

Rick Scott,  
Governor

LEGISLATIVE BUDGET REQUEST

■ ■

Agency for Persons with Disabilities

Michael Hansen,  
Director

Tallahassee

■ ■

September 15, 2011

4030 Esplanade Way

Suite 380  
Tallahassee,  
Florida  
32399-0700

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Tallahassee, Florida 32399-1300

Terry Rhodes, Staff Director  
Senate Budget Committee  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Agency for Persons with Disabilities is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2012-13 Fiscal Year. This submission has been approved by Michael Hansen, Director of the Agency for Persons with Disabilities.

Sincerely,



Michael P. Hansen  
Director



agency for persons with disabilities  
*State of Florida*

**Legislative Budget Request  
Fiscal Year 2012-13**

**Department Level  
67000000**

**Exhibits and Schedules**

**Michael Hansen  
Director**

Non-Strategic IT Service: <b>Data Center Service</b>				
Dept/Agency: <b>Agency for Persons with Disabilities</b>		# of Assets & Resources Apportioned to this IT Service In FY 2012-13		
Prepared by: <b>John Cook, Chief Information Officer</b>				
Phone: <b>(850) 414-5855</b>				
Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b> (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)		0.00		\$0
A-1.1 State FTE		0.00		\$0
A-2.1 OPS FTE		0.00		\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>				\$48,714
B-1 Non-Mainframe Servers (including single-function logical servers not assigned to another service)		0	0	\$0
B-2 Servers - Mainframe		0	0	\$0
B-3 Server Maintenance & Support		0	0	\$0
B-4 Online or Archival Storage Systems (indicate GB of storage)	9	0		\$48,714
B-5 Data Center/ Computing Facility Internal Network				\$0
B-6 Other Hardware (Please specify in Footnotes Section below)				\$0
<b>C. Software</b>				\$0
<b>D. External Service Provider(s)</b>				\$510,565
D-1 Southwood Shared Resource Center (indicate # of Board votes)	2	0		\$140,611
D-2 Northwood Shared Resource Center (indicate # of Board votes)	3	0		\$198,826
D-3 Northwest Regional Data Center (indicate # of Board votes)	5	0		\$42,288
D-4 Other Data Center External Service Provider (specify in Footnotes below)	6			\$128,840
<b>E. Plant &amp; Facility</b>				\$6,555
E-1 Data Center/Computing Facilities Rent & Insurance				\$0
E-2 Utilities (e.g., electricity and water)	7			\$6,555
E-3 Environmentals (e.g., HVAC, fire control, and physical security)				\$0
E-4 Other (please specify in Footnotes Section below)				\$0
<b>F. Other</b> (Please describe in Footnotes Section below)				\$0
<b>G. Total for IT Service</b>				<b>\$565,834</b>
<b>H. Please provide the number of agency data centers.</b>				<b>0</b>
<b>I. Please provide the number of agency computing facilities.</b>				<b>6</b>
<b>J. Please provide the number of single-server installations.</b>				<b>14</b>
<b>H. Footnotes</b> - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	(29) File, Print, and Active Directory Servers: See also network tab			
2	(3) SSRC Web servers, see also portal tab.; (3) SSRC ABC Midrange; (4) SSRC CDC+ Windows Servers; (2) SSRC CDC+ BMC Support Servers and VC equipt Totalling \$140,611			
3	(10) NSRC ABC Midrange Systems, and(10) NSRC iBudget Midrange Servers; NRSC Unisys mainframe tape costs for (PMDS, Certified Forward, User Accounting & Sims); Total =			
4				
5	(6) NWRDC Agency Admin hosting servers = \$42,228: See also Agency Admin tab			
6	DCF helpdesk costs =\$128,840			
7	Included in facility power bills. Total of all rated servers is 17.03 KW. Prorated rate based on 65% utilization is 11.065 KW			
8	Note: Due to continuing changes in technology platforms, NSRC and SSRC are not able to provide cost forecasts. Service cost estimates based on billing statements. In addition,			
9	Tapes: Unisys \$41564, Midrange \$6,806, Offsite service \$344 Total = \$48,714			

Non-Strategic IT Service: <b>Network Service</b>				
Dept/Agency: <b>Agency for Persons with Disabilities</b>		# of Assets & Resources		
Prepared by: <b>John Cook, Chief Information Officer</b>		Apportioned to this IT Service in FY 2012-13		
Phone: <b>(850) 414-5855</b>				
Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>		6.25		\$370,108
A-1.1 State FTE	1	6.25		\$370,108
A-2.1 OPS FTE		0.00		\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>				\$27,433
B-1 Servers	2	29	0	\$0
B-2 Server Maintenance & Support		0	0	\$0
B-3 Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)	8	160	0	\$0
B-4 Online Storage for file and print (indicate GB of storage)	5	13312		\$0
B-5 Archive Storage for file and print (indicate GB of storage)	6	0		\$0
B-6 Other Hardware Assets (Please specify in Footnote Section below)	7			\$27,433
<b>C. Software</b>	3			\$47,194
<b>D. External Service Provider(s)</b>				\$219,226
D-1 MyFloridaNet	4			\$116,898
D-2 Other (Please specify in Footnote Section below)	9			\$102,328
<b>E. Other (Please describe in Footnotes Section below)</b>				\$0
<b>F. Total for IT Service</b>				<b>\$663,961</b>
<b>G. Please identify the number of users of the Network Service</b>				<b>1,618</b>
<b>H. How many locations currently host IT assets and resources used to provide LAN services?</b>				<b>26</b>
<b>I. How many locations currently use WAN services?</b>				<b>25</b>
<b>J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>				
1	50% of 2 central office personnel = \$90,224 and 50% of 10 field support personnel = \$279,884			
2	Active Directory infrastructure, file/print servers = 19 physical servers and 10 virtual servers			
3	APD Full Platform EA = \$44917.84; Backup Exec annual software maintenance for 4 regional tape libraries = \$2,276. Total=47194			
4	Central office LAN = \$102,328 and Field office WAN = \$116,898			
5	Online Storage (File and Print only): 5800 GB			
6	Archive Storage: 4200 GB (all tape divided between 5 libraries)			
7	57 Air cards = \$27,433			
8	Network devices include routers, switches, and hubs located in central and field offices.			
9	Network Port charges from Divtel in State office Complex			
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Non-Strategic IT Service:		E-Mail, Messaging, and Calendaring Service			
Agency: <b>Agency for Persons with Disabilities</b>		# of Assets & Resources			
Prepared by: <b>John Cook, Chief Information Officer</b>		Apportioned to this IT Service in FY 2012-13			
Phone: <b>(850) 414-5855</b>					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			0.00		\$0
A-1	State FTE		0.00		\$0
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					\$63,579
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, I-phones, PDAs, etc.)	1	134	0	\$63,579
B-4	Online Storage (indicate GB of storage)	2	264		\$0
B-5	Archive Storage (indicate GB of storage)	2	458		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
<b>C. Software</b>					\$0
<b>D. External Service Provider(s)</b>					\$181,918
D-1	Southwood Shared Resource Center	3			\$181,918
D-2	Northwood Shared Resource Center				\$0
D-3	Northwest Regional Data Center				\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)				\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					\$0
<b>F. Total for IT Service</b>					\$245,497
<b>G. Please provide the number of user mailboxes.</b>					1,618
<b>H. Please provide the number of resource mailboxes.</b>					100
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	134 Blackberries = \$63,579				
2	Online storage=246 GB; Archive storage =458.4 GB (estimated as 11.46% of DCF CommonStore disk in use)				
3	Estimated costs for new state-wide email system, based on 1718 mailboxes, 162 Full Clients, 30 mailboxes @ 2GB, 135 Active Sync, 1000 users on encryption, 1618 mailboxes archived				
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Non-Strategic IT Service:		Desktop Computing Service			
Agency: <b>Agency for Persons with Disabilities</b>		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Prepared by: <b>John Cook, Chief Information Officer</b>					
Phone: <b>(850) 414-5855</b>					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			9.75		\$481,265
A-1	State FTE	1	7.75		\$405,199
A-2	OPS FTE	2	2.00		\$76,066
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>			1976	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3.1	Desktop Computers	4	1114	0	\$0
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	4	862	0	\$0
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)	5	0	0	\$0
<b>C. Software</b>		3			\$56,946
<b>D. External Service Provider(s)</b>			0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					\$0
<b>F. Total for IT Service</b>					<b>\$538,211</b>
<b>G. Please identify the number of users of this service.</b>					<b>0</b>
<b>H. How many locations currently use this service?</b>					<b>0</b>
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	Central office includes 100% of OIC Auto Spec(pos#12485)=340,827, .25% of Dir Mgr(pos#59666)=32,804, and .50% of 15 FTE Field Office positions = \$341,568				
2	(2) OPS positions = \$76,066				
3	CA Threat manager for the Enterprise. Uses a web based console to supply anti-virus and spyware protection to the APD desktop and laptops. Annual cost is \$33.75 = \$50,928.75. Tacachale (430) and MRDP (200) Windows Cal = \$6017. Total = \$56946				
4	Current inventory count is 862 laptops and 1114 desktops totaling 1976 workstations				
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Non-Strategic IT Service:		Helpdesk Service			
Agency: <b>Agency for Persons with Disabilities</b>		# of Assets & Resources AppORTioned to this IT Service in FY 2012-13			
Prepared by: <b>John Cook, Chief Information Officer</b>					
Phone: <b>(850) 414-5855</b>					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>					
A-1	State FTE		0.00		\$0
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
<b>C. Software</b>					
<b>D. External Service Provider(s)</b>					
			0	1	\$128,840
<b>E. Other (Please describe in Footnotes Section below)</b>					
					\$0
<b>F. Total for IT Service</b>					
					\$128,840
<b>G. Please identify the number of users of this service.</b>					3,093
<b>H. How many locations currently host IT assets and resources used to provide this service?</b>					0
<b>I. What is the average monthly volume of calls/cases/tickets?</b>					706
<b>J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	Service is provided by DCF. Total ticket count for FY10/11 = 8471.				
2	3093 represents institutional, non-client employees				
3	8471 / 12 = 706 monthly calls				
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Non-Strategic IT Service:		IT Security/Risk Mitigation Service			
Agency: <b>Agency for Persons with Disabilities</b>		# of Assets & Resources			
Prepared by: <b>John Cook, Chief Information Officer</b>		AppORTioned to this IT Service in FY 2012-13			
Phone: <b>(850) 414-5855</b>		2012-13			
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			1.50		\$109,001
A-1	State FTE	1	1.50		\$109,001
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
<b>C. Software</b>					\$0
<b>D. External Service Provider(s)</b>			0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					\$0
<b>F. Total for IT Service</b>					<b>\$109,001</b>
<b>G. Footnotes</b> - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	ISM (52990)=\$71,325, .25 DP Mgr(39668)=\$22,804, SysAdmin(32656)=\$14,872				
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Non- Strategic IT Service: <b>Agency Financial and Administrative Systems Support Service</b>					
Agency: <b>Agency for Persons with Disabilities</b> Prepared by: <b>John Cook, Chief Information Officer</b> Phone: <b>(850) 414-5855</b>			# of Assets & Resources Apportioned to this IT Service in FY 2012-13		
Service Provisioning -- Assets & Resources (Cost Elements)				Footnote Number	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
		Number used for this service	Number w/ costs in FY 2012-13		
<b>A. Personnel</b>					\$188,790
A-1	State FTE	3.00		1	\$188,790
A-2	OPS FTE	0.00			\$0
A-3	Contractor Positions (Staff Augmentation)	0.00			\$0
<b>B. Hardware</b>					\$72,799
B-1	Servers	0	0		\$0
B-2	Server Maintenance & Support	0	0		\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)	0	0	2	\$72,799
<b>C. Software</b>					\$0
<b>D. External Service Provider(s)</b>					\$42,288
<b>E. Other (Please describe in Footnotes Section below)</b>					\$46,992
<b>F. Total for IT Service</b>					<b>\$350,869</b>
<b>G. Please identify the number of users of this service.</b>					0
<b>H. How many locations currently host agency financial/administrative systems?</b>					0
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	Systems Project consultant(11458)=\$77,810, System Project Analyst (11452)=\$55,490, Systems Project Analyst (pos#14803)=\$55,490				
2	NRSC Unisys mainframe tape costs for (PMDS, Certified Forward, User Accounting & Sims)=\$41,564;				
3	NWRDC hosting (6) servers = \$42,288 contract NWRM0101				
4	NSRC IDS/Fair Cost Center (66DWP) Managed Service \$0 + Oracle DB = \$37,796; NSRC Cost center (66DWP) Database Support = \$9196 totaling \$46992				
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Non- Strategic IT Service: <b>IT Administration and Management Service</b>						
Agency: <b>Agency for Persons with Disabilities</b> Prepared by: <b>John Cook, Chief Information Officer</b> Phone: <b>(850) 414-5855</b>			# of Assets & Resources Apportioned to this IT Service in FY 2012- 13			
			C			
Service Provisioning -- Assets & Resources (Cost Elements)			Footnote Number	Number used for this service	Number w/ costs in FY 2012- 13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>				2.50		\$172,612
A-1	State FTE		1	2.50		\$172,612
A-2	OPS FTE			0.00		\$0
A-3	Contractor Positions (Staff Augmentation)			0.00		\$0
<b>B. Hardware</b>				0	0	\$0
B-1	Servers			0	0	\$0
B-2	Server Maintenance & Support			0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)			0	0	\$0
<b>C. Software</b>						\$0
<b>D. External Service Provider(s)</b>				0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>						\$0
<b>F. Total for IT Service</b>						<b>\$172,612</b>
<b>G. How many locations currently host assets and resources used to provide this service?</b>						<b>0</b>
<b>G. Footnotes</b> – Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.						
1	CIO (12776)=\$95,158, Project Mgt Analyst (14765)=\$38,053, 50% DP Mgr(11475)=\$39,401					
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Non-Strategic IT Service: <b>Web/Portal Service</b>				
Dept/Agency: <b>Agency for Persons with Disabilities</b> Prepared by: <b>John Cook, Chief Information Officer</b> Phone: <b>(850) 414-5855</b>		# of Assets & Resources Apportioned to this IT Service In FY 2012-13		
Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>		0.00		\$55,605
A-1.1 State FTE	1	0.00		\$55,605
A-2.1 OPS FTE		0.00		\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>				\$0
B-1 Servers		0	0	\$0
B-2 Server Maintenance & Support		0	0	\$0
B-3 Other Hardware Assets (Please specify in Footnotes Section below)		0	0	\$0
<b>C. Software</b>				\$0
<b>D. External Service Provider(s)</b>	2	3	0	\$21,000
<b>E. Other (Please describe in Footnotes Section below)</b>				\$0
<b>F. Total for IT Service</b>				<b>\$76,605</b>
<b>G. Please identify the number of Internet users of this service.</b>				<b>0</b>
<b>H. Please identify the number of intranet users of this service.</b>				<b>3,093</b>
<b>I. How many locations currently host IT assets and resources used to provide this service?</b>				<b>1</b>
<b>J. Footnotes</b>	Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.			
1	Sr. Project Analyst (pos#72485)=\$55,605			
2	SSRC: Internet, Intranet, and Development Servers			
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Agency: **Agency for Persons with Disabilities**

				E-Mail, Messaging, and Calendaring Service	Network Service	Desktop Computing Service	Helpdesk Service	IT Security/Risk Mitigation Service	Agency Financial and Administrative Systems Support Service	IT Administration and Management Service	Web/Portal Service	Data Center Service		
Budget Entity Name	BE Code	Program Component Code	Program Component Name	Identified Funding as % of Total Cost of Service		100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%		
				Costs within BE	Funding Identified for IT Service									
				\$2,851,430	\$245,497	\$663,961	\$538,211	\$128,840	\$109,001	\$350,869	\$172,612	\$76,605	\$565,834	
1	Program Management & Con	67100200	1603000000	Application Development/Support	\$2,851,430	\$245,497	\$663,961	\$538,211	\$128,840	\$109,001	\$350,869	\$172,612	\$76,605	\$565,834
2	Program Management & Con	67100200	1602000000	Prog. Manag. And Compliance - Disa	\$0									
3	Home and Community Servic	67100100	1303000000	Dis Support Coordination - Disabilit	\$0									
4	Developmentally Disabled Pu	67100300	1301030000	Forensic Commitment Program	\$0									
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				Sum of IT Cost Elements Across IT Services										
IT Cost Element Data as entered on IT Service Worksheets	Personnel	State FTE (#)		21.00	0.00	6.25	7.75	0.00	1.50	3.00	2.50	0.00	0.00	
	Personnel	State FTE (Costs)		\$1,301,315	\$0	\$370,108	\$405,199	\$0	\$109,001	\$188,790	\$172,612	\$55,605	\$0	
	Personnel	OPS FTE (#)		2.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Personnel	OPS FTE (Cost)		\$76,066	\$0	\$0	\$76,066	\$0	\$0	\$0	\$0	\$0	\$0	
	Personnel	Vendor/Staff Augmentation (# Positions)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Personnel	Vendor/Staff Augmentation (Costs)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Hardware			\$212,525	\$63,579	\$27,433	\$0	\$0	\$0	\$72,799	\$0	\$0	\$48,714	
	Software			\$104,140	\$0	\$47,194	\$56,946	\$0	\$0	\$0	\$0	\$0	\$0	
	External Services			\$1,103,837	\$181,918	\$219,226	\$0	\$128,840	\$0	\$42,288	\$0	\$21,000	\$510,565	
	Plant & Facility (Data Center Only)			\$6,555									\$6,555	
Other			\$46,992	\$0	\$0	\$0	\$0	\$0	\$46,992	\$0	\$0	\$0		
				<b>Budget Total</b>	<b>\$2,851,430</b>	<b>\$245,497</b>	<b>\$663,961</b>	<b>\$538,211</b>	<b>\$128,840</b>	<b>\$109,001</b>	<b>\$350,869</b>	<b>\$172,612</b>	<b>\$76,605</b>	<b>\$565,834</b>
				<b>FTE Total</b>	<b>23.00</b>	<b>0.00</b>	<b>6.25</b>	<b>9.75</b>	<b>0.00</b>	<b>1.50</b>	<b>3.00</b>	<b>2.50</b>	<b>0.00</b>	<b>0.00</b>
				<b>Users</b>	<b>1,718</b>	<b>1,618</b>	<b>0</b>	<b>3,093</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,093</b>	<b>0</b>	
				<b>Cost Per User</b>	<b>142.8969849</b>	<b>\$410.36</b>	<b>#DIV/0!</b>	<b>\$41.66</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>\$24.77</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	

(cost/all mailboxes)

Help Desk Tickets: 706

Cost/Ticket: \$183

## 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.*

<b>Agency:</b>	<b>Agency For Persons With Disabilities</b>		
<b>Contact Person:</b>	Juan Collins (APD)	<b>Phone Number:</b>	850-414-2232
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	JDS v. APD		
<b>Court with Jurisdiction:</b>	Orange County Circuit Court		
<b>Case Number:</b>	02-3647		
<b>Summary of the Complaint:</b>	(JDS) DD Client in group home allegedly raped and impregnated by foster parent.		
<b>Amount of the Claim:</b>	\$ 1,000,000.00		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>			
<b>Status of the Case:</b>	On-going  Agency submitted an offer of judgment in the amount of 100K.		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
<b>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).</b>			



AGENCY FOR PERSONS WITH DISABILITIES		FISCAL YEAR 2010-11			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		1,013,500,529		0	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		167,862,905		0	
FINAL BUDGET FOR AGENCY		1,181,363,434		0	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>					0
Home And Community Services Administration * Number of Medicaid Waiver clients enrolled		30,044	220.13	6,613,544	
Support Coordination * Number of people receiving support coordination		29,927	1,152.94	34,504,144	
Private Intermediate Care Facilities For The Developmentally Disabled *		701	139,171.25	97,559,045	
Program Management And Compliance * Based on Administrative Components of serving people in the Community and Institutional settings		54,590	436.96	23,853,543	
Adult Daily Living * Number of persons with disabilities served in Adult Daily Living		6,887	8,797.35	60,587,340	
Adult Day Service * Number of persons with disabilities served in Adult Day Training Service		12,021	2,216.44	26,643,882	
Adult Medical/Dental * Number of persons with disabilities served in Adult Medical/Dental		16,185	766.23	12,401,363	
Adult Respite Services * Number of persons with disabilities served in Adult Respite Services		3,715	1,775.39	6,595,562	
Adult Residential Habilitation * Number of persons with disabilities served in Adult Residential Habilitation		8,025	13,843.07	111,090,612	
Adult Specialized Therapies/ Assessments * Number of persons with disabilities served in Adult Specialized Assessments, Therapies, Equipment and Supplies		6,895	1,921.79	13,250,731	
Adult Supported Employment * Number of persons with disabilities served in Adult Supported Employment		2,669	4,660.45	12,438,747	
Adult Supported Living * Number of persons with disabilities served in Adult Supported Living and In Home Subsidies		8,564	6,152.94	52,693,750	
Adult Transportation * Number of persons with disabilities served in Adult Transportation		13,145	969.00	12,737,445	
Children Daily Living * Number of persons with disabilities served in Children Daily Living		1,717	13,870.34	23,815,377	
Children Day Services * Number of persons with disabilities served in Children Day Training Services		2	1,864.50	3,729	
Children Medical/Dental * Number of persons with disabilities served in Children Medical/Dental		2,389	479.74	1,146,100	
Children Respite Services * Number of persons with disabilities served in Children Respite Services		541	617.66	334,155	
Children Residential Habilitation * Number of persons with disabilities served in Children Residential Habilitation		1,393	9,093.09	12,666,681	
Children Specialized Therapies/ Assessments * Number of persons with disabilities served in Children Specialized Assessments, Therapies, Equipment and Supplies		2,465	755.18	1,861,515	
Children Support Employment * Number of persons with disabilities served in Children Supported Employment		3	658.00	1,974	
Children Supported Living * Number of persons with disabilities served in Children Supported Living and In Home Subsidies		1,072	2,566.35	2,751,128	
Forensic Care * Number of adults found incompetent to proceed who are provided competency training and custodial care in the Mentally Retarded Defendant Program		378	67,901.26	25,666,675	
TOTAL				539,217,042	
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER				1,561,705	
REVERSIONS				640,584,701	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				1,181,363,448	

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

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

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

**Agency:** Agency for Persons with Disabilities      **Contact:** Marta Hardy 921-4101

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 2011 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 2012-2013 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 2012-2013 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Information Technology Infrastructure	B	5,400,000	0
b	Waiver	B	62,400,000	0
c				
d				
e				
f				

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

The financial outlook report includes two issues that are not included in the Agency's Legislative Budget Request for Fiscal Year 12-13. Below are descriptions of these issues with an explanation of why they were not included in the Agency's LBR:

\$5.4 Million for IT upgrades (\$200,000 from GR and \$5.2 Million from trust funds) to reflect the average increases in IT funding appropriated to APD in the past four years. The Agency has no plans to request IT funding at this time, but may request a Supplemental LBR at a future date.

\$62.4 Million for the APD Medicaid Waiver (\$27.5 Million from GR and \$34.9 Million from trust funds) to fund a projected deficit in the current fiscal year. The Agency is focused on eliminating this deficit through cost containment initiatives, but may request a Supplemental LBR at a future date if these initiatives do not generate sufficient expenditure reductions.

\* R/B = Revenue or Budget Driver





agency for persons with disabilities  
*State of Florida*

**Home and Community Services**

**67100100**

**Exhibits and Schedules**

**Budget Entity 67100100**

**Home and Community Services**

**Schedule I Series**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2011 - 2012</b>
<b>Trust Fund Title:</b>	67-Agency for Persons with Disabilities
<b>Budget Entity:</b>	Administrative Trust Fund
<b>LAS/PBS Fund Number:</b>	67100100
	2021

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	56,512	(A)		56,512
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	56,512	(F)		56,512
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2011</b>	56,512	(K)		56,512 **

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 67-Agency for Persons with Disabilities  
**Trust Fund Title:** Administrative Trust Fund - 67100100  
**LAS/PBS Fund Number:** 2021

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/11**

Total all GLC's 5XXXX for governmental funds; 56,512.00 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

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

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

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 56,512.00 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)** 56,512.00 (F)

**DIFFERENCE:** 0.00 (G)\*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2012 - 2013</b>
<b>Trust Fund Title:</b>	67-Agency for Persons with Disabilities
<b>Budget Entity:</b>	Federal Grants Trust Fund
<b>LAS/PBS Fund Number:</b>	67100100
	2261

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(3,784)	(A)		(3,784)
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)		0
ADD: Intra-Agency Transfer from BE 67100300	4,000	(E)		4,000
<b>Total Cash plus Accounts Receivable</b>	<b>216</b>	(F)		<b>216</b>
LESS Allowances for Uncollectibles	0	(G)		0
LESS Approved "A" Certified Forwards	0	(H)		0
Approved "B" Certified Forwards	0	(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Nonoperating)	0	(I)		0
LESS: _____	0	(J)		0
<b>Unreserved Fund Balance, 07/01/2011</b>	<b>216</b>	(K)		<b>216</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title: 67-Agency for Persons with Disabilities**

**Trust Fund Title: Federal Grants Trust Fund - 67100100**

**LAS/PBS Fund Number: 2261**

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/11**

Total all GLC's 5XXXX for governmental funds; [ (3,784) ] (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment to accounts receivable [ ] (C)

SWFS Adjustment # and Description [ ] (C)

**Add/Subtract Other Adjustment(s):**

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

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

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

Rounding [ ] (D)

Intra-Agency Transfer from BE 67100300 [ 4,000 ] (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** [ 216 ] (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)** [ 216 ] (F)

**DIFFERENCE:** [ 0 ] (G)\*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2012 - 2013**

**Department Title:**

67-Agency for Persons with Disabilities

**Trust Fund Title:**

Operations & Maintenance Trust Fund

**Budget Entity:**

67100100

**LAS/PBS Fund Number:**

2516

	Balance as of 6/30/2011		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(49,075,320)	(A)			(49,075,320)
ADD: Other Cash (See Instructions)	0	(B)			0
ADD: Investments	0	(C)			0
ADD: Intra-Agency transfer from BE 67100300		(D)	0		0
ADD: Overhead Applied		(E)			0
<b>Total Cash plus Accounts Receivable</b>	(49,075,320)	(F)	0		(49,075,320)
LESS Allowances for Uncollectibles	0	(G)			0
LESS Approved "A" Certified Forwards	20,176,042	(H)	(20,000,000)		176,042
Approved "B" Certified Forwards	0	(H)			0
Approved "FCO" Certified Forwards	0	(H)			0
LESS: Other Accounts Payable (Nonoperating)	0	(I)	5,446,341		5,446,341
LESS: _____	0	(J)			0
<b>Unreserved Fund Balance, 07/01/2011</b>	(28,899,278)	(K)	-14,553,659		(54,697,703)**

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

<b>Department Title:</b>	<b>Budget Period: 2012 - 2013</b>
<b>Trust Fund Title:</b>	<b>67-Agency for Persons with Disabilities</b>
<b>LAS/PBS Fund Number:</b>	<b>Operations &amp; Maintenance Trust Fund-67100100</b>
	<b>2516</b>

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/11**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>(69,707,070.00)</b> (A)
--	----------------------------

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

	_____ (B)
--	-----------

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment to reduce accounts payable	20,000,000.00 (C)
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SWFS Adjustments to Accounts Receivable	(4,990,633.00) (C)
---	--------------------

**Add/Subtract Other Adjustment(s):**

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

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

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

Rounding	_____ (D)
----------	-----------

	_____ (D)
--	-----------

	_____ (D)
--	-----------

<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>(54,697,703.00)</b> (E)
--	----------------------------

<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>(54,697,703.00)</b> (F)
--	----------------------------

<b>DIFFERENCE:</b>	<b>0.00</b> (G)*
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**\*SHOULD EQUAL ZERO.**



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2012 - 2013</b>
<b>Trust Fund Title:</b>	67-Agency for Persons with Disabilities
<b>Budget Entity:</b>	Social Service Block Grant
<b>LAS/PBS Fund Number:</b>	67100100
	2639

	Balance as of 6/30/2011		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	11,647,865	(A)			11,647,865
ADD: Other Cash (See Instructions)	0	(B)			0
ADD: Investments	0	(C)			0
ADD: Outstanding Accounts Receivable	0	(D)	1023		1,023
ADD: _____	0	(E)			0
<b>Total Cash plus Accounts Receivable</b>	<b>11,647,865</b>	(F)	<b>1,023</b>		<b>11,648,888</b>
LESS Allowances for Uncollectibles	0	(G)			0
LESS Approved "A" Certified Forwards	8,782,324	(H)	0		8,782,324
Approved "B" Certified Forwards	0	(H)			0
Approved "FCO" Certified Forwards	0	(H)			0
LESS: Other Accounts Payable (Nonoperating)	0	(I)			0
LESS: Intra-Agency Transfer to BE 67100300	1,599,975	(J)			1,599,975
<b>Unreserved Fund Balance, 07/01/2011</b>	<b>1,265,566</b>	(K)	<b>1,023</b>		<b>1,266,589</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title: 67-Agency for Persons with Disabilities**

**Trust Fund Title: Social Service Block Grant - 67100100**

**LAS/PBS Fund Number: 2639**

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/11**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment to reduce accounts payable  (C)

SWFS Outstanding Accounts Receivable  (C)

**Add/Subtract Other Adjustment(s):**

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

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

Approved "A" Carry Forward (A/P) not reflected on financial statements  (D)

Rounding  (D)

(D)

(D)

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

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**



agency for persons with disabilities  
*State of Florida*

## Program Management and Compliance

**67100200**

## Exhibits and Schedules

**Budget Entity 67100200**

**Program Management and Compliance**

**Schedule I Series**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2011 - 2012</b>
<b>Trust Fund Title:</b>	67-Agency for Persons with Disabilities
<b>Budget Entity:</b>	Administrative Trust Fund
<b>LAS/PBS Fund Number:</b>	67100200
	2021

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,251,162	(A)		1,251,162
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	1,251,162	(F)		1,251,162
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: Intra-Agency transfer to BE 67100300	(200,000)	(J)		(200,000)
<b>Unreserved Fund Balance, 07/01/2011</b>	1,051,162	(K)		1,051,162 **

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 67-Agency for Persons with Disabilities  
**Trust Fund Title:** Administrative Trust Fund - 67100200  
**LAS/PBS Fund Number:** 2021

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/11**

Total all GLC's 5XXXX for governmental funds; 1,251,162.00 (A)  
 GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

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

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

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

Intra-Agency transfer to BE 67100300 (200,000.00) (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 1,051,162.00 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)** 1,051,162.00 (F)

**DIFFERENCE:** 0.00 (G)\*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2012 - 2013</b>
<b>Trust Fund Title:</b>	67-Agency for Persons with Disabilities
<b>Budget Entity:</b>	Federal Grants Trust Fund
<b>LAS/PBS Fund Number:</b>	67100200
	2261

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	315,420	(A)		315,420
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)	0	0
ADD: _____	0	(E)		0
<b>Total Cash plus Accounts Receivable</b>	315,420	(F)	0	315,420
LESS Allowances for Uncollectibles	0	(G)		0
LESS Approved "A" Certified Forwards	0	(H)		0
Approved "B" Certified Forwards	0	(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Nonoperating)	0	(I)		0
LESS: _____	0	(J)		0
<b>Unreserved Fund Balance, 07/01/2011</b>	315,420	(K)	0	315,420 **

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title: 67-Agency for Persons with Disabilities**

**Trust Fund Title: Federal Grants Trust Fund - 67100200**

**LAS/PBS Fund Number: 2261**

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/11**

Total all GLC's 5XXXX for governmental funds; 315,420 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment to accounts receivable  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

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

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

Rounding  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 315,420 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)** 315,420 (F)

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

**\*SHOULD EQUAL ZERO.**



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2012 - 2013**

**Department Title:**

67-Agency for Persons with Disabilities

**Trust Fund Title:**

Operations & Maintenance Trust Fund

**Budget Entity:**

67100200

**LAS/PBS Fund Number:**

2516

	Balance as of 6/30/2011	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	3,421,961 (A)		3,421,961
ADD: Other Cash (See Instructions)	0 (B)		0
ADD: Investments	0 (C)		0
ADD: Outstanding Accounts Receivable	0 (D)	3,884,093	3,884,093
ADD: _____	0 (E)		0
<b>Total Cash plus Accounts Receivable</b>	3,421,961 (F)	3,884,093	7,306,054
LESS Allowances for Uncollectibles	0 (G)		0
LESS Approved "A" Certified Forwards	(1,773,635) (H)	0	(1,773,635)
Approved "B" Certified Forwards	(555) (H)		(555)
Approved "FCO" Certified Forwards	0 (H)		0
LESS: Other Accounts Payable (Nonoperating)	(53,215) (I)		(53,215)
LESS: _____	0 (J)		0
<b>Unreserved Fund Balance, 07/01/2011</b>	1,594,556 (K)	3,884,093	5,478,649 **

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

<b>Budget Period:</b>	<b>2012 - 2013</b>
<b>Department Title:</b>	<b>67-Agency for Persons with Disabilities</b>
<b>Trust Fund Title:</b>	<b>Operations &amp; Maintenance Trust Fund-67100200</b>
<b>LAS/PBS Fund Number:</b>	<b>2516</b>

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/11</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	7,007,542.00 (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS)Adjustments :</b>	
SWFS Adjustment to reduce accounts payable	
SWFS Adjustments to Accounts Receivable	(1,528,893.00) (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	
Rounding	
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>5,478,649.00 (E)</b>
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>5,478,649.00 (F)</b>
<b>DIFFERENCE:</b>	<b>0.00 (G)*</b>

**\*SHOULD EQUAL ZERO.**



agency for persons with disabilities  
*State of Florida*

**Developmental Disabilities Public Facilities**

**67100300**

**Exhibits and Schedules**

**Budget Entity 67100300**

**Developmental Disabilities Public Facilities**

**Schedule I Series**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2011 - 2012</b>
<b>Trust Fund Title:</b>	67-Agency for Persons with Disabilities
<b>Budget Entity:</b>	Administrative Trust Fund
<b>LAS/PBS Fund Number:</b>	67100300
	2021

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(137,829)	(A)		(137,829)
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: Intra-Agency transfer from BE 67100200	200,000	(E)		200,000
<b>Total Cash plus Accounts Receivable</b>	<b>62,171</b>	(F)		62,171
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: Intra-Agency transfer to BE 67100300		(J)		-
<b>Unreserved Fund Balance, 07/01/2011</b>	<b>62,171</b>	(K)		62,171 **

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 67-Agency for Persons with Disabilities  
**Trust Fund Title:** Administrative Trust Fund - 67100300  
**LAS/PBS Fund Number:** 2021

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/11**

Total all GLC's 5XXXX for governmental funds; [ (137,829.00) ] (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description [ ] (C)

SWFS Adjustment # and Description [ ] (C)

**Add/Subtract Other Adjustment(s):**

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

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

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

Intra-Agency transfer from BE 67100200 [ 200,000.00 ] (D)

[ ] (D)

[ ] (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** [ 62,171.00 ] (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)** [ 62,171.00 ] (F)

**DIFFERENCE:** [ 0.00 ] (G)\*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2012 - 2013</b>
<b>Trust Fund Title:</b>	67-Agency for Persons with Disabilities
<b>Budget Entity:</b>	Federal Grants Trust Fund
<b>LAS/PBS Fund Number:</b>	67100300
	2261

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	8,068	(A)		8,068
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)	0	0
ADD: _____	0	(E)		0
<b>Total Cash plus Accounts Receivable</b>	8,068	(F)	0	8,068
LESS Allowances for Uncollectibles	0	(G)		0
LESS Approved "A" Certified Forwards	0	(H)		0
Approved "B" Certified Forwards	0	(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Nonoperating)	0	(I)		0
LESS: Intra-Agency Transfer to BE 67100100	(4,000)	(J)		(4,000)
<b>Unreserved Fund Balance, 07/01/2011</b>	4,068	(K)	0	4,068 **

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title: 67-Agency for Persons with Disabilities**

**Trust Fund Title: Federal Grants Trust Fund - 67100300**

**LAS/PBS Fund Number: 2261**

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/11**

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

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

(B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment to accounts receivable  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

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

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

Rounding  (D)

Intra-Agency Transfer from BE 67100300  (D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**

(E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)**

(F)

**DIFFERENCE:**

(G)\*

**\*SHOULD EQUAL ZERO.**



**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** 67-Agency for Persons with Disabilities **Budget Period:** 2012-2013  
**Program:** 67100300-DDC-PC 1303000000  
**Fund:** 2516

**Specific Authority:** Chapter 393  
**Purpose of Fees Collected:** Deposits used for Clients services funded by third-party payors.

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

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<b>SECTION I - FEE COLLECTION</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2010 - 2011</b>	<b>FY 2011 - 2012</b>	<b>FY 2012 - 2013</b>
<u>Receipts:</u>			
AHCA Transfer for Client Care (Medicaid,Medica	59,343,230	51,035,178	51,035,178
Reimbursement Client Custodian Care	4,998,777	4,298,948	4,298,948
_____			
_____			
<b>Total Fee Collection to Line (A) - Section III</b>	<b>64,342,007</b>	<b>55,334,126</b>	<b>55,334,126</b>

<b>SECTION II - FULL COSTS</b>			
<u>Direct Costs:</u>			
Salaries and Benefits	49,280,220	45,639,318	45,639,318
Other Personal Services	1,102,010	996,132	996,132
Expenses	3,779,297	3,336,788	3,336,788
Operating Capital Outlay	312,054	169,765	169,765
Special Category (070000)	1,405,253	1,314,322	1,314,322
Special Category (100777)	1,007,794	968,417	968,417
Special Category (100779)	1,885,211	1,310,560	1,310,560
Special Category (103241)	1,679,980	1,570,837	1,570,837
Indirect Costs Charged to Trust Fund			
<b>Total Full Costs to Line (B) - Section III</b>	<b>60,451,819</b>	<b>55,306,139</b>	<b>55,306,139</b>

Basis Used: \_\_\_\_\_

<b>SECTION III - SUMMARY</b>			
TOTAL SECTION I	(A)	64,342,007	55,334,126
TOTAL SECTION II	(B)	60,451,819	55,306,139
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>3,890,188</b>	<b>27,987</b>

**EXPLANATION of LINE C:**  
The Disabilities Developmental Centers are supported in the OMTF by fees and Medicaid transfers from AHCA for client custodial  
Only BE 67100300 and Program Component 1303000000 are involved.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2012 - 2013**

**Department Title:**

67-Agency for Persons with Disabilities

**Trust Fund Title:**

Operations & Maintenance Trust Fund

**Budget Entity:**

67100300

**LAS/PBS Fund Number:**

2516

	Balance as of 6/30/2011		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	65,830,886	(A)			65,830,886
ADD: Other Cash (See Instructions)	0	(B)			0
ADD: Investments	0	(C)			0
ADD: Outstanding Accounts Receivable	6,003,929	(D)	780,096		6,784,025
ADD: Overhead Applied		(E)			0
<b>Total Cash plus Accounts Receivable</b>	<b>71,834,815</b>	(F)	<b>780,096</b>		72,614,911
LESS Allowances for Uncollectibles	0	(G)			0
LESS Approved "A" Certified Forwards	(1,257,974)	(H)	0		(1,257,974)
Approved "B" Certified Forwards	0	(H)			0
Approved "FCO" Certified Forwards	0	(H)			0
LESS:	0	(I)	0		0
LESS: Intra-Agency transfers		(J)			0
<b>Unreserved Fund Balance, 07/01/2011</b>	<b>70,576,841</b>	(K)	<b>780,096</b>		<b>71,356,937</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 67-Agency for Persons with Disabilities  
**Trust Fund Title:** Operations & Maintenance Trust Fund-67100300  
**LAS/PBS Fund Number:** 2516

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/11**

Total all GLC's 5XXXX for governmental funds; 54,246,309.00 (A)  
 GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment to reduce accounts payable 16,330,532.00 (C)

SWFS Adjustments to Accounts Receivable 780,096.00 (C)

**Add/Subtract Other Adjustment(s):**

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

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

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

Rounding \_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 71,356,937.00 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)** 71,356,937.00 (F)

**DIFFERENCE:** 0.00 (G)\*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2012 - 2013</b>
<b>Trust Fund Title:</b>	67-Agency for Persons with Disabilities
<b>Budget Entity:</b>	Social Service Block Grant
<b>LAS/PBS Fund Number:</b>	67100300
	2639

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(1,599,975)	(A)		(1,599,975)
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)		0
ADD: Intra-Agency transfer from BE 67100100	1,599,975	(E)		1,599,975
<b>Total Cash plus Accounts Receivable</b>	0	(F)	0	0
LESS Allowances for Uncollectibles	0	(G)		0
LESS Approved "A" Certified Forwards	0	(H)	0	0
Approved "B" Certified Forwards	0	(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Nonoperating)	0	(I)		0
LESS: _____	0	(J)		0
<b>Unreserved Fund Balance, 07/01/2011</b>	0	(K)	0	0

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title: 67-Agency for Persons with Disabilities**

**Trust Fund Title: Social Service Block Grant - 67100300**

**LAS/PBS Fund Number: 2639**

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/11**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment to reduce accounts payable  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

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

Approved "A" Carry Forward (A/P) not reflected on financial statements  (D)

Rounding  (D)

(D)

(D)

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

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2012 - 2013**

**Department:** Agency for Persons with Disabilities

**Chief Internal Auditor:** Carol Sullivan

**Budget Entity:** 600100200

**Phone Number:** 414-7166

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
A-10/11-001	9/1/2010	Long Range Program Plan and Performance Measures	(LRPP instructions) were not followed and where supporting documentation was not maintained and therefore the performance measures may not be valid. A comprehensive performance accountability system was not maintained. Recommendations: APD prepare a Strength, Weakness, Opportunity, and Threat Analysis prior to the preparation of future APD LRPPs; ensure that all related narrative and exhibit information match; ensure that the correct prior year approved standards are used in the preparation; ensure that supporting documentation is maintained; ensure compliance with Section 216.1827 FS and continue to pursue changing its performance measures.	Agency management concurred with both the findings and recommendations. Additional steps were taken to address the findings as they related to the 2011-2012 through 2015-2016 LRPP. In addition new performance measures are listed in the appropriate exhibits to begin the budget amendment process for changing performance measures.	
A-10/11-002	Sep-10	Audit of Area 2 Family Care Council Expenditures (FCC)	For three sample items the Department of Transportation map mileage was not used. We recommended that a more thorough preaudit process be conducted and that the Area office provide additional training.	Administrative staff will allow only those map miles allotted using the Dept of Transportation website; when claiming vicinity mileage odometer readings will be required; and discrepancies noted on the travel form submitted will be discussed with the person submitting travel and the Area Administrator and Area 2 Family Care Council chairperson will be	

A-10/11-003	Dec-10	Audit of Area 13 Family Care Council Expenditures (FCC)	For eight sample items the Department of Transportation map mileage was not used in the completion and subsequent submission of travel reimbursements contrary to Section 112.061(7)(d)3, F.S. A reduction of expenditures related to a payment for a public records request was incorrectly applied to the FCC expenditures. We recommended that the Rea office conduct a more thorough preaudit process prior to	Management concurred with the audit findings and has made changes to improve the accountability of their local Family Care Council expenditures including: hiring an Accountant and Budget Specialist who will review all FCC expenditures; provided updated travel reimbursement forms, access to the DOT map mileage matrix and
A-10/11-004	Jan-11	Audit of Area 10 Family Care Council Expenditures (FCC)	Two sample items were incorrectly coded to the Area 10 FCC resulting in an over-charge of \$3,459.64. Two sample items where the member did not use the Vicinity Mileage Log to record their mileage. We recommended that a more thorough preaudit process be conducted and that the Area office provide additional training.	The Area 10 office will implement a more thorough preaudit process which will consist of the following: all FCC pre-travel authorization requests will also be submitted to the Budget Unit for tracking; FCC travel will be tracked following the system that we use for all staff travel; and after traveling, before submission to Central office all requests for Travel Reimbursement will be processed through the Budget Unit. The Area 10 FCC members were provided additional training on the policies and
A-10/11-005	Apr-11	Audit of Area 14 Family Care Council Expenditures (FCC)	One sample item where the member did not use the Vicinity Mileage Log to record their mileage. We recommended that a more thorough preaudit process be conducted and that the Area office provide additional training.	Area 14 has addressed the violation cited above as described: The APD staff member who failed to properly audit the submitted travel reimbursement paperwork prior to payment is no longer employed by APD; the APD staff member currently responsible for travel is very knowledgeable in terms of APD policies/procedures related to travel and reimbursement. The Area Administrator will discuss the findings of the Audit at the April FCC

A-10/11-006	Apr-11	Ethics and the Ethical Climate at APD	<p>APD new hires are not required to sign an agency Pledge form related to ethics. We recommended that the agency enhance its new hire policy to provide a copy of CFOP 60-05 and require an agency Pledge form.</p> <p>The Dual Compensation forms have not been updated with respect to the Governor's revised Code of Ethics. We recommended that the APD revise their policies as it relates to dual compensation approval.</p> <p>APD Chief Ethics Officer was difficult to locate on the intranet. We recommended that the</p>	<p>APD has enhanced its new hire policies and procedures; APD is in the process of drafting and adopting a Dual Compensation and Employment operating procedure; and the contact information for the Chief Ethics Officer has been posted on the Human Resources contacts page.</p>	
A-10/11-008	Jun-11	Audit of Area 23 Family Care Council Expenditures (FCC)	<p>For two sample items the Department of Transportation map mileage was not used. For three sample items reimbursement for meals was inappropriately claimed. One sample item where an APD employee's travel was paid by the FCC. The Area 23 FCC purchased a printer and related printing supplies in excess of \$2,400 and could not provide approved meeting minutes to support the purchase.</p> <p>We recommended that a more thorough preaudit process be conducted and that the Area office provide additional training. We also recommended that the Area 23 properly record and approve minutes for each meeting that includes sufficient detail to identify planned purchases and that a majority vote was held</p>	<p>The Area office will ensure training and evidence of training for members of the FCC utilizing all relevant state operating procedures, statutes and directives. All travel incurrence and reimbursement will be carefully examined prior to approval and submission for reimbursement. The Administrator will reinforce the importance of recording minutes in accordance with rules and expectations for the FCC.</p>	



## Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): **Agency for Persons With Disabilities**

Agency Budget Officer/OPB Analyst Name: **Marta Hardy/Robyn Forbes**

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)		
	67100100	67100200	67100300

### 1. GENERAL

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

### AUDITS:

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

### 2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y	Y	Y
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Y	Y	Y

### 3. EXHIBIT B (EXBR, 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	Y	Y
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y

### AUDITS:

3.3 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y	Y
3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y	Y	Y
<b>TIP</b> Generally look for and be able to fully explain significant differences between A02 and A03.			
<b>TIP</b> Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.			

Action	Program or Service (Budget Entity Codes)		
	67100100	67100200	67100300
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.			
<b>4. EXHIBIT D (EADR, EXD)</b>			
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y
4.2 Is the program component code and title used correct?	Y	Y	Y
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.			
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>			
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y
<b>AUDITS:</b>			
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y
TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.			
TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.			
TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2010-11 approved budget. Amounts should be positive.			
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.			
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>			
6.1 Are issues appropriately aligned with appropriation categories?	Y	Y	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.			
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>			
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y	Y	Y
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?	Y	Y	Y

Action	Program or Service (Budget Entity Codes)		
	67100100	67100200	67100300
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/J-No Issues	N/J-No Issues	N/J-No Issues
7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/J-No Issues	N/J-No Issues	N/J-No Issues
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/J-No Issues	N/J-No Issues	N/J-No Issues
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.	Y	Y	Y
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/J - Consensus Estimating Conference forecast does not apply	N/J - Consensus Estimating Conference forecast does not apply	N/J - Consensus Estimating Conference forecast does not apply
7.9 Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y
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 #12-009?	N/J-No Issues	N/J-No Issues	N/J-No Issues
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/J-No Issues	N/J-No Issues	N/J-No Issues
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/J-No Issues	N/J-No Issues	N/J-No Issues
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/J-No lump sum distribution	N/J-No lump sum distribution	N/J-No lump sum distribution
7.14 Do the amounts reflect appropriate FSI assignments?	Y	Y	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 29 and 88 of the LBR Instructions.)	N/J-No issues related to salary and benefits	N/J-No issues related to salary and benefits	N/J-No issues related to salary and benefits
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, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	N/J-No issues related to IT	N/J-No issues related to IT	N/J-No issues related to IT
7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/J-No issues related to major audit findings	N/J-No issues related to major audit findings	N/J-No issues related to major audit findings
<b>AUDIT:</b>			
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	Y	Y

Action		Program or Service (Budget Entity Codes)		
		67100100	67100200	67100300
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? ( <b>GENR, LBR1</b> )	N/J - No 160XXXX issues	N/J - No 160XXXX issues	N/J - No 160XXXX issues
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	N/J - No 180XXXX issues	N/J - No 180XXXX issues	N/J - No 180XXXX issues
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	N/J	N/J	N/J
7.22	Have FCO appropriations been entered into the nonrecurring column A04? ( <b>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) )</b> )	Y	Y	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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If an appropriation made in the FY 2011-12 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.			
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>				
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/J - Agency does not have any regulatory Fees	N/J - Agency does not have any regulatory Fees	N/J - Agency does not have any regulatory Fees
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	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y

Action	Program or Service (Budget Entity Codes)		
	67100100	67100200	67100300
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/J - Not applicable	N/J - Not applicable	N/J - Not applicable
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?	Y	Y	Y
8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y
8.10 Are the statutory authority references correct?	Y	Y	Y
8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	Y
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/J - No Estimating Conference available	N/J - No Estimating Conference available	N/J - No Estimating Conference available
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	N/J - Not applicable	N/J - Not applicable	N/J - Not applicable
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y
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	Y	Y
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y
8.24 Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y
8.25 Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>	N/J - Will be added after 9/30/2011	N/J - Will be added after 9/30/2011	N/J - Will be added after 9/30/2011

Action	Program or Service (Budget Entity Codes)		
	67100100	67100200	67100300
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y
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	Y	Y
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y
<b>AUDITS:</b>			
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y
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? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	Y	Y	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. ( <b>SC1R, DEPT</b> )	Y	Y	Y
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!			
TIP Determine if the agency is scheduled for trust fund review. (See page 125 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.			
<b>9. SCHEDULE II (PSCR, SC2)</b>			
<b>AUDIT:</b>			
9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) 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 157 of the LBR Instructions.)	N/J - No positions requested	N/J - No positions requested	N/J - No positions requested
<b>10. SCHEDULE III (PSCR, SC3)</b>			
10.1 Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	N/J - No issue	N/J - No issue	N/J - No issue
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	N/J - OAD not used	N/J - OAD not used	N/J - OAD not used
<b>11. SCHEDULE IV (EADR, SC4)</b>			
11.1 Are the correct Information Technology (IT) issue codes used?	Y	Y	Y
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.			
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>			
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	Y	Y
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>			
13.1 <b>NOT REQUIRED FOR THIS YEAR</b>	-	-	-
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>			
14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?	Y	Y	Y
<b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>			

Action	Program or Service (Budget Entity Codes)		
	67100100	67100200	67100300
15.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y
15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>			
15.3 Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y	Y	Y
15.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y	Y	Y
15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y	Y	Y
15.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y
15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>			
16.1 Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y
<b>AUDITS - GENERAL INFORMATION</b>			
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) 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.			
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>			
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y
17.5 Are the appropriate counties identified in the narrative?	N/J - Facility has been identified	N/J - Facility has been identified	N/J - Facility has been identified
17.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	Y	Y

		Program or Service (Budget Entity Codes)		
Action		67100100	67100200	67100300
<b>TIP</b> 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.				
<b>18. FLORIDA FISCAL PORTAL</b>				
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	Y	Y
<b>19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)</b>				
19.1	<p>If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> <li>• Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL</li> <li>• Schedule IA: Detail of Fees and Related Costs (Part I and Part II)</li> <li>• Schedule IC: Reconciliation of Unreserved Fund Balances</li> <li>• Reconciliation: Beginning Trial Balance to Schedule I and IC</li> <li>• Exhibit D-1: Detail of Expenses</li> <li>• Schedule XI: Agency-Level Unit Cost Summary</li> <li>• Opening Trial Balance as of July 1, 2011</li> <li>• Schedule I Narratives related to Column A01</li> <li>• Inter-Agency Transfer Form</li> </ul>	N/A	N/A	N/A