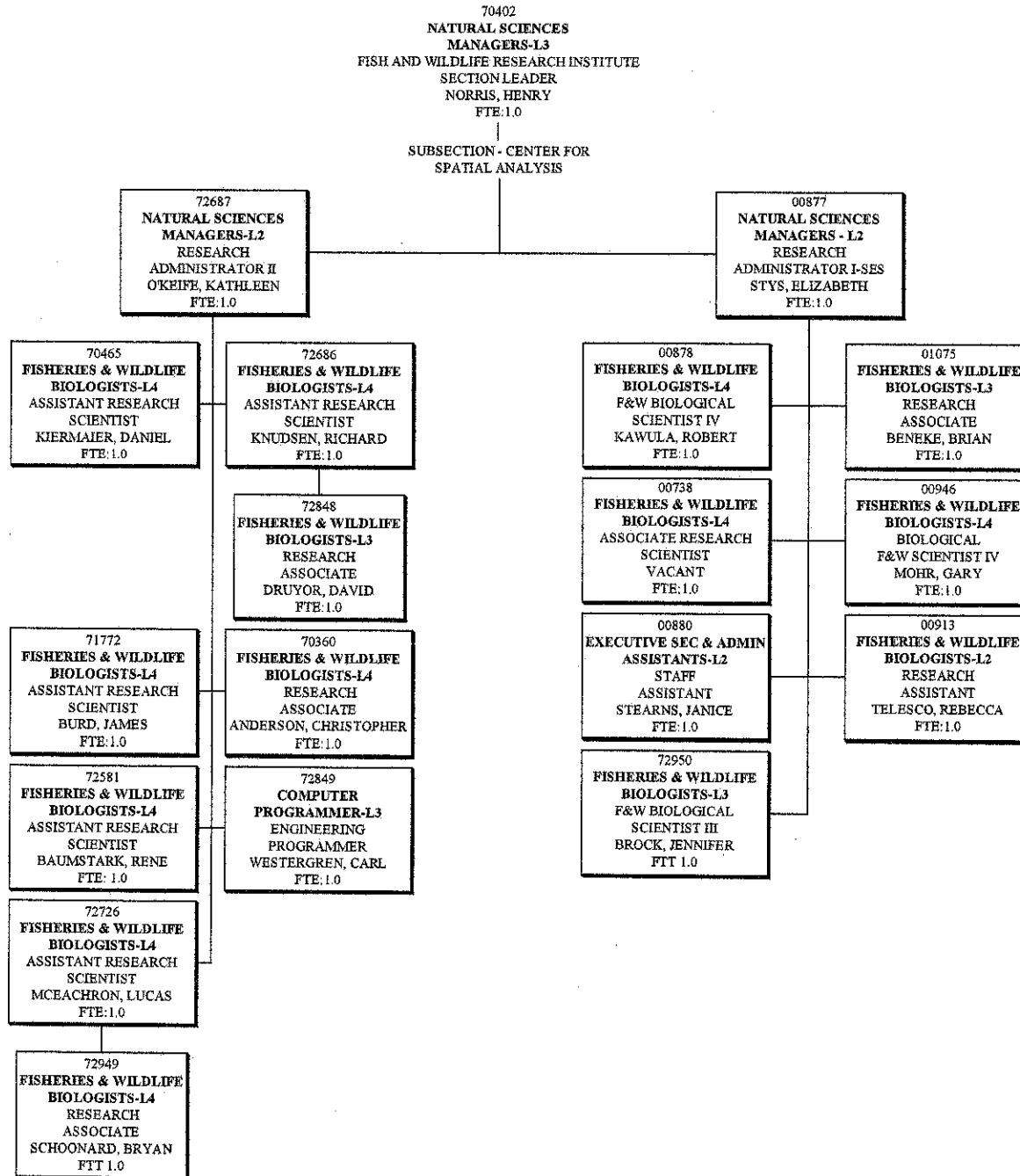




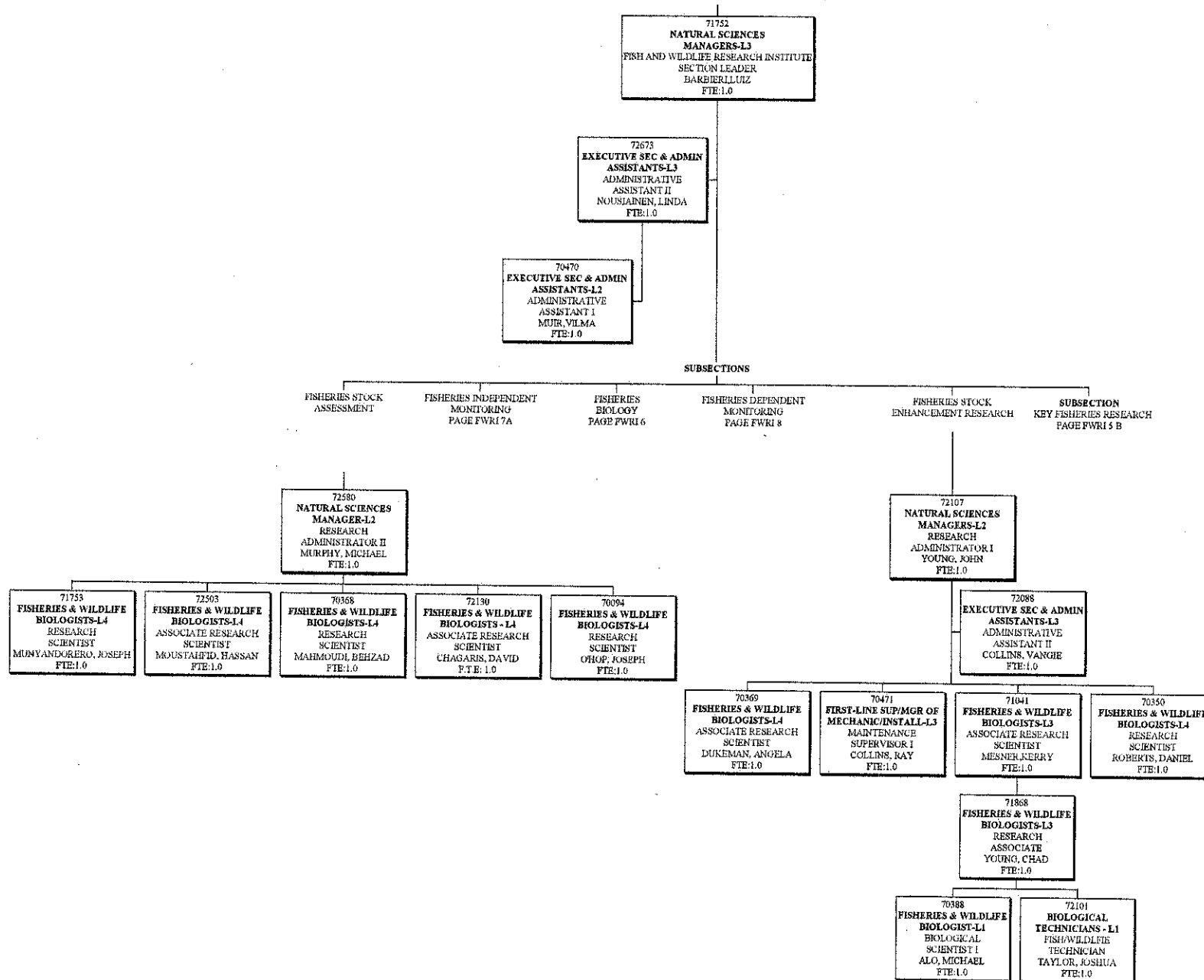


* POSITION FUNDED AND COUNTED IN HSC'S FTE COUNT

FISH AND WILDLIFE RESEARCH INSTITUTE



70352



70332
NATURAL SCIENCES
MANAGERS-L1
 DIRECTOR OF
 FISH AND WILDLIFE RESEARCH INSTITUTE
 MCRAE, GIL

KEYS FISHERIES
 RESEARCH

70357
GENERAL & OPERATIONS
MANAGERS-L3
 PROGRAM
 ADMINISTRATOR
 HUNT, JOHN
 FTE:1.0

72723
EXECUTIVE SEC & ADMIN
ASSISTANTS-L3
 ADMINISTRATIVE
 ASSISTANT II
 HODGSON, NANCY
 FTE:1.0

72851
FISHERIES & WILDLIFE
BIOLOGISTS-L2
 F&W BIOLOGICAL
 SCIENTIST II
 TELLIER, MARIE AGNES
 FTE:1.0

70349
FISHERIES & WILDLIFE
BIOLOGISTS-L3
 RESEARCH
 ASSOCIATE
 EAKEN, DAVID
 FTE:1.0

72507
FISHERIES & WILDLIFE
BIOLOGISTS-L3
 ASSISTANT RESEARCH
 SCIENTIST
 BERTELSEN, RODNEY
 FTE:1.0

72583
FISHERIES & WILDLIFE
BIOLOGISTS-L3
 F & W BIOLOGICAL
 SCIENTIST II
 LEWIS, CYNTHIA
 FTE:1.0

60467
FISHERIES & WILDLIFE
BIOLOGISTS-L3
 ASSISTANT RESEARCH
 SCIENTIST
 FEELEY, MICHAEL
 FTE:1.0

70092
FISHERIES & WILDLIFE
BIOLOGISTS-L2
 F&W BIOLOGICAL
 SCIENTIST II
 JOHNSON, ALISON
 FTE:1.0

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FISHERIES & WILDLIFE
BIOLOGISTS-L4
 ASSOCIATE RESEARCH
 SCIENTIST
 SHARP, WILLIAM
 FTE:1.0

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FISHERIES & WILDLIFE
BIOLOGISTS-L4
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 SCIENTIST
 MATTHEWS, THOMAS
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 MAXWELL, KERRY
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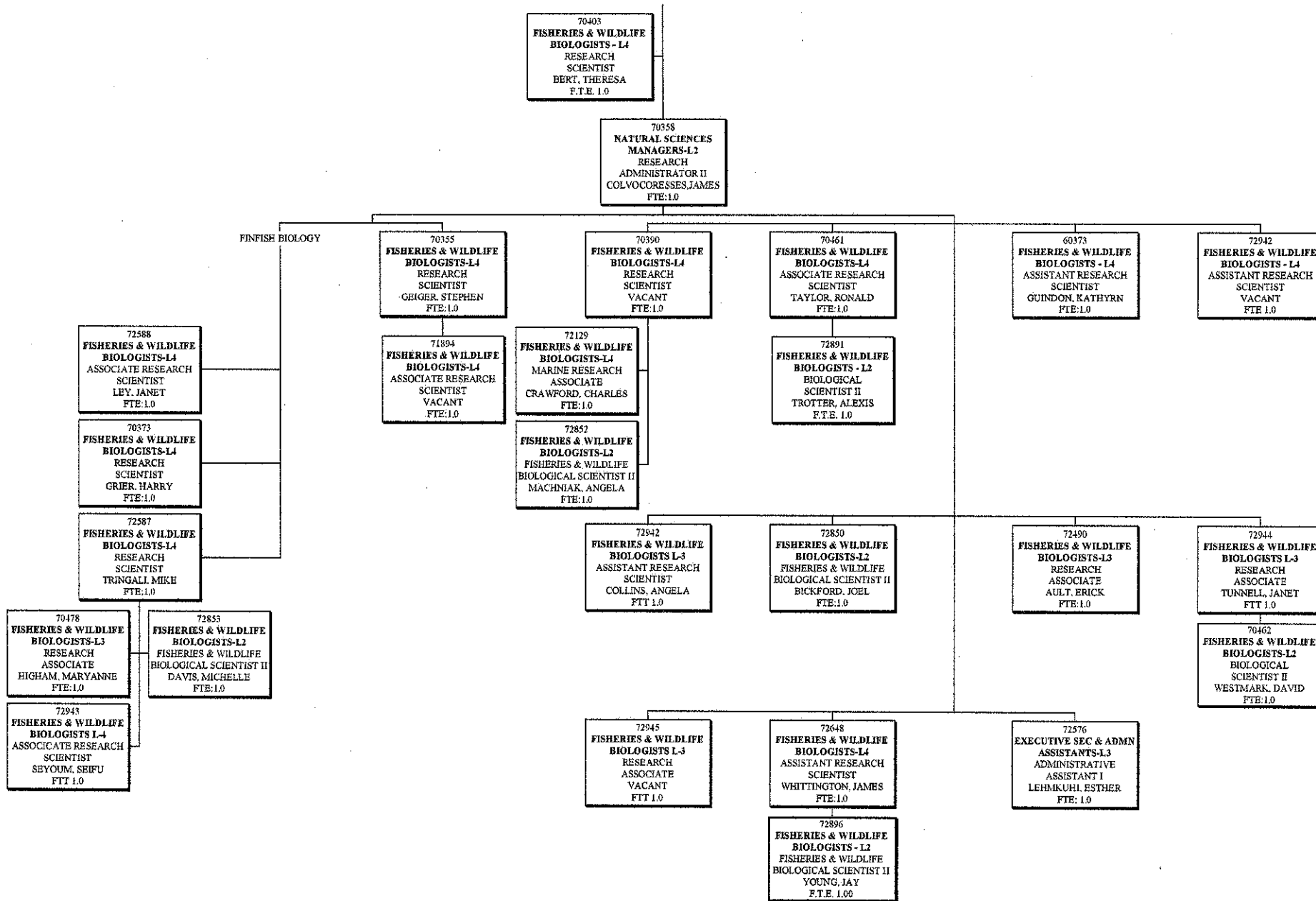
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 RESARCH
 ASSOCIATE
 BARBERA, PAUL
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 ASSOCIATE RESEARCH
 SCIENTIST
 GLAZER, ROBERT
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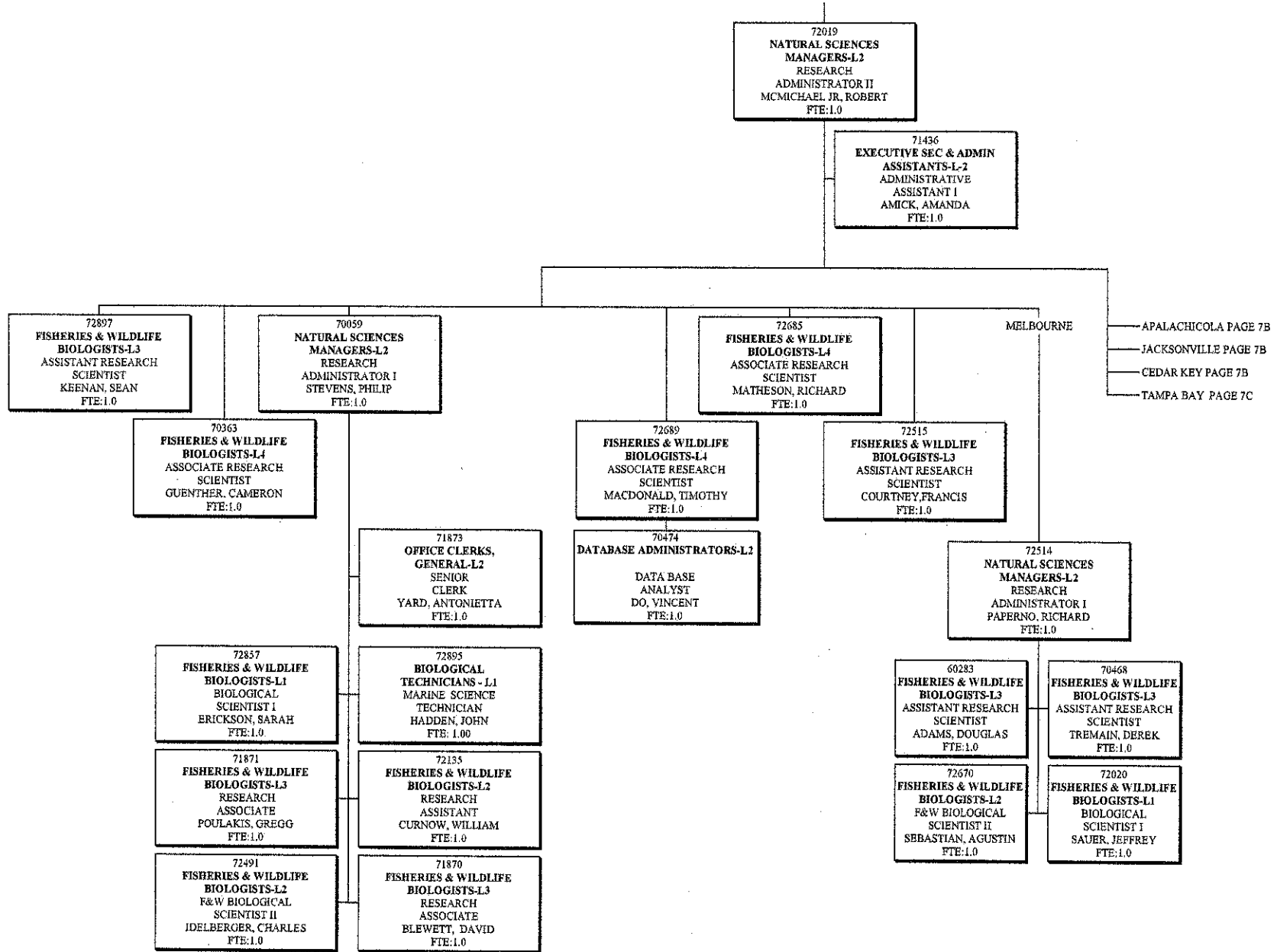
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 BIOLOGICAL
 SCIENTIST I
 CROWDER, ANDREW
 FTE:1.0

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FISHERIES & WILDLIFE
BIOLOGISTS-L3
 ASSOCIATE RESEARCH
 SCIENTIST
 DELGADO, GABRIEL
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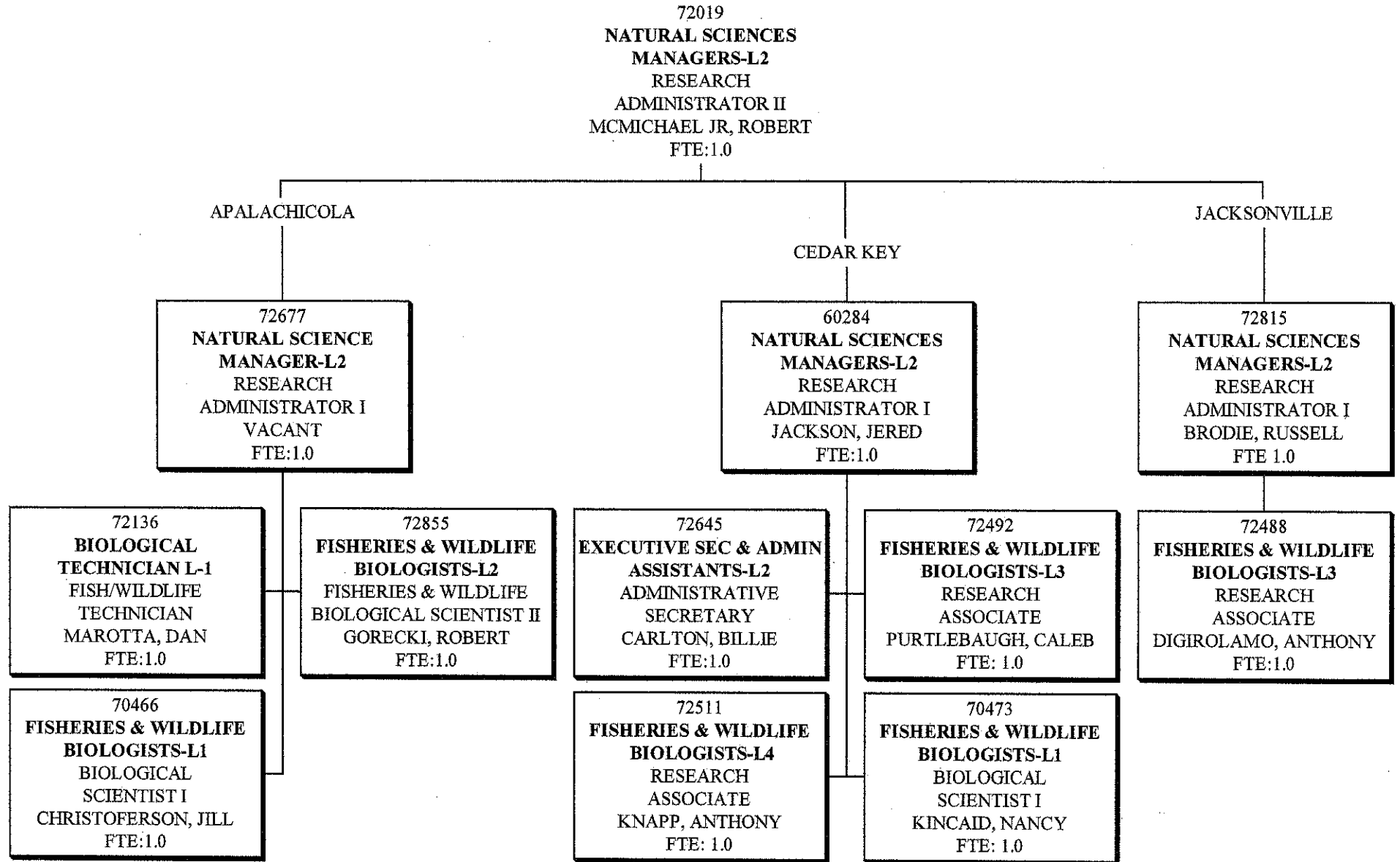
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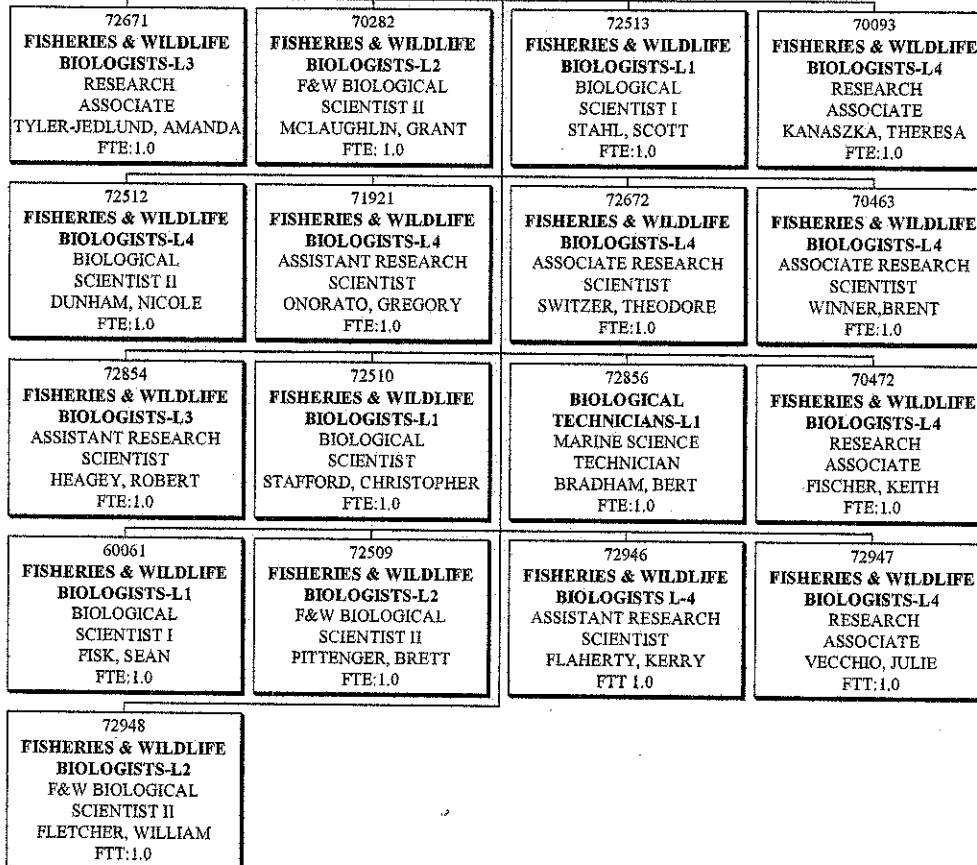
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- JACKSONVILLE PAGE 7B
- CEDAR KEY PAGE 7B
- TAMPA BAY PAGE 7C



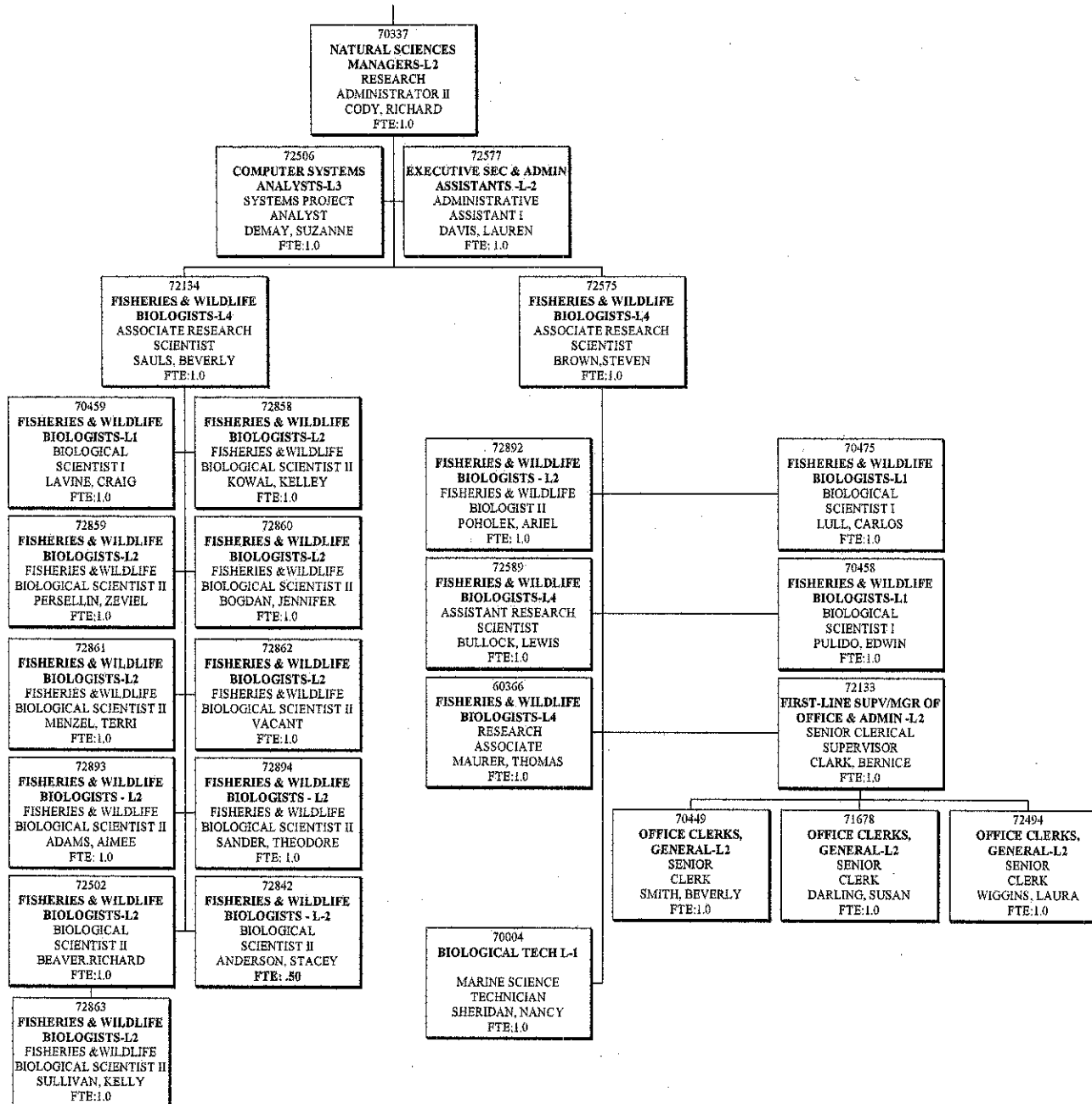
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 MANAGERS-L2**
 RESEARCH
 ADMINISTRATOR II
 MCMICHAEL JR, ROBERT
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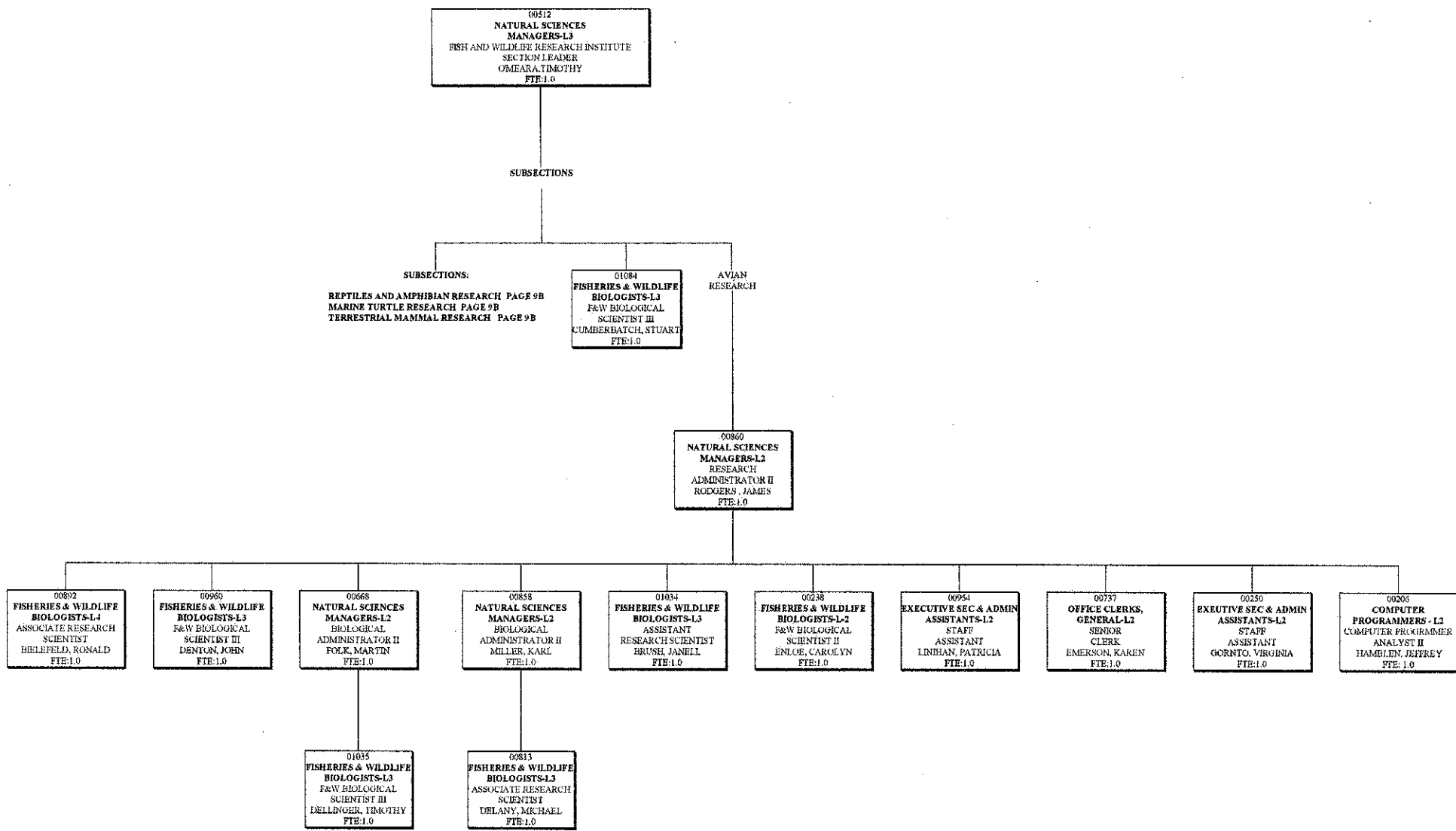
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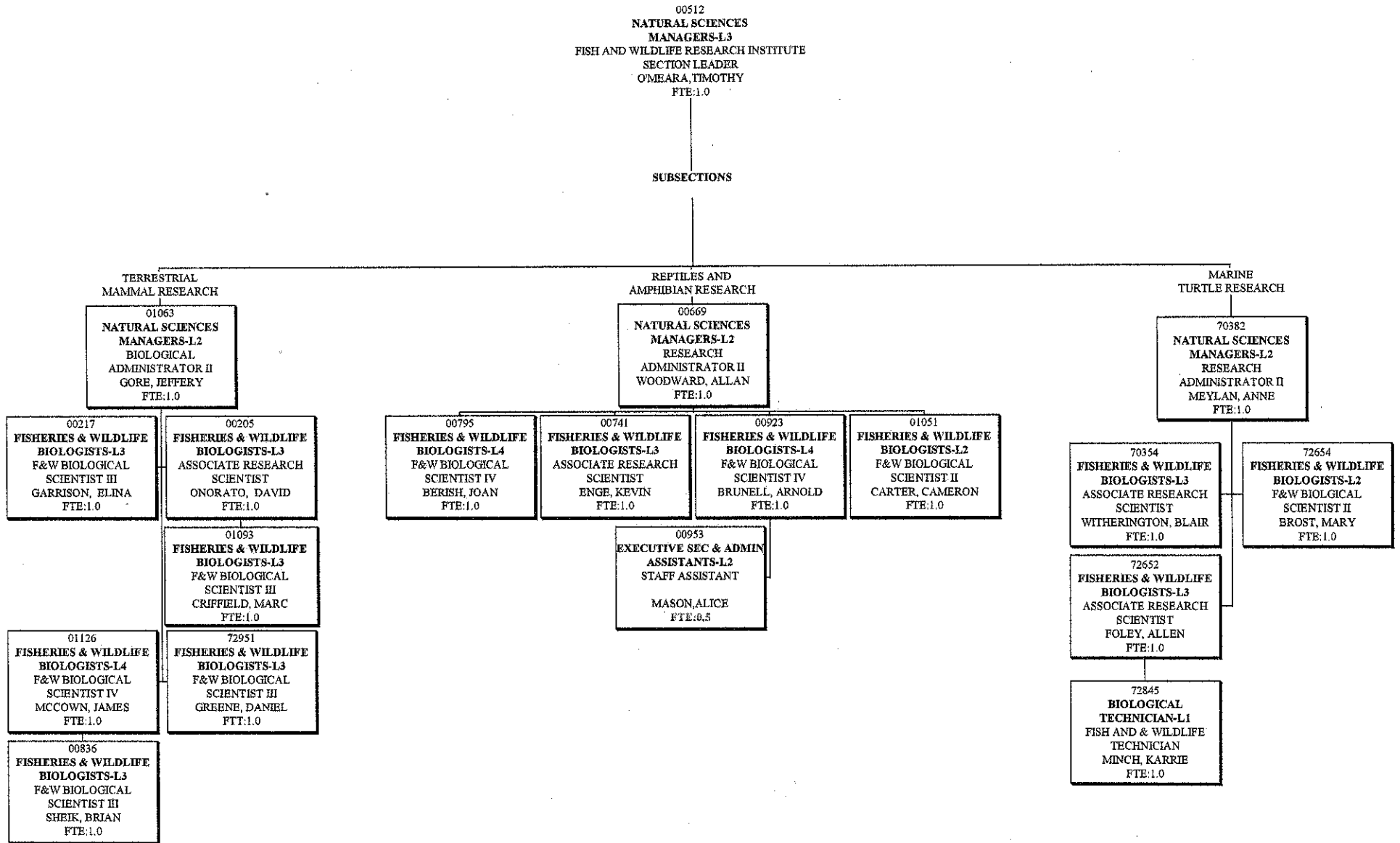
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**NATURAL SCIENCES
 MANAGERS-L2**
 RESEARCH
 ADMINISTRATOR I
 LEFFLER, DEBORAH
 FTE:1.0



71752







FISH AND WILDLIFE CONSERVATION COMMISSION		FISCAL YEAR 2008-09			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		258,565,968		28,949,489	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		45,549,729		-5,946,995	
FINAL BUDGET FOR AGENCY		304,115,697		23,002,494	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					0
Fisheries Assessment * Number of fisheries assessments and data summaries conducted		184,638	104.38	19,271,717	500,000
Imperiled Species And Wildlife Assessments * Number of requests for status of endangered and threatened species and wildlife		93,301	81.24	7,579,887	
Harmful Algal Bloom And Aquatic Health Monitoring And Assessment * Number of red tide and aquatic health assessments completed		400,382	18.53	7,418,084	
Habitat Monitoring And Assessment * Number of requests for assessments or seagrass, saltmarsh, or mangrove, coral, aquatic, and upland habitat		16,786	126.42	2,122,012	
Gis Technical Support And Services * Number of technical and analytical GIS remote sensing requests completed and GIS oil spill training assistance provided		889	4,775.93	4,245,805	
Manatee Rehabilitation * Number of Manatees Rehabilitated		76	15,122.03	1,149,274	
Recreational Licenses And Permits * Number of Recreational Licenses and Permits Issued		2,320,896	1.18	2,733,004	
Commercial Licenses And Permits * Number Commercial fishing and wildlife licenses, permits and tags issued		2,352,409	0.63	1,478,703	
Hunter Safety And Ranges * Number of students graduating from Hunter Safety courses		12,652	145.54	1,841,401	51,717
Public Awareness And Economic Development * Number of rural counties counseled regarding use of nature-based recreation as an economic tool		22	1,856.95	40,853	
Land Acquisition * Acres of fish and wildlife habitat purchased		2,983	226.68	676,198	4,519,250
Conservation Coordination * Number of request from other agencies and the number of agency rules that are processed		727	751.45	546,305	
Uniform Patrol And Investigations * Number of patrol and investigation hours		1,020,042	72.24	73,691,702	
Inspections * Number of inspections		4,920	307.94	1,515,087	
Aviation * Number of flight hours		3,050	871.23	2,657,246	
Boating And Waterways * Number of boating and waterway projects supported		527	12,442.96	6,557,442	7,465,777
Field Services * Number of service/repair hours		32,532	247.74	8,059,512	
Training * Hours of training completed		36,672	74.26	2,723,242	
Manage And Restore Public Lands * Number of acres managed for wildlife		5,784,585	4.57	26,457,256	1,785,000
Game Management - Hunting Opportunities * Number of hunters served		168,990	24.34	4,112,411	
Plan And Coordinate Habitat And Land Use * Number of written technical assists provided		283	8,760.81	2,479,308	
Wildlife Viewing Recreation * Number of Floridians and visitors engaged in wildlife viewing		4,137,660	0.36	1,495,896	
Protect Manatees, Sea Turtles, Panthers And Black Bear * Number of recovery plan actions implemented		53	42,269.79	2,240,299	
Manage And Restore Freshwater And Marine Habitats * Number of water acres where habitat projects have been completed		69,838	114.02	7,962,646	2,000,000
Protect Nongame Fish And Wildlife * Number of native fish and wildlife species with stable or increasing populations		358	14,284.65	5,113,905	
Prevent Introduction Of And Eliminate Undesirable Exotic Species * Number of exotic species with management plans written		6	150,445.67	902,674	
Manage Invasive Aquatic Plants In Public Waterways * Number of acres of public water bodies managed		1,250,000	22.94	28,673,117	
Manage Invasive Exotic Upland Plants On Public Conservation Lands * Number of acres of invasive exotic upland plants managed		266,774	50.55	13,484,947	
Lakes And Rivers Freshwater Fisheries Management * Number of Water Bodies and Acres Managed to Improve Fishing		1,471,885	3.69	5,431,863	
Freshwater Fish Stocking * Number of Fishes Stocked		2,035,324	0.85	1,736,393	
Marine Fisheries Management * Number of Fishery Management Plans Reviewed and Analysis Conducted		38	19,488.97	740,581	
Marine Fisheries Education And Outreach * Number of Educational and Outreach Contacts		1,246,820	0.67	831,237	
Artificial Reef Management * Number of Reefs Created and/or Monitor		134	2,687.42	360,114	1,700,000
Marine Fisheries Commercial Services * Number of Marine Fisheries Service Contacts		216,431	3.20	692,949	
TOTAL				247,023,070	18,021,744
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER				16,637,064	
REVERSIONS				40,455,645	4,980,750
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				304,115,779	23,002,494

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.

ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

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

*** NO ACTIVITIES FOUND ***

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

*** NO OPERATING CATEGORIES FOUND ***

THE FOLLOWING ACTIVITIES DO NOT HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND ARE REPORTED AS 'OTHER' IN
SECTION III: (NOTE: 'OTHER' ACTIVITIES ARE NOT 'TRANSFER-STATE AGENCY' ACTIVITIES OR 'AID TO LOCAL
GOVERNMENTS' ACTIVITIES. ALL ACTIVITIES WITH AN OUTPUT STANDARD (RECORD TYPE 5) SHOULD BE REPORTED
IN SECTION II.)

BE	PC	CODE	TITLE	EXPENDITURES	FCO
77650200	1406000000	ACT0650	FWRI - ADMINISTRATIVE SERVICES AND	5,776,640	
77100700	1602000000	ACT1225	CONSERVATION STEWARDSHIP: EDUCATE	80,689	
77100700	1602000000	ACT1250	MEDIA RELATION - INFORM AND EDUCATE	1,284,096	
77100700	1602000000	ACT1270	FLORIDA WILDLIFE MAGAZINE	363,082	
77200100	1202000000	ACT2500	LAW ENFORCEMENT ADMINISTRATION	2,689,198	
77350200	1406000000	ACT3550	HABITAT AND SPECIES CONSERVATION	5,441,237	
77300200	1406000000	ACT3900	HUNTING AND GAME MANAGEMENT	307,245	
77400200	1406000000	ACT4500	FRESHWATER FISHERIES ADMINISTRATION	245,567	
77500200	1406000000	ACT5400	MARINE FISHERIES ADMINISTRATION	449,310	

TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 77	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	304,115,697	23,002,494
TOTAL BUDGET FOR AGENCY (SECTION III):	304,115,779	23,002,494

DIFFERENCE:
(MAY NOT EQUAL DUE TO ROUNDING)

82-
=====

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

Agency: Fish and Wildlife Conservation Commission Contact: Sandra Wilson, CFO, 850-488-6551

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

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2009 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2010-2011 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2010-2011 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Lake Restoration	B	\$6.7 million	\$8.7 million
b	Non-CARL Wildlife Management	B	\$4.1 million	\$4.1 million
c	Invasive Plant Control	B	\$31.3 million	\$36.3 million
d				
e				
f				
g				
h				
i				

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

For all three budget drivers, the long range financial outlook assumes a continuation budget only. The agency is, however, requesting an additional \$2 million non-recurring spending authority for lake restoration and an additional \$5 million non-recurring spending authority for invasive plant control based on cash availability in the host trust funds. Both programs suffered sever reductions in recurring budget due to falling documentary stamp tax estimates. Lake restoration was cut by half when it lost \$4 million and invasive plant control took a 29% cut with the loss of \$12.7 million. The agency is asking to use non-recurring cash balance in the trust funds to help buffer the impact of these unprecedented reductions.

* R/B = Revenue or Budget Driver

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Fish and Wildlife Conservation Con

Chief Internal Auditor: Trevor Phillips

Budget Entity: 77100700

Phone Number: (850) 488-6068

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
AG 2009-021 and IA-0908	Jul-08	FWC Office of Finance & Budget (F & B)	Improved Travel Revolving Fund account controls were needed.	F & B took corrective actions relevant to the Travel Revolving Fund to provide for: (1) an appropriate separation of duties (2) ensure appropriate reconciliation activities (3) ensure updating of authorized signatures, and (4) adjust fund balance	
AG 2009-083 and IA-0909	Oct-08	FWC Office of Information Technology (OIT)	Lack of written procedures with regard to the erasure of surplus computer hard drives.	OIT updated its procedures for hard drive erasure and uploaded the documentation to the OIT technician's SharePoint site for statewide	

Pursuant to section 11.061, Florida Statutes, the following employees are designated as being used during all, or a portion of, the fiscal year for lobbying:

Mr. Nick Wiley, Executive Director

Mr. Greg Holder, Assistant Executive Director

Ms. Jacqueline L. Fauls, Director, Legislative Affairs Office

Mr. Scott Laster, Legislative Specialist, Legislative Affairs Office

Mr. Timothy Breault, Director, Division of Habitat and Species Conservation

Lt. Col. James A. Brown, Deputy Director, Division of Law Enforcement

Mr. Charles Collins, Regional Director, South Region

Mr. Dennis N. David, Regional Director, Northeast Region

Mrs. Diane Eggeman, Director, Division of Hunting and Game Management

Mr. Rolando J. Garcia, Regional Director, North Central Region

Ms. Linda Grove, Assistant Chief Financial Officer

Mr. Gil McRae, Director, Fish and Wildlife Research Institute

Mr. Kevin Patten, Chief Information Officer

Mr. Louie S. Roberson, Regional Director, Northwest Region

Mr. Mark S. Robson, Director, Division of Marine Fisheries Management

Mr. Darrell Scovell, Director, Division of Freshwater Fisheries Management

Ms. Sandra L. Wilson, Chief Financial Officer

Mr. Michael Yaun, Deputy General Counsel

Vacant, General Counsel

Vacant, Regional Director, Southwest Region

Vacant, Director, Division of Law Enforcement

Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Office of Executive Direction and Administrative Support

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong / Glenn Reagan

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)			
	77	100	700	

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)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 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.	Y				
--	---	--	--	--	--

Action		Program or Service (Budget Entity Codes)				
		77	100	700		
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				
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.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					

Action		Program or Service (Budget Entity Codes)				
		77	100	700		
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?	Y				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				
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 (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				
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?	Y				

Action		Program or Service (Budget Entity Codes)				
		77	100	700		
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?	Y				
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?	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.)	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)?	Y				
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				
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR,	N/A				
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR,	N/A				
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR,	N/A				
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
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)			
		77	100	700	
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)				
		77	100	700		
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 2009-10 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?	N/A				

Action		Program or Service (Budget Entity Codes)				
		77	100	700		
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)				
		77	100	700		
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.)	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.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A				
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)			
		77	100	700	
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 108 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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.)	Y			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y			
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y			
15.6	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.)	Y			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y			
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)			
	77	100	700	

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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18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			
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Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Fish, Wildlife, and Boating Enforcement

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong / Glenn Reagan

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)			
	77	200	100	

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)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 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.	Y				
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Action		Program or Service (Budget Entity Codes)				
		77	200	100		
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				
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.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					

Action		Program or Service (Budget Entity Codes)				
		77	200	100		
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?	Y				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				
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 (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				
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?	Y				

Action		Program or Service (Budget Entity Codes)				
		77	200	100		
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?	Y				
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?	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.)	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 (36XXXXX) and are the correct issue codes used (361XXC0, 362XXC0 or 363XXC0)?	Y				
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				
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR,	Y				
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR,	N/A				
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR,	N/A				
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
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)			
		77	200	100	
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)				
		77	200	100		
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 2009-10 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?	N/A				

Action		Program or Service (Budget Entity Codes)				
		77	200	100		
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)				
		77	200	100		
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.)	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?	N/A				
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)			
		77	200	100	
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 108 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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.)	Y			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y			
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y			
15.6	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.)	Y			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y			
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)			
	77	200	100	

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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18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			
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Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Hunting and Game Management

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong / Glenn Reagan

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	77	300	200	

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)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 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.	Y				
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Action		Program or Service (Budget Entity Codes)				
		77	300	200		
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				
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.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					

Action		Program or Service (Budget Entity Codes)				
		77	300	200		
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 (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				
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?	Y				

Action		Program or Service (Budget Entity Codes)				
		77	300	200		
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?	Y				
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?	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.)	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")	Y				
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR,	N/A				
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR,	N/A				
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR,	N/A				
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
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)			
		77	300	200	
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)				
		77	300	200		
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 2009-10 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?	N/A				

Action		Program or Service (Budget Entity Codes)				
		77	300	200		
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)				
		77	300	200		
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.)					
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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?	N/A				
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)			
		77	300	200	
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 108 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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.)	Y			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y			
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y			
15.6	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.)	Y			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y			
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)			
	77	300	200	

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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18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			
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Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Habitat and Species Conservation

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong / Glenn Reagan

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	77	350	200	

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)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 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.	Y				
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Action		Program or Service (Budget Entity Codes)				
		77	350	200		
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				
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.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					

Action		Program or Service (Budget Entity Codes)				
		77	350	200		
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?	Y				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				
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 (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				
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?	Y				

Action		Program or Service (Budget Entity Codes)				
		77	350	200		
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?	Y				
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?	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.)	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)?	Y				
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				
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR,	N/A				
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR,	N/A				
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR,	N/A				
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
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)			
		77	350	200	
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)				
		77	350	200		
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 2009-10 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?	N/A				

Action		Program or Service (Budget Entity Codes)				
		77	350	200		
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)				
		77	350	200		
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.)	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.	Y				
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/A				
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)			
		77	350	200	
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 108 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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.)	Y			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y			
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y			
15.6	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.)	Y			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y			
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)			
	77	350	200	

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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18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			
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Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Freshwater Fisheries Management

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong / Glenn Reagan

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	77	400	200		

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)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 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.	Y				
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Action		Program or Service (Budget Entity Codes)				
		77	400	200		
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				
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.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					

Action		Program or Service (Budget Entity Codes)				
		77	400	200		
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.	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.	Y				
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?	Y				

Action		Program or Service (Budget Entity Codes)				
		77	400	200		
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?	Y				
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?	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.)	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")	Y				
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR,	N/A				
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR,	N/A				
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR,	N/A				
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
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)			
		77	400	200	
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)				
		77	400	200		
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 2009-10 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?	N/A				

Action		Program or Service (Budget Entity Codes)				
		77	400	200		
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)				
		77	400	200		
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.)	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.	Y				
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/A				
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)			
		77	400	200	
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 108 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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.)	Y			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y			
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y			
15.6	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.)	Y			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y			
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)			
	77	400	200	

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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18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			
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Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Marine Fisheries Management

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong / Glenn Reagan

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	77	500	200	

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)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 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.	Y				
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Action		Program or Service (Budget Entity Codes)				
		77	500	200		
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				
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.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					

Action		Program or Service (Budget Entity Codes)				
		77	500	200		
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 (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				
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?	Y				

Action		Program or Service (Budget Entity Codes)				
		77	500	200		
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?	Y				
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?	Y				
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.)	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")	N/A				
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR,	N/A				
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR,	N/A				
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR,	N/A				
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
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)			
		77	500	200	
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)				
		77	500	200		
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 2009-10 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?	N/A				

Action		Program or Service (Budget Entity Codes)				
		77	500	200		
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)				
		77	500	200		
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.)	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?	N/A				
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)			
		77	500	200	
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 108 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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.)	Y			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y			
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y			
15.6	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.)	Y			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y			
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)			
	77	500	200	

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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18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Fish and Wildlife Research Institute

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong / Glenn Reagan

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	77	650	200		

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)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 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.	Y				
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Action		Program or Service (Budget Entity Codes)				
		77	650	200		
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				
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.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					

Action		Program or Service (Budget Entity Codes)				
		77	650	200		
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 (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				
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?	Y				

Action		Program or Service (Budget Entity Codes)				
		77	650	200		
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?	Y				
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?	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.)	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")	Y				
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR,	N/A				
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR,	N/A				
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR,	N/A				
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
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)			
		77	650	200	
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)				
		77	650	200		
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 2009-10 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?	N/A				

Action		Program or Service (Budget Entity Codes)				
		77	650	200		
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)				
		77	650	200		
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.)					
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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?	N/A				
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)			
		77	650	200	
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 108 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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.)	Y			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	Y			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y			
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y			
15.6	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.)	Y			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y			
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)			
	77	650	200	

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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18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Capital Improvements Programs

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong / Glenn Reagan

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)				

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)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

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

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				
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Action		Program or Service (Budget Entity Codes)				
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")	N/A				
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")	N/A				
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?	N/A				
4.2	Is the program component code and title used correct?	N/A				
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.)	N/A				
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.)	N/A				
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/A				
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)				
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?	N/A				
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).	N/A				
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.)	N/A				
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)				
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 (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")	Y				
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR,	N/A				
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR,	N/A				
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR,	N/A				
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
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)			
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)				
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 2009-10 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?	N/A				

Action		Program or Service (Budget Entity Codes)				
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)				
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?	N/A				
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)			
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 108 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A			
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y			
15.6	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			
15.7	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?	N/A			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A			

	Program or Service (Budget Entity Codes)			
Action				

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

TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				
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18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Department Level Exhibits & Schedules

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong / Glenn Reagan

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)				

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)	N/A				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	N/A				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	N/A				
1.4 Has security been set correctly? (CSDR, CSA)	N/A				
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?	N/A				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	N/A				
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?	N/A				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	N/A				

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				
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Action		Program or Service (Budget Entity Codes)				
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")	N/A				
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")	N/A				
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?	N/A				
4.2	Is the program component code and title used correct?	N/A				
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.)	N/A				
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.)	N/A				
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/A				
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)				
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?	N/A				
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).	N/A				
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.)	N/A				
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?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				

Action		Program or Service (Budget Entity Codes)				
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 (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")	N/A				
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR,	N/A				
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR,	N/A				
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR,	N/A				
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
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)			
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)				
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 2009-10 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?	N/A				

Action		Program or Service (Budget Entity Codes)				
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)				
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?	Y				
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)				
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 108 of the LBR Instructions for detailed instructions)						
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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.)	Y				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?					
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	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.)	Y				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
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)			

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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18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission\Trust Fund Schedules

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong / Glenn Reagan

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)				

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)	N/A				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	N/A				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	N/A				
1.4 Has security been set correctly? (CSDR, CSA)	N/A				
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?	N/A				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	N/A				
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?	N/A				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	N/A				

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				
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Action		Program or Service (Budget Entity Codes)				
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")	N/A				
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")	N/A				
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?	N/A				
4.2	Is the program component code and title used correct?	N/A				
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.)	N/A				
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.)	N/A				
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/A				
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)				
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?	N/A				
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).	N/A				
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.)	N/A				
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)				
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 (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")	N/A				
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR,	N/A				
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR,	N/A				
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR,	N/A				
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
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.					

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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)				
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 2009-10 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?	Y				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
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.)	Y				
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)				
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?	Y				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y				
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?	Y				
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?	Y				
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.)	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)				
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.)	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/A				
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)			
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 108 of the LBR Instructions for detailed instructions)					
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? 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			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A			
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A			
15.6	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			
15.7	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?	N/A			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A			

Action		Program or Service (Budget Entity Codes)			
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.				
18. FLORIDA FISCAL PORTAL					
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			