



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

LEGISLATIVE BUDGET REQUEST

Department of Agriculture & Consumer Services

Tallahassee, Florida

September 15, 2011

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

JoAnne Leznoff, Staff Director
House Appropriations Committee
221 Capitol
Tallahassee, Florida 32399-1300

Terry L. 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 Department of Agriculture & Consumer Services 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 Commissioner Adam H. Putnam.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "Adam H. Putnam".

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

State of Florida
Department of Agriculture
and Consumer Services

Department Level Exhibits
and Schedules

Schedule IV-C
Recurring Information
Technology Budget Planning

Non-Strategic IT Service:		Network Service			
Dept/Agency: Department of Agriculture and Consumer Services		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Prepared by: Michael Johnston					
Phone: 850-617-7015					
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)
A. Personnel			4.35		\$289,102
A-1.1	State FTE	1	4.35		\$289,102
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$155,827
B-1	Servers	2	101	0	
B-2	Server Maintenance & Support		0	0	\$0
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)	3	422	0	\$155,827
B-4	Online Storage for file and print (indicate GB of storage)		0		\$0
B-5	Archive Storage for file and print (indicate GB of storage)		0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software		4			\$50,155
D. External Service Provider(s)					\$1,393,640
D-1	MyFloridaNet	5			\$1,379,240
D-2	Other (Please specify in Footnote Section below)	6			\$14,400
E. Other (Please describe in Footnotes Section below)		7			\$16,981
F. Total for IT Service					\$1,905,705
G. Please identify the number of users of the Network Service					5,000+
H. How many locations currently host IT assets and resources used to provide LAN services?					170
I. How many locations currently use WAN services?					160
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Annual Salaries and Benefits for the State FTE's supporting this service area.				
2	This number represents the number of physical and virtual servers in use in this service area.				
3	This represents the number of switches in use: maintenance/support provided by Microsoft, Prosys Information Systems, Alamo City Engineering, Sayers, and GTSI.				
4	Annual licenses/support charges for the software provided by Software House International; Rocket Software; Carahsoft Technology and ACISS.				
5	Annual charges paid to the Department of Management Services for the data communication circuits, DSL lines, and Air Cards.				
6	This amounts represents the annual costs of the external service providers: Comcast, Direct TV, Verizon and Liberty Communications.				
7	Miscellaneous costs associated with State Personnel Assessment Charges; Telephones; Suncom; Printing and reproduction; vehicle repairs and maintenance; In-State Travel; Office Supplies; and Information Technology Supplies.				
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Non-Strategic IT
Service:

E- Mail, Messaging, and Calendaring Service

Agency: **Department of Agriculture and Consumer Services**

Prepared by: **Michael Johnston**

Phone: **850- 617- 7015**

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)
A. Personnel					\$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. Hardware					\$0
B-1	Servers		6	0	\$0
B-2	Server Maintenance & Support		2	0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, I-phones, PDAs, etc.)		148	0	\$0
B-4	Online Storage (indicate GB of storage)		0		\$0
B-5	Archive Storage (indicate GB of storage)		0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software					\$0
D. External Service Provider(s)					\$484,776
D-1	Southwood Shared Resource Center	1			\$355,218
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)	2			\$129,558
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$484,776
G. Please provide the number of user mailboxes.					4,100
H. Please provide the number of resource mailboxes.					400
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	This amount represents the projected cost to the SSRC for consolidated email services in Fy 2012-13.				
2	This additional amount to maintain current operation functionality.				
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Non- Strategic IT Service: Desktop Computing Service					
Agency: Department of Agriculture and Consumer Services Prepared by: Michael Johnston Phone: 850- 617- 7015			# 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)
A. Personnel					\$898,795
A-1	State FTE			1	\$898,795
A-2	OPS FTE			0.00	\$0
A-3	Contractor Positions (Staff Augmentation)			0.00	\$0
B. Hardware				4234	\$324,961
B-1	Servers			0	\$0
B-2	Server Maintenance & Support			0	\$0
B-3.1	Desktop Computers			2474	\$324,961
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)			1760	\$0
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)			0	\$0
C. Software				2	\$243,215
D. External Service Provider(s)				3	\$15,000
E. Other (Please describe in Footnotes Section below)				4	\$24,835
F. Total for IT Service					\$1,506,806
G. Please identify the number of users of this service.					4,100
H. How many locations currently use this service?					170
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Annual Salaries and Benefits for the State FTE's supporting this service area.				
2	Annual licenses and projected software costs associated with acquisition of new microcomputers.				
3	Projected annual maintenance of desktop and mobile computers.				
4	Miscellaneous costs associated with Information Technology Supplies.				
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Non-Strategic IT Service:		Helpdesk Service			
Agency: Department of Agriculture and Consumer Services Prepared by: Michael Johnston Phone: 850-617-7015		# 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)
A. Personnel					
A-1	State FTE	1	5.10		\$297,563
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					
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
C. Software					
					\$0
D. External Service Provider(s)					
		2	0	0	\$24,770
E. Other (Please describe in Footnotes Section below)					
					\$0
F. Total for IT Service					\$322,333
G. Please identify the number of users of this service.					5,000
H. How many locations currently host IT assets and resources used to provide this service?					1
I. What is the average monthly volume of calls/cases/tickets?					2,000
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Annual Salaries and Benefits for the State FTE's supporting this service area.				
2	Miscellaneous costs associated with State Personnel Assessment charges; Telephones/suncom; Printing and reproduction; vehicle repairs and maintenance; in-state travel; Office Supplies; and Information Technology Supplies.				
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Non-Strategic IT Service: IT Security/Risk Mitigation Service				
Agency: Department of Agriculture and Consumer Services Prepared by: Michael Johnston Phone: 850- 617- 7015			# 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)
A. Personnel		6.65		\$504,551
A-1 State FTE	1	6.65		\$504,551
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware		12	0	\$0
B-1 Servers	2	12	0	\$0
B-2 Server Maintenance & Support		0	0	\$0
B-3 Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software	3			\$71,397
D. External Service Provider(s)	4	0	0	\$137,378
E. Other (Please describe in Footnotes Section below)	5			\$13,544
F. Total for IT Service				\$726,870
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Annual Salaries and Benefits for the State FTE's supporting this service area.			
2	Twelve (12) servers are utilized by the IT Security / Risk Mitigation service to support the McAfee E-Policy Orchestrator; Intrusield; Patch Management; and Safeboot software. The servers, when purchased, were acquired with a five (5) year extended warranty.			
3	Annual licenses/support charges for the software provided by Software House International; and Shavlik Technologies.			
4	Annual costs DSM.Net for data replication.			
5	Miscellaneous costs associated with State Personnel Assessment charges; Telephones/Suncom; Printing and Reproduction; vehicle repairs and Maintenance; In-State Travel; Office Supplies; and Information Technology Supplies.			
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Non-Strategic IT Service: Agency Financial and Administrative Systems Support Service					
Agency: Department of Agriculture and Consumer Services Prepared by: Michael Johnston Phone: 850-617-7015			# 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)
A. Personnel			3.90		\$316,781
A-1	State FTE	1	3.90		\$316,781
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			9	0	\$0
B-1	Servers	2	9	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		3			\$600
D. External Service Provider(s)		4	0	0	\$3,300
E. Other (Please describe in Footnotes Section below)					
F. Total for IT Service					\$320,681
G. Please identify the number of users of this service.					9,000
H. How many locations currently host agency financial/administrative systems?					1
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Annual Salaries and Benefits for the State FTE's supporting this service area.				
2	Eight (8) windows based servers are utilized by the service area. The servers, when purchased, were acquired with a five (5) year extended warranty. One (1) of the Sun T5220 servers is utilized by this service area.				
3	This amount represents the annual charge for miscellaneous software purchased by the Divisions.				
4	This amount represents annual costs for miscellaneous outside support.				
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Non-Strategic IT Service: IT Administration and Management Service				
Agency: Department of Agriculture and Consumer Services Prepared by: Michael Johnston Phone: 850-617-7015			# of Assets & Resources Apportioned to this IT Service in FY 2012-13	
Service Provisioning - - Assets & Resources (Cost Elements)				Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
	Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	
A. Personnel		13.00		\$1,127,931
A-1 State FTE	1	13.00		\$1,127,931
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware		0	0	\$3,888
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)	2	0	0	\$3,888
C. Software				\$0
D. External Service Provider(s)	3	0	0	\$406
E. Other (Please describe in Footnotes Section below)	4			\$55,924
F. Total for IT Service				\$1,188,149
G. How many locations currently host assets and resources used to provide this service?				1
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Annual Salaries and Benefits for the State FTE's supporting this service area.			
2	This amount represents the annual charges for the copier/fax/printer.			
3	This amounts represents the annual costs to external service providers for pagers.			
4	Miscellaneous costs associated with State Personnel Assessment charges; Telephones/Suncom; Printing and Reproduction; vehicle Repairs and Maintenance; In-State Travel; Office Supplies; and Information Technology Supplies.			
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Non-Strategic IT Service: Web/Portal Service					
Dept/Agency: Department of Agriculture and Consumer Services		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Prepared by: Michael Johnston					
Phone: 850-617-7015					
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)
A. Personnel			5.65		\$361,763
A-1.1	State FTE	1	5.65		\$361,763
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Servers	2	31	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnotes Section below)		0	0	\$0
C. Software		3			\$101,756
D. External Service Provider(s)			0	0	
E. Other (Please describe in Footnotes Section below)		4,5			\$5,667
F. Total for IT Service					\$469,186
G. Please identify the number of Internet users of this service.					100,000 / week
H. Please identify the number of intranet users of this service.					4,400
I. How many locations currently host IT assets and resources used to provide this service?					2
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Annual Salaries and Benefits for the State FTE's supporting this service area.				
2	Number of servers utilized by the service area. The servers, when purchased, were acquired with a five (5) year extended warranty.				
3	Annual software licenses, upgrades, and support costs for Webtrends, OPSWAT, Ironport Anti-Spam, SOPHOS, and Compliance Sheriff software.				
4	Miscellaneous costs associated with State Personnel Assessment charges; Telephones/Suncom; Printing and Reproduction; Vehicle Repairs and				
5	Maintenance; In-State Travel; Office Supplies; and Information Technology Supplies.				
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Non-Strategic IT Service: Data Center Service				
Dept/Agency: Department of Agriculture and Consumer Services Prepared by: Michael Johnston Phone: 850-617-7015		# 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)
A. Personnel (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)		5.25		\$333,420
A-1.1 State FTE	1	5.25		\$333,420
A-2.1 OPS FTE		0.00		\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				\$0
B-1 Non-Mainframe Servers (including single-function logical servers not assigned to another service)	2	16	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)		0		\$0
B-5 Data Center/ Computing Facility Internal Network				\$0
B-6 Other Hardware (Please specify in Footnotes Section below)				\$0
C. Software	3			\$64,146
D. External Service Provider(s)				\$0
D-1 Southwood Shared Resource Center (indicate # of Board votes)		0		\$0
D-2 Northwood Shared Resource Center (indicate # of Board votes)		0		\$0
D-3 Northwest Regional Data Center (indicate # of Board votes)		0		\$0
D-4 Other Data Center External Service Provider (specify in Footnotes below)				
E. Plant & Facility				\$83,520
E-1 Data Center/Computing Facilities Rent & Insurance	4,5			\$8,476
E-2 Utilities (e.g., electricity and water)	6,7			\$63,354
E-3 Environmentals (e.g., HVAC, fire control, and physical security)	8,9			\$11,690
E-4 Other (please specify in Footnotes Section below)				\$0
F. Other (Please describe in Footnotes Section below)				\$0
G. Total for IT Service				\$481,086
H. Please provide the number of agency data centers.				2
I. Please provide the number of agency computing facilities.				6
J. Please provide the number of single-server installations.				22
H. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Annual Salaries and Benefits for the State FTE's supporting this service area.			
2	Number of servers utilized by the service area. The servers, when purchased, were acquired with a five (5) year extended warranty.			
3	Annual software licenses, upgrades, and support costs for Webtrends, OPSWAT, Ironport Anti-Spam, SOPHOS, and Compliance Sheriff software.			
4	The AGMIC Data Center has 1,886 square feet and the Division of Licensing Data Center has 520 square feet. The AGMIC Data Center utilizes 350 square feet			
5	and the Division of Licensing utilizes 48 square feet. The Division of Licensing leases its floor space.			
6	This is an estimate and an estimate only, neither facility's electricity is recorded by a dedicated meter. AGMIC utilizes an estimated 492,300 KWH (\$51,271) annually.			
7	The Division of Licensing utilizes an estimated 91,860 KWH (\$12,083) annually.			
8	This amount (\$11,690) represents the annual charges associated with the maintenance and support of the fire suppression system, the HVAC system, and the			
9	Diesel generator utilized for backup power for the AGMIC Data Center.			

Agency: Department of Agriculture and Consumer Services				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%	100.0001%	100.0000%	100.0000%	100.0001%	100.0000%	99.9999%	100.0002%	100.0000%
				Costs within BE	Funding Identified for IT Service									
					\$484,776	\$1,905,706	\$1,506,806	\$322,333	\$726,871	\$320,681	\$1,188,148	\$469,187	\$481,086	
1	Agricultural Law Enforcemen	42010100	1202000000	Office of the Commissioner and Adr	\$71,030		\$13,086	\$28,129		\$7,772	\$9,086	\$12,957		
2	Agricultural Water Policy Cod	42010200	1403000000	Office of the Commissioner and Adr	\$78,923		\$5,773	\$18,900	\$4,173	\$8,346		\$25,039	\$16,692	
3	Executive Direction and Supp	42010300	1602000000	Office of the Commissioner and Adr	\$362,226						\$200,313	\$161,913		
4	Licensing	42010400	1204000000	Office of the Commissioner and Adr	\$409,543			\$320,431				\$89,112		
5	Wildfire Prevention and Mana	42110200	1402000000	Forest and Resource Protection	\$181,245		\$6,300	\$25,028		\$4,457		\$84,881	\$60,579	
6	Information Technology	42120100	1603000000	Agriculture Management Informatio	\$4,623,187	\$484,776	\$1,869,754	\$315,646	\$272,013	\$509,580	\$82,392	\$420,281	\$187,659	\$481,086
7	Dairy Facilities Compliance a	42150100	1205000000	Food Safety and Quality	\$22,264			\$22,264						
8	Food Safety Inspection Enfor	42150200	1205000000	Food Safety and Quality	\$349,324			\$253,064		\$22,471		\$67,913	\$5,876	
9	Agricultural Environmental S	42160100	1204000000	Consumer Protection	\$261,866			\$101,243		\$30,772		\$63,381	\$66,470	
10	Consumer Protection	42160200	1204000000	Consumer Protection	\$227,892			\$77,265		\$20,301		\$75,398	\$54,928	
11	Standards and Petroleum Qu	42160300	1204000000	Consumer Protection	\$42,566			\$21,692		\$11,478		\$9,396		
12	Fruit and Vegetable Inspecti	42170100	1101000000	Agricultural Economic Development	\$155,028		\$2,265	\$41,044	\$9,058	\$41,327	\$24,626	\$36,708		
13	Agricultural Product Marketi	42170200	1101000000	Agricultural Economic Development	\$142,297		\$8,528	\$42,556	\$12,792	\$4,264	\$4,264	\$12,792	\$57,101	
14	Aquaculture	42170300	1101000000	Agricultural Economic Development	\$94,627			\$32,774	\$24,297	\$11,045		\$6,629	\$19,882	
15	Animal Pest and Disease Cor	42170500	1101000000	Agricultural Economic Development	\$197,101			\$94,534		\$32,078		\$70,489		
16	Plant Pest and Disease Contr	42170600	1101000000	Agricultural Economic Development	\$186,475			\$112,236		\$22,980		\$51,259		
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28					\$0									
29					\$0									
30					\$0									
				Sum of IT Cost Elements Across IT Services										
				State FTE (#)	58.85	0.00	4.35	14.95	5.10	6.65	3.90	13.00	5.65	5.25
				State FTE (Costs)	\$4,129,906	\$0	\$289,102	\$898,795	\$297,563	\$504,551	\$316,781	\$1,127,931	\$361,763	\$333,420
				OPS FTE (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				OPS FTE (Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				Vendor/Staff Augmentation (# Positions)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Vendor/Staff Augmentation (Costs)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				Hardware	\$484,676	\$0	\$155,827	\$324,961	\$0	\$0	\$0	\$3,888	\$0	\$0
				Software	\$531,269	\$0	\$50,155	\$243,215	\$0	\$71,397	\$600	\$0	\$101,756	\$64,146
				External Services	\$2,059,270	\$484,776	\$1,393,640	\$15,000	\$24,770	\$137,378	\$3,300	\$406	\$0	\$0
				Plant & Facility (Data Center Only)	\$83,520									\$83,520
				Other	\$116,951	\$0	\$16,981	\$24,835	\$0	\$13,544	\$0	\$55,924	\$5,667	\$0
				Budget Total	\$7,405,592	\$484,776	\$1,905,705	\$1,506,806	\$322,333	\$726,870	\$320,681	\$1,188,149	\$469,186	\$481,086
				FTE Total	58.85	0.00	4.35	14.95	5.10	6.65	3.90	13.00	5.65	5.25
				Users	4,500	5,000+	4,100	5,000	9,000	9,000	#VALUE!	#VALUE!	#VALUE!	
				Cost Per User	107.728	#VALUE!	\$367.51	\$64.47	\$35.63	\$35.63	#VALUE!	#VALUE!	#VALUE!	

(cost/all mailboxes) Help Desk Tickets: 2,000
Cost/Ticket: \$161

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	Pompano Beach, et al. v. DOACS (a/k/a In re Citrus Canker Litigation, Cox and Bogorff)		
Court with Jurisdiction:	Broward County Circuit Court		
Case Number:	00-18394		
Summary of the Complaint:	Lawsuit for damages for removal of canker-exposed citrus trees in Broward County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	See “Status of the Case.”		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Court certified class of Broward homeowners who lost canker-exposed citrus trees. Judgment for \$8,043,501 was entered on October 6, 2008, and interest at the official rate is running from that date. The judgment was affirmed by the Fourth District Court of Appeal, and the Florida Supreme Court and the United States Supreme Court declined to review the decision. Attorneys’ fees and costs will also be assessed.		
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	
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).	Grossman Roth, P.A. Weiss, Serota et al. Lytal Reiter, P.A. Berman Devalerio P.A. Rubin & Barrar		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	Pompano Beach, et al. v. DOACS (a/k/a In re Citrus Canker Litigation and Brignoni) (transferred to Miami-Dade County Circuit Court) Martinez v. DOACS (a/k/a Grove Services)		
Court with Jurisdiction:	Miami-Dade County Circuit Court		
Case Number:	Pompano Beach: 02-24436 Miami-Dade: 03-8255 Martinez: 03-30110		
Summary of the Complaint:	Lawsuits for damages for removal of canker-exposed citrus trees in Miami-Dade County under theories of inverse condemnation and statutory liability. Pompano Beach covers residential trees removed after January 1, 2000, and Martinez covers other residential trees, and commercial trees.		
Amount of the Claim:	Unliquidated, but likely more than \$100 million, plus interest, costs, and attorneys’ fees.		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Certification of a class in Pompano Beach was granted in the trial court, and is on appeal to the Third District. Certification of a class in Martinez was denied by the trial court, was affirmed by the Third District, and the Florida Supreme Court declined to review the decision. The Martinez plaintiffs have recently renewed their motion to certify a class.		
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	
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).	Grossman Roth, P.A. Weiss, Serota et al., P.A. Lytal Reiter, P.A. Berman Devalerio P.A. Law Offices of Malcolm Misuraca Nelson & Franklin, PLLC		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	Mendez v. DOACS		
Court with Jurisdiction:	Palm Beach County Circuit Court		
Case Number:			
Summary of the Complaint:	Lawsuit for damages for removal of canker-exposed citrus trees in Palm Beach County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	See "Status of the Case."		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Court certified class of Broward County homeowners who lost canker-exposed citrus trees. Judgment for \$19,222,490 was entered on August 3, 2011, and interest at the official rate is running from that date. The agency will appeal the judgment to the Fourth District Court of Appeal. Attorneys' fees and costs will also be assessed		
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	
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).	Grossman Roth, P.A. Weiss, Serota et al. Lytal Reiter, P.A. Berman Devalerio P.A.		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	Dellaselva v. DOACS		
Court with Jurisdiction:	Lee County Circuit Court		
Case Number:	03-1947		
Summary of the Complaint:	Lawsuit for damages for removal of canker-exposed citrus trees in Lee County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	Unliquidated, but likely more than \$10 million, plus interest, costs, and attorneys' fees.		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Court certified class of Lee County homeowners who lost canker-exposed trees, and certification was affirmed by Second District Court of Appeal. A non-jury trial on liability is scheduled for November 2011.		
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	
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).	Grossman Roth, P.A. Weiss, Serota et al. Lytal Reiter, P.A. Berman Devalerio P.A.		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	Ayers v. DOACS		
Court with Jurisdiction:	Orange County Circuit Court		
Case Number:	05 CA 4120 #37		
Summary of the Complaint:	Lawsuit for damages for removal of canker-exposed citrus trees in Orange County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	Unliquidated, but likely more than \$10 million, plus interest, costs, and attorneys’ fees.		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Court certified class of Orange County homeowners who lost canker-exposed trees, and certification was affirmed by Second District Court of Appeal. A non-jury trial on liability is scheduled for March 2012.		
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	
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).	Grossman Roth, P.A. Weiss, Serota, Helfman, Pastoriza & Guedes, P.A. Lytal Reiter, P.A. Berman Devalerio P.A.		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	Patchen v. DOACS		
Court with Jurisdiction:	Miami-Dade County Circuit Court		
Case Number:	00-29271		
Summary of the Complaint:	Lawsuit for damages for removal of canker-exposed citrus trees belonging to Mr. and Mrs. Patchen under theory of inverse condemnation.		
Amount of the Claim:	Unliquidated, but estimated at thousands of dollars, plus interest, costs, and attorneys' fees		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Summary judgment against Patchens was reversed by Florida Supreme Court. Further proceedings will be held in trial court to determine compensation due plaintiffs, if any. No trial is currently scheduled. This case is not a class action.		
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	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	Dooley Groves v. DOACS		
Court with Jurisdiction:	Hillsborough County Circuit Court		
Case Number:	09-12839		
Summary of the Complaint:	Lawsuit for damages for destroyed commercial citrus.		
Amount of the Claim:	Approximately \$1 million, plus interest, costs, and attorneys' fees.		
Specific Law(s) Challenged:	N/A		
Status of the Case:	The trial court denied the motion to dismiss complaint. The DOACS has moved for summary judgment, but no decision has been rendered. This is not a class action.		
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
	X	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	Mahon v. DOACS		
Court with Jurisdiction:	Orange County Circuit Court		
Case Number:	08-CA-30736		
Summary of the Complaint:	Lawsuit for damages for nursery citrus.		
Amount of the Claim:	Approximately \$3.4 million, plus interest, costs, and attorneys' fees.		
Specific Law(s) Challenged:	N/A		
Status of the Case:	The trial court dismissed some counts of the complaint and denied dismissal of some counts. No trial is scheduled. This case is not a class action.		
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	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	Grapeyard Nursery v. DOACS		
Court with Jurisdiction:	Miami-Dade County Circuit Court		
Case Number:	04-16086		
Summary of the Complaint:	Lawsuit for damages for nursery citrus.		
Amount of the Claim:	Approximately several hundred thousand dollars, plus interest, costs, and attorneys' fees.		
Specific Law(s) Challenged:	N/A		
Status of the Case:	The trial court denied dismissal of the complaint. No trial is scheduled. This case is not a class action.		
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	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

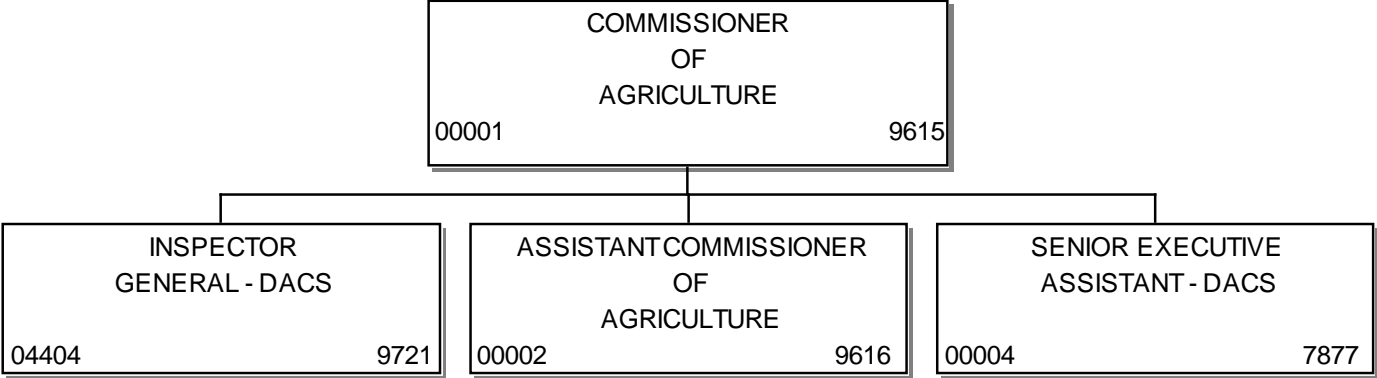
Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	William N. Graham	Phone Number:	850-245-1000
Names of the Parties:	Perry Energy Products, LLC., v. State of Florida, Florida Energy and Climate Commission.		
Court with Jurisdiction:	Leon County Circuit Court, 2 nd Judicial Circuit		
Case Number:	11-CA-1239		
Summary of the Complaint:	Three Count Complaint for alleged breach of contract and for promissory estoppel arising from the alleged failure to fund an award of a grant under the American Recovery Act of 2009, State Energy Program, Shovel Ready Grants, Grant ARS004. The USDOE withdrew funding for the award that resulting in termination of the grant.		
Amount of the Claim:	If proven, damages, costs and attorneys' fees will exceed \$500,000.		
Specific Law(s) Challenged:	N/A		
Status of the Case:	The department filed a motion to dismiss on July 25, 2011 and the trial court has not ruled. A trial date has not been scheduled.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

**FLORIDA DEPARTMENT OF AGRICULTURE
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COMMISSIONER'S OFFICE**

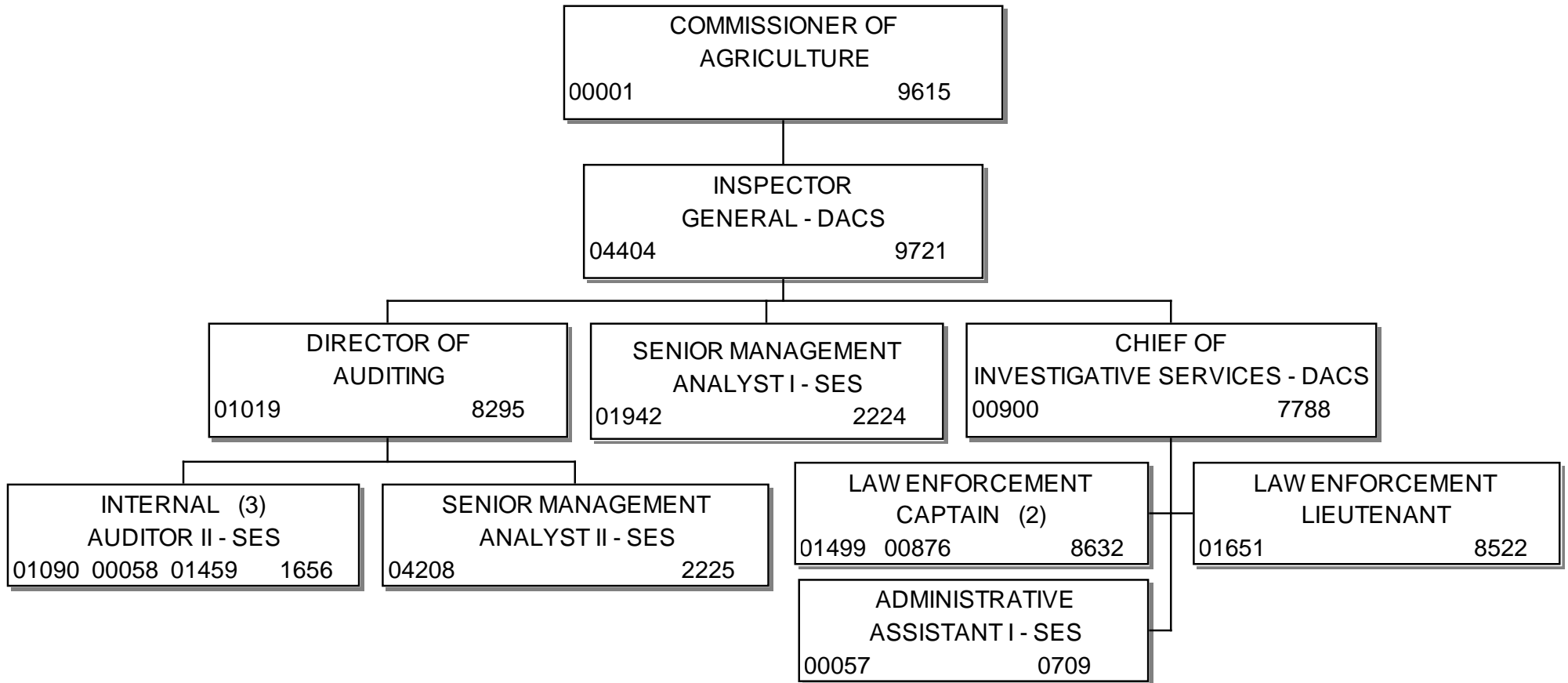
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PAGE 1 OF 11



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 02/18/2011

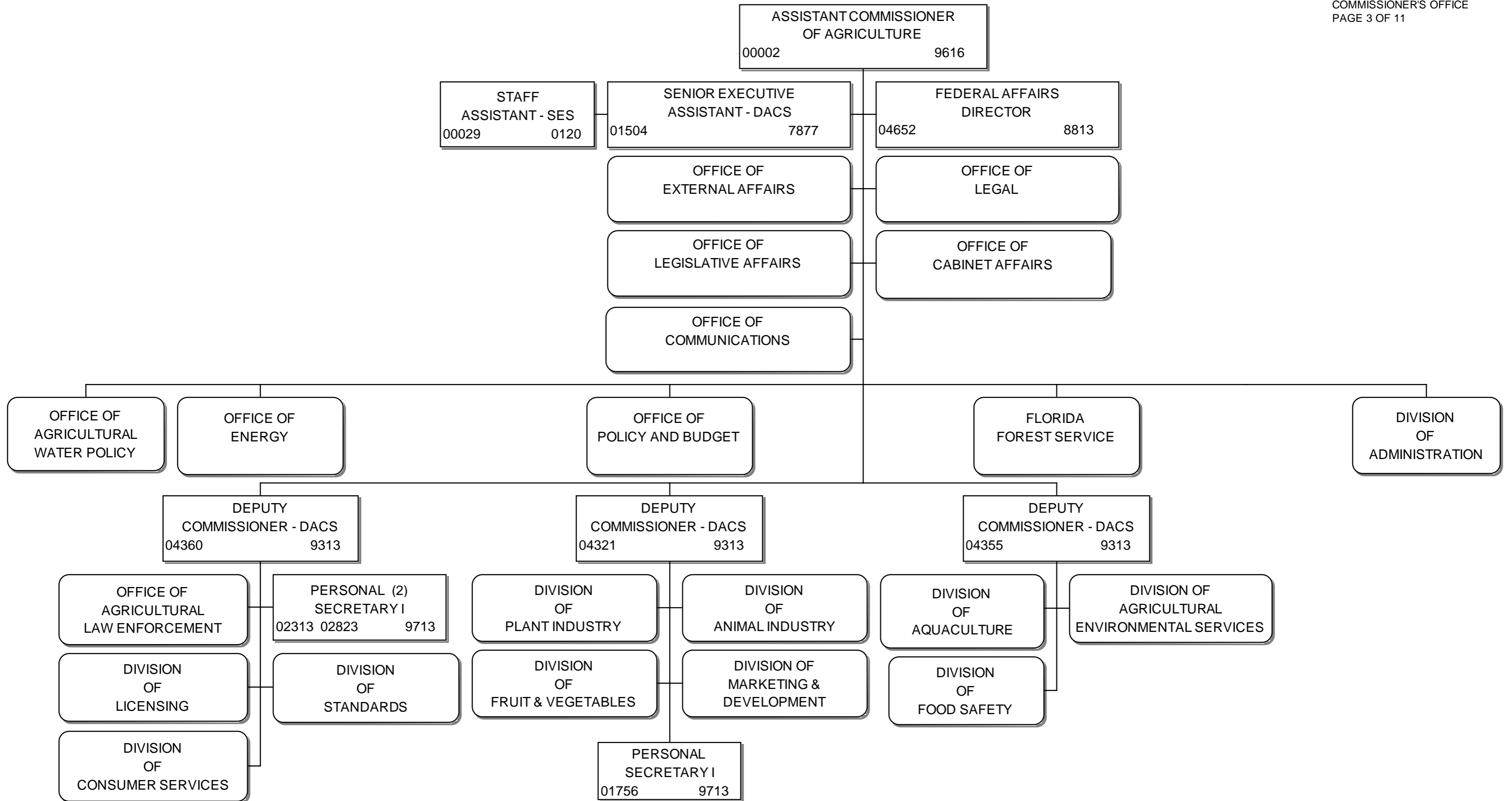
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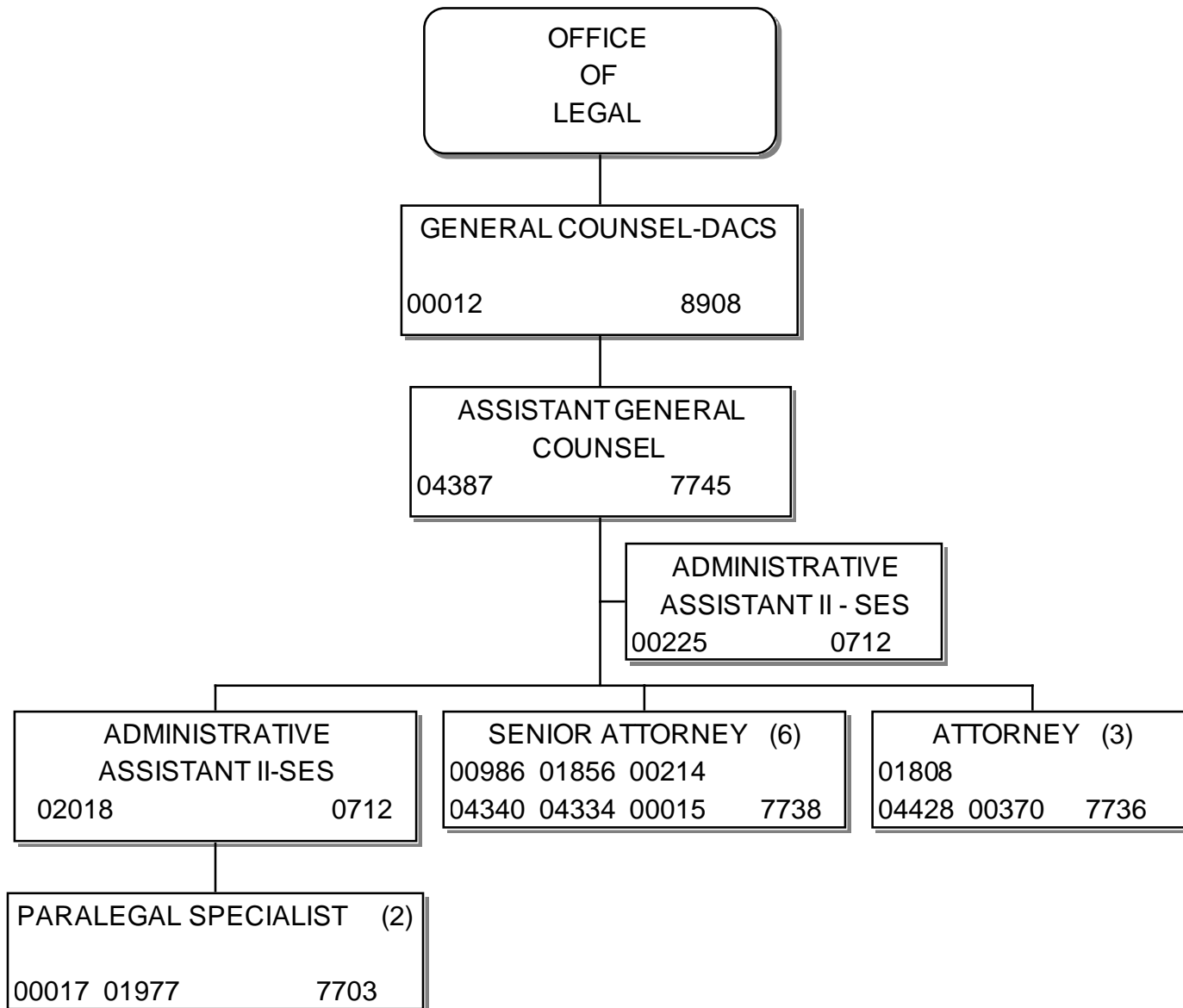
DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 6/24/2011

**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**



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AND CONSUMER SERVICES
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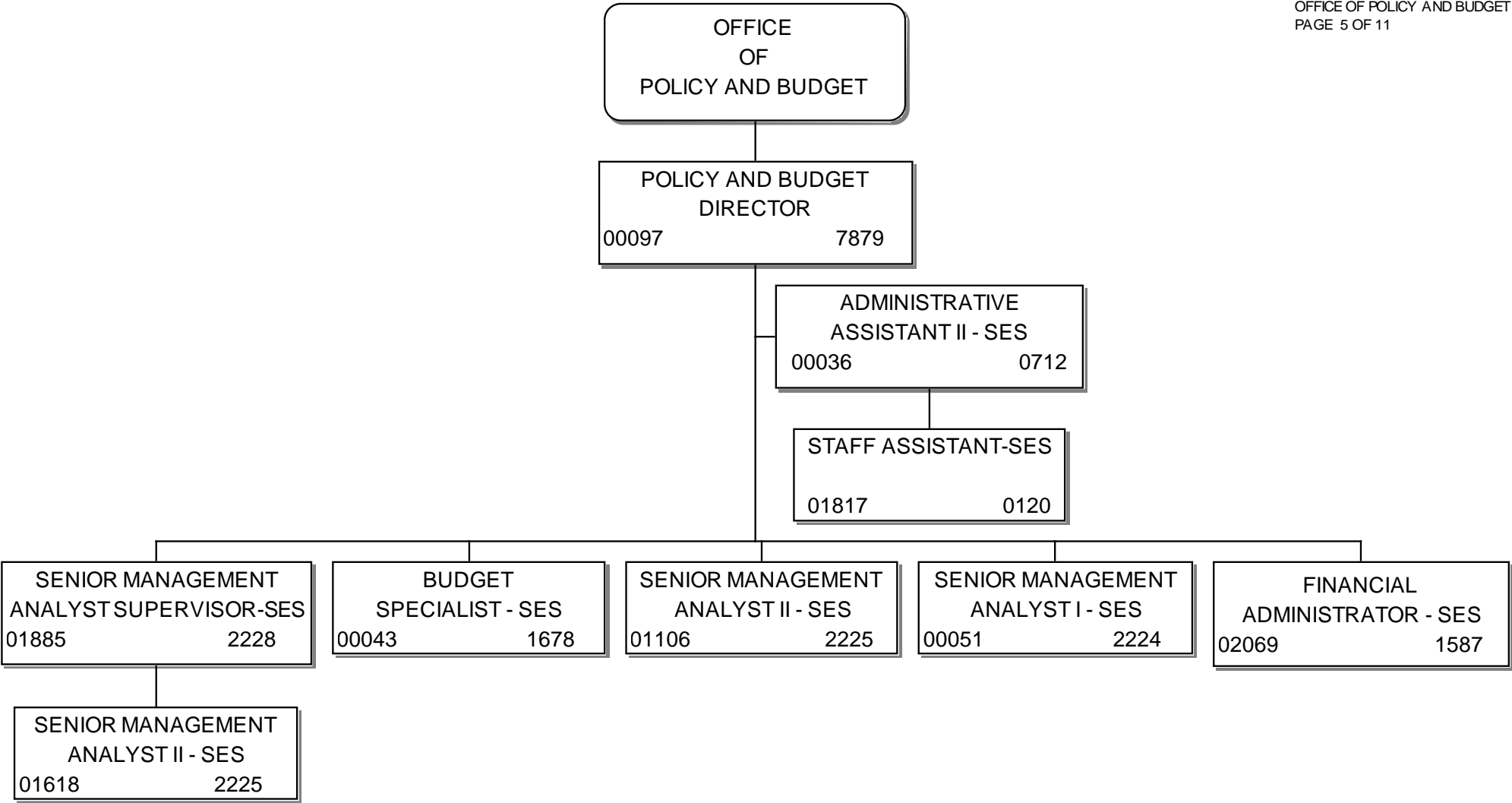
GENERAL COUNSEL
PAGE 4 OF 11



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 2/18/2011

**FLORIDA DEPARTMENT OF AGRICULTURE
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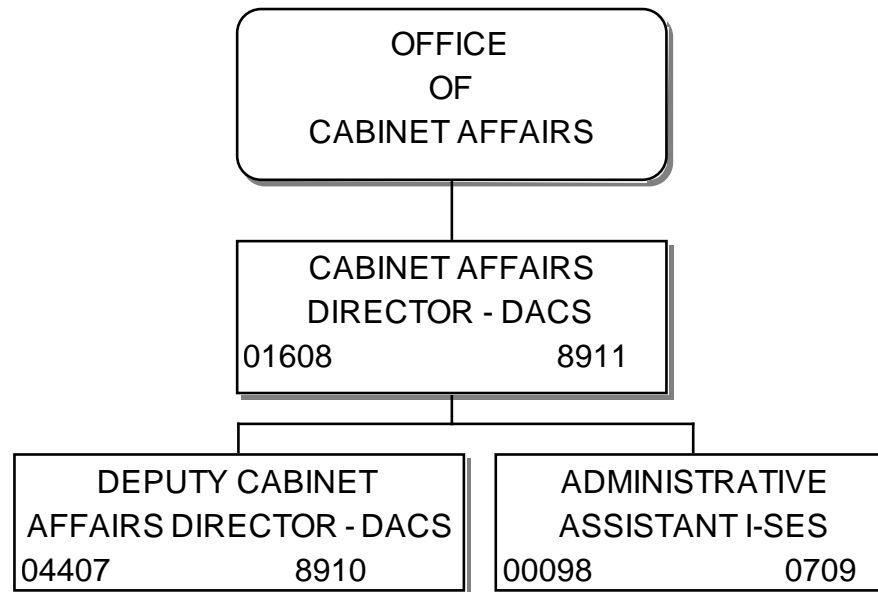
OFFICE OF POLICY AND BUDGET
PAGE 5 OF 11



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 01/21/2011

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

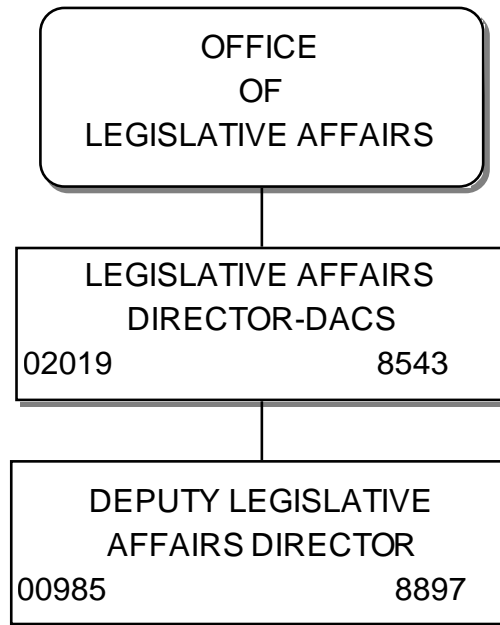
CABINET AFFAIRS
PAGE 6 OF 11



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 1/4/2011

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
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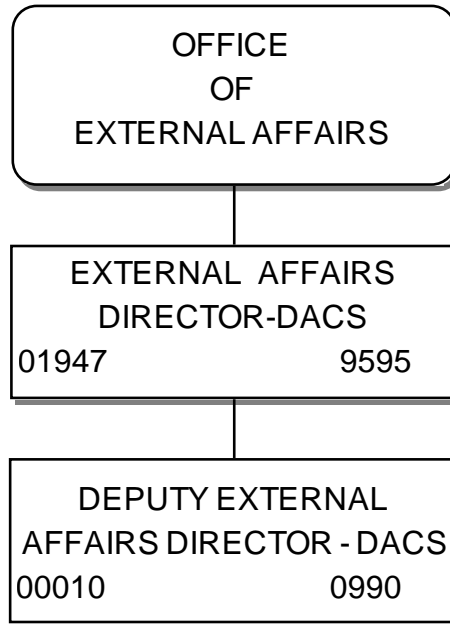
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PAGE 7 OF 11



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 1/4/2011

**DEPARTMENT OF AGRICULTURE
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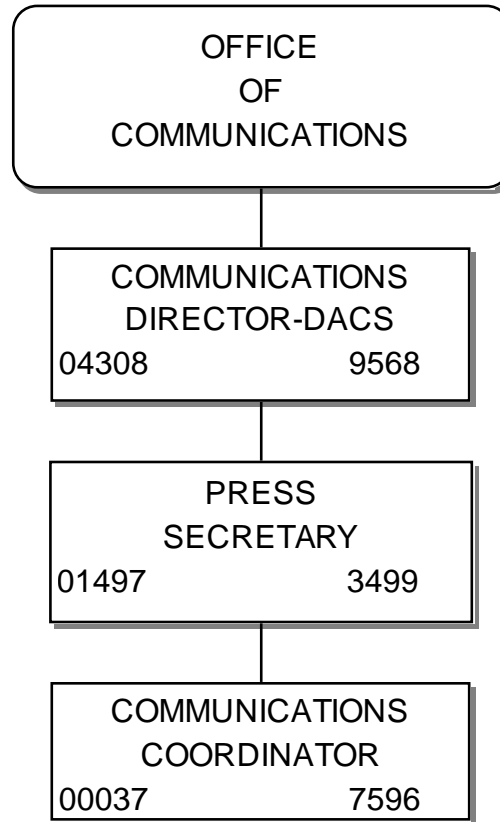
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PAGE 8 OF 11



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 1/4/2011

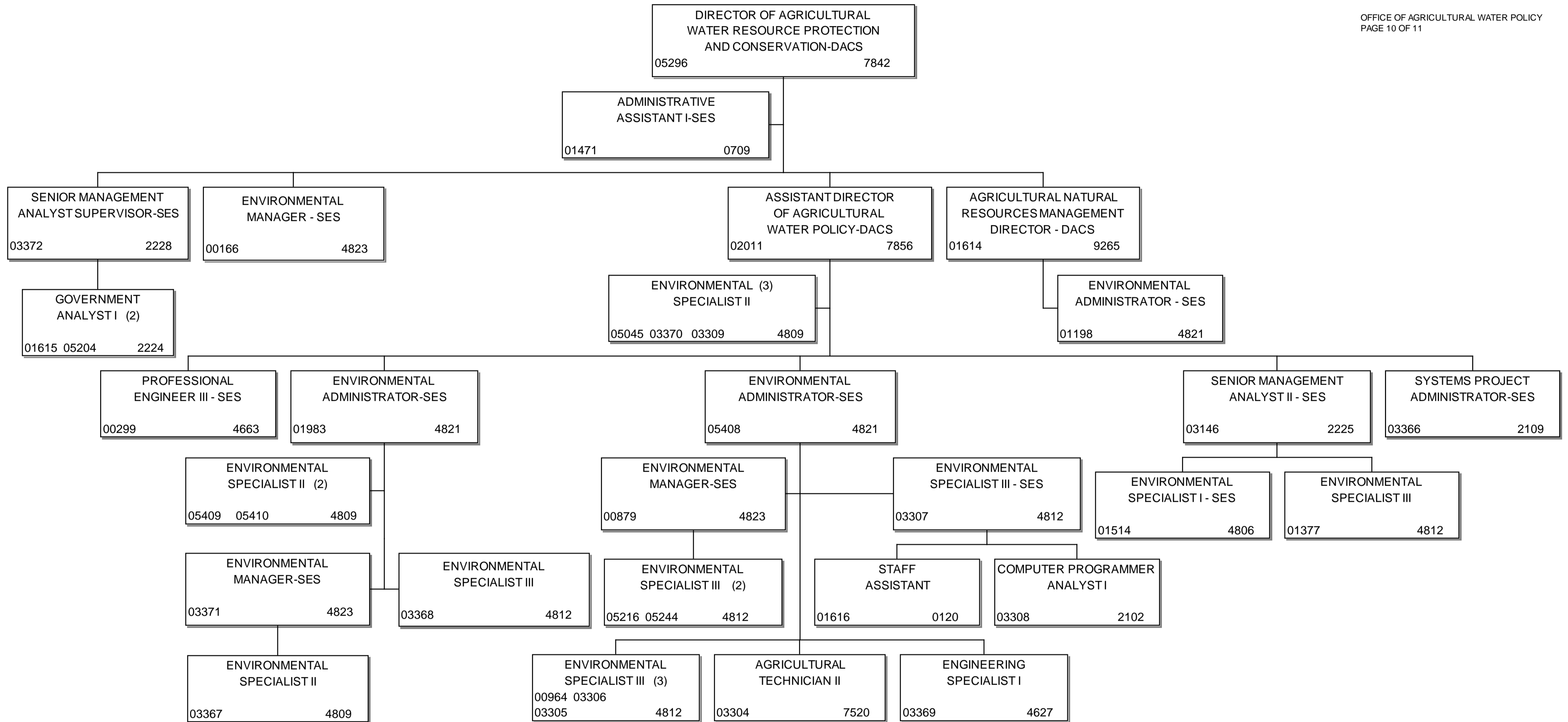
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
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COMMUNICATIONS
PAGE 9 OF 11



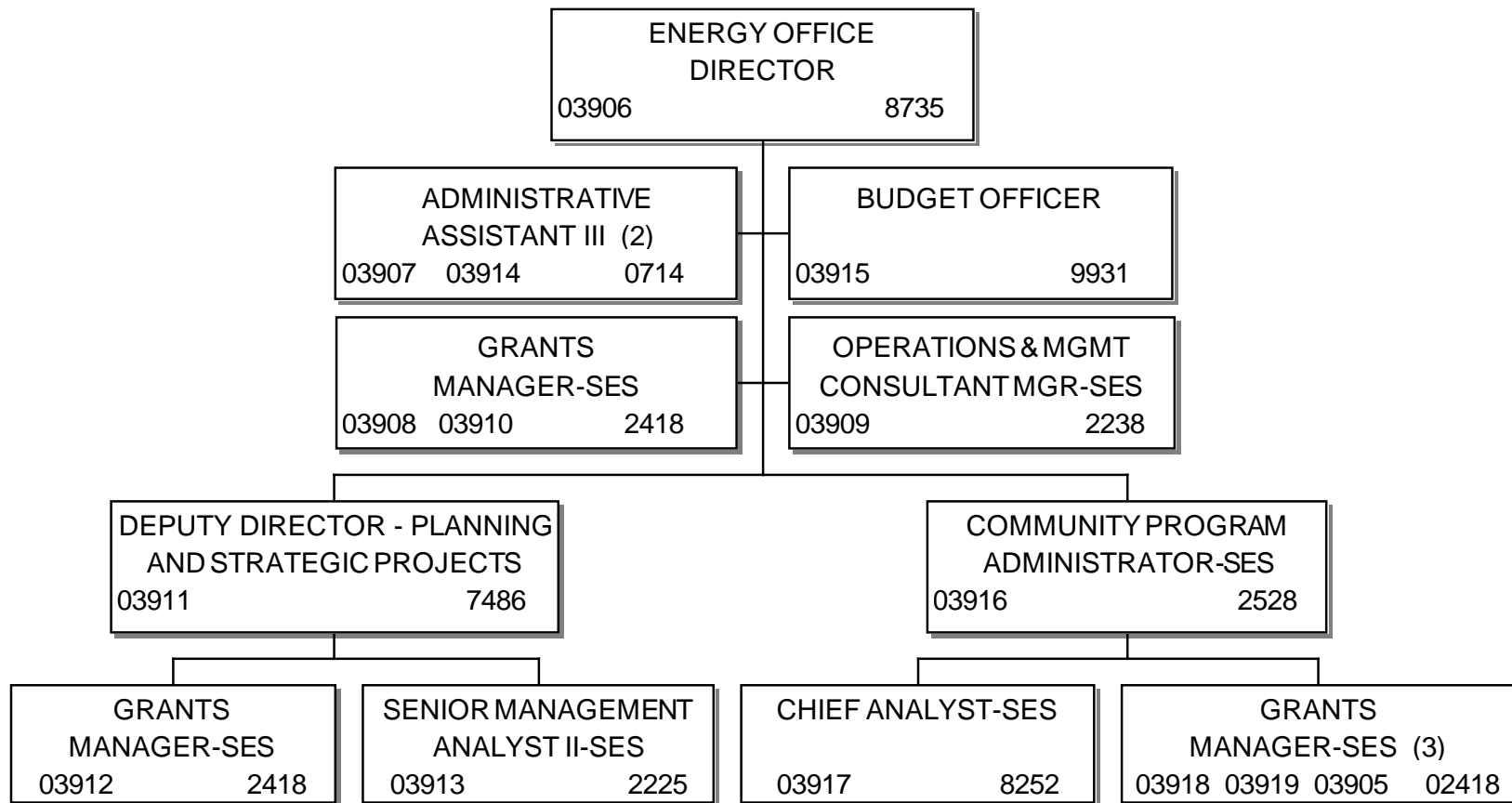
DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 1/4/2011

**DEPARTMENT OF AGRICULTURE
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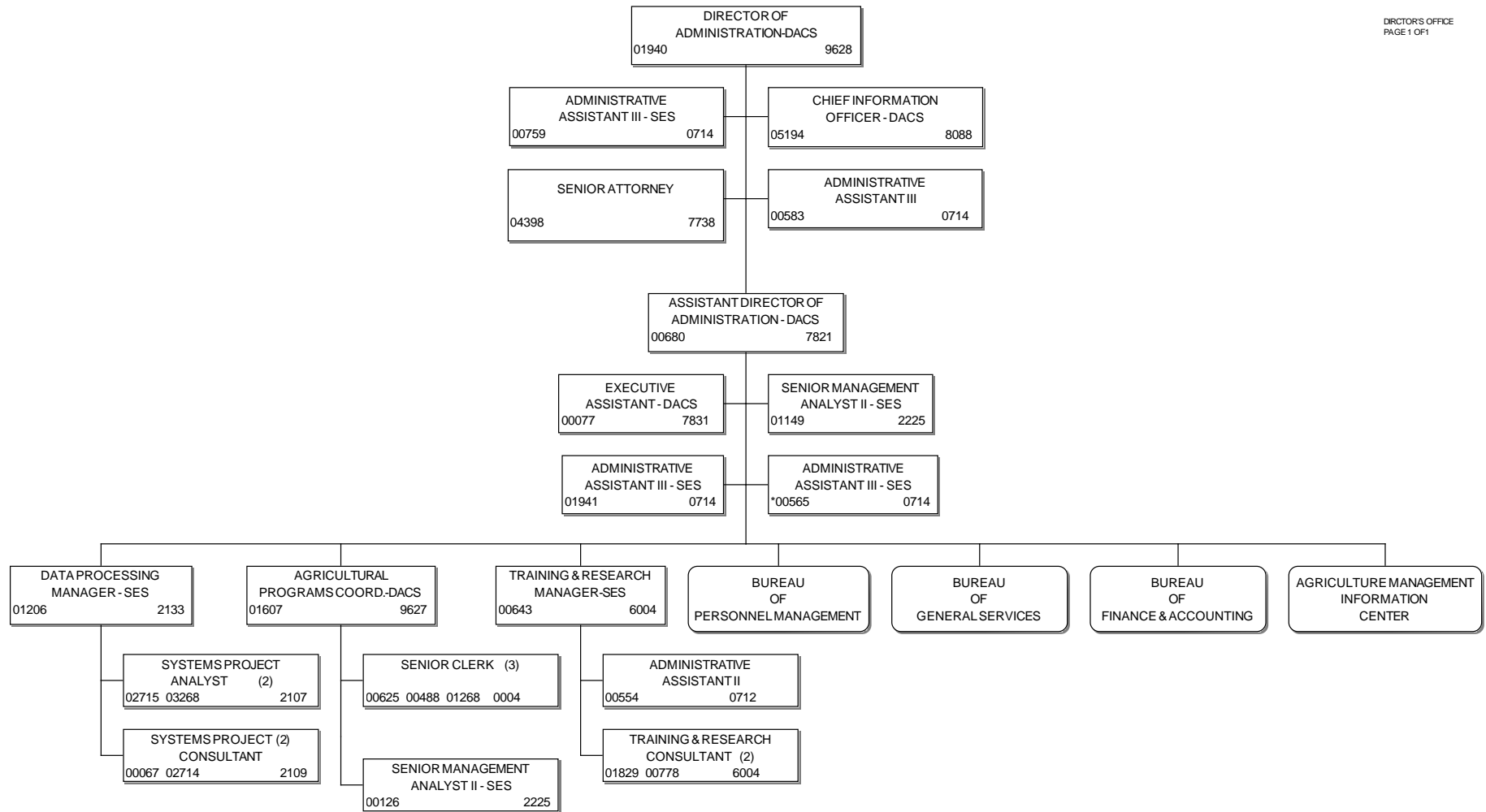
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PAGE 11 OF 11



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2011

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF ADMINISTRATION

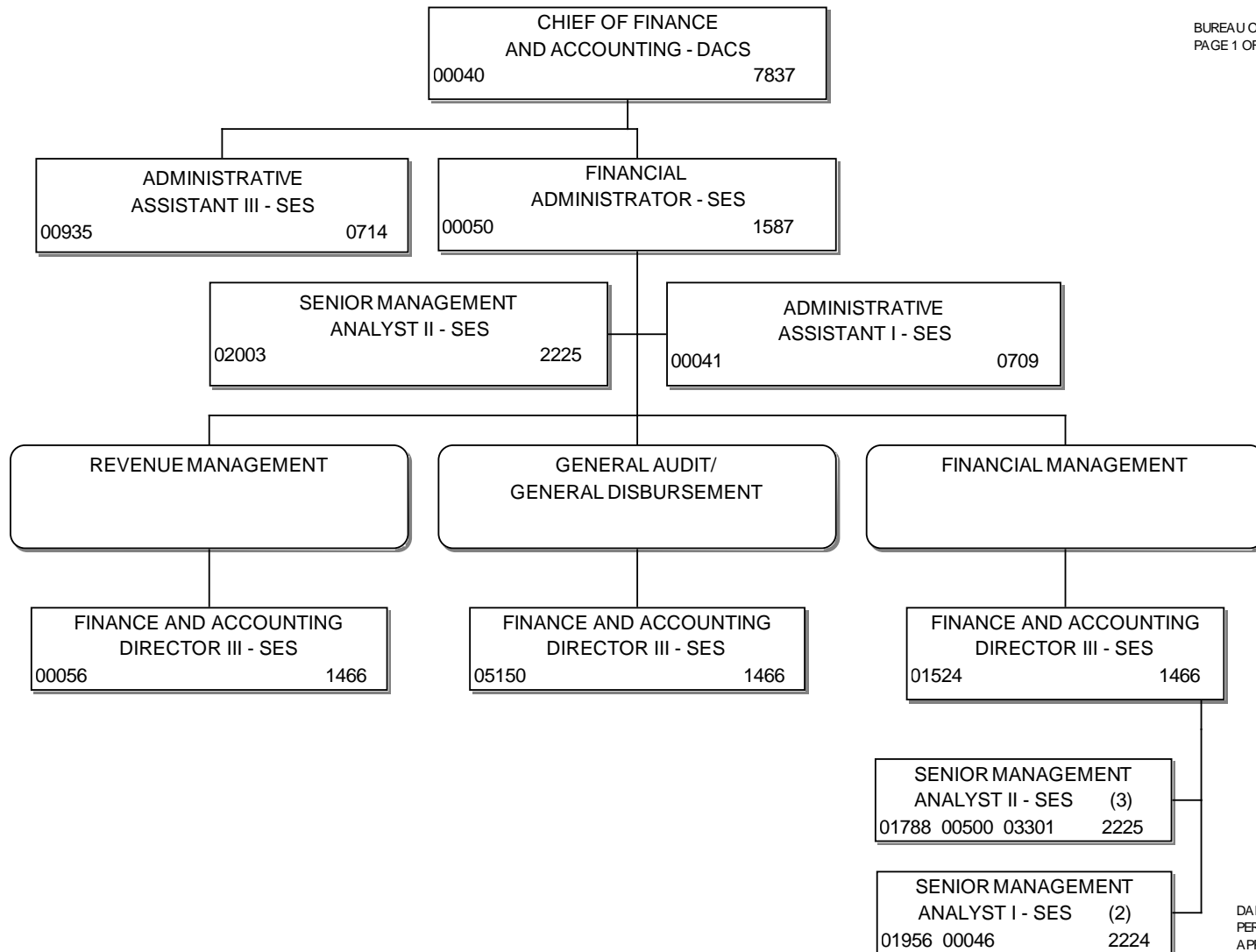
DIRECTOR'S OFFICE
PAGE 1 OF 1



DARCA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/24/2011

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF ADMINISTRATION

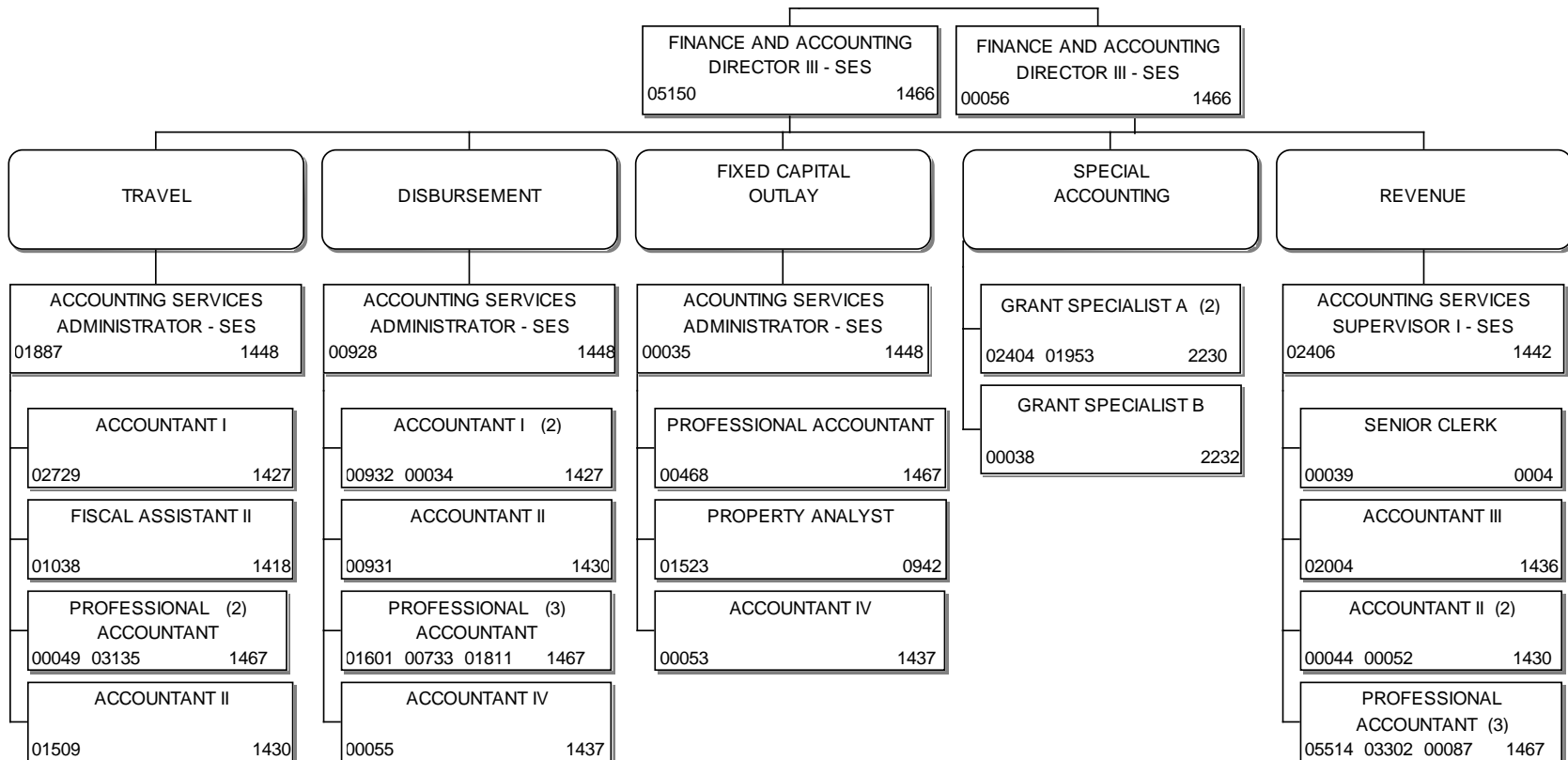
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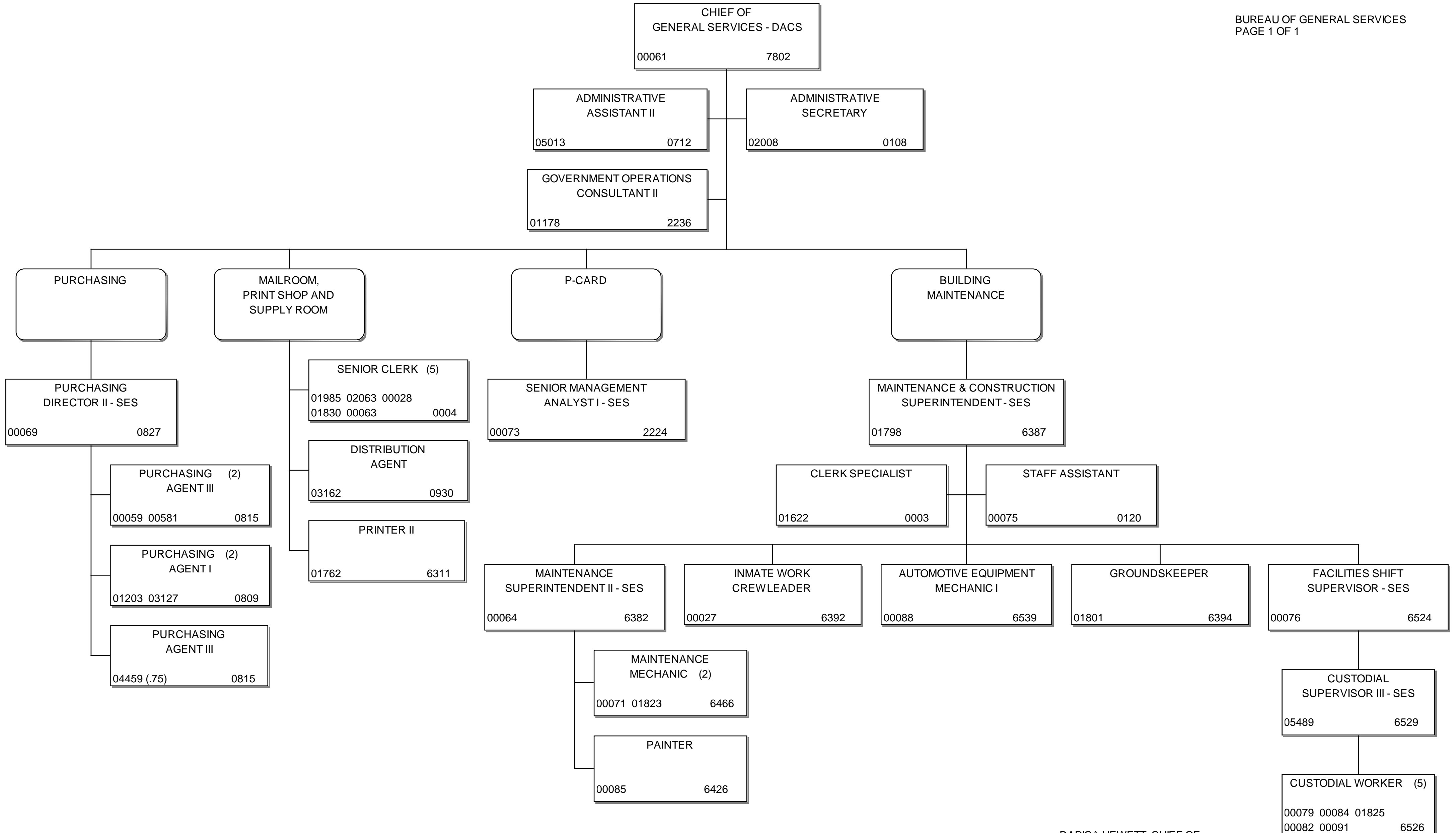
DARICA HEWETT, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2011

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF ADMINISTRATION

BUREAU OF FINANCE AND ACCOUNTING
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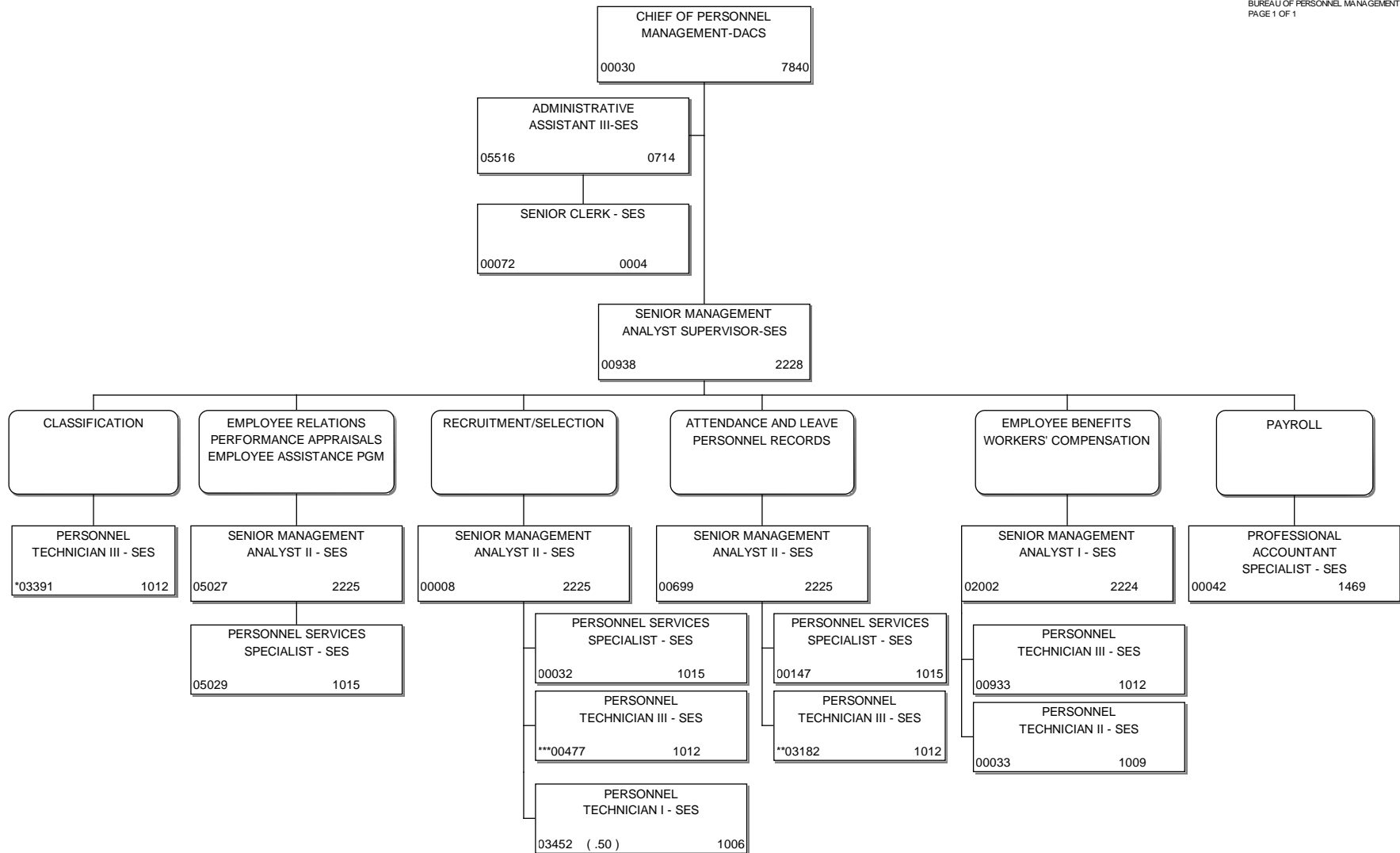


DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF GENERAL SERVICES



DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF ADMINISTRATION

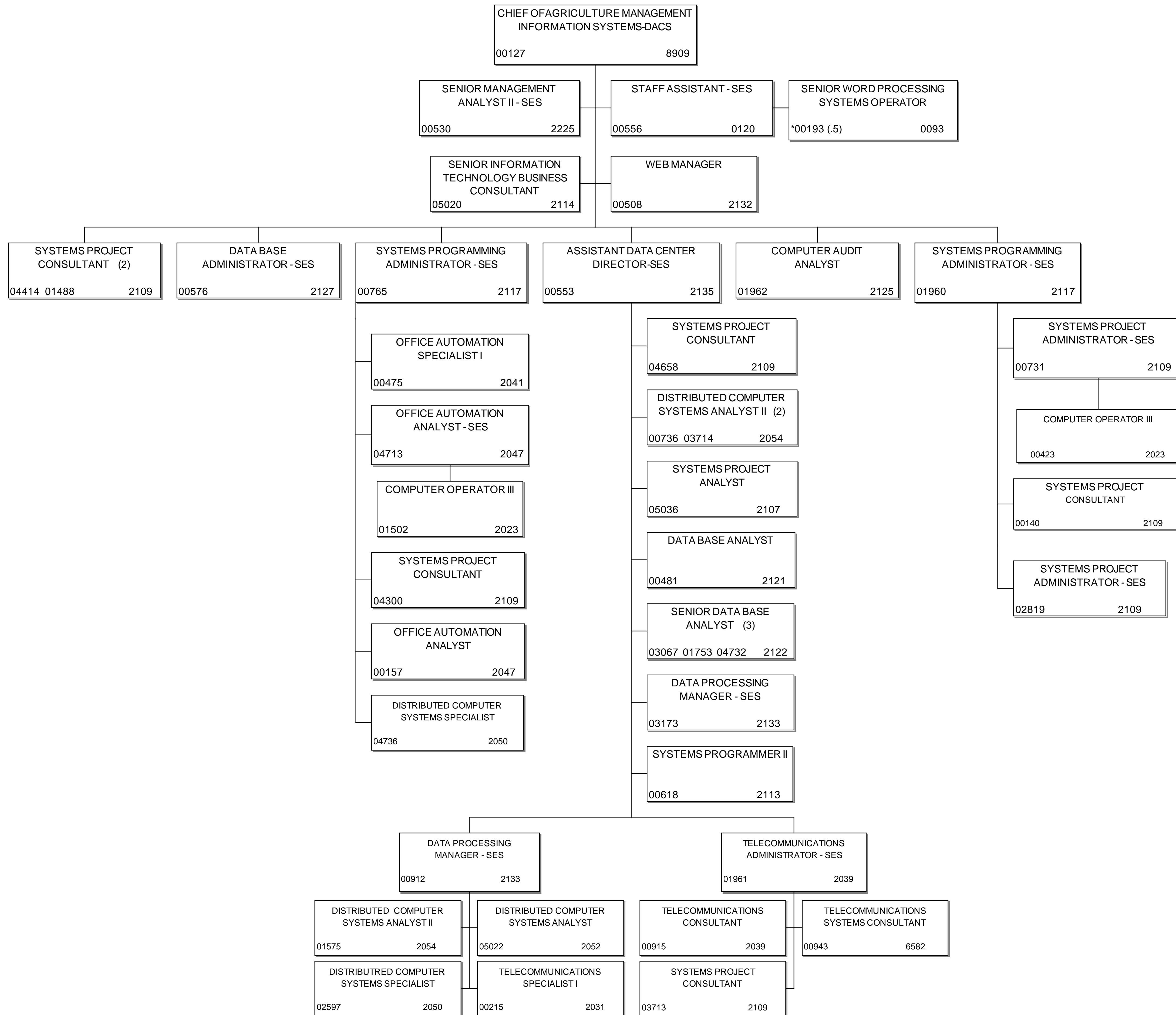
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PAGE 1 OF 1



*Funded from Div. of Forestry
**Funded from Div. of Aquaculture
***Funded from Div. of Food Safety

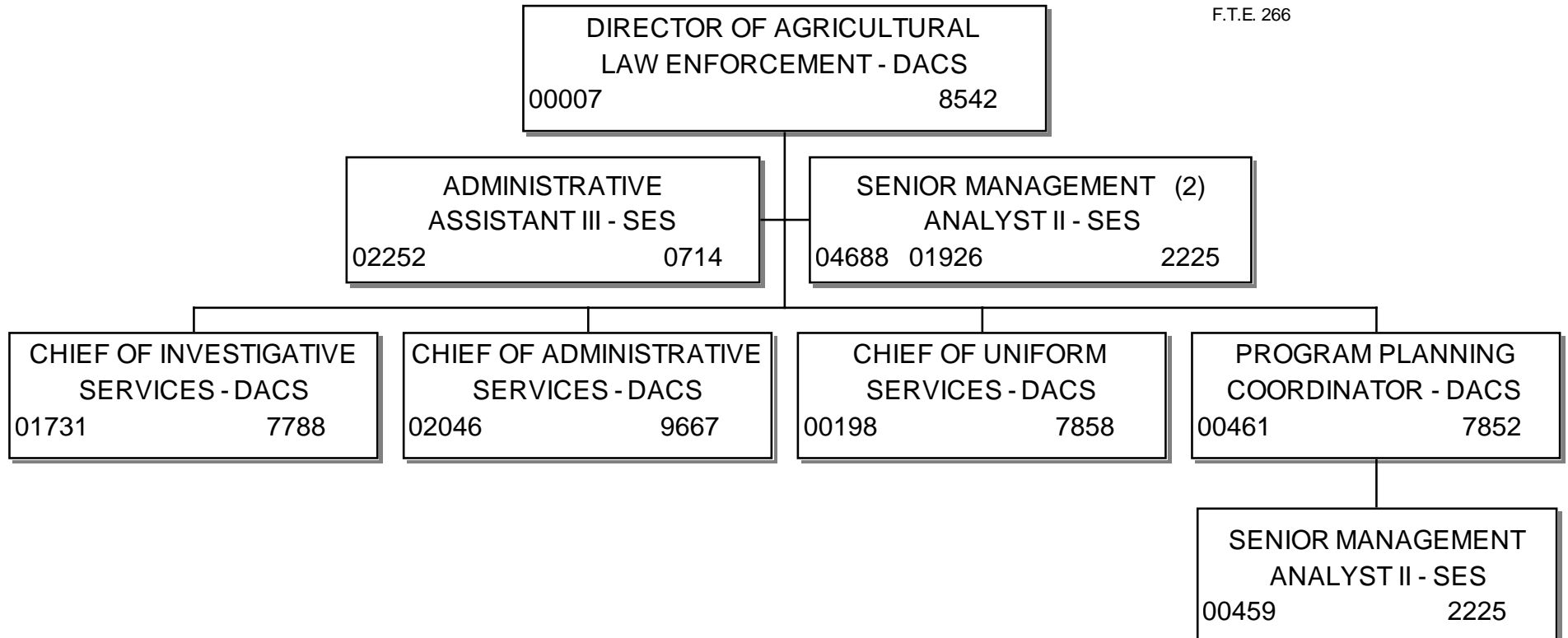
**DEPARTMENT OF AGRICULTURE
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BUREAU OF AGRICULTURE MANAGEMENT
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**DEPARTMENT OF AGRICULTURE
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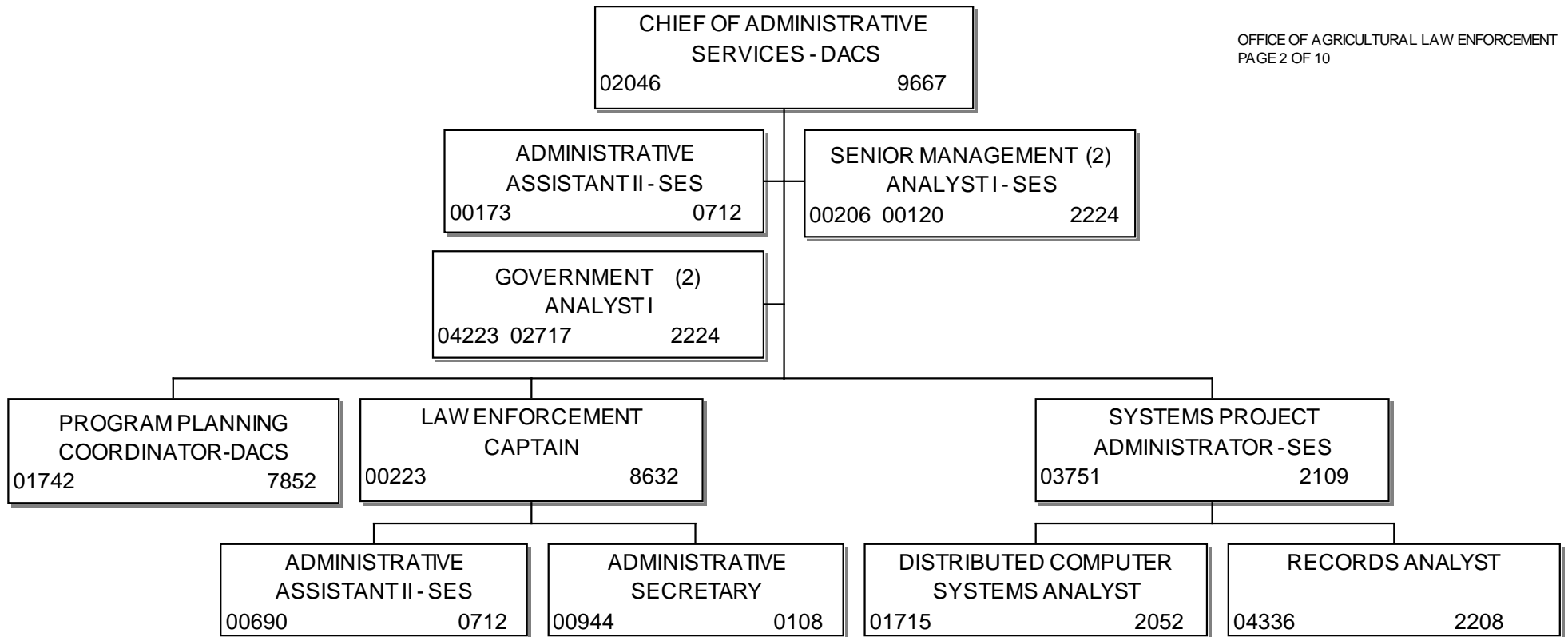
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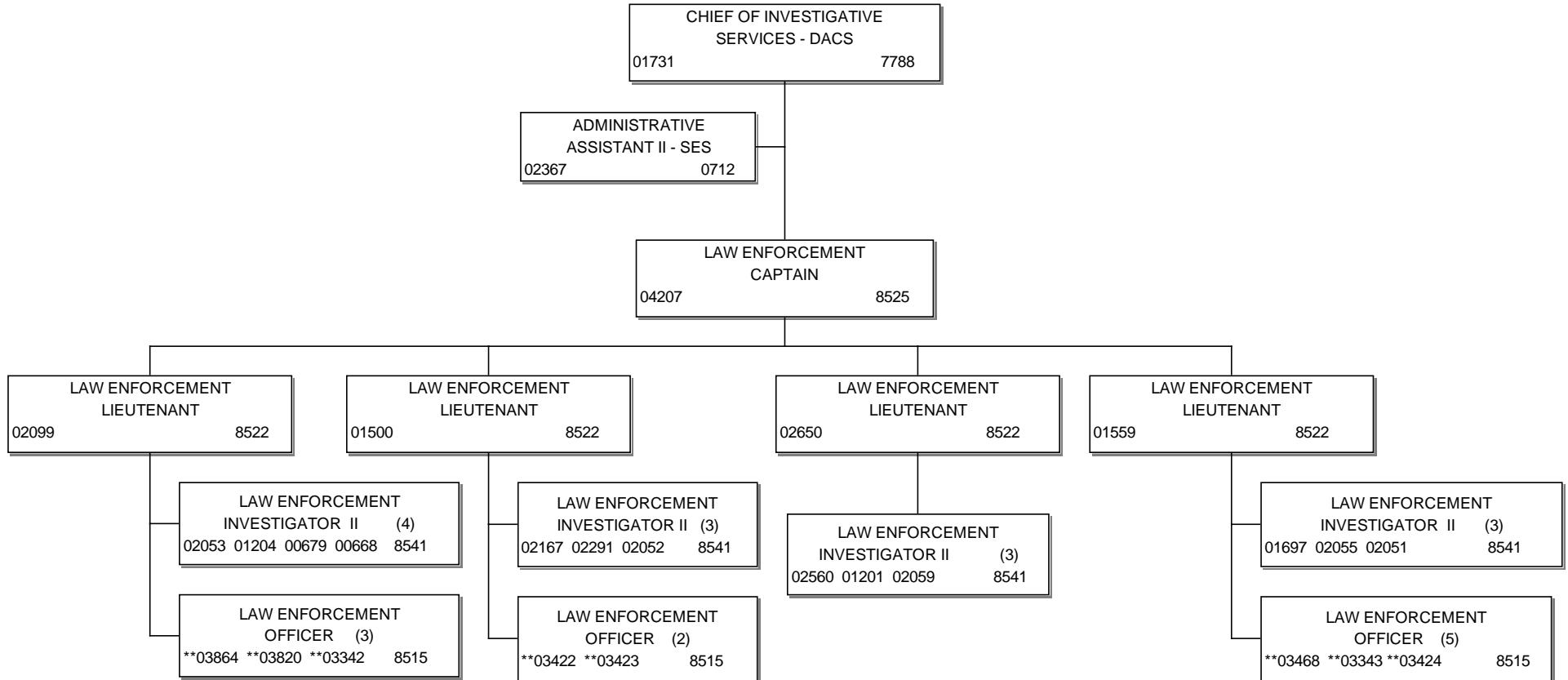
DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

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OFFICE OF AGRICULTURAL LAW ENFORCEMENT
PAGE 2 OF 10

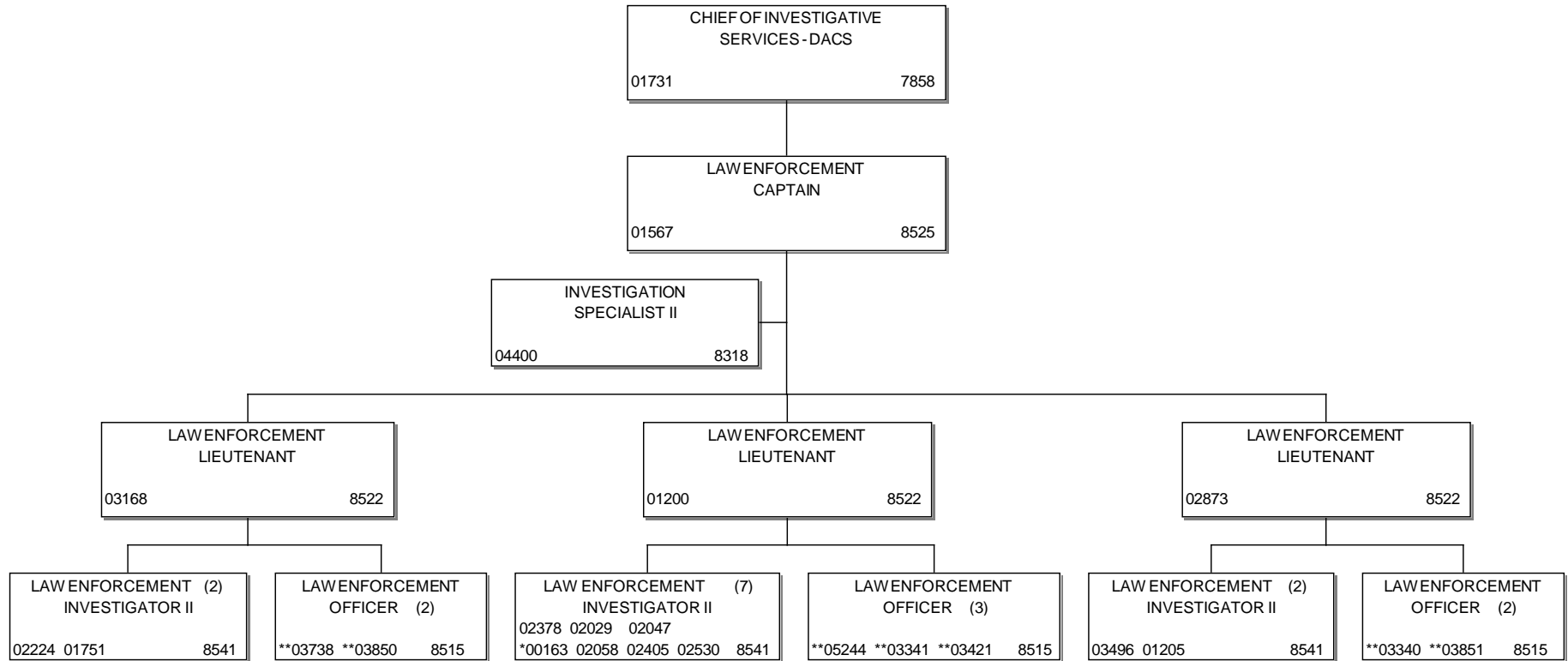


DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES COMMISSIONER'S OFFICE



DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES COMMISSIONER'S OFFICE

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PAGE 4 OF 10

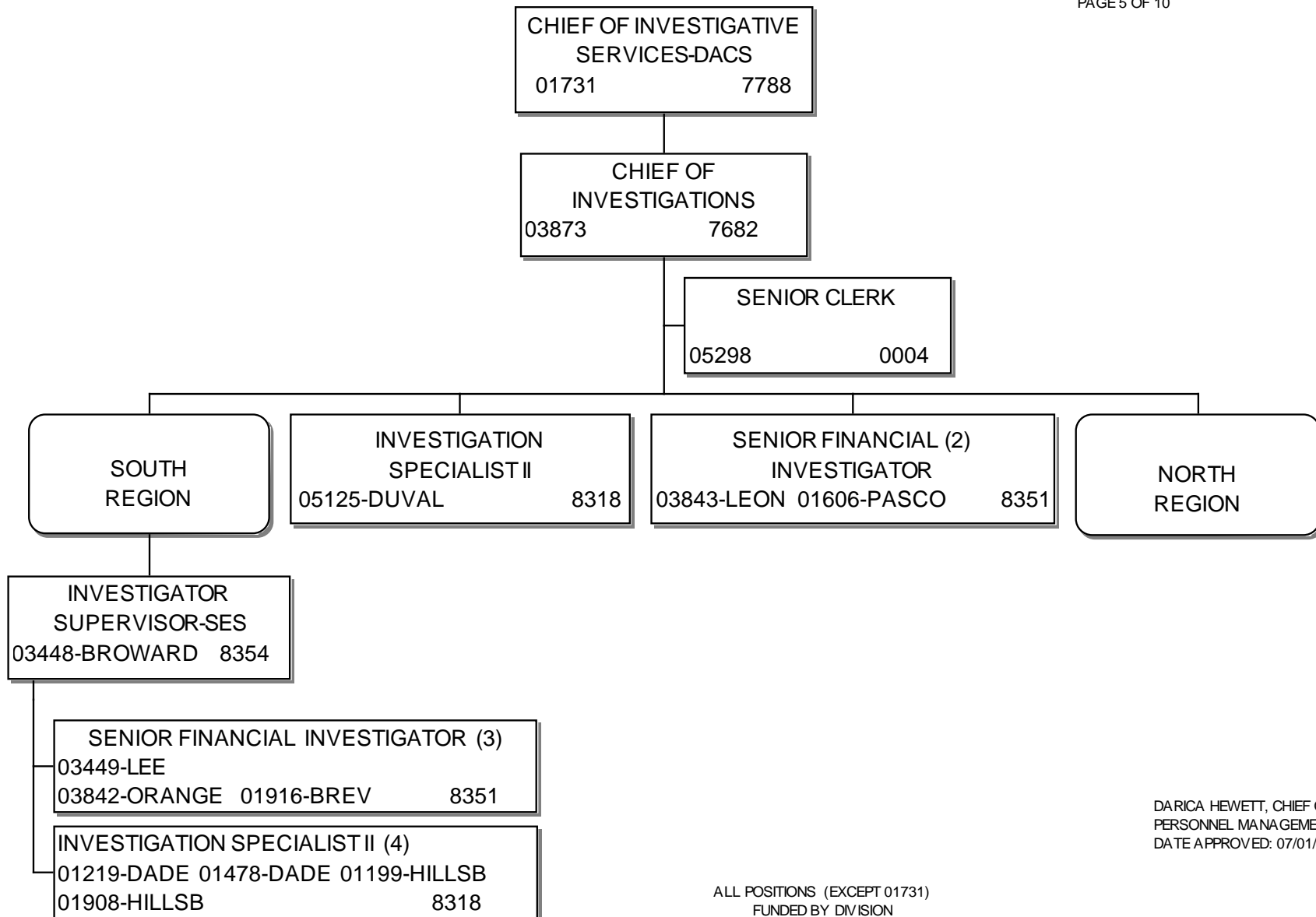


*FUNDED FROM DIV. OF AGRICULTURAL ENVIRONMENTAL SERVICES

** ALL POSITIONS FUNDED FROM DIV. OF FORESTRY - CARL

**DEPARTMENT OF AGRICULTURE
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PAGE 5 OF 10

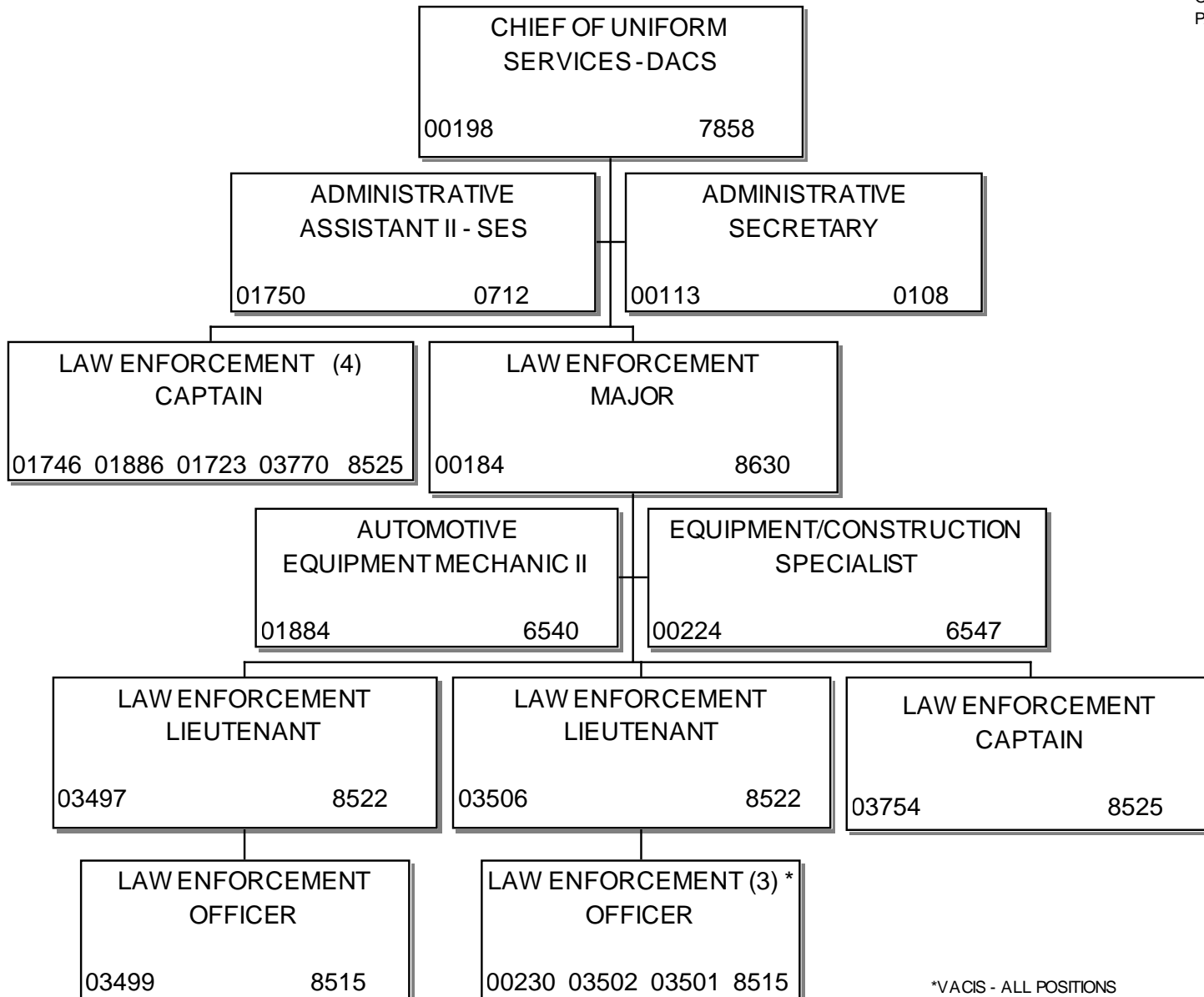


DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 07/01/2011

ALL POSITIONS (EXCEPT 01731)
FUNDED BY DIVISION
OF CONSUMER SERVICES

**DEPARTMENT OF AGRICULTURE
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PAGE 6 OF 10

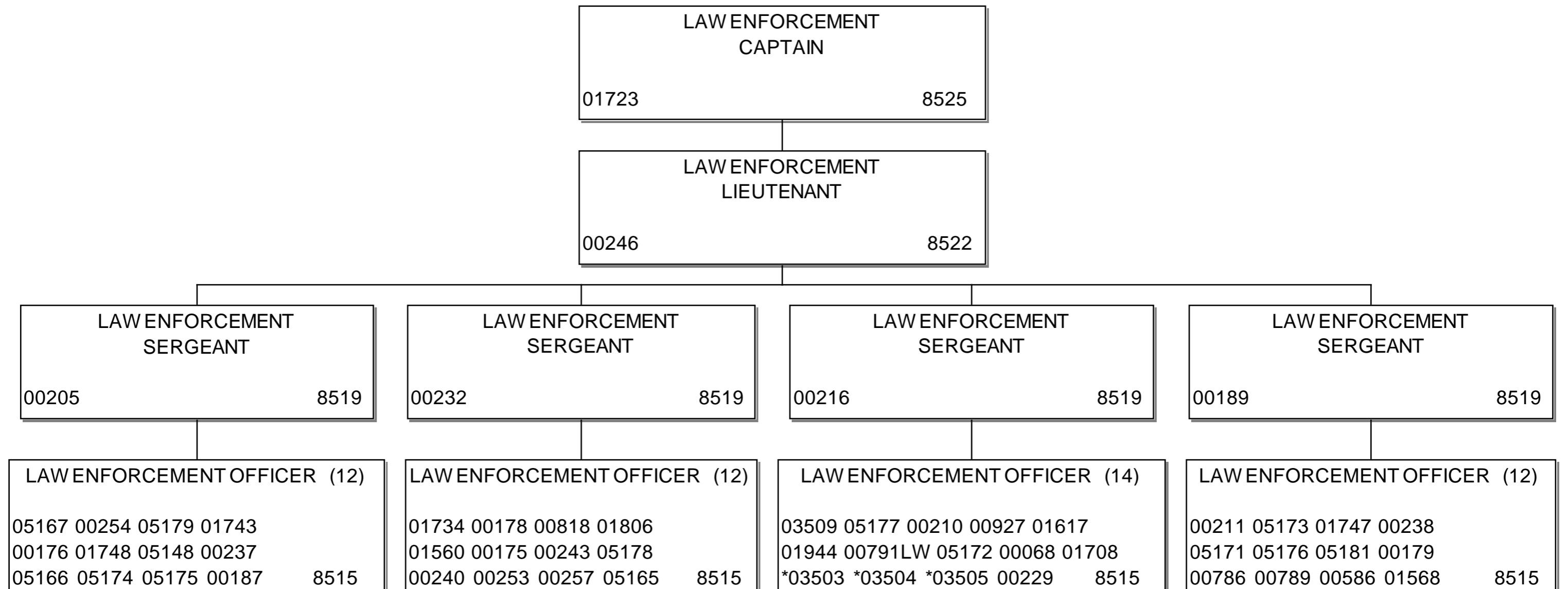


*VACIS - ALL POSITIONS

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 06/10/2011

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
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PAGE 7 OF 10

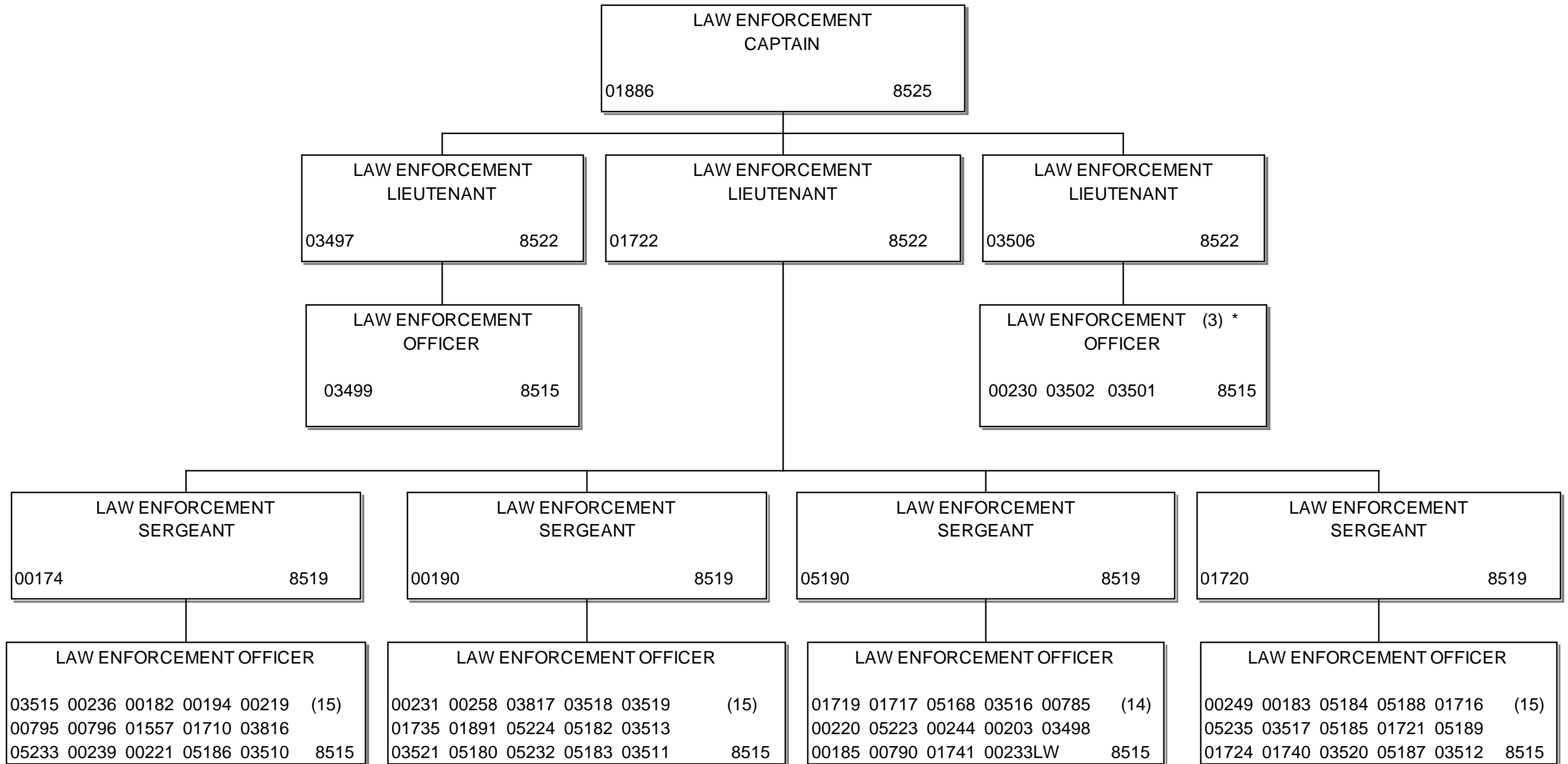


*VACIS

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 4/29/2011

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

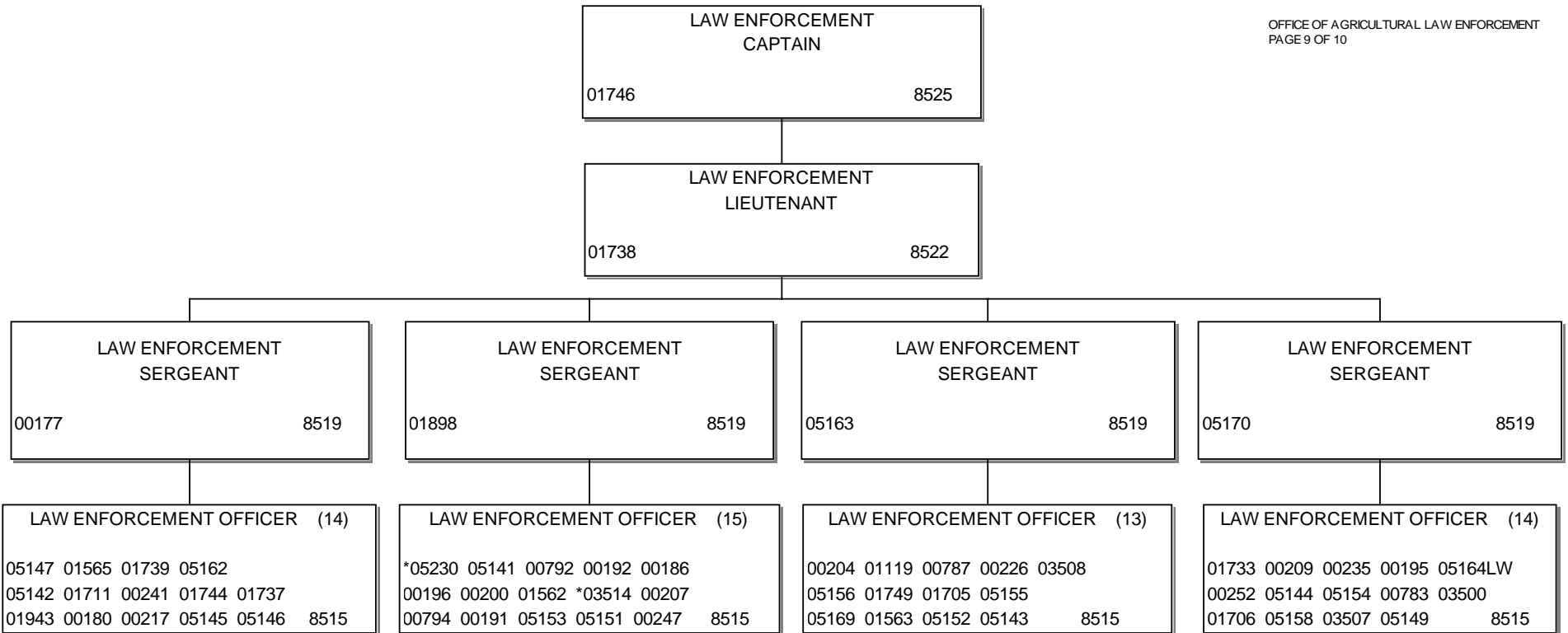
OFFICE OF AGRICULTURAL LAW ENFORCEMENT
PAGE 8 OF 10



*VACIS - ALL POSITIONS

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES COMMISSIONER'S OFFICE

OFFICE OF AGRICULTURAL LAW ENFORCEMENT
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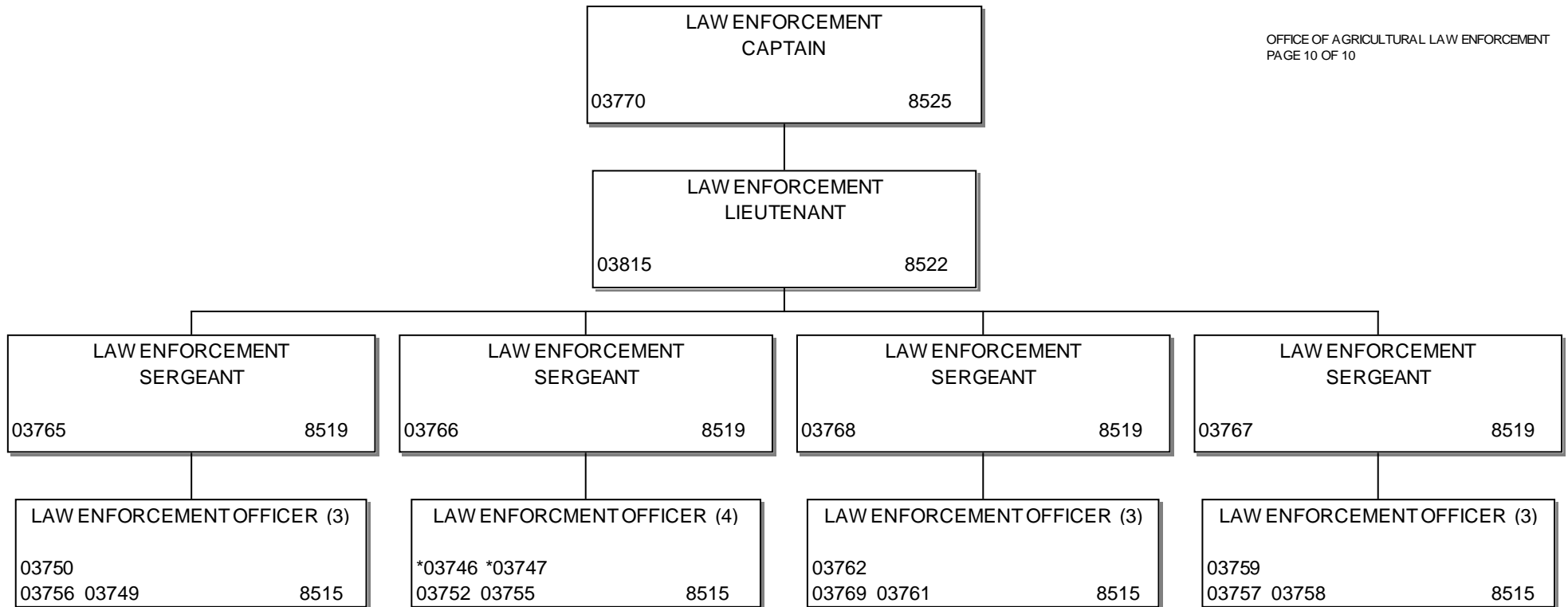


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PERSONNEL MANAGEMENT
APPROVED DATE: 1/4/2011

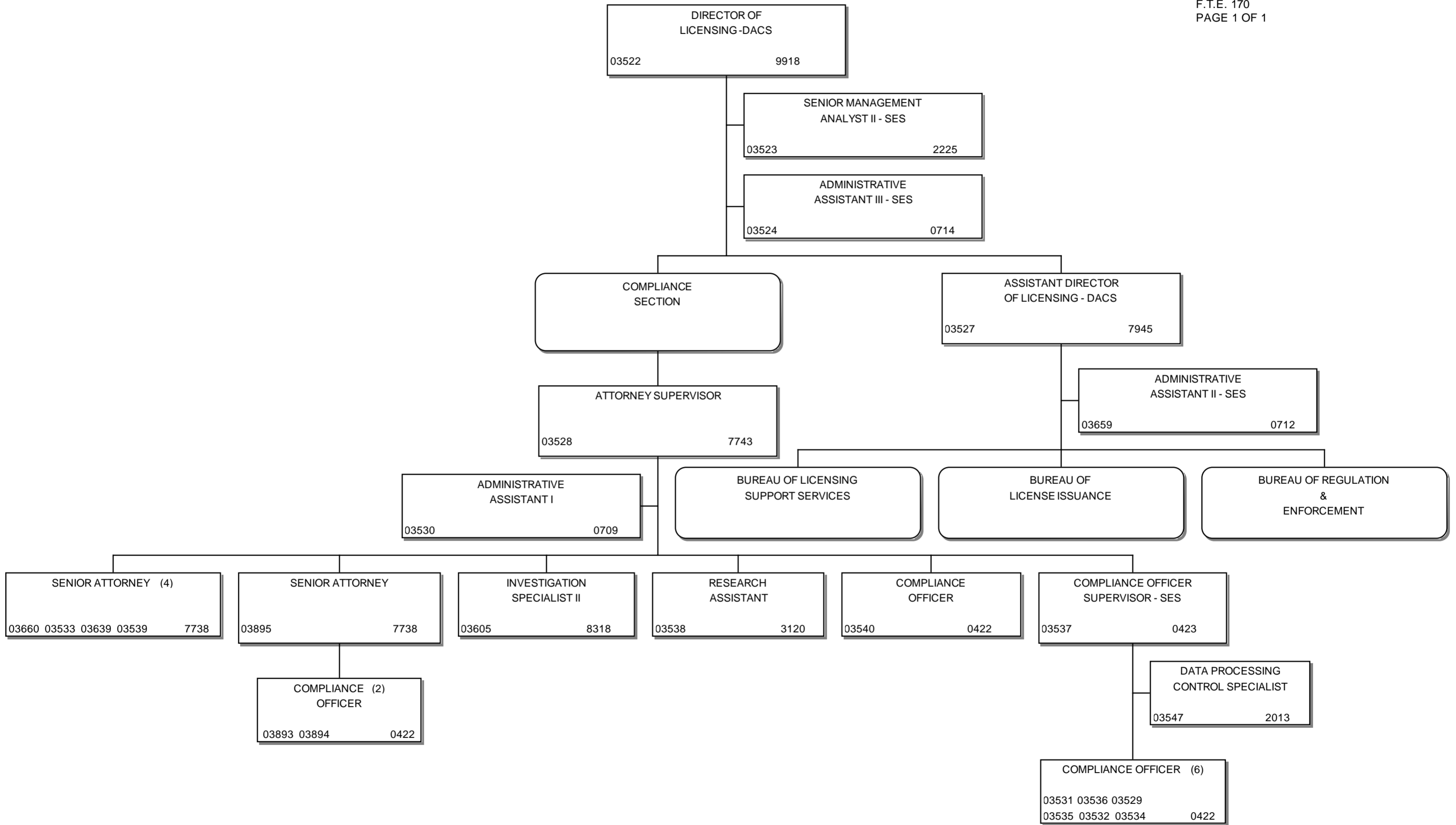
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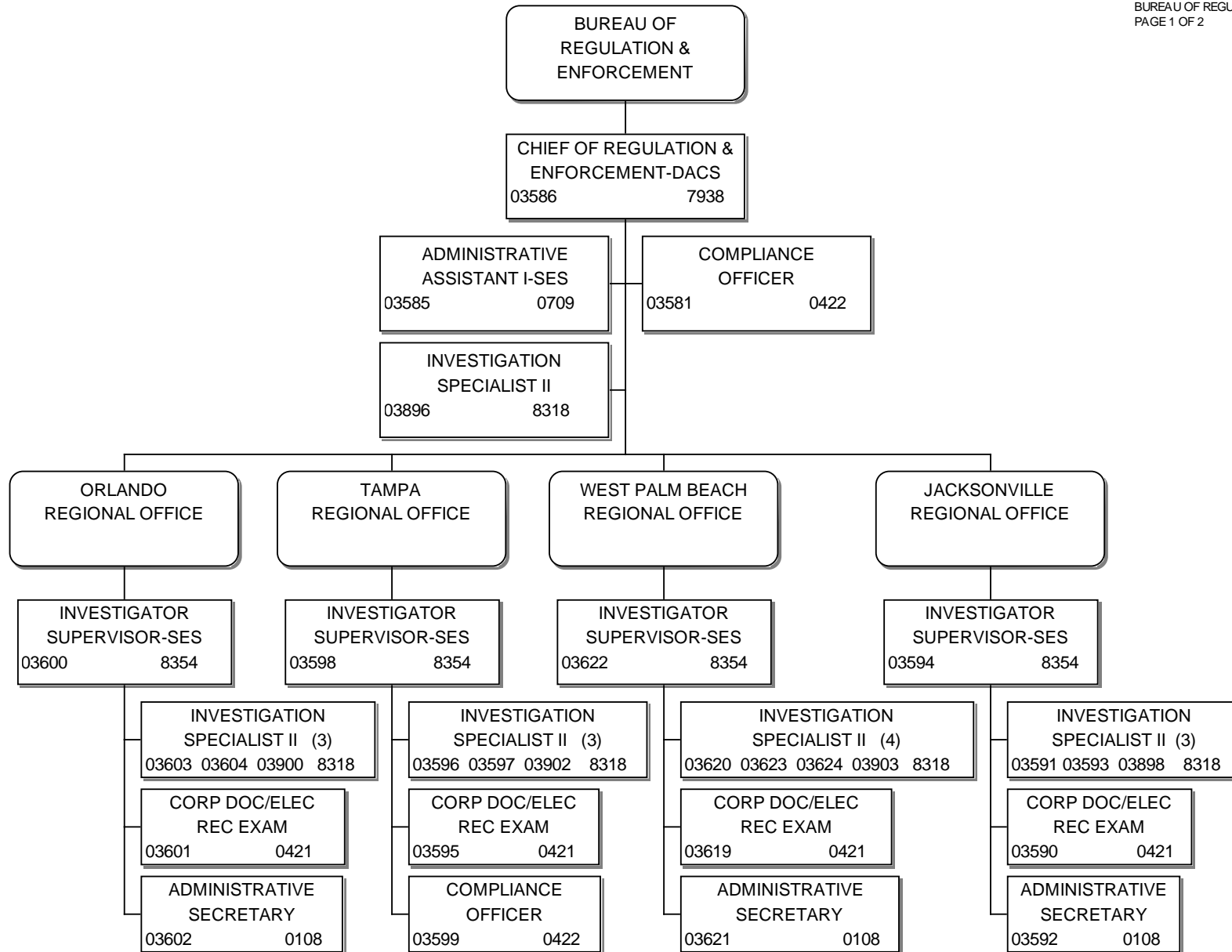
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DARICA HEWETT, CHIEF
PERSONNEL MANAGEMENT
DATE APPROVED: 05/27/2011

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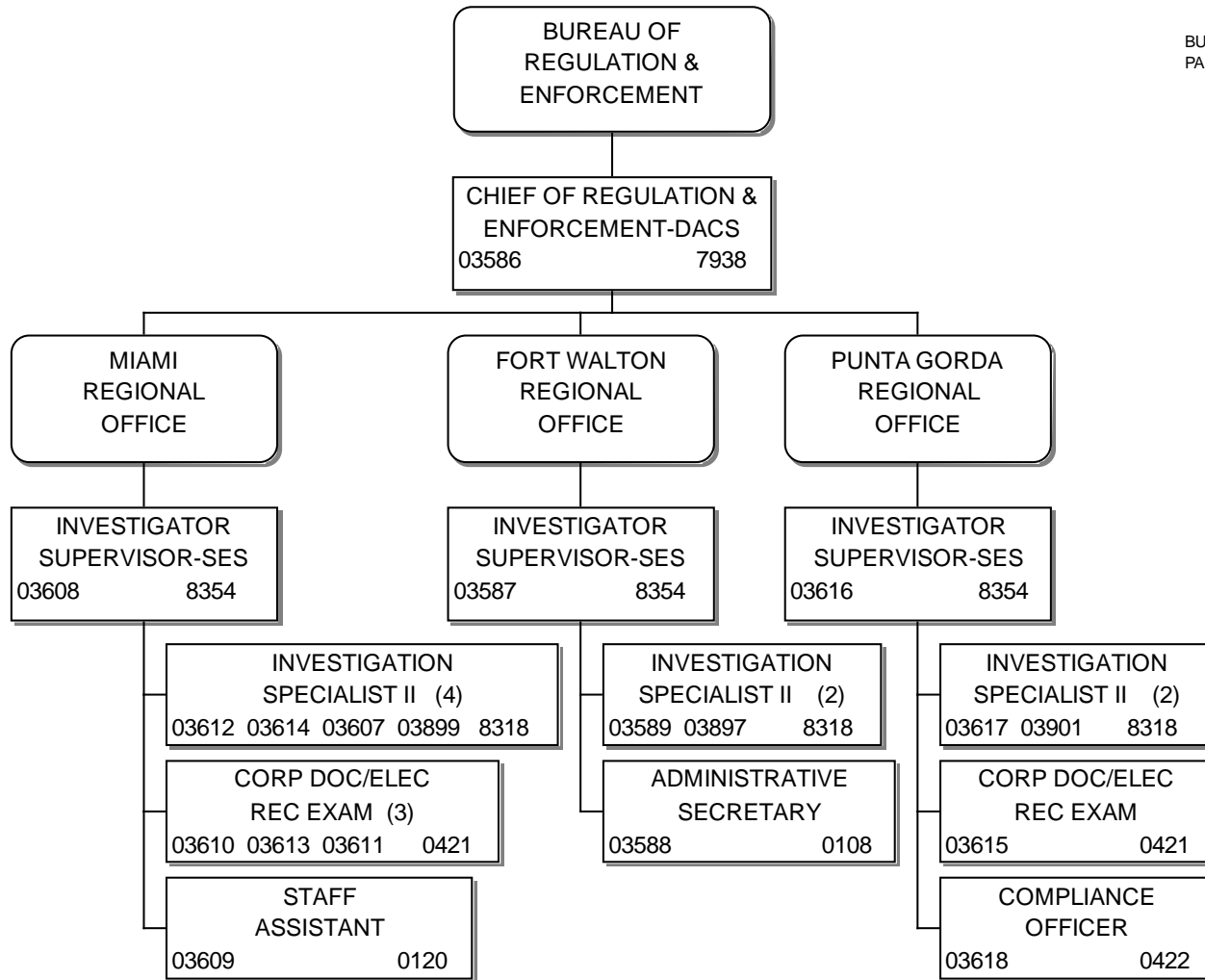
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DARICA HEWETT, CHIEF
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DATE APPROVED:
11/10/2010

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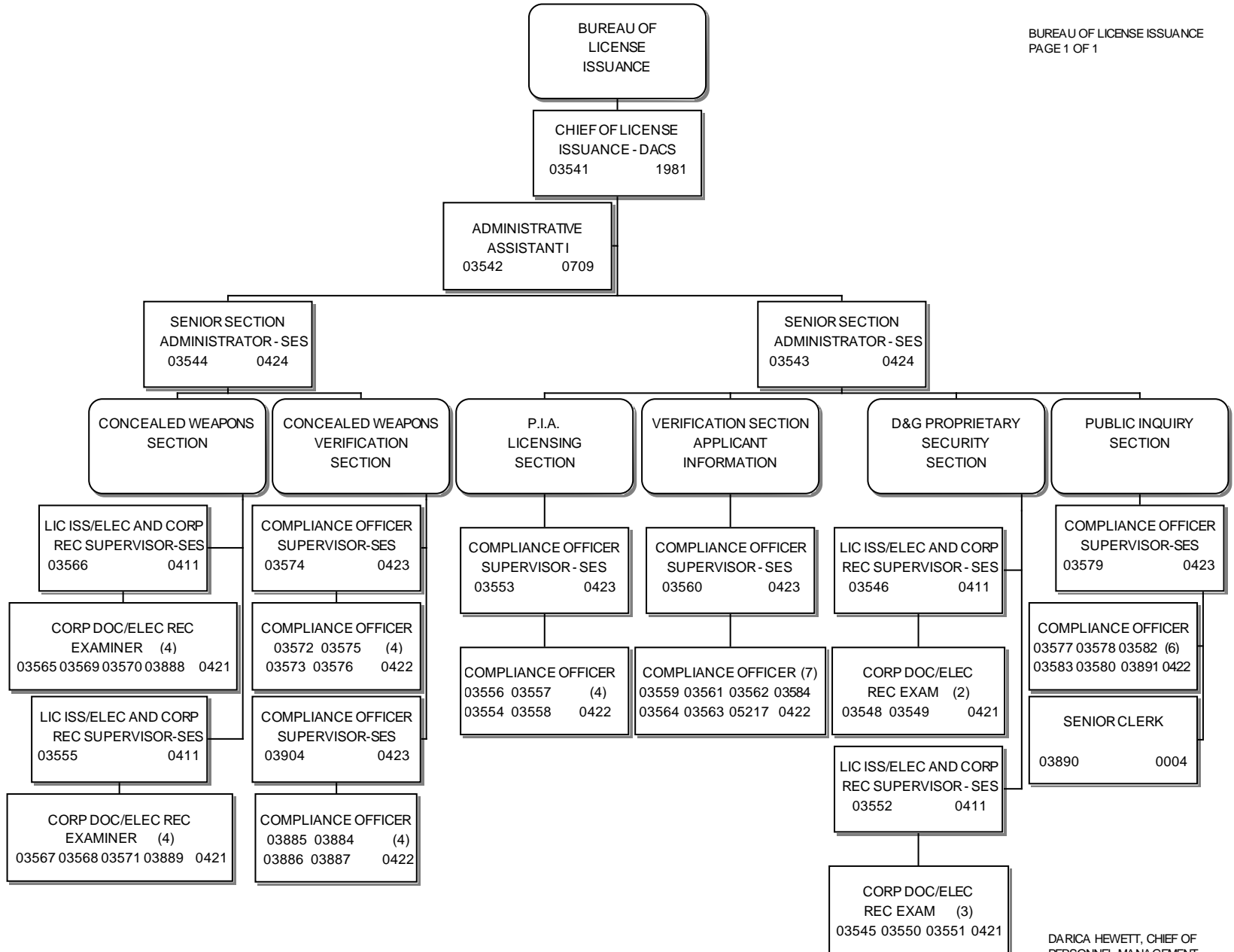
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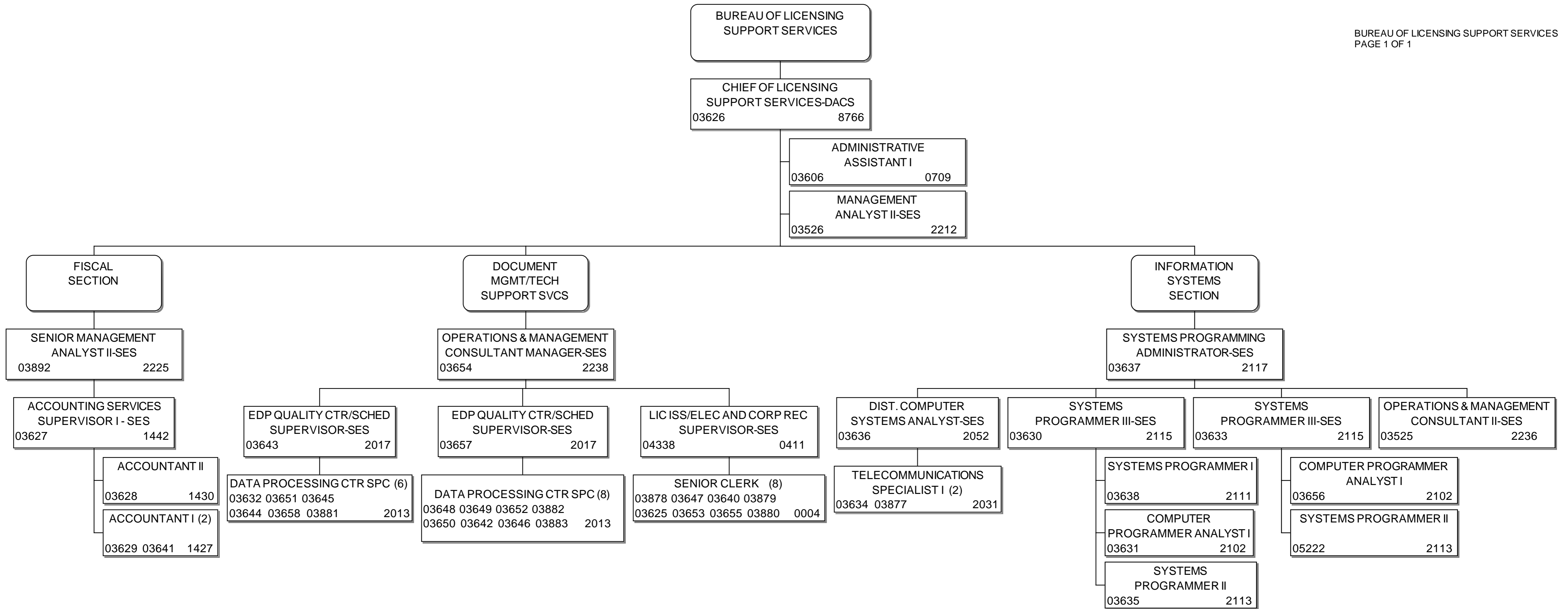
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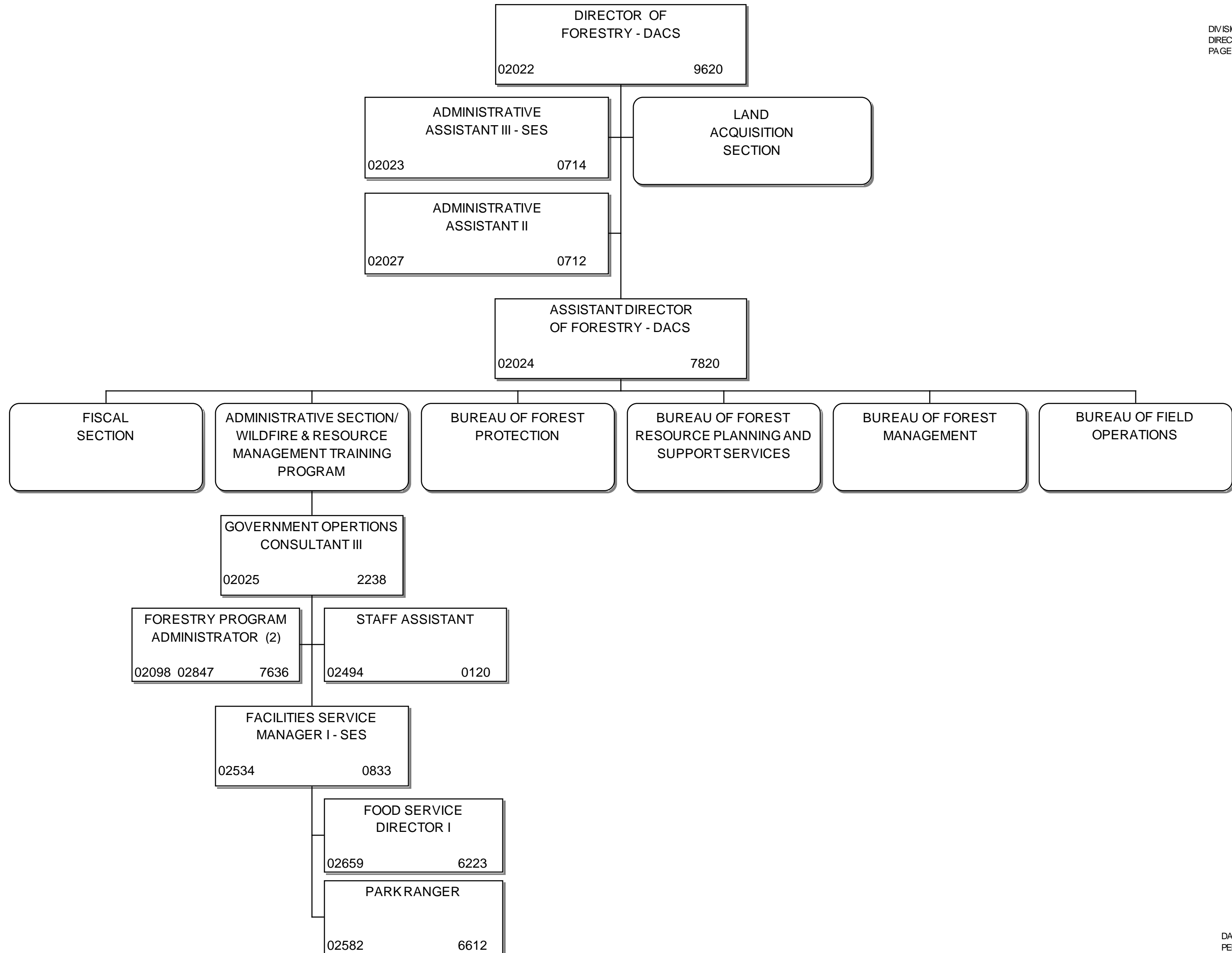
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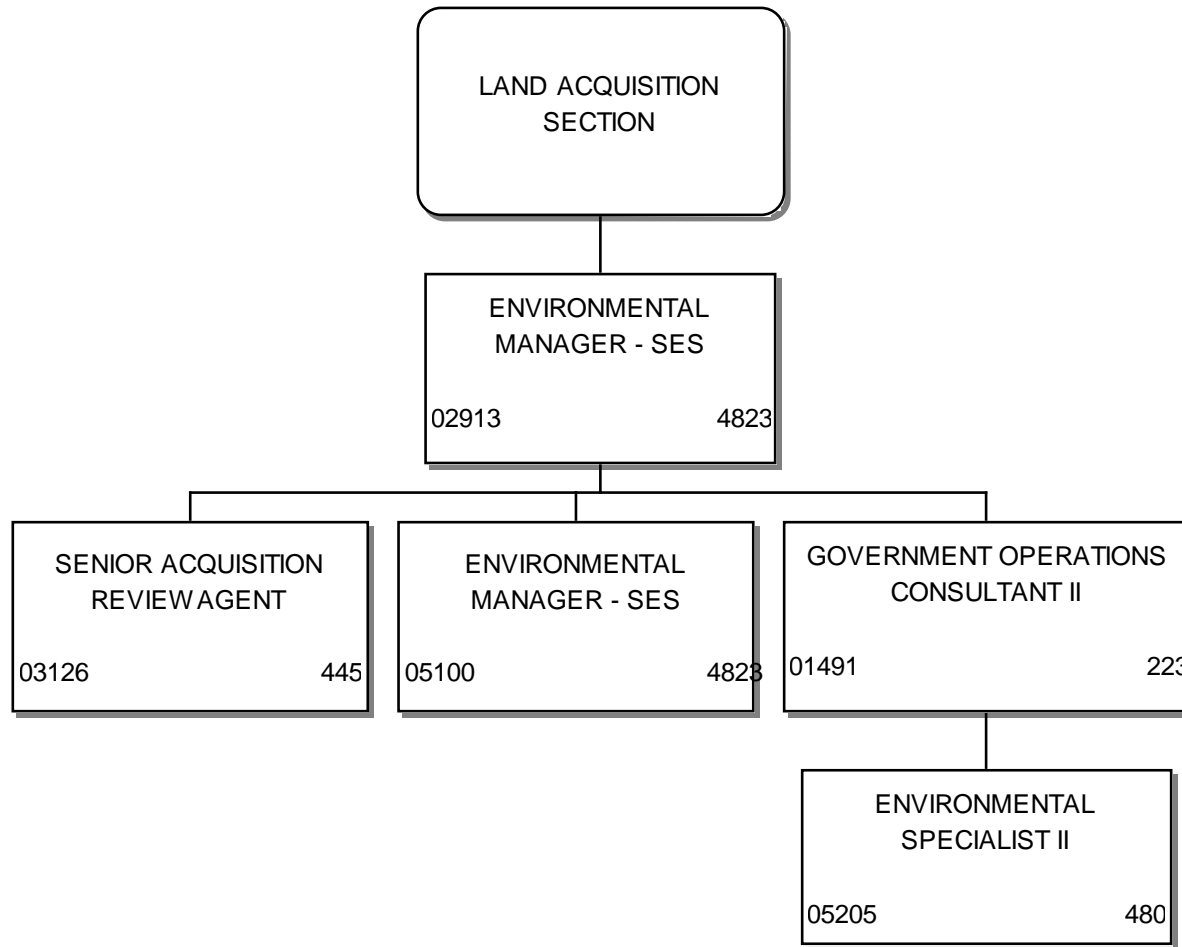
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DATE APPROVED: 06/10/2011

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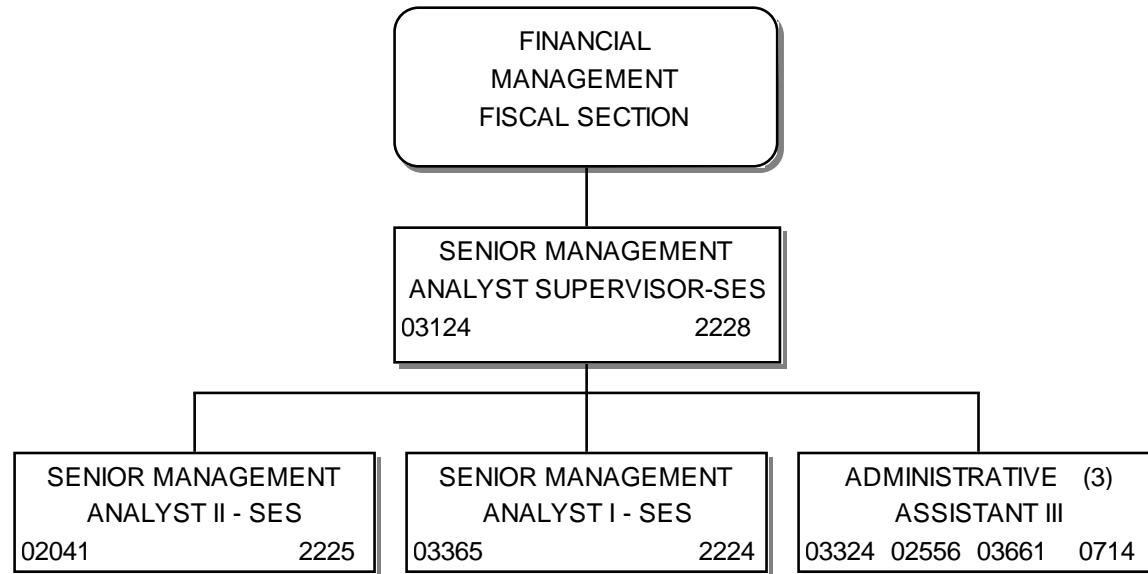


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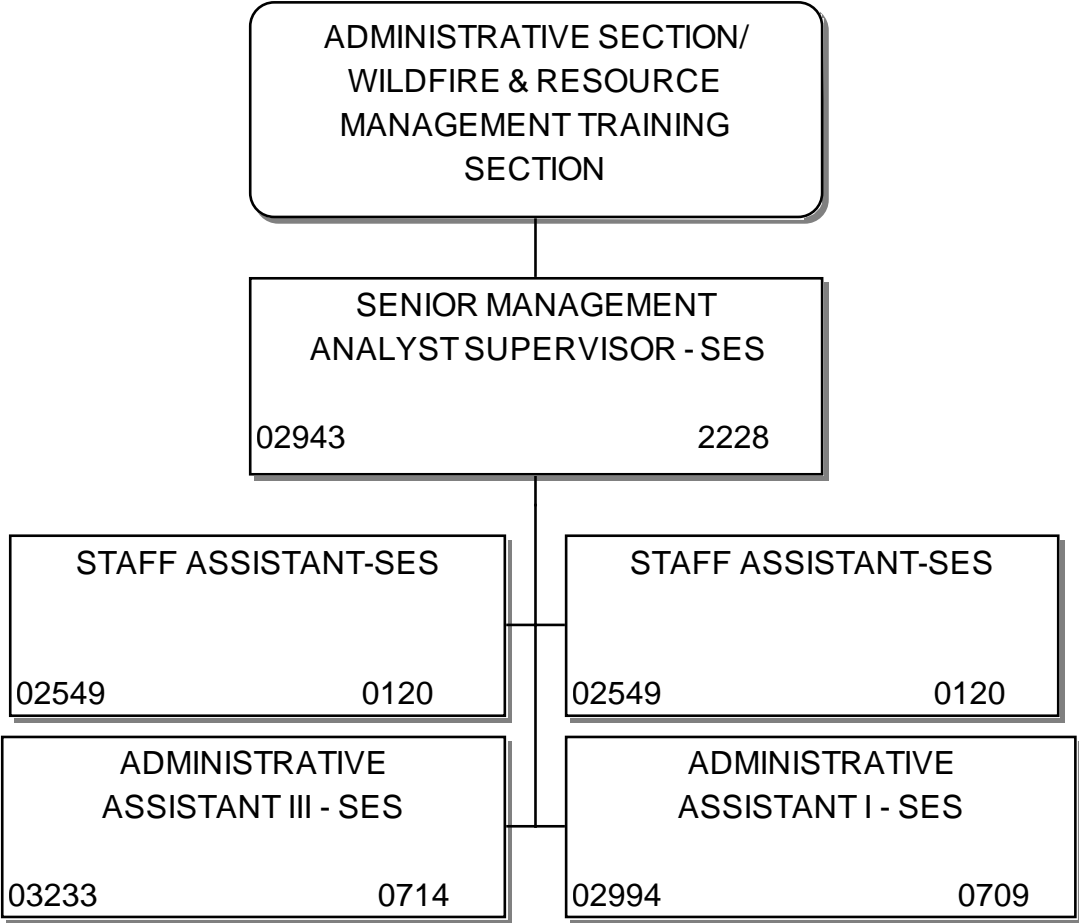
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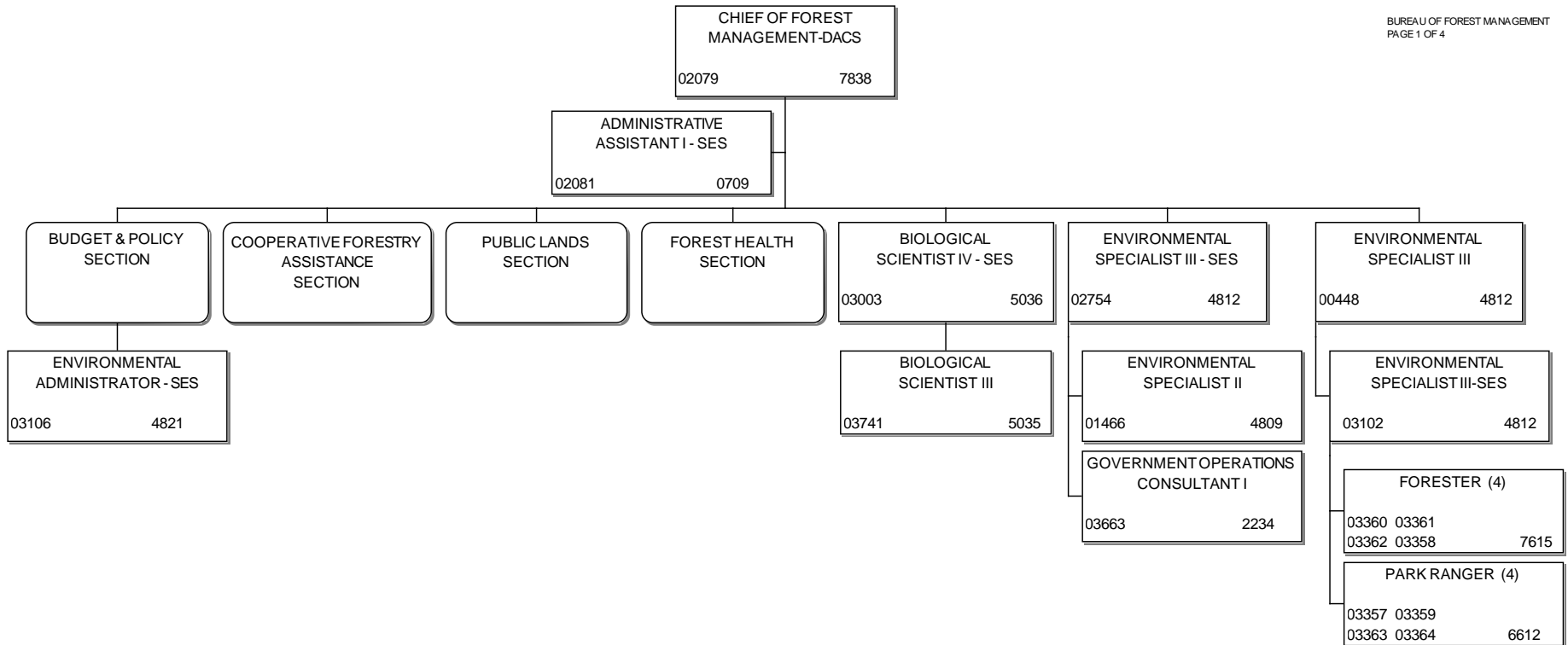


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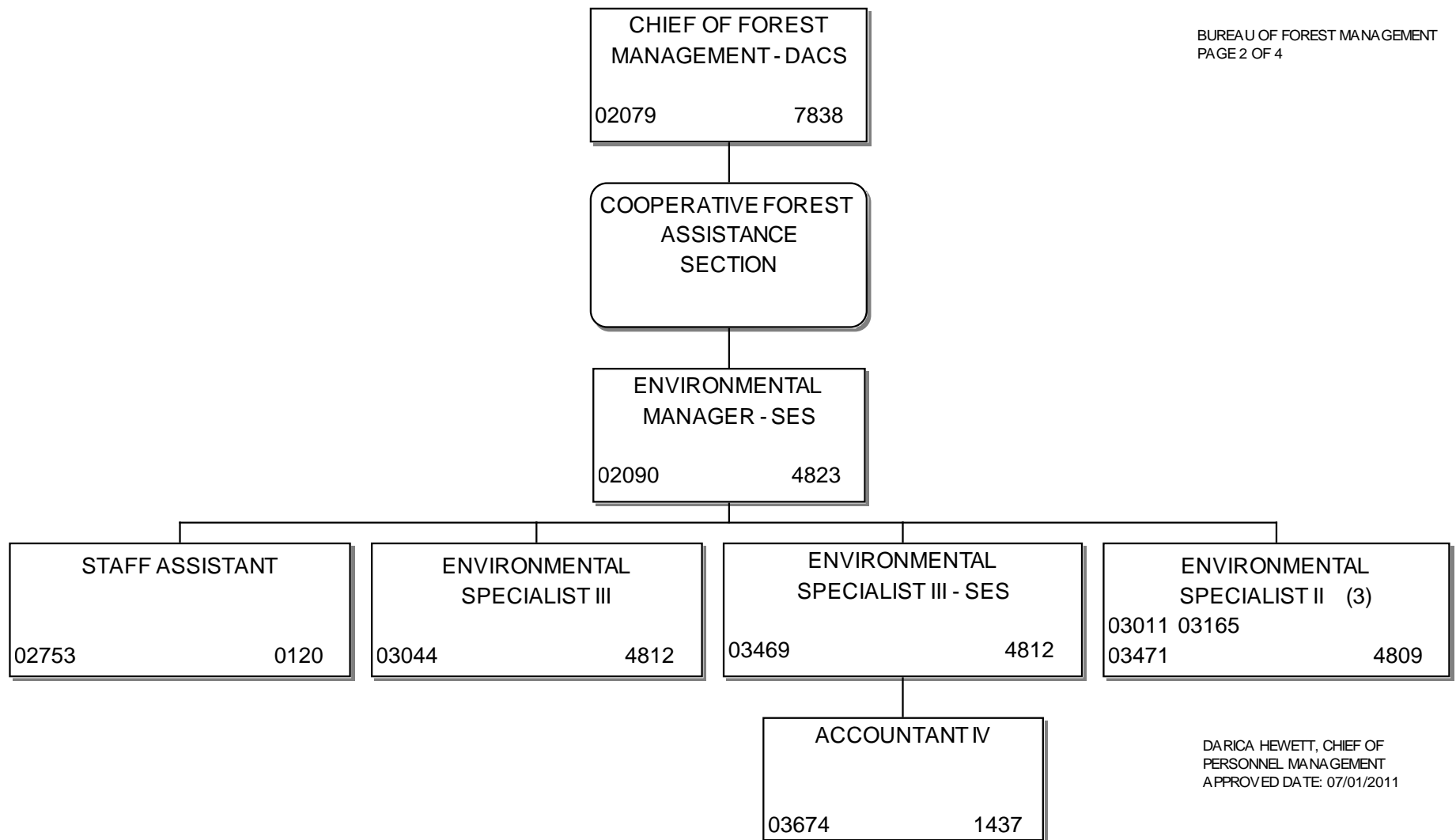
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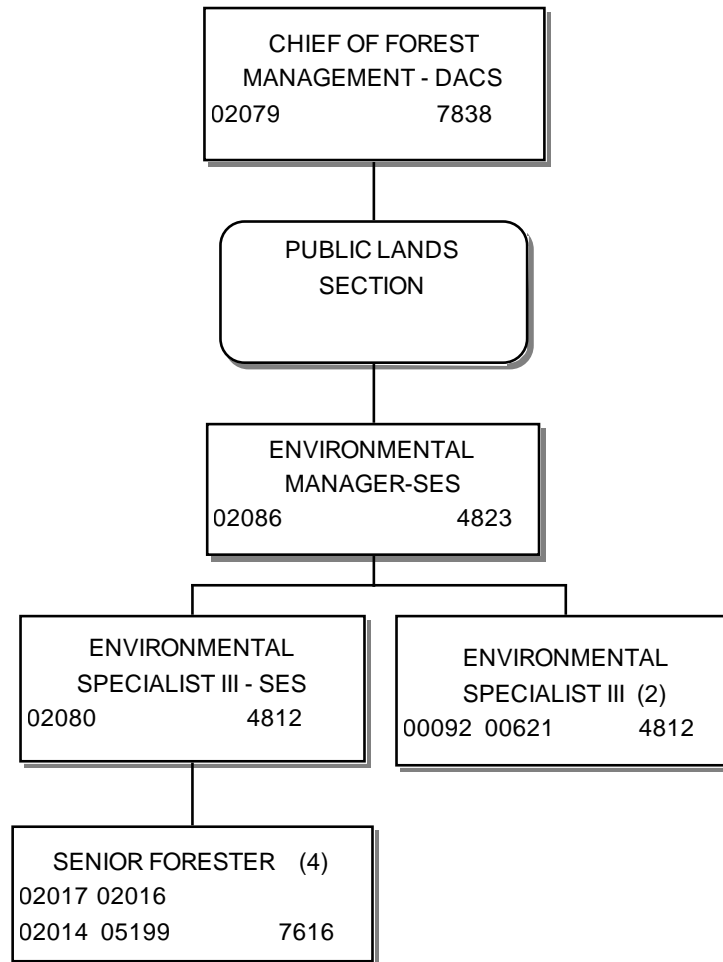
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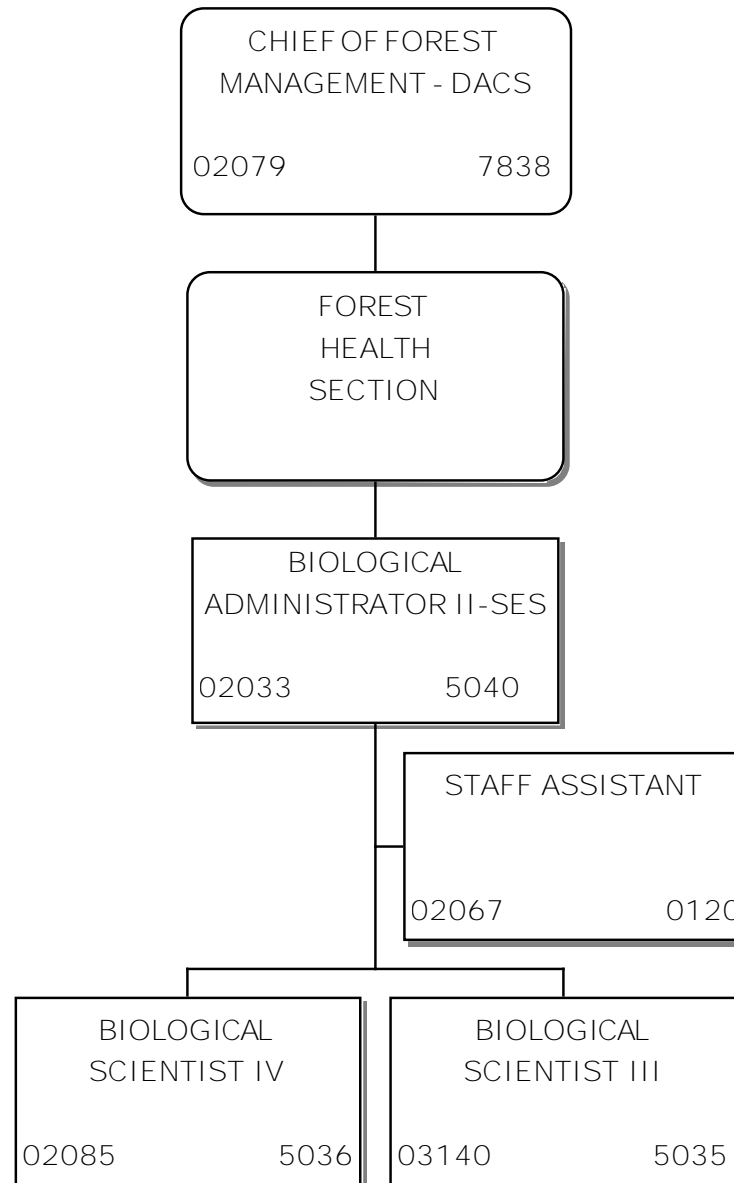
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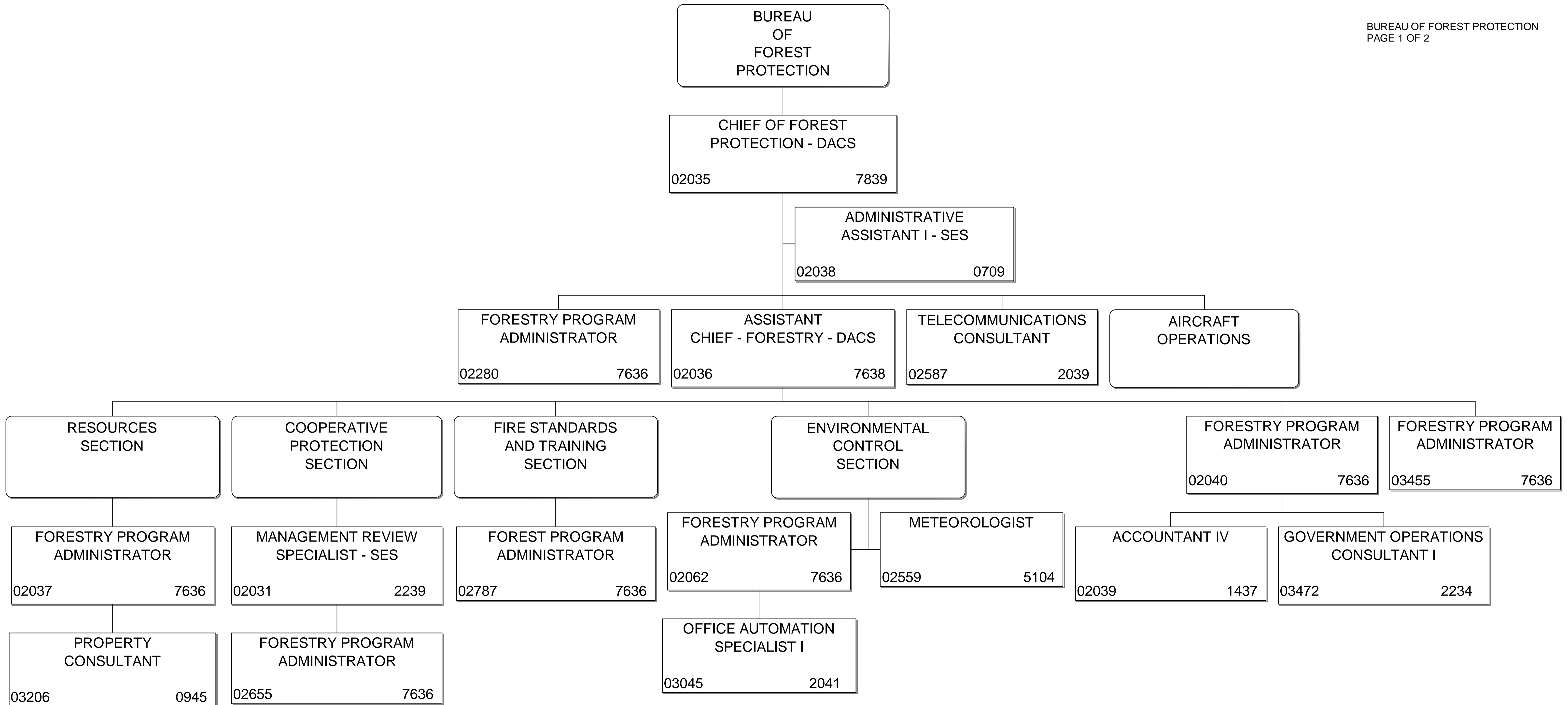
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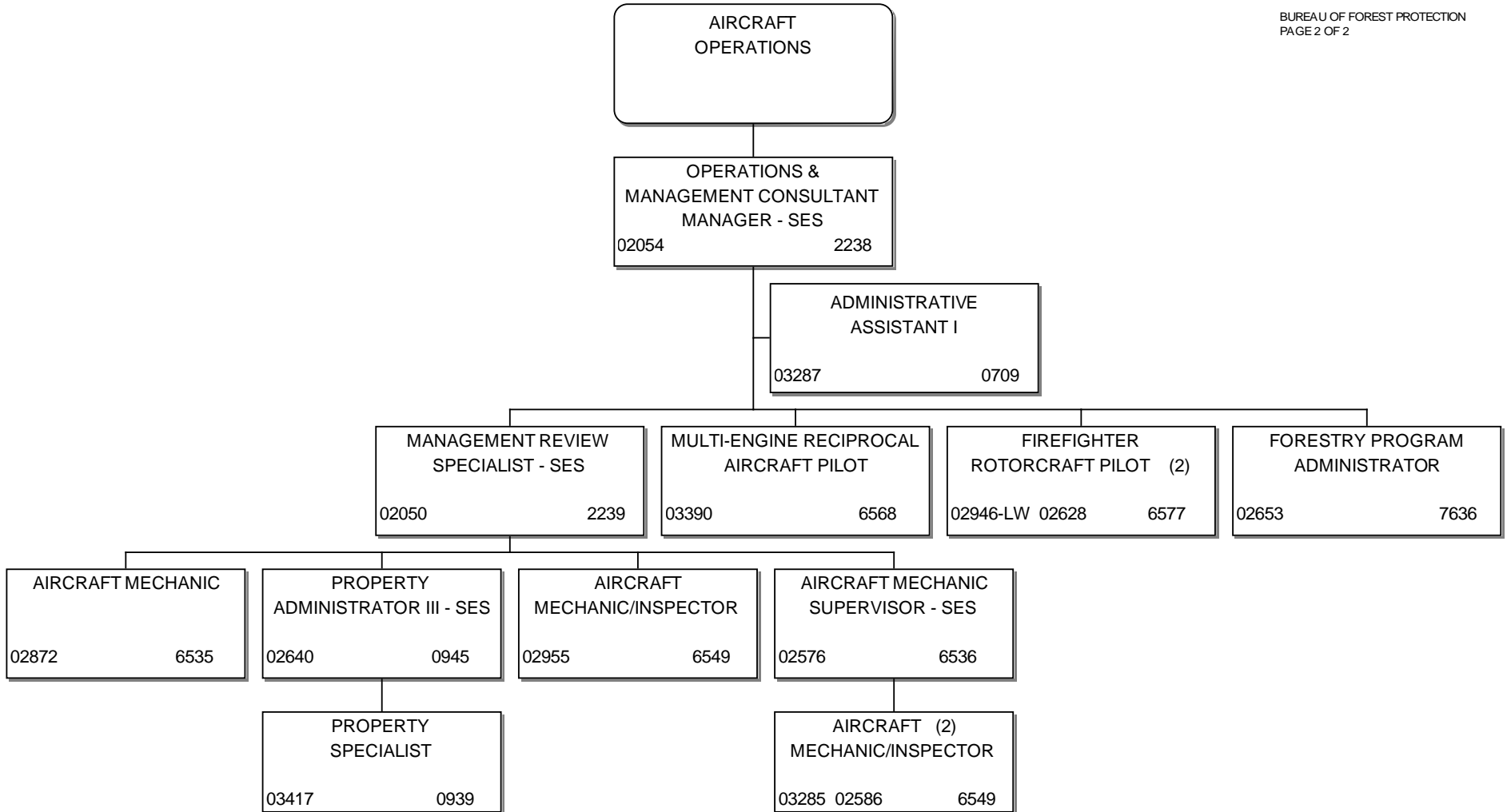
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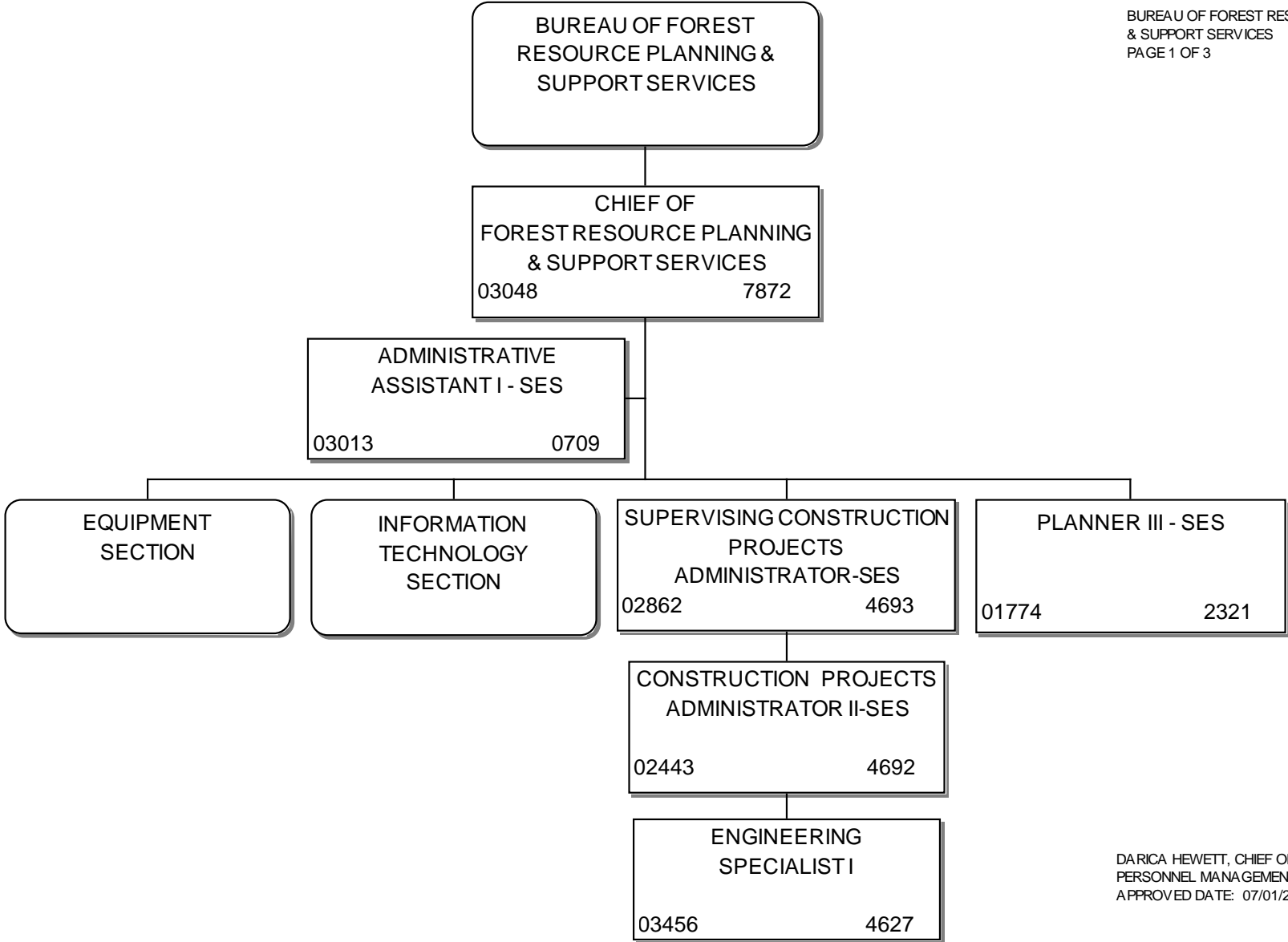
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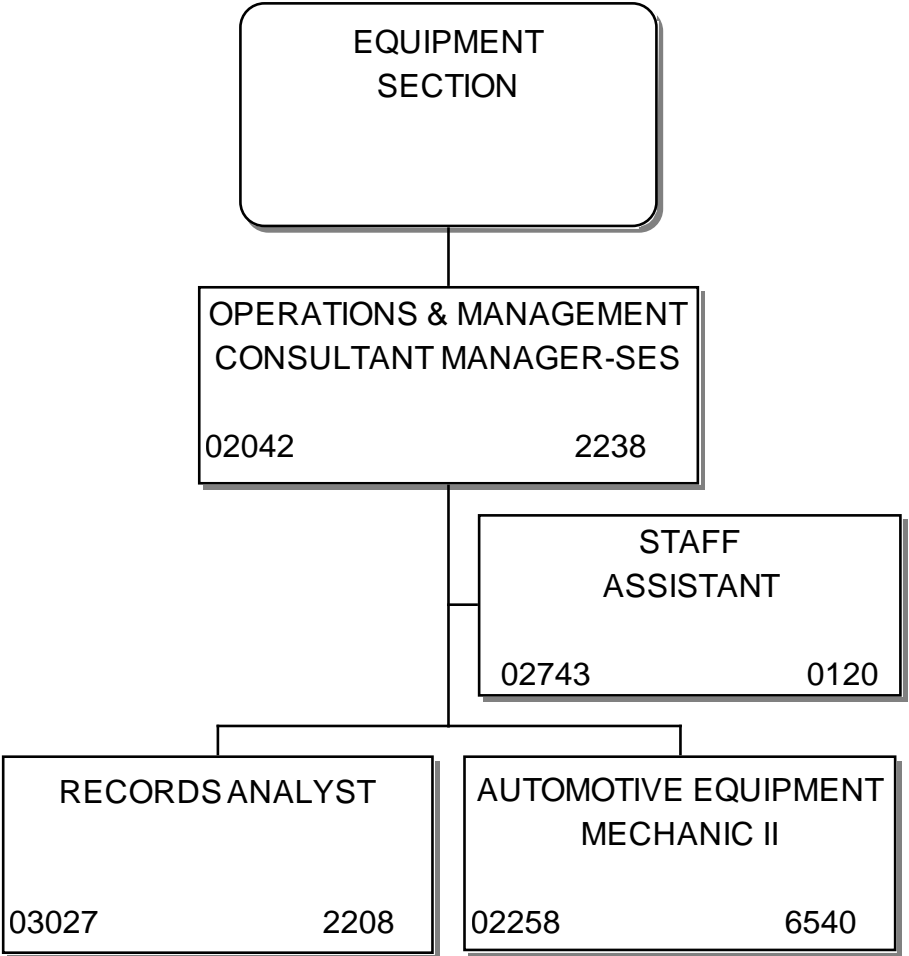
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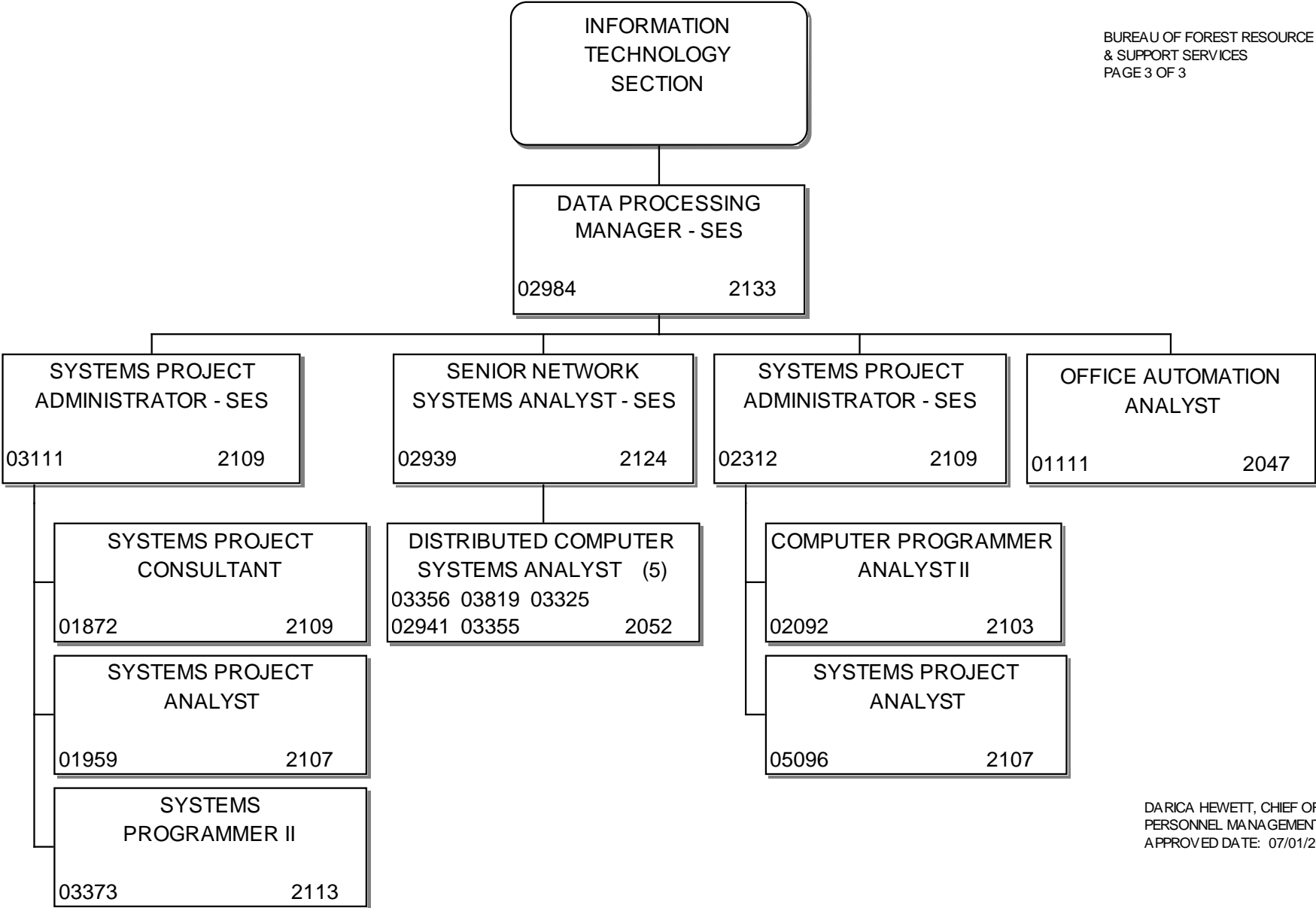


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APPROVED DATE: 07/01/2011

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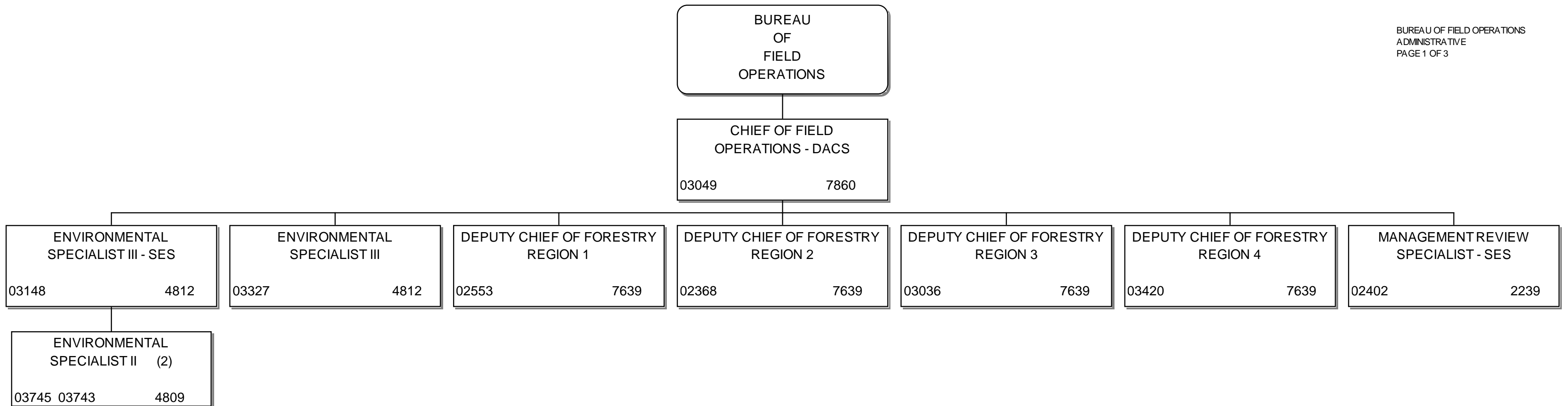
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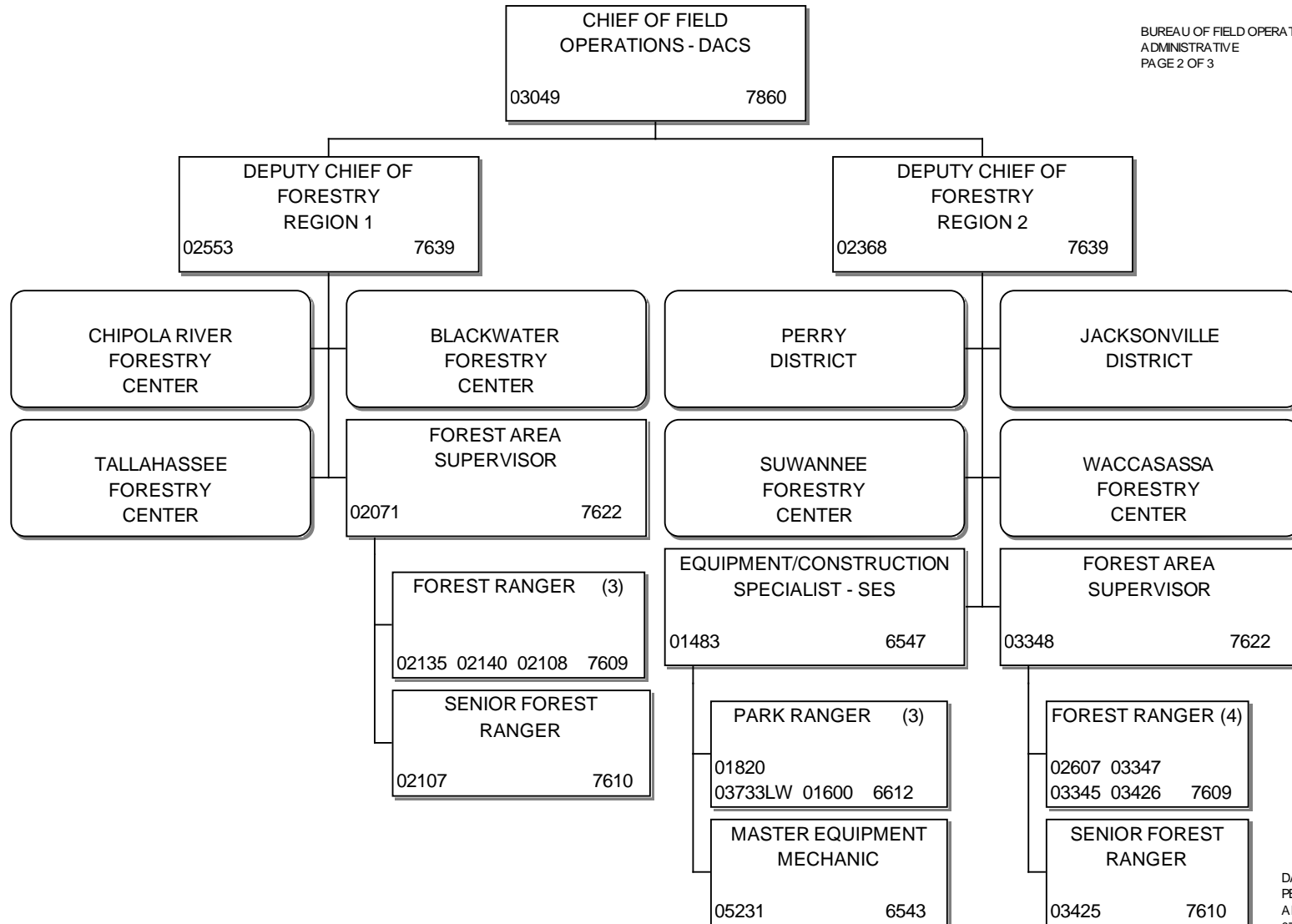
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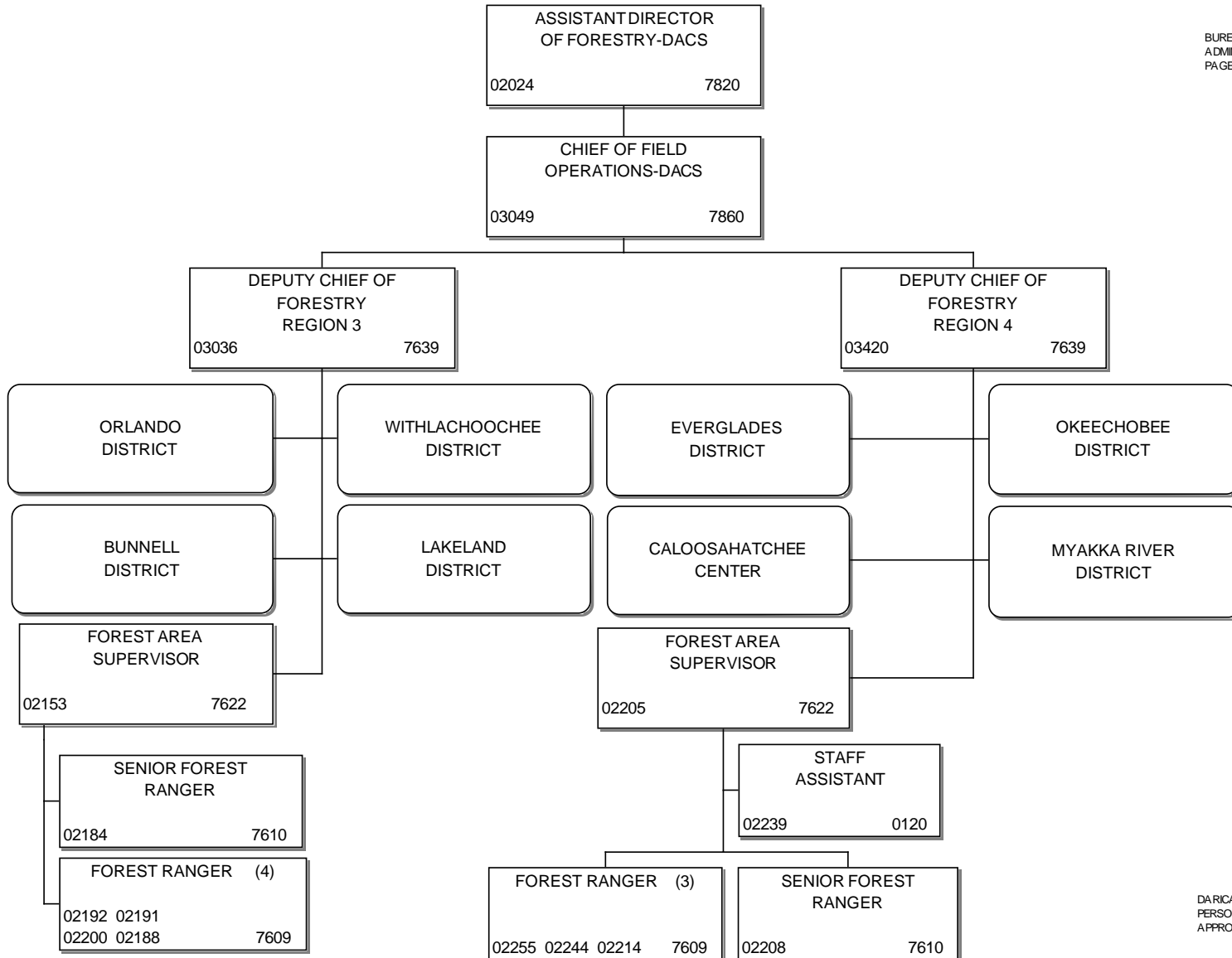
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APPROVED DATE: 07/01/2011

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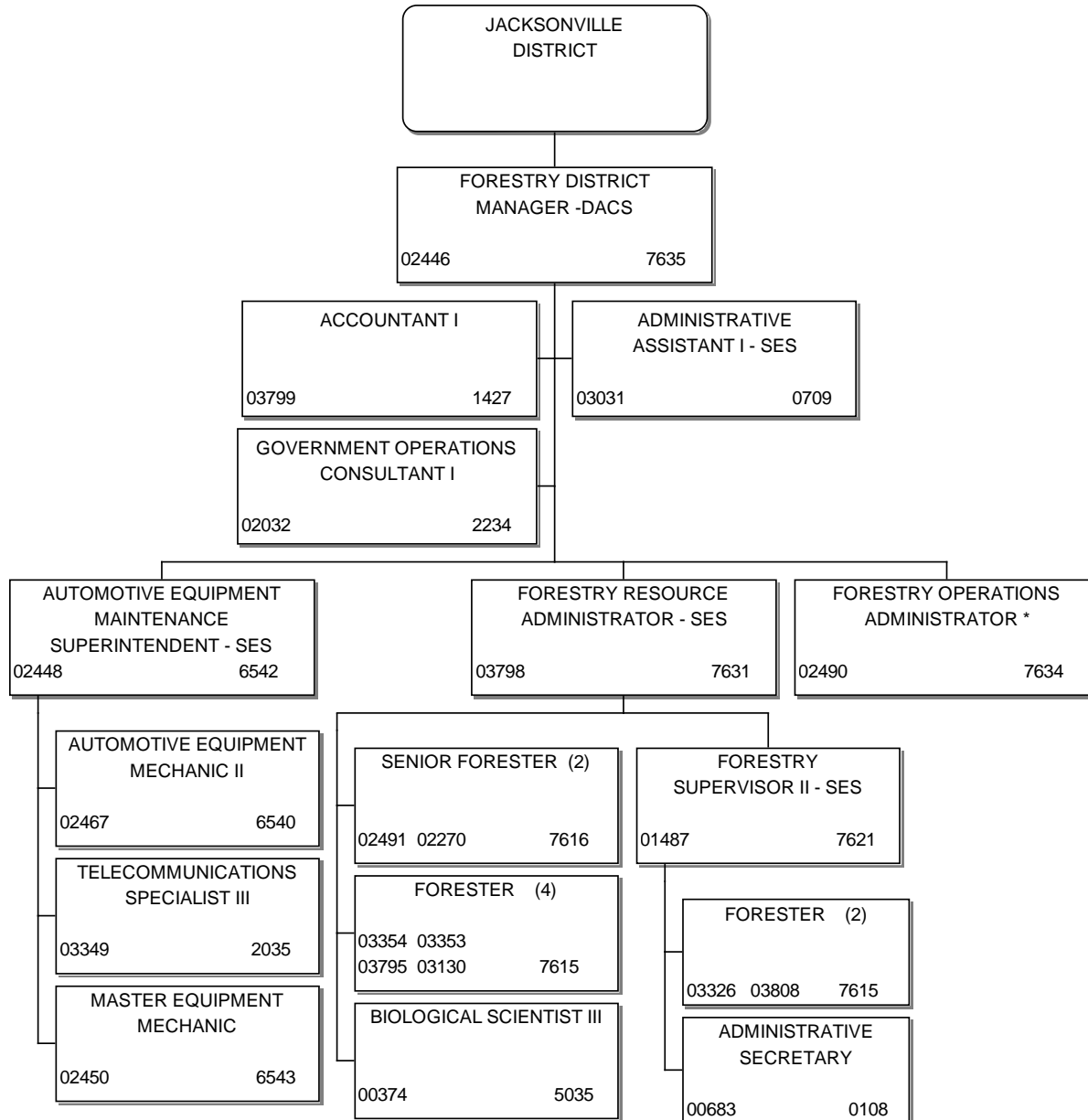
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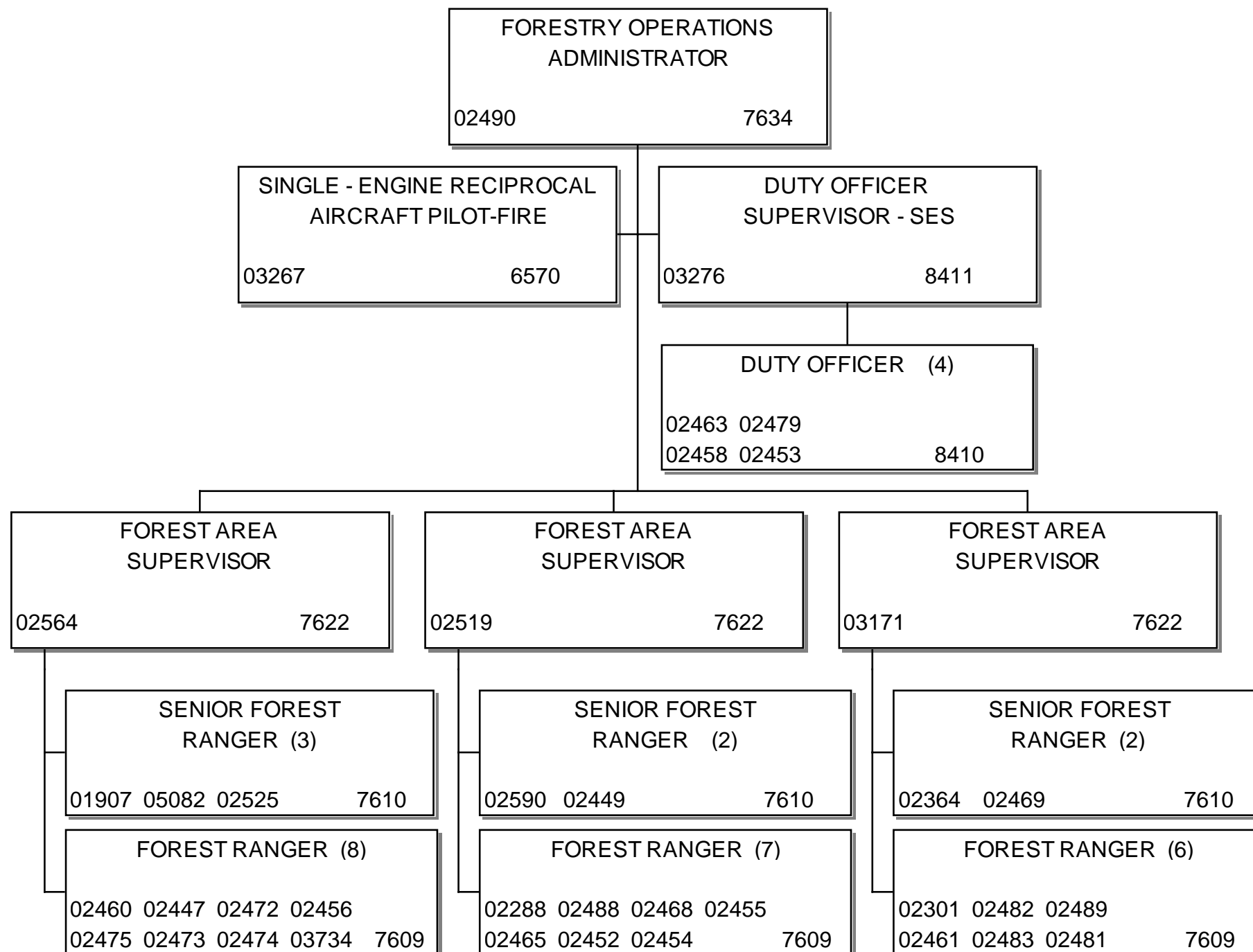


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APPROVED DATE: 07/01/2011

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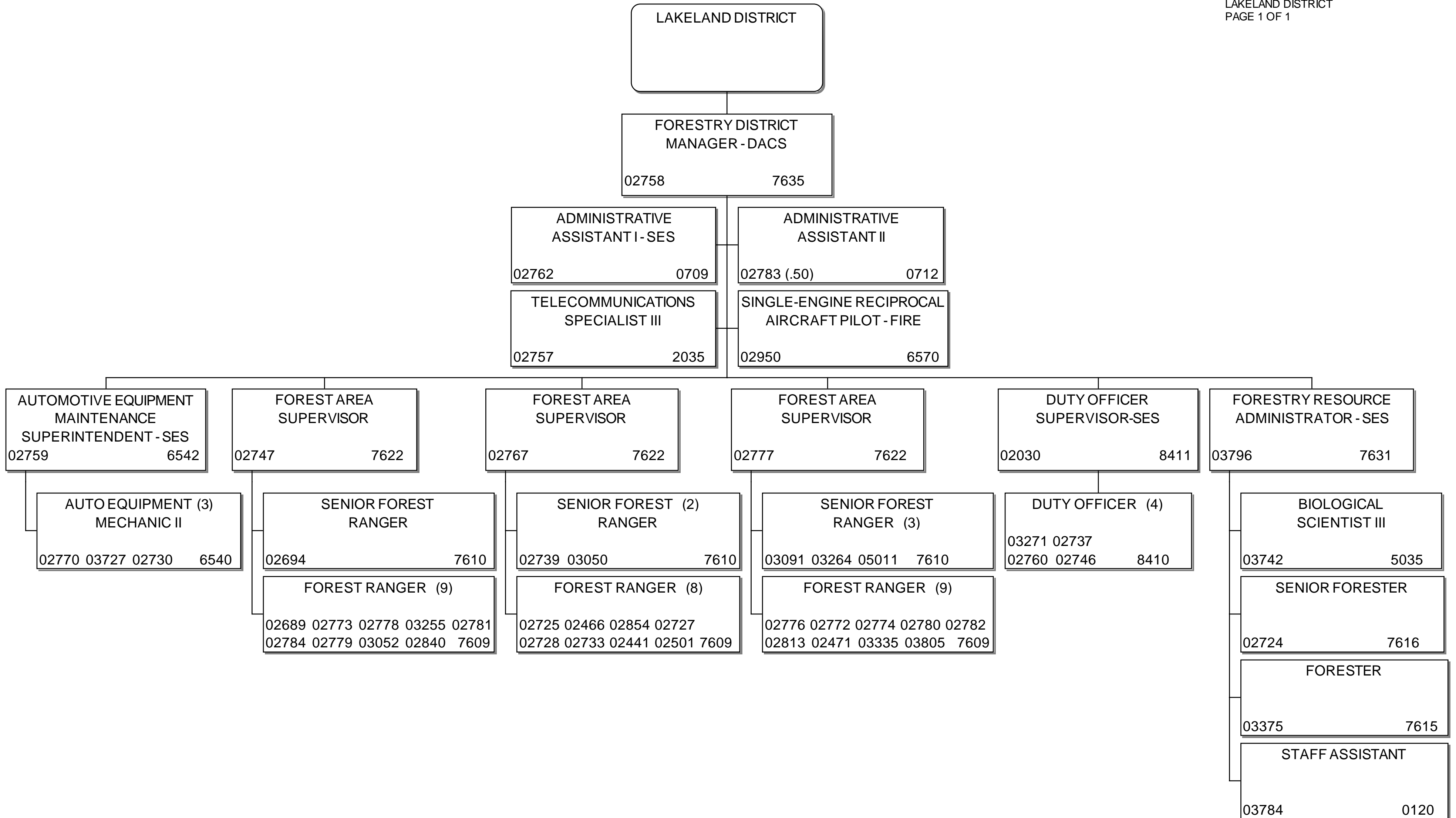
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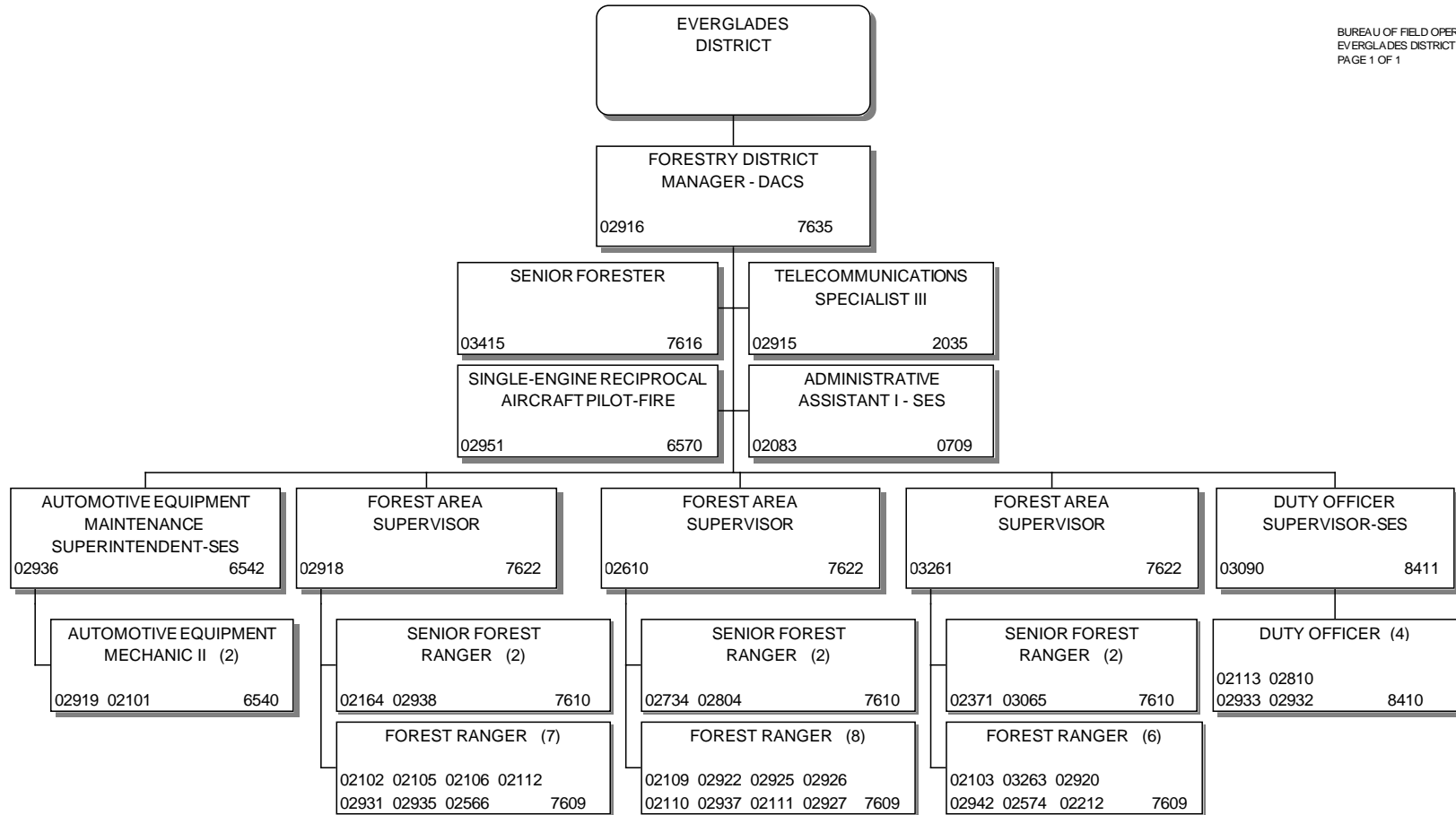
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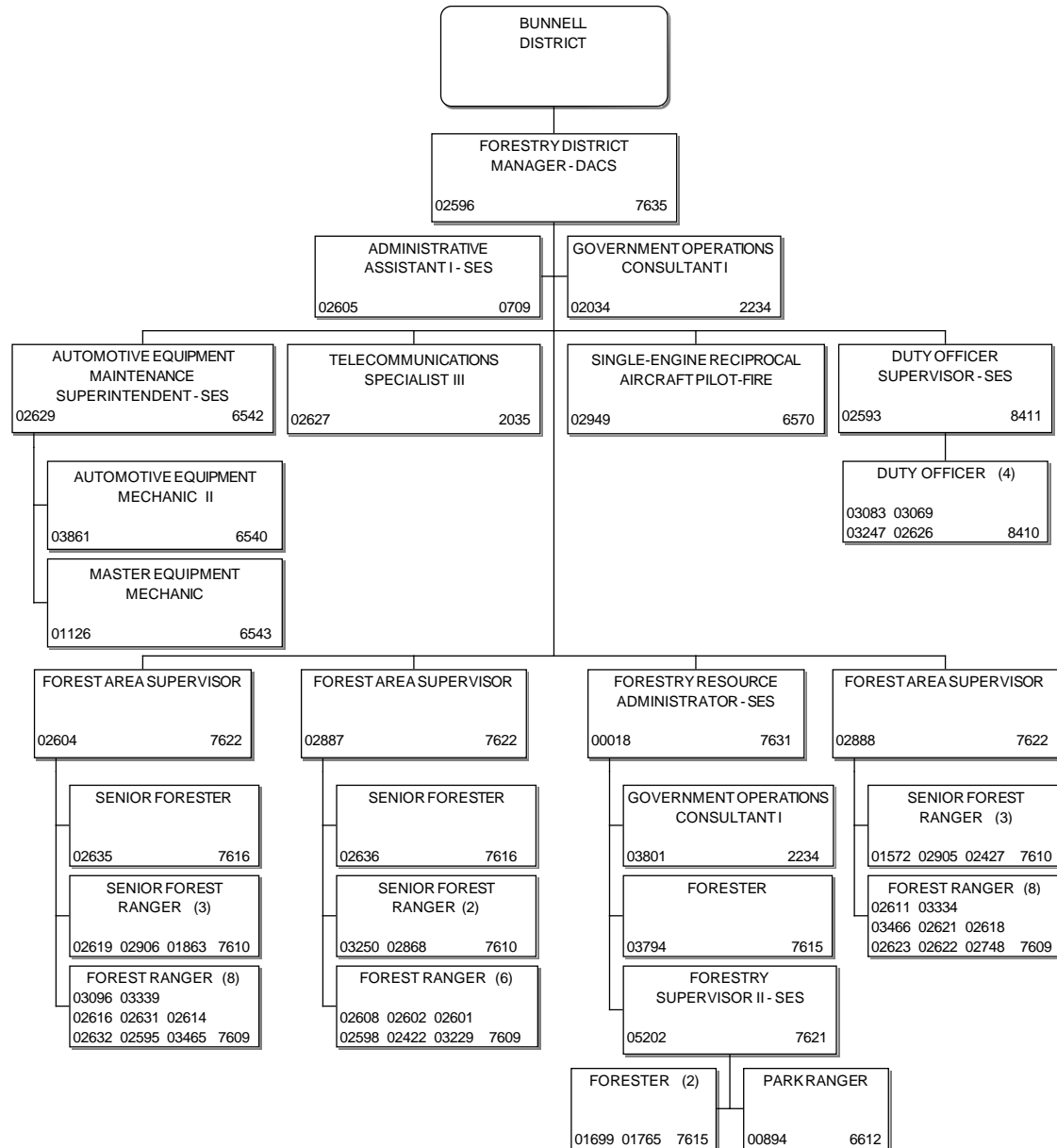
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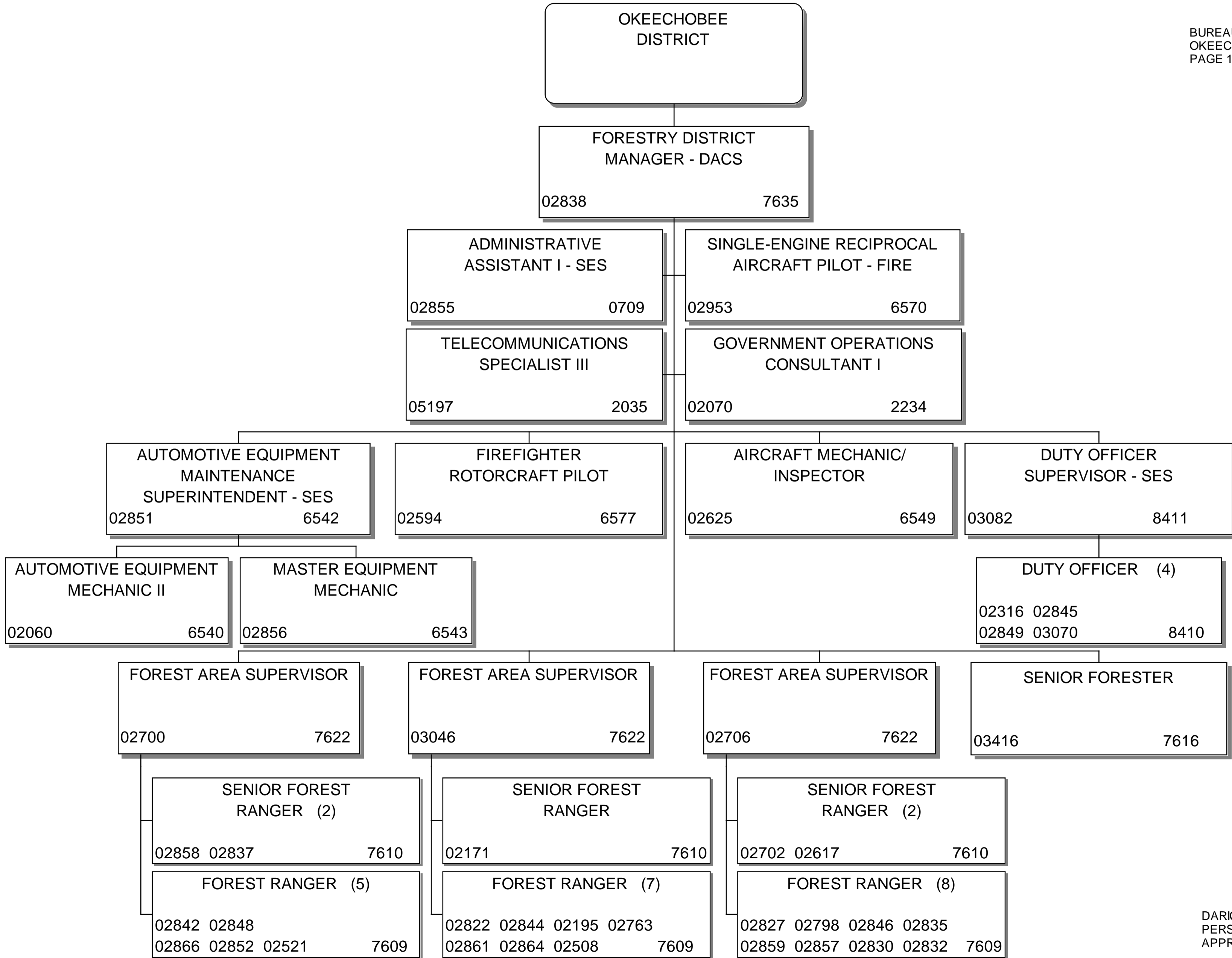
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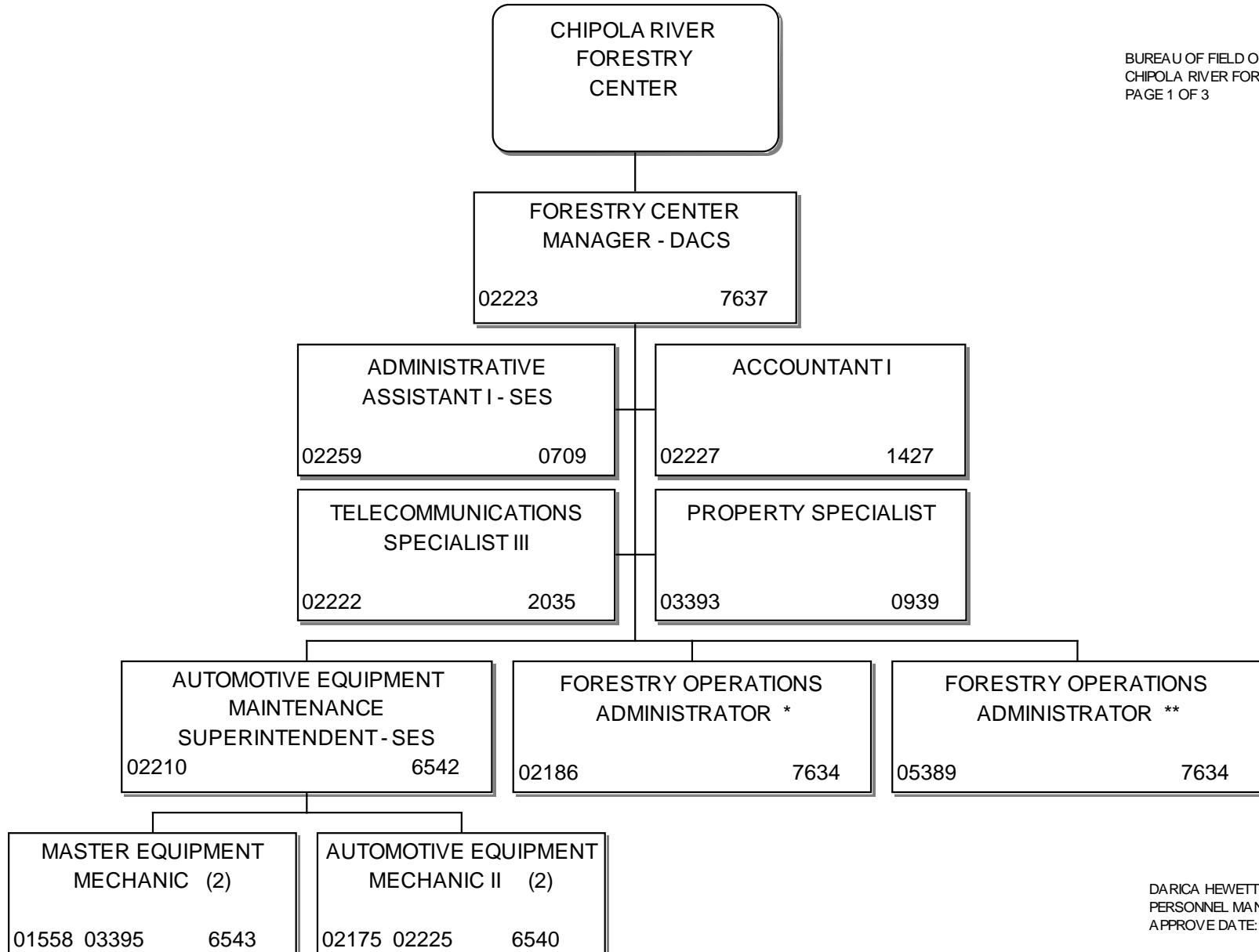
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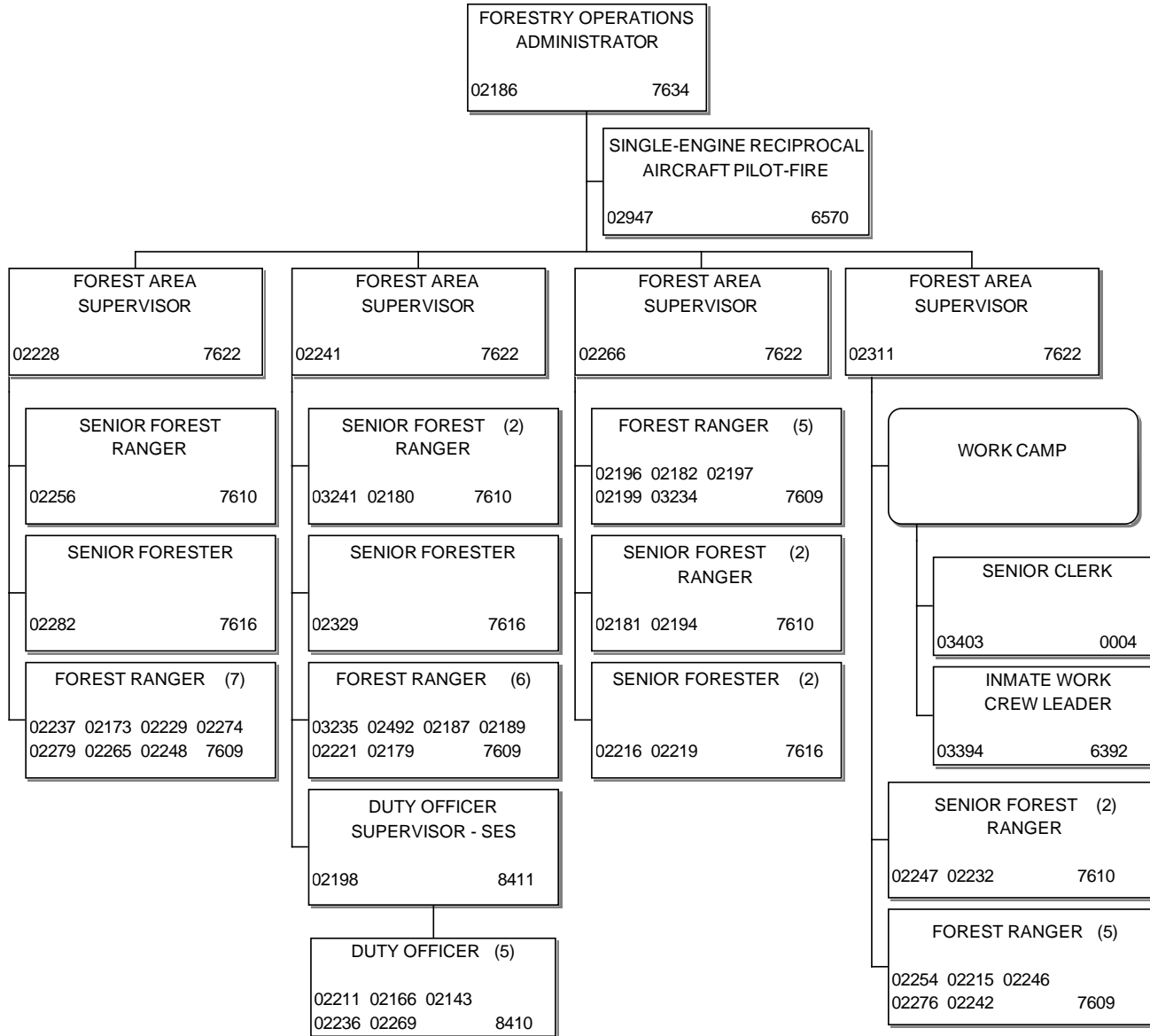
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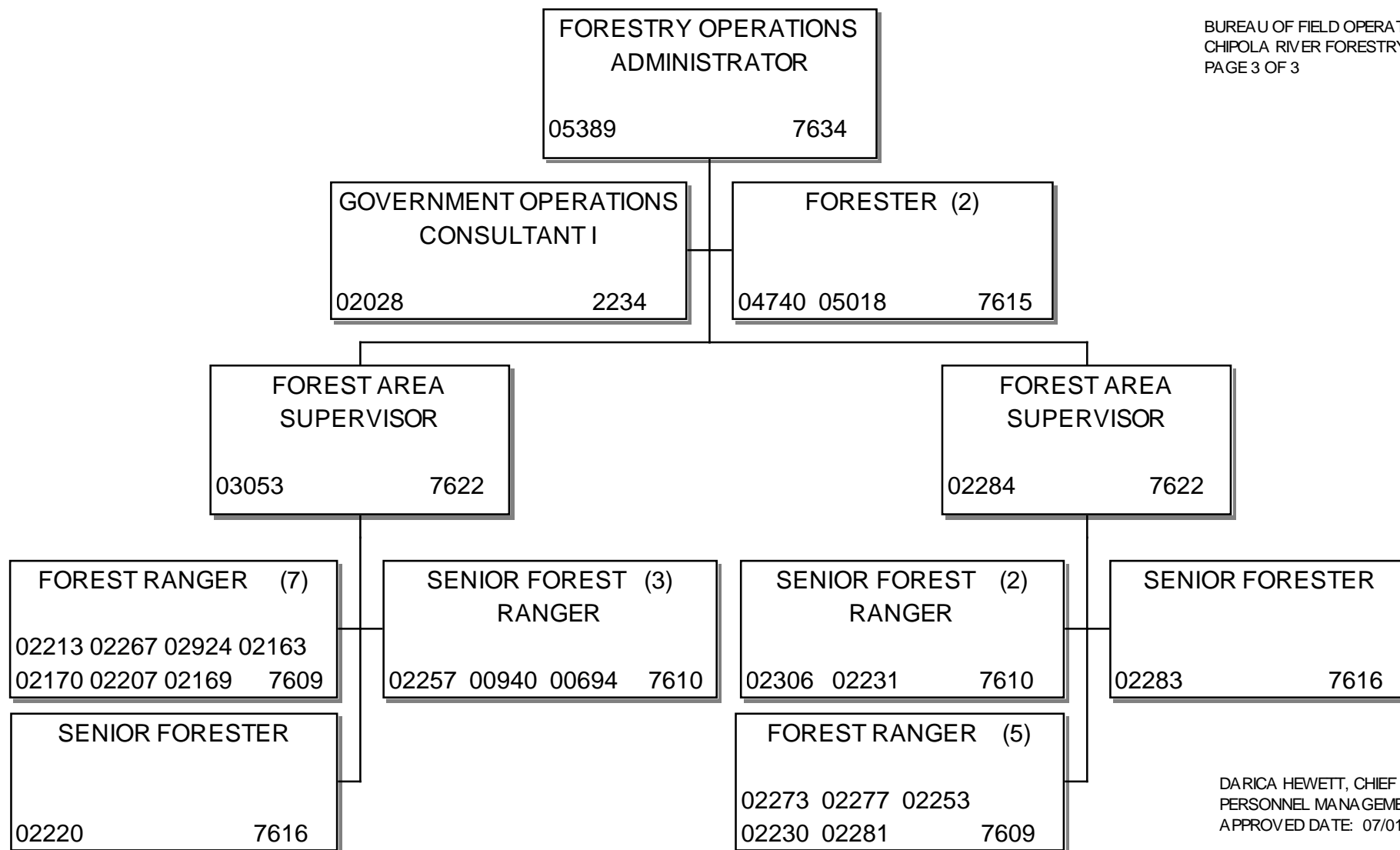


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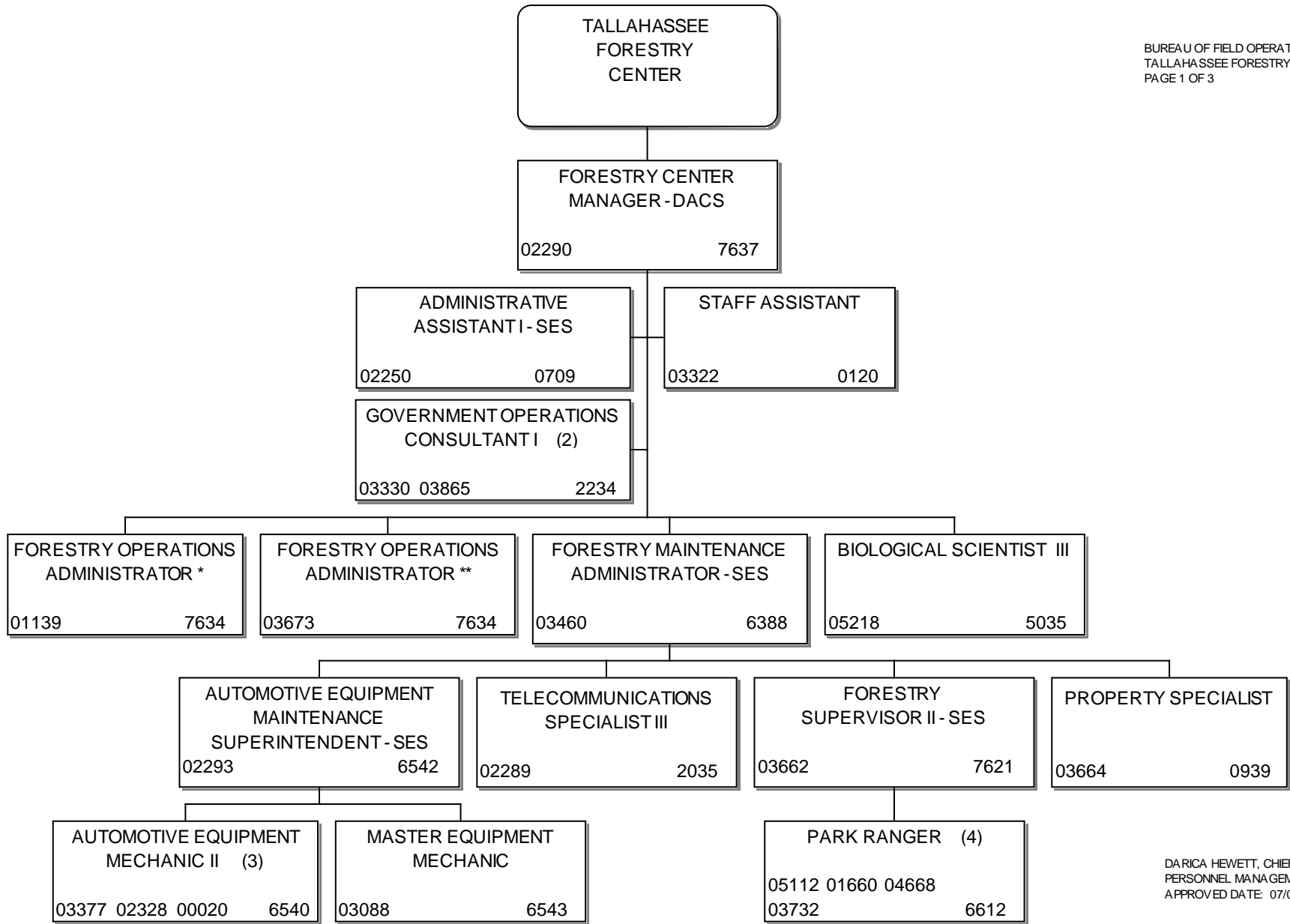
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DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
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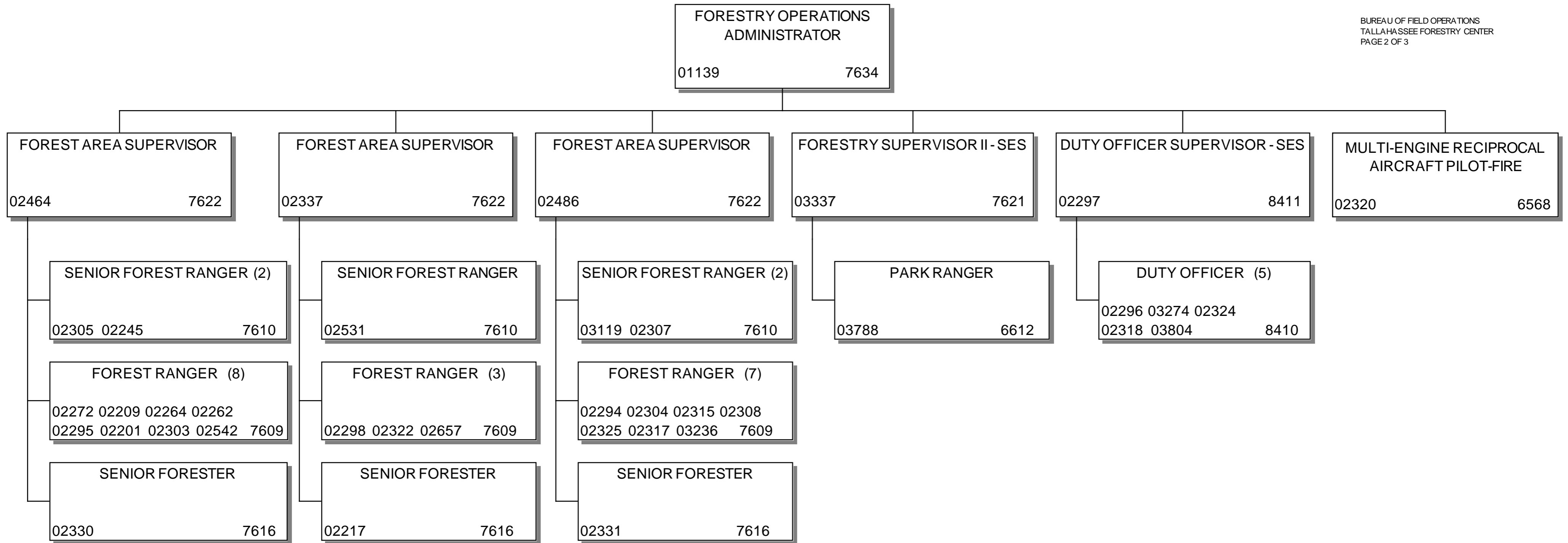
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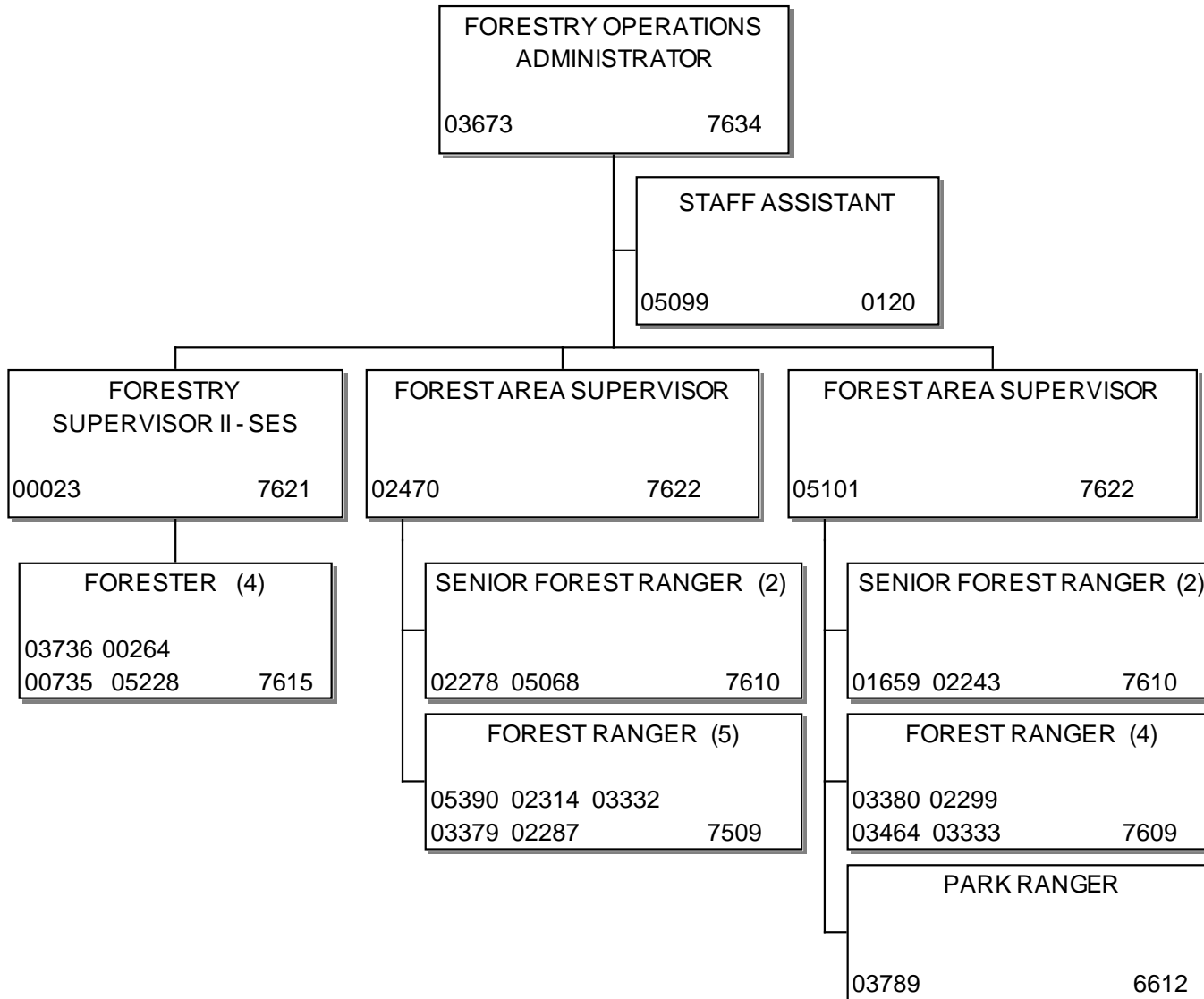
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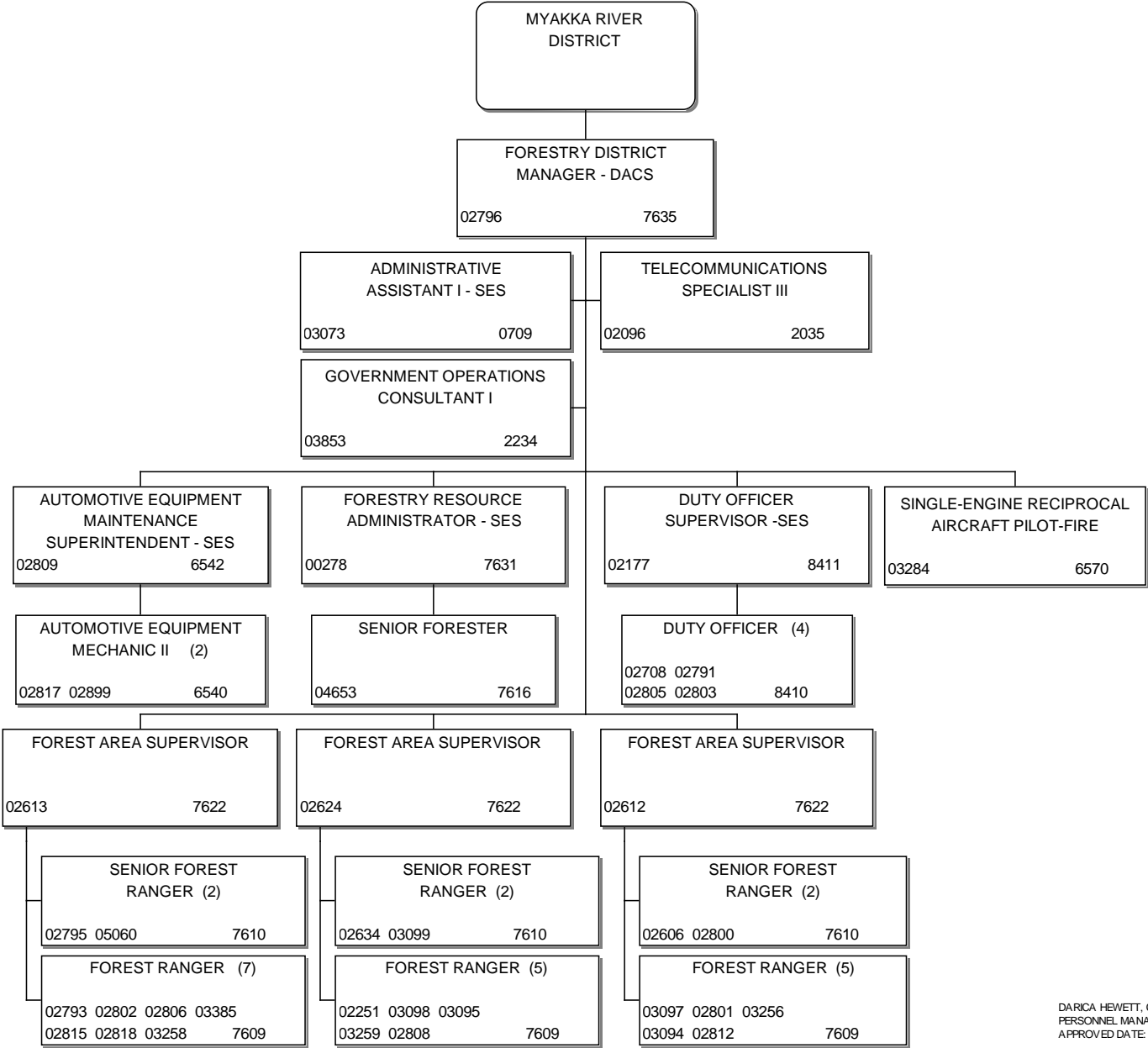
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APPROVED DATE: 07/01/2011

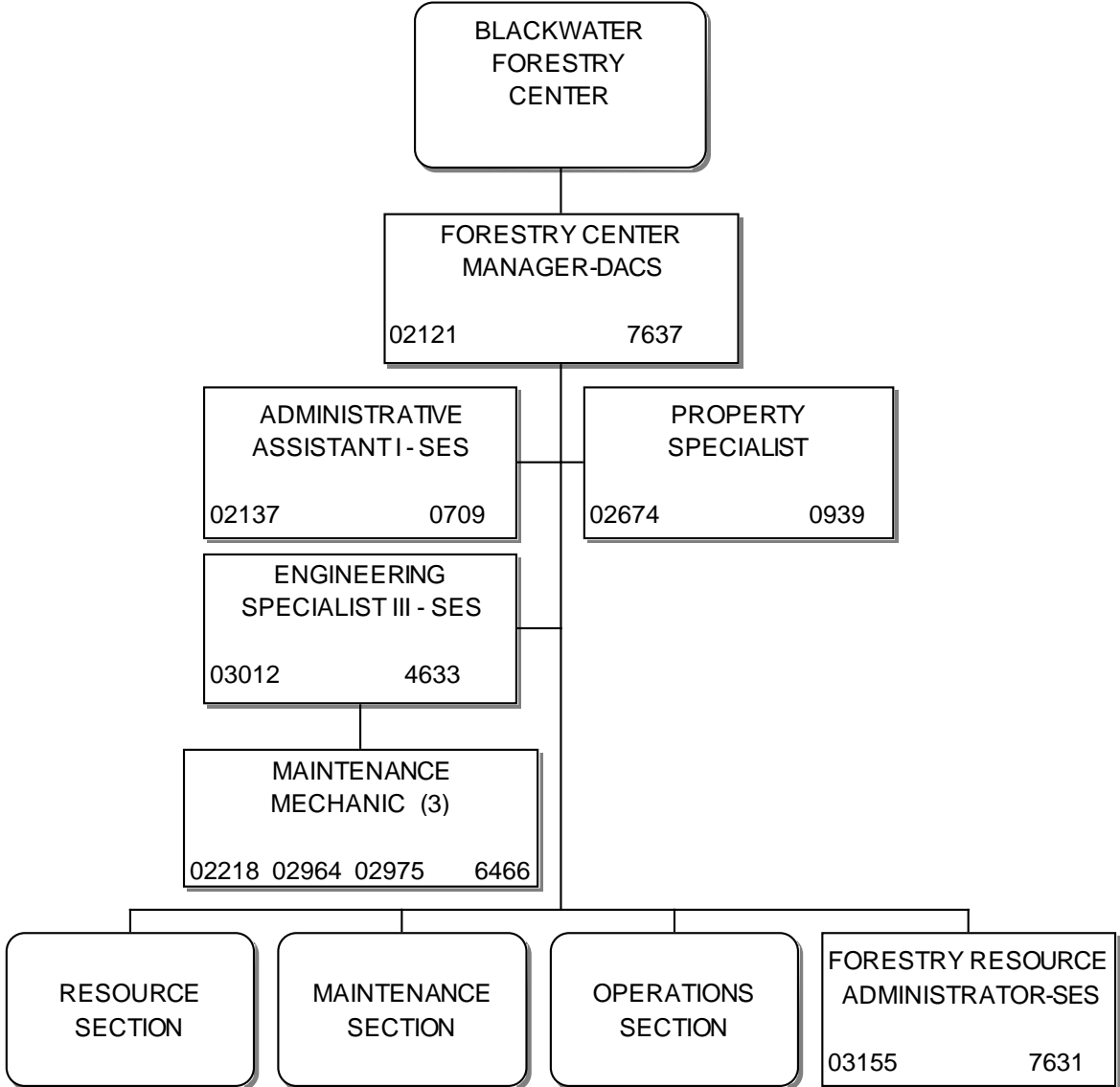
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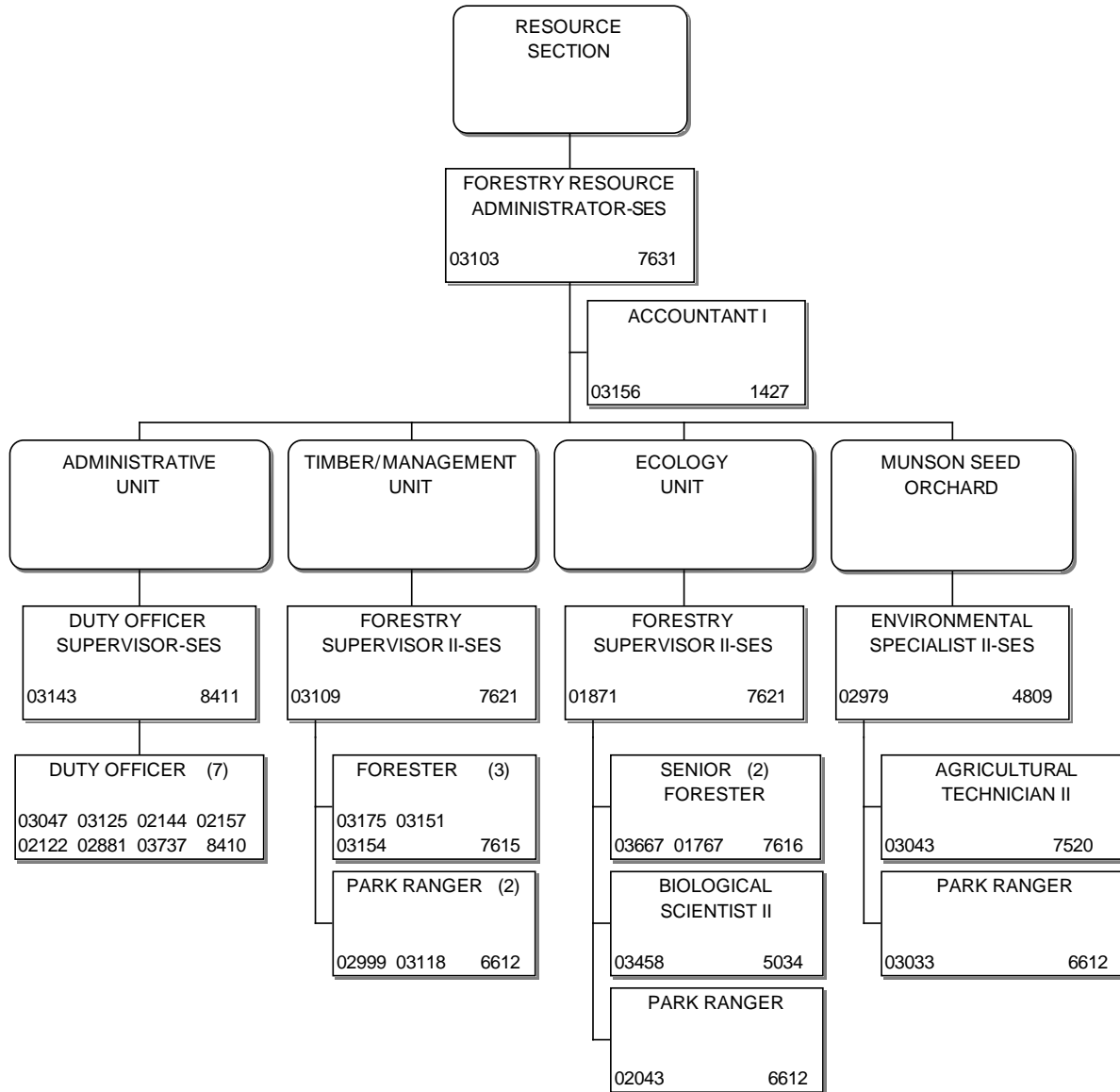


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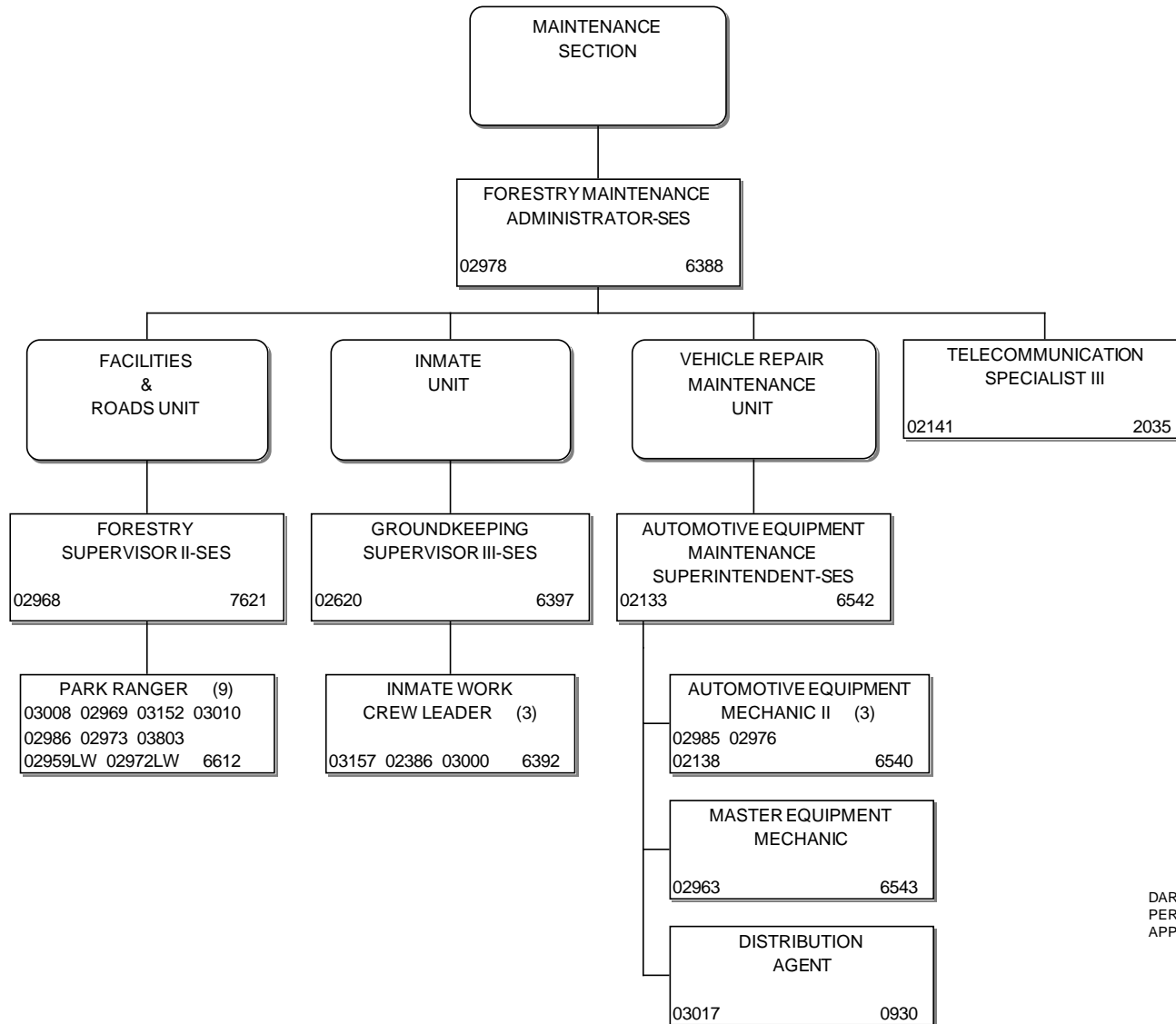


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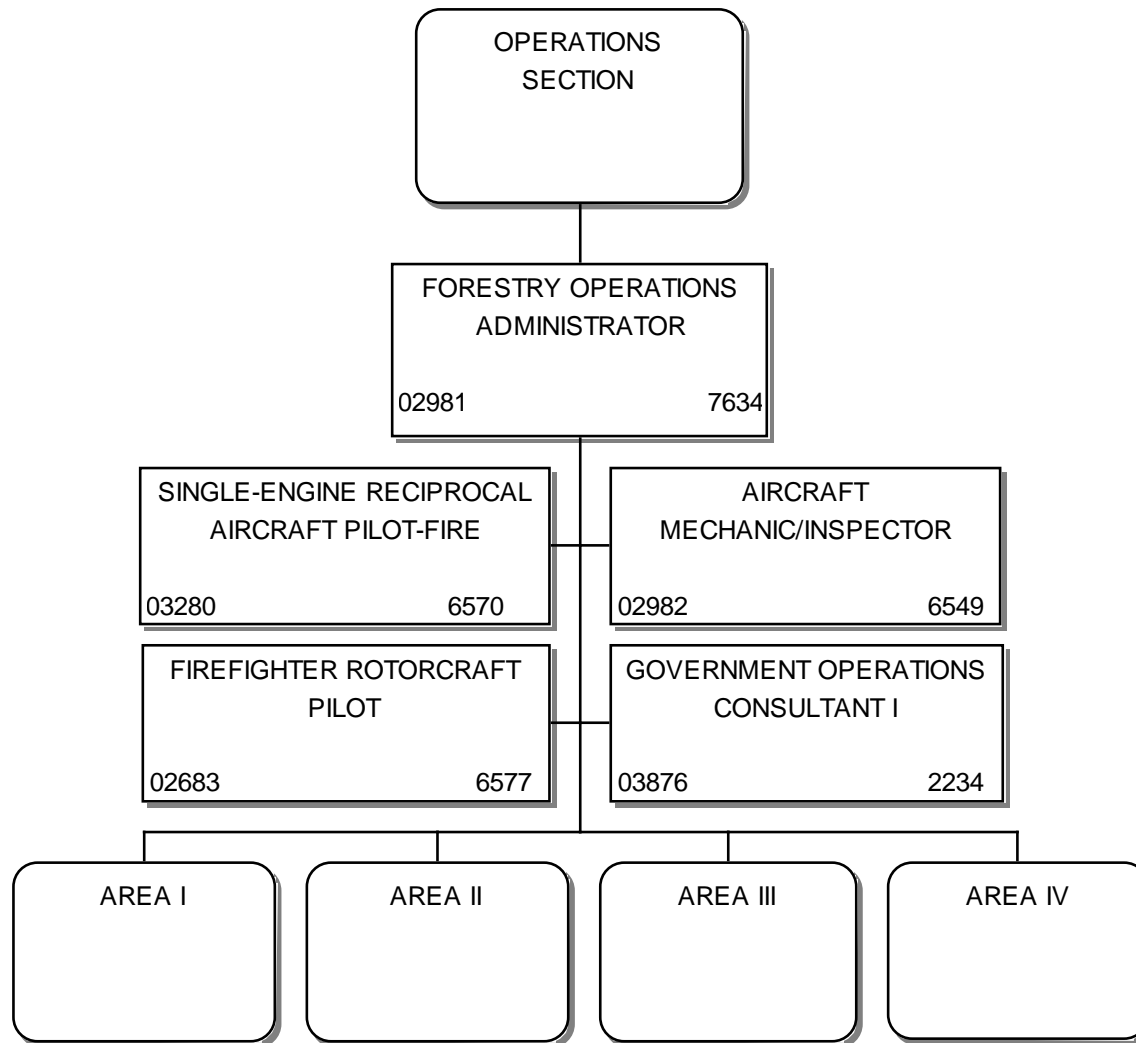
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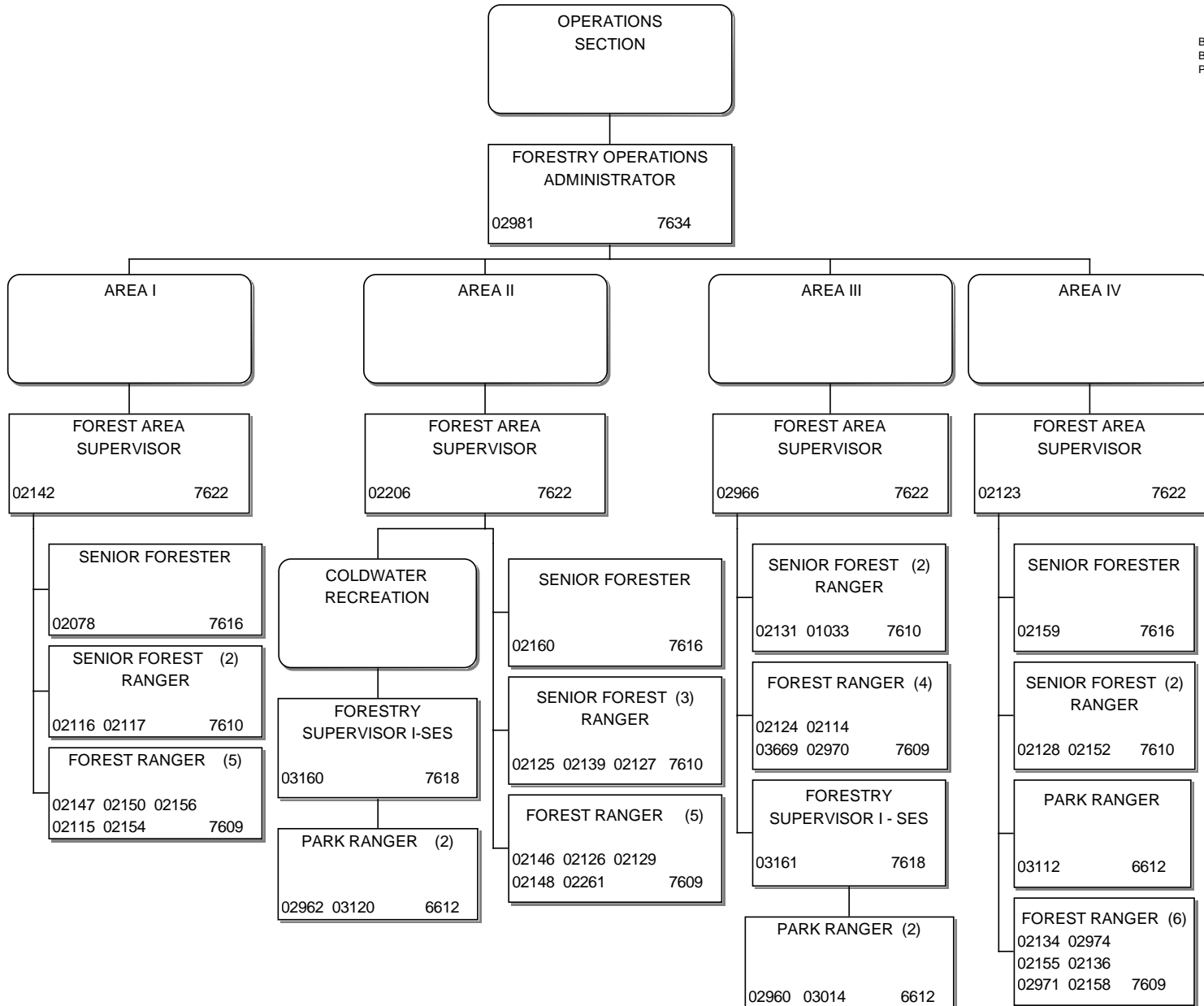


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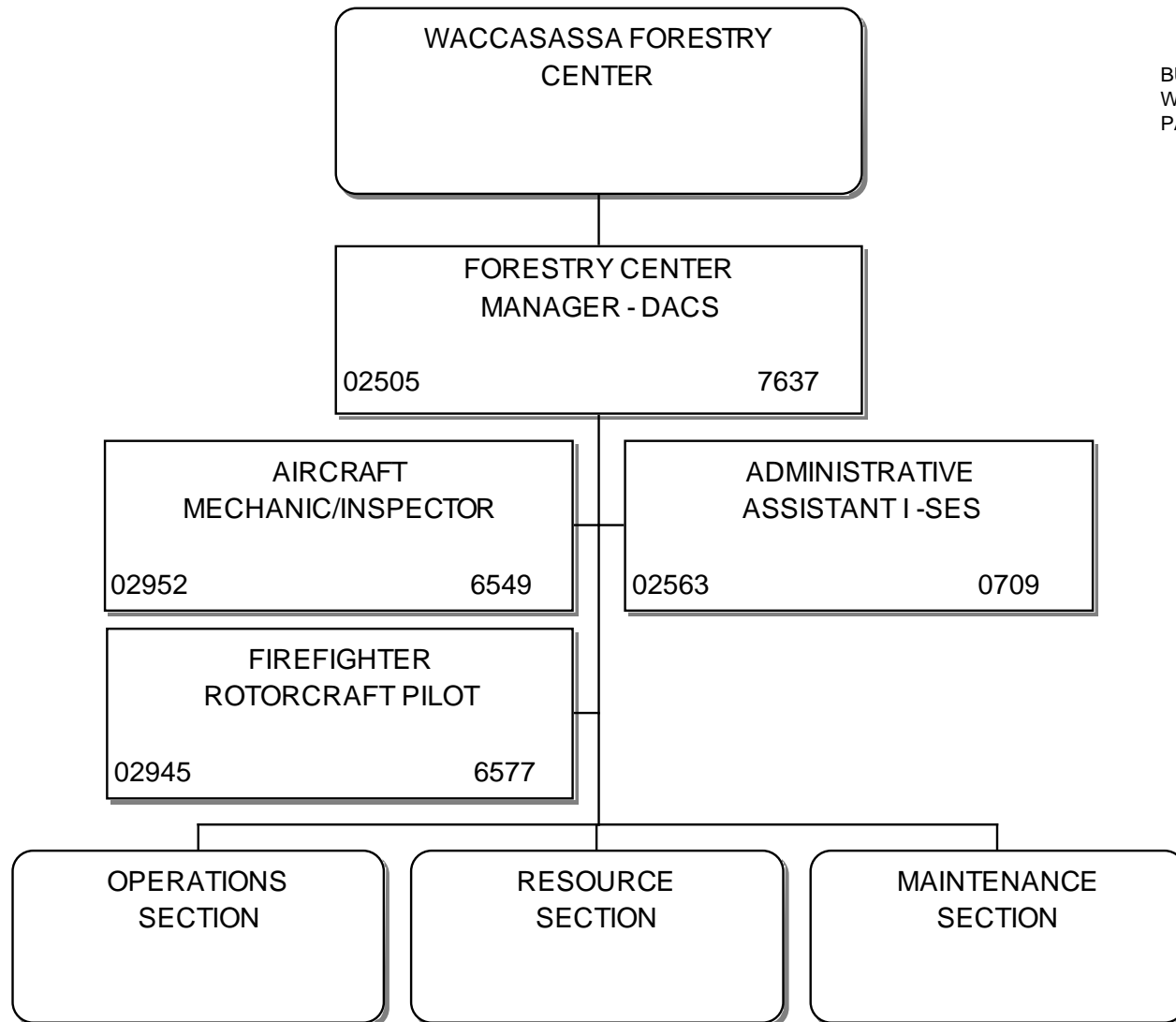
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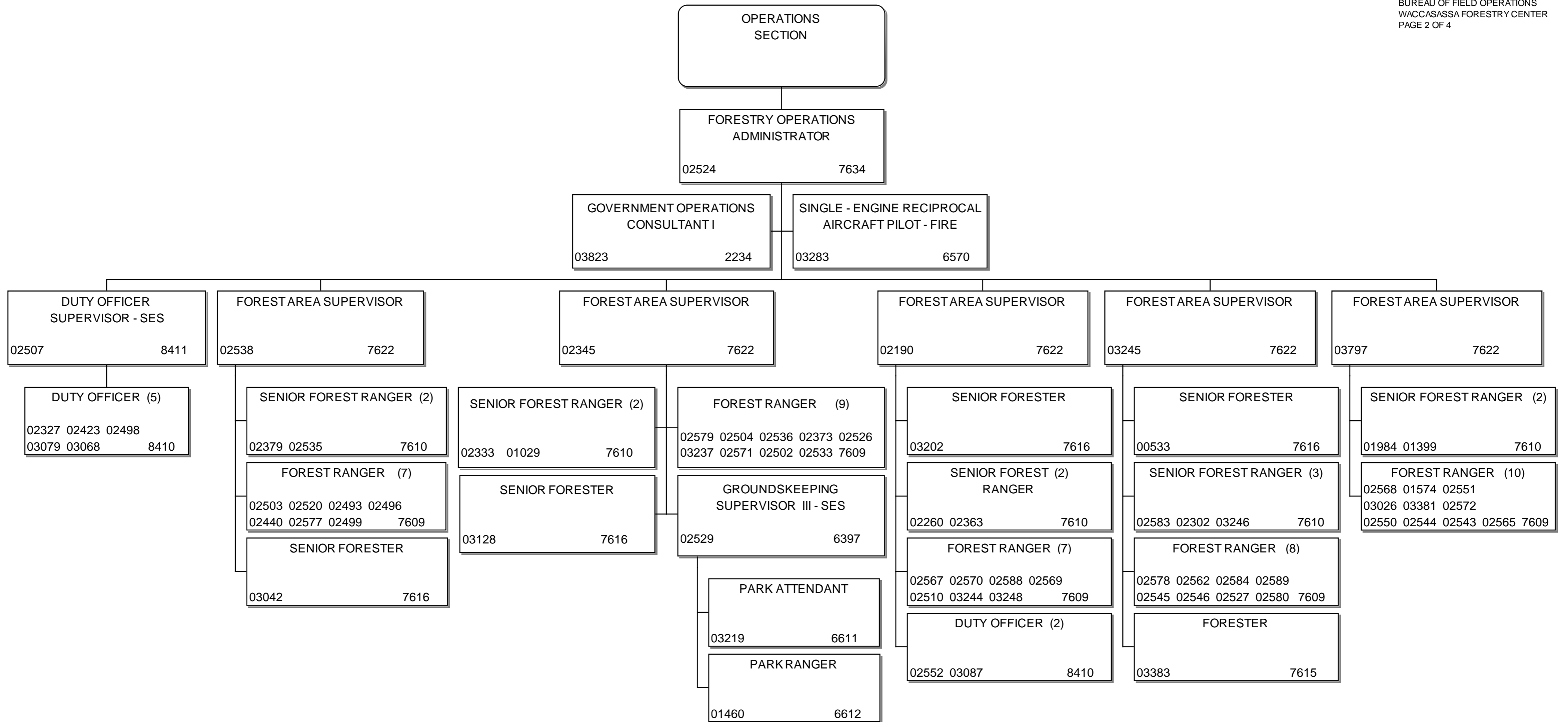


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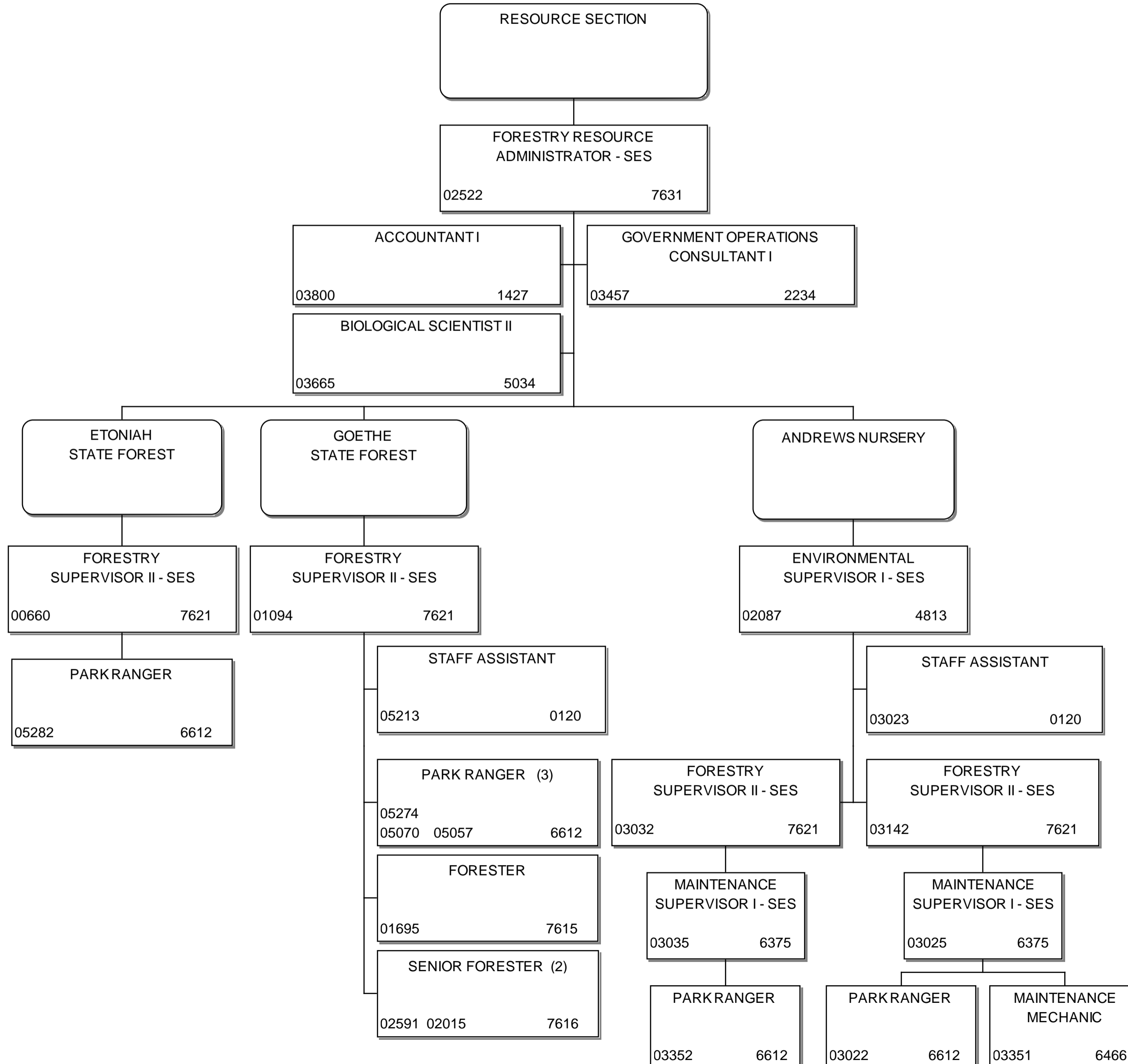
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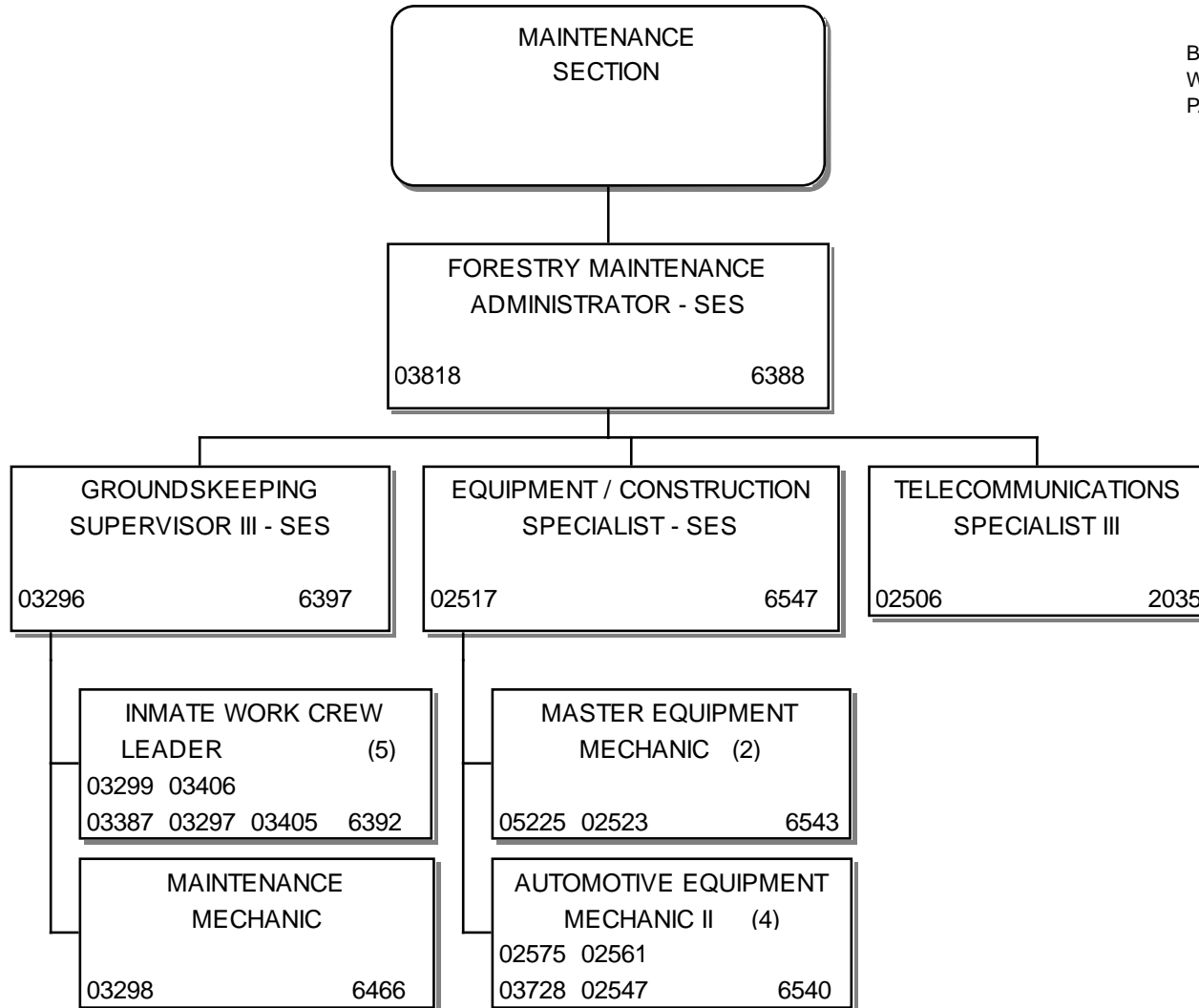
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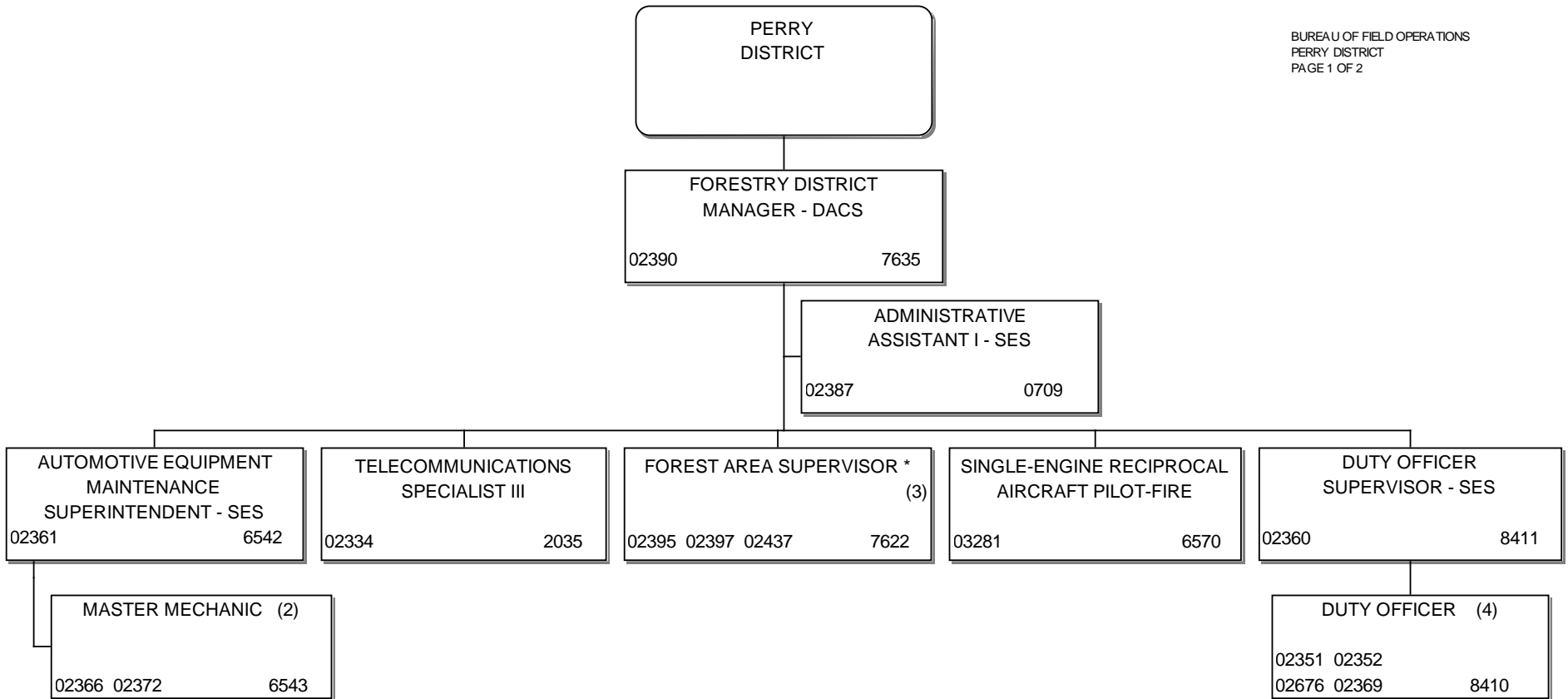
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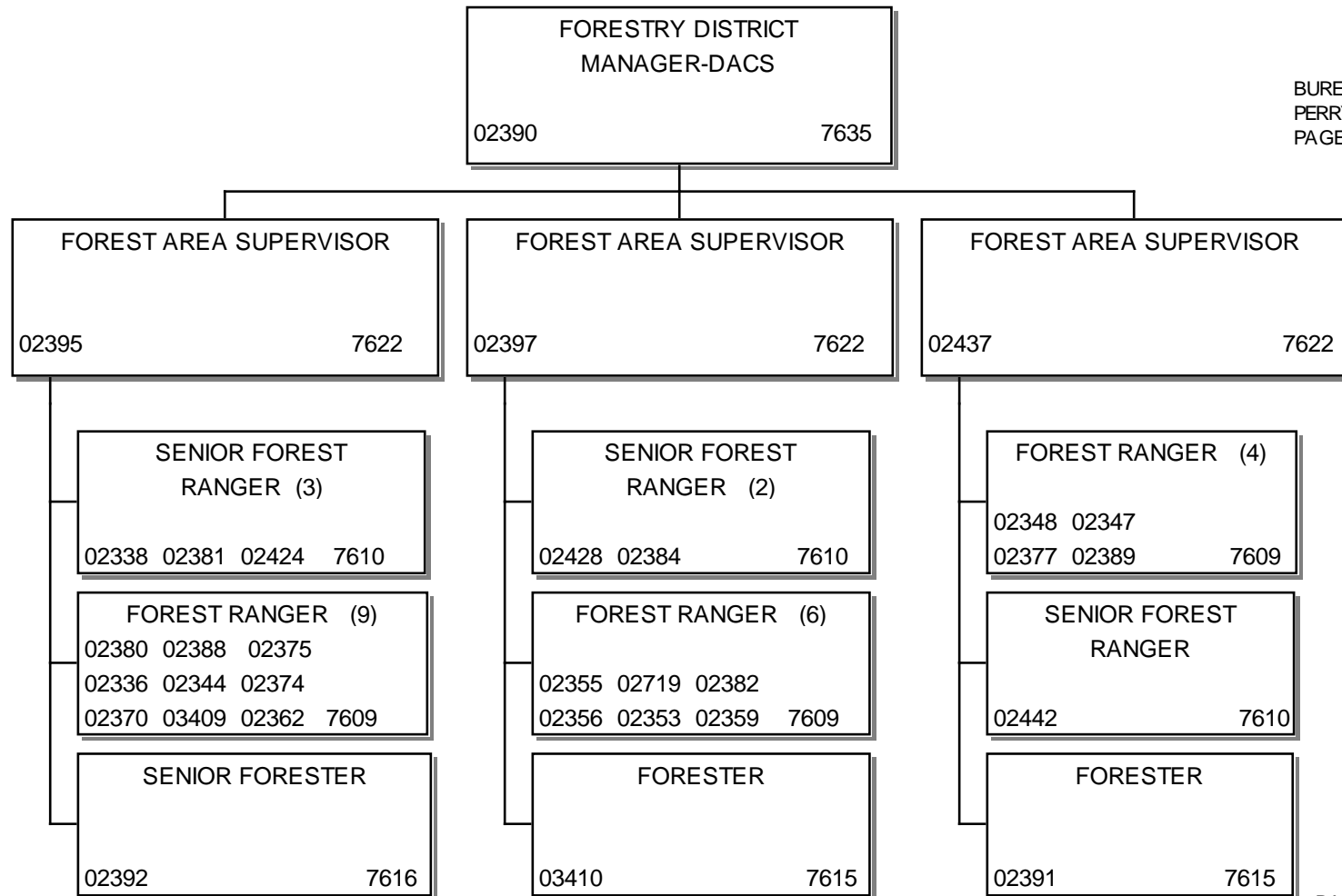
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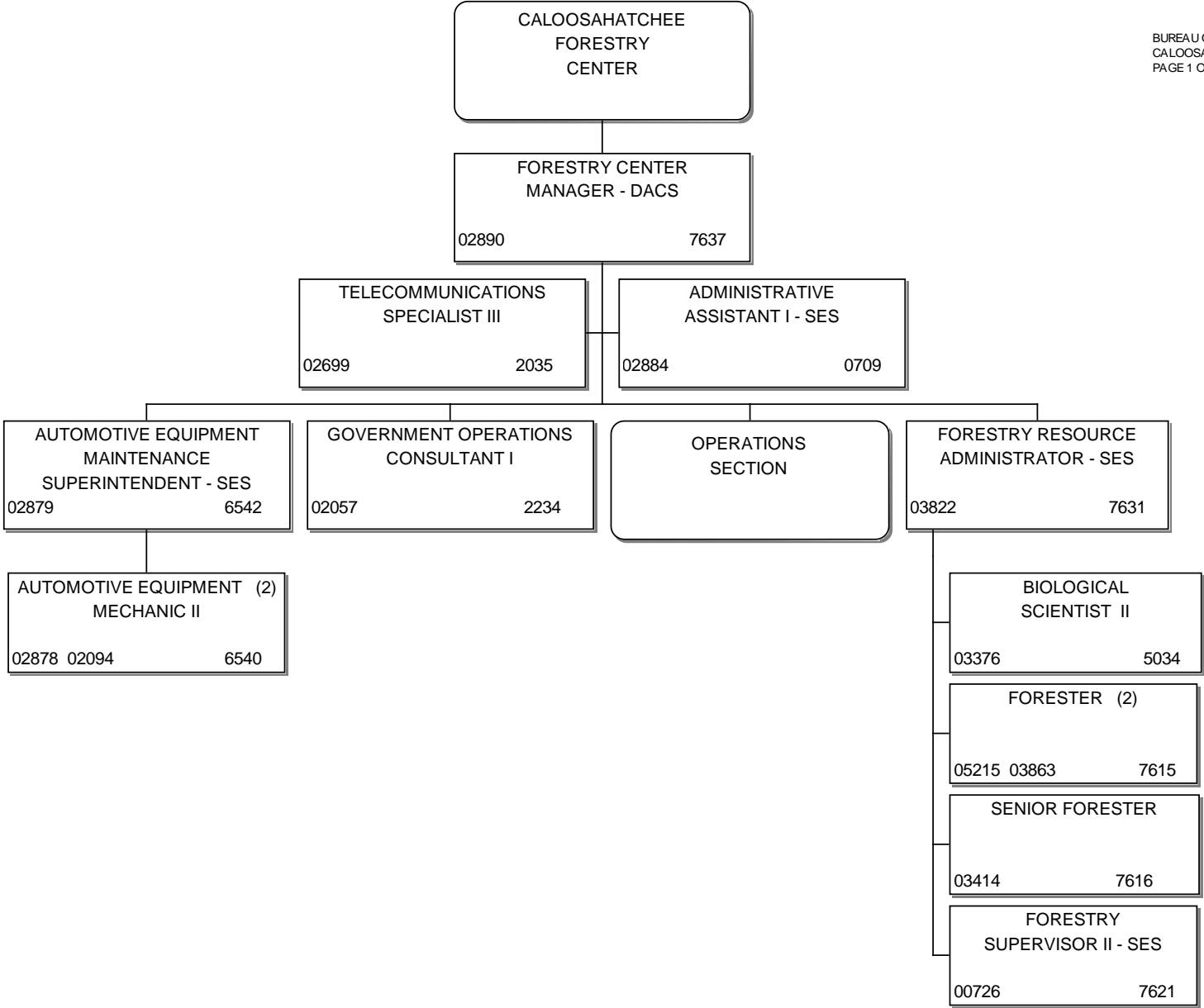


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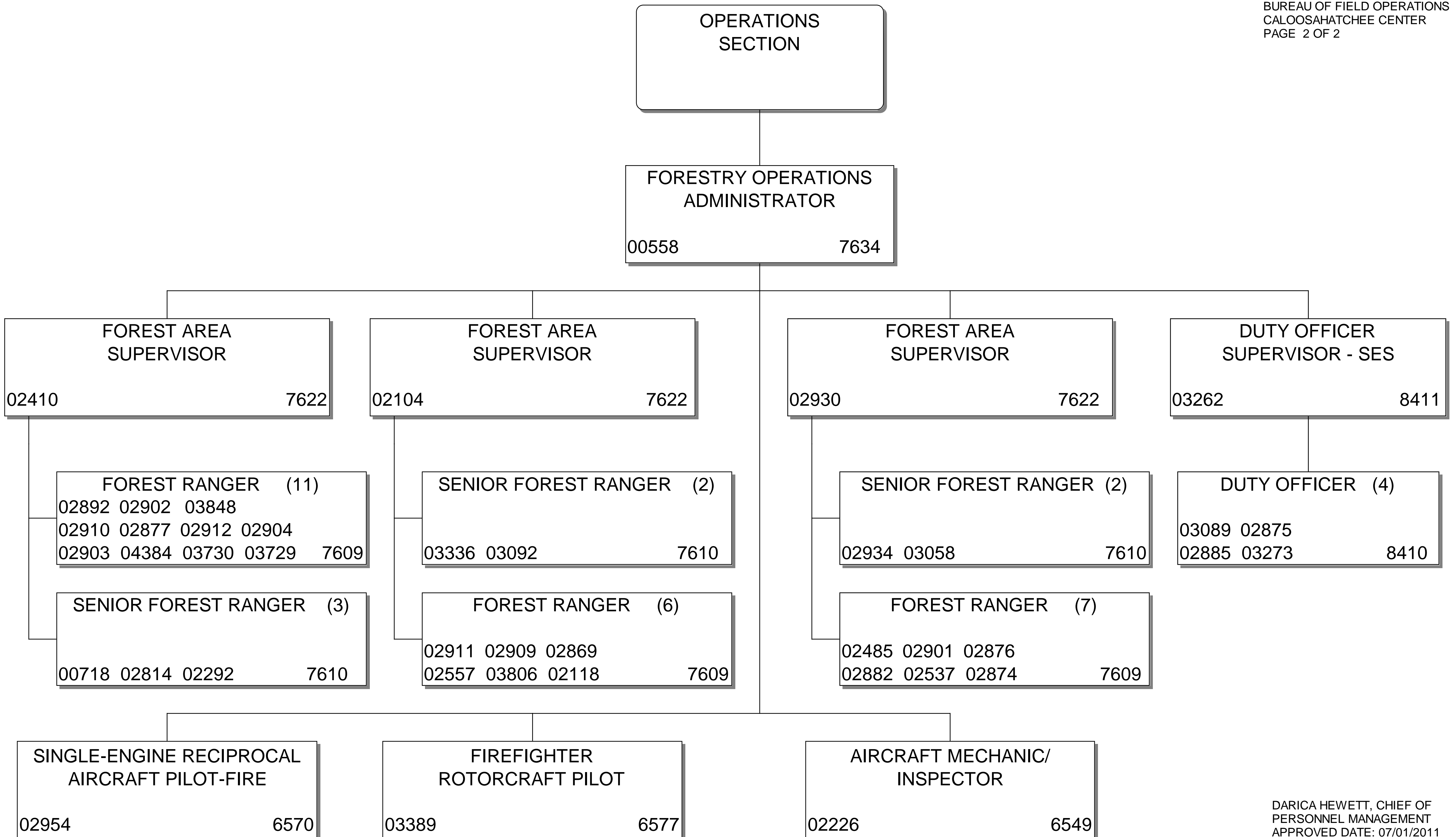
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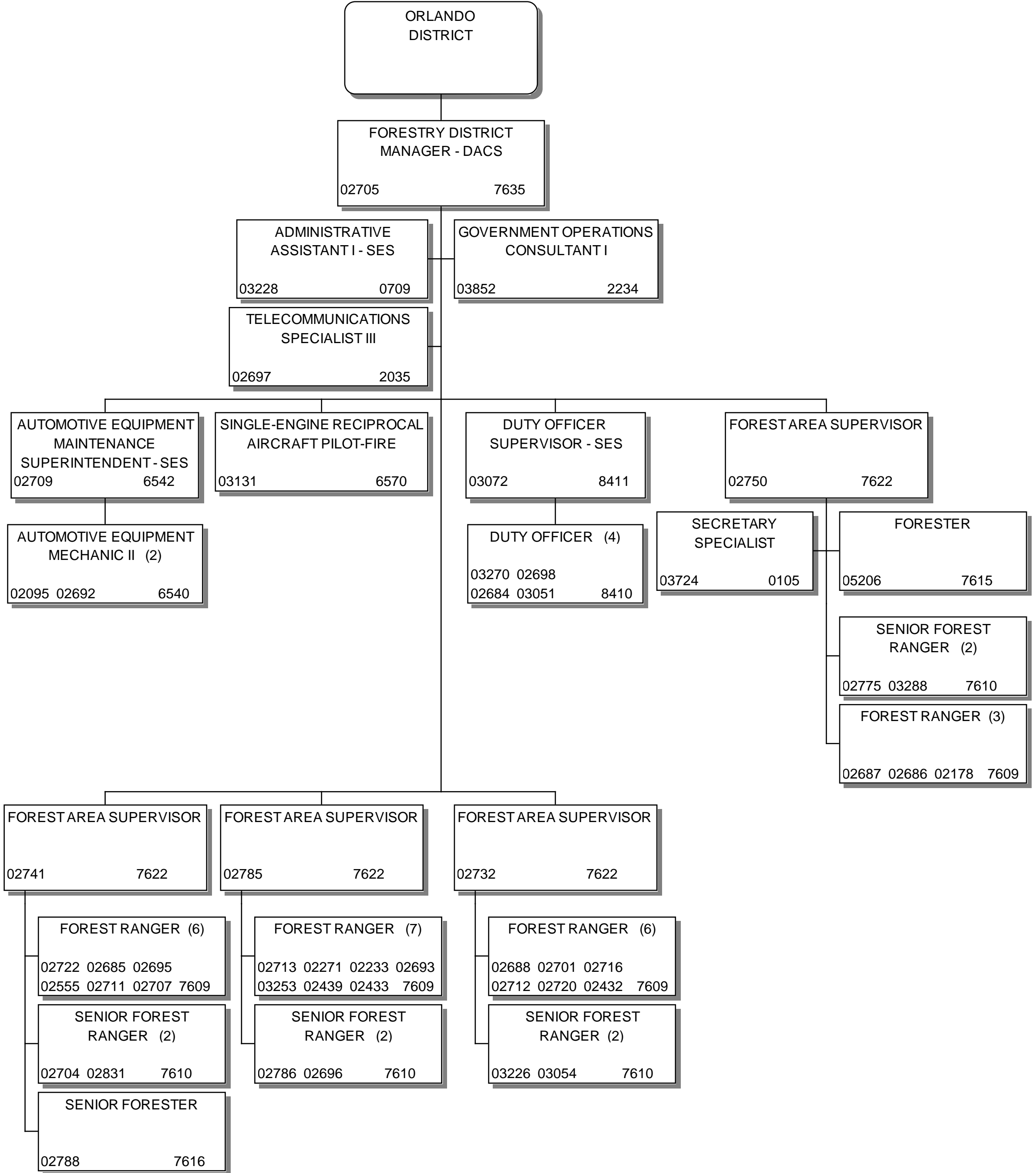
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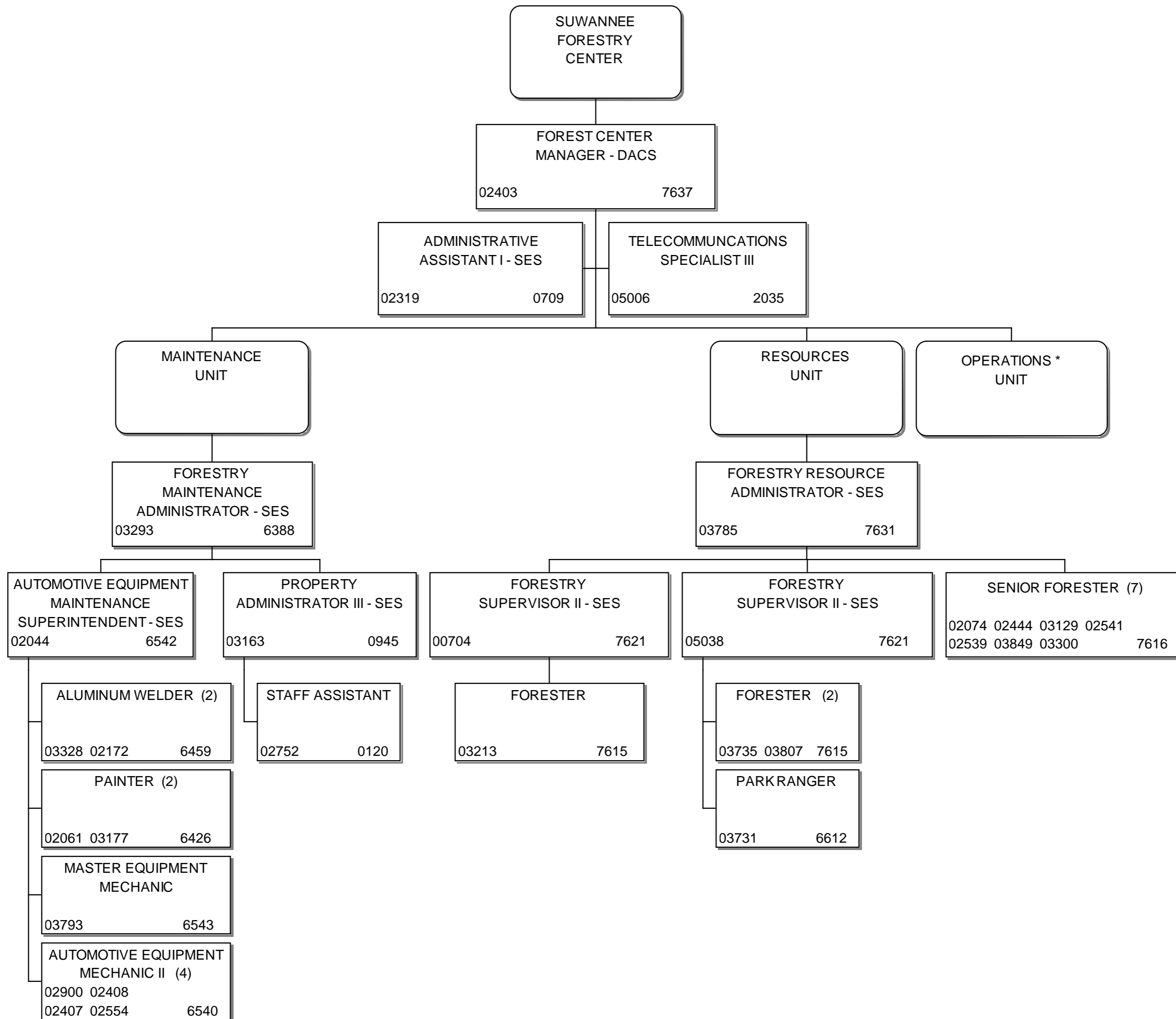
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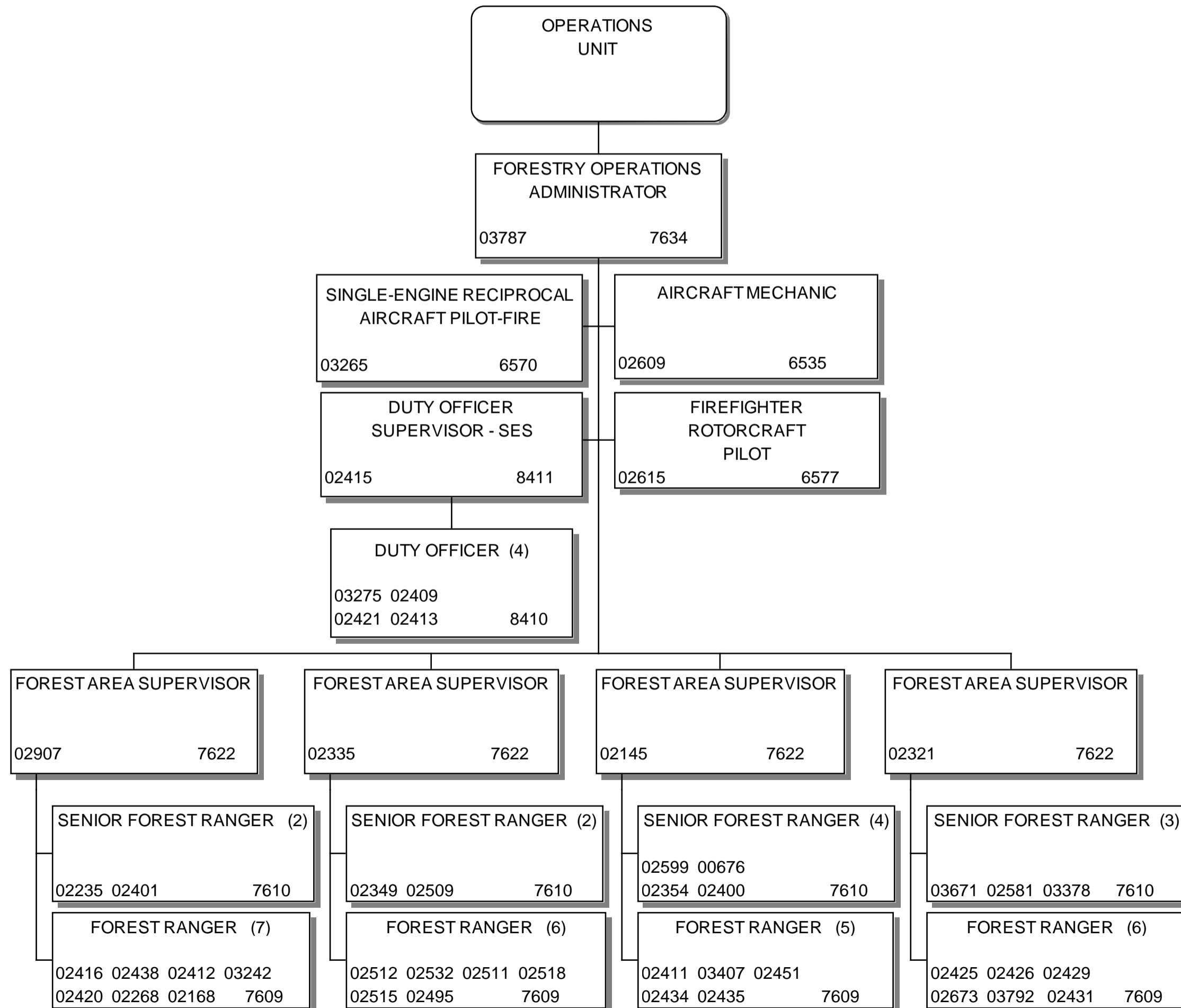


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PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

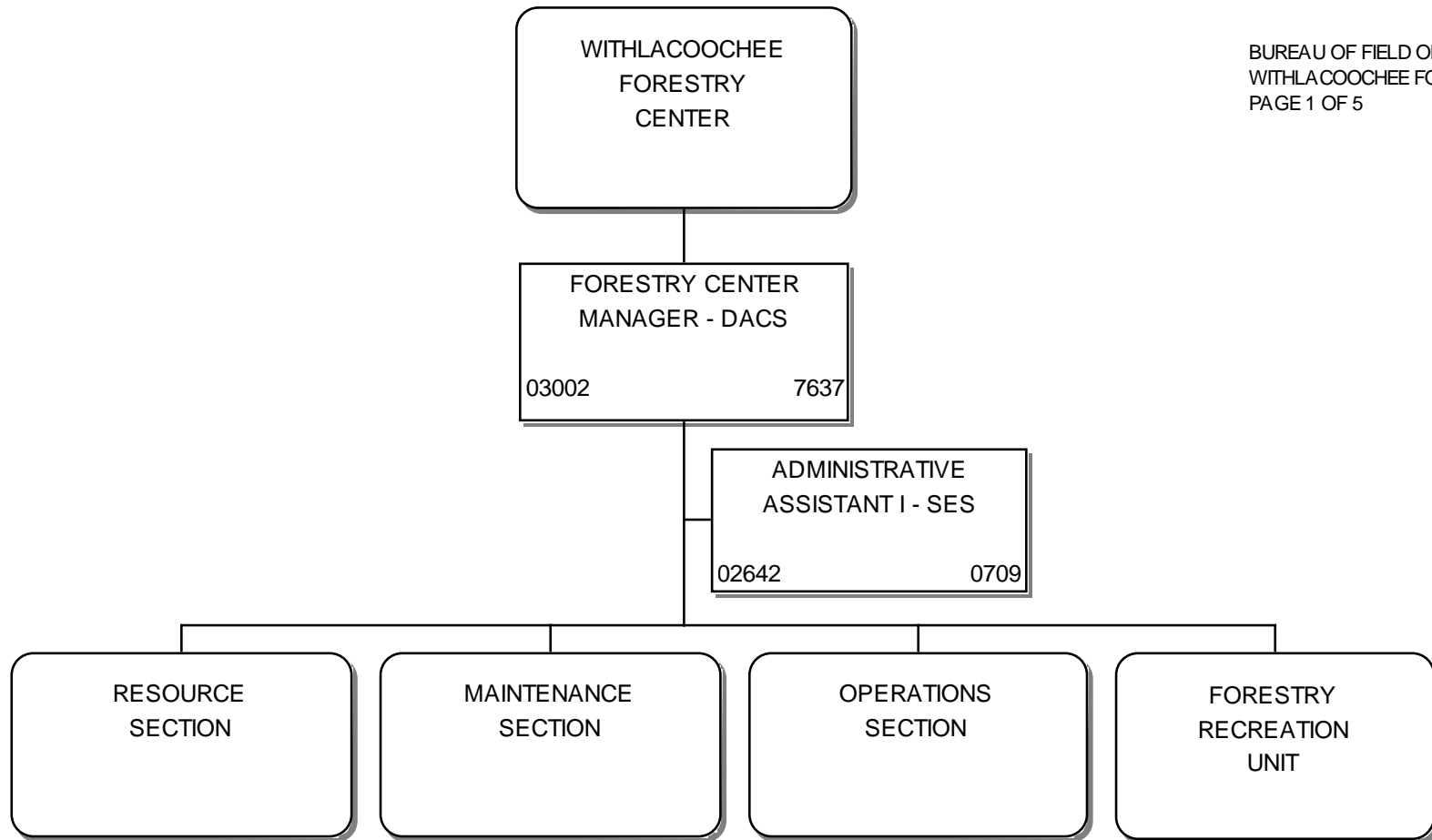
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
SUWANNEE FORESTRY CENTER
PAGE 2 OF 2



DARICA HEWETT, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

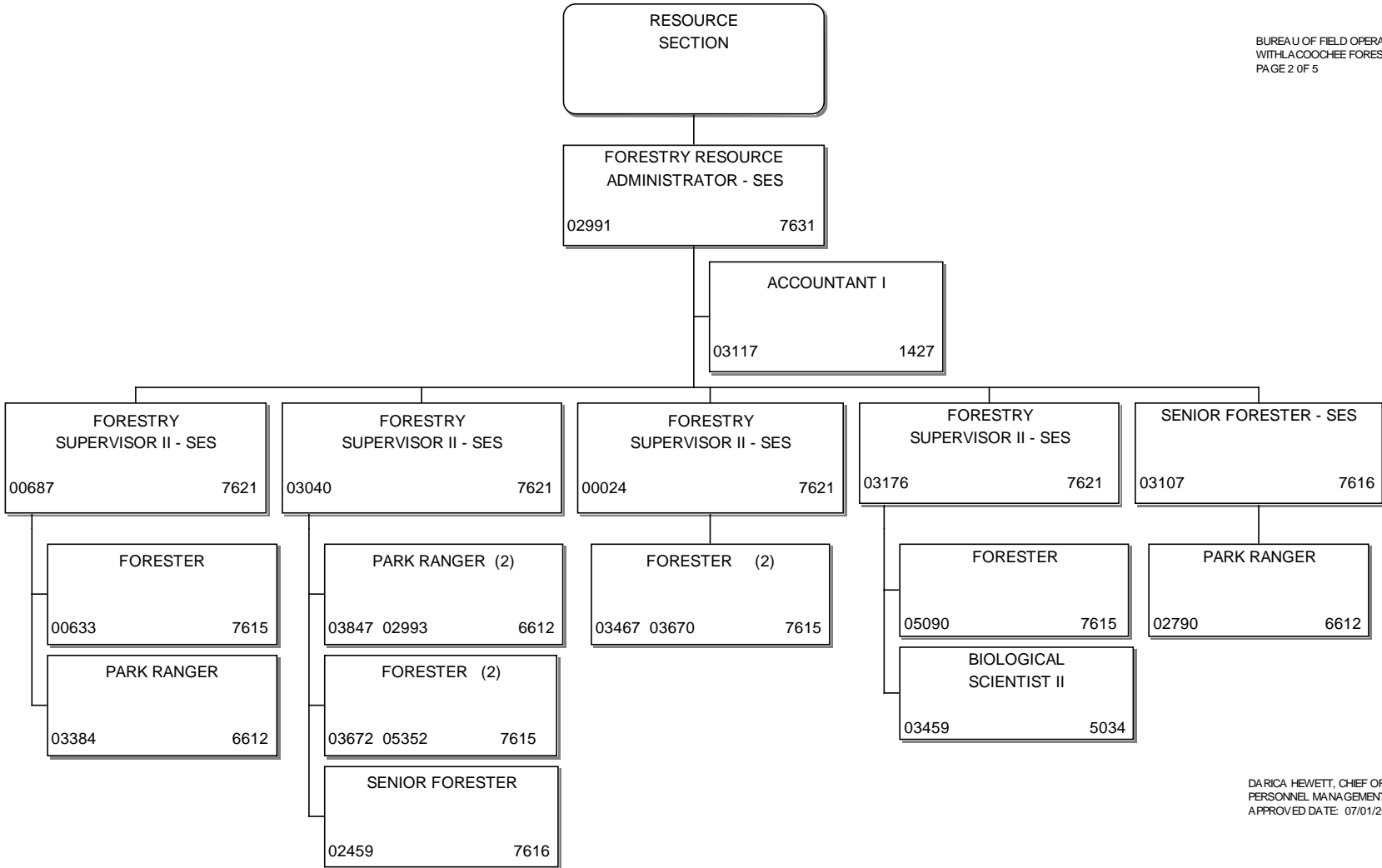


BUREAU OF FIELD OPERATIONS
WITHLACOOCHEE FORESTRY CENTER
PAGE 1 OF 5

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES FLORIDA FOREST SERVICE

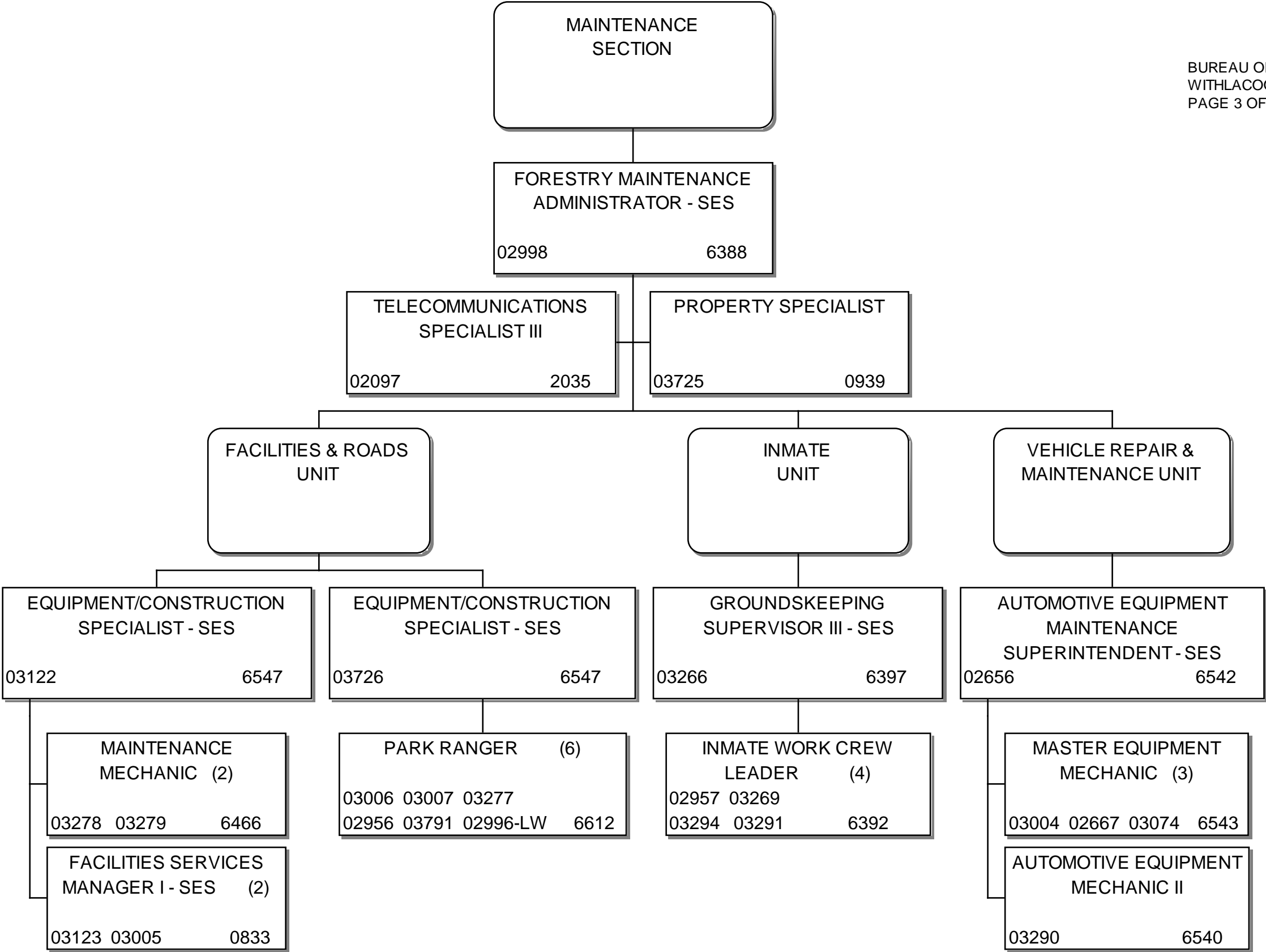
BUREAU OF FIELD OPERATIONS
WILLA COOCHIE FORESTRY CENTER
PAGE 2 OF 5



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

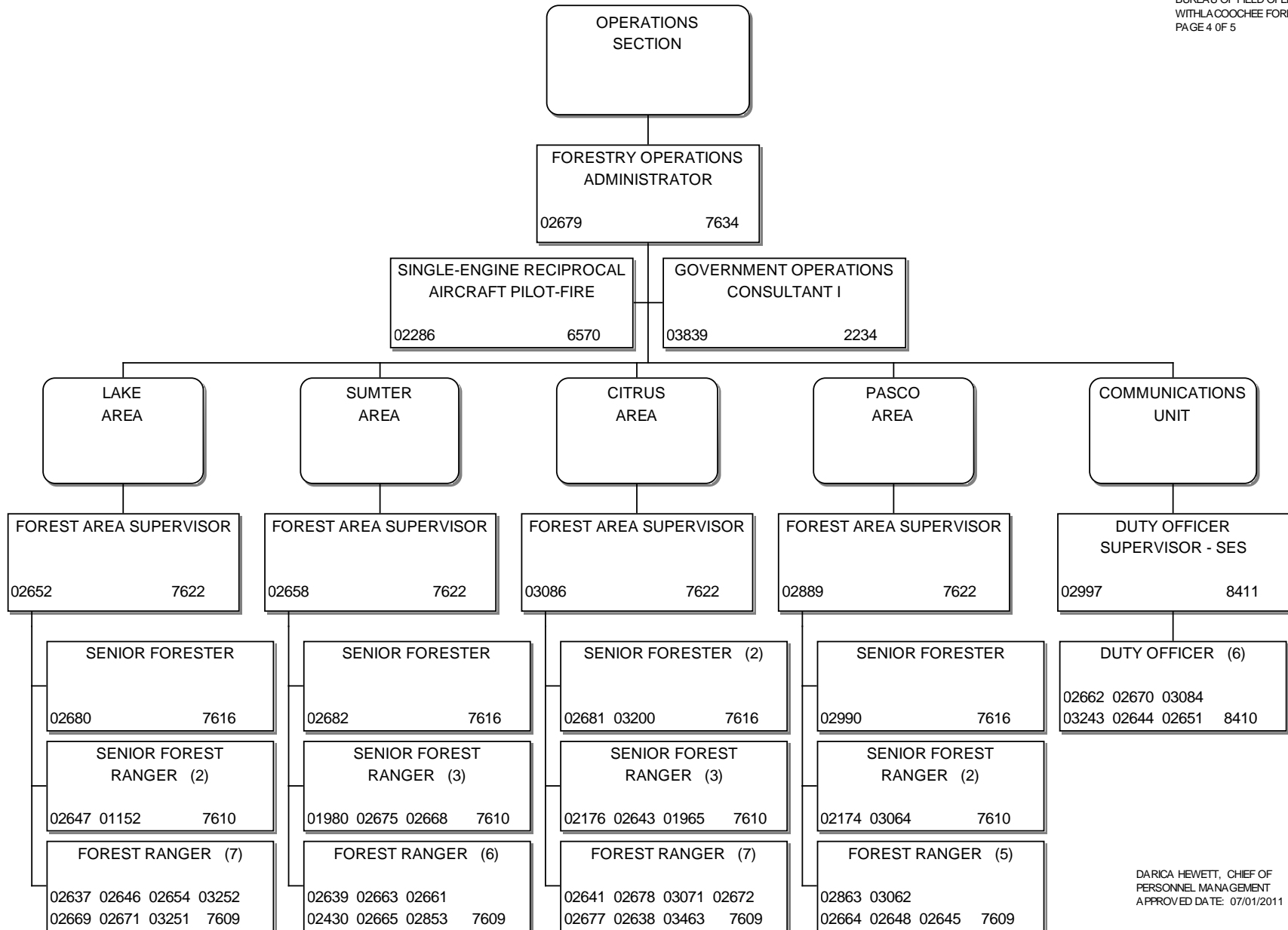
BUREAU OF FIELD OPERATIONS
WITHLACOOCHEE FORESTRY CENTER
PAGE 3 OF 5



DARICA HEWETT, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

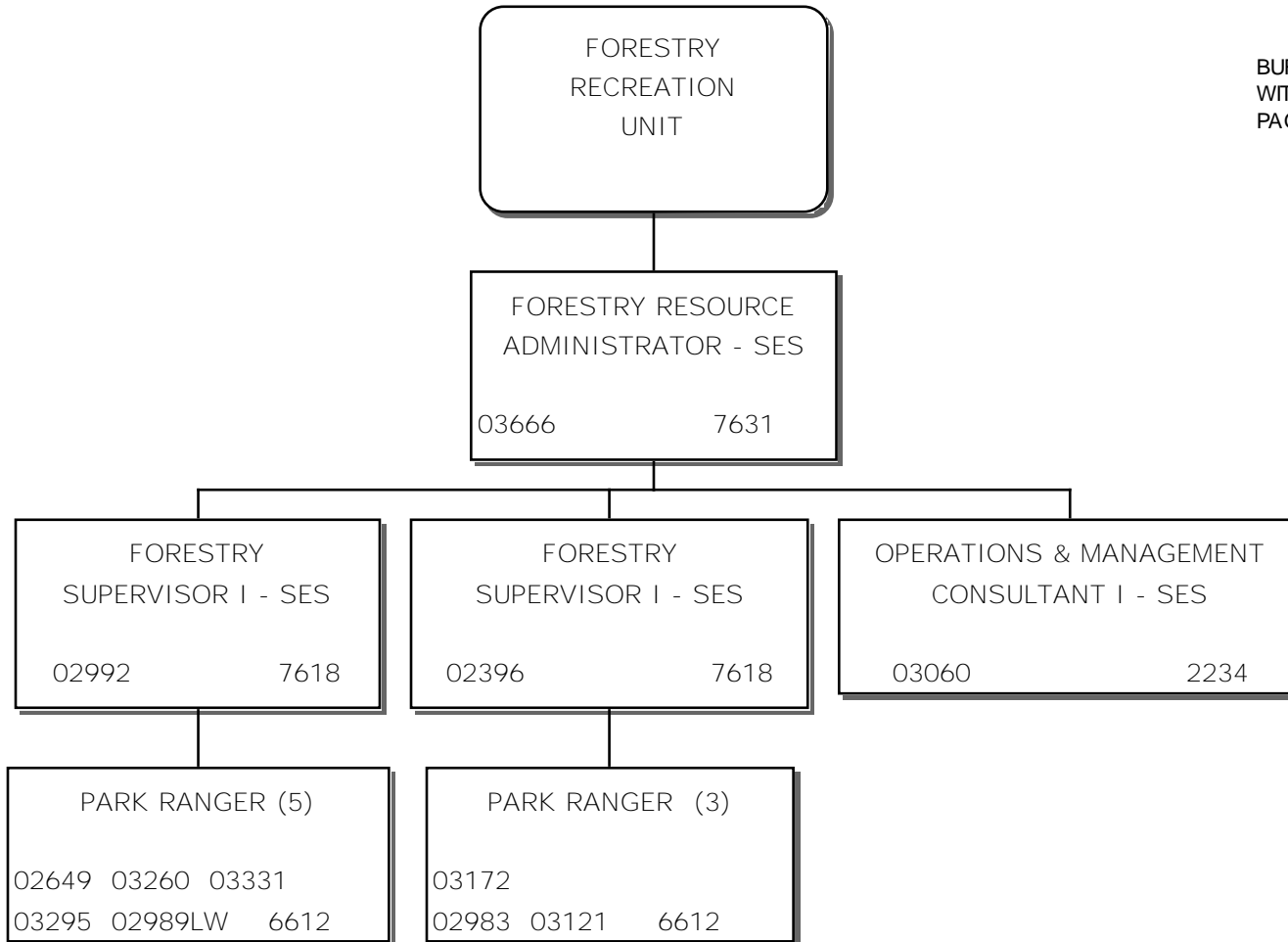
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES FLORIDA FOREST SERVICE

BUREAU OF FIELD OPERATIONS
WITH LA COOCHIEE FORESTRY CENTER
PAGE 4 OF 5



DARICA HEWETT, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

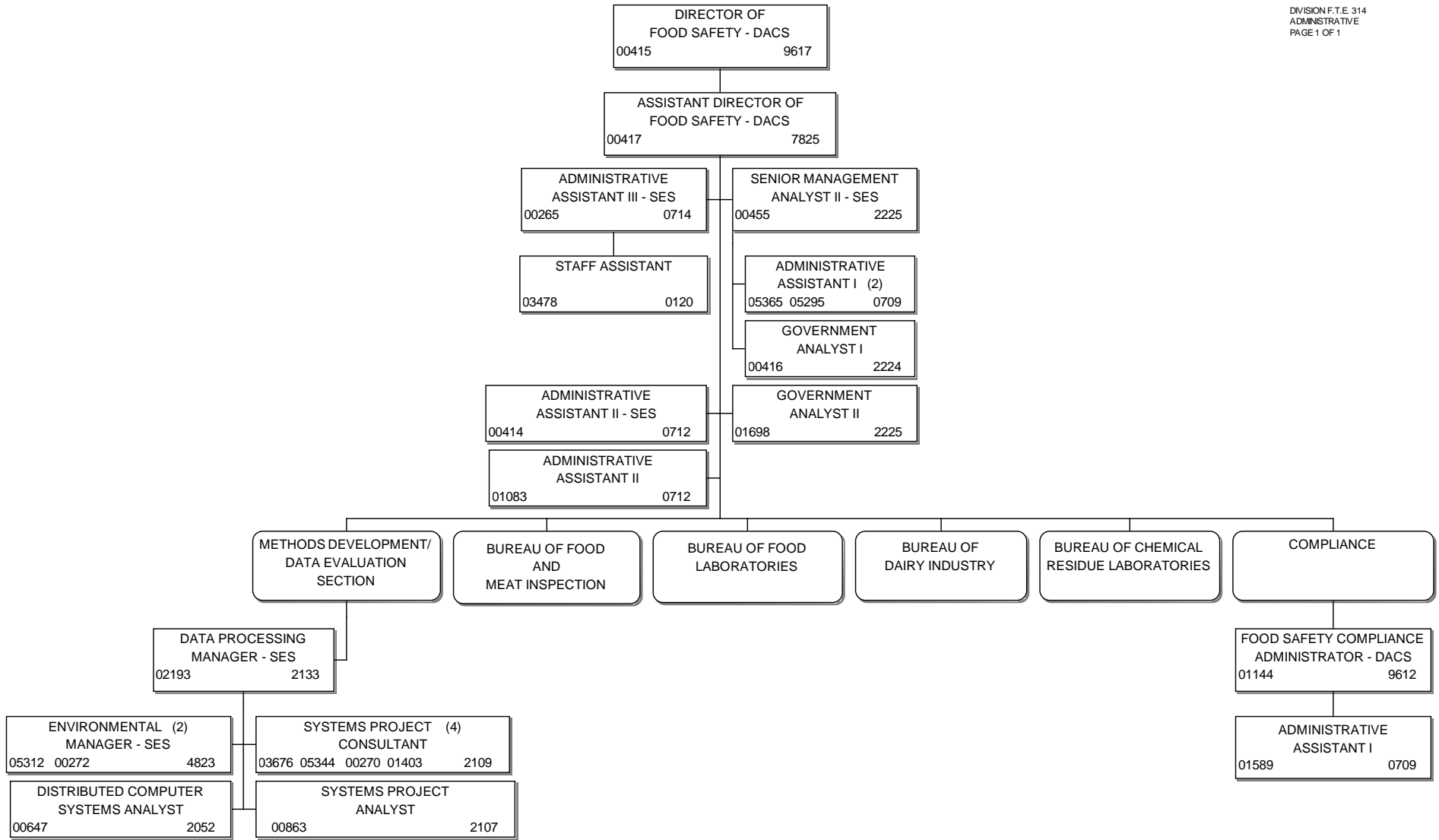


BUREAU OF FIELD OPERATIONS
WITHLACOCHEE FORESTRY CENTER
PAGE 5 OF 5

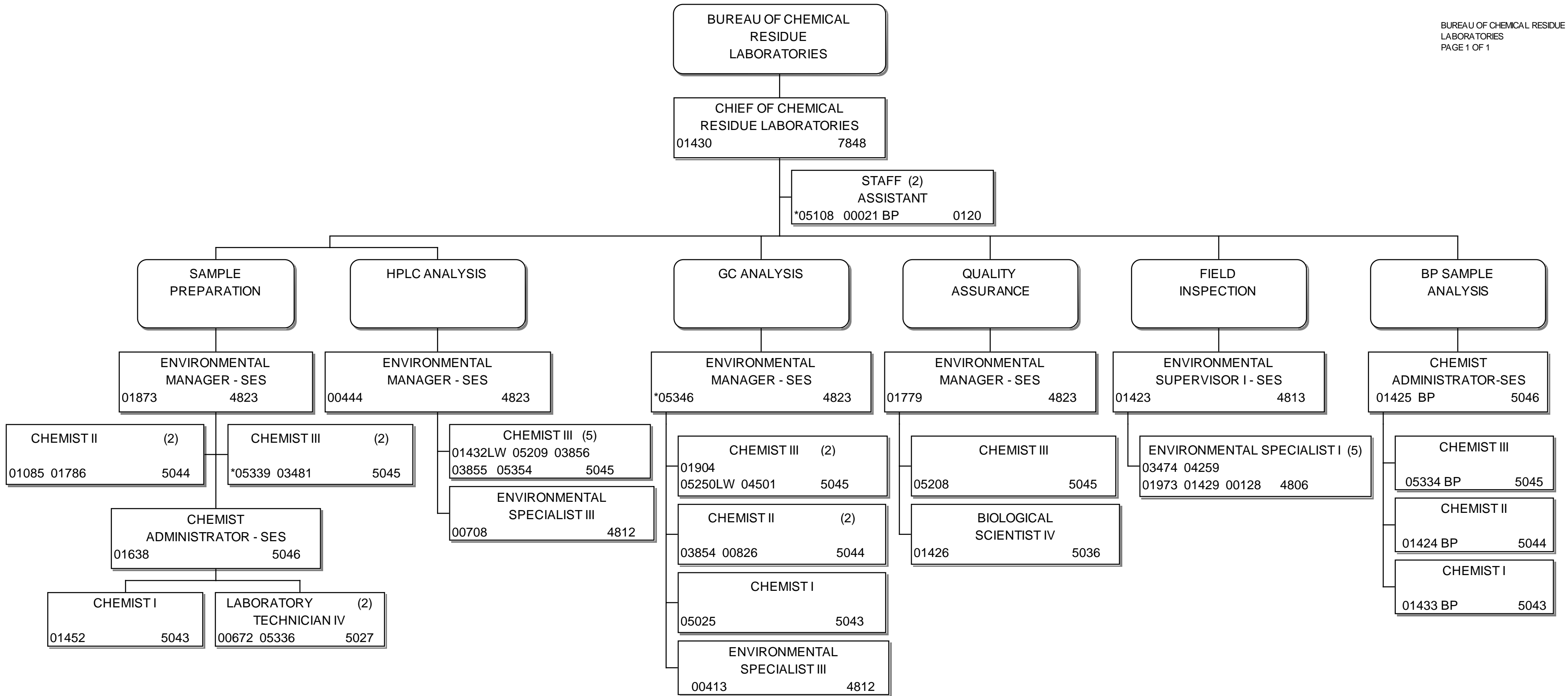
DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF FOOD SAFETY

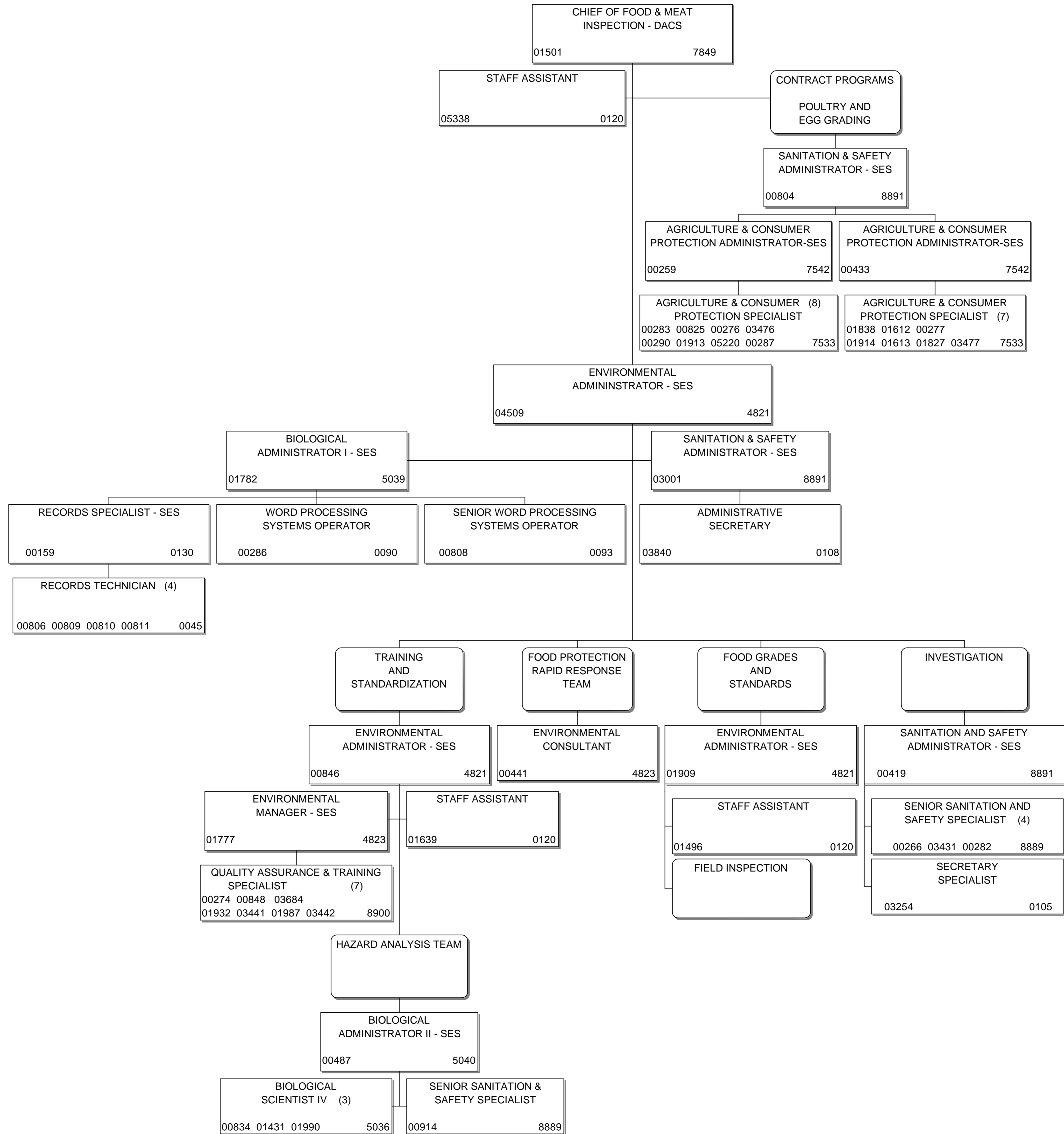
DIVISION F.T.E 314
ADMINISTRATIVE
PAGE 1 OF 1



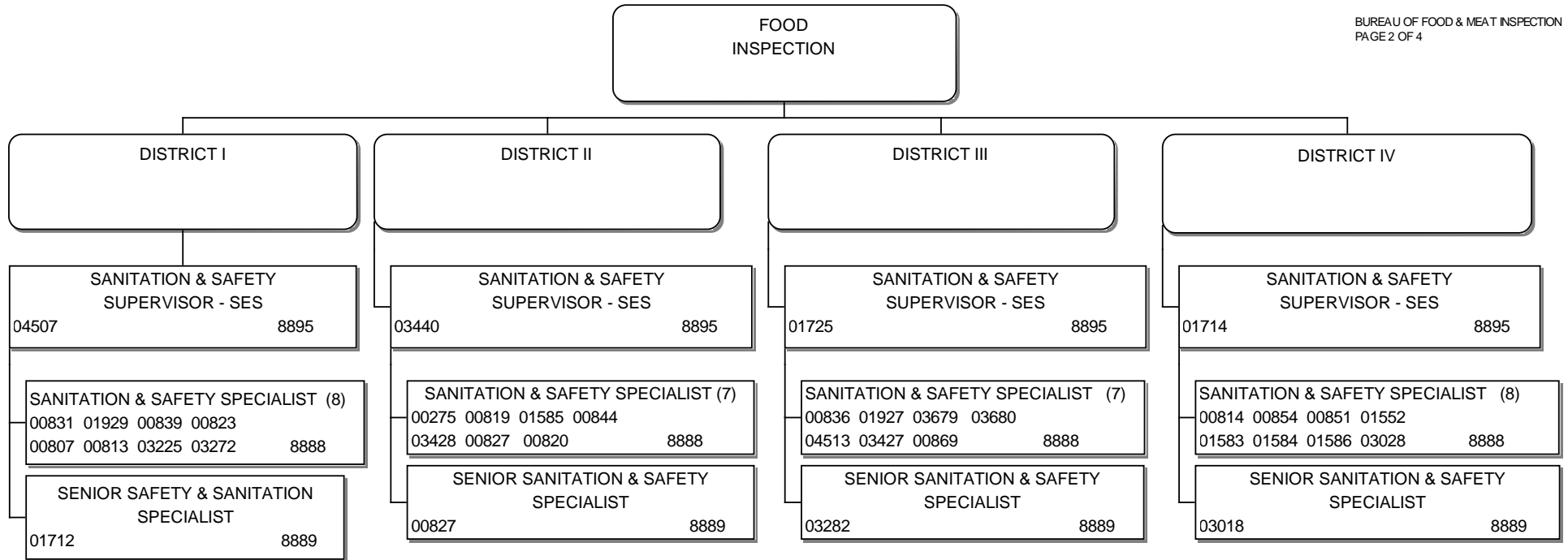
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FOOD SAFETY**



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FOOD SAFETY**

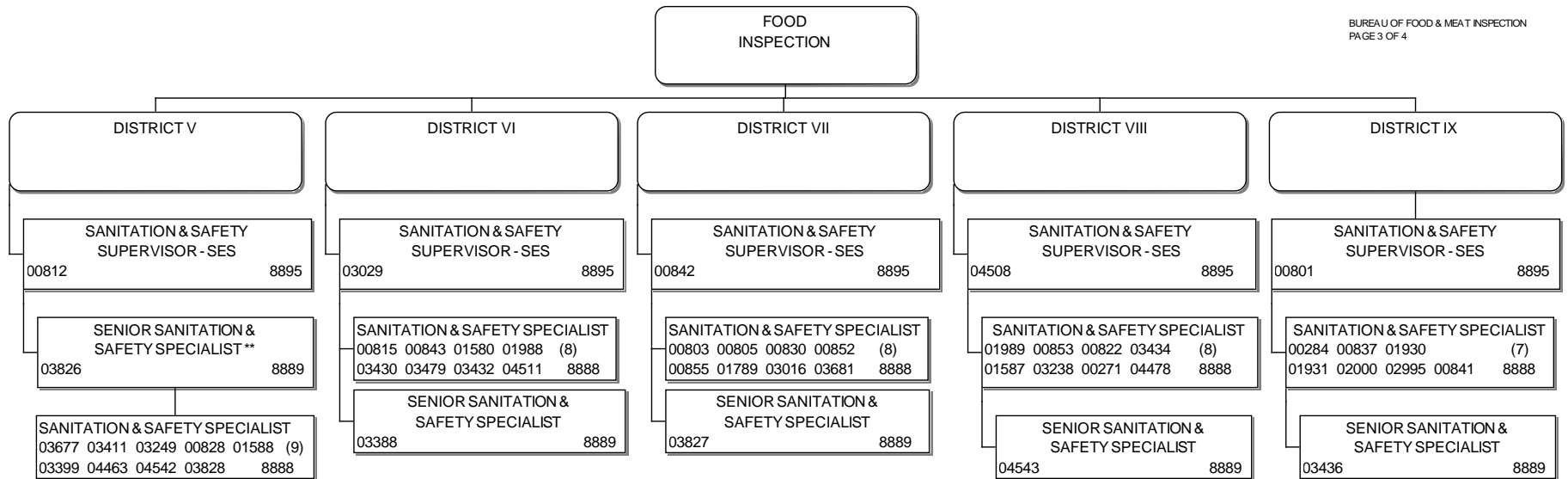


DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF FOOD SAFETY



DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF FOOD SAFETY

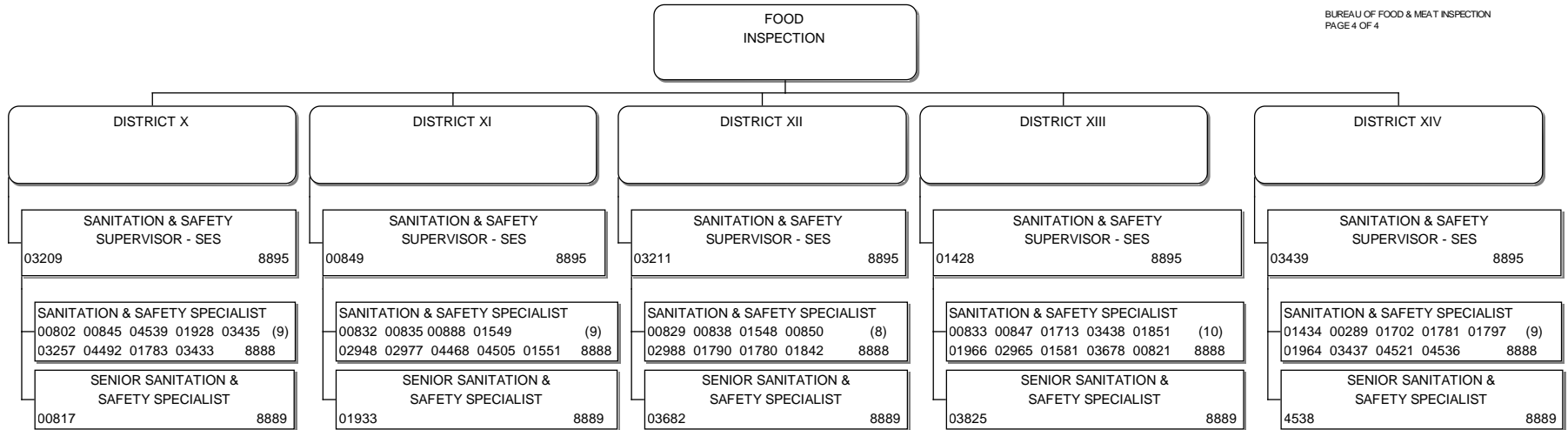
BUREAU OF FOOD & MEAT INSPECTION
PAGE 3 OF 4



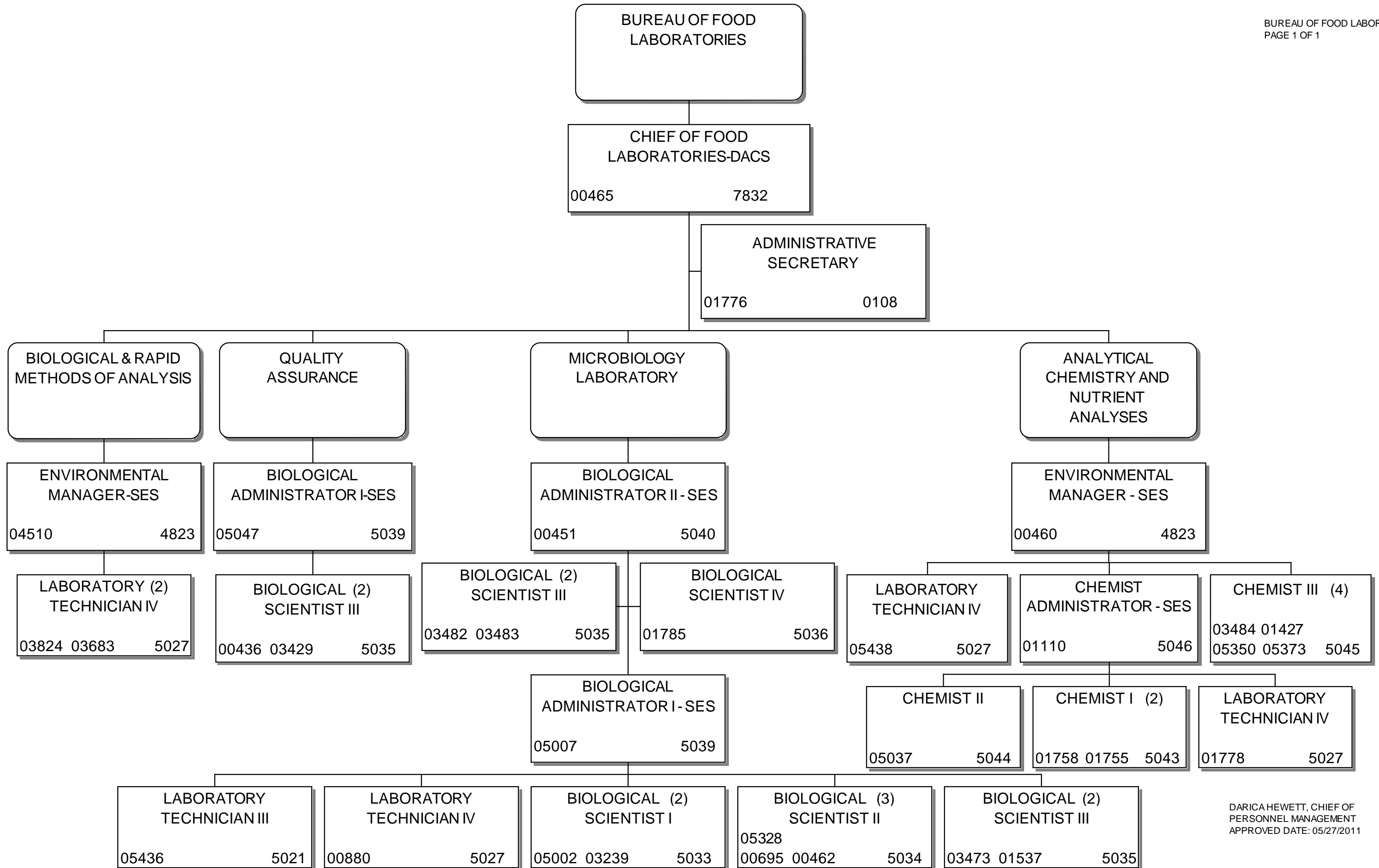
** Subordinate positions temporarily moved under 03826 until 5/1/12

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF FOOD SAFETY

BUREAU OF FOOD & MEAT INSPECTION
PAGE 4 OF 4

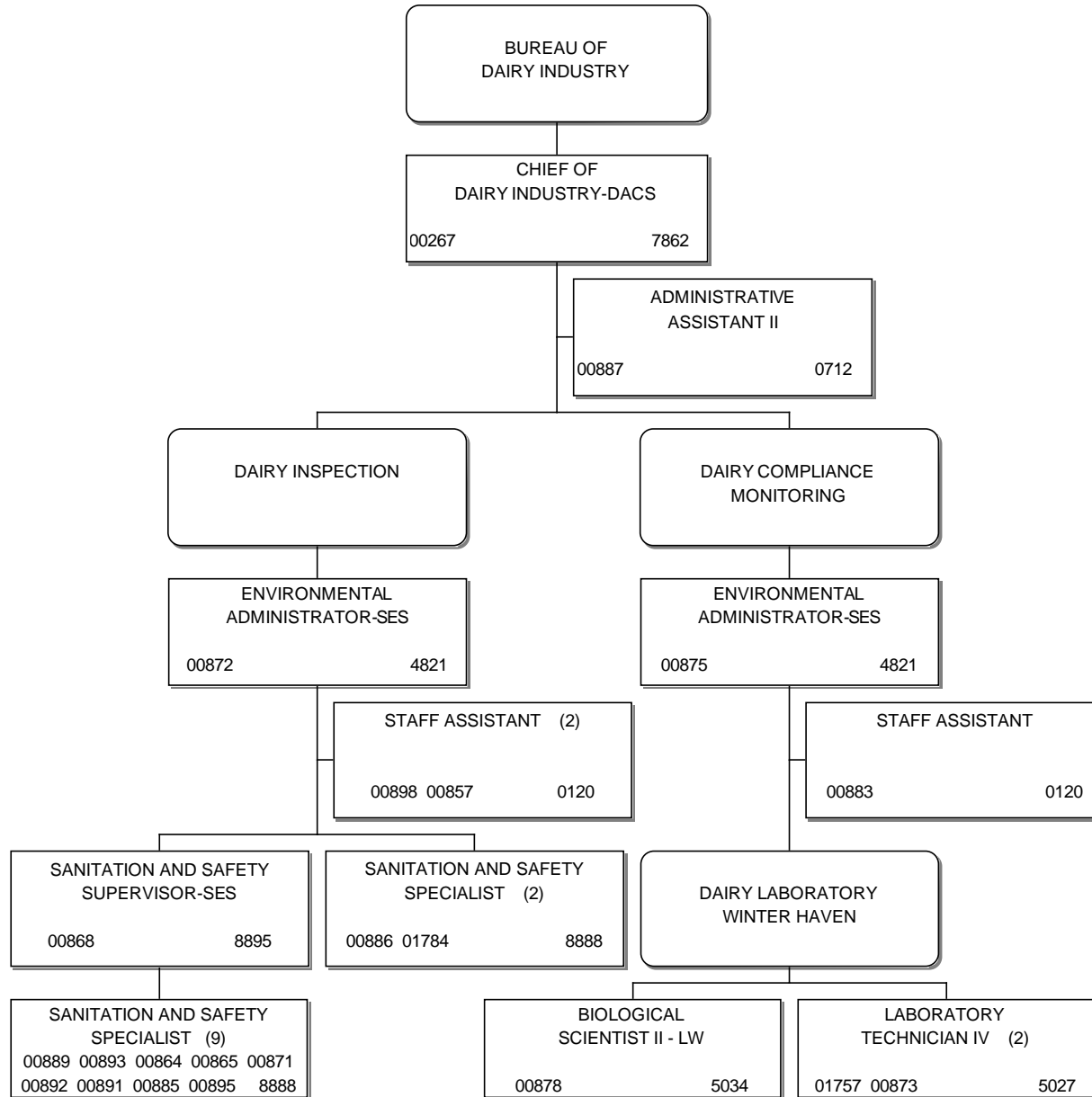


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FOOD SAFETY**



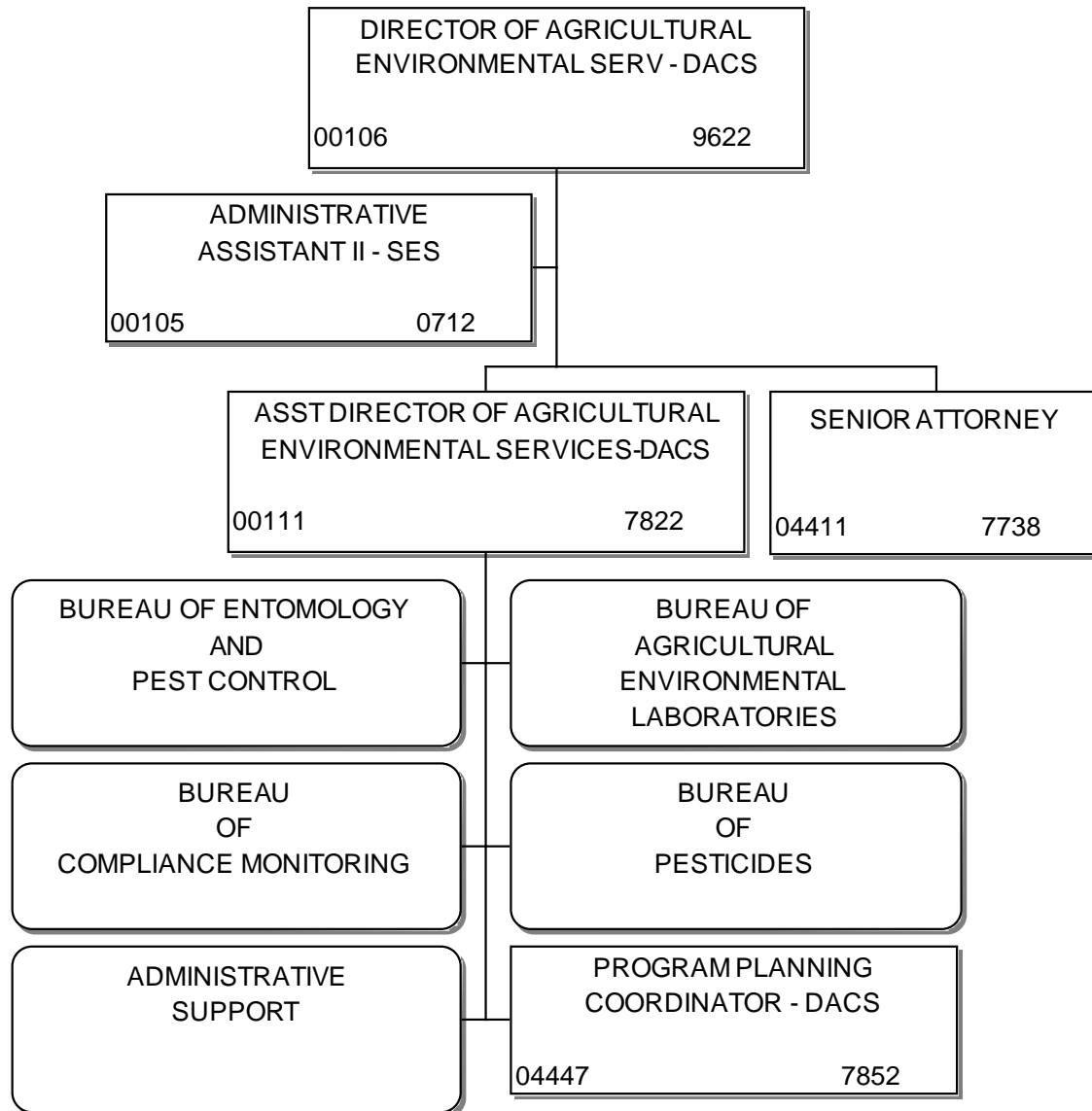
DARICA HEWETT, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 05/27/2011

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF FOOD SAFETY



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

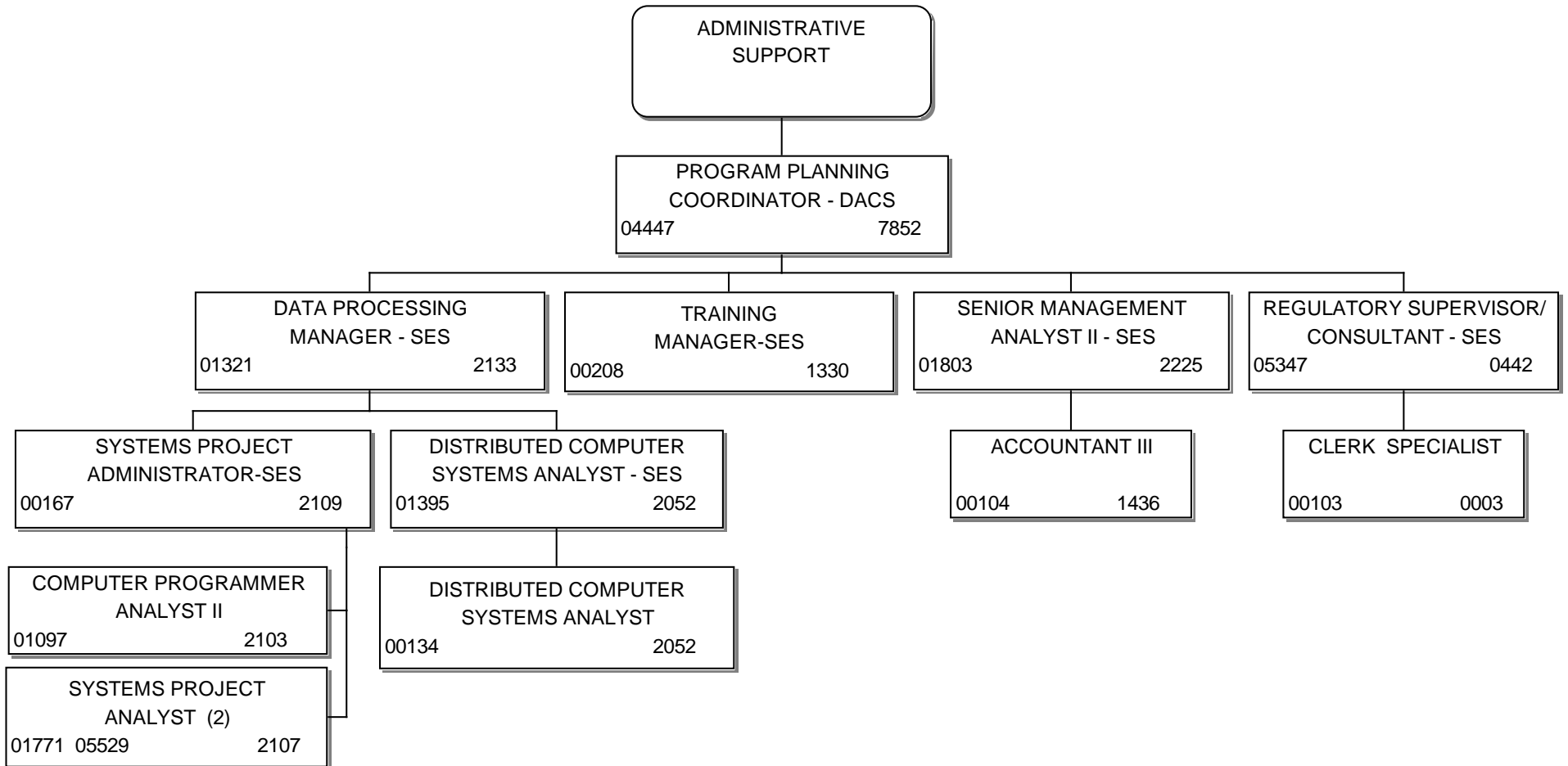
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DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

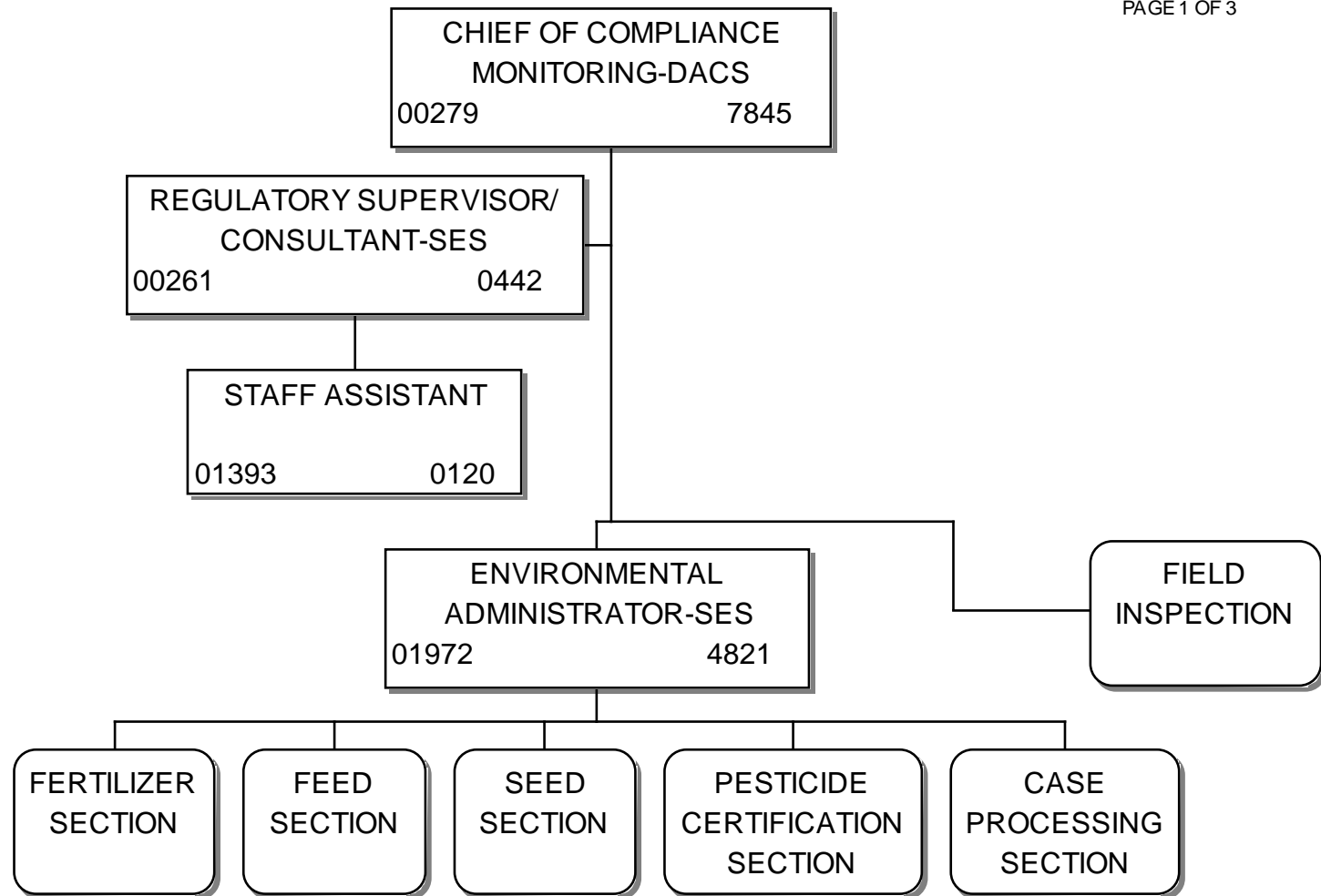
ADMINISTRATIVE SUPPORT
PAGE 2 OF 2



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

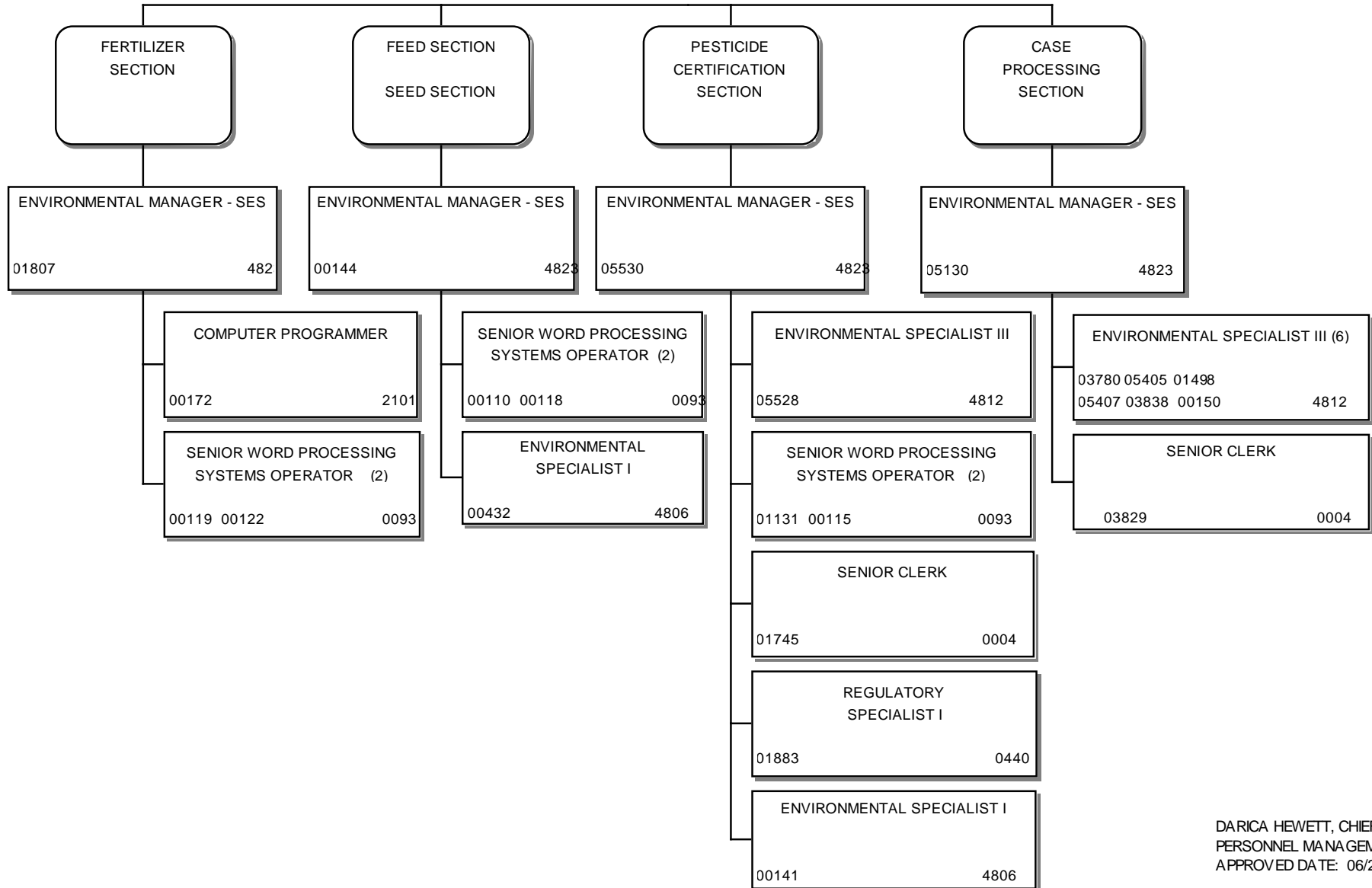
BUREAU OF COMPLIANCE MONITORING
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DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES - DIVISION OF AGRICULTURAL ENVIRONMENTAL SERVICES

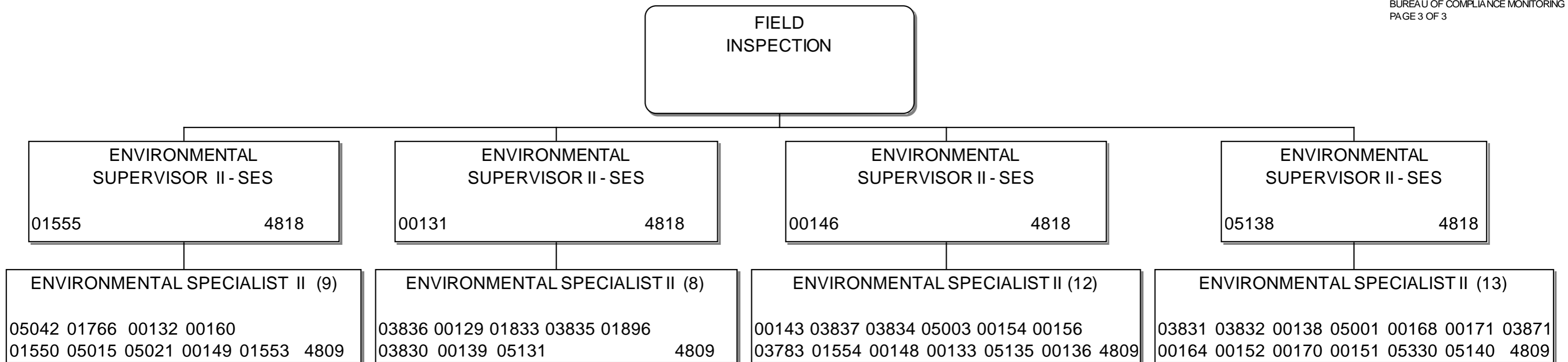
BUREAU OF COMPLIANCE MONITORING
PAGE 2 OF 3



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 06/24/2011

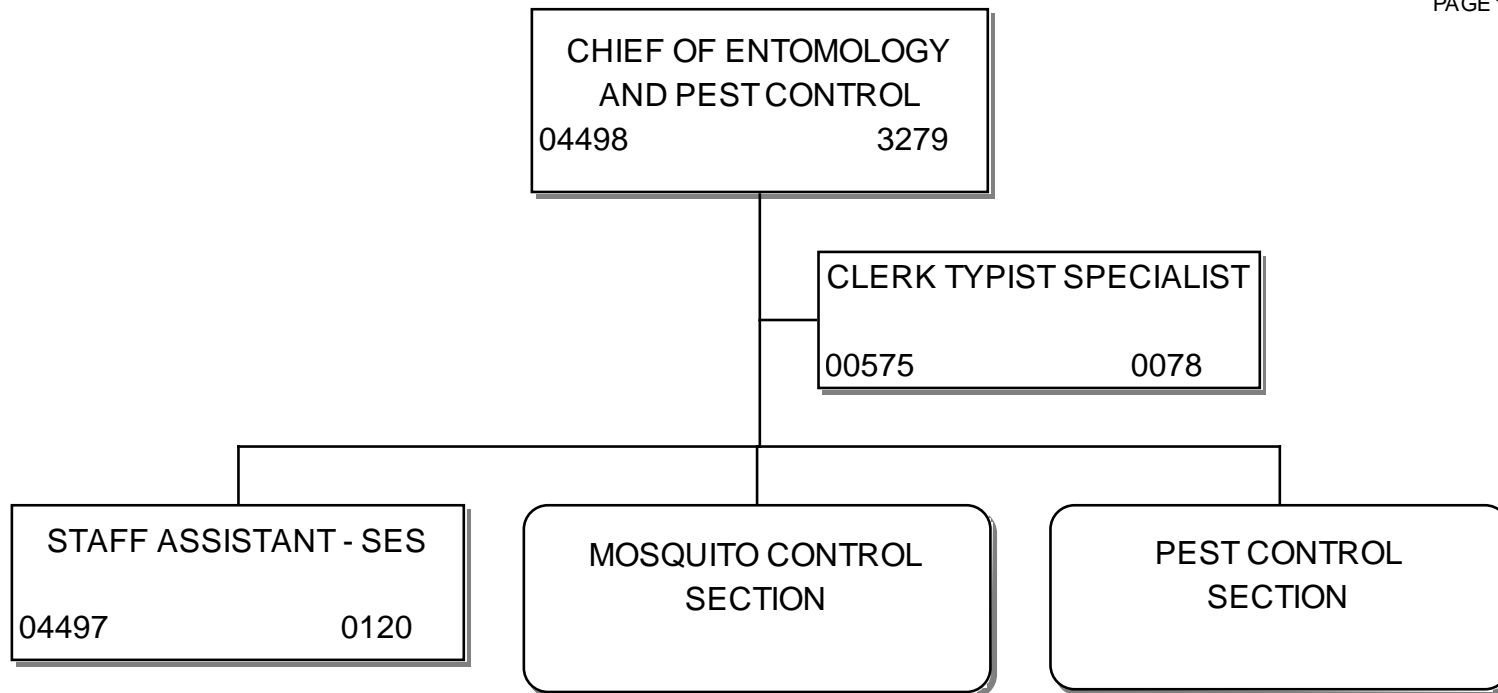
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION
AGRICULTURAL ENVIRONMENTAL SERVICES**

BUREAU OF COMPLIANCE MONITORING
PAGE 3 OF 3



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

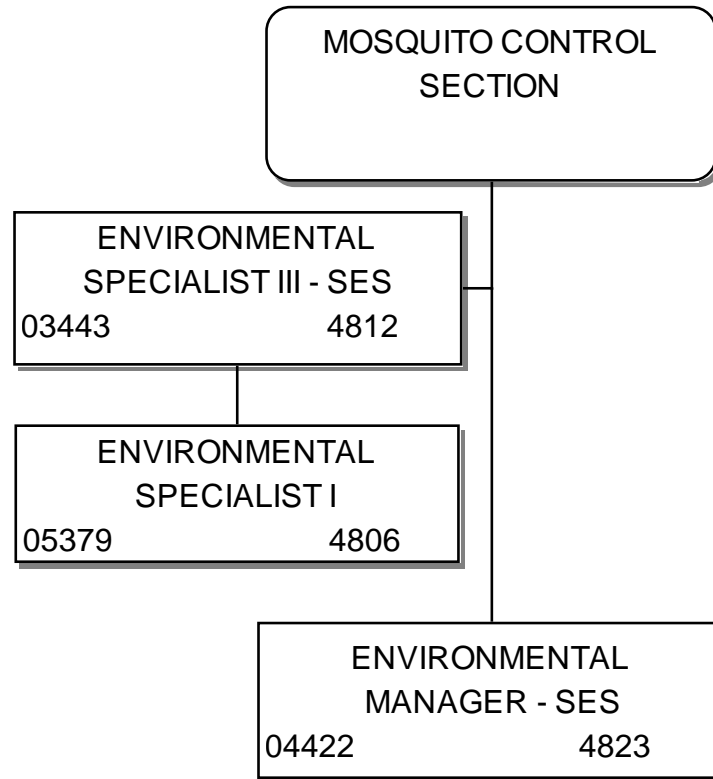
BUREAU OF ENTOMOLOGY AND
PEST CONTROL
PAGE 1 OF 3



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE : 03/04/2011

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

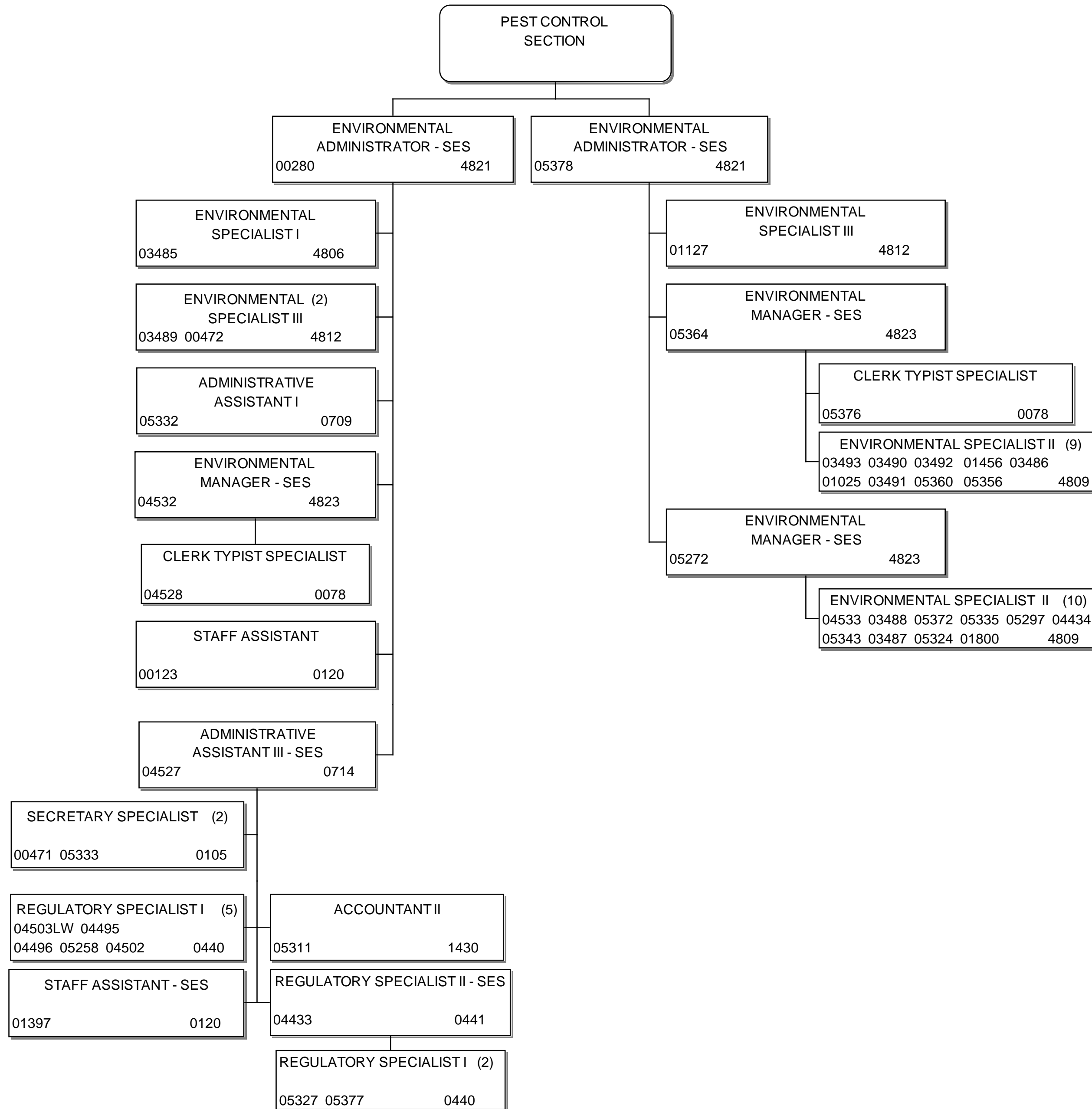
BUREAU OF ENTOMOLOGY
PEST CONTROL
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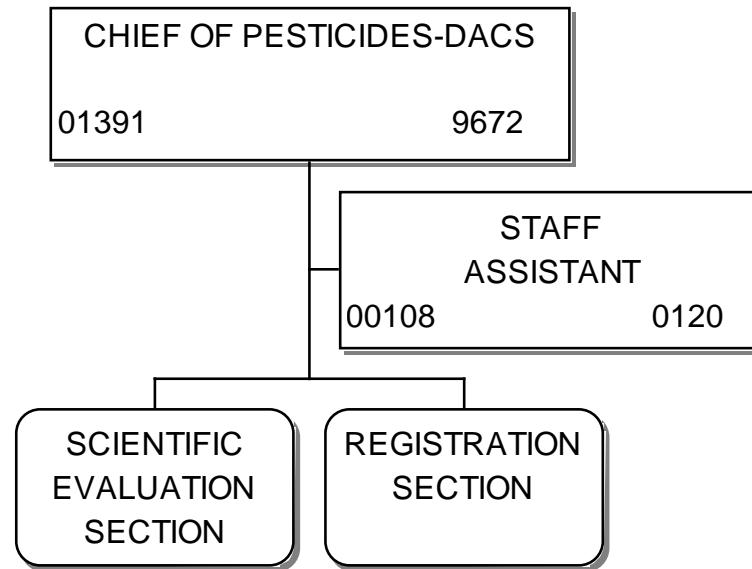
DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE : 11/10/2010

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

BUREAU OF ENTOMOLOGY AND
PEST CONTROL
PAG 3 OF 3



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

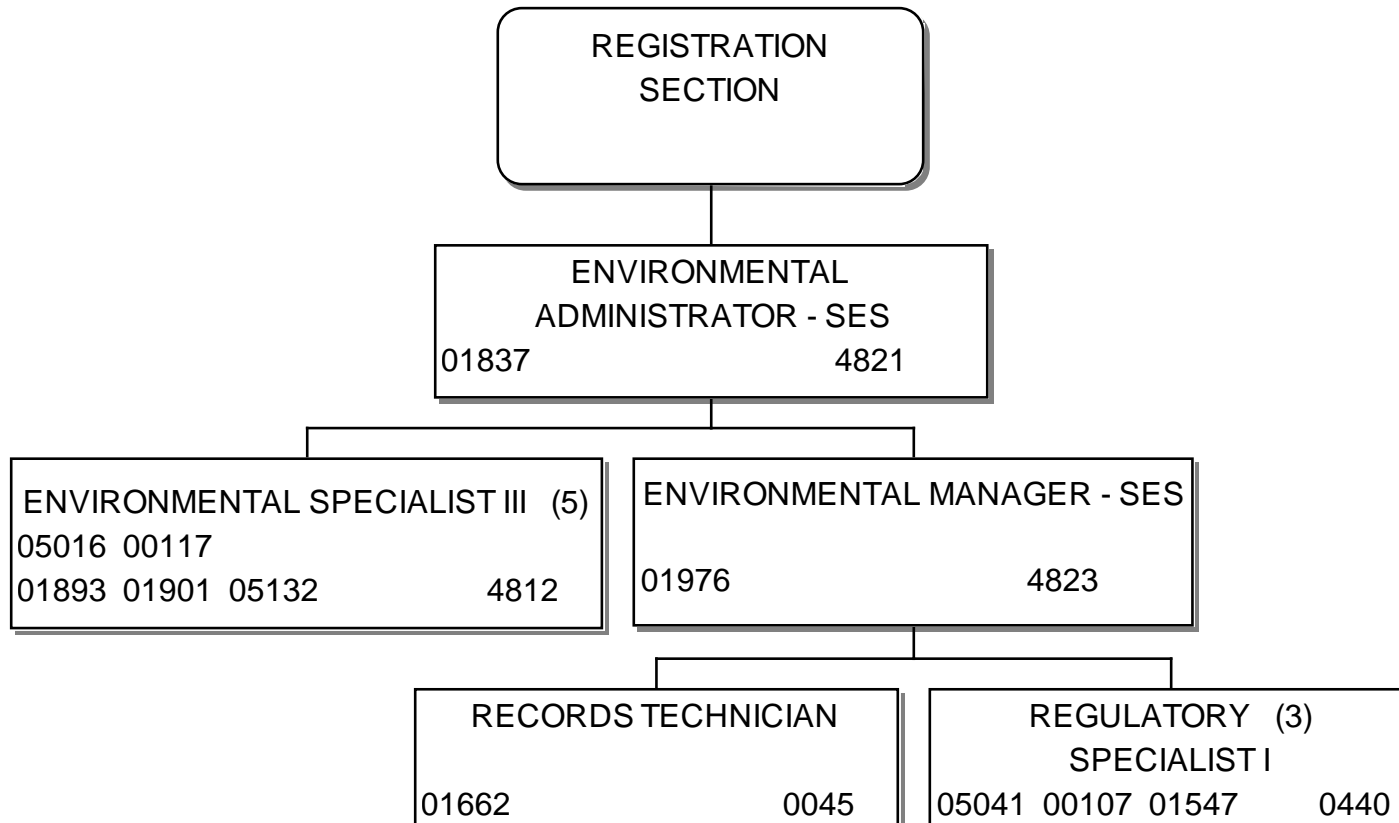


BUREAU OF PESTICIDES
PAGE 1 OF 3

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

**DEPARTMENT OF AGRICULTURE
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AGRICULTURAL ENVIRONMENTAL SERVICES**

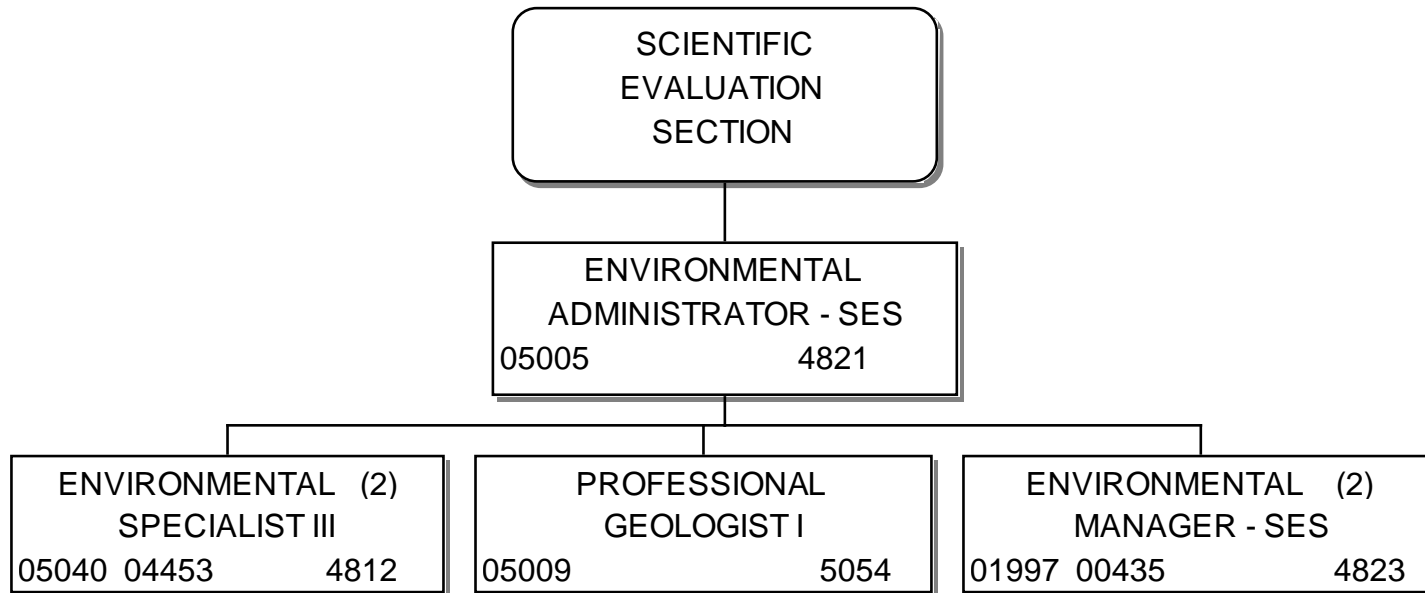
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PAGE 2 OF 3



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/26/2010

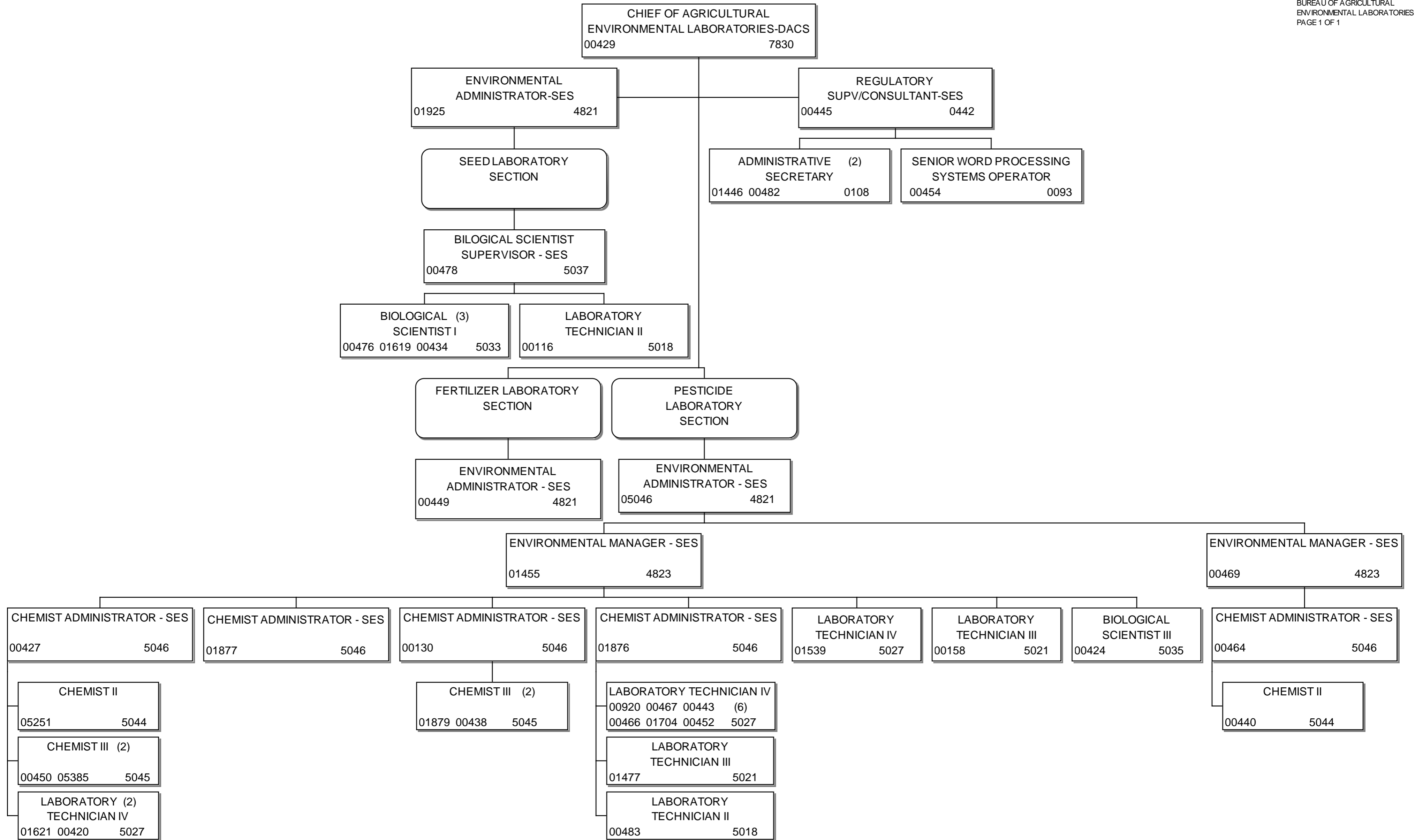
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

BUREAU OF PESTICIDES
PAGE 3 OF 3



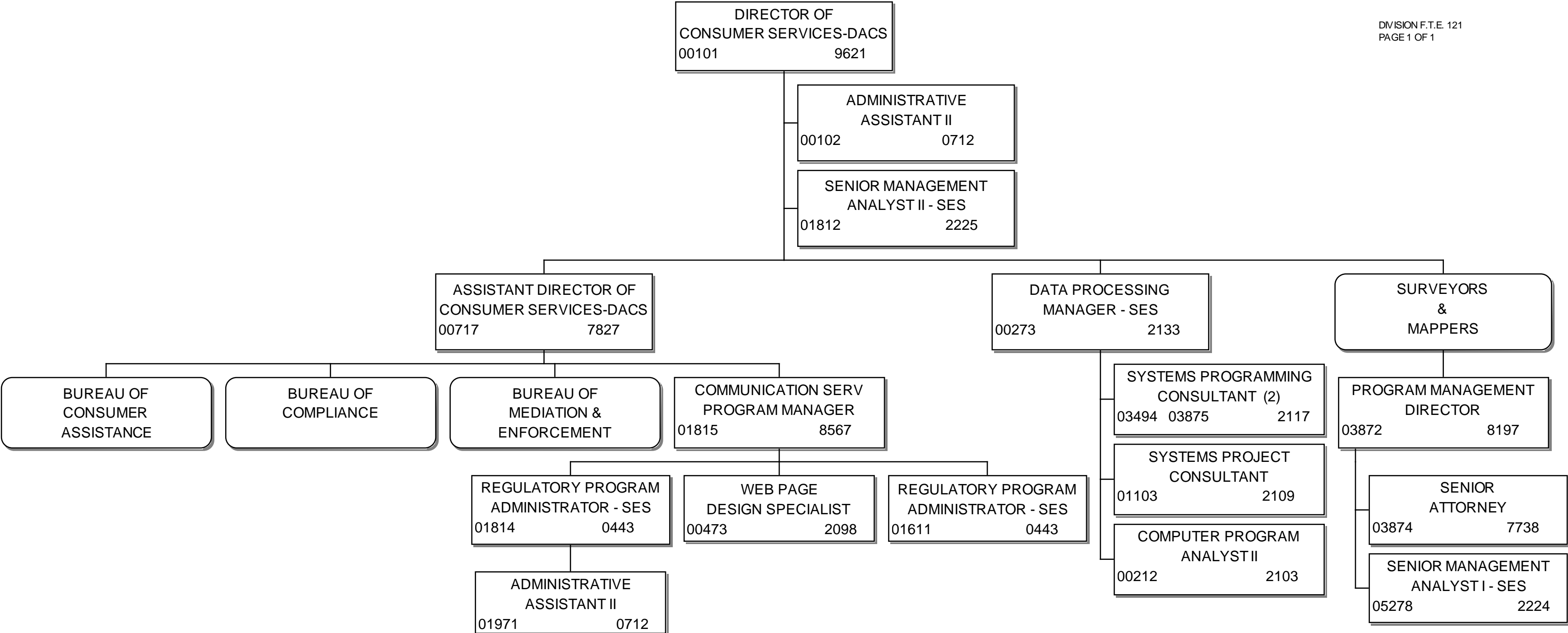
DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF CONSUMER SERVICES**

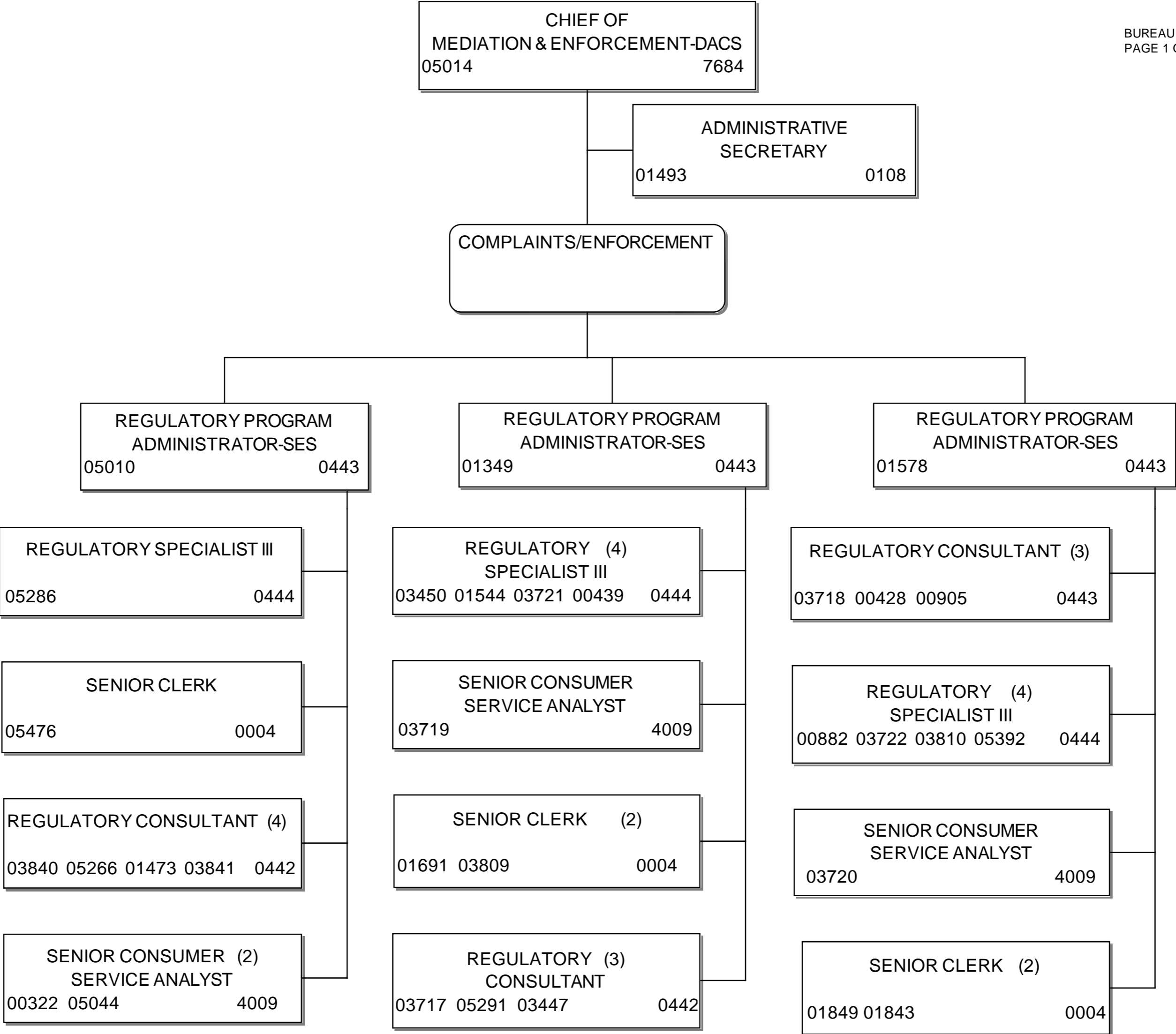
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DARICA HEWETT, CHIEF OF PERSONNEL MANAGEMENT
DATE APPROVED: 07/01/2011

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF CONSUMER SERVICES**

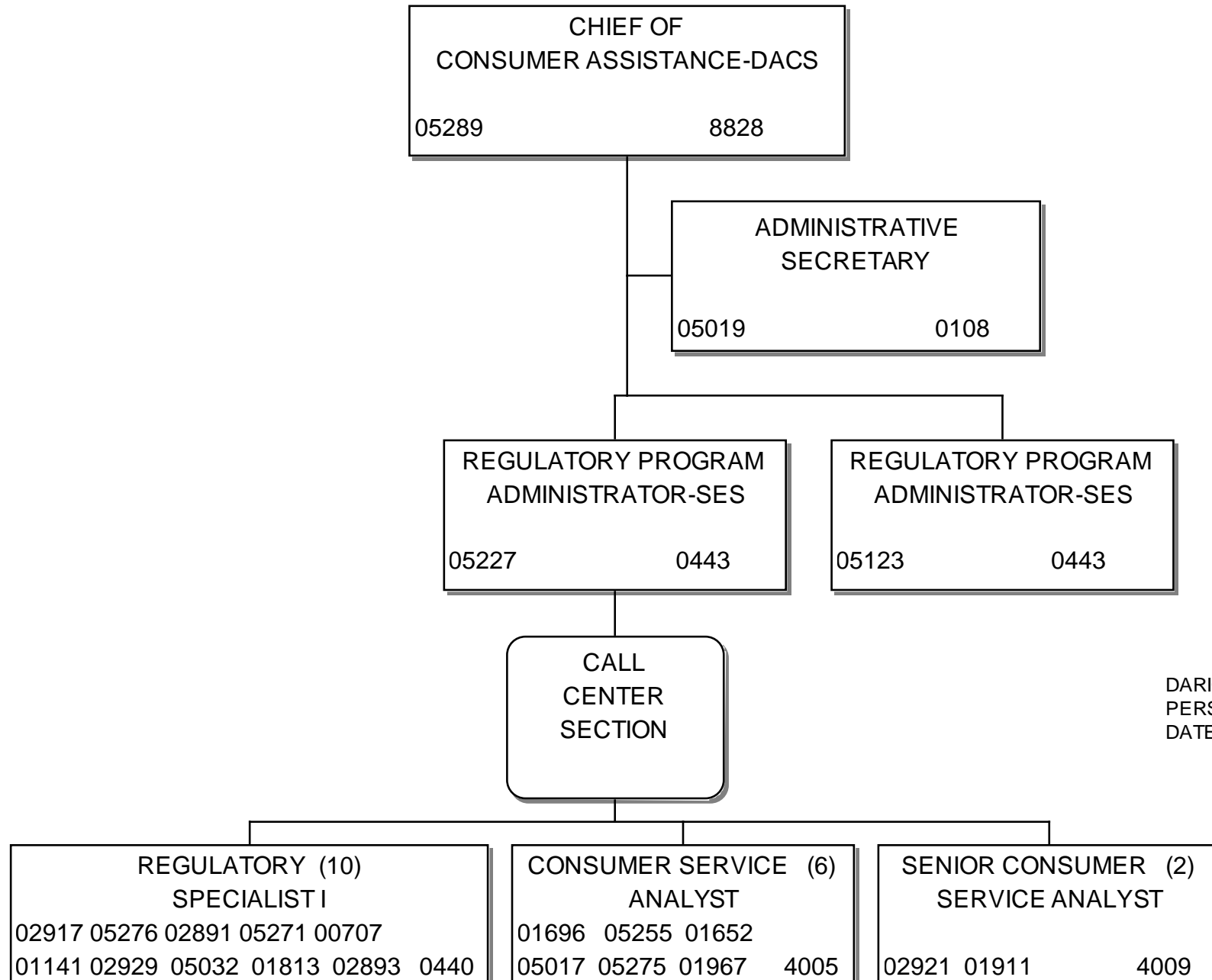
BUREAU OF MEDIATION & ENFORCEMENT
PAGE 1 OF 1



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 7/1/2011

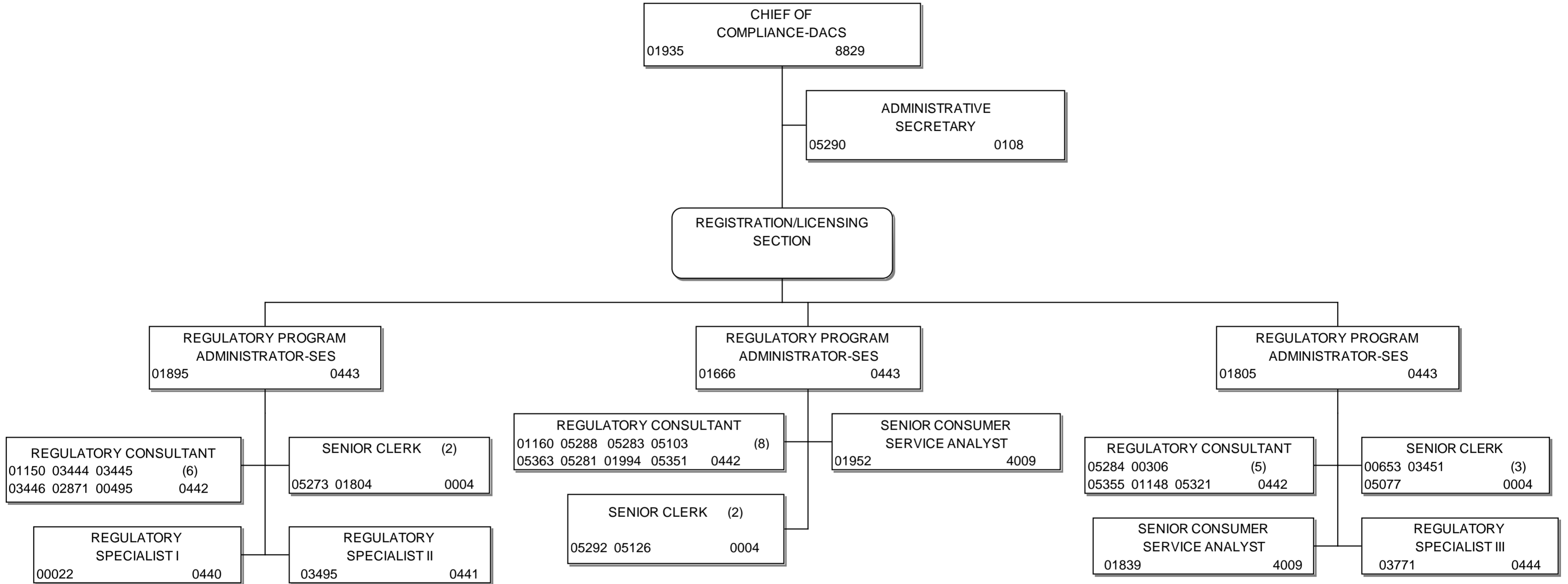
**DEPARTMENT OF AGRICULTURE
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DIVISION OF CONSUMER SERVICES**

BUREAU OF CONSUMER ASSISTANCE
PAGE 1 OF 1

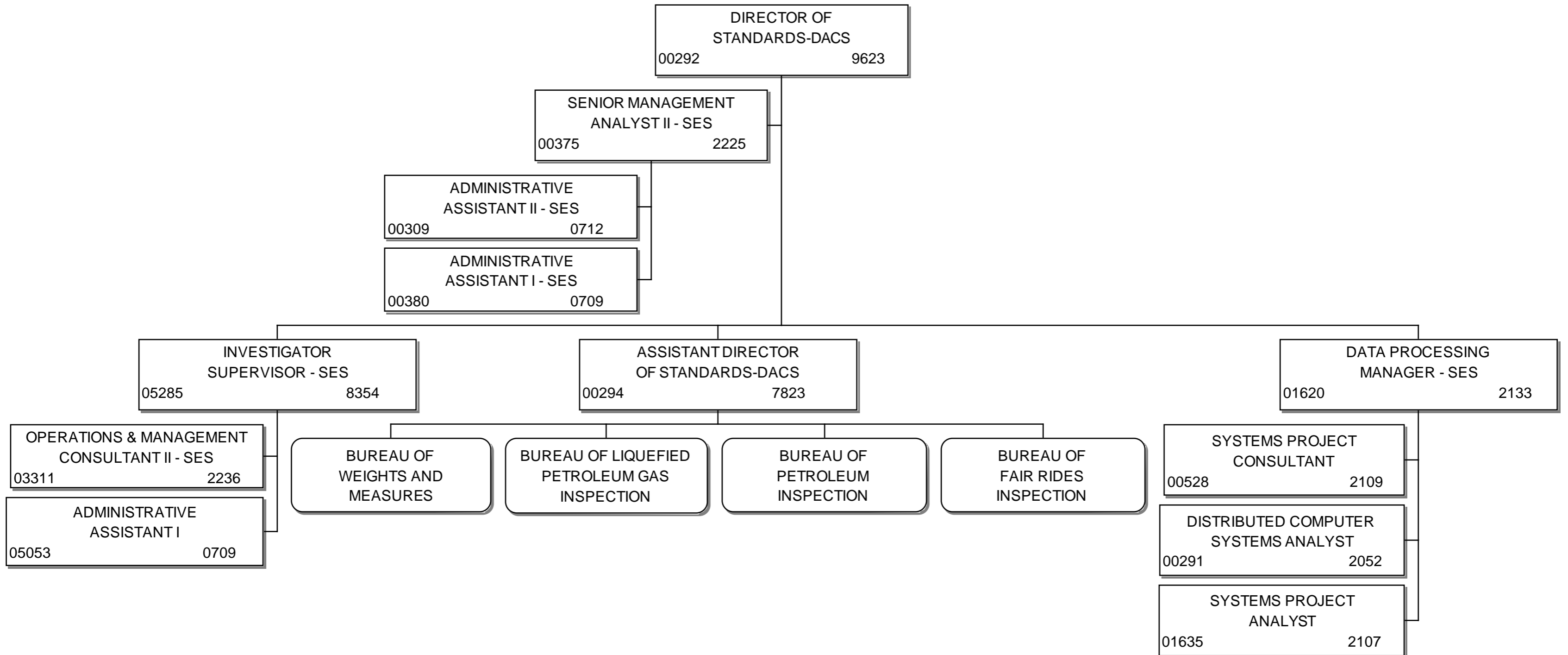


DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 7/1/2011

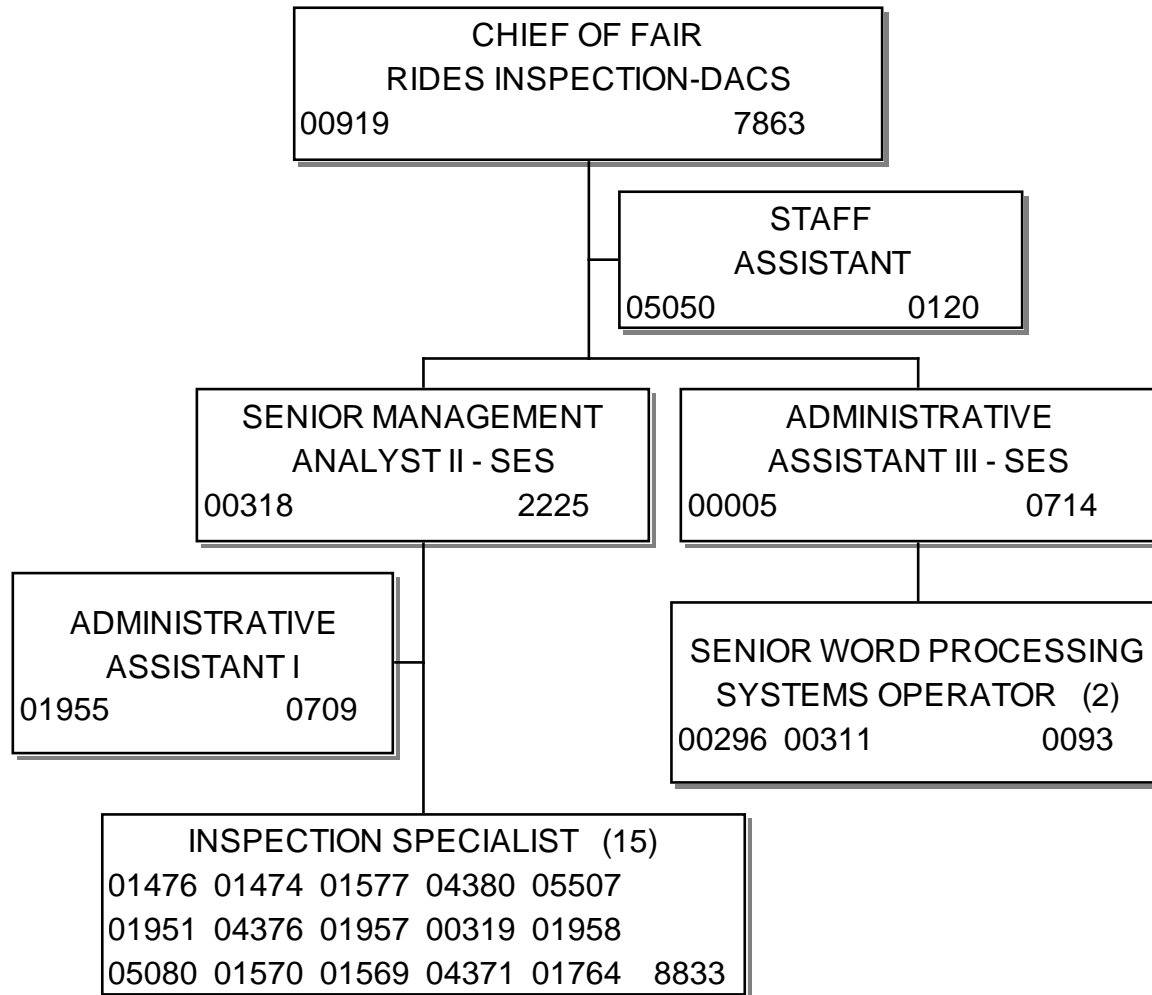
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF STANDARDS**



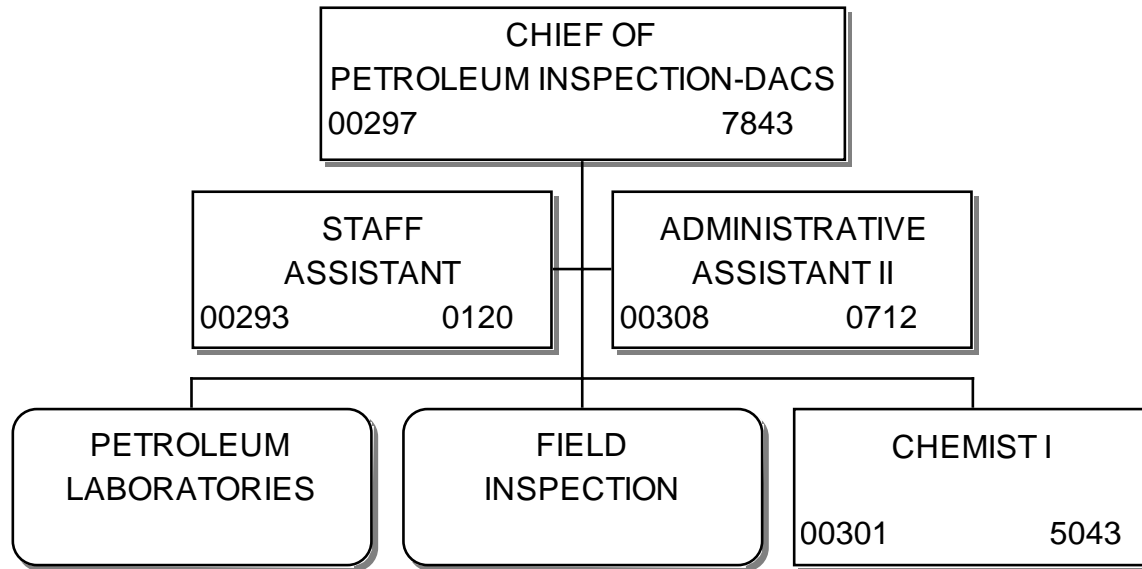
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF STANDARDS**



BUREAU OF FAIR RIDES INSPECTION
PAGE 1 OF 1

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

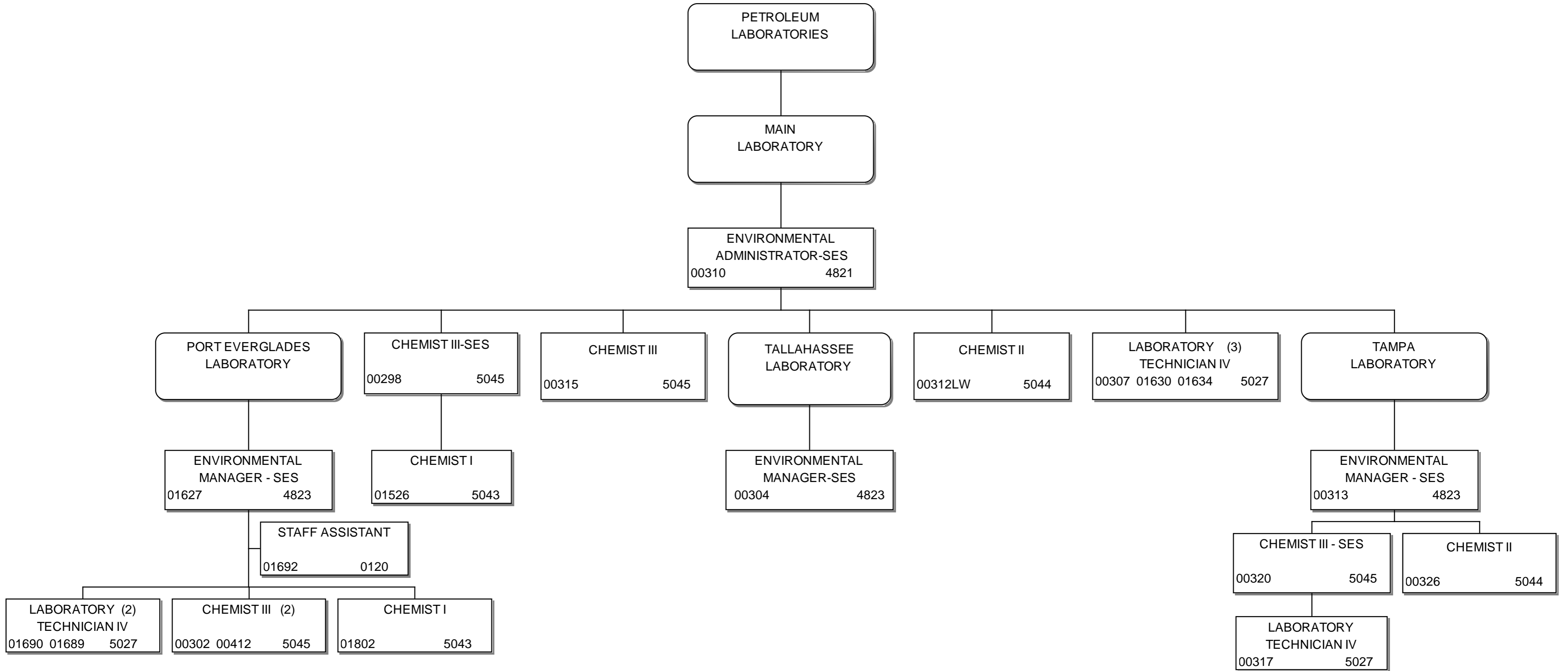
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF STANDARDS**



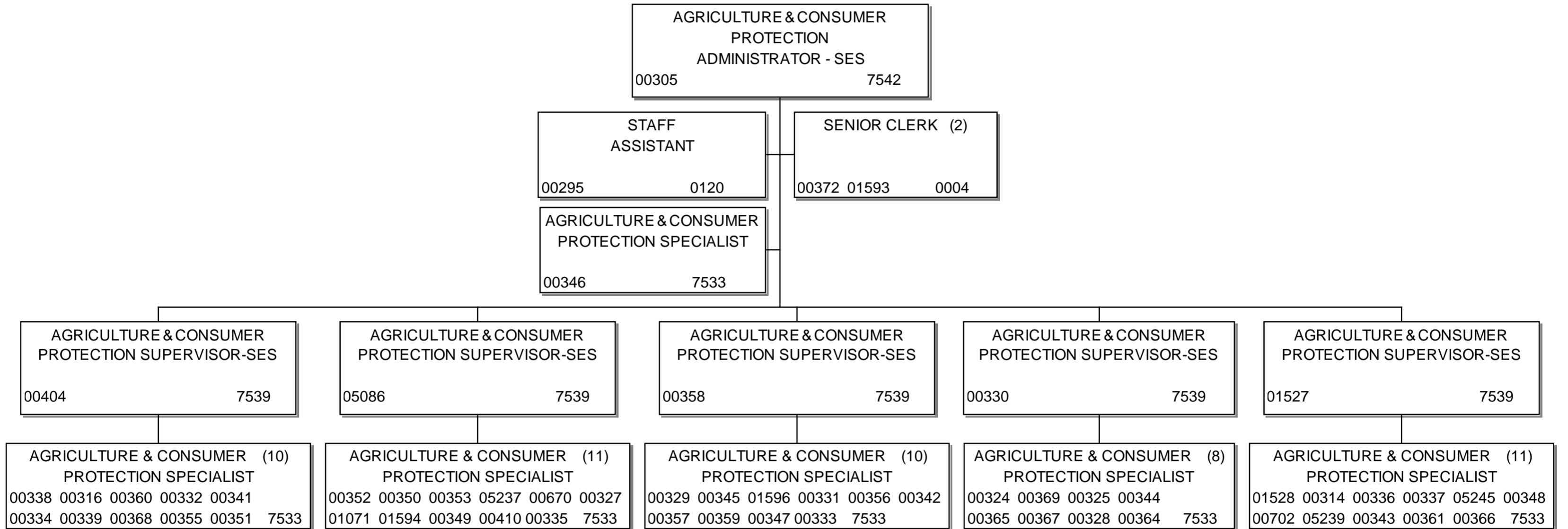
BUREAU OF PETROLEUM INSPECTION
PAGE 1 OF 3

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 04/15/2011

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF STANDARDS**

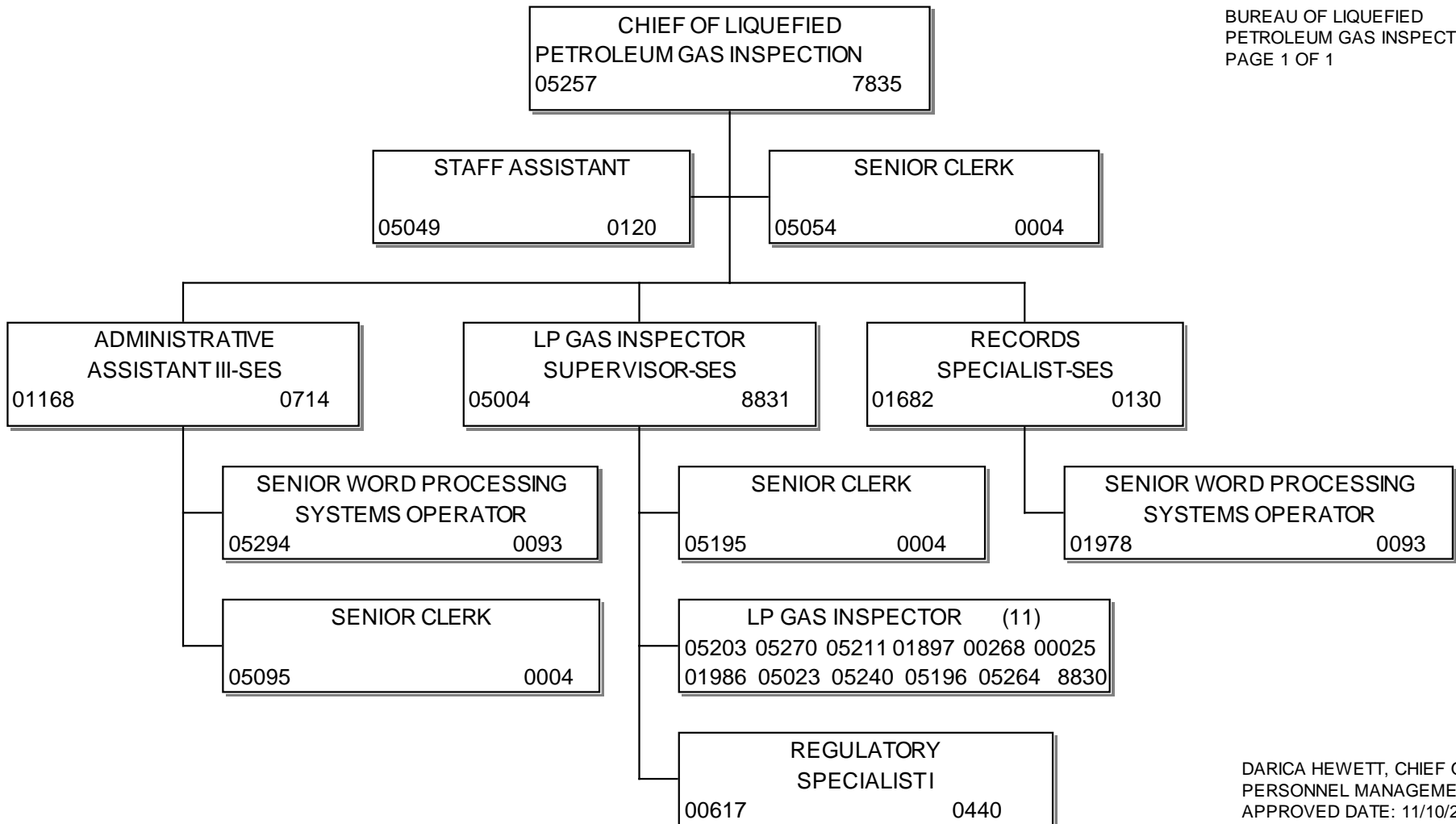


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF STANDARDS**



DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF STANDARDS

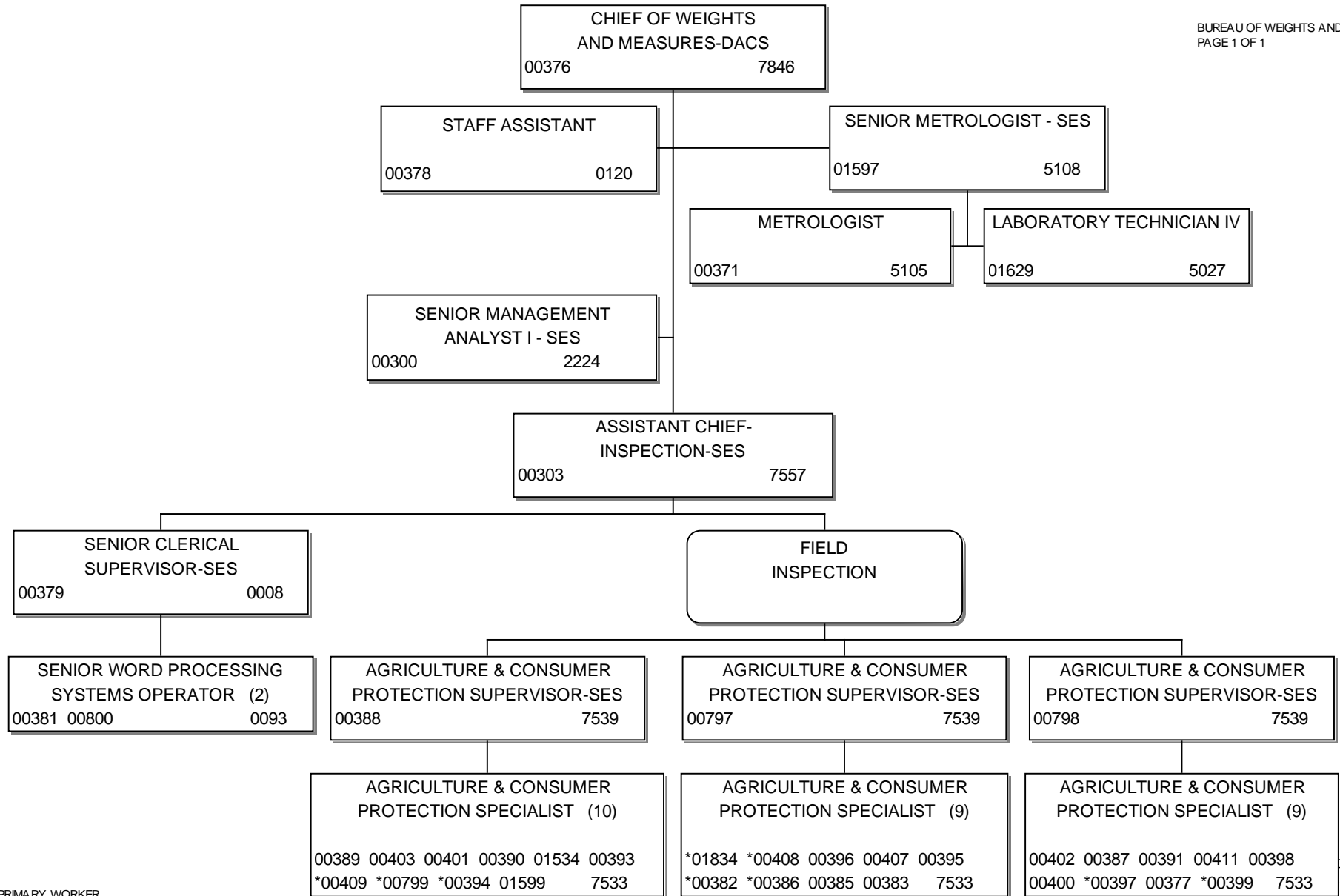
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PETROLEUM GAS INSPECTION
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DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF STANDARDS

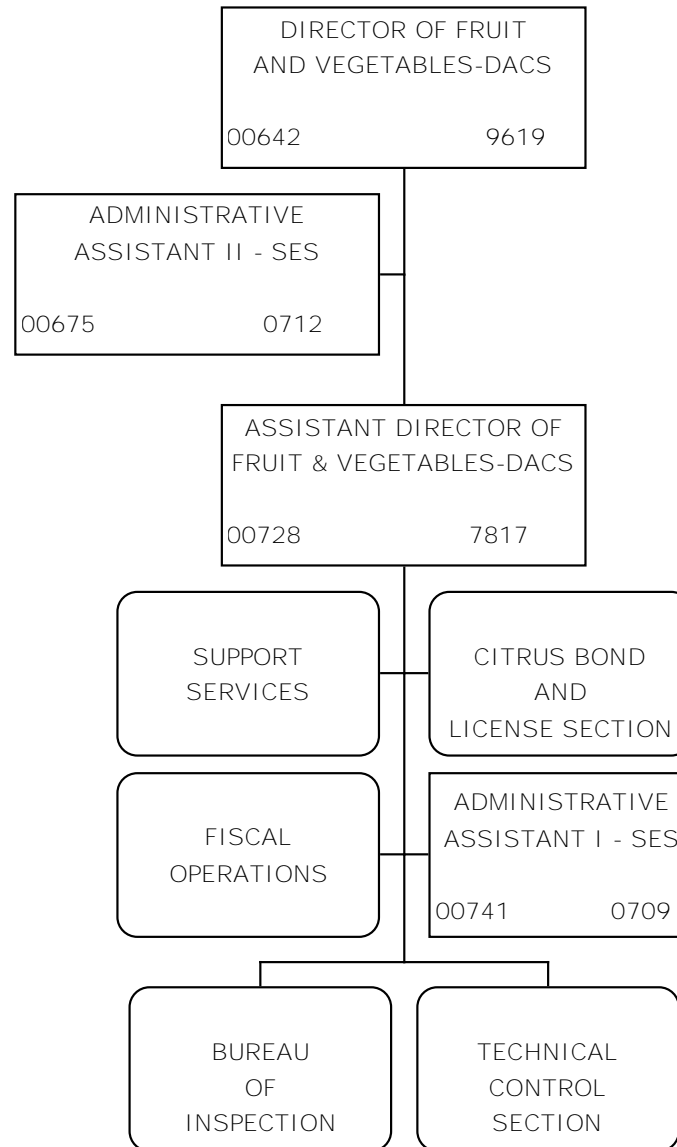
BUREAU OF WEIGHTS AND MEASURES
PAGE 1 OF 1



*PRIMARY WORKER

CHIEF OF
GEMENT
11/10/2010

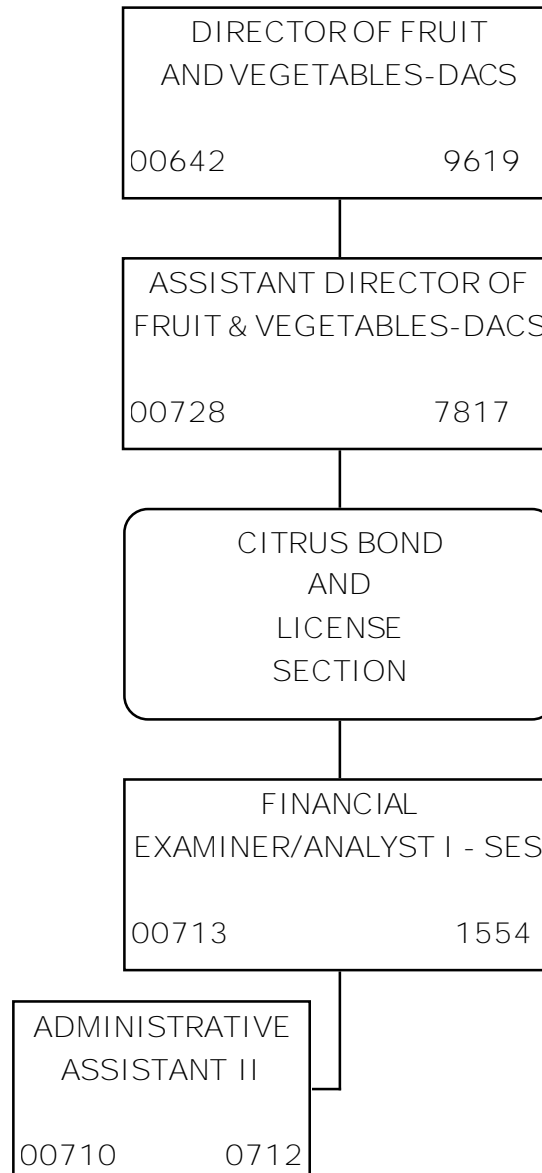
**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**



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ADMINISTRATIVE
PAGE 1 OF 4

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

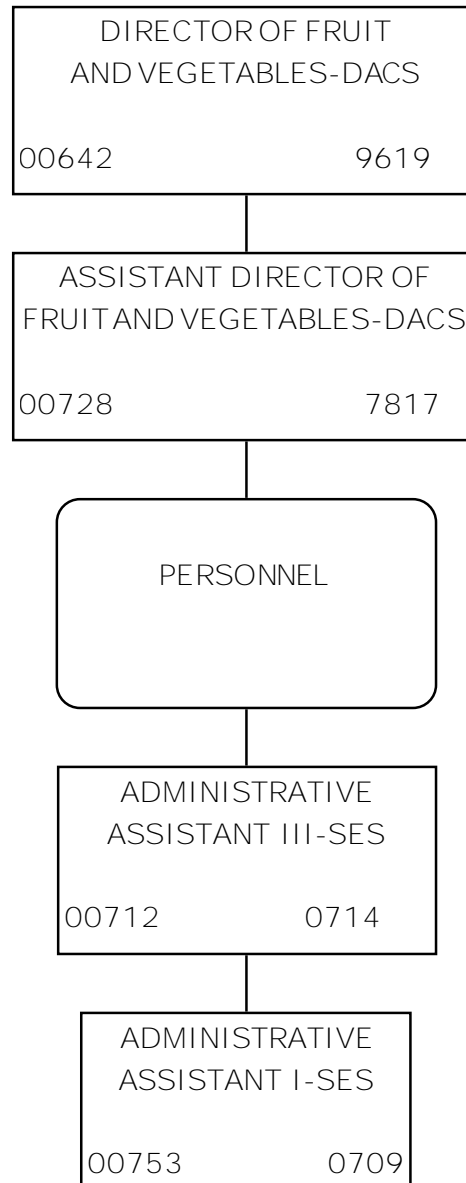
**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**



ADMINISTRATIVE
CITRUS BOND AND LICENSE SECTION
PAGE 2 OF 4

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**



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SUPPORT SERVICES
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DARICA HEWETT, CHIEF OF
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**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**

ADMINISTRATIVE
FISCAL OPERATIONS
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FINANCE & ACCOUNTING
DIRECTOR I - SES
00715 1460

ACCOUNTANT
SUPERVISOR II-SES
00761 1439

MANAGEMENT
ANALYST I-SES
00657 2209

MAINTENANCE
SUPERVISOR II - SES
04267 6376

ACCOUNTANT I (2)
04659 00767 1427

DATA ENTRY OPERATOR (8)
00740 04700 04661 04356
00722 01579 01576 00673 2001

MAINTENANCE
MECHANIC
00656 6466

CUSTODIAL
WORKER (2)
00630 00650 6526

FISCAL ASSISTANT I
00755 1415

SENIOR CLERK
00635 0004

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF FRUIT AND VEGETABLES

BUREAU OF INSPECTION
PAGE 1 OF 3

CHIEF OF
INSPECTION - DACS
00739 7857

ADMINISTRATIVE
SECRETARY
00749 0108

VEGETABLE

CITRUS

FRUIT AND VEGETABLE
REGIONAL
ADMINISTRATOR-SES
04660 7510

FRUIT AND VEGETABLE
REGIONAL
ADMINISTRATOR-SES
00751 7510

FRUIT AND VEGETABLE
TERMINAL MARKET
INSPECTOR SUPERVISOR-SES
00721 7507

FRUIT AND VEGETABLE
DISTRICT SUPERVISOR-SES
04739 00638 (4)
00756 00637 7509

FRUIT AND VEGETABLE
DISTRICT SUPERVISOR-SES
00766 7509

FRUIT AND VEGETABLE
TERMINAL MARKET INSP (5)
00724 04291 00732
04674 00631 7506

FRUIT AND VEGETABLE
DISTRICT SUPERVISOR-SES (6)
00641 00664 00665
00705 00752 01604 7509

FRUIT AND VEGETABLE
INSPECTOR (2)
04370 04669 7503

FRUIT AND VEGETABLE
TERMINAL MARKET INSP (3)
04677 04701
04716 7506

FRUIT AND VEGETABLE
INSP SUPERVISOR-SES
00760 7504

FRUIT AND VEGETABLE
INSPECTOR
04409 7503

FRUIT AND VEGETABLE
INSPECTOR *
7503

FRUIT AND VEGETABLE
INSPECTOR (2)
04506 04469 7503

FRUIT AND VEGETABLE
TERMINAL MARKET INSP (4)
04722 04729
00698 04220 7506

FRUIT AND VEGETABLE
TERMINAL MARKET INSP
04731 7506

FRUIT AND VEGETABLE
INSPECTOR *
7503

* See page 2

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**

FRUIT AND VEGETABLE
INSPECTOR

TOT: 69 7503

BUREAU OF INSPECTION
PAGE 2 OF 3

00681 00693 04204
04209 04216 04226
00748 04230 04239
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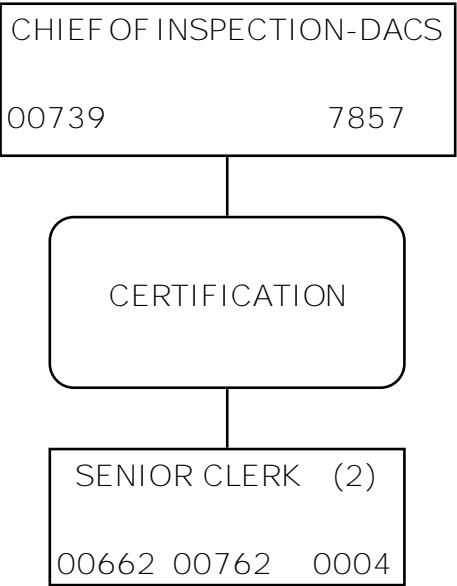
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04399 04686
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04436 04445 04462
04516 04518 04519

04523 04525 04529
04535 04481 04486
04494 04504 04680
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04690 04685 04699

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

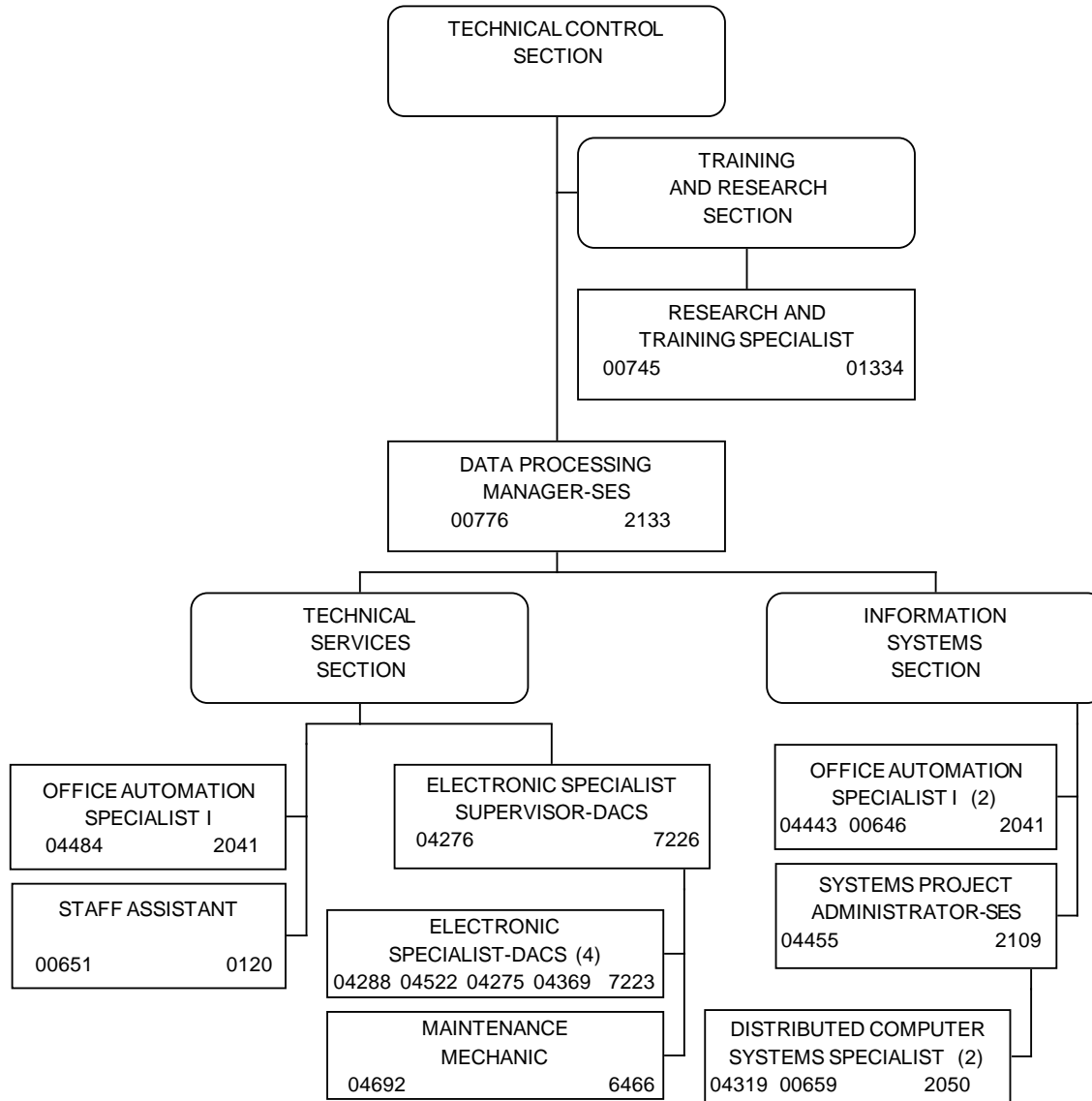
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**



BUREAU OF INSPECTION
PAGE 3 OF 3

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

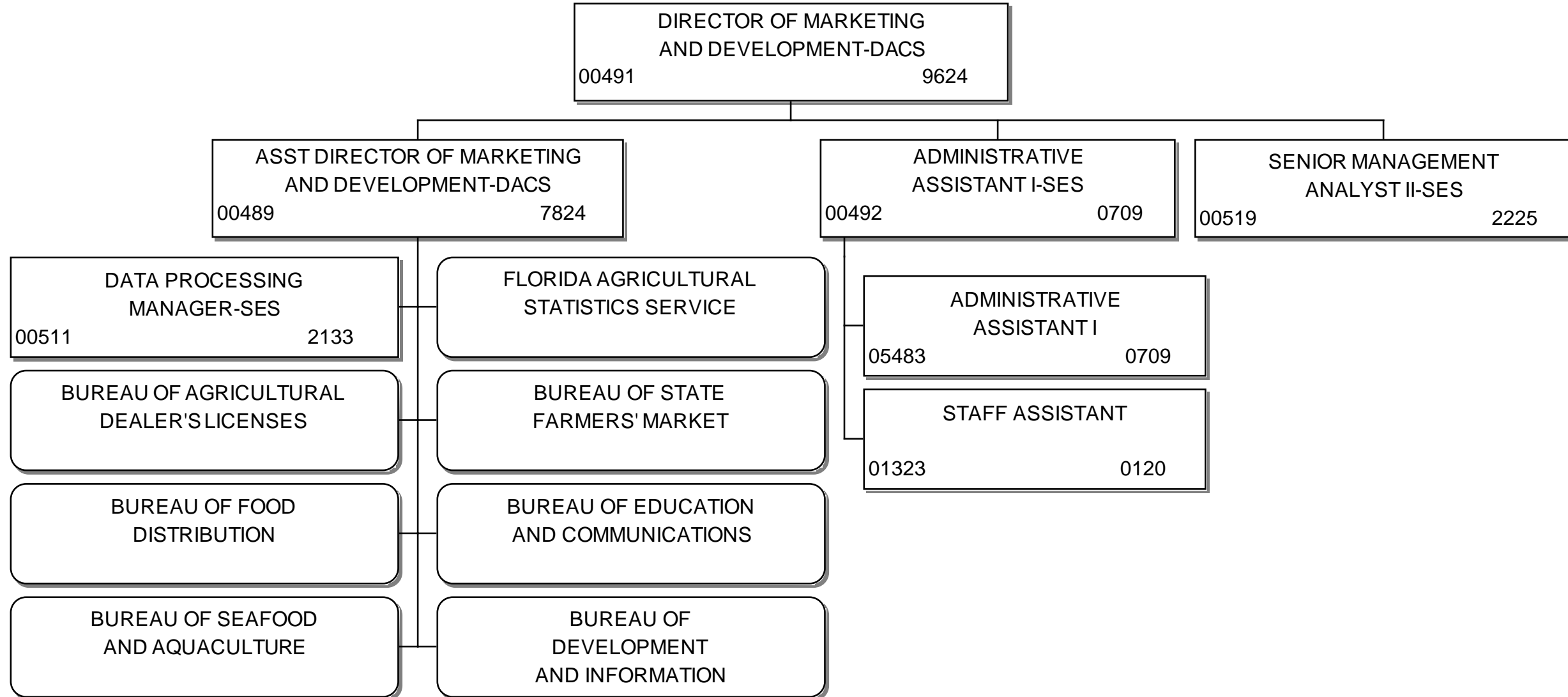
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**



TECHNICAL CONTROL SECTION
PAGE 1 OF 1

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

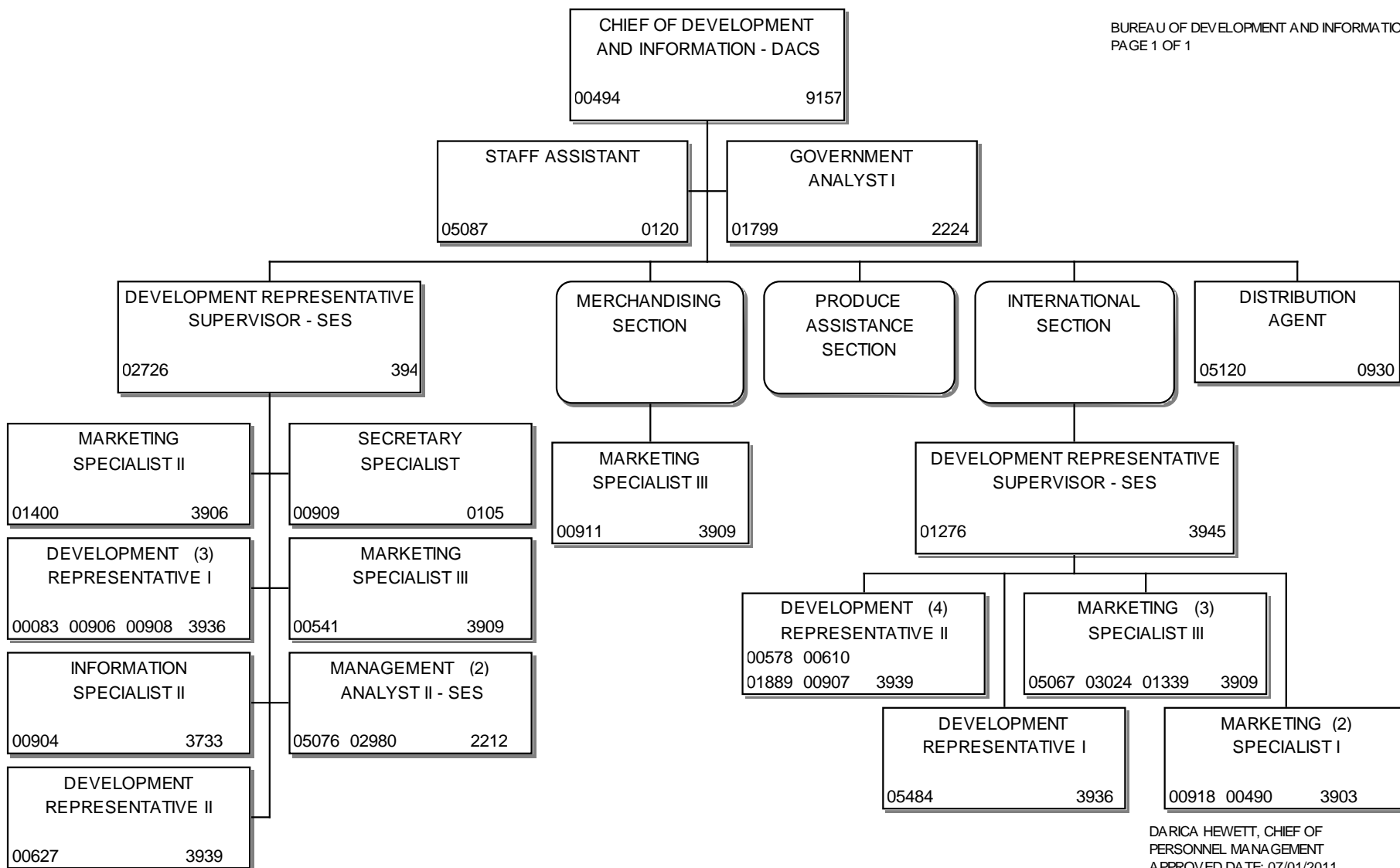
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DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF MARKETING AND DEVELOPMENT

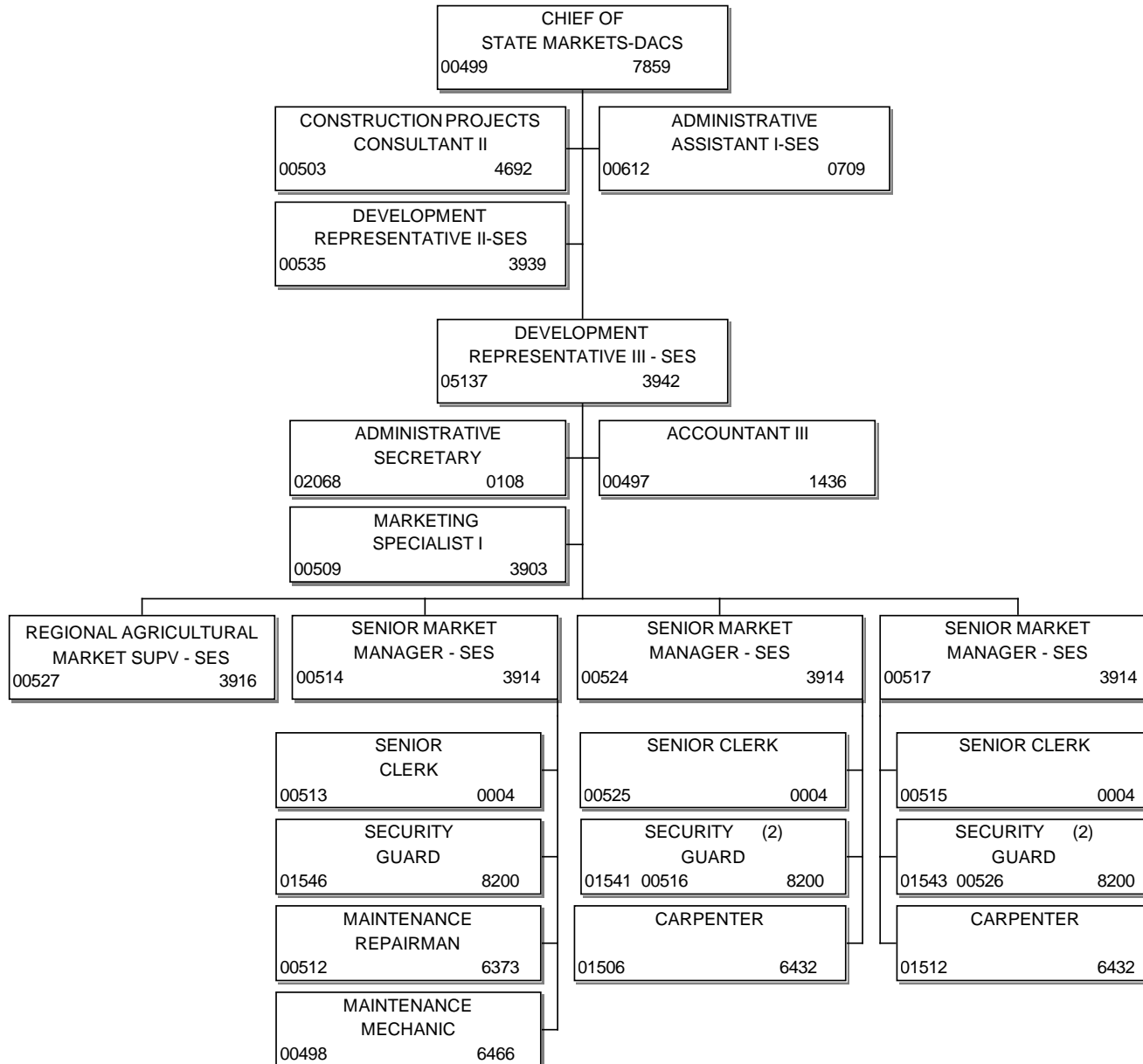
BUREAU OF DEVELOPMENT AND INFORMATION
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DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

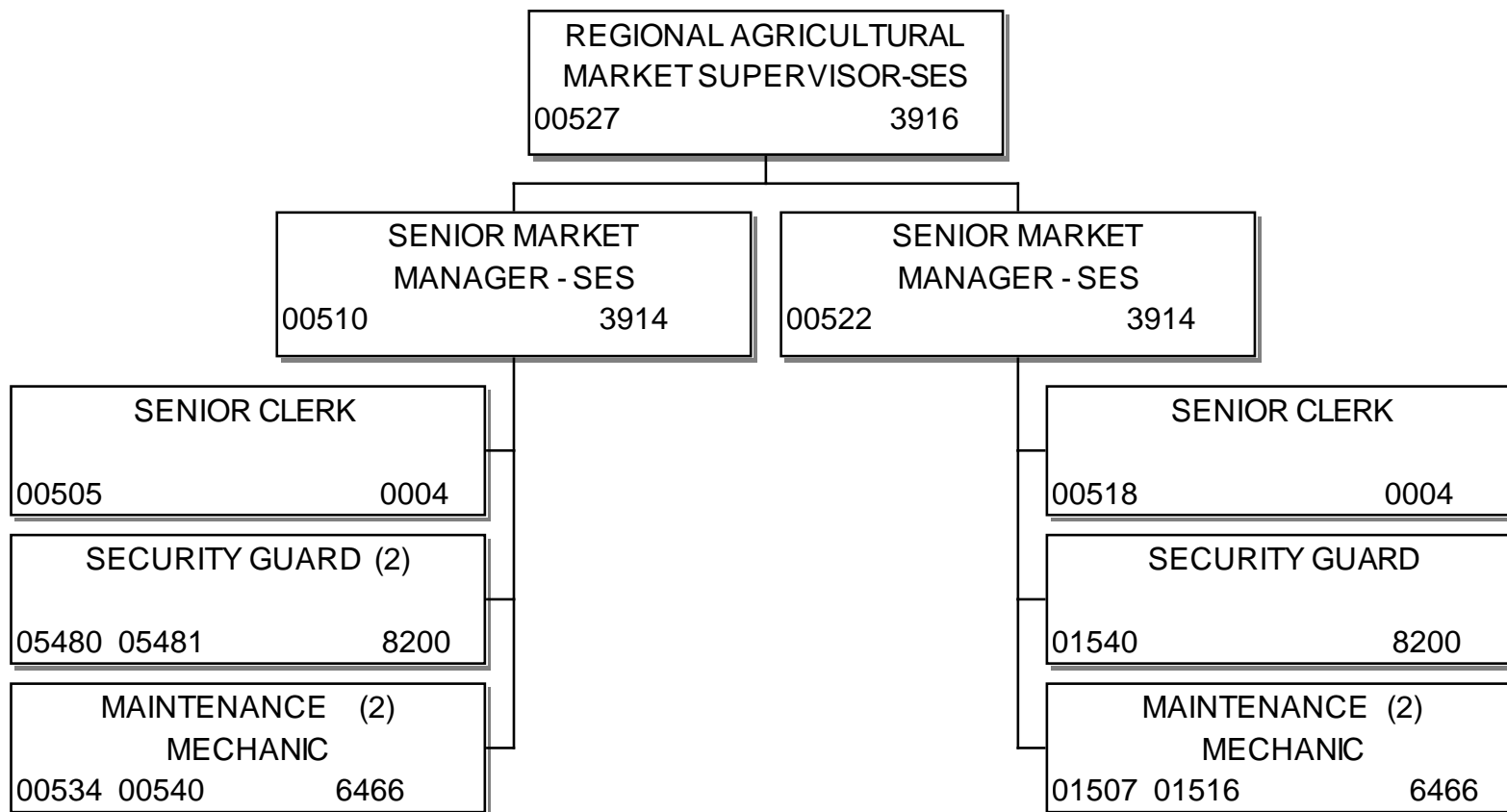
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BUREAU OF STATE FARMERS' MARKET
PAGE 1 OF 4



**DEPARTMENT OF AGRICULTURE
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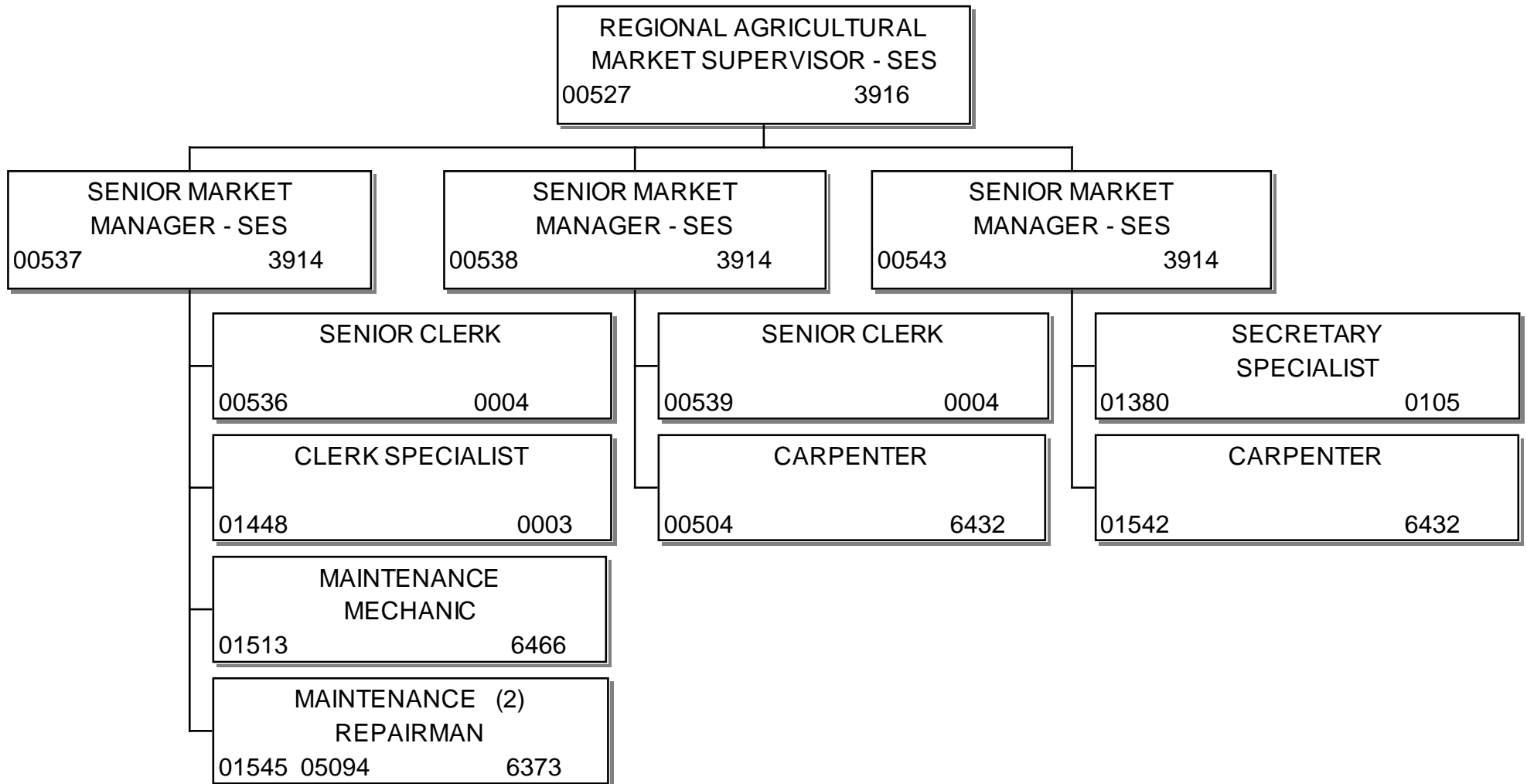
BUREAU OF STATE FARMERS' MARKET
PAGE 2 OF 4



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

**DEPARTMENT OF AGRICULTURE
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DIVISION OF MARKETING AND DEVELOPMENT**

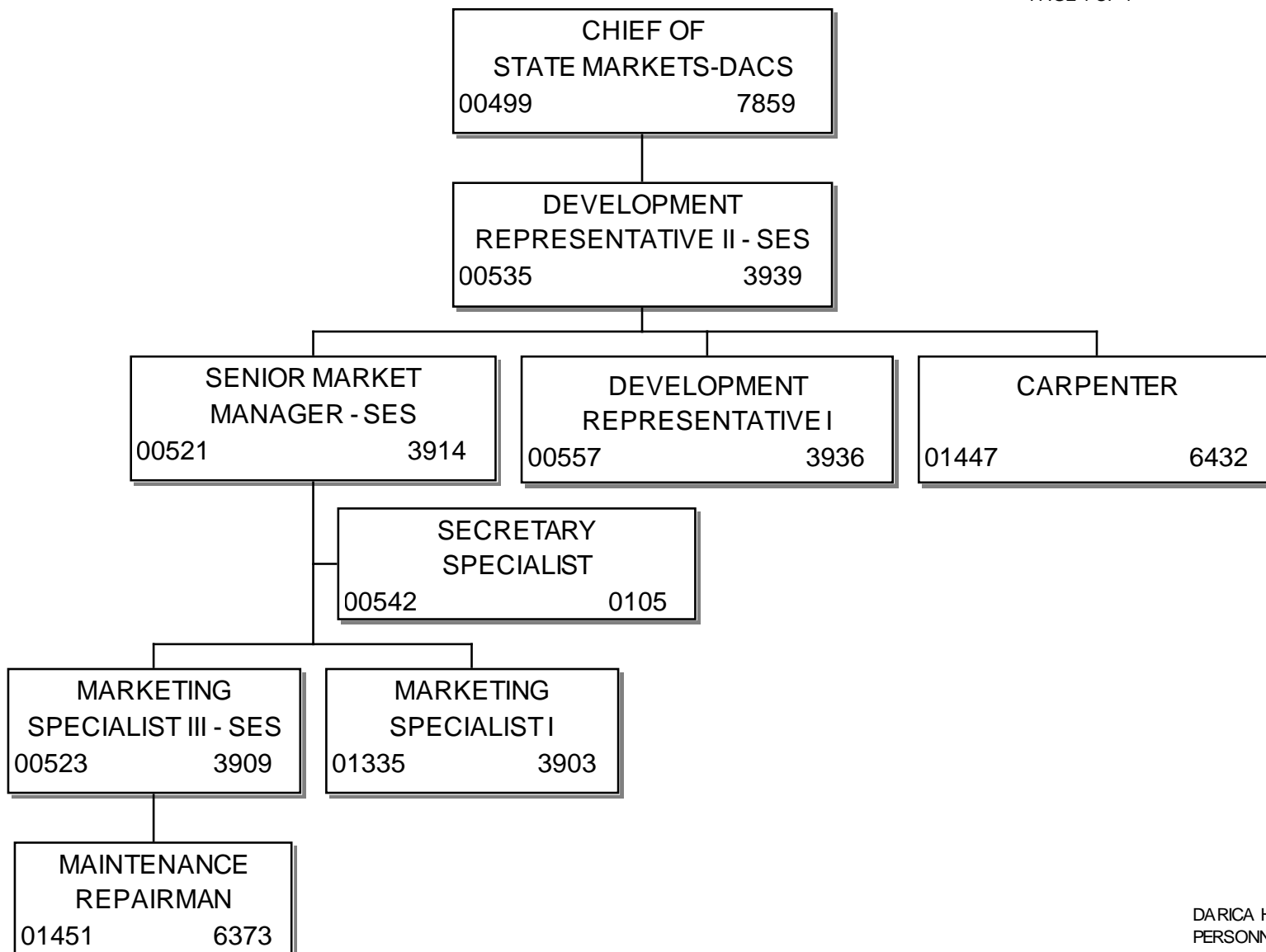
BUREAU OF STATE FARMERS' MARKET
PAGE 3 OF 4



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

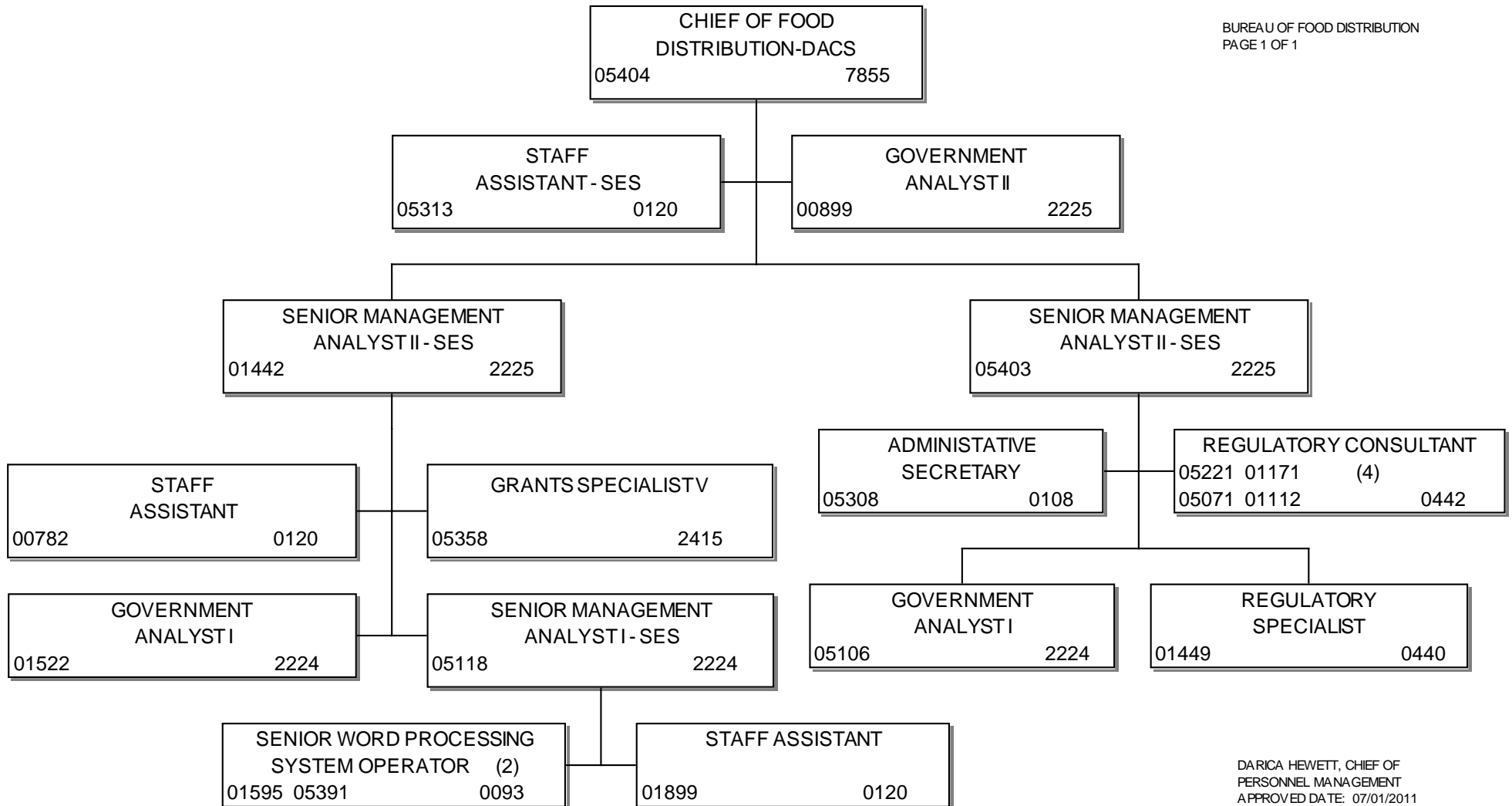
BUREAU OF STATE FARMERS' MARKET
PAGE 4 OF 4



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

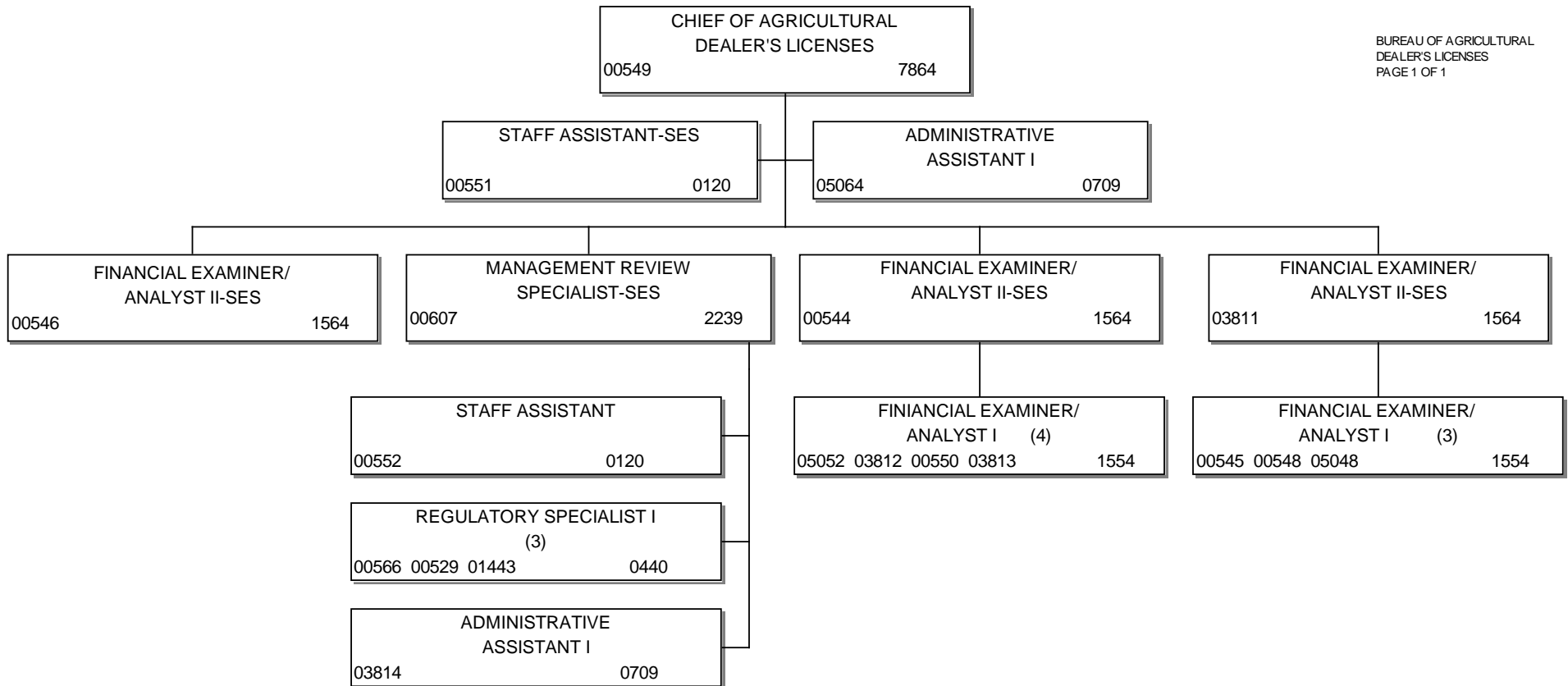
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DARICA HEWETT, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

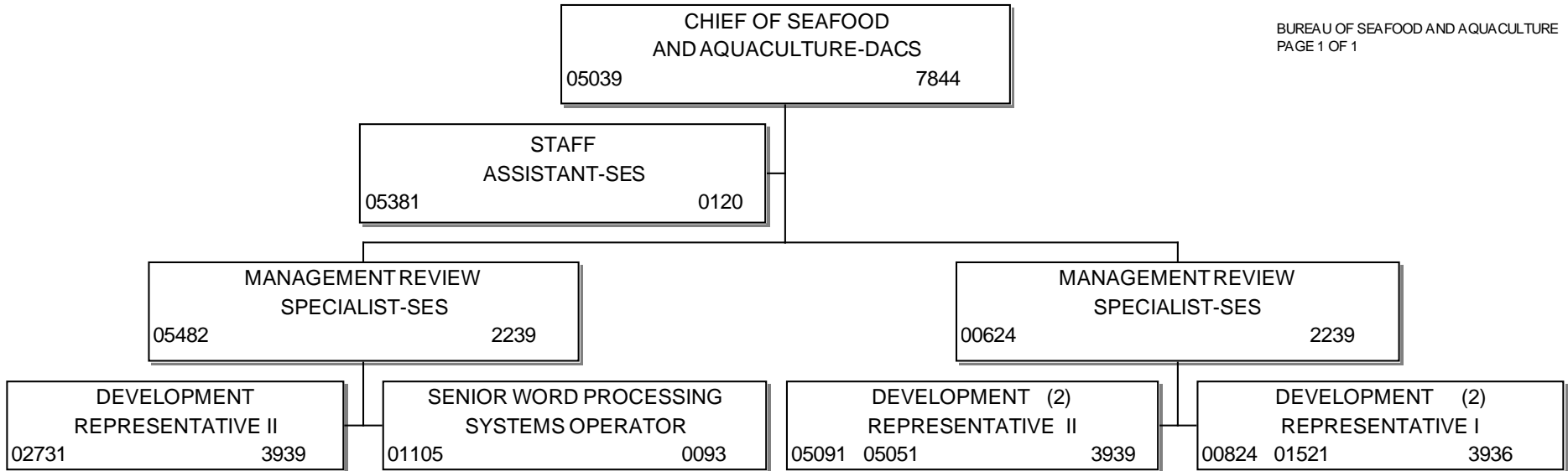
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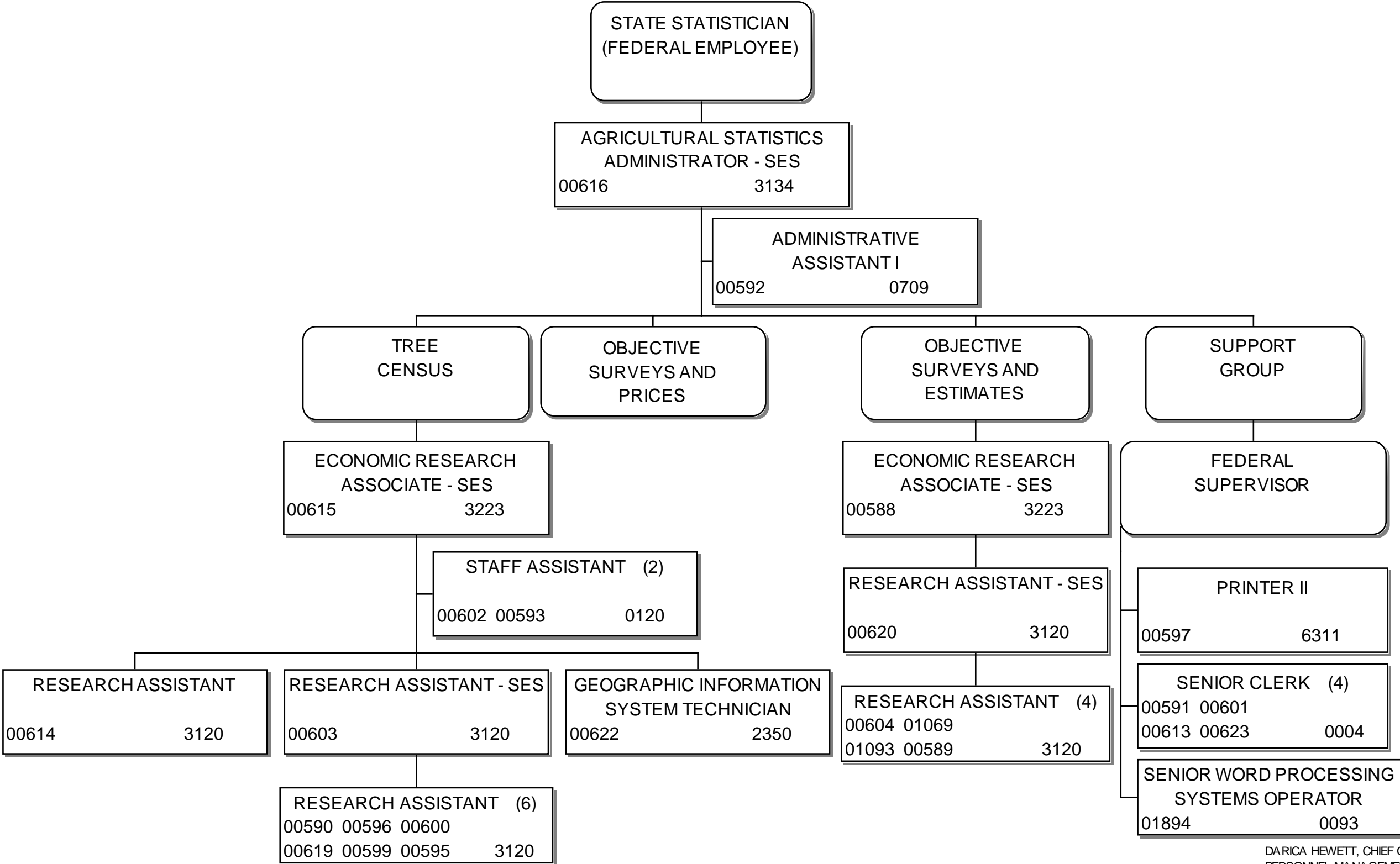
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PAGE 1 OF 1



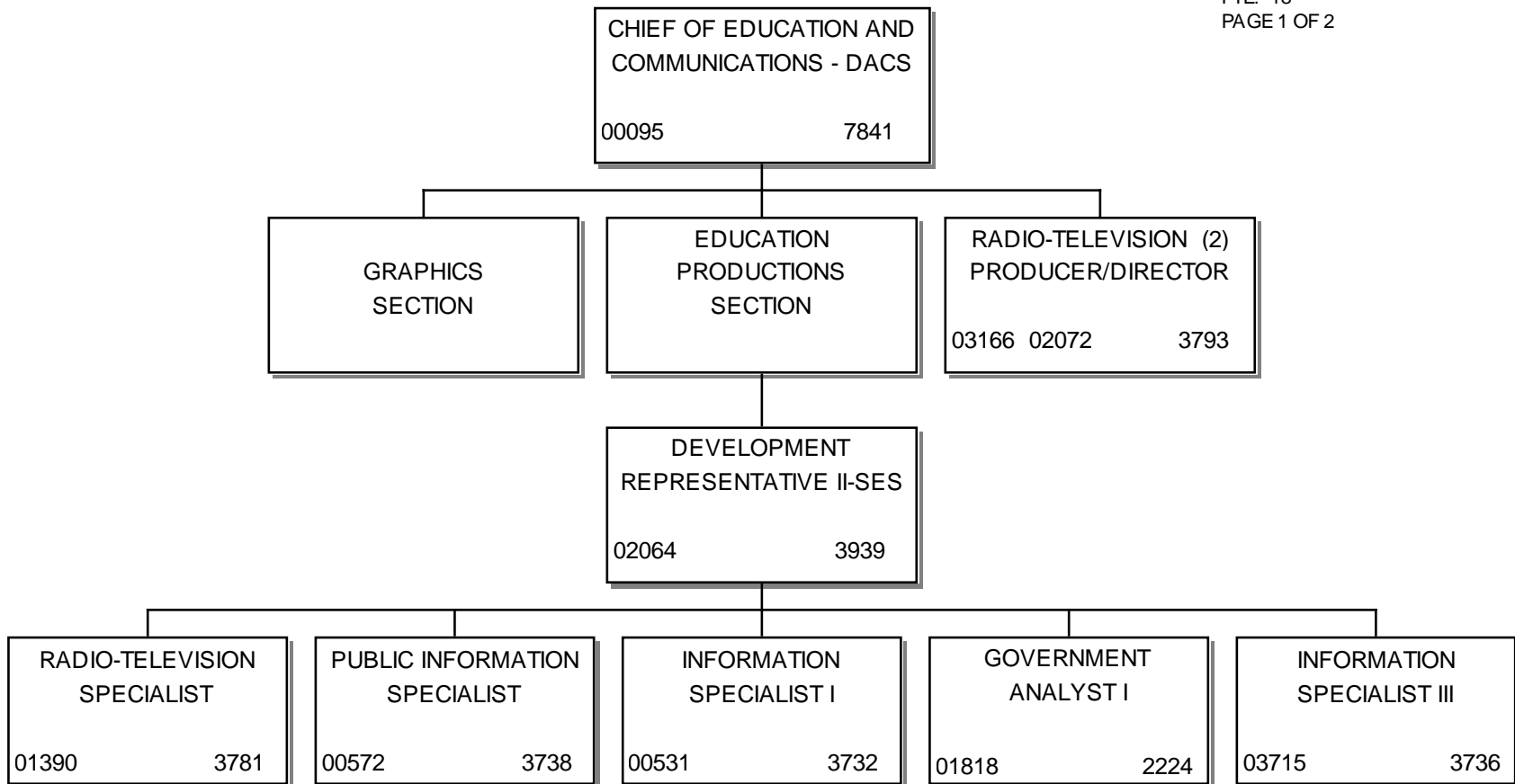
DARICA HEWETT , CHIEF OF
PERSONNEL MANAGMENT
APPROVED DATE : 07/01/2011

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMNET**



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

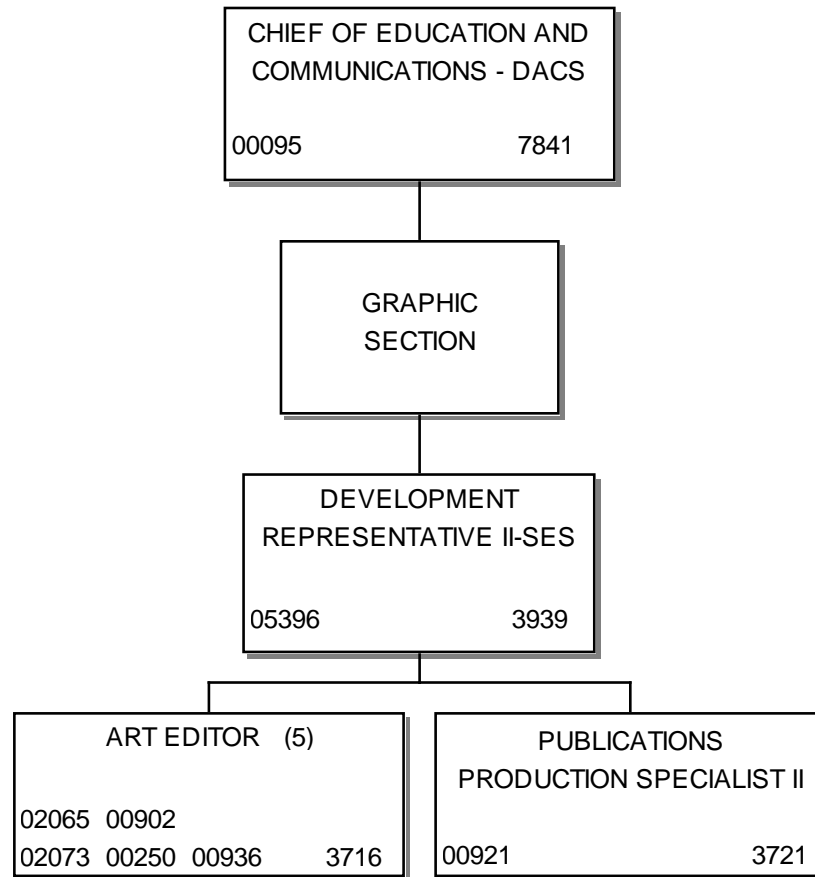
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DARICA HEWETT, CHIEF OF
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APPROVED DATE: 04/01/2011

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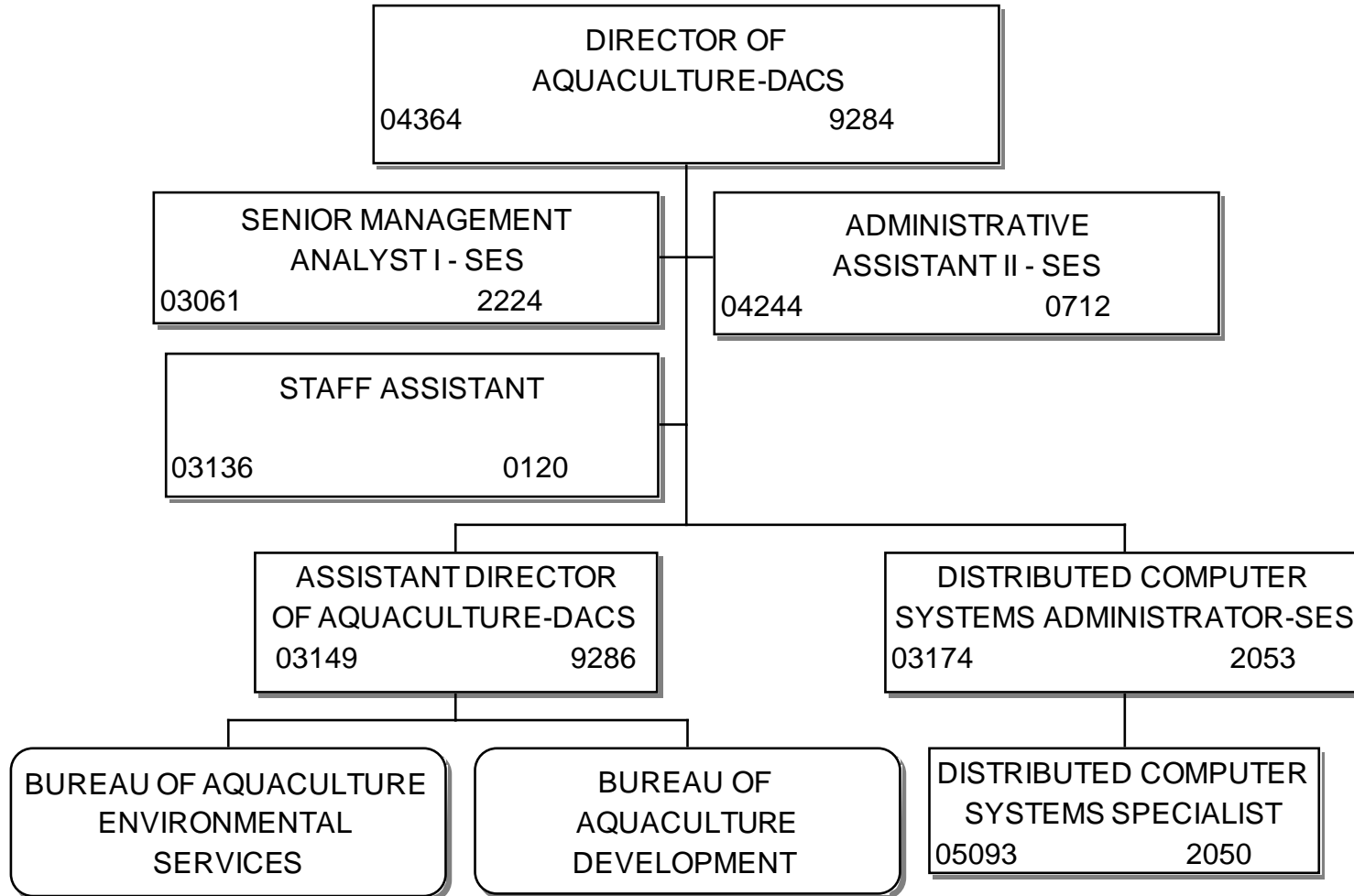
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DARICA HEWETT, CHIEF OF
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APPROVED DATE: 07/01/2011

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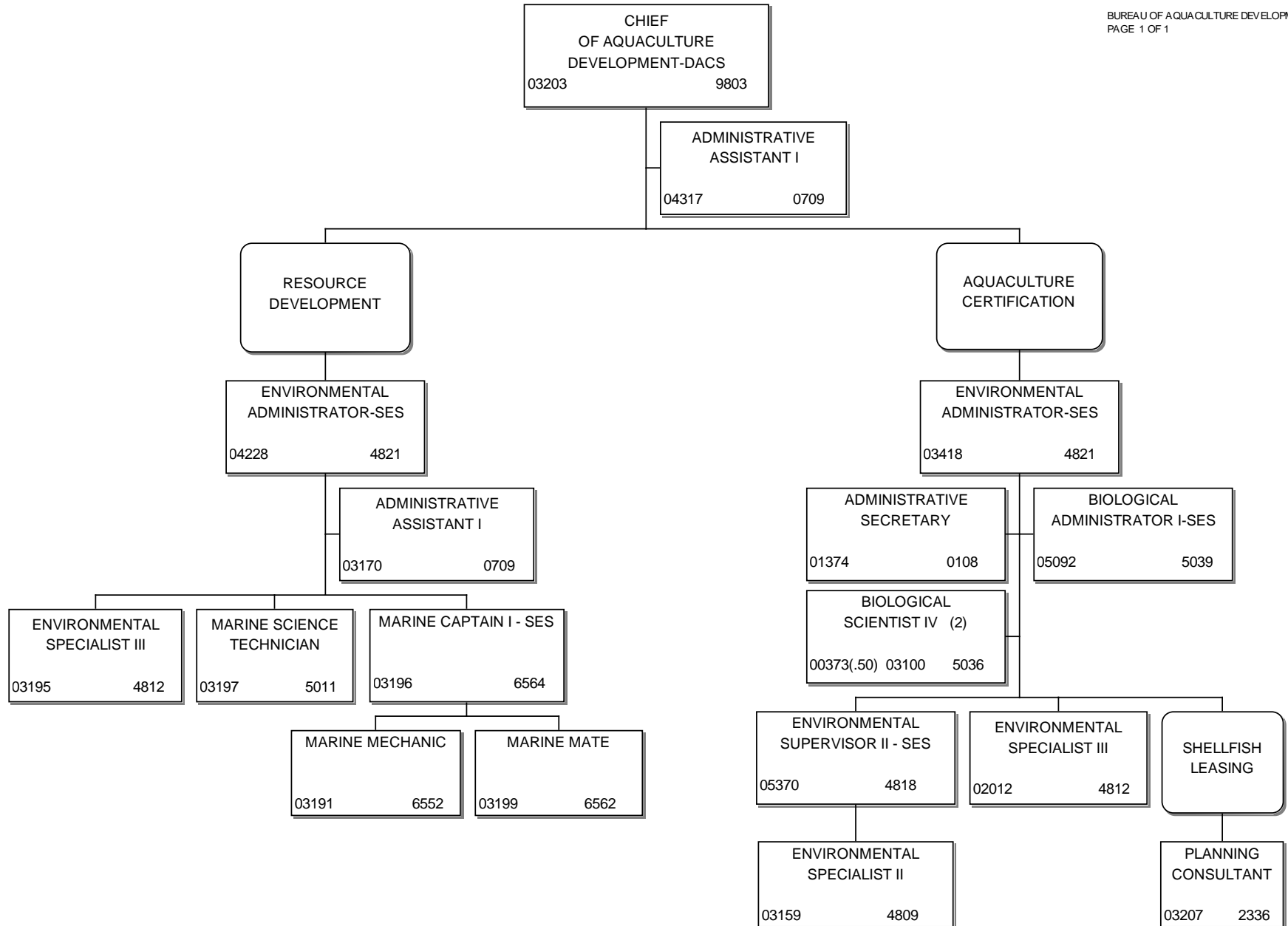
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F.T.E 49.5
PAGE 1 OF 1



DARICA HEWETT,
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MANAGEMENT
DATE APPROVED:
07/01/2011

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF AQUACULTURE

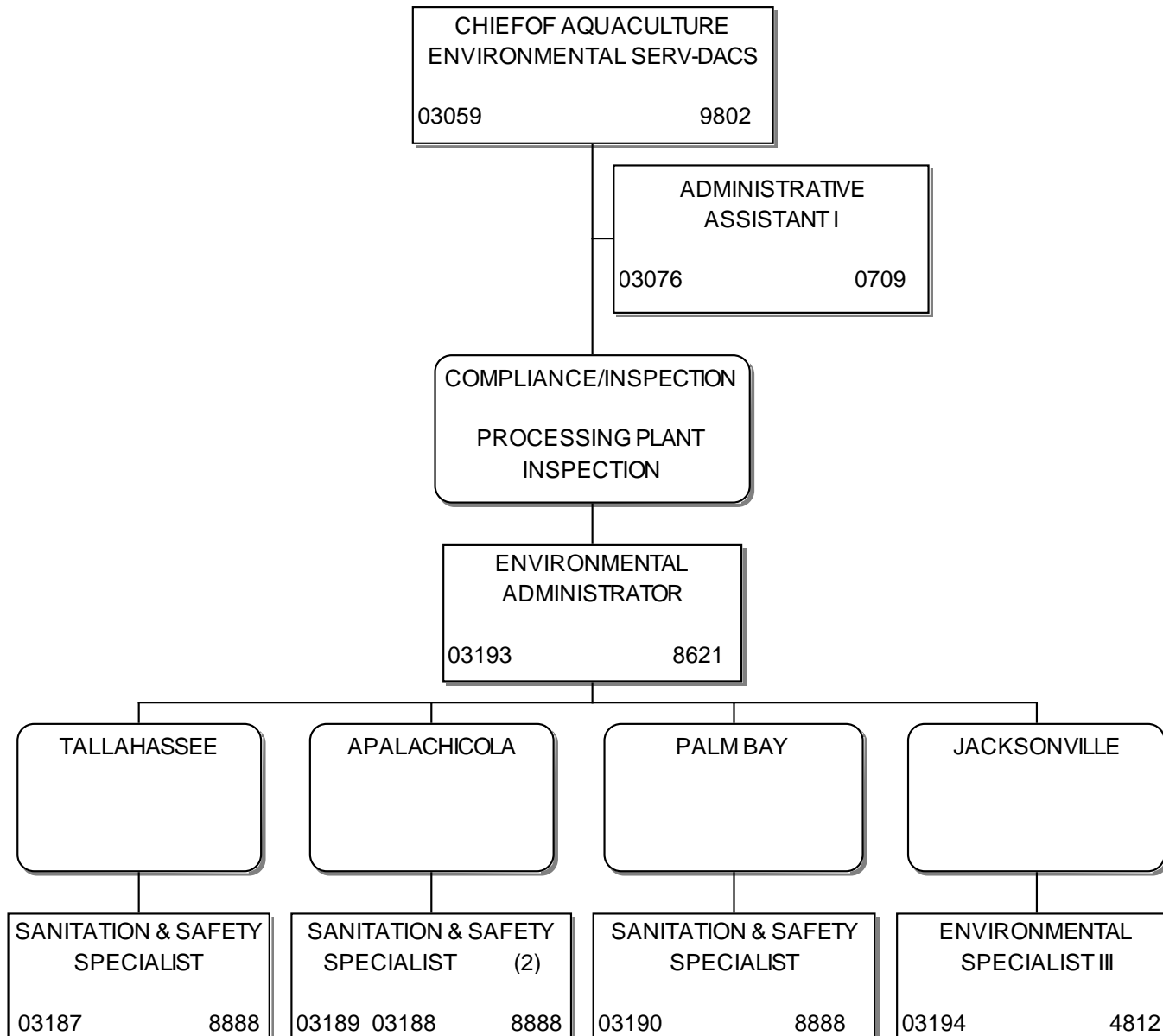
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PAGE 1 OF 1



DARICA HEWETT,
CHIEF OF PERSONNEL
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DATE APPROVED:
07/01/2011

**DEPARTMENT OF AQUACULTURE
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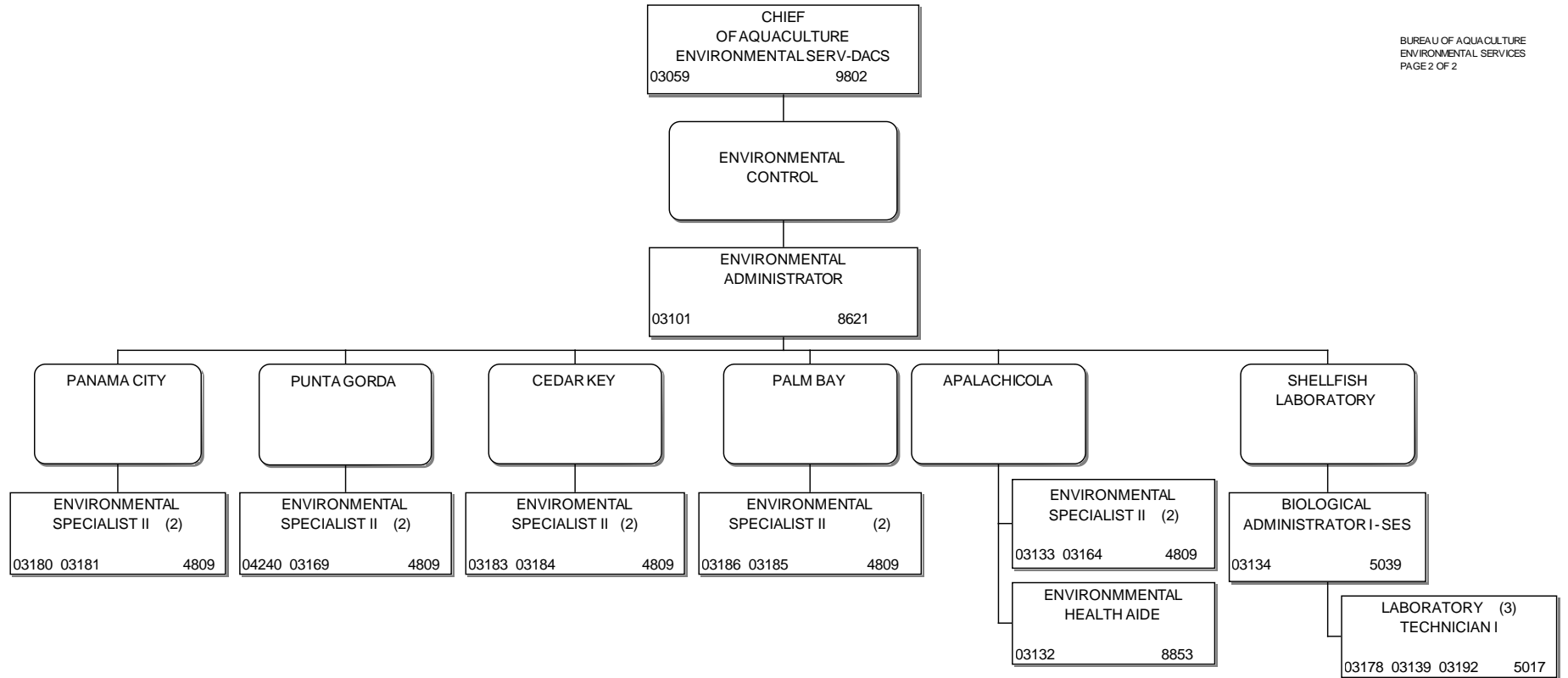
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PAGE 1 OF 2



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 06/24/2011

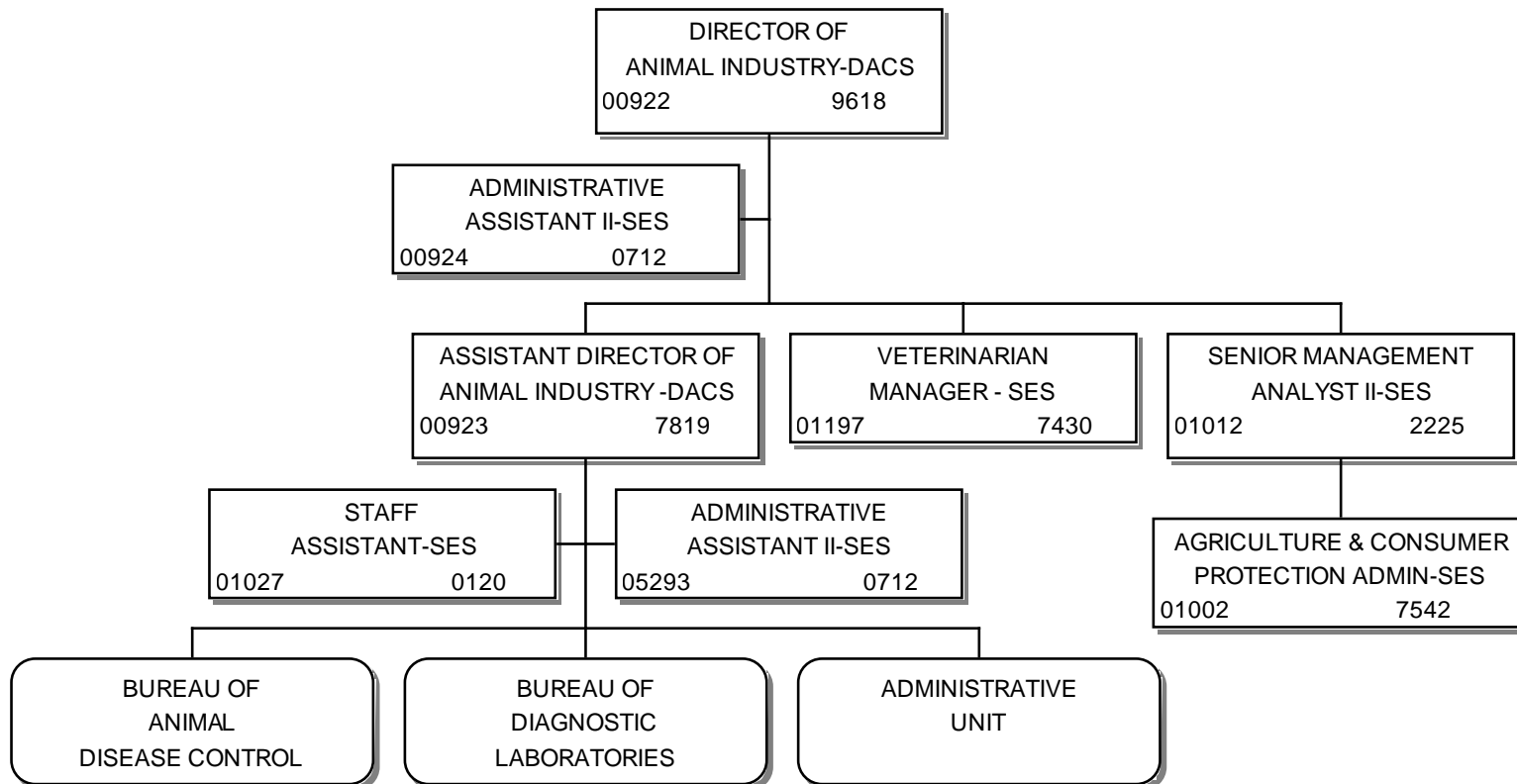
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BUREAU OF AQUACULTURE
ENVIRONMENTAL SERVICES
PAGE 2 OF 2



**DEPARTMENT OF AGRICULTURE
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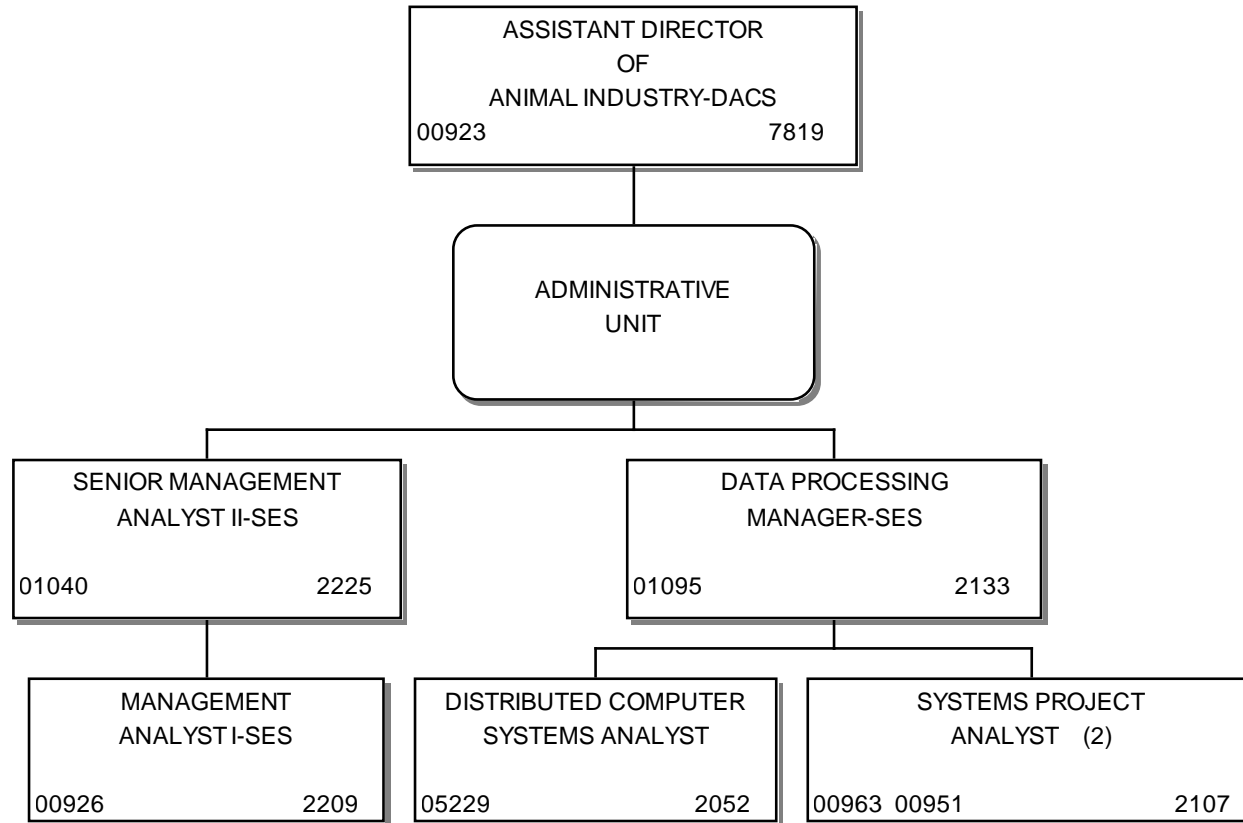
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PAGE 1 OF 2



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APPROVED DATE: 07/01/2011

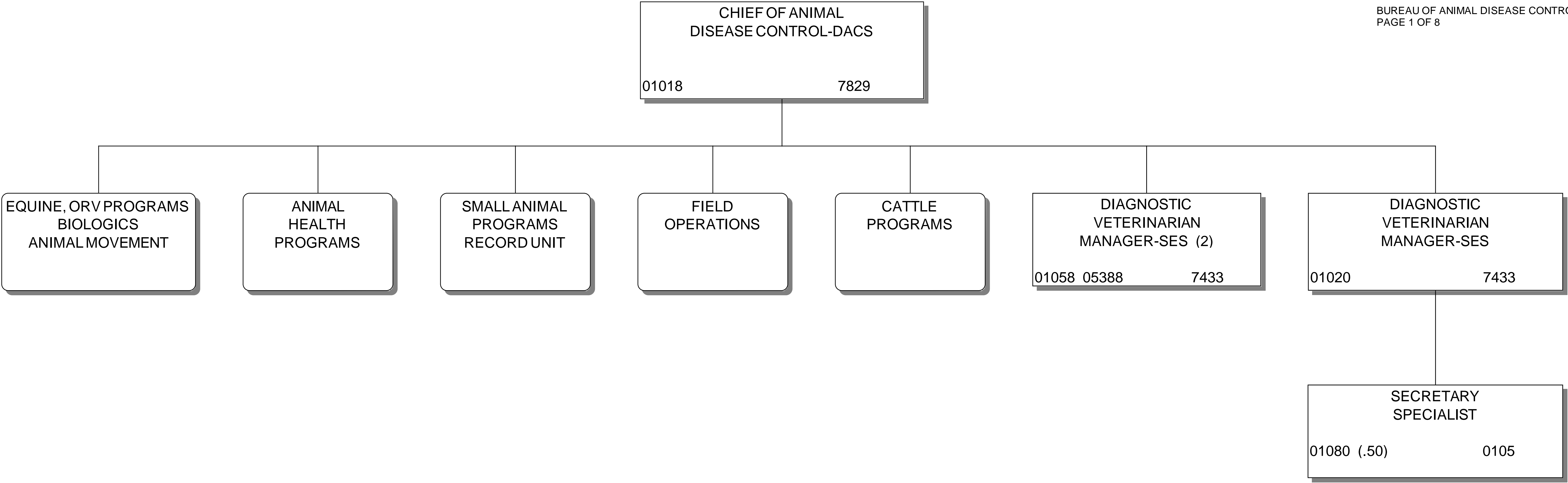
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DIRECTOR'S OFFICE
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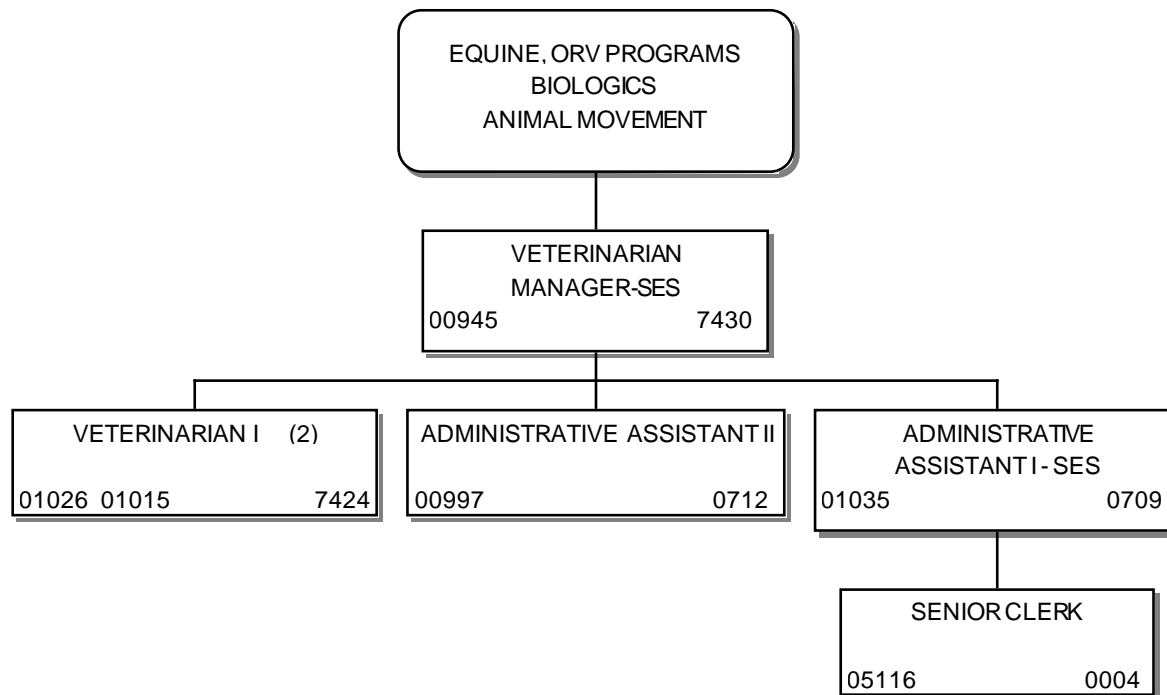
DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ANIMAL INDUSTRY



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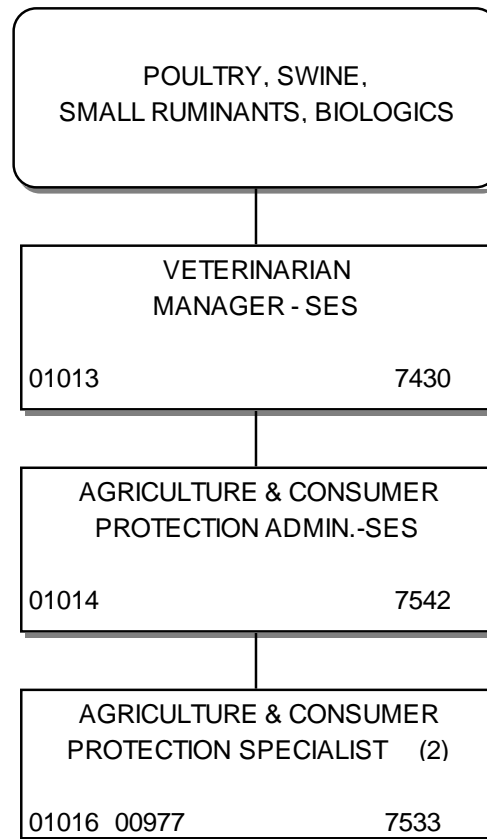
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PAGE 2 OF 8



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

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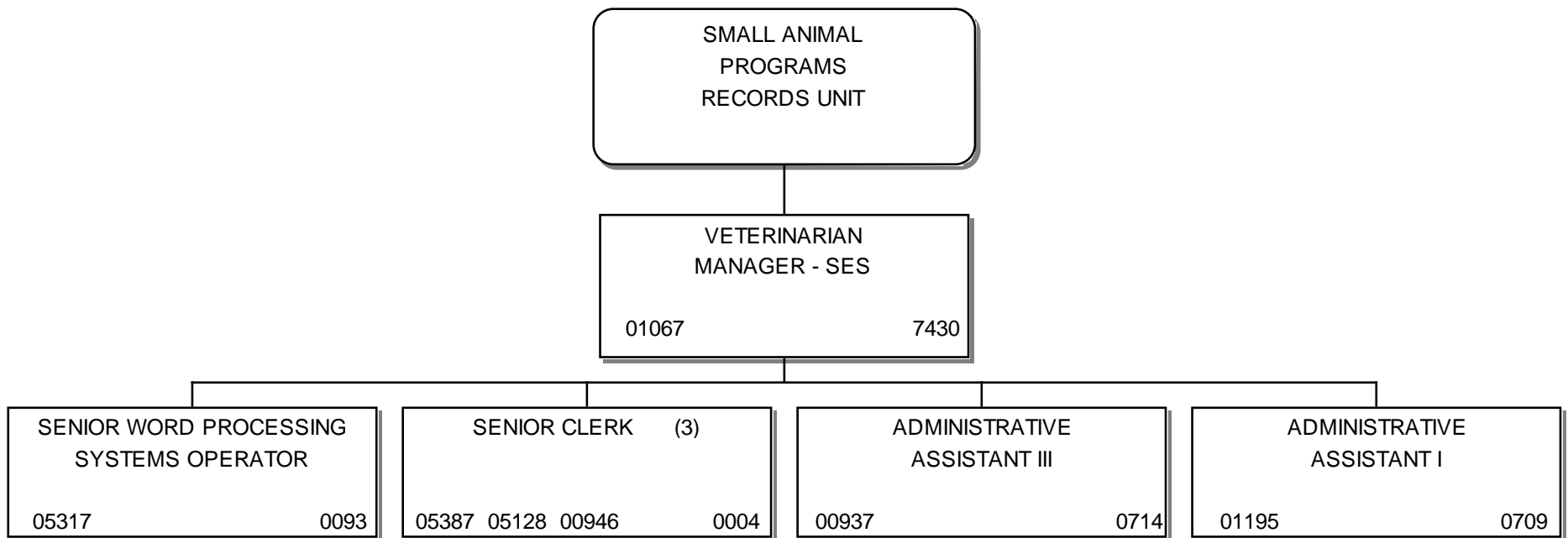
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CONTROL
PAGE 3 OF 8



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PERSONNEL MANAGEMENT
APPROVED DATE: 1/10/2011

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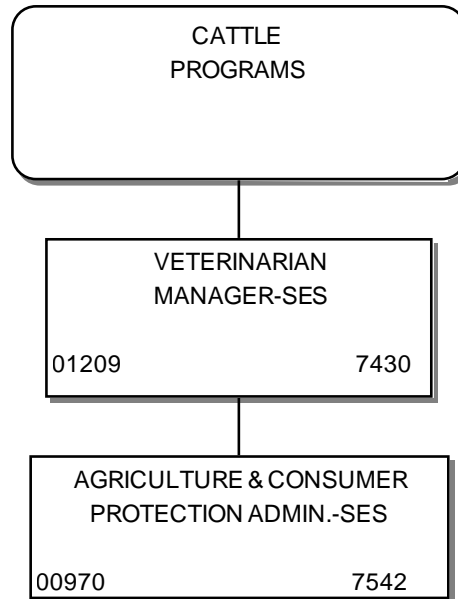
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PAGE 4 OF 8



DARICA HEWETT, CHIEF OF
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APPROVED DATE: 11/10/2010

**DEPARTMENT OF AGRICULTURE
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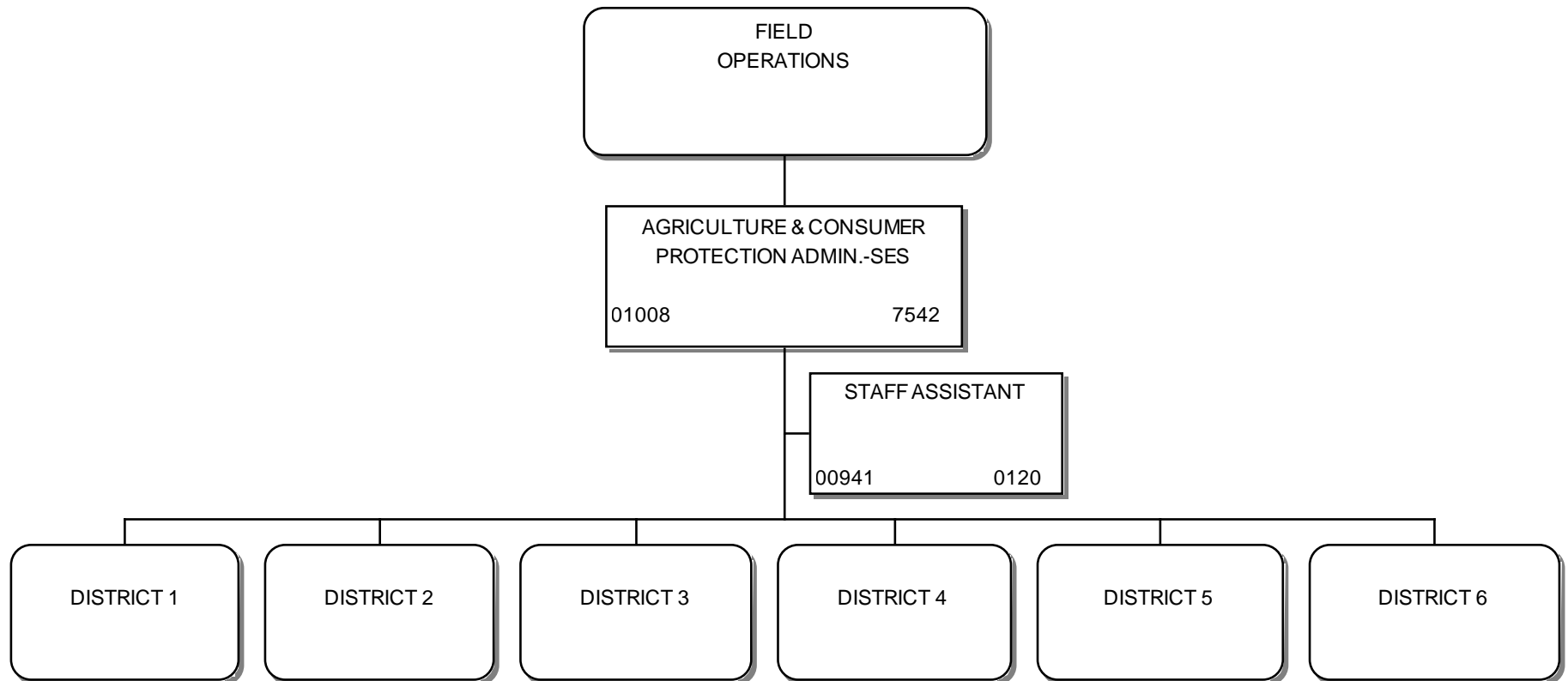
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PAGE 5 OF 8



DARICA HEWETT, CHIEF OF
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APPROVED DATE: 11/10/2010

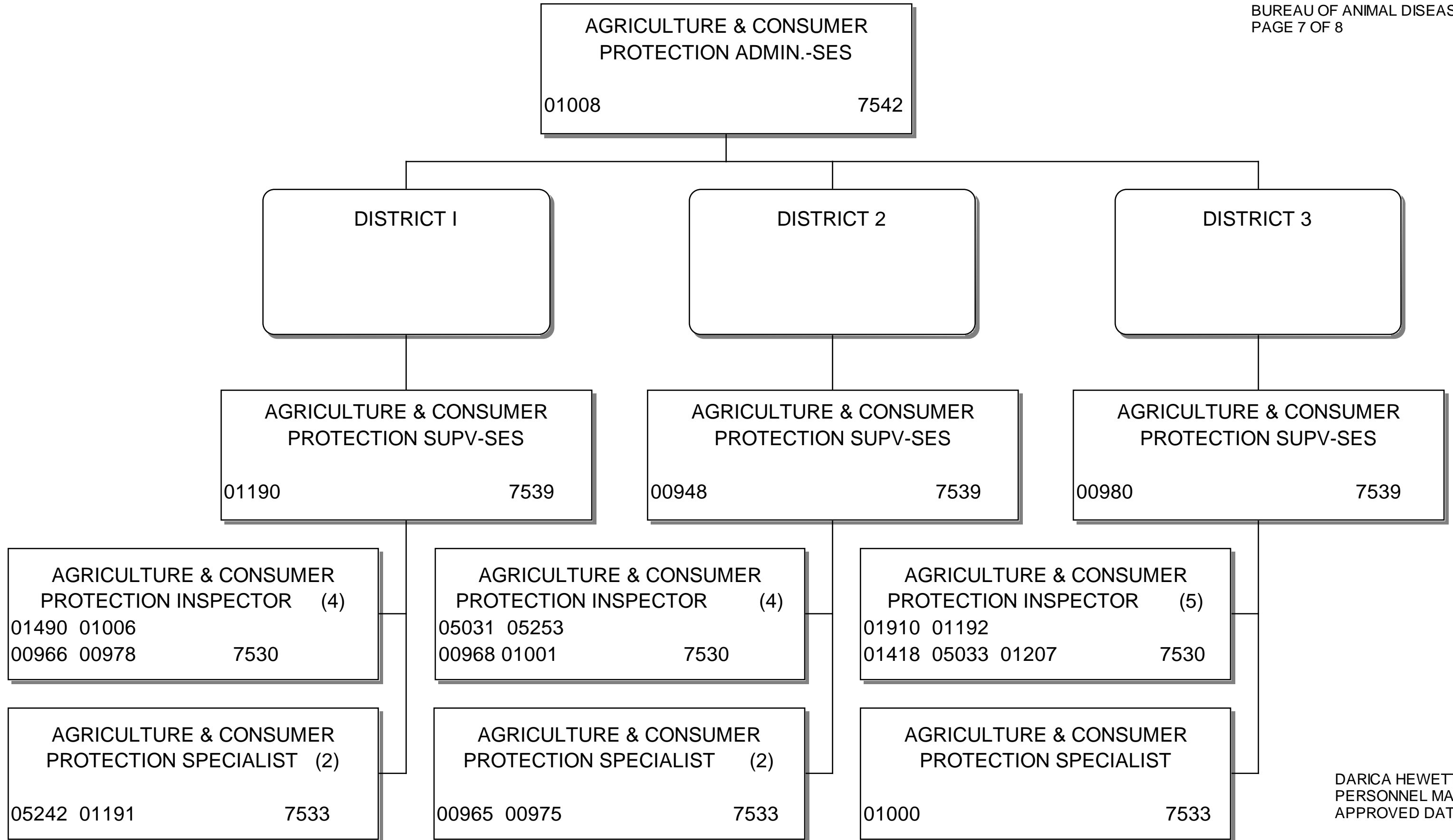
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BUREAU OF ANIMAL DISEASE CONTROL
PAGE 6 OF 8

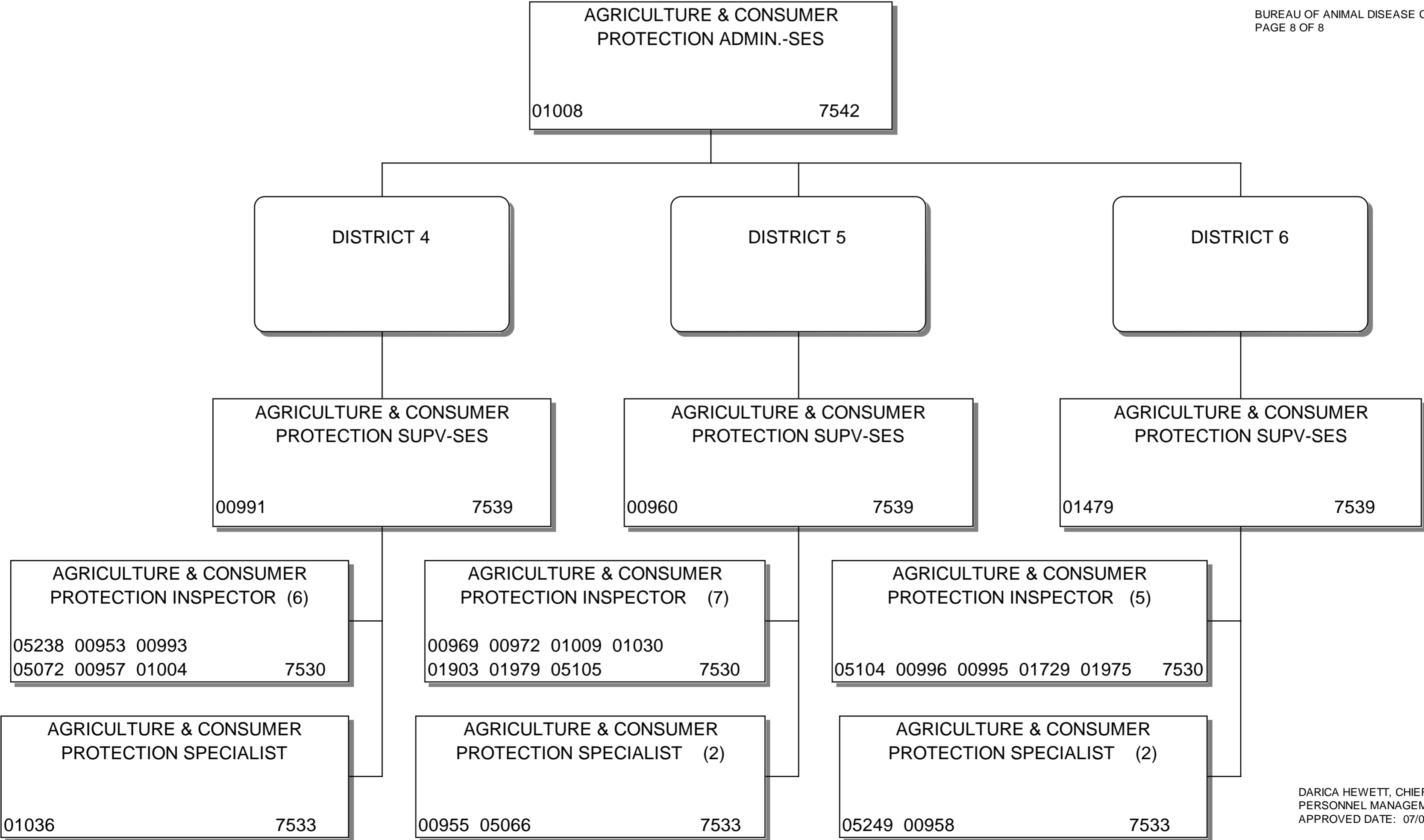


DARICA HEWETT, CHIEF OF
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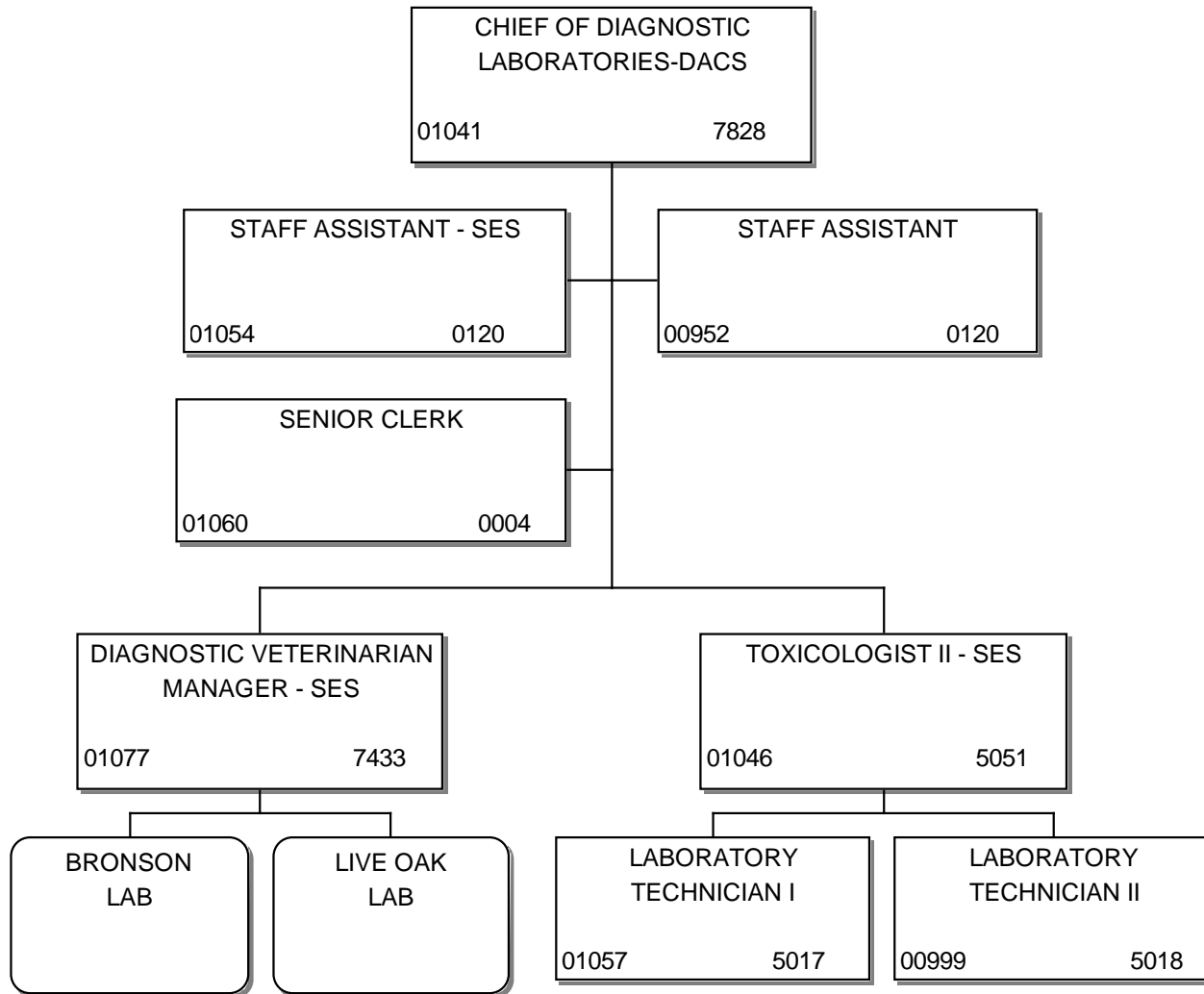
**DEPARTMENT OF AGRICULTURE
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DIVISION OF ANIMAL INDUSTRY**



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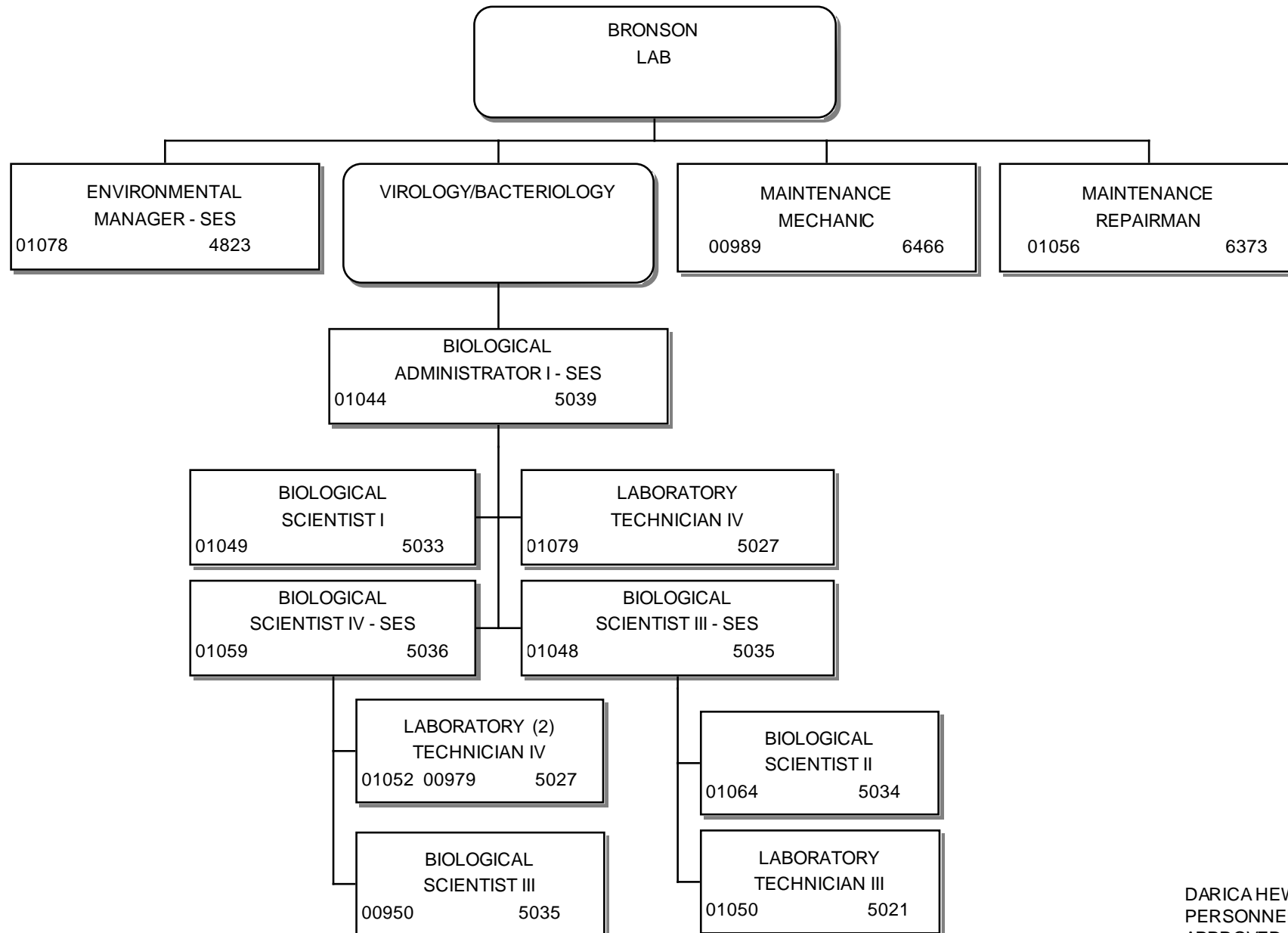


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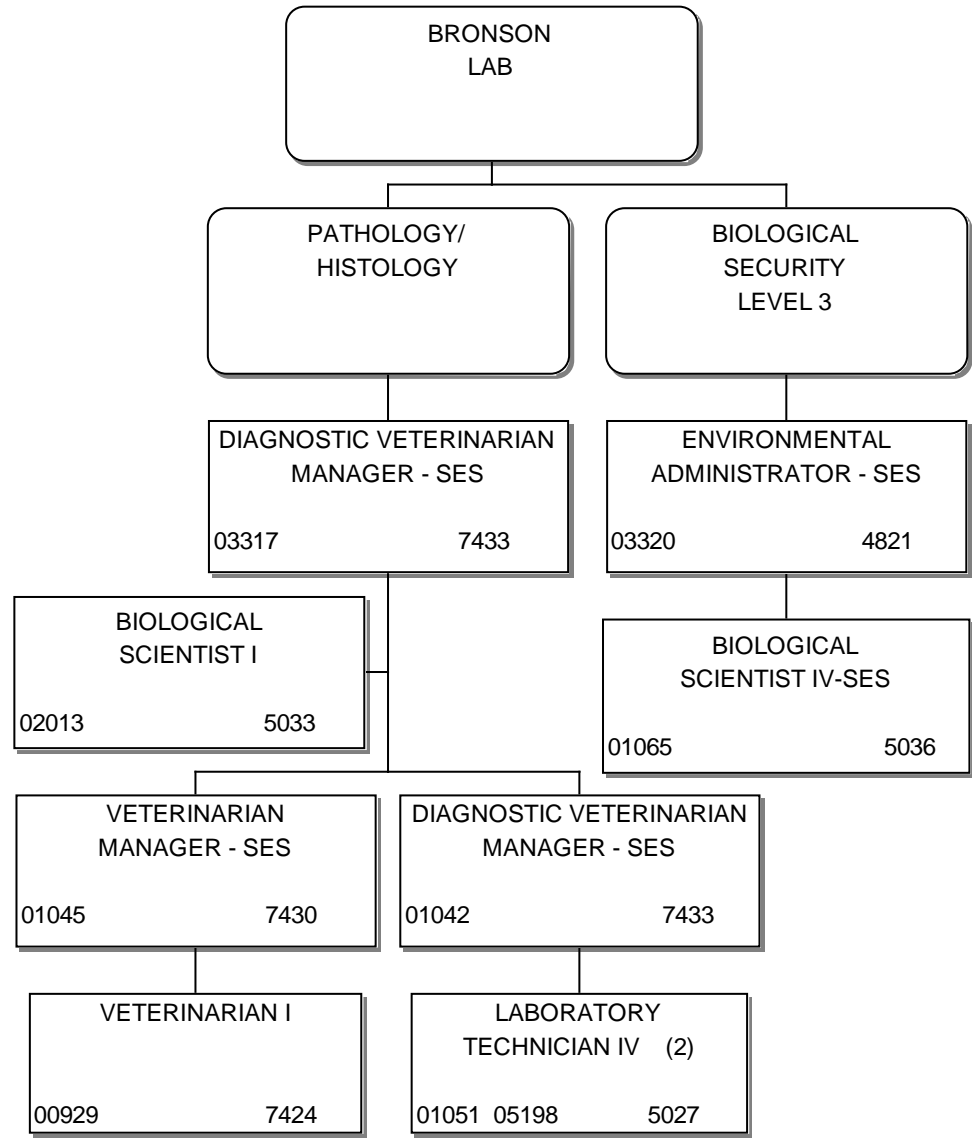


BUREAU OF DIAGNOSTIC
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PAGE 1 OF 4

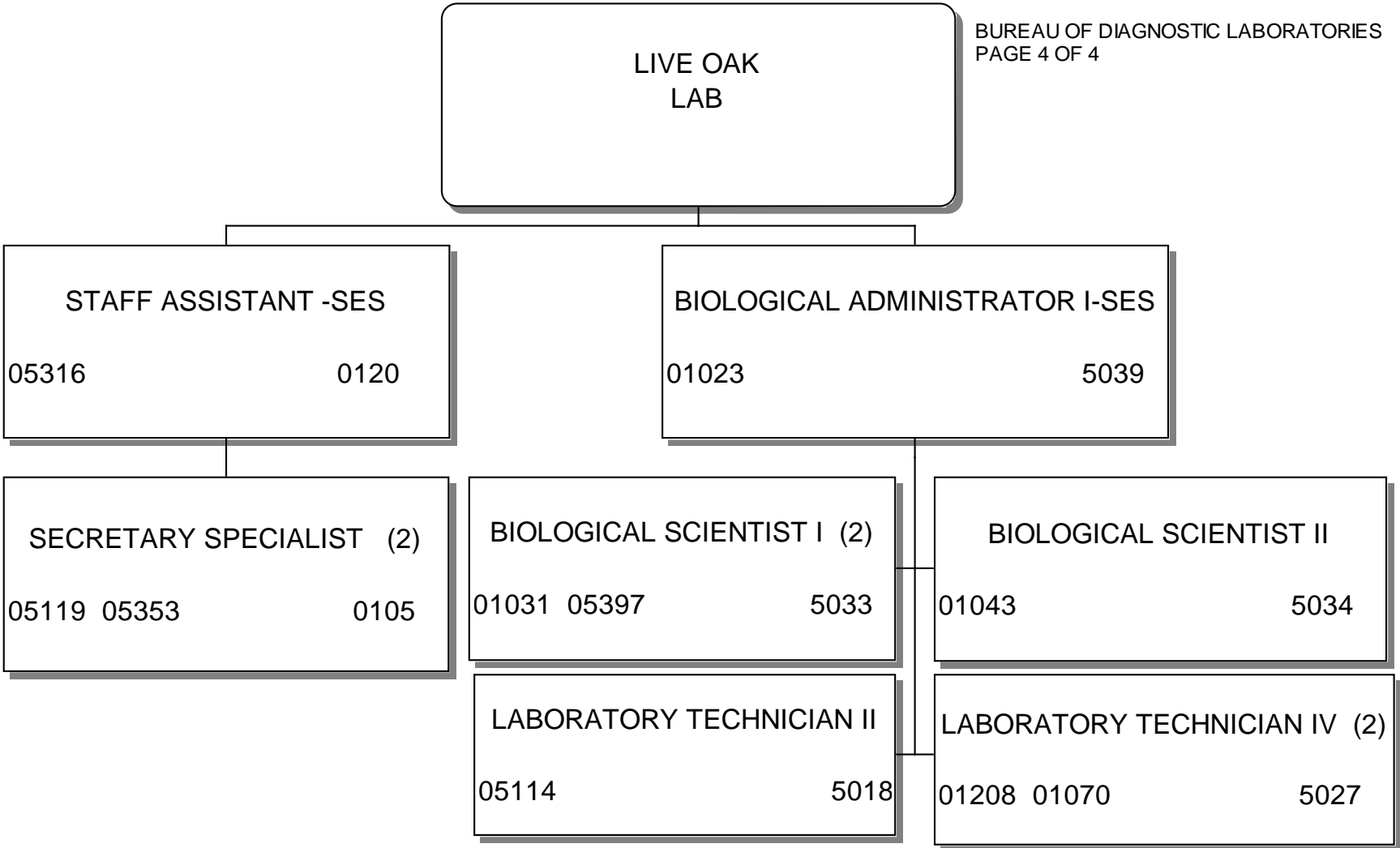
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AND CONSUMER SERVICES
DIVISION OF ANIMAL INDUSTRY**



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DIVISION OF ANIMAL INDUSTRY**



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DIVISION OF ANIMAL INDUSTRY**

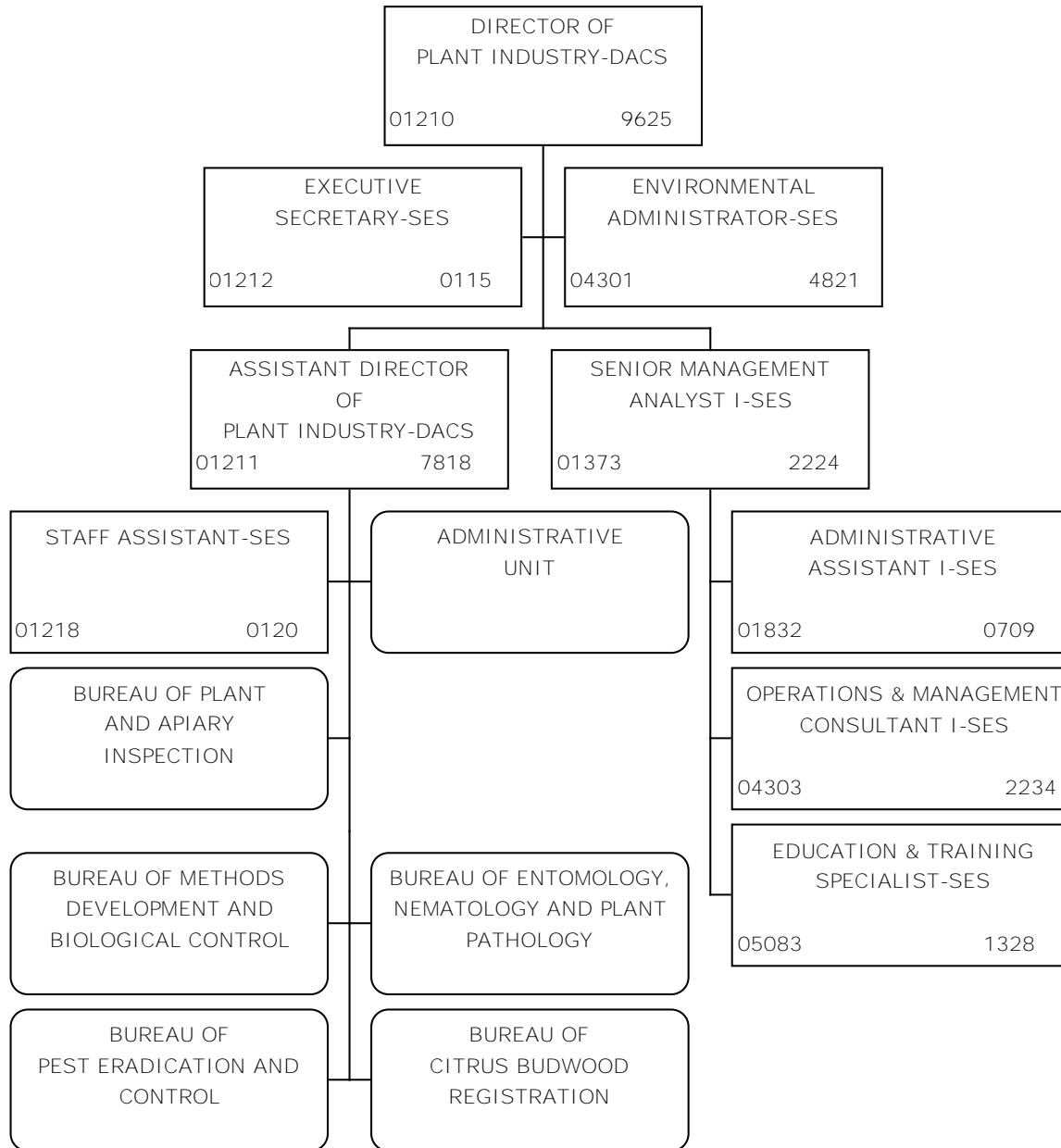


BUREAU OF DIAGNOSTIC LABORATORIES
PAGE 4 OF 4

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

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DIVISION OF PLANT INDUSTRY**

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F.T.E. 346
PAGE 1 OF 3

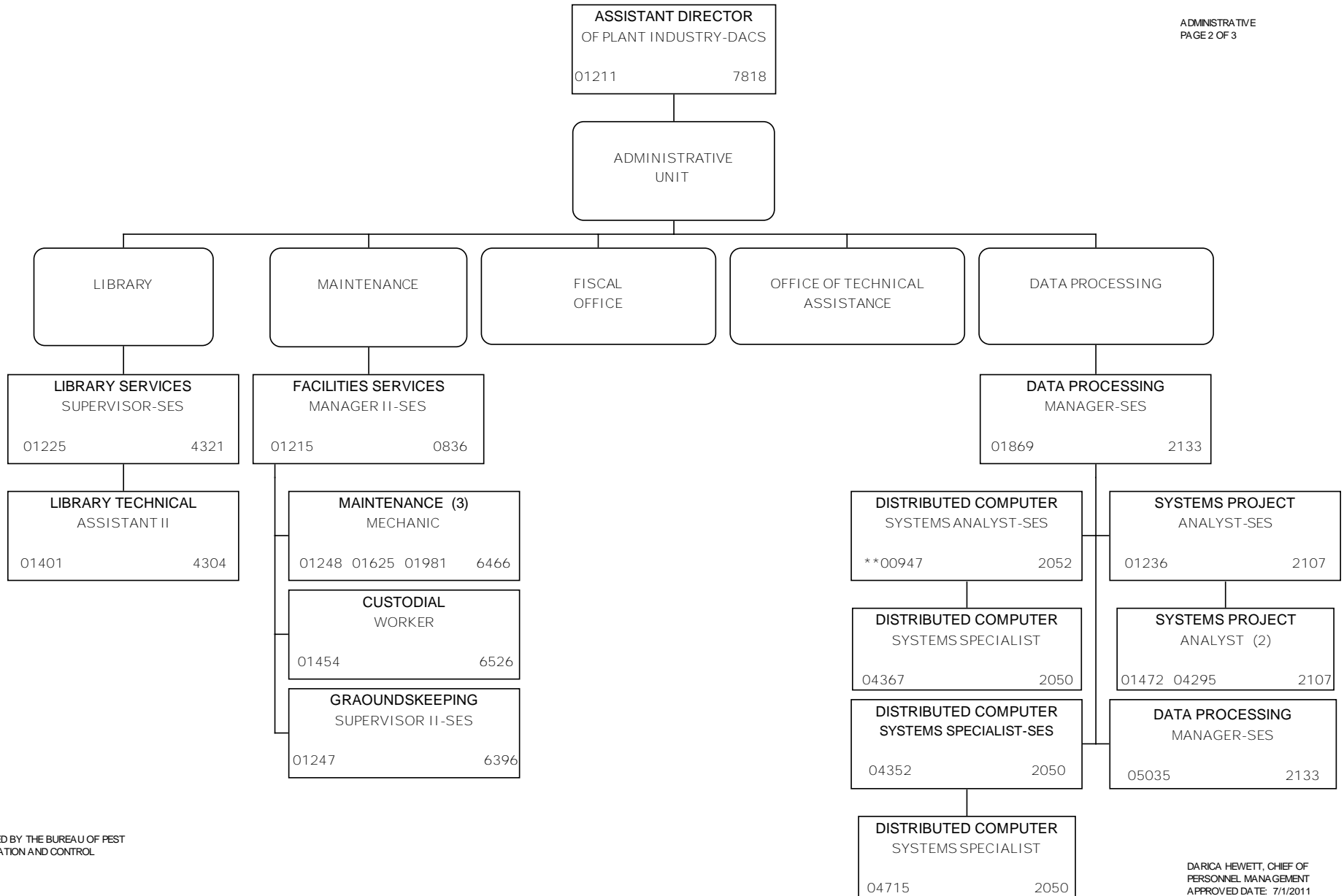


*FUNDED FROM BUREAU OF PLANT AND APIARY

DARICA HEWETT, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF PLANT INDUSTRY

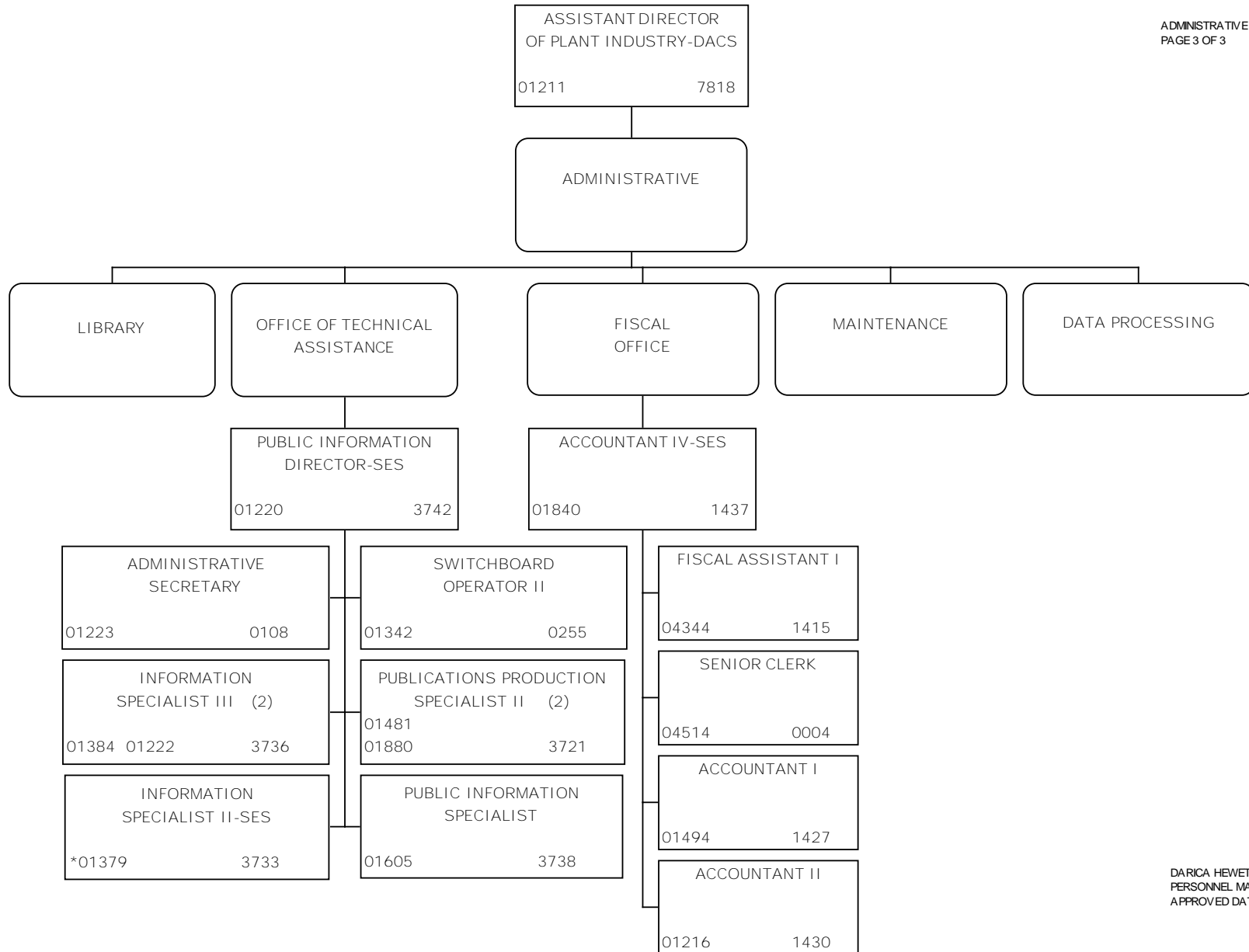
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PAGE 2 OF 3



**FUNDED BY THE BUREAU OF PEST
ERADICATION AND CONTROL

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF PLANT INDUSTRY

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PAGE 3 OF 3

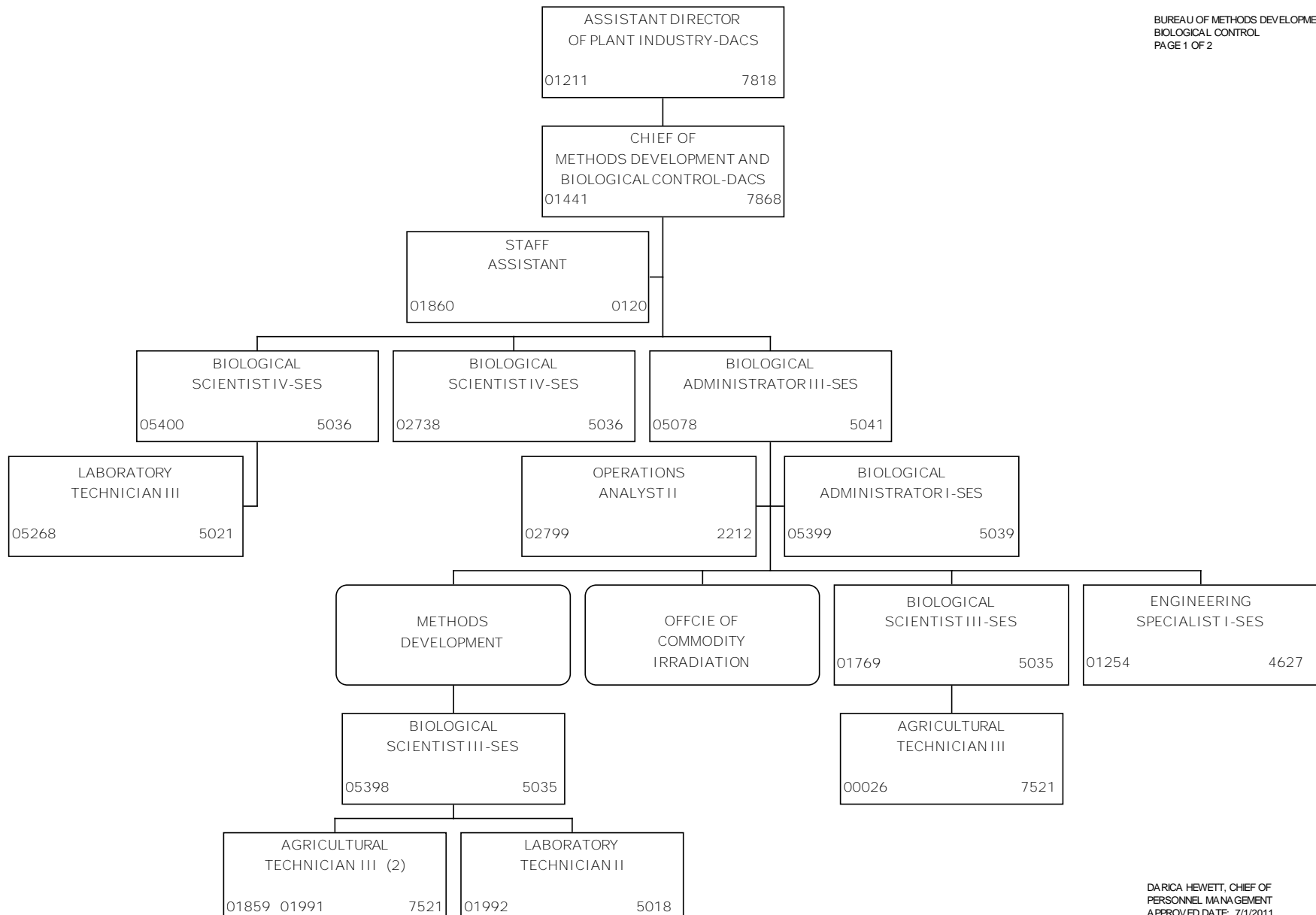


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AND CONTROL

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

**DEPARTMENT OF AGRICULTURE
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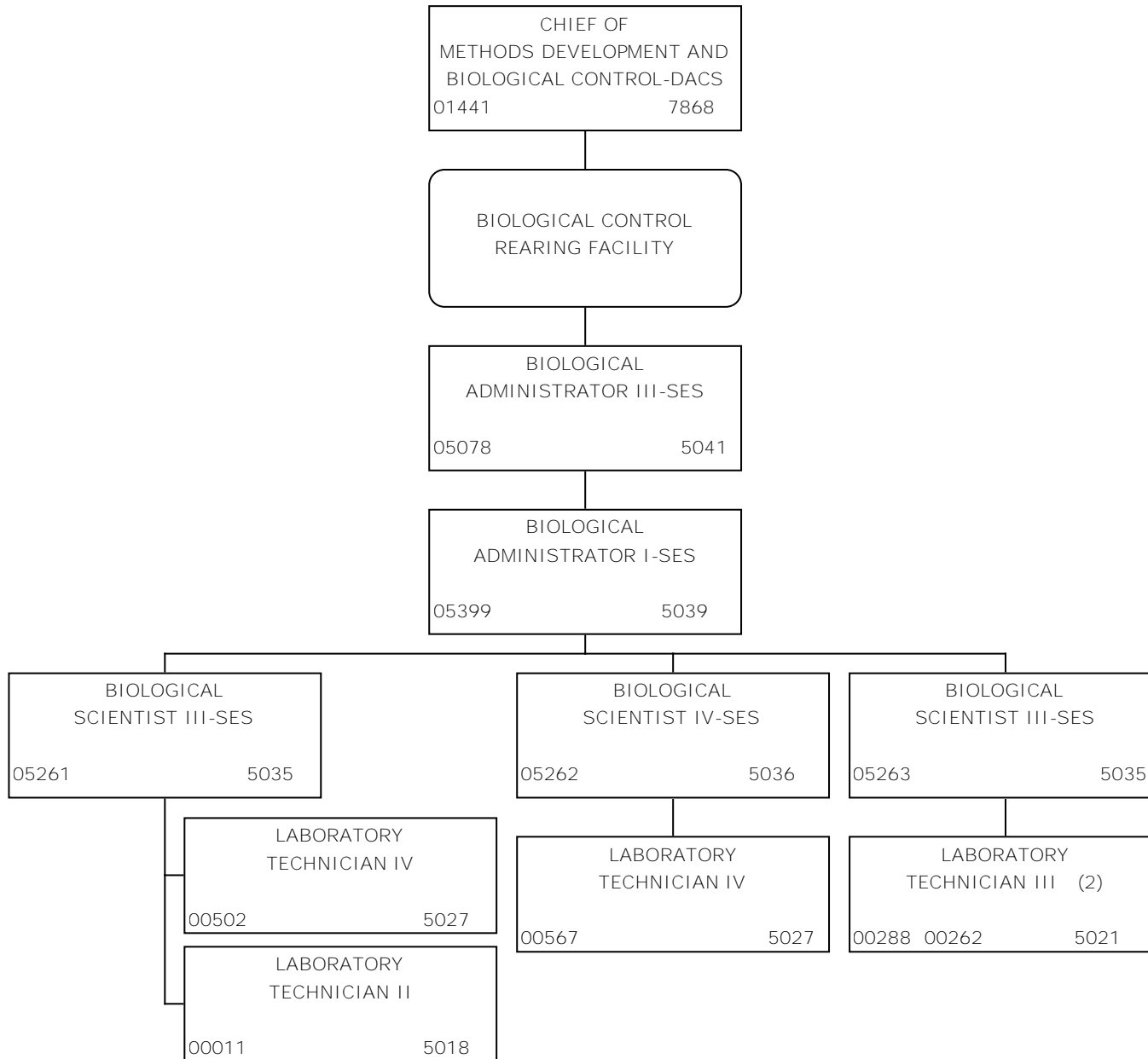
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BIOLOGICAL CONTROL
PAGE 1 OF 2



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2011

**DEPARTMENT OF AGRICULTURE
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DIVISION OF PLANT INDUSTRY**

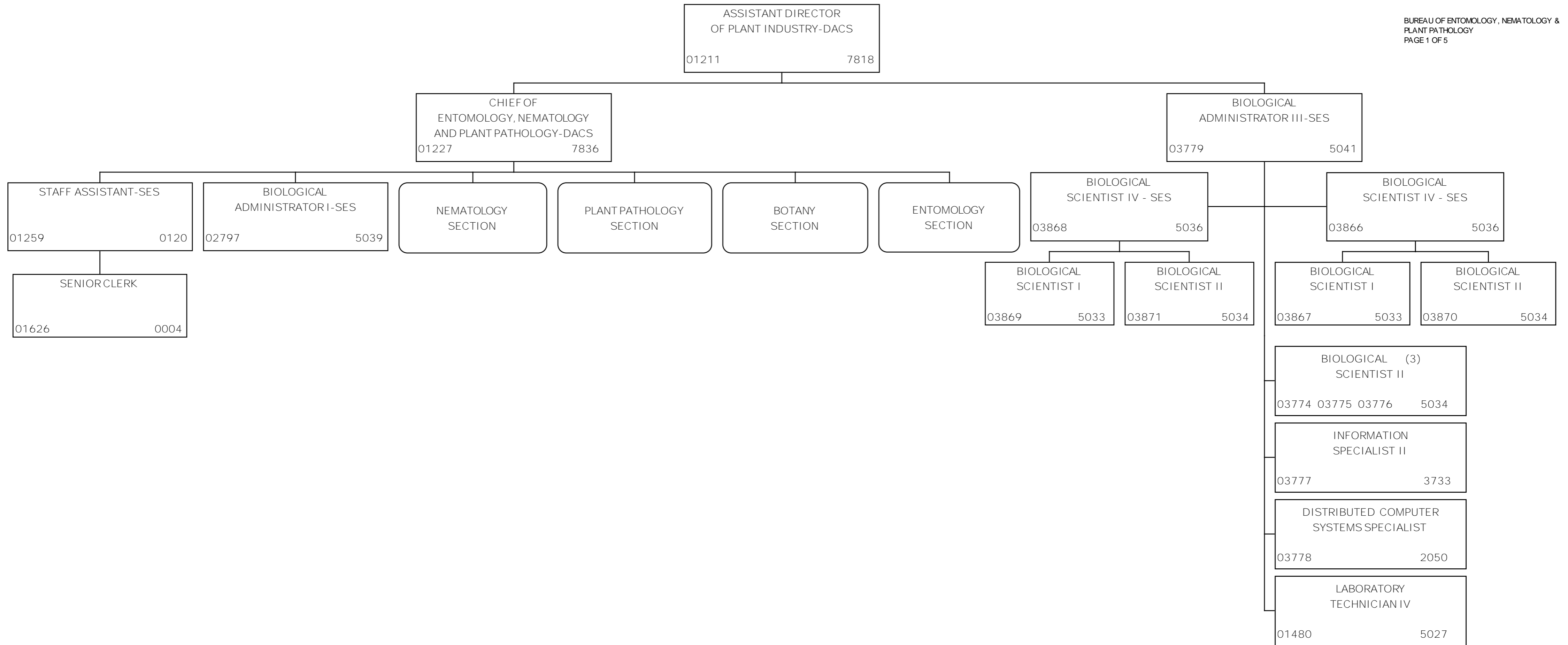
BUREAU OF METHODS DEVELOPMENT
AND BIOLOGICAL CONTROL
PAGE 2 OF 2



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

**DEPARTMENT OF AGRICULTURE
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DIVISION OF PLANT INDUSTRY**

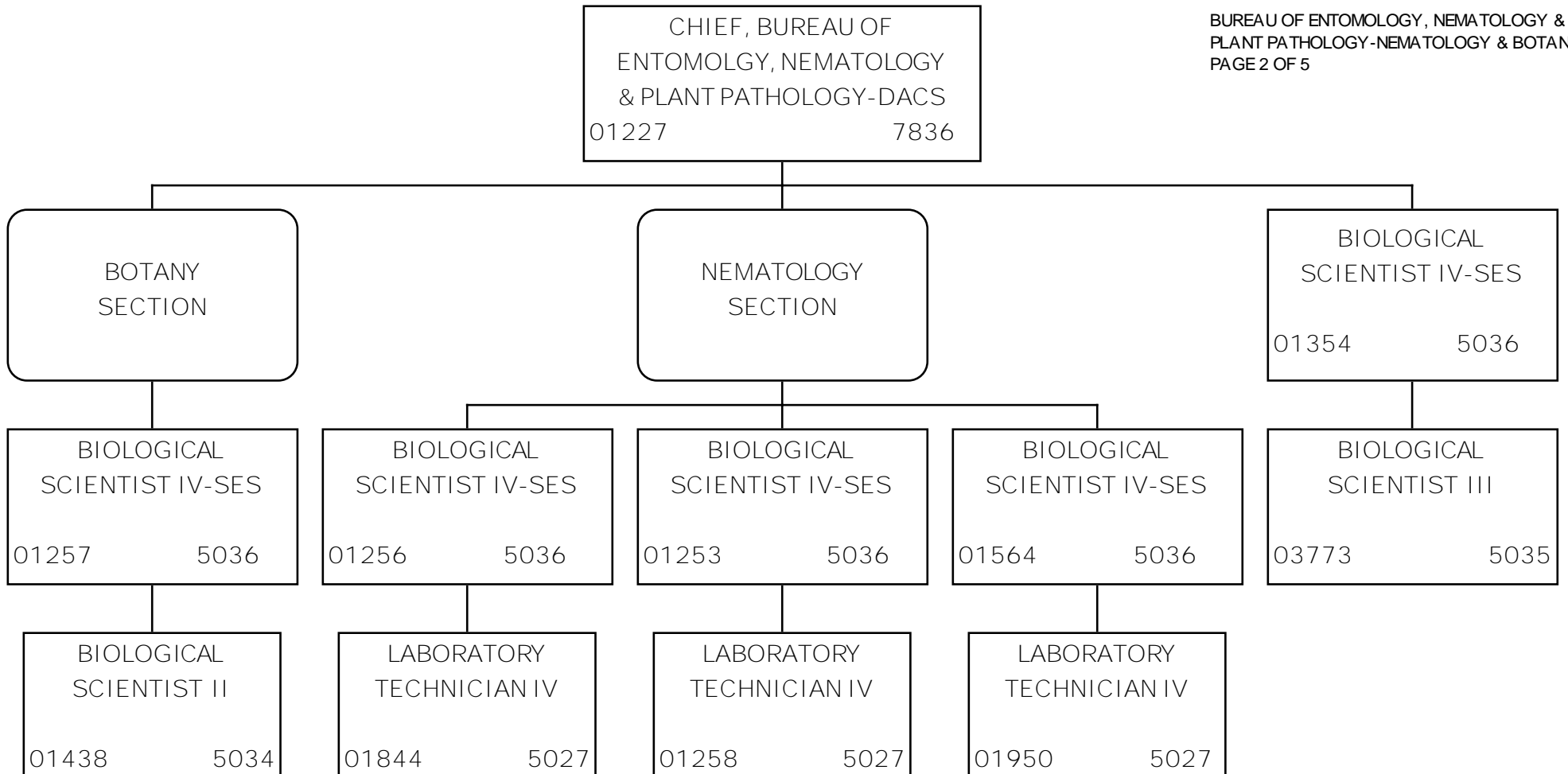
BUREAU OF ENTOMOLOGY, NEMATOLOGY &
PLANT PATHOLOGY
PAGE 1 OF 5



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

**DEPARTMENT OF AGRICULTURE
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DIVISION OF PLANT INDUSTRY**

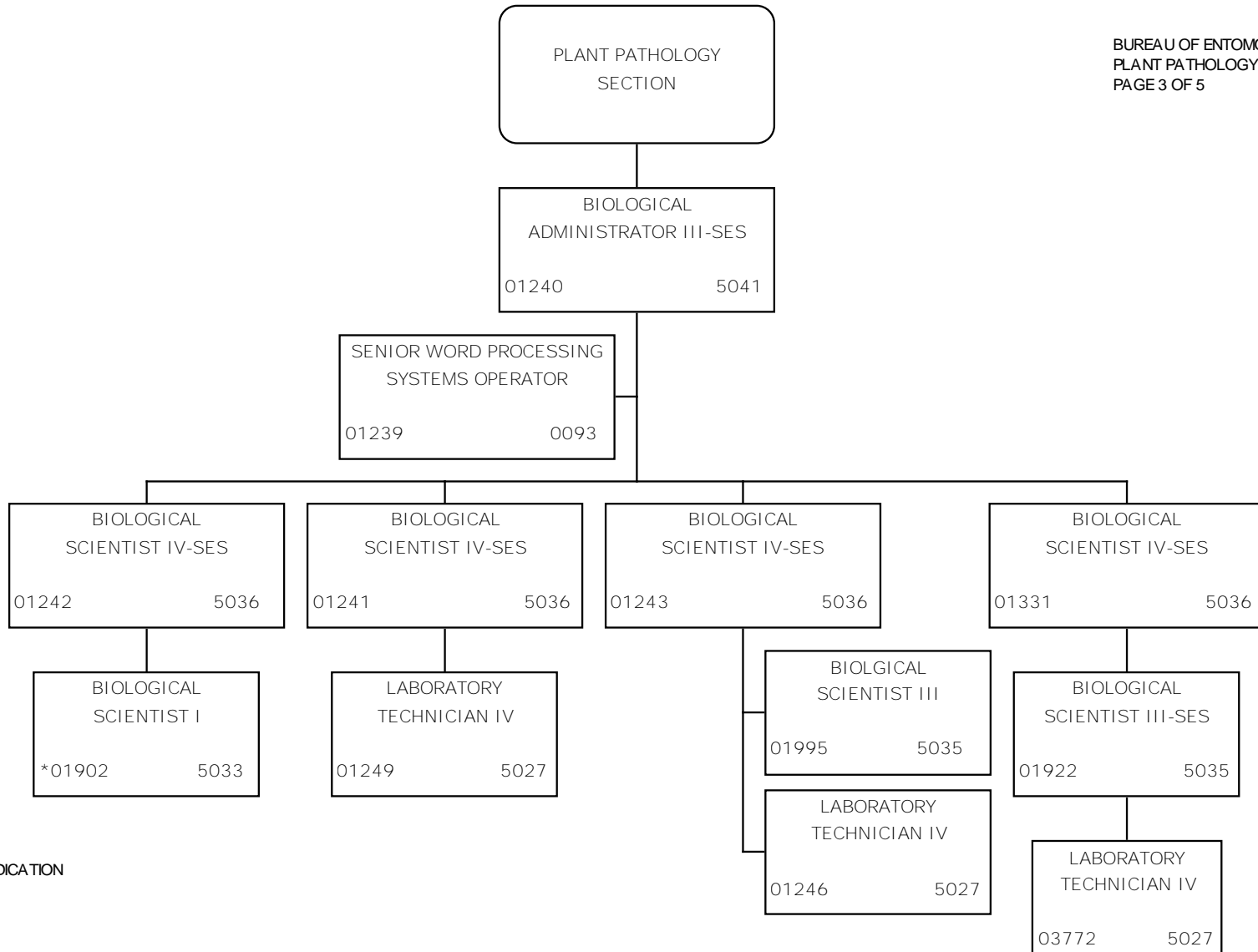
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PAGE 2 OF 5



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2011

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**

BUREAU OF ENTOMOLOGY, NEMATOLOGY &
PLANT PATHOLOGY-PLANT PATHOLOGY SECTION
PAGE 3 OF 5

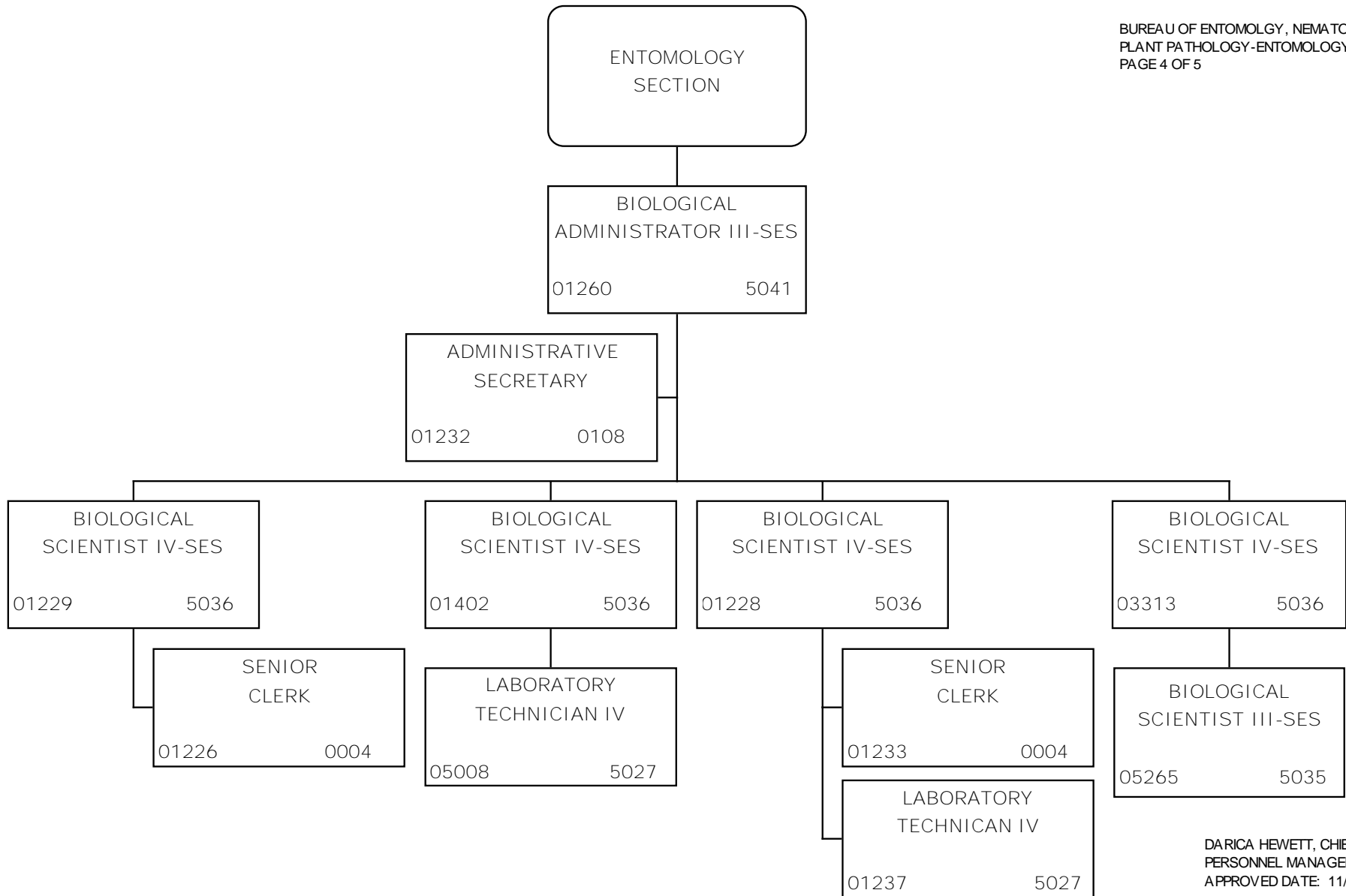


*FUNDED FROM PEST ERADICATION
AND CONTROL

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2011

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**

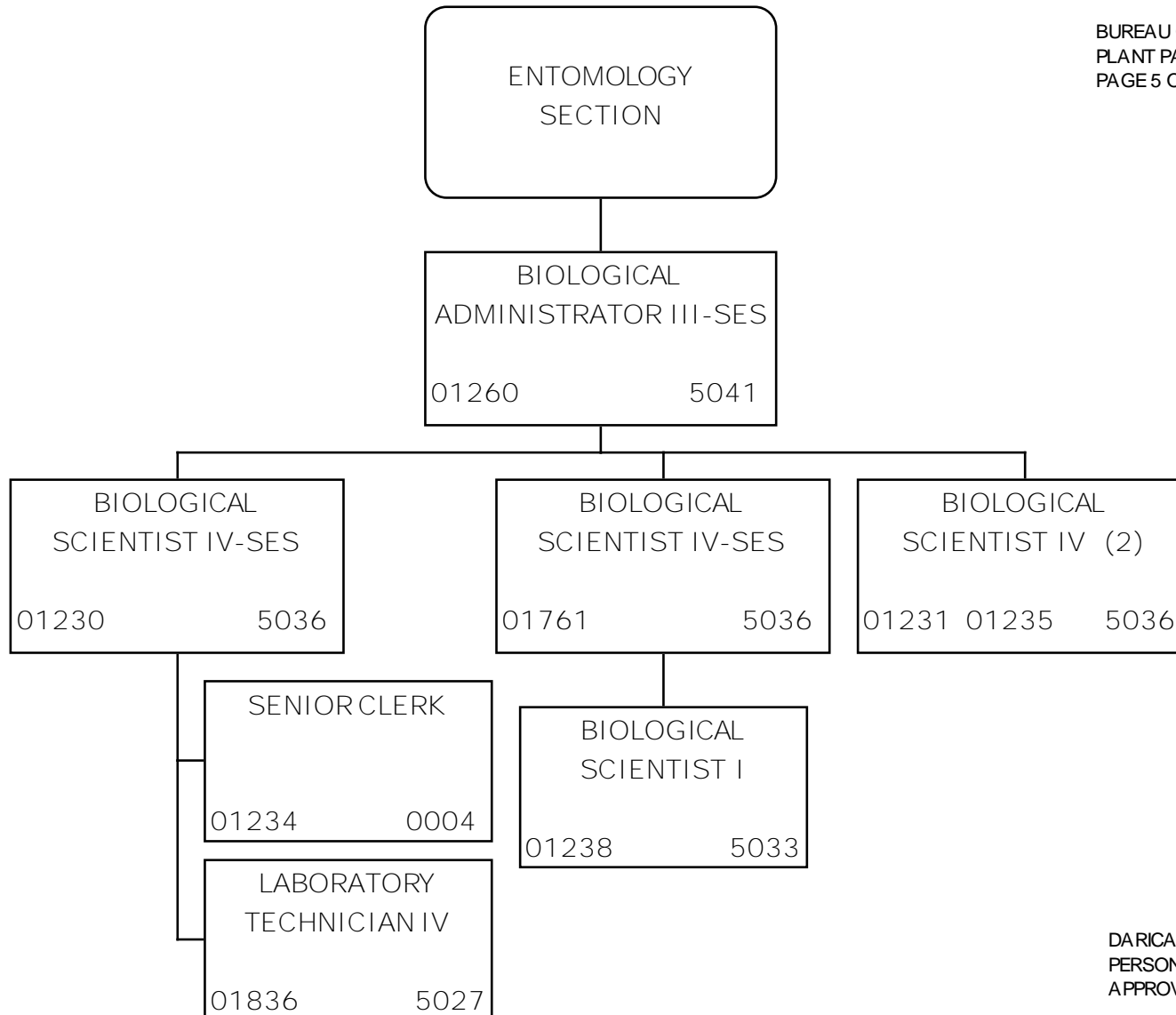
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PAGE 4 OF 5



DARICA HEWETT, CHIEF OF
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APPROVED DATE: 11/10/2010

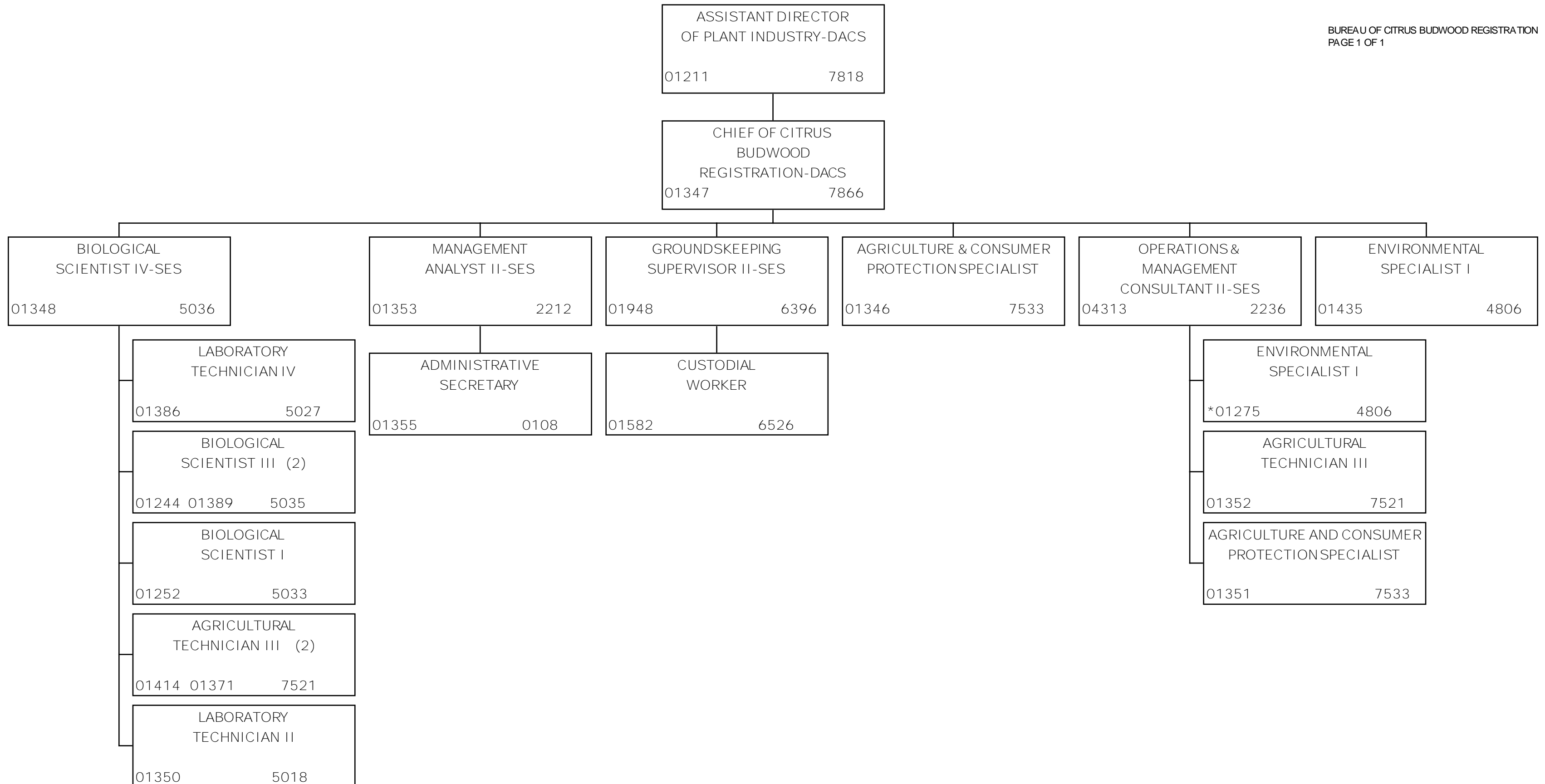
**DEPARTMENT OF AGRICULTURE
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DIVISION OF PLANT INDUSTRY**

BUREAU OF ENTOMOLOGY, NEMATOLOGY &
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PAGE 5 OF 5



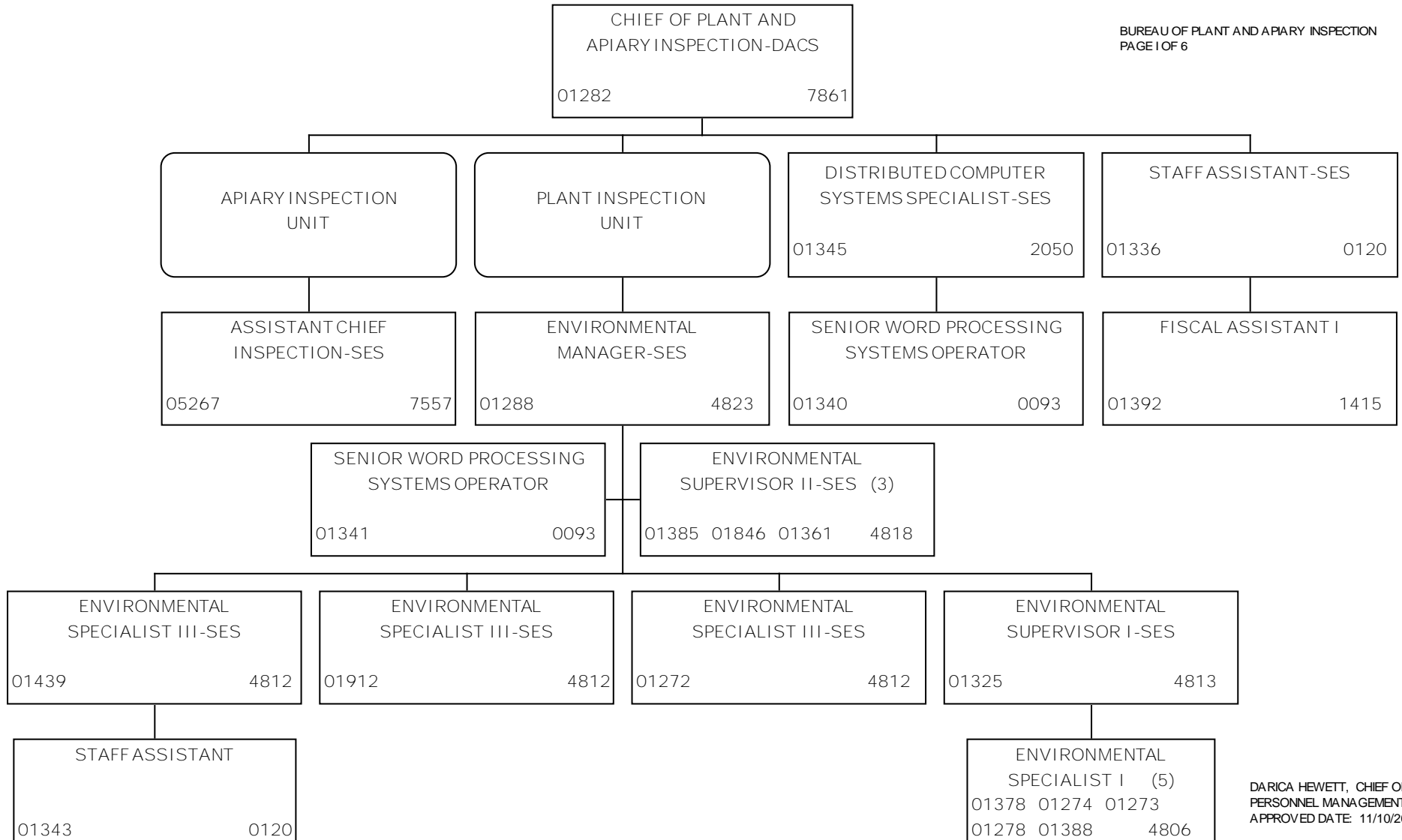
DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

**DEPARTMENT OF AGRICULTURE
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DIVISION OF PLANT INDUSTRY**



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DIVISION OF PLANT INDUSTRY**

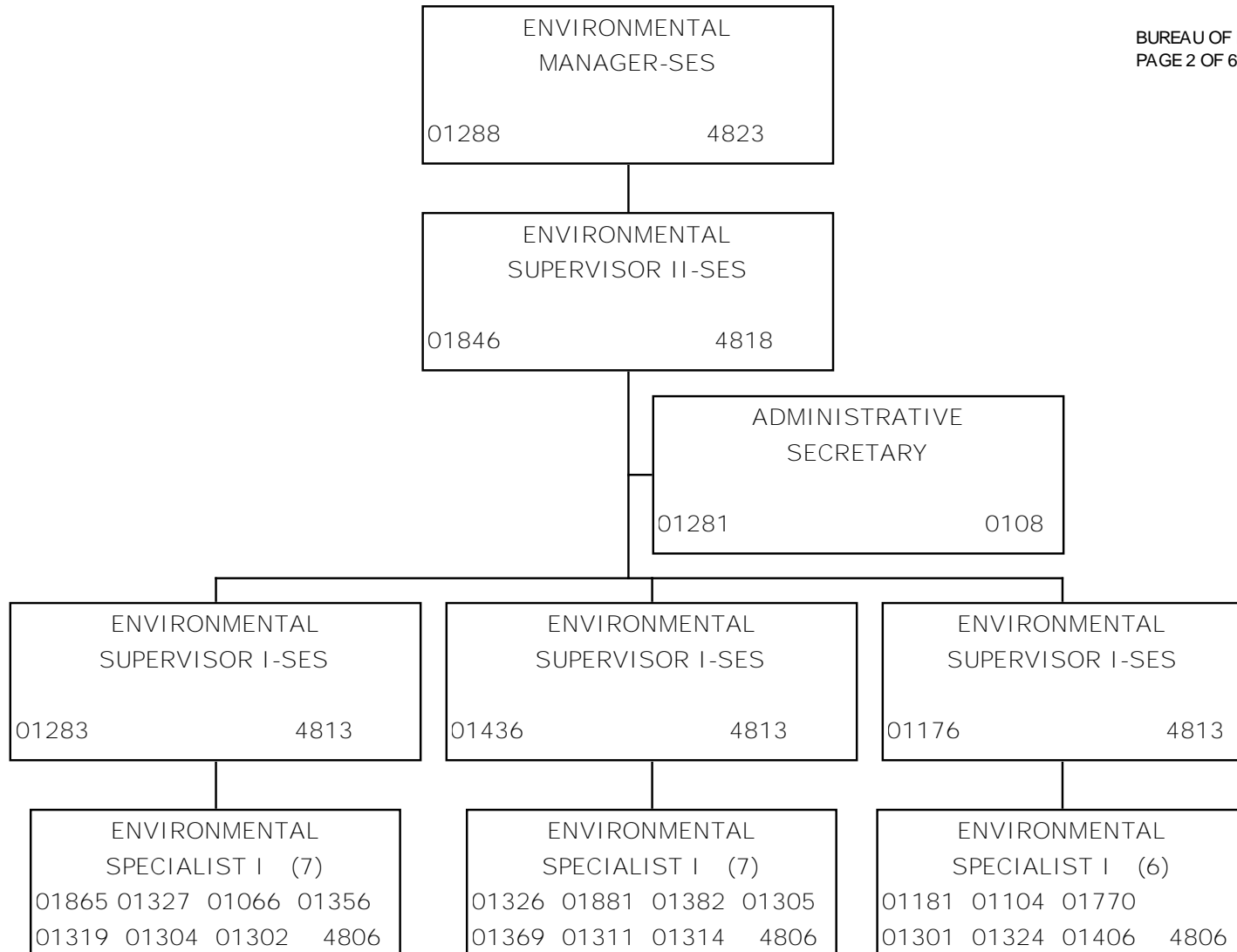
BUREAU OF PLANT AND APIARY INSPECTION
PAGE 1 OF 6



DARICA HEWETT, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

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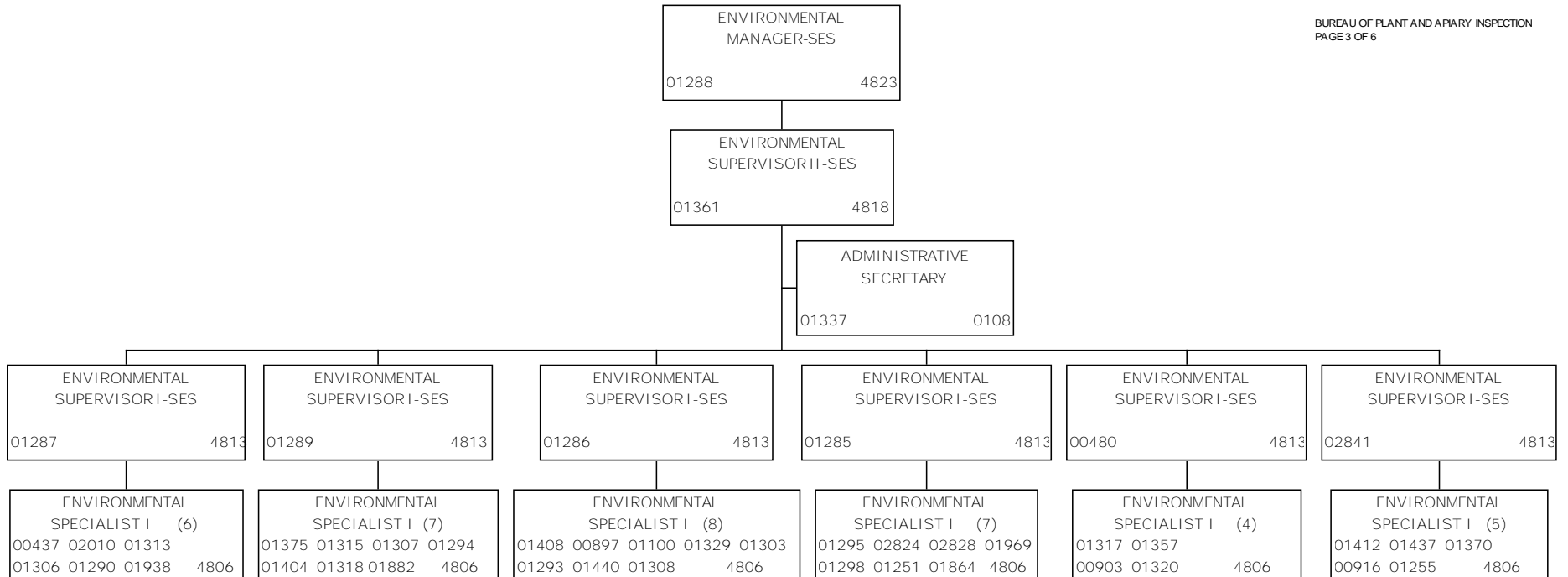
BUREAU OF PLANT AND APIARY INSPECTION
PAGE 2 OF 6



DARICA HEWETT,
CHIEF OF
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APPROVED DATE:
7/1/2011

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DIVISION OF PLANT INDUSTRY**

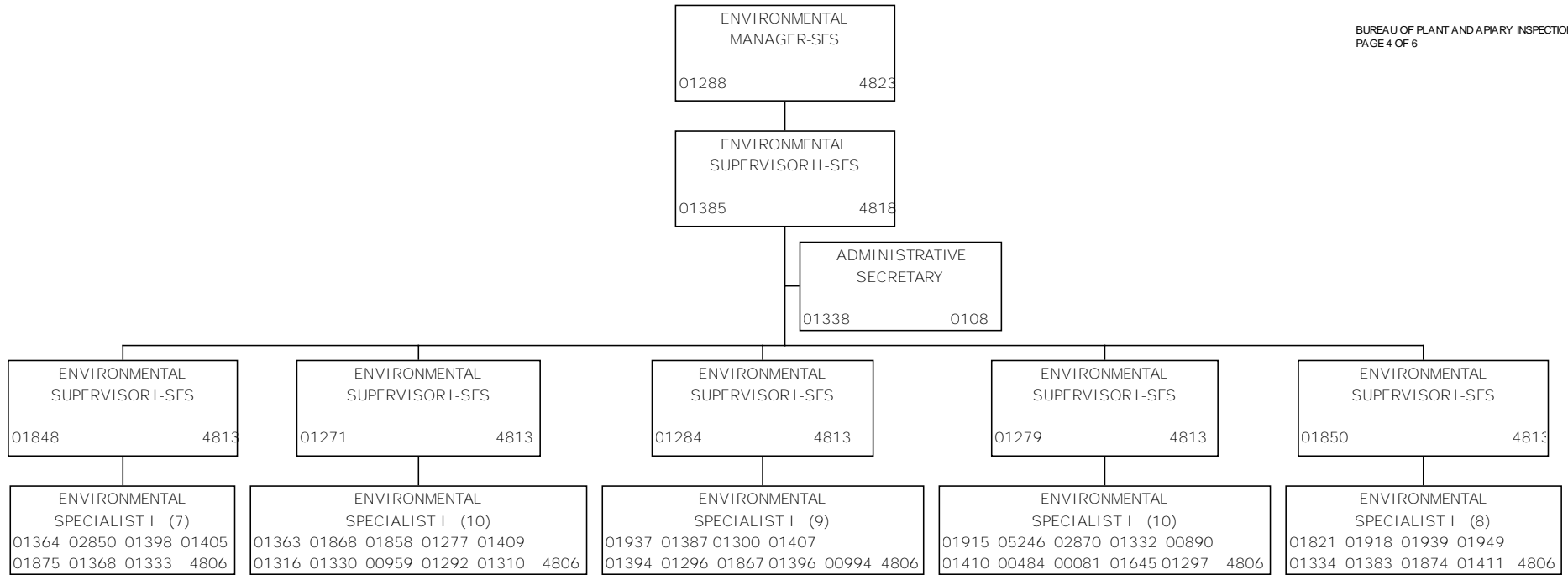
BUREAU OF PLANT AND APARY INSPECTION
PAGE 3 OF 6



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2011

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AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**

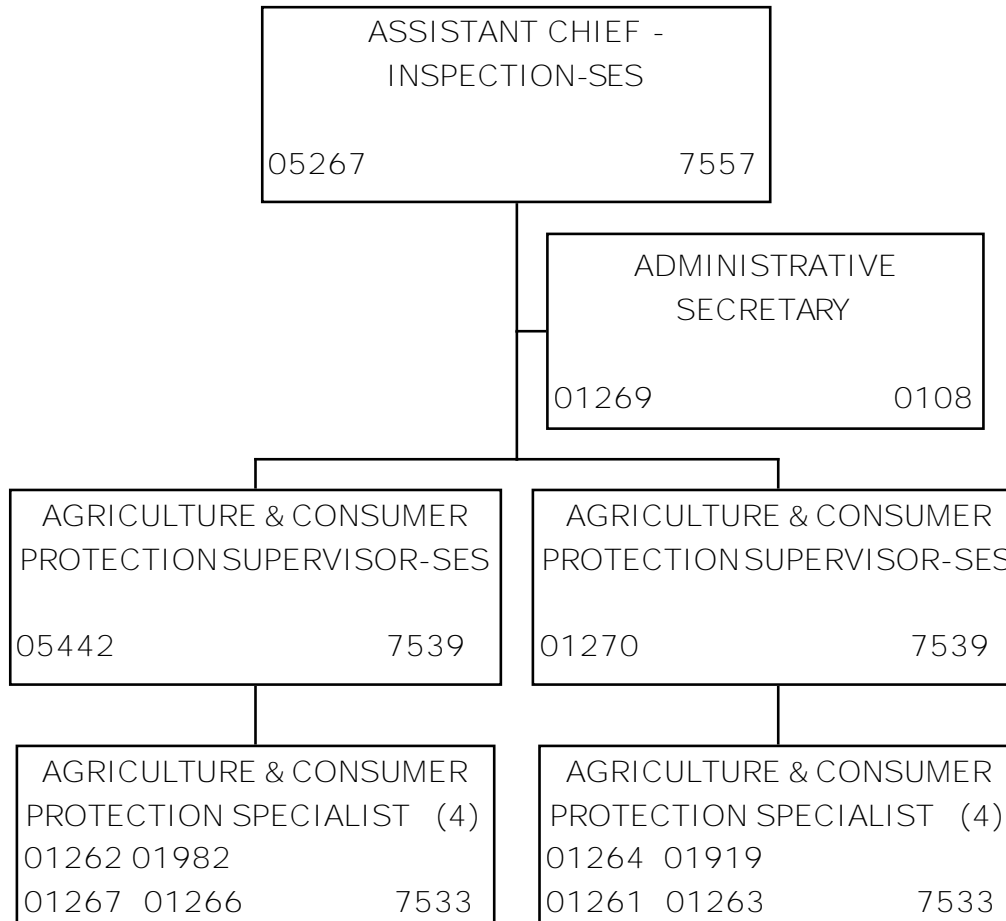
BUREAU OF PLANT AND APARY INSPECTION
PAGE 4 OF 6



DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

**DEPARTMENT OF AGRICULTURE
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DIVISION OF PLANT INDUSTRY**

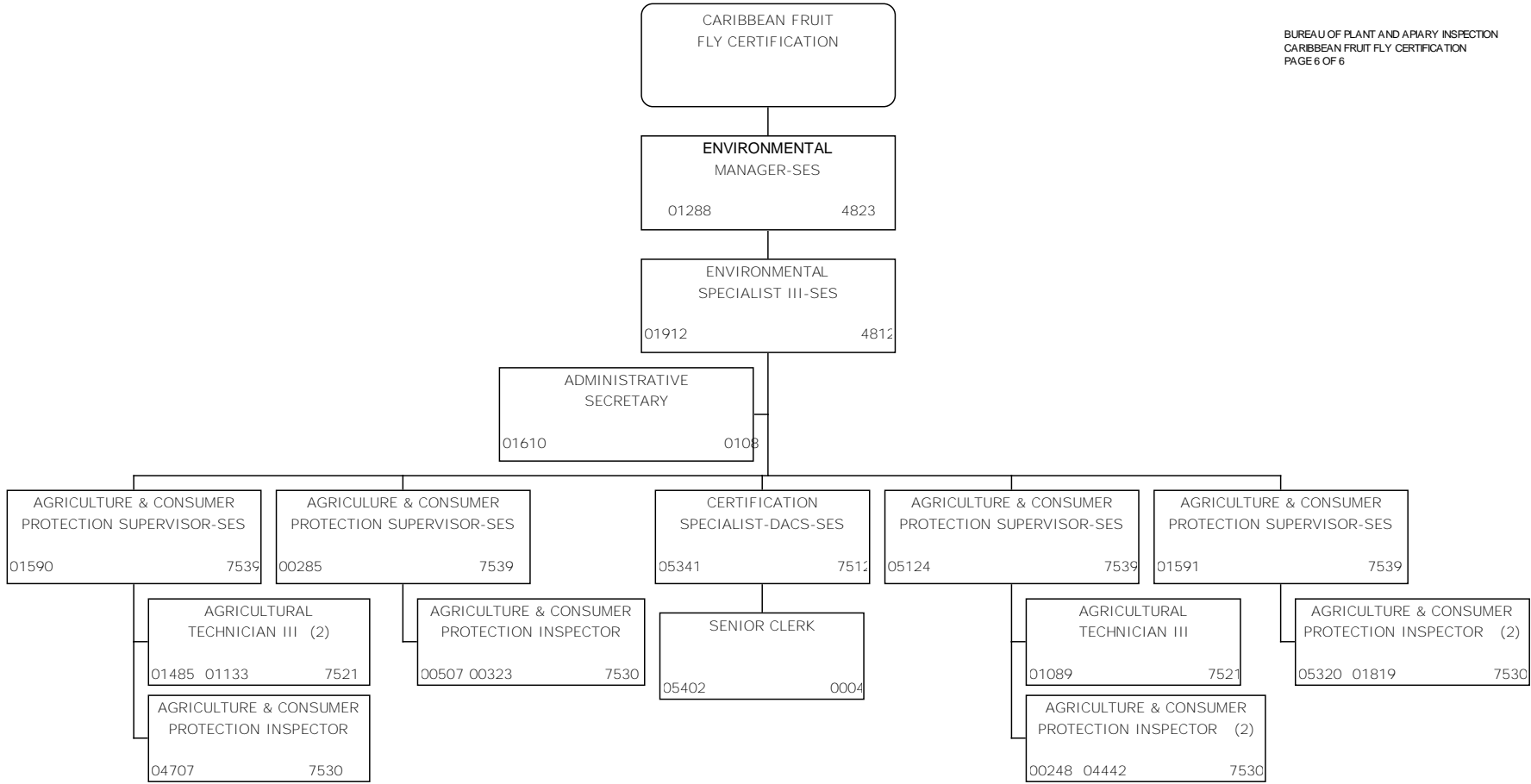
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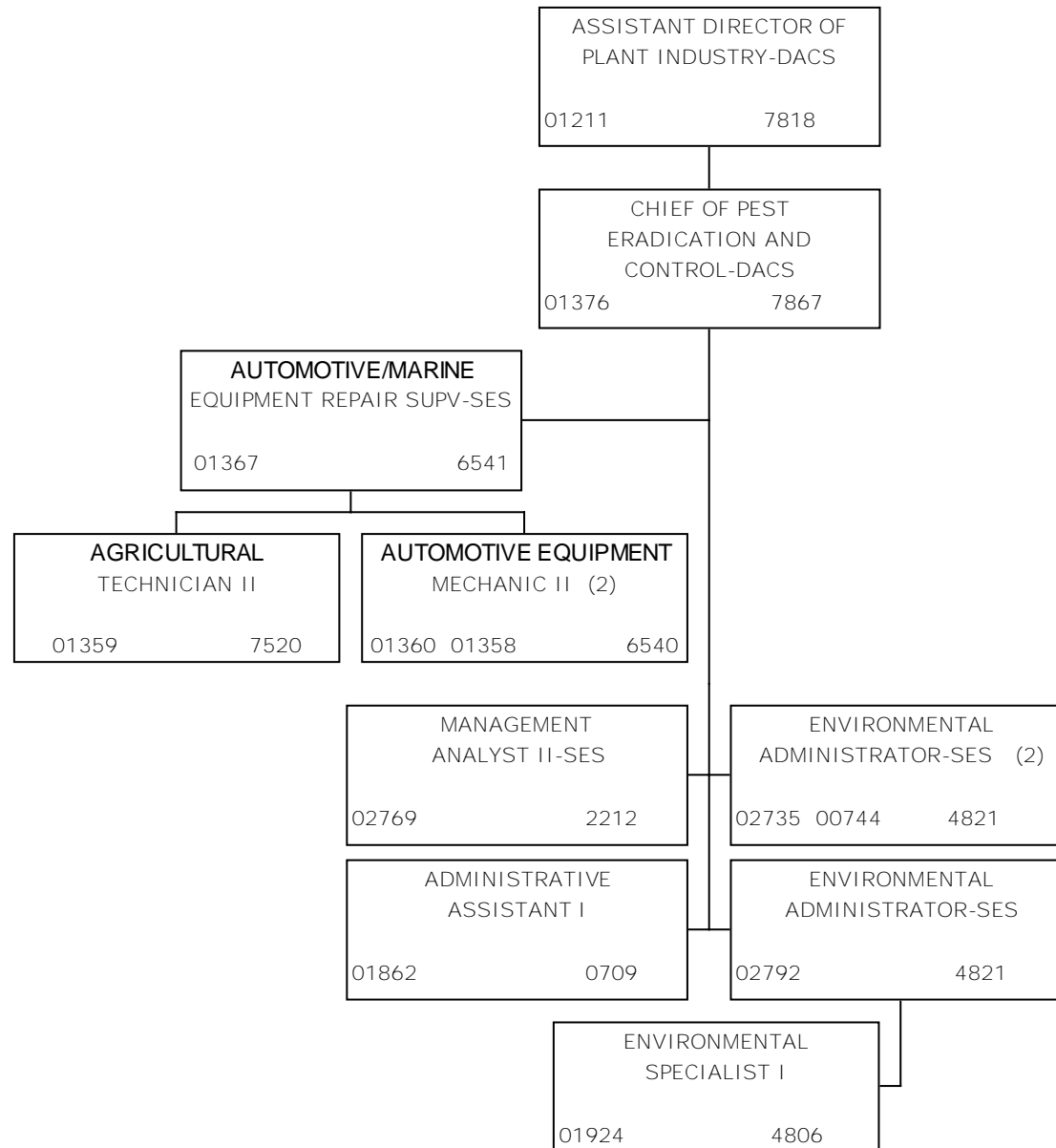
DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2011

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF PLANT INDUSTRY

BUREAU OF PLANT AND APARY INSPECTION
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PAGE 6 OF 6

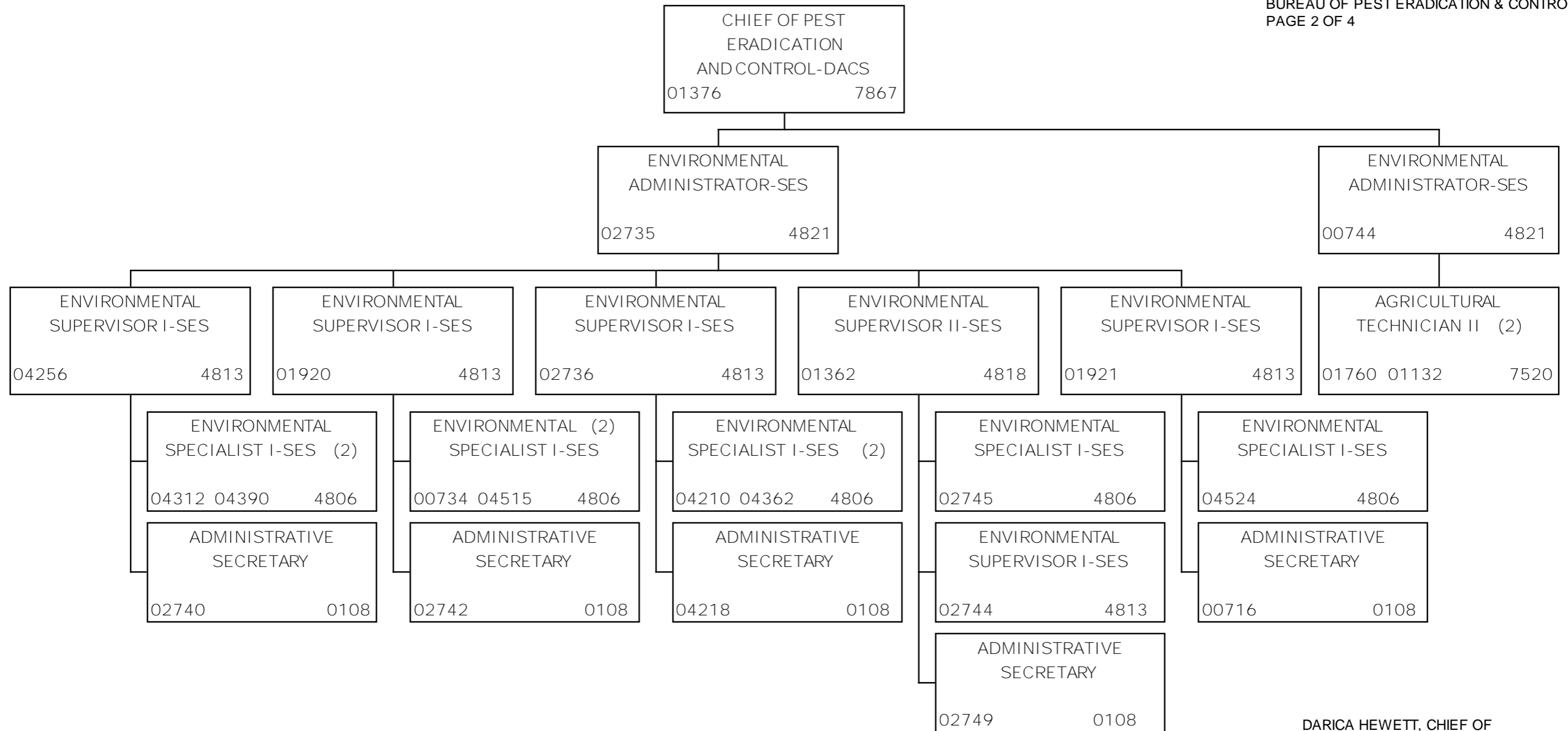


**DEPARTMENT OF AGRICULTURE
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DIVISION OF PLANT INDUSTRY**



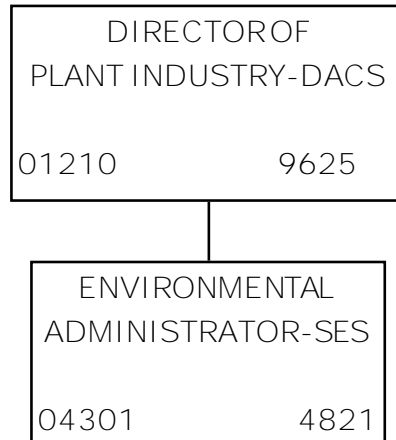
**DEPARTMENT OF AGRICULTURE
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DIVISION OF PLANT INDUSTRY**

BUREAU OF PEST ERADICATION & CONTROL
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DARICA HEWETT, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2011

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AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**



BUREAU OF PEST READICATION & CONTROL
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DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**

ENVIRONMENTAL
MANAGER-SES
01288 4823

ENVIRONMENTAL
SPECIALIST III-SES
04328 4812

ENVIRONMENTAL
SUPERVISOR I-SES
04458 4813

ENVIRONMENTAL
SPECIALIST II (6)
04439 04350 04444 04464
04342 00260 4809

BUREAU OF PEST ERADICATION & CONTROL
PAGE 4 OF 4

DARICA HEWETT, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

AGRICULTURE AND CONSUMER SERVICES, DEPARTMENT OF, AND		FISCAL YEAR 2010-11			
SECTION I: BUDGET		OPERATING	FIXED CAPITAL OUTLAY		
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		335,716,951	1,874,700		
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		16,808,922	74,341		
FINAL BUDGET FOR AGENCY		352,525,873	1,949,041		
SECTION II: ACTIVITIES - MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					1,424,341
Register And Respond To Complaints Applicable To Motor Vehicle Repair Law * Number of motor vehicle repair shops licensed		10,801	77.18	833,659	
Register And Respond To Complaints Applicable To Solicitation Of Contribution Law * Number of solicitors of contributions licensed		16,209	82.56	1,338,152	
Process No Sales Solicitation Calls* Subscriptions * Number of "No Sales Solicitation Calls" processed		77,183	4.30	331,712	
Register And Respond To Complaints Applicable To Sellers Of Travel Law * Number of sellers of travel licensed		4,653	125.23	582,685	
Provide Lemon Law Assists To Consumers * Number of Lemon Laws assists made to consumers		9,684	47.84	463,314	
Register And Respond To Complaints Applicable To Health Studios Law * Number of health studios licensed		1,958	127.04	248,750	
Register And Respond To Complaints Applicable To Pawn Shop Law * Number of pawn shops licensed		1,297	191.70	248,750	
Register And Respond To Complaints Applicable To Telemarketing Law * Number of telemarketers licensed		10,425	15.90	165,707	
Register And Respond To Complaints Applicable To Business Opportunity Law * Number of sellers of business opportunity licensed		2,053	121.89	250,232	
Register And Respond To Complaints Applicable To Dance Studio Law * Number of dance studios licensed		181	126.94	23,177	
Provide Assists To Consumers (call Center) * Number of assists provided to consumers by the call center		462,419	3.34	1,544,473	
Enforce Consumer Protection Laws * Number of complaints investigated/processed		52,804	21.73	1,147,307	
Provide Consumer Education To Public * Number of assists provided to consumers for consumer education		4,307,776	0.07	285,827	
Mediate (non-regulated) Consumer Complaints * Number of assists provided to consumers for non-regulated consumer complaints		17,662	29.30	517,516	
Register And Respond To Complaints Applicable To Game Promotions * Number of game promoters licensed		3,876	85.96	333,194	
Register And Respond To Complaints Applicable To Intrastate Moving Companies * Number of intrastate moving companies licensed		813	409.83	333,194	
Register And Respond To Complaints Applicable To Professional Surveyors And Mappers * Number of regulated entities licensed		4,151	69.10	286,827	
State Forest Resource Management * The number of acres of State Forests managed by the Department		1,058,149	17.05	18,039,383	
Provide Technical Assists To Non-industrial Forest Landowners * Number of hours spent providing forest-related technical assists to non-industrial private landowners		40,676	44.30	1,801,792	
Visitor Service / Recreation * The number of State Forest visitors served		1,999,217	1.36	2,716,609	
Capital Improvements * Number of hours spent on capital improvement projects		300,928	47.46	14,281,467	
Provide Land Management Assistance To Other Agencies * Number of hours spent providing forest-related technical assists to public land management agencies		21,033	17.28	363,533	
Supervise Workcamp Inmates * Number of inmate hours worked on Division of Forestry Programs		187,581	4.96	930,287	
Protect Acres Of Forest Land From Wildfires * Number of acres of forest land protected from wildfires		26,329,082	2.33	61,287,797	
Regional Offices * Number of investigations performed		1,139	3,995.63	4,551,024	
Inspect Pesticide Applicators And Dealers * Number of pesticide inspections conducted		2,607	771.04	2,010,090	
License Pesticide Applicators And Dealers * Number of pesticide applicators and dealers licensed		12,035	107.21	1,290,268	
Evaluate And Manage Pesticide Products * Number of pesticide products registered		141	4,637.97	653,954	
Register Pesticide Products * Number of pesticide products registered		13,335	67.42	899,028	
Analyze Pesticide Products * Number of pesticide sample determinations made in the pesticide laboratory		133,211	10.18	1,356,448	
Inspect Pest Control Businesses And Applicators * Number of pest control businesses and applicators licensed		3,617	731.80	2,646,920	
License Pest Control Businesses And Applicators * Number of pest control businesses and applicators licensed		49,946	12.01	599,795	
Regulate Mosquito Control Programs * Number of people served by mosquito control activities		17,684,717	0.14	2,432,865	
Regulate Fertilizer Companies * Number of fertilizer inspections conducted		4,157	279.94	1,163,497	
Analyze Fertilizer Products * Number of fertilizer sample determinations		214,071	5.38	1,156,142	
Analyze Seed Companies * Number of official seed sample determinations performed		68,135	6.43	438,711	
Regulate Seed Companies * Number of seed inspections conducted		3,221	144.99	467,025	
License Feed Companies * Number of feed companies licensed		883	449.92	414,943	
Analyze Feed Products * Number of official feed samples collected by feed manufacturers and analyzed by certified labs for regulatory purposes		1,784	235.49	420,107	
Conduct Food Establishment Inspections * Number of inspections of food establishments and water vending machines		78,494	160.29	12,581,613	
Perform Analyses Of Food Samples * Number of food analyses conducted		43,763	79.64	3,485,163	
Perform Analyses For Chemical Residues And Pesticide Data * Number of chemical residue analyses conducted		527,168	9.58	5,060,448	
Perform Grade Evaluations On Poultry And Eggs * Tons of poultry and shell eggs graded		290,712	5.41	1,573,892	
Inspect Shellfish Processing Plants * Number of shellfish processing plants inspections and HACCP (Hazard Analysis Critical Control Point) records reviews		379	95.23	362,033	
Test Water Quality * Number of acres tested		1,454,180	0.82	1,189,375	
Administer Aquaculture Certification Program * Number of certifications issued to first-time applicants or renewed		1,003	878.96	881,619	
Administer Shellfish Lease Program * Number of leases verified for compliance		599	130.70	78,289	
Conduct Oyster Planting Activities * Number of bushels of processed shell and live oysters deposited to restore habitat on public oyster reefs		286,134	3.55	1,014,635	
Conduct Law Enforcement Investigations * Number of law enforcement investigations initiated		3,225	952.83	3,072,883	
Agriculture State Law Enforcement - Commonly Interdicted * Number of vehicles inspected at agricultural interdiction stations		8,806,244	1.75	15,450,599	
Capture Bills Of Lading * Number of Bills of Lading transmitted to the Department of Revenue from Agricultural Interdiction Stations		58,057	44.84	2,603,073	
Develop And Implement Best Management Practices (bmp's) For Agricultural Industry * Number of acres in the Northern Everglades and Estuaries Protection Program area enrolled annually, through Notices of Intent, in Agricultural Water Policy Best Management Practices programs		559,602	11.63	6,505,767	
Assist Implementation Of 1999 Watershed Restoration Act * Number of acres in the Northern Everglades and Estuaries Protection Program area enrolled annually, through Notices of Intent, in Agricultural Water Policy Best Management Practices programs		235,443	29.81	7,019,322	
Develop Water Policy * Number of water policy assists provided to agricultural interests		655	456.24	298,836	
Assist Mobile Irrigation Laboratory Conservation Programs * Number of gallons of water potentially conserved annually by agricultural operations pursuant to site-specific recommendations provided by participating Mobile Irrigation Labs		3	66,155.33	198,466	
Assist Soil And Water Conservation Districts * Number of soil and water conservation districts assisted		63	3,937.79	248,081	
Conduct Petroleum Field Inspections * Number of petroleum field inspections conducted		277,762	14.96	4,155,470	
Analyze Petroleum Products * Number of Petroleum samples analyzed		195,915	8.91	1,746,035	
Conduct Weights And Measures Inspections * Number of weights and measures inspections conducted		61,474	44.76	2,751,452	
Issue Weighing And Measuring Device Permits * Number of Weighing and Measuring Devices		17,814	7.68	136,789	
Conduct Metrological Laboratory Tests * Number of physical measurement standards tests or calibrations performed		9,192	22.55	207,269	
Issue Liquefied Petroleum Gas Licenses * Number of LP gas licenses issued		9,698	18.65	180,837	
Conduct Liquefied Petroleum Gas Inspections * Number of LP gas facility inspections/inspections conducted		9,689	120.05	1,163,180	
Administer Liquefied Petroleum Gas Examinations * Number of LP gas examinations administered		9,698	13.36	129,585	
Conduct Liquefied Petroleum Gas Accident Investigations * Number of LP gas related accidents investigated		9,698	8.43	81,744	
Conduct Amusement Ride Safety Inspections * Number of amusement ride safety inspections conducted		9,442	169.04	1,596,085	
Inspect Dairy Establishments And Collect Samples * Number of dairy establishment inspections		9,520	117.00	1,113,861	
Perform Sample Analyses * Number of analyses conducted on Florida Milk Regulatory Program samples		43,223	11.28	487,459	
Inspect Dairy Tankers And Evaluate Bulk Milk Sample Collectors * Number of dairy tankers inspected and bulk milk sample collectors evaluated		1,347	42.22	56,870	
Conduct Florida Agriculture Promotion Campaign (fapc) And Related Promotional Activities * Number of buyers reached with agricultural promotion campaign messages		12,870,529,567	0.00	5,960,854	
Provide Education & Communications * Number of media items produced for promotional and educational purposes		13,022	86.69	1,128,824	
Conduct State Farmers Market Program * Number of leased square feet at state farmers' markets		1,729,668	2.17	3,758,967	524,700
Conduct Agricultural/Aquaculture Assists * Number of marketing assists provided to producers and businesses		855,360	5.55	4,746,263	
Conduct Citrus Crop/Maturity Estimates For The Citrus Industry * Number of agricultural production observations conducted		1,693,278	1.27	2,152,626	
Conduct Market News Program * Number of market pricing information assists provided to agriculture producers and businesses		4,467	38.05	246,076	
Conduct Citrus Packing House And Processing Inspections * Number of tons of citrus inspected		7,316,303	0.56	4,119,013	
Conduct Shipping And Receiving Point Vegetable Inspections And Regulate Imports In Applicable Areas Upon Request * Number of tons of vegetables inspected		715,457	3.84	2,749,352	
Conduct Terminal Market Inspections Upon Request Of Shippers/Receivers * Number of tons of fruits and vegetables inspected		65,901	13.98	921,211	
Inspect Plants For Plant Pests, Disease Or Grade And Service Exotic Fruit Fly Traps * Number of plant inspections performed		1,078,605	22.57	24,342,863	
Identify Plant Pests * Number of plant, soil, insect and other organisms samples processed for identification or diagnosis		450,810	12.92	5,826,020	
Cortly Citrus Fly-free * Number of acres trapped for carbaryl		5,673,588	0.18	996,629	
Develop Control Methods And Rear Biocontrol Agents * Number of bio-control agents reared		77,113,820	0.03	2,547,213	
Release Sterile Fruit Flies * Billions of sterile medflies released		4,352,896,342	0.00	28,971	
Inspect Citrus Trees For Crop Forecast And Pest Detection * Number of commercial acres surveyed for citrus diseases		282,974	1.24	351,213	
Inspect Apiaries * Number of honeybee inspections performed		349,174	3.31	1,156,117	
Register Citrus Budwood * Number of citrus budwood trees registered		36,065	30.51	1,100,414	
Cortly Nurseries As Imported Fire Ant Free * Number of inspections conducted for imported fire ants		3,528	76.88	271,244	
Prevent, Control And Eradicate Animal Diseases * Number of animals tests and/or vaccinations performed on animals		447,368	8.65	3,870,075	
Conduct Animal-related Diagnostic Laboratory Procedures * Number of animal-related diagnostic laboratory procedures performed		332,316	11.63	3,863,275	
Inspect Livestock On Farms/Ranches For Sanitary/Humane Conditions * Number of animal site inspections performed		16,435	121.77	2,001,300	
Identify The Origin And Health Status Of Imported Animals * Number of animals covered by health certificates		24,836,519	0.03	699,933	
TOTAL				277,115,385	1,949,041
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS					
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)					
352,526,003					
1,949,041					

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: Department of Agriculture and Consumer Services

Contact: Sherman Wilhelm, Director

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	Agricultural Best Management Practices		3,500,000	500,000
b	Agricultural Promotion and Education Facilities		800,000	0
c	Oyster Management and Restoration		90,000	1,350,000
d	Building Repairs and Maintenance		300,000	2,948,621
e	Forestry Wildfire Suppression Equipment		2,400,000	7,190,000
f	Florida Agricultural Promotion Campaign		900,000	2,000,000
g	Farm Share / Food Banks		400,000	0
h	Aquaculture Program-Aquaculture Review Council (ARC) Projects		1,000,000	652,889

- 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.

Forestry Wildfire Suppression Equipment exceeds the Long Range Financial Outlook because of the widespread fire season this past fiscal year, the Division of Forestry lost well over \$2 million in equipment in addition to the regular replacement schedule.
 Building Repairs and Maintenance is above the Long Range Financial Outlook due to the request to increase funding out the trust fund to cover demolition and critical repairs to the state farmers markets to ensure the safety of the users of the markets.
 Oyster Management and Restoration is seeking additional authority to expend time limited federal funds appropriated for oyster restoration.
 Ag Promotion continues to be a significant issue in this economy and is the driving force in creating jobs for agriculture.

* R/B = Revenue or Budget Driver

Division of Licensing Exhibits or Schedules

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Licensing – Chapter 493

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division received 28 new positions in FY 2010-11, which have allowed the Division to more efficiently manage the tremendous workload increase from the demand for Concealed Weapon (CW) licenses. Work backlogs and time to process applications have all decreased, in addition to an unprecedented volume of CW applicants now being served in our regional offices.

The Division's IVR (interactive voice response) phone system enhancement (implemented June 2010) has reduced phone call volume to Division personnel by providing callers with automated responses to questions regarding new and renewal application status. This initiative, which allows applicants to obtain license application information without talking to a person, has been improved through the January addition of a "tracking number" on each new and renewal application to allow quick access to the caller's application file. This new feature to improve customer service has coincided with an increase in total monthly call volume to an unprecedented level of 40,000 calls, half of which are handled by the automated IVR. This initiative has provided needed relief, however, call wait times and abandonment rates remain high and further action is needed.

The Division also implemented a streamlined process for documents received via fax. Instead of receiving faxed documents on a fax machine and then scanning into the document management system, documents are now received via email for processing, allowing increased efficiency via indexing and storing of the document image directly into the Electronic Document Management System (EDMS) from email, thereby eliminating the additional step of using a scanner.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The EDMS handles all of the document management and workflow including the legal, license issuance and regulation/investigation processes. The Division is in the process of upgrading the EDMS software to a Next-Generation Management Application which will provide additional work processing tools as well as simplify the system's administration.

The Division, working in conjunction with the regulated industry, proposed and helped enact statutory regulatory changes in the 2011 Legislative Session that will require “up front” training of 40 hours for private investigator and security guard license applicants. This initiative should provide significant operational efficiencies through reduced administrative actions, including license suspensions for those licensees who traditionally have failed to comply with the former training requirement of 24 hours “up front”, with the remaining 16 hours totaling 40 hours, to be completed within 180 days.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the Division promotes public protection through compliance and enforcement of laws, regulations, and professional standards for persons wishing to be employed in the private investigative, private security or private recovery industries. As of June 30, 2011, 176,085 individuals and businesses were licensed by the Division, under the requirements of Chapter 493, Florida Statutes.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Yes, projections are prepared using generally accepted governmental accounting procedures.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes, the Division analyzes the fees being assessed for licenses on a regular basis. The fees were last increased in 2008.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Yes, the fee schedule is based on the type of license. For example, more time and resources are required to process an agency application and regulate the licensee than are required for an individual’s application and license. Therefore, the

license fee for a Security Agency, Private Investigative Agency, or Recovery Agency is more than the license fee for an individual licensed as a private security officer, private investigator, or private recovery agent.

Furthermore, fees cover costs to regulate an entity after a license is issued, which includes activities such as investigating public complaints concerning the service provided by a licensee; performing compliance inspections; and frequent monitoring of arrest records, domestic violence records, incarceration records and mental history records. Fees are also sufficient to cover costs associated with providing legislatively required pamphlets and reports to licensees and the public and to cover the dissemination of information and documents provided to employers and citizens inquiring about the status of licensees.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

N/A

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Licensing

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? \$0

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Chapter 493 Application Fee	LICENSING APPLICATION FEE-493	493.6105	\$60	1990	YES	\$50	Licensing Trust Fund
Chapter 493 Fingerprint Fee	LICENSING FINGERPRINT FEE	493.6105	N/A	N/A	YES	\$42	Licensing Trust Fund
Misc. Private Investigative	LICENSING PIA MISC	493.6107	\$30	1990	YES	\$15	Licensing Trust Fund
Private Investigative Agency License	LICENSING AGENCY NEW	493.6202	\$450	1990	YES	\$450	Licensing Trust Fund
Security Agency License	LICENSING AGENCY NEW	493.6302	\$450	1990	YES	\$450	Licensing Trust Fund
Recovery Agency License	LICENSING AGENCY NEW	493.6402	\$450	1990	YES	\$450	Licensing Trust Fund
Private Investigative Agency Branch License	LICENSING AGENCY NEW	493.6202	\$125	1990	YES	\$125	Licensing Trust Fund
Security Agency Branch License	LICENSING AGENCY NEW	493.6302	\$125	1990	YES	\$125	Licensing Trust Fund
Recovery Agency Branch License	LICENSING AGENCY NEW	493.6402	\$125	1990	YES	\$125	Licensing Trust Fund
Private Investigative Agency License Renewal	LICENSING AGENCY RENEWAL	493.6202	\$450	1990	YES	\$450	Licensing Trust Fund
Security Agency License Renewal	LICENSING AGENCY RENEWAL	493.6302	\$450	1990	YES	\$450	Licensing Trust Fund
Recovery Agency License Renewal	LICENSING AGENCY RENEWAL	493.6402	\$450	1990	YES	\$450	Licensing Trust Fund
Private Investigative Branch License Renewal	LICENSING AGENCY RENEWAL	493.6202	\$125	1990	YES	\$125	Licensing Trust Fund
Security Agency Branch License Renewal	LICENSING AGENCY RENEWAL	493.6302	\$125	1990	YES	\$125	Licensing Trust Fund
Recovery Agency Branch License Renewal	LICENSING AGENCY RENEWAL	493.6402	\$125	1990	YES	\$125	Licensing Trust Fund
Security Officer School/Security Officer Instructor Renewal	LICENSING D RENEWAL FEE	493.6302	\$60	1990	YES	\$60	Licensing Trust Fund
Security Officer License Renewal	LICENSING D RENEWAL FEE	493.6302	\$45	1990	YES	\$45	Licensing Trust Fund
Security Officer/Rec School, Security Officer/Rec Instructor Lic	LICENSING D NEW LICENSE	493.6302	\$60	1990	YES	\$60	Licensing Trust Fund
Security Officer License	LICENSING D NEW LICENSE	493.6302	\$45	1990	YES	\$45	Licensing Trust Fund
Statewide Firearm License Renewal	LICENSING G/K RENEWAL	493.6107	\$150	1990	YES	\$112	Licensing Trust Fund
Firearms Instructor License Renewal	LICENSING G/K RENEWAL	493.6107	\$100	1990	YES	\$100	Licensing Trust Fund
Statewide Firearm License	LICENSING G/K NEW LICENSE	493.6107	\$150	1990	YES	\$112	Licensing Trust Fund
Firearms Instructor License	LICENSING G/K NEW LICENSE	493.6107	\$100	1990	YES	\$100	Licensing Trust Fund
Manager-Private Inv, Security and Rec Agency License	LICENSING MANAGER NEW	493.6107	\$75	1990	YES	\$75	Licensing Trust Fund
Manager-Private Inv, Security and Rec Agency License Ren	LICENSING MANAGER RENEWAL	493.6107	\$75	1990	YES	\$75	Licensing Trust Fund
Recovery Agent License	LICENSING RECOVERY AGENT NEW E/EE	493.6402	\$75	1990	YES	\$75	Licensing Trust Fund
Recovery Agent Intern License	LICENSING RECOVERY AGENT NEW E/EE	493.6402	\$60	1990	YES	\$60	Licensing Trust Fund
Recovery Agent Renewal	LICENSING RECOVERY AGENT RENEWAL	493.6402	\$75	1990	YES	\$75	Licensing Trust Fund
Recovery Agent Intern License Renewal	LICENSING RECOVERY AGENT RENEWAL	493.6402	\$60	1990	YES	\$60	Licensing Trust Fund
Private Investigator License	LICENSING-PRIV.INVESTGTR.NEW C/CC	493.6202	\$75	1990	YES	\$75	Licensing Trust Fund
Private Investigator Intern License	LICENSING-PRIV.INVESTGTR.NEW C/CC	493.6202	\$60	1990	YES	\$60	Licensing Trust Fund
Private Investigator License Renewal	LICENSING-PRIV.INVESTGTR.RENEWAL	493.6202	\$75	1990	YES	\$75	Licensing Trust Fund
Private Investigator Intern License Renewal	LICENSING-PRIV.INVESTGTR.RENEWAL	493.6202	\$60	1990	YES	\$60	Licensing Trust Fund
Chapter 493 Late Fees	LICENSING LATE FEES	493.6113		1990	YES	Amount of License Fee	Licensing Trust Fund
Private Investigator Exam Fee	CLASS C EXAM FEE	493.6203	\$100	2008	YES	\$100	Licensing Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** **2012-13**
Program: 42010400 Licensing
Fund: 2163 Licensing Trust Fund

Specific Authority: Chapter 493
Purpose of Fees Collected: To fund the cost of administering the licensing and regulatory requirements of Chapter 493 (Security Officers, Private Investigators and Recovery Agents).

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
Receipts:			
<u>Agency New</u>	279,315	253,631	258,704
<u>Agency Renewal</u>	525,691	382,875	337,525
<u>"D" Renewal</u>	1,822,557	1,387,320	1,651,095
<u>"D" New</u>	1,776,764	1,916,138	1,916,138
<u>"G" / "K" Renewal</u>	771,850	665,516	728,920
<u>"G" / "K" New</u>	869,584	885,203	885,203
<u>Manager New</u>	21,823	21,150	20,100
<u>Manager Renewal</u>	59,658	47,325	48,450
<u>Recovery Agent New E/EE</u>	33,245	27,158	27,701
<u>Recovery Agent Renewal E/EE</u>	33,154	28,200	25,020
<u>P.I. New C/CC</u>	72,790	76,177	76,177
<u>P.I. Renewal C/CC</u>	293,333	211,620	209,310
<u>Application Fees 493</u>	168,495	171,865	175,302
<u>Class C Exam</u>	56,000	57,100	57,100
<u>Penalties Late Fees</u>	212,750	213,000	213,000
<u>PIA Misc</u>	86,237	87,962	87,962
<u>Other Misc Fees - Copies</u>	11,140	11,140	11,140
<u>Fingerprint Fees</u>	1,690,505	1,724,315	1,724,315
<u>Fines</u>	108,279	108,000	108,000
<u>Refunds-Prior Yr. Expendit. /Other Misc</u>	14,078		
<u>Tenant Broker Commission</u>	27,844		
<u>Deferred Revenue</u>	-	(458,139)	(183,385)
Total Fee Collection to Line (A) - Section III	8,935,089	7,817,556	8,377,777

SECTION II - FULL COSTS

	ACTUAL	ESTIMATED	REQUEST
	FY 2010 - 11	FY 2011 - 12	FY 2012 - 13
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	3,896,817	3,629,462	3,629,462
<u>Other Personal Services</u>	257,767	243,508	243,508
<u>Expenses</u>	1,322,698	1,113,909	1,113,909
<u>Operating Capital Outlay</u>	84,345	84,346	84,346
<u>Motor Vehicle</u>	-	-	-
<u>Contracted Services/Other</u>	2,156,236	1,786,180	1,999,644
<u>Insurance</u>	35,867		
<u>Tenant Broker</u>	16,576		
<u>State Personnel Assessment</u>	24,873		
<u>Allocated Costs Charged to Trust Fund</u>	1,024,721	929,172	1,211,465
Total Full Costs to Line (B) - Section III	8,819,902	7,786,576	8,282,334

Basis Used: Direct and indirect costs primarily based on personnel assigned to Chapter 493 responsibilities.

SECTION III - SUMMARY

		ACTUAL	ESTIMATED	REQUEST
		FY 2010 - 11	FY 2011 - 12	FY 2012 - 13
TOTAL SECTION I	(A)	8,935,089	7,817,556	8,377,777
TOTAL SECTION II	(B)	8,819,902	7,786,576	8,282,334
TOTAL - Surplus/Deficit	(C)	115,187	30,980	95,443

EXPLANATION of LINE C:

FY 10-11 net surplus of \$115,187 represents 1% of total revenue or costs; therefore a small 1% decrease in license/fee revenue or a corresponding 1% increase in costs could result in a deficit.

Division of Food Safety Exhibits or Schedules

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Dairy Regulatory Program

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

In FY 11-12, the Division of Dairy Industry became the Bureau of Dairy Industry (Bureau) within the Division of Food Safety. There will be a cost savings of \$239,465 in Salaries and Benefits, resulting from the elimination of three Dairy Industry positions.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The Bureau submitted a request for the replacement of eight fleet vehicles during the 2012-2013 Fiscal Year. The vehicle replacements meet the criteria established by the Department of Management Services and is expected to increase fuel efficiency and decrease repair costs. If approved, the estimated cost savings will be approximately \$8,000 per year. If the request is not approved and the vehicles are no longer operational, the annual cost for mileage reimbursement (based on an annual mileage rate of 165,199 miles) is expected to increase to \$73,500 per year.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. A primary mission of the Department is to safeguard the public health and to support Florida's agricultural economy by ensuring the safety and wholesomeness of food and other consumer products through inspection and testing programs; and protecting consumers from unfair and deceptive business practices and providing consumer information. The Bureau of Dairy Industry's statutory directive is to: through 502.013, F.S. - Ensure that milk and milk products sold or offered for sale in Florida are produced under sanitary conditions, are wholesome and fit for human consumption, are correctly labeled as to grade, quality and source of production; and to facilitate the shipment and acceptance of milk and milk products of high sanitary quality in interstate and intrastate commerce; and through 502.TBD, F.S. - Ensure that ice cream and frozen desserts are made from safe, suitable ingredients and are palatable and properly labeled. The Dairy Regulatory Program accomplishes this through the

inspection and sampling activities conducted on dairy establishments located in the state and products sold in the state. The regulation of milk, milk products, ice cream and frozen desserts safety is a basic tenet of public health principles. As the lead state agency for food safety, the Department has a responsibility to ensure the protection of Florida's residents and guests. A comprehensive regulatory program is an appropriate function towards achieving an acceptable level of protection.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Yes. Revenue projections for Milk Fat Tester's permits and Frozen Dessert licenses are developed using historical revenue data and trend analysis involving actual and estimated dairy establishment counts.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. Regulatory fees are used to directly support the Dairy Regulatory Program. Revenues from the current fee schedule are inadequate to fully cover all direct and indirect costs associated with the maintenance of the current level of services provided. It is important to note that in addition to its regulatory component, the Dairy Regulatory Program is a public health program which benefits Florida citizens and our guests by protecting the consuming public from injury as a result of unsafe milk, milk products, ice cream and frozen desserts regardless of their origin.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees were set by the Legislature and do not take into account any differences between the businesses regulated. It is important to note that the current fee structure is for permit fees and not inspection fees.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:

- a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
- b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The Dairy Regulatory Program operates under Chapters 502, Florida Statutes. Chapter 502 regulates milk, milk products, ice cream and frozen desserts and our purpose under Chapter 502 is to ensure that milk, milk products, ice cream and frozen desserts sold or offered for sale in Florida are produced under sanitary conditions, are wholesome and fit for human consumption, are correctly labeled as to grade, quality and source of production; and to facilitate the shipment and acceptance of milk and milk products of high sanitary quality in interstate and intrastate commerce.

In carrying out the requirements of Chapter 502, the Dairy Regulatory Program protects the more than 90% of Florida citizens and our guests that eat or drink dairy products. It is appropriate that the Dairy Regulatory Program be supported by General Revenue to reflect the public health benefits of the program and its activities.

Charging fees to cover the total costs for the Bureau would put the Florida Dairy Industry at a disadvantage with the other states in the Southeast Region that Florida competes with, as none of these states are fee-funded. Florida is a member of the National Conference of Interstate Milk Shipments (NCIMS). NCIMS membership is maintained by strict adherence to the requirements of the Grade A Pasteurized Milk Ordinance (PMO). The PMO sets inspection and product sampling frequencies for dairy farms and processing plants as well as standards for the analyses that are conducted on the product samples collected. Adherence to the requirements of the PMO ensures that the dairy products offered for sale to Florida residents and our guests are wholesome and fit for human consumption. It also allows for dairy products processed in Florida to be sold in interstate commerce and provides the ability for Florida processing plants to bid on federal, state and county contracts. Using the information from our Service Information Form for FY 09/10 (which provides unit costs for conducting inspections, collecting samples and analysis of those

samples) and the inspection and sampling frequencies outlined in the PMO (allowances were made based on historical averages per farm/plant for inspections and sample collections), we did some preliminary calculations for estimated fees for a farm and a large milk processing plant. For a farm, we would have to charge a minimum annual fee of \$3,850 per farm. Economic pressures have reduced the number of farms by 26% in the last eight years. A fee of this amount would add additional pressures. For a large milk processing plant, we would have to charge a minimum annual fee of \$52,200. A fee of this amount would put Florida plants at an economic disadvantage with other states in the Southeast Region.

Farm Calculations (farms have only one product and typically have one water source)

5 Inspections per year @ \$120.17 each	\$ 600.85
15 Product Samples (collect) per year @ \$120.17 each	\$1,802.55
75 Product Analyses (15 x 5) @ \$12.00 each	\$ 900.00
4 Water Samples (collect) per year @ \$120.17 each	\$ 480.68
4 Water Analyses (4 x 1) @ \$12.00 each	<u>\$ 48.00</u>
TOTAL for Farm	\$3,832.08

Plant Calculations (using a plant with 4 pasteurizers, 15 products in production and 4 cooling water sources)

5 Processing Inspections per year @ \$120.17 each	\$ 600.85
16 Pasteurizer Inspection per year @ \$120.17 each (4 pasteurizers x 4 inspections)	\$ 1,922.72
180 Product Samples (collect) per year @ \$120.17	\$21,630.60
2,160 Product Analyses (180 x 12) @ \$12.00 each	\$25,920.00
16 Water Samples (collect) per year @ \$120.17 each	\$ 1,922.72
16 Water Analyses (16 x 1) @ \$12.00 each	<u>\$ 192.00</u>
TOTAL for Plant	\$52,188.89

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Currently 13 of our 15 permits/licenses/certifications have no fee. Implementing this option will require a statute change. A public records exemption would also need to be added. The following estimates were calculated using active out-of-state permits as of June 30, 2011 and an analysis of historical Federal Order 6 information.

<u>Permit Type</u>	<u># Active</u>	<u>Fee</u>	<u>Revenue</u>
Milk Plant			
Out-of-State*	118	\$500	\$ 27,500
Frozen Dessert Plant			

Out-of-State** (net increase in fee) Per Hundred Weight (CWT) Assessment***	65	\$400	\$ 26,000
	33,455,374	\$0.0042	\$140,513
TOTAL			\$194,013

*Many out-of-state plants hold a permit even though they are not currently shipping into Florida. It is expected that 50%, or 55, of the current 110 out-of-state plants will request their permit be cancelled if a fee is assessed.

**Already charge \$100 for an annual permit. Increasing the fee to \$500 would generate a net increase of \$400 per permit.

***All milk processed in Florida falls under the Milk Market Administrator's (MMA) office in Atlanta, GA under Federal Order No. 6. The MMA office will verify milk receipts reported to them by processors if the processor has filed a release of information form with them. The MMA office conducts quarterly audits at marketing agencies and milk plants to validate reported numbers. This is the best source of information on milk receipts. NOTE: This information is considered confidential per federal law and a new records exemption will need to be created.

Florida is part of the FDA Southeast Region which includes AL, GA, LA, MS, NC, SC and TN. A recent poll of these states showed that AL, LA, MS, NC and TN are currently charging fees.

AL – \$250 for Milk Plant, Single Service and Frozen Dessert
 LA – \$90 for Milk Producer and \$300 for Milk Plant
 MS – \$300 for Milk Plant or Frozen Dessert and \$100 for Manufacturing Plant
 NC – \$40 for Frozen Dessert or Manufacturing Plant (annual inspection fee)
 TN – Sliding scale fee based on pounds received in plant - \$20 - \$400

Arkansas and Texas are two states in the south that fully fund their dairy regulatory programs through per hundred weight (CWT) fees. Arkansas assesses \$0.03 - \$0.065 CWT fees depending on the type of permit. Texas assesses \$0.045 CWT to milk processors as well as \$100 - \$400 annually for a permit depending on the type of permit.

SPECIAL NOTE: A per hundred weight (CWT) assessment of \$0.045 would generate roughly \$1.5 million and fully fund our program and allow us to routinely replace vehicles and equipment.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Dairy Regulatory Program

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No, Ch. 502 and 503, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) 99% GR

If the program is subsidized from other state funds, what is the source(s)? General Revenue

What is the current annual amount of the subsidy? \$1,638,723 GR

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Ice Cream and Frozen Desserts Wholesale Manufacturers	Frozen Dessert License	502.(TBD)	\$200 Initial \$100 Renewal	1991	No	\$200 Initial \$100 Renewal	General Inspection Trust Fund
Industry Analysts who test results are used as basis for payment to farmers.	Milkfat Tester's Permit	502.032	\$125 every two years	1993	No	\$125 every two years	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2012-13**
Program: 42150100 Dairy (FY 10-11); 42150200 (FY 11-12, FY 12-13)
Fund(s): 1000, 2321 General Revenue, General Inspection Trust Fund
Specific Authority: 502.032, F.S. - Milkfat Tester's Permit and 503.041, F.S. - Frozen Dessert License
Purpose of Fees Collected: To offset direct and indirect costs resulting from the administration of the Dairy Regulatory Program.

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

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

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
	GR	GITF	GR	GITF	GR	GITF
Frozen Dessert Licenses		11,600		15,100		15,100
Milkfat Tester's Permits		4,725		8,000		1,250
Epidemiology Fees		-				
Copy Fees		-				
Refunds		1,302		-		-
Returned check fee		15		-		-
Total Fee Collection to Line (A) - Section III	-	17,642	-	23,100	-	16,350

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
	GR	GITF	GR	GITF	GR	GITF
Salaries and Benefits	1,334,476		1,347,723	108,836	1,347,723	108,836
Expenses	214,934		220,159	24,141	220,159	24,141
Contracted Services	47,192		49,960		49,960	
Operating Capital Outlay	40,201		41,000		41,000	
Data Processing						
General Revenue S/C	1,920					
Risk Management Insurance			29,444		29,444	
HR Costs			7,834		7,834	
Indirect Costs Charged to Trust Fund						
Total Full Costs to Line (B) - Section III	1,638,723	-	1,696,120	132,977	1,696,120	132,977

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	17,642	-	23,100	-	16,350
TOTAL SECTION II	(B)	1,638,723	-	1,696,120	132,977	1,696,120	132,977
TOTAL - Surplus/Deficit	(C)	(1,638,723)	17,642	(1,696,120)	(109,877)	(1,696,120)	(116,627)

EXPLANATION of LINE C:

Expenditures in this document represent expenditures for the Bureau of Dairy Industry which includes the Bureau's Main Office, the Dairy Inspection Section and the Dairy Compliance Monitoring Section. The activities of the Bureau are directly related to the regulation of the Dairy Industry in Florida under the requirements of Chapters 502 and 503, Florida Statutes. The primary beneficiary of these activities are the citizens of Florida (ensuring a safe and wholesome milk, milk product and frozen dessert supply) and the Florida Dairy Industry itself for being able to move their products in interstate commerce unimpeded by other states' regulations.

Charging fees to cover the total costs in the Bureau of Dairy Industry would put the Florida Dairy Industry at a disadvantage with the other states in the Southeast Region that Florida competes with. None of these states are fee-funded. Using the information from our Service Information Form for FY 09/10 (which provides unit costs for conducting inspections, collecting samples and analysis), we did some preliminary calculations for estimated fees for a farm and a large plant. For a farm, we would have to charge a minimum annual fee of \$3,850 per farm. Economic pressures have already reduced the number of farms from 189 to 138 from FY 03-04 to FY 10-11. A fee of this amount would add additional pressures and could cause more farms to go out of business. For a large plant, we would have to charge a minimum annual fee of \$52,200. A fee of this amount would put Florida plants at an economic disadvantage with other states in the Southeast Region.

While self-sufficiency is not feasible, a plan to establish fees for out-of-state permit/licenses that are outlined in Chapter 502, F.S. and a per hundred weight assessment of milk processed in Florida has been developed. Implementation of this plan would reduce the Bureau's reliance on funds from General Revenue. Using the numbers of active out-of-state permits as of June 30, 2011, an estimated \$196,000 in revenues could be generated.

The Division of Dairy was merged with the Division of Food Safety effective July 1, 2011. The future projected deficit in GITF is caused by the fund shift of \$108,836 from GR to GITF with no increase in revenue. The deficit will be covered by other Department funds, most likely the Food Store Inspection Program.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Food Store Inspection Program

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division is in the process of replacing its 15 year-old electronic multi-application Food Safety System database with a single integrated system, the Food Inspection Management System (FIMS), incorporating all food safety inspections and related functions into one application. Creation of a the new system is necessary to: 1) move the user interface to a supported platform; 2) implement risk-based inspection standards consistent with the United States Food and Drug Administration requirements; 3) maintain and improve necessary reporting criteria to meet grant/contract requirements from federal partners; 4) improve the public information portal; and, 5) create integration and data sharing between the Laboratory Information Management System (LIMS) and FIMS.

The Division completed the LIMS design phase on 9-15-10 is currently in the development phase of the project with an anticipated completion during Fiscal year 2012-2013. Also, the Division completed the FIMS design phase 12-31-10 and is currently in the development phase of the project with an anticipated completion date during the 2013-2014 Fiscal Years.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The Division conducts meetings with and training opportunities for over 150 food safety inspectors. The decentralization of the food safety inspectors requires Tallahassee-based staff to travel statewide in order to conduct meetings and provide required training **or** require inspection staff to travel to Tallahassee for the same. During the last half of Fiscal Year 2010-2011, Division staff reviewed meeting schedules and on-going training programs/opportunities to determine if such activities could be offered to our statewide staff via web-based technology. Staff identified 10 such opportunities (which saved multiple-day/overnight travel for approximately 200 Division employees) where web-based technology could be used resulting in significant travel cost savings. Division staff will provide monitoring and surveillance activities during Fiscal Year 2011-2012 to identify the total amount of Division travel cost savings.

In addition, the Division historically conducted an annual food inspector training program, which requires the 150 food safety inspectors to travel to a single meeting location. In an effort to further reduce costs and enhance operational efficiencies, Division management (in consultation with bureau staff) decided to offer the training program biennially, resulting in a cost savings of approximately \$60,000 for Fiscal Year 2010-2011 when the program was not held. Division staff will continue to review the training program content and (where appropriate) will determine which training program components could be offered through the use of web-based technology.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

A primary mission of the Department of Agriculture and Consumer Services is to safeguard the public health and support Florida's agricultural economy by ensuring the safety and wholesomeness of food and other consumer products through inspection and testing programs, and protecting consumers from unfair and deceptive business practices and providing consumer information. The Division of Food Safety's statutory directive to "safeguard the public health and promote the public welfare by protecting the consuming public from injury" serves that primary mission through its food safety inspection and laboratory activities.

The regulation of food safety is a basic tenet of public health principles. As the lead state agency for food safety, the Department of Agriculture and Consumer Services has a responsibility to ensure the protection of Florida's residents and guests and a comprehensive regulatory program is an appropriate function towards achieving an acceptable level of protection. With the emergence of possible threats to our food supply through "bioterrorism" and/or "agroterrorism", that responsibility has increased exponentially. As a result, the current level of responsibility is not only appropriate but should be further expanded and developed into new areas of expertise and accountability.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Revenue projections by the Division of Food Safety are developed using historical revenue data, trend analysis involving actual and estimated firm counts, firm categories and associated fees, and the impact of current cooperative agreements in all bureaus, which involve participation with the federal government and private industry in generating revenues. Permit fees are adjusted to the extent practicable based on revenue projections, with consideration given to maintaining equity among firm categories.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Regulatory fees are used to directly support the Bureau of Food and Meat Inspection, the support services provided by the Bureau of Food Laboratories and appropriate administrative support functions. Sufficiency of funds going forward is contingent upon the census of food firms to be billed for services provided and the relationship of costs incurred to provide such services.

It is important to note that in addition to its regulatory component, food safety is a public health program which benefits Florida citizens and our guests by protecting the consuming public from injury from unsafe food products, regardless of their origin. Food producers in other states and countries are not charged a permit fee, and are not regulated by this Department, though the products they sell here are regulated. General Revenue funds were historically a component of this program; used to supplement the fees generated in support of this program. At such time that Florida revenue resources recover, consideration should be given to restore the provision of General Revenue funds to this program.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

It is important to note that the food establishment permit fees are not inspection fees; these fees support public health protection activities including analyses of foods produced outside of state borders. As indicated above, the permit fees developed by the Division of Food Safety include consideration of the number of inspections conducted annually, as well as the time and manpower expended to regulate firms of differing sizes and operations. Supermarkets (\$650 annually) with multiple operations under one roof (deli, meat market, seafood counter, bakery, etc.) and which carry tens of thousands of different food products obviously require a great deal of time and expertise to inspect, while a limited food sales operation (\$130 annually) may only require a relatively short amount of time. Other physically smaller operations, such as a seafood processor (\$520 annually) may require greater oversight due to the complex nature and risks associated with its operations.

In addition, the Division has instituted a re-inspection fee to compensate for the cost per service of conducting subsequent visits to firms that are not in compliance during the routine inspection. The current re-inspection fee for the

Division is \$135 per re-inspection. This fee is also considered as a deterrent to poor sanitation and safety practices.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

While current fee increases have stabilized the food inspection program's fiscal status at this time, there is the anticipation that deficits will occur again in future years due to ongoing increases to program costs. A statutory change in Chapter 500, Florida Statutes, is needed on a periodic basis to raise the fee capacity proportionate with increasing program costs. A corresponding administrative rule change will have to occur to assess each firm category to determine the appropriate permit fee for each firm type and activity.

Clearly, all Floridians face potential adverse health impacts from poor sanitation in food establishment, and conversely, benefit from a program that reduces these risks. However, as indicated previously, the food safety program is not limited to the regulation of permitted food establishments, and funding of the program should not be limited to fees collected by the regulated businesses. Additional benefits to the general public from this program include the availability of food products that are safe, wholesome, and properly labeled to prevent injury or harm, regardless of where they are produced or grown. Prevention of and response preparedness to terrorist actions which threaten the safety of the food supply is another public benefit which is becoming a significant component of this responsibility. Rapid identification and containment of contaminated food products are essential components of these efforts, and all Floridians reap the benefits of these capabilities.

It is appropriate and important that a portion of the activity be supported by General Revenue to reflect the public health benefits of the Division's programs

and activities. Future laboratory resources will also be needed to deal with new food types and analyses, improve methods for identification of pathogens, increase sensitivity of detection, and expand the current scope of testing.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

As stated in our response to question seven, a statutory change in Chapter 500, Florida Statutes, is needed on a periodic basis to raise the fee capacity proportionate with increasing program costs.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Food Store Inspection

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No. Chapter 500, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? N/A

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
FOOD SAFETY	Food Permit	500.12(1)(b)	\$650	2008	YES	\$100 - \$650	General Inspection TF
	Bottled Water Plant	500.12(1)(b)	\$1,000	1992	YES	\$500	General Inspection TF
	Packaged Ice Plant	500.12(1)(b)	\$250	1992	YES	\$250	General Inspection TF
	Late Fee	500.12(1)(b)	\$100	1994	YES	\$100	General Inspection TF
	Water Vending	500.459	\$200	1992	YES	\$35	General Inspection TF
	Export Certificate	500.148	See Rule	2002	YES	\$15 Standard *	General Inspection TF
	Reinspection Fee	500.09(7)	Reasonable	2001	YES	\$135	General Inspection TF
	Plan Review	500.12(2)	See Rule	1994	YES	\$55.10 **	General Inspection TF
	Lab Fees	500.09(7)	Reasonable	1998	NO	Actual cost recovery	General Inspection TF
	Epidemiological Fees	381.006(10)	\$10	1992	NO	\$10 ***	Pass through DOH
	Administrative Fines	500.121	\$5,000	Pre-1985	NO	Variable	General Inspection TF
	Administrative Fines	500.121(2)	\$10,000 ****	1997	NO	Variable	General Inspection TF
*\$20 per 1/2 hour if non-standard certificate is requested (see 5K-4.026 F.A.C.)							
**\$55.10 (1st hour and application fee); additional work at \$30.10 per hour (see 5K-4.004(9) F.A.C.)							
***Collected for Department of Health / \$10 per each permit.							
****Country of origin labeling. Authority preempted back to USDA effective 9/30/2008.							

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2012-13**
Program: 42150200 Food Store Inspection Program/Food Lab
Fund(s): 2261, 2321 Federal Grants Trust Fund, General Inspection Trust Fund

Specific Authority: Chapters 381, 500 and 570, F.S., Chapter 5K- F.A.C.
Purpose of Fees Collected: The fees collected shall be used solely for the purpose of the recovery of costs for the services provided by the Division as required by statute and F.A.C.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
	FGTF	GITF	FGTF	GITF	FGTF	GITF
<u>Receipts:</u>						
<u>Food Permit Fees</u>		15,125,250		15,100,000		15,100,000
<u>Reinspection Fees</u>		67,990		100,000		100,000
<u>Late Filing Penalties</u>		166,297		160,000		160,000
<u>Administrative Fines</u>		231,710		300,000		300,000
<u>Plan Review Fees</u>		11,037		11,000		11,000
<u>U.S. Grants</u>	1,376,524		1,021,400		560,000	
<u>Certification Report Fees</u>		227,230		200,000		200,000
<u>Bottled Water Permits</u>		95,565		95,000		95,000
<u>Epidemiology Surcharge</u>		445,610		445,000		445,000
<u>Misc. Revenue (Refunds, Other)</u>	442	31,094		20,100		20,100
<u>FDA Contract Agreement</u>		392,772		375,000		400,000
<u>COOL Agreement Fees</u>		-		150,000		-
Total Fee Collection to Line (A) - Section III	1,376,966	16,794,555	1,021,400	16,956,100	560,000	16,831,100

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
	FGTF	GITF	FGTF	GITF	FGTF	GITF
<u>Direct Costs:</u>						
<u>Salaries and Benefits</u>	469,052	9,052,024	390,000	9,300,000	200,000	9,300,000
<u>Other Personal Services</u>	90,215	44,562	80,000	45,000	40,000	45,000
<u>Expenses</u>	392,206	1,537,034	300,000	1,400,000	168,500	1,600,000
<u>Contracted Services</u>	348,499	552,975	200,000	450,000	125,000	375,000
<u>Operating Capital Outlay</u>	9,716	21,616	8,900	45,000	5,000	345,000
<u>Data Processing</u>	2,507	347,078	2,500	345,000	1,500	345,000
<u>General Revenue S/C</u>		1,365,481		1,300,000		1,300,000
<u>Refunds</u>		19,557		20,000		20,000
<u>Transfers-Epidemiology</u>		409,961		445,000		445,000
<u>Motor Vehicles</u>						701,525
<u>Indirect Costs Charged to Trust Fund</u>	64,771	2,357,579	40,000	2,350,000	20,000	2,350,000
Total Full Costs to Line (B) - Section III	1,376,966	15,707,867	1,021,400	15,700,000	560,000	16,826,525

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
		FGTF	GITF	FGTF	GITF	FGTF	GITF
TOTAL SECTION I	(A)	1,376,966	16,794,555	1,021,400	16,956,100	560,000	16,831,100
TOTAL SECTION II	(B)	1,376,966	15,707,867	1,021,400	15,700,000	560,000	16,826,525
TOTAL - Surplus/Deficit	(C)	(0)	1,086,688	-	1,256,100	-	4,575

EXPLANATION of LINE C:

The overall surplus in FY 2010-11 in the Food Store Inspection Program was the result of additional annual permit fee revenue of approximately \$1.3 million each year since FY 2007-08. Projected GITF revenues for FY 2010-11 and 2011-12 remain constant, however, GITF expenditures will increase due to projected expenditure increases in Salaries and Expense category spending in FY 2011-12 and possible funding of two D-3A issues (Replacement of laptops and related computer equipment and the purchase of replacement vehicles for inspectors) in FY 2012-13.

It is important to note that food establishment permit fees are not inspection fees, they are one-time annual fees regardless of the number of inspections performed per location. These fees support public health protection activities including laboratory analyses of foods produced outside of our state borders. In accordance with Chapter 500, F.S., all food products sold in Florida are regulated by this Department. However, most food processors or manufacturers are located in other states or countries where the Department has no permit or inspection authority. Benefits to the general public from this program include the availability of food products that are safe, wholesome, and properly labeled to prevent injury or harm, regardless of where they are produced or grown. Prevention of and response preparedness to terrorist actions which threaten the safety of the food supply is another public benefit which is becoming a significant component of this responsibility. Rapid identification and containment of contaminated food products are essential components of these efforts, and all Floridians reap the benefits of these capabilities.

Division of Agricultural
Environmental Services
Exhibits or Schedules

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Feed Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division constantly strives for operational efficiency. We currently are implementing a more efficient Laboratory Information Management System (LIMS), which will automate laboratory processes, and provide stakeholders, via the Internet, real-time program and laboratory information.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We anticipate continuing to operate at costs reduced from those of the program prior to FY 07-08.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of feed is essential to the continued economically viable production of livestock and protection of the health of companion animals. Feed regulation is needed to ensure that feed meets quality standards and is free from contaminants. A critically important part of the program is the monitoring of feed for prohibited proteins that are strictly regulated to prevent the transmission of the disease agent for bovine spongiform encephalopathy (BSE) or mad cow disease.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The fees charged are set in statute or rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

As a result of a fee increase enacted by the 2008 Legislature, the fees charged covered both direct and indirect costs to the General Inspection Trust Fund portion of the program area for FY 10-11, and we anticipate that this will continue for FY 11-12.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are set in statute or rule.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees charged are adequate to fully cover direct and indirect costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2012-13
Program: 42160100 Feed Regulation
Fund(s): 1000, 2261, 2321 General Revenue, Federal Grants Trust Fund, General Inspection Trust Fund
Specific Authority: 580.041(1), 580.065
Purpose of Fees Collected: To ensure that Florida consumers receive feed products that conform to the Commercial Feed Law and to provide uniform regulation to feed producers and distributors.

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

X	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
Receipts:									
U.S. Grants		175,937			250,000			250,000	
Feed Deficiency Penalties									
Feed Master Registration			542,580			542,580			542,580
Feed Lab Certification			3,401			3,401			3,401
Administrative Fines			33,976			33,976			33,976
Misc. - Other									
BSE Inspection			99,500			101,550			101,550
GR Funds	5,404								
Total Fee Collection to Line (A) - Section III	5,404	175,937	679,457	-	250,000	681,507	-	250,000	681,507

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
Direct Costs:									
Salaries and Benefits		357	118,229			133,159			133,159
Other Personal Services		56,787			68,055			68,055	
Expenses		85,592	10,565		50,000	12,000		50,000	12,000
Contracted Services		15,837	1,422		31,945	2,000		31,945	2,000
Operating Capital Outlay		17,364			100,000			100,000	
Data Processing			2,833			7,229			7,229
General Revenue S/C			42,680			54,520			54,520
Field Inspection			246,270			263,795			263,795
Refunds			1,900			735			735
Indirect Costs Charged to Trust Fund	5,404		114,413	3,170		155,494	3,170		155,494
Total Full Costs to Line (B) - Section III	5,404	175,937	538,312	3,170	250,000	628,932	3,170	250,000	628,932

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
		GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
TOTAL SECTION I	(A)	5,404	175,937	679,457		250,000	681,507		250,000	681,507
TOTAL SECTION II	(B)	5,404	175,937	538,312	3,170	250,000	628,932	3,170	250,000	628,932
TOTAL - Surplus/Deficit	(C)	-	-	141,145	(3,170)	-	52,575	(3,170)	-	52,575

EXPLANATION of LINE C:

Receipts cover direct and indirect costs for this program area.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Fertilizer Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division constantly strives for operational efficiency. Antiquated and inefficient analytical methods and equipment have been replaced with current methodologies and modern, automated equipment. We have implemented a risk-based inspection strategy that has reduced the number of samples collected (3,791 in FY 10-11 compared to 6,478 in FY 06-07).

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We will continue to refine the risk-based regulatory program. We anticipate continuing to operate at costs reduced from those of the program prior to the implementation of the risk assessment strategy. We are also implementing a Laboratory Information Management System (LIMS) that will reduce data entry requirements and increase efficiency.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of fertilizers is essential to the continued use of fertilizers needed for food and fiber production and landscape management. Fertilizer regulation is needed to ensure that guaranteed amounts of nutrients are present in fertilizers and that contaminants, such as heavy metals from recycled hazardous waste, are not present. The regulation of fertilizers used in urban landscapes has become increasingly important as concerns have arisen regarding the impact of fertilizer use on water quality in coastal areas.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The fees charged are set in statute or rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

As a result of fee increases enacted by the 2008 and the 2009 Legislature, the fees charged covered most of the direct and indirect costs to the General Inspection Trust Fund portion of the program area for FY 10-11.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are set in statute or rule.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees charged are adequate to cover most of the direct and indirect costs for the General Inspection Trust Fund.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that a state subsidy for this regulatory program is appropriate since it provides a public benefit.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160100 Fertilizer Regulation
Fund(s): 1000, 2321 General Revenue, General Inspection Trust Fund

Budget Period: 2012-13

Specific Authority: 576.021, 576.041, 576.045, 576.051(2)
Purpose of Fees Collected: To ensure that Florida consumers receive fertilizer products that conform to the Commercial Fertilizer Law, to provide uniform regulation to fertilizer producers and distributors and to provide environmental protection from heavy metal contaminants in fertilizers.

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

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

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
	GR	GITF	GR	GITF	GR	GITF
Fertilizer Dealer Licenses		59,700		59,700		59,700
Fertilizer Reporting Fees		1,711,096		1,711,096		1,711,096
Lime Reporting Fees		212,039		212,039		212,039
Phosphate Reporting Fees		2,787		2,787		2,787
Specialty Fertilizer Registration		189,400		189,400		189,400
Commercial Sampling		17,897		17,897		17,897
Penalties		118,479		118,479		118,479
Administrative Fines		4,400		4,400		4,400
Misc.						
Fees - Fert., Lime & Phosp. Rate Shortages						
Total Fee Collection to Line (A) - Section III	-	2,315,798	-	2,315,798	-	2,315,798

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
	GR	GITF	GR	GITF	GR	GITF
Salaries and Benefits		951,693		997,312		997,312
Other Personal Services		11,901				
Expenses		130,663		137,963		137,963
Contracted Services		21,305		18,118		18,118
Operating Capital Outlay						
Data Processing	91	22,522	477	52,681	477	52,681
General Revenue S/C		179,197		185,263		185,263
Refunds		8,965		3,237		3,237
Field Inspection		586,943		659,487		659,487
Indirect Costs Charged to Trust Fund	42,921	474,630	23,106	533,533	23,106	533,533
Total Full Costs to Line (B) - Section III	43,012	2,387,819	23,583	2,587,594	23,583	2,587,594

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	2,315,798		2,315,798		2,315,798
TOTAL SECTION II	(B)	43,012	2,387,819	23,583	2,587,594	23,583	2,587,594
TOTAL - Surplus/Deficit	(C)	(43,012)	(72,021)	(23,583)	(271,796)	(23,583)	(271,796)

EXPLANATION of LINE C:

Surplus of revenues from the Pesticide Regulation Program are used to help cover the deficit in this program.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Pest Control Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division constantly strives for operational efficiency. 3,617 inspections and investigations were conducted in FY 10-11. The number of pest control licensees continues to grow. A risk-based investigative system that targets high-risk areas such as structural fumigation has been implemented. Efforts to increase efficiencies in this program area include:

- Reducing the number of field offices from ten to two.
- Implementation of a document imaging system to reduce file storage space, and therefore, leased office space.
- Implementation of electronic mail notification of licensees for legally required notices to reduce mail-out costs to save approximately \$30,000 per year.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The risk-based enforcement strategy will continue to be refined. We have not completed an estimate of potential savings.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of pest control is absolutely essential to the continued provision of pest management services that protect public health and private property. Without effective regulation, the potential exists for fraudulent or unsafe practice of pest control that will endanger public health and private property.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The fees charged are set in statute or rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

The fees charged covered all direct and indirect charges to the Pest Control Trust Fund for FY 10-11.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are set in statute or rule.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The regulation of pest control provides substantial public benefits well in excess of the amount of public funds expended. These benefits include:

- Prevention of misuse of pesticides by untrained or unsupervised pest control applicators, thereby preventing harm to human health, public and private property and the environment.
- Prevention of poor performance of pest control by unlicensed or untrained and unsupervised persons.

- Prevention of misleading and deceptive practices in the conduct of pest control.
- Enforcement of requirements for protection contracts for performance of wood destroying organism pest control.

The Pest Control Industry in Florida provides services worth over \$ 1.4 billion ¹. One important component of pest control in Florida is protection against wood-destroying organisms. Costs for subterranean termite control and repair alone are estimated to be \$484,000,000 based on a 2000 survey of Florida homeowners².

A critical benefit of pest control is protection of public health through the control of disease carrying flies, roaches, and rodents.

References:

1. - National Pest Management Association, email from Cindy Mannes, 9/20/06.

2. - A Survey of Florida Homeowners Regarding Termite Infestation, January, 2001
Michael J. Scicchitano and Tracy L. Johns, Shimberg Center, Policy and Management Research,
University of Florida , Gainesville, Florida.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that a state subsidy for this regulatory program is appropriate since it provides a public benefit.

Examination of Regulatory Fees - Part II

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Pest Control

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No, Ch. 482, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) 17% GR

If the program is subsidized from other state funds, what is the source(s)? General Revenue

What is the current annual amount of the subsidy? \$213,601 GR

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Pest Control	Pest Control License - Initial fee	482.071(2)(b) 5E-14.142(5)(h)	\$300	1992	Yes	\$250	Pest Control Trust Fund
Pest Control	Pest Control License - Renewal fee (annual)	482.071(2)(b) 5E-14.142(5)(i)	\$300	1992	Yes	\$250	Pest Control Trust Fund
Pest Control	Pest Control Customer Contact Center License - Initial fee (2 year)	482.072 (2)(b), 5E-14.150	\$1,000	2011	Yes	\$600	Pest Control Trust Fund
Pest Control	Pest Control Customer Contact Center License - Renewal	482.072 (2)(b), 5E-14.150	\$1,000	2011	Yes	\$600	Pest Control Trust Fund
Pest Control	Pest Control License - Change of Business Location Address fee	482.071(2)(d)	\$25	1992	No	\$25	Pest Control Trust Fund
Pest Control	Pest Control License - Change of Business Name fee	482.071(2)(d)	\$25	1992	No	\$25	Pest Control Trust Fund
Pest Control	Pest Control License - Change of Business Ownership fee	482.071(2)(a) 5E-14.142(5)(h)	\$300	1992	Yes	\$250	Pest Control Trust Fund
Pest Control	Pest Control License - Late License Renewal fee	482.071(2)(b)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Pest Control License - Expedite fee	482.071(2)(f) 5E-14.142(5)(h)	\$50	1992	Yes	\$50	Pest Control Trust Fund
Pest Control	Pest Control Employee ID Card - Initial fee	482.091(1)(b), (5)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Pest Control Employee ID Card - Renewal fee (annual)	482.091(4), (5)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Pest Control Employee ID Card - Change of Business Location, Name or Ownership fee	482.091(4), (5)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Pest Control Operator Certificate - Issuance fee	482.111(1), (7) 5E-14.132(3)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Pest Control Operator Certificate - Renewal fee (annual)	482.111(3), (7) 5E-14.132(3)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Pest Control Operator Certificate - Late fees	482.111(1), (3) 5E-14.132(1), (2)	\$50	1992	Yes	\$50	Pest Control Trust Fund
Pest Control	Emergency Certificate - Initial fee (30 day)	482.111(9)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Emergency Certificate - Additional Periods fee (30 day)	482.111(9)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Special ID Card - Initial fee	482.151(5) 5E-14.136(2)	\$100	1992	Yes	\$100	Pest Control Trust Fund
Pest Control	Special ID Card - Renewal fee (annual)	482.151(6) 5E-14.136(3)	\$100	1992	Yes	\$100	Pest Control Trust Fund
Pest Control	Special ID Card - Late fees	482.151(5), (6) 5E-14.136(2), (3)	\$25	1992	No	\$25	Pest Control Trust Fund
Pest Control	Examination Fees - Certified Operator Initial	482.141(2) 5E-14.123(4)	\$300	1992	Yes	\$225	Pest Control Trust Fund
Pest Control	Examination Fees - Special ID Initial	482.151(4) 5E-14.123(5)	\$200	1992	Yes	\$200	Pest Control Trust Fund
Pest Control	Optional CEU Certificate Renewal by Examination fee	482.111(10)(c)	\$300	1992	Yes	\$225	Pest Control Trust Fund
Pest Control	Limited Gov't Private Exam and Issuance fee (4 yr license)	482.155(1)(b) 5E-14.117(17)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Limited Gov't Private Certificate Renewal	482.155(1)(b) 5E-14.117(17)	\$25	1992	Yes	\$25	Pest Control Trust Fund
Pest Control	Limited Certification for Urban Landscape Commercial Fertilizer Application (four year)	482.1562 (3), 5E-14.117(18)	\$75	2009	Yes	\$25	Pest Control Trust Fund
Pest Control	Limited Commercial Lawn Maintenance Exam and Issuance fee (annual)	482.156(2)(a) 5E-14.117(11)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Limited Commercial Lawn Maintenance Certificate Renewal	482.156(3) 5E-14.117(11)(b)(5)	\$75	1992	Yes	\$75	Pest Control Trust Fund
Pest Control	Limited Commercial Lawn Maintenance Late fee	482.156(3)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Limited Commercial Wildlife Management - Initial fee	482.157(2)(a), 5E-14.117(19)	\$300	2011	Yes	\$150	Pest Control Trust Fund
Pest Control	Limited Commercial Wildlife Management - Renewal	482.157(2)(a), 5E-14.117(19)	\$150	2011	Yes	\$75	Pest Control Trust Fund
Pest Control	Prior Notification Registry - Initial	482.2267(1)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Prior Notification Registry - Annual Renewal	482.2267(3)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Service Charge - Returned Checks		\$15	1992	No	\$15	Pest Control Trust Fund
Pest Control	Service Charge - Records Duplication	Ch 119	\$5 (min)	1992	No	\$5 (min)	Pest Control Trust Fund
Pest Control	Administrative Fines Imposed	482.161, 482.2401(3)	\$5,000 per violation	1992	No	Up to \$5,000 per violation	Pest Control Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2012-13
Program: 42160100 Pest Control
Fund(s): 1000, 2528 General Revenue, Pest Control Trust Fund

Specific Authority: 482.032, 482.061, 482.071, 482.155, 482.156
Purpose of Fees Collected: To ensure that Florida consumers receive pest control services that conform to the Florida Structural Pest Control Act and to provide uniform regulation to pest control licensees.

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

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

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
	GR	FGTF	PCTF	GR	FGTF	PCTF	GR	FGTF	PCTF
U.S. Grants		55,174			431,827			431,827	
Exam Fees			447,150			447,150			447,150
Prior Notification Fees			1,295			1,295			1,295
Emergency Certification Fees			39,160			39,160			39,160
Pest Control Licenses			2,855,966			2,855,966			2,855,966
Special Handling Fees			10,750			10,750			10,750
Late Penalties			75,839			75,810			75,810
Administrative Fines			55,531			55,531			55,531
Interest on Investments			19,970			26,000			26,000
Misc. Service Fees/Copies/Refunds Prior Yrs			1,178			899			899
Misc. - Other/ Refunds			3,523			3,308			3,308
Limited Cert. Comm. Fert. App. (new)									
Total Fee Collection to Line (A) - Section III	-	55,174	3,510,362	-	431,827	3,515,869	-	431,827	3,515,869

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
	GR	FGTF	PCTF	GR	FGTF	PCTF	GR	FGTF	PCTF
Salaries and Benefits	74,542		2,567,735		188,383	2,567,735		188,383	2,567,735
Personnel Assessment			16,136			16,648			16,648
Other Personal Services			41,064			41,530			41,530
Expenses	10,901	4,247	169,987			208,623			208,623
Contracted Services	512	14,929	75,990		25,000	106,425		25,000	106,425
Operating Capital Outlay		35,998							
Data Processing			69,558			69,558			69,558
General Revenue S/C									
Assessment on Investments									
Refunds			10,870			10,870			10,870
Indirect Costs Charged to Trust Fund	127,646		216,789	81,881	218,444	494,480	81,881	218,444	494,480
Total Full Costs to Line (B) - Section III	213,601	55,174	3,168,129	81,881	431,827	3,515,869	81,881	431,827	3,515,869

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
		GR	FGTF	PCTF	GR	FGTF	PCTF	GR	FGTF	PCTF
TOTAL SECTION I	(A)		55,174	3,510,362	0	431,827	3,515,869		431,827	3,515,869
TOTAL SECTION II	(B)	213,601	55,174	3,168,129	81,881	431,827	3,515,869	81,881	431,827	3,515,869
TOTAL - Surplus/Deficit	(C)	(213,601)	0	342,233	(81,881)	0	0	(81,881)	0	0

EXPLANATION of LINE C:

This regulatory activity is supported by General Revenue that is appropriated annually by the Legislature and by funds collected from the industry and deposited into the Pest Control Trust Fund. Use of General Revenue to support this program is justified by the benefits provided by the regulatory program. The Division feels that General Revenue funds to support this program are warranted because the regulation of pest control is absolutely essential to the continued provision of pest management services that protect public health and private property. Without effective regulation, the potential exists for fraudulent or unsafe practices of pest control that will endanger public health and private property.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Pesticide Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Electronic payment of registration fees has been implemented and augments the implementation of an Oracle-based, web-accessible registration system that has allowed the reduction of one staff position, while improving tracking of over 15,000 registered pesticides. A biennial registration program was implemented in January 2009 that allows registrants to pay for two years of registration at a time.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We will continue to refine the web-accessible registration system and electronic payment system. Legislative changes enacted in 2011 will require pesticide registrants to make fee payments online, reducing data entry and clerical workload. We are working to provide web access to pesticide labels, making these documents quickly available to regulatory officials and the public, allowing registration staff to work on other program priorities. We will continue to refine the risk-based enforcement program.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of pesticides and pesticide use is absolutely essential to the continued use of pesticides needed for food and fiber production, pest management, protection of public health, protection of private property, protection from aquatic weed accumulation in waterways used for flood control, and landscape management. Pesticide regulation is needed to ensure that pesticides are used in ways that protect public health, agricultural workers, environmental resources, water and air quality. Pesticide regulation is also needed to protect Florida's industries, including agriculture and tourism, the state's two largest industries.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally

accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?
The fees charged are set in statute or rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Current fees are adequate to cover the direct and indirect costs of the program.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are set in statute or rule. Fees are reviewed routinely and are increased when necessary and without undue hardship on the regulated industry. Fee increases in this program area were proposed in the 2008 and 2009 Legislature and were adopted.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees collected cover direct and indirect costs charged to the trust fund.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that providing General Revenue to support this program area is appropriate, since the regulation of pesticides and pesticide use provide an obvious public benefit.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2012-13
Program: 42160100 Pesticide Regulation
Fund(s): 1000, 2261, 2321 General Revenue, Federal Grants Trust Fund, General Inspection Trust Fund
Specific Authority: 487.04, 487.041, 487.045, 487.048, 487.071
Purpose of Fees Collected: To ensure that pesticides are distributed and used in Florida in accordance with the Florida Pesticide Law and to provide uniform regulation to pesticide users.

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

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

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
U. S. Grants		599,914			501,338			501,338	
Pesticide Dealer's License			99,200			99,200			99,200
Pesticide Applicator's License			467,725			467,725			467,725
Pesticide Registration			5,421,285			6,268,216			5,692,349
Misc - Penalties			106						
Administrative Fines			61,800			31,350			31,350
Misc. - Other			72						
Refunds			1,500			1,500			1,500
Supplemental Registration (new)									
Other transfers/donations									
Total Fee Collection to Line (A) - Section III	-	599,914	6,051,688	-	501,338	6,867,991	-	501,338	6,292,124

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
Salaries and Benefits		256,809	1,731,282		303,453	2,074,544		303,453	2,074,544
Other Personal Services					20,000			20,000	
Expenses		105,172	122,429		91,620	138,725		91,620	138,725
Contracted Services		123,825	3,277		58,334	71,400		58,334	71,400
Operating Capital Outlay		88,677			2,500			2,500	
Data Processing	470		56,985	1,501		112,600	1,501		112,600
Transfers									
General Revenue S/C			287,671			777,524			777,524
Field Inspection	3,492		715,392			842,341			842,341
Refunds			821			15,789			15,789
Indirect Costs Charged to Trust Fund	114,694	25,431	817,420	37,607	25,431	903,995	37,607	25,431	903,995
Total Full Costs to Line (B) - Section III	118,656	599,914	3,735,277	39,108	501,338	4,936,918	39,108	501,338	4,936,918

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
		GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
TOTAL SECTION I	(A)	-	599,914	6,051,688		501,338	6,867,991		501,338	6,292,124
TOTAL SECTION II	(B)	118,656	599,914	3,735,277	39,108	501,338	4,936,918	39,108	501,338	4,936,918
TOTAL - Surplus/Deficit	(C)	(118,656)	-	2,316,411	(39,108)	-	1,931,073	(39,108)	-	1,355,206

EXPLANATION of LINE C:

Surplus of revenues is used to cover deficits in other programs.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Seed Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division constantly strives for operational efficiency. We have implemented a risk-based inspection strategy that has increased the percentage of samples that are found to be violative. The results are provided below:

<i>FY</i>	<i>10-11</i>	<i>09-10</i>	<i>08-09</i>	<i>07-08</i>
Samples Collected	3171	3010	2919	2945
Number found to be violative	171	117	111	108
% Violations	5.39%	3.89%	3.80%	3.67%

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We are implementing a web-based Laboratory Information Management System (LIMS) which will allow paperless transmission of seed regulatory information. The costs savings associated with this transition have not been estimated at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of seeds is essential to the continued, economically viable production of food and fiber. Seed regulation is needed to ensure that seeds purchased by consumers meet established standards for purity, germination and are not contaminated with noxious weed seeds.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally

accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The fees charged are set in statute or rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Prior to a fee increase adopted by the 2009 Legislature, fees were not adequate to cover the direct and indirect costs of the program. Fees were doubled in 2009, so revenues for FY 10-11 covered most of the direct and indirect costs of the program.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are set in statute or rule. Fees are reviewed routinely and are increased when necessary and without undue hardship on the regulated industry.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The seed program benefits the agricultural industry by ensuring it has access to high quality seed to produce crops of economic value in the state.

The regulation of seeds provides substantial public benefits well in excess of the amount of public funds expended. The 2,348 licensed seed dealers in Florida in FY 08-09 reported \$98,587,407 in gross receipts. These seeds are the basis for Florida agriculture and backyard fruit and vegetable production.

Seed regulation includes resolution of disputes between growers and seed producers. Settlement payments of \$134,117 were recommended for the three fiscal years from 08-09 to 10-11 as a result of these Seed Council Investigations.

The seed regulatory program performs a vital function in checking for both prohibited and restricted noxious weed seed contamination. For one restricted noxious weed, tropical soda apple, a total of 60 lots, totaling 376,700 pounds of Bahiagrass and Aeschynomene seed contaminated with tropical soda apple were identified and stopped from being sold or shipped in the three fiscal years of FY 06-07 through FY 08-09.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that a state subsidy for this regulatory program is appropriate since it provides a public benefit.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2012-13**
Program: 42160100 Seed Regulation
Fund(s): 1000, 2321 General Revenue, General Inspection Trust Fund
Specific Authority: 578.08(1), 578.11, 578.26(1)
Purpose of Fees Collected: To ensure that Florida consumers receive seed products that conform to the Commercial Seed Law and to provide uniform regulation to seed producers and distributors.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
	GR	GITF	GR	GITF	GR	GITF
Receipts:						
Seed Licenses		971,948		971,948		971,948
Seed Complaint Filing Fee		100		300		300
Misc. - Other		2,578		2,578		2,578
Refunds						
Total Fee Collection to Line (A) - Section III	-	974,626	-	974,826	-	974,826

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
	GR	GITF	GR	GITF	GR	GITF
Direct Costs:						
Salaries and Benefits		439,581		454,757		454,757
Other Personal Services						
Contracted Services		1,304		2,710		2,710
Expenses		23,408		25,586		25,586
Operating Capital Outlay						
Data Processing	68	10,534	347	24,953		24,953
General Revenue S/C		78,977		77,986		77,986
Field Inspection		301,681		197,846		197,846
Refunds						
Indirect Costs Charged to Trust Fund	18,922	232,098		224,480		224,480
Total Full Costs to Line (B) - Section III	18,990	1,087,583	347	1,008,318	-	1,008,318

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	974,626		974,826		974,826
TOTAL SECTION II	(B)	18,990	1,087,583	347	1,008,318	-	1,008,318
TOTAL - Surplus/Deficit	(C)	(18,990)	(112,957)	(347)	(33,492)	-	(33,492)

EXPLANATION of LINE C:

The deficit is covered by the Pesticide Regulation Program.

Division of Consumer
Protection
Exhibits or Schedules

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Dance Studios

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes. The annual registration fee set by statute covers both direct and indirect costs of providing this regulatory service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight are set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Dance Studio registrations are adequate to cover direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services							
Regulatory Service to or Oversight of Business or Profession Program: Dance Studios							
Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s. 501.143, F.S.							
What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%							
If the program is subsidized from other state funds, what is the source(s)? N/A							
What is the current annual amount of the subsidy? N/A							
Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Dance Studios	Registration fee	s. 501.143	\$300 annually set by statute	1993	No	\$300	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160200 Dance Studios
Fund(s): 2321 General Inspection Trust Fund

Budget Period: 2012-13

Specific Authority: s. 501.143, F.S.

Purpose of Fees Collected: To provide regulation and oversight to the Ballroom Dance Studio Industry in the State of Florida.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
<u>Receipts:</u>			
Registration Fees	56,700	56,700	56,700
Administrative Fines	(1,000)	5,057	5,057
Miscellaneous Other			
Total Fee Collection to Line (A) - Section III	55,700	61,757	61,757

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
<u>Direct Costs:</u>			
Salaries and Benefits			
Other Personal Services	23,736	25,000	25,000
Data Processing			
Expenses	253	2,000	2,000
Operating Capital Outlay			
Contracted Services	209	-	-
General Revenue S/C	4,696	4,941	4,941
Refunds			
Indirect Costs Charged to Trust Fund	1,626	1,626	1,626
Total Full Costs to Line (B) - Section III	30,520	33,567	33,567

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
		GITF	GITF	GITF
TOTAL SECTION I	(A)	55,700	61,757	61,757
TOTAL SECTION II	(B)	30,520	33,567	33,567
TOTAL - Surplus/Deficit	(C)	25,180	28,190	28,190

EXPLANATION of LINE C:

A deficit is not projected for FY 2011-12 and FY 2012-13.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Health Studios

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes. The annual registration fee set by statute covers both direct and indirect costs of providing this regulatory service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight are set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Health Studio registrations are adequate to cover direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**
 Regulatory Service to or Oversight of Business or Profession Program: Health Studios
 Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s. 501.015, F.S.
 What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%
 If the program is subsidized from other state funds, what is the source(s)? N/A
 What is the current annual amount of the subsidy? N/A

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Health Studios	Registration fee	s. 501.015	\$300 annually set by statute	1993	No	\$300	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2012-13**
Program: 42160200 Health Studios
Fund(s): 2321 General Inspection Trust Fund
Specific Authority: s. 501.015, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Health Studio Industry in the State of Florida.

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

X	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
<u>Receipts:</u>			
Registration Fees	575,805	560,547	560,547
Administrative Fines	53,450	60,603	60,603
Miscellaneous Penalties	2,528		
Total Fee Collection to Line (A) - Section III	631,783	621,150	621,150

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
<u>Direct Costs:</u>			
Salaries and Benefits	134,956	124,074	124,074
Other Personal Services			
Data Processing	9,668	9,668	9,668
Expenses	8,943	2,000	2,000
Operating Capital Outlay		-	
Contracted Services	3,545		
General Revenue S/C	50,960	49,692	49,692
Refunds	1,200	1,200	1,200
Indirect Costs Charged to Trust Fund	65,933	65,933	65,933
Total Full Costs to Line (B) - Section III	275,204	252,567	252,567

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
		GITF	GITF	GITF
TOTAL SECTION I	(A)	631,783	621,150	621,150
TOTAL SECTION II	(B)	275,204	252,567	252,567
TOTAL - Surplus/Deficit	(C)	356,579	368,583	368,583

EXPLANATION of LINE C:

A deficit is not projected for FY 2011-12 and FY 2012-13.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Intrastate Moving Companies

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. The annual registration fee set by statute does not cover both direct and indirect costs of providing this regulatory service. When this program was originally enacted by the Florida Legislature in 2002, the Legislature recognized that setting a fee sufficient to cover the program costs would require so high an

assessment as to damage the industry's competitive position amongst industry members.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight is set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fee charged for this regulatory service and oversight is set by statute. When this program was originally enacted by the Florida Legislature in 2002, the Legislature recognized that setting a fee sufficient to cover the program costs would require so high an assessment as to damage the industry's competitive position amongst industry members. The statutory purpose of this program is to secure the satisfaction and confidence of shippers (consumers) and members of the public when using an intrastate mover.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Total annual revenue exceeded total operating and non-operating costs in an amount sufficient to absorb the cost of the program.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: IntraState Moving Companies

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s. 507.03, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) 38%

If the program is subsidized from other state funds, what is the source(s)? General Inspection Trust Fund

What is the current annual amount of the subsidy? \$106,072

	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
IntraState Moving Companies	Registration fee	s. 507.03	\$300 annually set by statute	2002	No	\$300	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160200 Intrastate Moving Companies
Fund(s): 2321 General Inspection Trust Fund

Budget Period: 2012-13

Specific Authority: s. 507.03, F.S.

Purpose of Fees Collected: To provide regulation and oversight to the Intrastate Moving Industry in the State of Florida.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
<u>Receipts:</u>			
<u>Registration Fees</u>	259,094	255,931	255,931
<u>Administrative Fines</u>	21,750	46,557	46,557
<u>Miscellaneous Penalties</u>			
<u>Miscellaneous Other</u>	130		
Total Fee Collection to Line (A) - Section III	280,974	302,488	302,488

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	214,068	187,770	187,770
<u>Other Personal Services</u>			
<u>Data Processing</u>	15,335	15,335	15,335
<u>Expenses</u>	15,934	8,500	8,500
<u>Operating Capital Outlay</u>			
<u>Contracted Services</u>	2,085		
<u>General Revenue S/C</u>	23,126	24,199	24,199
<u>Refunds</u>	909	909	909
<u>Indirect Costs Charged to Trust Fund</u>	115,590	115,590	115,590
Total Full Costs to Line (B) - Section III	387,046	352,303	352,303

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
		GITF	GITF	GITF
TOTAL SECTION I	(A)	280,974	302,488	302,488
TOTAL SECTION II	(B)	387,046	352,303	352,303
TOTAL - Surplus/Deficit	(C)	(106,072)	(49,815)	(49,815)

EXPLANATION of LINE C:

The deficit will be covered by other Department funds.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Motor Vehicle Repair Shops

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training, streamlining administrative processes, and making online renewal available to consumers. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes. The biennial registration fee set by statute covers both direct and indirect costs of providing this regulatory service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged for the regulatory service and oversight are set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Motor Vehicle Repair Shop registrations are adequate to cover direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Motor Vehicle Repair Shops

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s. 559.904, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? \$ N/A

	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Motor Vehicle Repair Shops	Registration fee	s. 559.904	The following annual fees are set by statute: \$50 for shops with 1-5 employees; \$150 for shops with 6-10 employees; and \$300 for shops with 11 or more employees	In 1997, fee for small shops performing only minor repairs was amended to \$50. Other fees last revised in 1991.	No	\$50 for shops with 1-5 employees; \$150 for shops with 6-10 employees; and \$300 for shops with 11 or more employees	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160200 Motor Vehicle Repair Shops
Fund(s): 2321 General Inspection Trust Fund

Budget Period: 2012-13

Specific Authority: s. 559.904, F.S.

Purpose of Fees Collected: To provide regulation and oversight to the Motor Vehicle Repair Industry in the State of Florida.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
Receipts:			
Registration Fees	1,014,056	1,166,150	1,014,056
Fees- Licenses, Sales Persons			
Administrative Fines	167,494	216,634	216,634
Miscellaneous Penalties	18,719	18,181	18,181
Miscellaneous Refunds	264		
Miscellaneous Other			
Total Fee Collection to Line (A) - Section III	1,200,533	1,400,965	1,248,871

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
Direct Costs:			
Salaries and Benefits	430,459	392,505	392,505
Other Personal Services	0	-	
Data Processing	30,837	30,837	30,837
Expenses	32,717	27,000	27,000
Operating Capital Outlay	0	-	-
Contracted Services	8,145		
General Revenue S/C	95,973	112,077	99,910
Refunds	3,375	3,375	3,375
Indirect Costs Charged to Trust Fund	474,214	474,214	474,214
Total Full Costs to Line (B) - Section III	1,075,721	1,040,008	1,027,841

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
		GITF	GITF	GITF
TOTAL SECTION I	(A)	1,200,533	1,400,965	1,248,871
TOTAL SECTION II	(B)	1,075,721	1,040,008	1,027,841
TOTAL - Surplus/Deficit	(C)	124,813	360,957	221,030

EXPLANATION of LINE C:

A deficit is not projected for FY 2011-12 and FY 2012-13.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Pawn Shops

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes. The annual registration fee set by statute covers both direct and indirect costs of providing this regulatory service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Pawn Shop licenses are adequate to cover direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services							
Regulatory Service to or Oversight of Business or Profession Program: Pawn Shops							
Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s. 539.001, F.S.							
What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%							
If the program is subsidized from other state funds, what is the source(s)? N/A							
What is the current annual amount of the subsidy? N/A							
Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Pawn Shops	License fee	s. 539.001	\$300 annually set by statute	1996	No	\$300	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160200 Pawn Shops
Fund(s): 2321 General Inspection Trust Fund

Budget Period: 2012-13

Specific Authority: s. 539.001, F.S.

Purpose of Fees Collected: To provide regulation and oversight to the Pawn Shop Industry in the State of Florida.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
<u>Receipts:</u>			
Registration Fees	394,200	377,560	377,560
Background Checks	30,251	23,044	23,044
Administrative Fines	54,000	141,400	141,400
Miscellaneous Penalties	18		
Miscellaneous Other			
Total Fee Collection to Line (A) - Section III	478,469	542,004	542,004

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
<u>Direct Costs:</u>			
Salaries and Benefits	155,248	132,364	132,364
Other Personal Services			
Data Processing	11,121	11,121	11,121
Expenses	12,366	8,000	8,000
Operating Capital Outlay			
Contracted Services	25,485		
General Revenue S/C	38,662	43,360	43,360
Refunds	1,755	1,755	1,755
Indirect Costs Charged to Trust Fund	108,057	108,057	108,057
Total Full Costs to Line (B) - Section III	352,696	304,657	304,657

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
		GITF	GITF	GITF
TOTAL SECTION I	(A)	478,469	542,004	542,004
TOTAL SECTION II	(B)	352,696	304,657	304,657
TOTAL - Surplus/Deficit	(C)	125,773	237,347	237,347

EXPLANATION of LINE C:

A deficit is not projected for FY 2011-12 and FY 2012-13.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Sellers of Business Opportunities

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

The fee charged for Sellers of Business Opportunities will be adequate to cover direct and indirect program costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight are set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Seller of Business Opportunities registrations and filing updates cover the direct and indirect program costs. The program has not shown a loss since FY 03/04.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program has been self-sufficient for a number of years and is projected to be self-sufficient in FY 2011-12 and FY 2012-13.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Sellers of Business Opportunities

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s. 559.805, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) 1%

If the program is subsidized from other state funds, what is the source(s)? General Inspection Trust Fund

What is the current annual amount of the subsidy? \$2,933

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Sellers of Business Opportunities	Registration fee and filing update fee	s. 559.805	Registration of \$300 annually set by statute; \$50 fee set by statute to update file each time update is received	1993	No	\$300	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160200 Sellers of Business Opportunities
Fund(s): 2321 General Inspection Trust Fund

Budget Period: 2012-13

Specific Authority: s. 559.805, F.S.

Purpose of Fees Collected: To provide regulation and oversight to the Sellers of Business Opportunities Industry in the State of Florida.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
<u>Receipts:</u>			
<u>Business Opportunity Filing Fee</u>	221,275	221,175	221,175
<u>Administrative Fines</u>	(1,200)	4,460	4,460
<u>Miscellaneous Penalties</u>			
<u>Miscellaneous Other</u>	60		
Total Fee Collection to Line (A) - Section III	220,135	225,635	225,635

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	134,482	-	-
<u>Other Personal Services</u>		-	-
<u>Data Processing</u>	9,634	-	-
<u>Expenses</u>	10,977	4,000	4,000
<u>Operating Capital Outlay</u>			
<u>Contracted Services</u>	496		
<u>General Revenue S/C</u>	17,699	18,051	18,051
<u>Refunds</u>	1,350	1,350	1,350
<u>Indirect Costs Charged to Trust Fund</u>	48,430	-	-
Total Full Costs to Line (B) - Section III	223,068	23,401	23,401

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
		GITF	GITF	GITF
TOTAL SECTION I	(A)	220,135	225,635	225,635
TOTAL SECTION II	(B)	223,068	23,401	23,401
TOTAL - Surplus/Deficit	(C)	(2,933)	202,234	202,234

EXPLANATION of LINE C:

A deficit is not projected for FY 2011-12 and FY 2012-13.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Sellers of Travel

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes. The annual registration fee set by statute covers both direct and indirect costs of providing this regulatory service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged for the regulatory service and oversight are set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Sellers of Travel are adequate to cover the direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Sellers of Travel

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s. 559.928, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? N/A

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Sellers of Travel	Registration fee	s. 559.928	\$300 annually set by statute	1991	No	\$300	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160200 Sellers of Travel
Fund(s): 2321 General Inspection Trust Fund

Budget Period: 2012-13

Specific Authority: s. 559.928, F.S.

Purpose of Fees Collected: To provide regulation and oversight to the Sellers of Travel Industry in the State of Florida.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
Receipts:			
Initial Fee	124,500	114,672	114,672
Renewal Fee	448,850	449,050	449,050
DOC Submission Fee	400	400	400
Travel Independent Agents	140,400	140,500	140,500
Administrative Fines	27,200	26,564	26,564
Miscellaneous Penalties	140		
Miscellaneous Refunds	125		
Miscellaneous Other			
Total Fee Collection to Line (A) - Section III	741,615	731,186	731,186

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
Direct Costs:			
Salaries and Benefits	368,749	326,220	326,220
Other Personal Services			
Data Processing	26,416	26,416	26,416
Expenses	27,417	3,000	3,000
Operating Capital Outlay			
Contracted Services	5,438		
General Revenue S/C	61,664	58,495	58,495
Refunds	5,410	5,410	5,410
Indirect Costs Charged to Trust Fund	162,216	162,216	162,216
Total Full Costs to Line (B) - Section III	657,310	581,757	581,757

Basin Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
		GITF	GITF	GITF
TOTAL SECTION I	(A)	741,615	731,186	731,186
TOTAL SECTION II	(B)	657,310	581,757	581,757
TOTAL - Surplus/Deficit	(C)	84,305	149,429	149,429

EXPLANATION of LINE C:

A deficit is not projected for FY 2011-12 and FY 2012-13.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Solicitation of Contributions

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes. The annual registration fee set by statute covers both direct and indirect costs of providing this regulatory service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged for the regulatory service and oversight are set by statute, and apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Solicitation of Contributions registrations are adequate to cover direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Solicitation of Contributions

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s. 496.405, 496.409 and 496.410, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? N/A

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Solicitation of Contributions	Registration fee	ss. 496.405, 496.409 and 496.410	The following annual fees are set by statute for charitable organizations and sponsors: \$10 if contributions received are less than \$25,000 and only use volunteers; \$75 if contributions more than \$5,000 and less than \$100,000; \$125 if contributions more than \$100,000 and less than \$200,000; \$200 if more than \$200,000 and less than \$500,000; \$300 if more than \$500,000 and less than \$1 million; \$350 if more than \$1 million and less than \$10 million; and \$400 if \$10 million or more.	Fees for charitable organizations and sponsors last revised in 1991. Fees for professional solicitors and fundraising consultants last revised in 1994.	No	Same as set by statute	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160200 Solicitation of Contributions
Fund(s): 2321 General Inspection Trust Fund

Budget Period: 2012-13

Specific Authority: s. 496.405, 496.409 and 496.410, F.S.

Purpose of Fees Collected: To provide regulation and oversight to the Solicitation of Contributions Industry in the State of Florida.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
<u>Receipts:</u>			
Registration Fees	2,473,918	2,609,534	2,753,580
Penalties - Late Filing Fees	59,958	59,483	59,483
Return Check Charge	348		
Administrative Fines	103,615	99,270	99,270
Refunds			
Miscellaneous Other	28		
Total Fee Collection to Line (A) - Section III	2,637,866	2,768,287	2,912,333

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
	GITF	GITF	GITF
<u>Direct Costs:</u>			
Salaries and Benefits	666,448	795,105	795,105
Other Personal Services	4,907	10,000	10,000
Data Processing	47,742	47,742	47,742
Expenses	49,872	18,185	18,185
Operating Capital Outlay			
Contracted Services	8,441		
General Revenue S/C	205,188	221,463	232,987
Refunds	56,396	56,396	56,396
Indirect Costs Charged to Trust Fund	306,781	306,781	306,781
Total Full Costs to Line (B) - Section III	1,345,774	1,455,672	1,467,195

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
		GITF	GITF	GITF
TOTAL SECTION I	(A)	2,637,866	2,768,287	2,912,333
TOTAL SECTION II	(B)	1,345,774	1,455,672	1,467,195
TOTAL - Surplus/Deficit	(C)	1,292,092	1,312,615	1,445,138

EXPLANATION of LINE C:

Excess revenues from this program are used to fund positions and expenses in the Call Center, the Non-Regulated Consumer Complaints Program, and the Consumer Education and Outreach Program. All three programs are non-revenue producing services performed by the Division for the general public.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Telemarketing

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Services have been improved by implementing cross training and streamlining administrative processes. Due to these improvements we have been able to handle increased registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This regulatory activity is mandated by Florida Statutes, and it is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes. The annual registration fee set by statute covers both direct and indirect costs of providing this regulatory service.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight are set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for Telemarketing licenses are adequate to cover direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**
 Regulatory Service to or Oversight of Business or Profession Program: **Telemarketing**
 Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): **No; s. 501.605 and 501.607, F.S.**
 What percent of the regulatory cost is currently subsidized? (0 to 100%) **0%**
 If the program is subsidized from other state funds, what is the source(s)? **N/A**
 What is the current annual amount of the subsidy? **N/A**

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Telemarketing	License fee	s. 501.605 and 501.607	The following annual fees are set by statute: \$1,500 for commercial telemarketing sellers and \$50 for telemarketing salespersons	1991	No	\$1,500 for sellers and \$50 for salespersons	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160200 Telemarketing
Fund(s): 2321 General Inspection Trust Fund

Budget Period: 2012-13

Specific Authority: s. 501.605 and 501.607, F.S.

Purpose of Fees Collected: To provide regulation and oversight to the Telemarketing Industry in the State of Florida.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
Receipts:	GITF	GITF	GITF
<u>Licenses-Commercial Telephone Sales</u>	474,780	439,612	439,612
<u>Licenses-Sales Persons</u>	600,960	601,260	601,260
<u>Licenses-Change Information</u>	19,005	19,035	19,035
<u>Administrative Fines</u>	428,833	285,265	285,265
<u>Miscellaneous Other</u>	268		
Total Fee Collection to Line (A) - Section III	1,523,846	1,345,172	1,345,172

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
Direct Costs:	GITF	GITF	GITF
<u>Salaries and Benefits</u>	110,966	94,178	94,178
<u>Other Personal Services</u>			
<u>Data Processing</u>	7,949	7,949	7,949
<u>Expenses</u>	24,958	15,000	15,000
<u>Operating Capital Outlay</u>			
<u>Contracted Services</u>	3,843		
<u>General Revenue S/C</u>	119,804	107,614	107,614
<u>Refunds</u>	5,940	5,940	5,940
<u>Indirect Costs Charged to Trust Fund</u>	252,873	252,873	252,873
Total Full Costs to Line (B) - Section III	526,334	483,554	483,554

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
		GITF	GITF	GITF
TOTAL SECTION I	(A)	1,523,846	1,345,172	1,345,172
TOTAL SECTION II	(B)	526,334	483,554	483,554
TOTAL - Surplus/Deficit	(C)	997,512	861,618	861,618

EXPLANATION of LINE C:

Excess revenues from this program are used to fund positions and expenses in the Call Center, the Non-Regulated Consumer Complaints Program, and the Consumer Education and Outreach Program. All three programs are non-revenue producing services performed by the Division for the general public.

Division of Standards Exhibits or Schedules

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Bureau of Liquefied Petroleum Gas Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Bureau continues to carry-out the scanning and “paperless” documentation projects implemented in 2010. These projects yielded important savings in regard to paper purchases and mailing and copying charges as compared to the fiscal years prior to implementation.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The Bureau has proposed legislation changing the renewal date for approximately ½ of the over 14,000 LP Gas licenses. All licenses currently expire on August 31 annually. Renewing two of the fifteen license categories in March instead of August, would divide the number in half, allowing the workload to be spread out throughout the year instead of being processed during a four-month period. Processing licenses in this manner should allow the Bureau to forego hiring OPS help specifically hired to process renewals between June and September. Cost savings would be approximately \$3,500.

In addition, the Bureau has recently implemented teleconferencing for meetings of significant travel distance. For example, the Bureau Chief will “attend” the July 29-30, 2011 meetings of the Florida Propane Gas Education, Safety and Research Council and LP Gas Advisory Board taking place in Marco Island, by conference call. Travel to this 2-day meeting would have cost approximately \$811 (travel costs are based on 8 hours of driving each way with 2-day hotel stay; airfare would have been significantly more). The board and council meet 4 times a year; only one meeting is scheduled in Tallahassee. Current plans are to use teleconferencing for all meetings requiring more than 4 ½ hours of travel by car.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the Bureau provides a critical service to safeguard the public with the most comprehensive LP Gas Program of any state in the country.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Fees are based on projections utilizing generally accepted governmental accounting procedures. Projections are based primarily on historic industry growth, trends within the various industry factions and general market conditions.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Fees are reasonable and comparable to similar professional fees in Florida and other states. Financial incentives are achieved through a strong enforcement program which imposes monetary penalties for failure to comply with adopted laws, rules and regulations.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:

- a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
- b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs

would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged enable the Department to provide consumers in Florida with a greater measure of safety through the inspection of propane storage facilities and enforcement of safety codes. In addition, investigation of accidents allows the identification of problem areas and resolution before damage becomes widespread. Most of the fees have not been increased in the last 20 years and proposals to raise fees have been made, but were unsuccessful. The Propane Industry supported submission of a proposal to raise fees by amending Chapter 527, Florida Statutes, during FY 08/09 and again in FY 09/10. Increased fees were not proposed during FY 10/11 and the industry's position is not currently known since new permit fees began to be assessed in mid-2010 on scales used by LP Gas dispensers and dealers by the Bureau of Weights & Measures.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program's intention is to be self-sufficient, however, licensure fees have not been increased in over 20 years and all Bureau activities have nearly doubled in all categories (e.g., number of licensees and number of inspections conducted have doubled). Statutory licensure fee increases have been proposed previously and were proposed for FY 09-10; however, fee increases have not been approved. The Propane Industry has supported a fee increase in previous years; however, the industry's position is not currently known since new permit fees began to be assessed by the Bureau of Weights & Measures in mid-2010 on scales used by LP Gas dispensers and dealers. A fee increase is needed in future years in order to support IT programming needs, including upgrades to the bureau's scanning database program.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: LP Gas Inspection

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? N/A

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Liquefied Petroleum Gas	Manufacturer of LP Gas Appliances & Equip	527.02, FS	\$525	1990	No	\$525	General Inspection Trust Fund
	Category III LP Gas Cylinder Exchange Unit Operator	527.02, FS	\$100	2000	No	\$100	General Inspection Trust Fund
	Installer E	527.02, FS	\$300	1990	No	\$300	General Inspection Trust Fund
	Installer B	527.02, FS	\$300	1990	No	\$300	General Inspection Trust Fund
	Installer C	527.02, FS	\$300	1990	No	\$300	General Inspection Trust Fund
	Regualification of Cylinders	527.02, FS	\$525	1990	No	\$525	General Inspection Trust Fund
	Fabrication, Repair & Testing of Vehicles & Cargo Tanks	527.02, FS	\$525	1990	No	\$525	General Inspection Trust Fund
	Category I LP Gas Dealer	527.02, FS	\$525	1990	No	\$525	General Inspection Trust Fund
	Dealer in Appliances & Equipment for use of LP Gas	527.02, FS	\$50	1990	No	\$50	General Inspection Trust Fund
	Installer D	527.02, FS	\$300	1990	No	\$300	General Inspection Trust Fund
	Category II LP Gas Dispensing Unit	527.02, FS	\$525	1990	No	\$525	General Inspection Trust Fund
	Category IV LP Gas Dispenser & RV Servicer	527.02, FS	\$525	2000	No	\$525	General Inspection Trust Fund
	Category V LP Gas Dealer in Industrial Gases Only	527.02, FS	\$300	2003	No	\$300	General Inspection Trust Fund
	Installer A	527.02, FS	\$300	1990	No	\$300	General Inspection Trust Fund
	Pipeline System Operator	527.02, FS	\$400	1992	No	\$400	General Inspection Trust Fund
	Duplicate License or Qualifier Card	527.0201, FS	\$10	1993	No	\$10	General Inspection Trust Fund
	LP Gas Examination Filing Fee-Qualifier	527.0201, FS	\$20	1990	No	\$20	General Inspection Trust Fund
	LP Gas Examination Filing Fee- Master Qualifier	527.0201, FS	\$30	2000	No	\$30	General Inspection Trust Fund
	Truck Registration Fee	527.021, FS	\$50	1992	No	\$50	General Inspection Trust Fund
	Site Plan Fee	527.0605, FS	\$200	1992	No	\$200	General Inspection Trust Fund
	Qualifier Renewal	527.0201, FS	\$20	2000	No	\$20	General Inspection Trust Fund
	Master Qualifier Renewal	527.0201, FS	\$30	2000	No	\$30	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160300 LP Gas Inspection
Fund: 2321 General Inspection Trust Fund

Budget Period: 2012-13

Specific Authority: Chapter 527, F.S.
Purpose of Fees Collected: Regulatory oversight of the liquefied petroleum gas industry, including licensing, examination, inspection, investigation and training.

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

X	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
Receipts:			
LP Gas License Fees	1,695,647	1,585,050	1,585,050
LP Gas Fees	77,063	81,701	81,701
Fees-Truck Registration	25,843	21,619	21,619
Miscellaneous Refunds	700		
Miscellaneous Other	2,624	3,964	3,964
Administrative Fines	83,500	77,500	77,500
Miscellaneous Penalties	248		
Total Fee Collection to Line (A) - Section III	1,885,625	1,769,834	1,769,834

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
Direct Costs:			
Salaries and Benefits	1,083,376	1,138,593	1,138,593
Other Personal Services		1,000	1,000
Expenses	108,219	120,000	120,000
OCO	1,561		
Contracted Services	9,238	29,000	29,000
Refunds	20,310	8,500	8,500
Data Processing	23,963	23,963	23,963
General Revenue S/C	151,238	141,587	141,587
Indirect Costs Charged to Trust Fund	304,057	304,057	304,057
Total Full Costs to Line (B) - Section III	1,701,963	1,766,700	1,766,700

Basic Used: Indirect costs based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
TOTAL SECTION I	(A)	1,885,625	1,769,834	1,769,834
TOTAL SECTION II	(B)	1,701,963	1,766,700	1,766,700
TOTAL - Surplus/Deficit	(C)	183,662	3,134	3,134

EXPLANATION of LINE C:

A deficit is not projected for FY 2011-12 and FY 2012-13.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Bureau of Fair Rides Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Bureau implemented a plan to reduce the frequency of express mailings (UPS, Federal Express, etc.) by field inspectors. During this last fiscal year the Bureau limited those mailings to two times per week via express mail, providing a savings of an additional \$1,000. Due to the cost savings this program will be continued each fiscal year.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

At this time, maximum operational efficiency is being maintained to meet statutory requirements with the funding available. Cost effective measures have been put in place for all supply and inventory ordering.

Office supply orders will be reviewed prior to ordering with every attempt made to use property from the warehouse or to order more cost effective supplies. The projected cost savings of this program is \$1,000 per fiscal year.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the Bureau provides a critical service safeguarding the public with the most comprehensive amusement ride inspection program of any state in the country.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Fees are based on projections utilizing generally accepted governmental accounting procedures. Projections are based primarily on historic industry growth.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Yes, amusement rides are differentiated into three types of rides, and charged fees are commensurate with the complexity and the time needed to complete the inspection. Re-inspection fees are assessed when violations are found during the initial inspection. Weekend and holiday fees are also assessed to the companies who cannot schedule inspections during normal work hours.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees currently charged are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Fair Rides Inspection

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): Yes, 616.242(8)(a), FS

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? \$ N/A

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Amusement Ride Inspection	Kiddie Amusement Ride	616.242	\$35	2001	Yes	\$35	General Inspection Trust Fund
	Non-Kiddie Amusement Ride	616.242	\$70	2001	Yes	\$70	General Inspection Trust Fund
	Super Ride	616.242	\$140	2001	Yes	\$140	General Inspection Trust Fund
	Reinspection	616.242	\$500	2005	Yes	\$500	General Inspection Trust Fund
	Late Notice Inspection	616.242	\$100	1997	Yes	\$100	General Inspection Trust Fund
	Failure to Cancel Inspection	616.242	\$100	1997	Yes	\$100	General Inspection Trust Fund
	Go Kart Vehicle Inspection	616.242	\$7	2005	Yes	\$7	General Inspection Trust Fund
	Ride Permit Fee	616.242	\$430	2005	Yes	\$430	General Inspection Trust Fund
	Lost USAID Tag	616.242	\$100	1993	Yes	\$100	General Inspection Trust Fund
	Bungee Permit	616.242	\$500	1993	Yes	\$500	General Inspection Trust Fund
	Weekend/Holiday Inspection	616.242	\$500	2005	Yes	\$75	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2012-13**
Program: 42160300 Fair Rides Inspection
Fund: 2321 General Inspection Trust Fund

Specific Authority: 616.242, F.S.
Purpose of Fees Collected: Offset direct and indirect inspection costs.

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

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

SECTION I - FEE COLLECTION	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
Receipts:			
Amusement Ride Permits	698,320	699,634	699,634
Lost USA ID Tag/Permit	2,800	2,400	2,400
Kiddie Amusement Ride Inspection	61,821	65,040	65,040
Non-Kiddie Ride/Go Kart Insp. Fees	425,065	429,730	429,730
Late Notice Inspection Fees	41,200	46,213	46,213
Failure to Cancel Inspection Fee	5,061	4,487	4,487
Fee - Reinspection	25,347	36,182	36,182
Fee Fair/Super Ride	143,220	138,836	138,836
Bungee Permit	0	500	500
Weekend Inspection Fee	12,985	14,904	14,904
Returned Check Penalties	623		
Administrative Fines	12,000	10,500	10,500
Miscellaneous Refunds	11		
Miscellaneous Other	777		
Total Fee Collection to Line (A) - Section III	1,429,231	1,448,426	1,448,426

SECTION II - FULL COSTS	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
Direct Costs:			
Salaries and Benefits	1,086,028	1,116,205	1,116,205
Other Personal Services			
Expenses	170,800	180,725	180,725
Contracted Services	6,984	11,500	11,500
Refunds	1,080	1,080	1,080
Data Processing	23,042	23,042	23,042
General Revenue S/C	113,682	115,874	115,874
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	1,401,616	1,448,426	1,448,426

Basic Used: Indirect costs based on percentage of total salary dollars by program.

SECTION III - SUMMARY		ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
TOTAL SECTION I	(A)	1,429,231	1,448,426	1,448,426
TOTAL SECTION II	(B)	1,401,616	1,448,426	1,448,426
TOTAL - Surplus/Deficit	(C)	27,615	-	-

EXPLANATION of LINE C:
A deficit is not projected for FY 2011-12 and FY 2012-13.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Petroleum Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Bureau has worked closely with ASTM International in the elimination of unnecessary and costly instrument calibration checks required to be performed by outside vendors. The elimination of such unnecessary checks will save the Bureau approximately \$8,000 per year.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The Bureau's of Petroleum Inspection and Weights and Measures are in the process of being consolidated in order to streamline operations and reduce expenditures. This process is just getting underway. Introduction of a Laboratory Information Management System (LIMS) will reduce the amount of time needed to record, evaluate, report and account for data produced in the Bureau's laboratories. It is estimated that implementation of the LIMS will reduce printer and paper-related expenses alone by an estimated \$3,000 per year. FTE hourly cost reductions are also expected and anticipated to yield a much greater reduction, but estimates are uncertain at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, Florida is currently the third largest petroleum fuel consuming state in the nation. Providing consumer protection in the petroleum fuel, antifreeze, and brake fluid markets plays an important role not only with respect to the protection of millions of Floridians on a daily basis, but also by contributing to the protection of one of Florida's largest industries: tourism. Those that visit our state, whether flying or driving, most likely purchase petroleum and vehicular fluid products during their visit and a bad experience at the pump can remain with them long after their vacation or visit has ended.

Further, with the presence of renewable and alternative fuels becoming even more prevalent each year at gas stations throughout the state, significant changes continue to take place in Florida's motor fuel marketplace. First, ten percent ethanol is now required in all gasoline sold in Florida. Second, the Environmental Protection Agency granted a request to increase the maximum limit of ethanol allowed in gasoline from ten to fifteen percent for 2001 and newer model year vehicles, ~~which may be entering the national motor fuel market in the near future.~~

Additionally, each year Floridians face potential danger in the form of hurricanes that threaten our entire state mainly during the months of June through November. In the unfortunate event such a disaster strikes our state, this program is responsible for ensuring affected motor fuel outlets are prewired with appropriate wiring to allow for connection to an alternate generated power source in the event of a power outage resulting from such a disaster, and is a primary concern of the Department's during these hurricane-prone months.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The fee charged for the inspection of petroleum products is statutorily set at 1/8 cent per gallon of gas, kerosene (except when used as aviation turbine fuel), and #1 fuel oil sold within this state.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes, the fees are adequate to cover both the direct and indirect costs of this program, but this is diminishing due to the increasing presence of biofuels (such as ethanol and biodiesel), which are not subject to the petroleum inspection fee established in s. 525.09, F.S. However, the Department is still required to test and inspect such products and equipment used to distribute them.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Yes, the fees are reasonable and are assessed on a per gallon sold basis as opposed to a per-inspection or other unit basis. The fees are assessed on fuel that enters the state with the intent of remaining in the state. However, much of the work performed by our program is conducted down the distribution chain from the point of entry into the state. There are different activities and businesses within the petroleum distribution chain, but all are covered under the petroleum industry “umbrella”. The fees cover lab analyses as well as pump inspections at both the wholesale and retail levels, not to mention a number of other consumer-related services such as price gouging investigations, alternate electricity generation equipment inspections, consumer complaint hot-line operation, and a general petroleum information center.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Not applicable to the Bureau of Petroleum Inspection at this time; however, with the continual growth of biofuels, such as ethanol and biodiesel, in Florida’s motor fuel market, existing petroleum inspection fee receipts may not be adequate in the future to cover the costs for inspecting and testing petroleum (and alternative) fuels sold within this state.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Petroleum Inspection

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? \$ N/A

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Petroleum distribution and sales	Inspection Fee	Section 525.09, F.S.	None	1995	No	1/8 cent per gallon gasoline and kerosene (except aviation and #1 fuel oil)	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160300 Petroleum Inspection
Fund: 2321 General Inspection Trust Fund

Budget Period: 2012-13

Specific Authority: 525.09, F.S.; 526.51, F.S.; 501.913, F.S

Purpose of Fees Collected: To defray the expenses incident to inspecting, testing, and analyzing petroleum fuels and vehicular fluids in this state.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
<u>Receipts:</u>			
Gasoline & Oil Inspection Fee	10,144,877	10,292,563	10,292,563
Brake Fluid	17,950	17,800	17,800
Antifreeze Registrations	96,500	85,667	85,667
Administrative Fines	116,500	100,700	100,700
Refunds	8,379		
Miscellaneous Other	198		
Miscellaneous Penalties	25		
Sale of Surplus Property	1,386		
Interest Earned	577,651	600,000	600,000
Insurance Recoveries	1,128		
Total Fee Collection to Line (A) - Section III	10,964,594	11,096,730	11,096,730

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
<u>Direct Costs:</u>			
Salaries and Benefits	3,742,414	3,861,833	3,861,833
Other Personal Services	35,615	30,000	30,000
Expenses	676,347	727,500	727,500
Contracted Services	173,465	157,000	157,000
Operating Capital Outlay & Vehicles	17,832	437	437
Data Processing	118,332	118,332	118,332
General Revenue S/C	872,284	887,738	887,738
Refunds	1,600	1,600	1,600
Investment Costs	27,592	27,927	27,927
Indirect Costs Charged to Trust Fund	1,355,135	1,355,135	1,355,135
Total Full Costs to Line (B) - Section III	7,020,616	7,167,502	7,167,502

Basis Used:

Indirect costs based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL	ESTIMATED	REQUEST
		FY 2010 - 11	FY 2011 - 12	FY 2012 - 13
TOTAL SECTION I	(A)	10,964,594	11,096,730	11,096,730
TOTAL SECTION II	(B)	7,020,616	7,167,502	7,167,502
TOTAL - Surplus/Deficit	(C)	3,943,978	3,929,228	3,929,228

EXPLANATION of LINE C:

The Bureau of Petroleum Inspection currently generates revenues through inspection and registration fees to offset program expenses. The sale of petroleum fuel fluctuates from year to year and the current fee plan (a single fee rate assessed per gallon of specific petroleum fuels sold in Florida) is believed to be the best overall approach. The fee covers the associated expenses for the many different services our program is responsible for, such as the handling and investigation of consumer and price gouging complaints, the analysis of petroleum samples and the inspection of wholesale and retail dispensing devices. Changing the fee structure would require the institution of multiple fees assessed to many additional businesses in order to cover the program's expenses. This would also require significantly more administrative costs to process and monitor the additional fees. Alternatively, lowering the inspection fee would make no material difference in the price of gasoline purchased. The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Division of Marketing and
Development
Exhibits or Schedules

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Agricultural Dealer's Licenses

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The program has continued to refine processes and look for new ideas to cut operating costs.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Program administrators are exploring the possibility of accepting on-line applications and streamlining the renewal process. This could result in significant cost savings over time but would require a significant investment on the front end.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. The program continues to garner support from industry groups affected by the program.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The maximum license fee is set by statute.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees were increased in 2006 as a result of a legislative review. During

FY 08-09, the program experienced an operating surplus. The program realized a modest increase in revenues FY 10-11.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are reasonable. The business type is determined by the commodity handled. The fees do not differentiate between business types. There are no reinspection fees assessed.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees were increased in 2006 as a result of a legislative review. During FY 08-09, the program experienced an operating surplus. The program realized a modest increase in revenues in FY 10-11, resulting in a significant reduction in the operating deficit from FY 09-10. However, fees may have to be reassessed if indirect costs and costs beyond the control of the program continue to climb.

This program provides a unique and valuable protection to one of the largest industries in Florida. This protection ensures that those Florida producers who conduct business with properly licensed agricultural dealers will be provided an entry into the administrative process and security from the possibility of serious economic harm in the event that an agricultural dealer defaults on payment. This security is crucial to the Florida producer due to the perishable nature of agricultural products, the impracticality of recovering those products due to the

speed with which they move through commerce, and the difficulty in identifying one producer's product from another's.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is exploring ideas to continue to reduce operating costs. One idea is to reduce costs in the renewal process by utilizing forms available on-line as opposed to incurring the cost of mass mailing forms to licensees. Another suggestion has been to develop an on-line application process. However, these changes would require funding to implement programming changes.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Service**

Regulatory Service to or Oversight of Business or Profession Program: Agricultural Dealer's Licenses

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%) 2% GITF

If the program is subsidized from other state funds, what is the source(s)? General Inspection Trust Fund

What is the current annual amount of the subsidy? \$24,509

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Agricultural Dealer's	License Fee	604.19	\$500	2005	Yes - 5H-1.003	\$170; \$230; \$300	General Inspection TF
	Supplemental Location Fee	604.19	\$100	2005	Yes - 5H-1.003	\$100	General Inspection TF
	Delinquent Renewal	604.19	\$100	2005	Yes - 5H-1.003	\$100	General Inspection TF
	Complaint Filing Fee	604.21(1)(a)	\$50	2005	No	\$50	General Inspection TF
	Administrative Fines	604.30(3)(a)	\$2,500	2005	No	\$2,500	General Inspection TF
	Continuing Violation Fine	604.30(3)(b)	\$100/day	2005	No	\$100/day	General Inspection TF
Livestock Markets	License Fee	534.48	\$100	1993	No	\$100	General Inspection TF
Thoroughbred Horse Sales	License Fee	535.05	\$300	1993	No	\$300	General Inspection TF

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture & Consumer Services **Budget Period: 2012-13**
Program: 42170200 Agricultural Dealer's Licenses
Fund: 2321 General Inspection Trust Fund

Specific Authority: 534.48; 535.05; 604.15-604.34, F.S.
Purpose of Fees Collected: Licensing of agricultural dealers, thoroughbred horse sales, and livestock markets; processing claims of Florida producers; administrative fines for enforcement of statutory requirements.

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2010 - 11	FY 2011 - 12	FY 2012 - 13
<u>Receipts:</u>			
<u>Licenses - Produce Dealers</u>	1,024,286	1,000,000	1,025,000
<u>Licenses - Livestock Markets</u>	1,200	1,200	1,200
<u>Licenses - Thoroughbred Horse Sales</u>	2,700	3,000	3,000
<u>Fees - L&B Complaint Filing Fee</u>	12,550	8,500	8,500
<u>Administrative Fines</u>	102,428	103,000	110,000
<u>Other Refunds</u>			
<u>Miscellaneous</u>			
Total Fee Collection to Line (A) - Section III	1,143,164	1,115,700	1,147,700

<u>SECTION II - FULL COSTS</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2010 - 11	FY 2011 - 12	FY 2012 - 13
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	911,533	912,000	912,000
<u>Other Personal Services</u>			
<u>Expenses</u>	86,445	87,000	87,000
<u>Contracted Services</u>	9,819	10,000	10,000
<u>Refunds</u>	12,225	12,225	12,225
<u>Data Processing</u>	31,894	31,894	31,894
<u>General Revenue S/C</u>	69,757	89,256	91,816
<u>Indirect Costs Charged to Trust Fund</u>	46,000	46,000	46,000
Total Full Costs to Line (B) - Section III	1,167,673	1,188,375	1,190,935

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL	ESTIMATED	REQUEST
		FY 2010 - 11	FY 2011 - 12	FY 2012 - 13
TOTAL SECTION I	(A)	1,143,164	1,115,700	1,147,700
TOTAL SECTION II	(B)	1,167,673	1,188,375	1,190,935
TOTAL - Surplus/Deficit	(C)	(24,509)	(72,675)	(43,235)

EXPLANATION of LINE C:

Expenditures in this document represent expenses in the Bureau of Agricultural Dealer's Licenses. The primary objective of the program is to reduce the financial risk of Florida growers in the in the event an agricultural dealer defaults on payment. The sole source of funding for this program is GITF. The deficit is covered by other Department funds.

Division of Aquaculture Exhibits or Schedules

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Aquaculture Certification

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Historically aquaculture regulatory on-site compliance visits have been conducted “unannounced.” This policy often resulted in visits with no access because of locked gates, locked buildings, watch dogs and other uninvited guest deterrents, in addition to the farmer/managers not being present to accompany staff on facility inspection. Routine compliance site visits are now scheduled in advance, eliminating the need for unnecessary repeat return attempts to inspect a facility.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Improve planning, scheduling, and coordination to improve staff time efficiencies and effectiveness resulting in increased productivity per FTE, while reducing program cost per visit without having a detrimental impact on service provided to the farmer or the Division’s program responsibilities.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the Legislature established the regulatory function in the Department of Agriculture and Consumer Services, Division of Aquaculture because aquaculture is an agricultural commodity and the Legislature wanted aquaculture to be part of the one-stop regulatory permitting process to eliminate duplication of regulation and agency oversight, and provide a concise, effective, and efficient permitting process for Florida aquaculture farmers.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Florida Legislature set the original fee in FY 1997-98 and increased (doubled) the fee in FY 2008-09 from \$50 to \$100.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No, the number of field staff and the fee is set by the Florida Legislature. Reducing field staff (4 for 1,000 farms that have to be inspected twice a year) would greatly diminish the protection to the state's resources.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

No, the aquaculture certification fees are established in statute and apply equally.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The Aquaculture Certification Program benefits the general public by controlling exotic/invasive aquatic species, conserving waters of the state, and protecting, maintaining, and improving water quality for public use by providing that no waste water be discharged from aquaculture farms into any waters of the state without first being given the degree of treatment necessary to protect Florida waters. This program also promotes the utilization of wildlife, fish, and other aquatic life, and provides for domestic, agricultural, industrial, recreational, and other beneficial uses. Raising fees to cover

program costs will put the Florida Aquaculture Industry at a competitive disadvantage in both the National and International marketplace.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Any reduction of the state subsidy will require the reduction and/or elimination of legislatively directed agency responsibilities which will directly impact all Florida residents and visitors, Florida's wildlife and Florida's natural resources.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture & Consumer Services**
 Regulatory Service to or Oversight of Business or Profession Program: Aquaculture Certification
 Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No and s. 597.004, F.S.
 What percent of the regulatory cost is currently subsidized? (0 to 100%) 100%
 If the program is subsidized from other state funds, what is the source(s)? General Revenue
 What is the current annual amount of the subsidy? \$476,148

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Aquaculture	Aquaculture Certification Fees	597.004 F.S.(1)(h)	\$100	2008	No	\$100	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2012-13**
Program: 42170300 Aquaculture Certification
Fund: 1000, 2321 General Revenue and General Inspection Trust Fund
Specific Authority: 597.004
Purpose of Fees Collected: To fund the Certification Program that regulates Aquaculture farms which produce products for sale to the public.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
	GR	GITF	GR	GITF	GR	GITF
Receipts:						
Aquaculture Certification Fees		94,711		87,000		87,000
Donations						
Refunds						
Total Fee Collection to Line (A) - Section II	-	94,711	-	87,000	-	87,000

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
	GR	GITF	GR	GITF	GR	GITF
Direct Costs:						
Salaries and Benefits	457,503		474,238		474,238	
Other Personal Services						
Expenses	18,645		45,495		45,495	
Operating Capital Outlay						
Contracted Services		1,876				
Refunds						
General Revenue S/C						
Indirect Costs Charged to Trust Fund						
Total Full Costs to Line (B) - Section III	476,148	1,876	519,733	-	519,733	-

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	94,711	-	87,000	-	87,000
TOTAL SECTION II	(B)	476,148	1,876	519,733	-	519,733	-
TOTAL - Surplus/Deficit	(C)	(476,148)	92,835	(519,733)	87,000	(519,733)	87,000

EXPLANATION of LINE C:

The Division collects a statutory fee for this program. Excess revenues are used to cover the deficit in the Division's Shellfish Processing Plant Inspection Program.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Shellfish Processing Plant Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Department recognizes that large operational efficiencies in this program are not feasible since: (1) the required level of inspector standardization, (2) the required level of inspections, and (3) the number of required inspections are prescriptive according to the National Shellfish Sanitation Program.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Large operational efficiencies in this program are not feasible as stated in #1 above.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is an appropriate function and the agency should continue at the current level for this molluscan shellfish public health program. The current regulatory activity and level of regulatory activity is what is required by the National Shellfish Sanitation Program. Should the regulatory activity fall below that prescribed by the National Shellfish Sanitation Program, the safety of Florida-produced and processed molluscan shellfish would be questioned and Florida shellfish would not be allowed to enter interstate commerce.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

No fees are charged for this molluscan shellfish public health program. The shellfish consuming public is the primary beneficiary of safe and wholesome shellfish.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No fees are charged for this molluscan shellfish public health program. The shellfish consuming public is the primary beneficiary of safe and wholesome shellfish.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

No fees are charged for this molluscan public health program. There is no entity to charge.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

7. b). A reasonable fee cannot be charged to cover a significant part of the cost of the processing plant program. With the number of processors (100), it makes the unit cost approximately \$4,000. This fee would devastate this small industry. General Revenue is appropriated because the general public is the primary beneficiary of safe and wholesome shellfish. Consumers enjoy eating molluscan shellfish raw, whole, and alive. Because consumers choose to consume shellfish in this product form (raw), and raw oysters, clams, and mussels can be passive vectors of enteric disease which pose a potential human health hazard, stringent regulations must occur. For these reasons, molluscan shellfish must continue to be regulated to ensure a safe product and to compete with other gulf states funded with other dollars.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

As stated above, there is no reasonable plan to reduce the state General Revenue funding by charging the molluscan shellfish processing industry. Because the consumer enjoys the public health benefits of this regulatory program, General Revenue funding remains the most appropriate revenue source. A possible alternative to General Revenue funding may be legislation to collect a tax at retail and food establishments for each shellfish sold to the consumer. However, such a tax may be burdensome on the Department of Revenue to collect and on food proprietors to implement.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2012-13**
Program: 42170300 Shellfish Processing Plant Inspection
Fund: 1000, 2321 General Revenue and General Inspection Trust Fund
Specific Authority: 597.020
Purpose of Fees Collected: No fees collected.

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

x	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
	GR	GITF	GR	GITF	GR	GITF
<u>Receipts:</u>						
Penalties						
Total Fee Collection to Line (A) - Section I	-	-	-	-	-	-

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
	GR	GITF	GR	GITF	GR	GITF
<u>Direct Costs:</u>						
Salaries and Benefits	210,884	52,418	224,003	54,450	224,003	54,450
Other Personal Services						
Expenses	24,109		20,156		30,156	
Contracted Services		26				
Operating Capital Outlay						
<u>Indirect Costs Charged to Trust Fund</u>						
Total Full Costs to Line (B) - Section II	234,993	52,444	244,159	54,450	254,159	54,450

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11		ESTIMATED FY 2011 - 12		REQUEST FY 2012 - 13	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	-	-	-	-	-
TOTAL SECTION II	(B)	234,993	52,444	244,159	54,450	254,159	54,450
TOTAL - Surplus/Deficit	(C)	(234,993)	(52,444)	(244,159)	(54,450)	(254,159)	(54,450)

EXPLANATION of LINE C:

The Division does not collect any fees for this program due to the small number of plants inspected. Excess revenues from the Aquaculture Certification Program are used to cover deficit.

Division of Animal Pest and
Disease Control
Exhibits or Schedules

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Animal Disease Control

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division of Animal Industry has achieved operational efficiencies through enhanced emergency response capabilities, including enhancing a State Animal Response Team (SART), establishing partnerships with other entities to assist in emergency response efforts and coordinating county emergency response efforts as related to animal issues. Establishing and maintaining a close working relationship with partners in the Department of Health, Fish and Wildlife Commission, and the University of Florida, College of Veterinary Medicine has greatly improved our operational efficiencies and improved services in response to natural disasters such as hurricanes and to outbreaks of Dangerous Transmissible Diseases. These efforts have improved services to the citizens of Florida. In FY 2010-11, the Division eliminated 11 FTE due to budget cuts. These cuts did not translate into any cost savings to the Division, as our budget was reduced in Salaries and Benefits by the amount of the eliminated positions.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

As a result of budget reductions, regulatory oversight can be expected to decrease with lessened personnel to carry out disease prevention and control activities. Operational efficiencies have been implemented in an attempt to meet performance measures with reduced personnel. While some activities were discontinued, some functions were shifted to other employees with resulting increased efficiencies. Additional budget reductions and further reductions in personnel can be expected to negatively impact on program delivery and a reduction in performance measure accomplishment.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. The primary beneficiaries of animal disease surveillance are the citizens of Florida, ensuring an available and safe food supply and protection from zoonotic diseases (diseases that can spread from animal to human), animal industries and the animal population, not the individual animal or animal owner. The Division

of Animal Industry has experienced significant reduction in staff over the past 5 years as our programs have evolved. Our responsibilities have been expanded to include enhanced Emergency Response, including establishing a State Animal Response Team (SART), establishing partnerships with other entities to assist in emergency response efforts and coordinating county emergency response efforts as related to animal issues, responsibility for the Emergency Support Function (ESF)-17 at the State Emergency Operations Center (SEOC), increased assistance on animal cruelty/abuse investigations, increased inspections at companion animal-related facilities (pet cemeteries, pet stores and other sellers of dogs and cats) and significantly increased management of cooperative agreements and grants from a variety of federal entities. In addition, responsibilities for enhanced animal disease surveillance and monitoring of animals introduced into the state that pose a risk of introducing diseases such as avian influenza, chronic wasting disease, bovine spongiform encephalopathy, contagious equine metritis, piroplasmiasis, and tuberculosis have increased significantly. These issues are all tied to our regulatory service, Introduction of Animals into the State, for the prevention, control, and eradication of Dangerous Transmissible Diseases of Animals. Therefore, the continuation of all funding sources, including General Revenue, is justified due to the critical animal and public health benefit.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

No. Fees charged are set and capped by statute and/or rule. As disease surveillance is our primary objective, it is incumbent on the Division to maintain fees at a reasonable level to encourage citizens, livestock owners, veterinarians, etc. to continue to participate in our surveillance activities. This surveillance for Dangerous Transmissible Diseases generally does not benefit the individual animal owner, but enables regulatory controls to be implemented to prevent the spread of disease.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. Fees charged are set and capped by statute and/or rule and the Legislature and past Governors have seen this program as one that protects the general public and has appropriated mostly General Revenue to continue its functions. As disease surveillance and control are our primary objectives, it is incumbent on the Division to maintain fees at a reasonable level to encourage citizens, livestock owners, veterinarians, etc. to continue to participate in our surveillance activities. The primary beneficiaries of animal disease surveillance are the citizens of Florida (ensuring an available and safe food supply and protection from zoonotic diseases – diseases that can spread from animal to human), animal industries and

the animal population, not the individual animal or animal owner. Without the cooperation of the individual animal owner, an undiagnosed zoonotic and/or foreign animal disease could be introduced into the state and destroy economic segments of the industry (Florida, nationally and internationally), and severely impact animal and public health in the event of a zoonotic disease epidemic. As an example, because of worldwide concerns related to avian influenza in birds and people, our Division greatly expanded laboratory testing of domestic birds and wild birds. This was part of a nationwide and international effort to carry out surveillance for this very serious animal and public health threat.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Current fees are reasonable as the objective is to encourage participation in the Division's disease surveillance and animal movement activities. A recent survey of the state of Louisiana, Alabama and Georgia Animal Health Divisions revealed they are dependent upon General Revenue with the only regulatory fee of \$25 being charged by Alabama for the licensing of livestock markets/haulers. We are revising Chapter 5C-13, State Diagnostic Laboratories schedule of testing fees, to delete obsolete tests/fees and add new testing capabilities with their associated fees.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) Information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) Demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as "providing consumer benefits" or "promoting health, safety and welfare" are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover

program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The primary beneficiaries of animal disease surveillance and control are the citizens of Florida, ensuring an available and safe food supply and protection from zoonotic diseases (diseases that can spread from animal to human), animal industries and the animal population, not the individual animal or animal owner. The Division of Animal Industry has experienced significant reduction in staff over the past 5 years as our programs have evolved. Our responsibilities have been expanded to include enhanced Emergency Response, including establishing a State Animal Response Team (SART), establishing partnerships with other entities to assist in emergency response efforts and coordinating county emergency response efforts as related to animal issues), responsibility for the Emergency Support Function (ESF)-17 at the State Emergency Operations Center (SEOC), increased assistance on animal cruelty/abuse investigations, increased inspections at companion animal related facilities (pet cemeteries, pet stores and other sellers of dogs and cats) and significantly increased management of cooperative agreements and grants from a variety of federal entities. In addition, responsibilities for enhanced animal disease surveillance and monitoring of animals introduced into the state that pose a risk of introducing diseases such as avian influenza, chronic wasting disease, bovine spongiform encephalopathy, contagious equine metritis, piroplasmiasis, and tuberculosis have increased significantly. These issues are all tied to our regulatory service – Introduction of Animals into the State. Therefore, the continuation of all funding sources, including General Revenue, is justified due to the critical economic and animal/public health benefits.

All other states carry out regulatory services and oversight of animal health of livestock and poultry. Without these functions being carried out in Florida, agricultural animal industries could not market their animals or products to other states, because of other state or federal restrictions. If producers were required to bear these additional costs, the competitive economic disadvantage would be so great that they could be expected to go out of business. Again, these regulatory measures serve to safeguard not the individual producer, but the animal industries as a whole and to protect animal and public health.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

As the majority of the costs of our program are either Salaries and Benefits or facilities/fuel costs, we would be forced to eliminate FTEs and reduce our animal disease surveillance and disease control efforts if state subsidies are further reduced.

Examination of Regulatory Fees - Part II

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Animal Industry - Introduction of Animals Into the State

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%) 82%

If the program is subsidized from other state funds, what is the source(s)? General Revenue

What is the current annual amount of the subsidy? \$3,835,277

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Introduction of Animals Into the State	Livestock; Marks and Brands; Stamping Beef	534	\$5; \$1,000	1975, 1991, 1993, 1997	No	\$5; \$1,000	General Inspection Trust Fund
	Recording of marks or brands	534.021	\$10	1997	No	\$10	
	Certified copies of marks and brands	534.031	\$2	1975	No	\$2	
	Renewal of certificate of mark or brand	534.041	\$5	1997	No	\$5	
	Transfer of ownership of mark or brand	534.051	\$10	1975	No	\$10	
	Livestock hauler's permit; display of permit on vehicle; Bill of Lading	534.083(1)	\$5	1991	No	\$5	
Introduction of Animals Into the State	5C-4, Animal Health Regulations for Exhibition						General Inspection Trust Fund
	Equine Interstate Passport Card (DACS-09207) Application (DACS-09219)	585.002(5)	\$200	2006	Yes	\$15; \$5	
	Negative EIA Test Verification Card (DACS-09160) Application (DACS-09206)	585.002(5)	\$200	2006	Yes	\$5	
	Equine Event Extension (A Permit)(DACS-09051)	585.002(5)	\$200	2006	Yes	\$10; \$5	
Introduction of Animals Into the State	5C-11, Swine Garbage Feeding						General Inspection Trust Fund
	Application for Permit to Feed Garbage to Swine (AI-15/DACS-09015)	585.002(5)	\$200	2002	Yes	\$50, \$100, \$150, \$200	

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Introduction of Animals Into the State	5C-18, Equine Infectious Anemia						General Inspection Trust Fund
	Request for a permit to conduct EIA tests	585.002(5)	\$200	1973, 1994, 1999	Yes	\$50	
	Request for approved quarantine premises	585.002(5)	\$200	1999	Yes	\$200	
Introduction of Animals Into the State	5C-22, Contagious Equine Metritis						General Inspection Trust Fund
	Request for inspection for approval as a quarantine facility	585.002(5)	\$200	1993	Yes	\$150; \$100	
	Entry of horse into CEM testing/treatment program	585.002(5)	\$1,500	1993	Yes	\$1,250; \$750	
Introduction of Animals Into the State	5C-23, Transporting Animal Carcasses/Refuse						General Inspection Trust Fund
	Application and Permit to Transport Animal Carcasses/Refuse (DACS-09056)	585.002(5)	\$200	1999	Yes	\$200	
Introduction of Animals Into the State	5C-24, Schedule of Fees for Services						General Inspection Trust Fund
	Official Certificate of Veterinary Inspection (OCVI) (DACS-09000)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	OCVI Equine (DACS-09002)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	VS Form 9-3	585.002(5)	\$200	1999, 2002	Yes	\$50	
	OCVI Avian (DACS-09023)	585.002(5)	\$200	1999, 2002	Yes	\$100	
	Special Individual	585.002(5)	\$200	1999, 2002	Yes	\$30	
	OCVI Dog Cat Movement (DACS-09085)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	OCVI Dog Cat Sale (DACS-09086)	585.002(5)	\$200	1999, 2002	Yes	\$65	

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42170500 Animal Disease Control
Fund(s): 1000, 2321, 2360 General Revenue, General Inspection Trust Fund and Ag Emergency Eradication Trust Fund

Budget Period: 2012-13

Specific Authority: 534, 534.021, 534.031, 534.041, 534.051, 534.083(1), 585.002(5)
Purpose of Fees Collected: To facilitate the Division's ability to regulate the movement of animals into and within the state to control and or prevent dangerous animal diseases.

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

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

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
	GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
<u>Vet Inspection Certificate-Intrastate</u>		83,945			100,857			100,857	
<u>Apply for Approval Quarantine Facility</u>		200			533			533	
<u>Contagious Equine Metritis Service</u>		278,350			225,083			225,083	
<u>Vet Inspection Certificate -Large Interst.</u>		21,905			20,323			20,323	
<u>Vet Inspection Certificate -Equine Interst.</u>		84,890			79,040			79,040	
<u>Vet Inspection Certificate -Small Interst.</u>		65,065			73,753			73,753	
<u>Vet Accreditation Training</u>		4,860			4,720			4,720	
<u>EIA Reactor Horse Quarantine</u>		-			67			67	
<u>Health Certificate-Avian</u>		70			70			70	
<u>Equine Interstate Passport Card</u>		4,075			5,407			5,407	
<u>Negative EIA Test Verification Card</u>		6,010			4,242			4,242	
<u>Equine Event Extension</u>		10,570			11,633			11,633	
<u>Garbage Feeding Permit</u>		7,250			7,450			7,450	
<u>Transport Animal Carcass Permit</u>		9,550			9,167			9,167	
<u>Brand Book Fee</u>		60			60			60	
<u>Brand Certification Renewal</u>		7,100			7,640			7,640	
<u>Marks and Brands Hauling</u>		8,625			9,270			9,270	
<u>Fuel Tax and Interest Earnings</u>			83,881			104,583			104,583
Total Fee Collection to Line (A) - Section III	-	592,525	83,881	-	559,315	104,583	-	559,315	104,583

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
	GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
<u>Direct Costs:</u>									
Salaries and Benefits	3,557,440	70,923	83,881	2,952,581	305,302	104,583	2,952,581	305,302	104,583
Other Personal Services	388								
Expenses	227,525	193,594		130,000	68,200		130,000	68,200	
Operating Capital Outlay	23,945								
Transfers									
Contracted Services		41,249			35,100			35,100	
<u>Data Processing</u>	25,979	68,909		25,979	68,909		25,979	68,909	
<u>Refunds</u>		190							
<u>General Revenue S/C</u>		53,475			44,745			44,745	
Indirect Costs Charged to Trust Fund		18,550			18,550			18,550	
Total Full Costs to Line (B) - Section III	3,835,277	446,890	83,881	3,108,560	540,806	104,583	3,108,560	540,806	104,583

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
		GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
TOTAL SECTION I	(A)	-	592,525	83,881	-	559,315	104,583	-	559,315	104,583
TOTAL SECTION II	(B)	3,835,277	446,890	83,881	3,108,560	540,806	104,583	3,108,560	540,806	104,583
TOTAL - Surplus/Deficit	(C)	(3,835,277)	145,635	0	(3,108,560)	18,509	0	(3,108,560)	18,509	0

EXPLANATION of LINE C:

Expenditures in this document represent expenditures of the Bureau of Animal Disease Control. Our sole regulatory program is housed in this Bureau. The primary beneficiaries of animal disease surveillance are the citizens of Florida, ensuring an available and safe food supply and protection from zoonotic diseases, which are diseases that can spread from animal to human, animal industries and the animal population, not the individual animal or animal owner. Without the cooperation of the individual animal owner, an undiagnosed zoonotic and/or foreign animal disease could be introduced into the state and destroy economic segments of the industry (Florida, nationally and internationally), and severely impact public health in the event of a zoonotic disease epidemic. Current fees are reasonable as the objective is to encourage participation in the Division's disease surveillance and animal movement activities.

Division of Plant Pest and
Disease Control
Exhibits or Schedules

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Apiary Inspection Program

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Operating with budget constraints, we have continued to maintain our priority regulatory registration, inspection and compliance agreements and monitoring African honey bee (AHB) oversight. We have experienced over a 300% growth in Registered Beekeepers since 2005, approaching 2,100 Registered Beekeepers and approximately 300,000 colonies. Recently, we abolished one (1) Apiary Field Inspector position even though the industry continues to grow. Best Management Practices (BMPs) under industry direction have been instituted, which requires sampling by apiary field inspectors and analysis in the Apiary Identification Laboratory in Gainesville without an increase in staffing. Apiary field supervisors and field staff have been trained to give public, organizational, state and community presentations on a variety of honey bee topics including, but not limited to, the defensive and aggressive Africanized honey bee and honey bee health issues.

Services to all Florida's consumers have increased without additional resources being required, however, there is extremely limited flexibility to meet any additional demands without increasing resources. In terms of costs, we continue to improve our use of technology to achieve greater efficiencies.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The bottleneck that has resulted in diminished efficiencies occurs in the Division's USDA Certified Africanized honey bee Identification Laboratory. The growing presence of AHB in Florida and the concerns throughout the Southeast have taxed the FDACS' AHB ID Laboratory. These concerns have resulted in dozens of samples being submitted for USDA-ID and FABIS (Fast Africanized Honey Bee Identification System) for processing from public, private, governmental and industry groups in Florida, plus from Departments of Agriculture in sister states in the Southeast.

We strive to gain efficiencies by training select apiary inspectors in the most labor intensive aspects of the AHB morphometric identification which is preparing

samples. Preparing samples for USDA-ID/FABSI AHB-ID requires dissection and mounting of selected honey bee body structures on microscope slides.

A new initiative being “trialed” is having apiary inspectors certify, in a prescribed window of time, if honey bee colonies are behaviorally manageable or not. If not, a sample is collected for further analysis. This “trial” will track sample quantity change over time in the AHB ID Laboratory.

A pilot ‘Mobile Office Computing’ project has been started to explore the use of existing wireless technology to free apiary field inspectors from being anchored to fixed office locations. The goal is to give the inspectors the ability to use their vehicles as mobile offices to record regulatory data as well as distribute registration documents, inspection reports and a variety of other documents directly to the consumer in real time. This initiative should also allow field inspectors to electronically submit certificates, permits and similar documents/reports to Gainesville for immediate processing—without having to return to an office. This will reduce overhead costs and time needed to access those fixed resources. The successful implementation of this project will result in definable efficiencies in time and resources and increased value to our consumer base.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Honey bees are the foundational pollinator species for successful agricultural production of fruits, vegetables and berry crops in Florida. Without a healthy and vibrant Apiculture Industry, the production of citrus, vegetables, watermelons, strawberries, blueberries and many other crops would suffer from lack of pollination that allows a fruit, melon vegetable or berry to form. Without pollination there is no crop and no agriculture business revenue. Estimates from the Division of Marketing place the value of Florida agricultural crops dependent on honey bees for pollination at \$1.4 billion. If growers lose their markets, they rarely regain them due to extreme market competition.

Africanized honey bees, the extremely defensive and aggressive relative of the gentle, managed European honey bee, are increasing their presence in Florida. Florida has lost livestock, pets and wildlife as a result of mass stinging events. Dozens of citizens have sought emergency medical attention from non-fatal stinging encounters with Africanized honey bees. In 2008, Florida experienced its first human fatality from an African swarm attack in the Kissimmee area. The Division of Plant Industry (DPI) tracks the movement and spread of these dangerous insects by monitoring and maintaining over 500 Africanized honey bee traps in the state of Florida. DPI maintains the only USDA-Certified Africanized honey bee Identification personnel in the Southeast.

This regulatory activity should continue at its current level at a minimum. Expansion in the future is highly advised due to the increasing spread of the Africanized honey bee which negatively effects Florida Agriculture and Public Safety.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The fees for registration are established and capped by Chapter 586.045 (3), F.S., at \$100 and do not cover the cost of the regulatory oversight. Special inspection fees, as established by rule, cover the cost of providing the special regulatory service. The Division is prohibited from charging special inspection fees in excess of the cost to provide the service.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. The registration and inspection fees that are collected are insignificant in comparison to the services rendered. The industry is under considerable financial pressure from imported honey, low pollination fees, colony collapse disorder and ever-increasing overheads, and cannot shoulder additional direct costs.

The contribution of our Africanized honey bee activities for all of Florida's citizens, tourists, guests, outdoor enthusiasts, and others is an essential PUBLIC SAFETY SERVICE. Educating to prevent more human fatalities in Florida is our ultimate concern.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Since only one type of entity or portion of the Apiculture Industry is regulated by fees, there are no differences between types of consumers or services, except the number of colonies managed, that we provide as a value for consumers. The fees do not reflect the amount of time, and resources that are expended on our regulatory or public safety efforts. However, the low fees do indeed help the Apiculture Industry remain compliant with state standards.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

If one calculates the value of all citrus, watermelons, strawberries, blueberries, squash, cucumber, avocado, lychee, longans and other commercial agricultural crops, and crops produced by home gardeners, it would only reflect the partial value of honey bees, as all of these crops need pollen transferred from one flower to another in order for this pollination and fertilization to produce a marketable crop. These figures can be calculated because of the presence of healthy honey bee colonies that are the result of an active, knowledgeable and consumer-oriented Apiary Inspection Section.

Apiary inspection is also about detecting established pests and diseases as well as exotic ones. Inspection is an essential tool for early detection and subsequent early response which helps keep impact costs lower.

Surveying, training and educational outreach efforts through and with the Africanized Honey Bee (AHB) Working Group and the African Honey Bee Inter-Agency Coordination Group helps alert all segments of the state to the AHB situation and provides appropriate awareness and helps ensure proper planning. Public safety and the value of human life is incalculable.

Raising fees sufficiently to cover these program costs would require so high an assessment from the industry as to damage its competitive position with similar entities in other states. On average, it costs \$1.20 to produce one pound of honey in Florida. These costs are directly attributed to control of varroa mite and small hive beetle. NASS statistics for 2010 show 13.8 million pounds of honey produced in Florida. This translates to over \$16.5 million in production costs for honey producers in Florida. The same costs would be incurred by commercial beekeepers participating in a fee based pollination business model.

The importance of managed honey bees to Florida agriculture is simple to substantiate. Honey bees can pollinate efficiently within an approximate 2-3 mile radius of their colony. In the process of collecting pollen many different types and varieties of plants are pollinated allowing them to produce the fruits, nuts, berries and seeds that feed Florida wildlife such as deer, turkeys, song birds, migratory birds and even fish. The value of these resources is immense.

The presence of healthy honey bees in Florida is essential to the safety and supply of our food as well as the safety of our people and livestock at the state and national level.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Honey bees provide benefits that only they can provide in the form of pollination. Without pollination, many segments of Florida agriculture would experience an irrecoverable loss in revenue from the decrease in production. Honey bees also provide free pollination in Florida's natural environment, producing the fruits, nuts and berries that feed all segments of Florida wildlife.

There is no reasonable plan that can substitute for the benefits that a healthy and managed honey bee industry receives through apiary inspection for pests, parasites and diseases.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Apiary Inspection

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No, Ch. 581.191, 581.212, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) 7% GR; 6% Plant Industry TF

If the program is subsidized from other state funds, what is the source(s)? General Revenue, Plant Industry TF

What is the current annual amount of the subsidy? \$49,012 GR; \$43,668 Plant Industry TF

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Honey Bee Colonies	Apiary Registration	Ch 586.045 (3)	\$100	1995	Yes	\$5-\$100	Plant Industry Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2012-13
Program: 42170600 Apiary Inspection
Fund(s): 1000, 2360, 2507 General Revenue, Ag Emergency Eradication TF, Plant Industry TF
Specific Authority: Ch 581.021.14, F.S.
Purpose of Fees Collected: To help support the inspection and certification of honeybee colonies in order to maintain a healthy Apiary Industry.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
	GR	AEETF	PITF	GR	AEETF	PITF	GR	AEETF	PITF
Receipts:									
Apiary Registration			48,335			39,175			39,175
Fees - Raw Prod Insp - OT - USDA									
Special Inspections - Apiary			23,973			18,822			18,822
Misc. Other									
U.S. Grants - Other									
Transfer from DOR		601,612			698,803			698,803	
Total Fee Collection to Line (A) - Section III	0	601,612	72,308	0	698,803	57,997	0	698,803	57,997

SECTION II - FULL COSTS

	ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
	GR	AEETF	PITF	GR	AEETF	PITF	GR	AEETF	PITF
Direct Costs:									
Salaries and Benefits		598,946	31,915		698,803	31,915		698,803	31,915
Other Personal Services	3,142		65,291			65,291			65,291
Expenses	45,292	2,666	9,285	45,292		9,285	45,292		9,285
Operating Capital Outlay									
Contracted Services	578		24						
Apiarian Indemnities									
Refunds									
Data Processing			9,461			9,461			9,461
Total Full Costs to Line (B) - Section III	49,012	601,612	115,976	45,292	698,803	115,952	45,292	698,803	115,952

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2010 - 11			ESTIMATED FY 2011 - 12			REQUEST FY 2012 - 13		
		GR	AEETF	PITF	GR	AEETF	PITF	GR	AEETF	PITF
TOTAL SECTION I	(A)	0	601,612	72,308	0	698,803	57,997	0	698,803	57,997
TOTAL SECTION II	(B)	49,012	601,612	115,976	45,292	698,803	115,952	45,292	698,803	115,952
TOTAL - Surplus/Deficit	(C)	(49,012)	0	(43,668)	(45,292)	0	(57,955)	(45,292)	0	(57,955)

EXPLANATION OF LINE C:

The registration and inspection fees that are collected are not sufficient to cover actual program costs. However, the actual costs incurred are insignificant in comparison to the service rendered and its impact on Florida's public and economic health. If one calculates the value of all citrus, watermelons, strawberries, blueberries, squash, cucumber, avocado, lychee, longans, and other minor agricultural crops, and crops produced by home gardeners, this is the partial value of honey bees, as all of these crops need pollen transferred from one flower to another in order for this pollination and fertilization to produce a marketable crop. The industry is under considerable financial pressure from imported honey, low pollination fees, and ever increasing overheads, and cannot shoulder additional costs directly. The contribution of our Africanized Honey Bee activities for all of Florida's citizens, tourists, guests, outdoor enthusiasts, and others is a PUBLIC SAFETY SERVICE. Raising fees sufficiently to cover these program costs would require so high an assessment from the industry as to damage its competitive position with similar entities in other states.

Other Plant Industry Trust Fund revenue sources are used to cover the deficit in this program if needed.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Citrus Budwood Registration

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Pathogen testing efficiencies were increased over the past four fiscal years with the purchase of new laboratory testing equipment. Real-time Polymerase Chain Reaction (qPCR) tests are now implemented which allow us to reduce the frequency of sample collection. This saves us considerable expense, as one collection and one extraction now replaces multiple collections and extractions. Testing expenses are actually higher for this type of test, but labor savings allow us to do more testing without having to add additional staff. We can now run over 30,000 laboratory tests with the implementation of qPCR. Because of the impact of citrus greening on Florida's Citrus Industry, the PCR tests for citrus greening are required for all nursery source trees.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The optimizing of qPCR testing for other citrus pathogens, has brought the standard of testing in the Florida Budwood Clean Stock Program up to the level of other world class budwood programs. This saved us considerable expense because to do the testing without qPCR would require the building of numerous state-of-the art temperature-controlled greenhouses, additional staff, increased utility bills, etc. In addition, Real-time PCR, a more sensitive PCR test, bolsters our customer's confidence in our results. Savings include not having to require additional greenhouses or staff to implement new tests. Future increases of operational efficiencies are projected with the purchase of a robot from a federal grant to automate sample extraction in the laboratory.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, Citrus Industry stakeholder groups and industry task forces have expressed that clean budwood is critical to the survival of the industry in dealing with citrus greening and other endemic and exotic graft-transmissible diseases of citrus. The specialized pathogen testing provided by this agency is not available to individual growers through the private sector and distribution and preservation of

clean stock has to be centralized and made available to all stakeholders. There are no other agencies or programs in either the governmental or private realm that provide these services.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The citrus budwood regulation fees are established and capped by Chapter 581.031.14 (d), F.S., at \$5. Program fees cover the registration costs of source trees, but not other program fees, as the Division is prohibited from charging fees above actual expenses for services rendered.

The majority of the program's budget is funded by a citrus inspection box tax on the Citrus Industry. This fee is collected by the Division of Fruits and Vegetables and transferred to the Division of Plant Industry to cover the major portion of our expenses.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes, they are adequate to cover both direct and indirect costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Since only one type of entity or portion of the Citrus Industry is regulated by this Citrus Budwood Registration fee, there are no differences between the types of customers or services that we provide and a consistent fee is reasonable and well-received by the customers. The annual source tree registration fees reflect an amount of time and input into indexing practices for plant pathogens that require a set amount of inputs that can be applied to all end users equally as each tree is required to have the same tests, therefore, the cost of services is determined by the customer's number of trees requiring registration. Re-inspection is not an issue as graft-transmissible pathogen positive or negative results determine tree status and the fee covers testing costs that are required regardless if a pathogen is determined to be present or not.

The majority of the Budwood Program is covered by a Citrus Industry fruit tax that is assessed on each box of fruit harvested. This tax is assessed fairly because it is applied on each box of citrus that is harvested. The taxes collected are deposited into the Citrus Inspection Trust Fund and then appropriated to the Citrus Budwood Protection Program. The fee is considered fair and equitable as the Citrus Budwood Program benefits all segments of the Florida Citrus Industry by providing high quality citrus propagation stock to all parties.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.
- a) The program is funded from trust funds, the majority of which come from the Citrus Inspection Trust Fund (CITF). Funds deposited into the CITF are collected by the Division of Fruits and Vegetables from the Citrus Inspection Box Tax. This fee is assessed on each box of citrus fruit harvested in the state and a portion is used to cover the cost of the Citrus Budwood Registration Program.
8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Citrus Budwood Registration

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; Ch. 581.191, 581.212, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) 11% PITF

If the program is subsidized from other state funds, what is the source(s)? Plant Industry Trust Fund

What is the current annual amount of the subsidy? \$77,946 PITF

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Citrus Budwood	Source Tree Registration	581.031.14 (d)	\$5	1998	Yes	\$5	Plant Industry
*Citrus Inspection Box Tax Fee		601.28			Yes	0.0421	Processors
*Citrus Inspection Box Tax Fee		601.28			Yes	0.0030	Road Side Stands
*Citrus Inspection Box Tax Fee		601.28			Yes	0.0123	Fresh Fruit (PIQ)
*Citrus Inspection Box Tax Fee		570.48			Yes	0.0850	Packing House

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42170600 Citrus Budwood Registration
Fund(s): 2093, 2507 Citrus Inspection TF, Plant Industry TF

Budget Period: 2012-13

Specific Authority: Ch 581.021.14, F.S.
Purpose of Fees Collected: Specialized pathogen testing on citrus budwood and the distribution and preservation of clean budwood stock.

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

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

SECTION I - FEE COLLECTION

	ACTUAL 2010 - 11		ESTIMATED 2011 - 12		REQUEST 2012 - 13	
	CITF	PITF	CITF	PITF	CITF	PITF
<u>Receipts:</u>						
Citrus Budwood Fees		162,109		110,000		110,000
Sale of Fruit		947		20,000		20,000
Misc. Refunds						
Other Transfers						
Industry Fees - Trfr from F&V	540,817		847,718		847,718	
Total Fee Collection to Line (A) - Section III	540,817	163,056	847,718	130,000	847,718	130,000

SECTION II - FULL COSTS

	ACTUAL 2010 - 11		ESTIMATED 2011 - 12		REQUEST 2012 - 13	
	CITF	PITF	CITF	PITF	CITF	PITF
<u>Direct Costs:</u>						
Salaries and Benefits	482,533	226,459	749,787		749,787	
Other Personal Services			1,000		1,000	
Expenses	46,290	8,982	79,832		79,832	
Operating Capital Outlay						
Fixed Capital Outlay						
Data Processing		5,561		5,561		5,561
Contracted Services	2,039		7,144		7,144	
Trfr to DMS/HR	9,955		9,955		9,955	
Total Full Costs to Line (B) - Section III	540,817	241,002	847,718	5,561	847,718	5,561

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL 2010 - 11		ESTIMATED 2011 - 12		REQUEST 2012 - 13	
		CITF	PITF	CITF	PITF	CITF	PITF
TOTAL SECTION I	(A)	540,817	163,056	847,718	130,000	847,718	130,000
TOTAL SECTION II	(B)	540,817	241,002	847,718	5,561	847,718	5,561
TOTAL - Surplus/Deficit	(C)	0	(77,946)	0	124,439	0	124,439

EXPLANATION of LINE C:

Program fees cover the registration costs of Citrus Budwood source trees. The program is funded by collection of industry fees, which are deposited into the Citrus Inspection Trust Fund (CITF) and Plant Industry Trust Fund (PITF). A portion of the surplus in PITF is used to offset the deficit in the Apiary Inspection Program.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012 - 2013

Department: Agriculture and Consumer Service

Chief Internal Auditor: Nedra Harrington

Budget Entity: _____

Phone Number: (850) 245-1367

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
IA 1011-02-4:06	Fiscal Year 2009-2010	Performance Measure Accuracy	<p>Finding: For 1 of the 4 measures selected, the reported number was fairly stated, one measure was not fairly stated, and the accuracy of the reported number could not be determined for the remaining 2 measures.</p> <p>Recommendation: Modify database to capture additional data and ensure all required data is entered; modify query used to produce reported number; modify Validity and Reliability Statement to clearly define methodology and to define key terms; and revise methodology for determining reported number.</p>	The divisions agreed with the conclusions and are implementing the recommendations.	
AG 2011-069	July 2007 to January 2009	Payroll and Personnel Administrative Processes - Operational Audit	<p>Finding: Procedural deficiencies existed with respect to the monitoring of the timely submittal, review, and approval of employee time records.</p> <p>Recommendation: DMS clarify in rule, policy, or procedure, the time record preparation, submission, and approval responsibilities of employees and supervisors. Such clarifications should address specific time frames for time record submission and approval. Additionally, to improve the usefulness of the Missing Time Records report, DMS should enhance the report by including an aging of the time records and identifying the responsible supervisors. State agencies should use such information to identify those employees whose time records frequently require corrective actions, are repeatedly missing, or are not timely approved and take appropriate corrective measures.</p>	The Department's Bureau of Personnel Management initiated a process to run monthly delinquent timesheet reports for each division which contains the names of each employee with a delinquent timesheet. The employee's supervisor is then contacted to facilitate submission of the delinquent timesheet.	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: State agencies did not effectively manage compensatory leave credits in accordance with DMS rules and terms of relevant collective bargaining agreements, resulting in large dollar payouts of unused compensatory leave credits upon employee's separation from State employment. The Department paid \$8,822 to one employee (a seasonal worker) for 313 accumulated special compensatory leave hours. Recommendation: To prevent large cash payouts upon employee separation from State employment and decrease State agency leave liabilities, State agencies should periodically review their employees' compensatory leave balances and identify employees who are accumulating large compensatory leave credit balances or whose compensatory leave credits are approaching the maximum limits set forth in applicable collective bargaining agreements. When appropriate, the agencies should compel the use of accumulated special compensatory leave credits prior to approving employee use of other leave types.</p> <p>Finding: The state agencies had not established policies and procedures addressing unused annual and sick leave (terminal leave) payouts and did not always perform or document the performance of audits of unused leave balances prior to calculating terminal leave payouts.</p> <p>Recommendation: Each State agency's procedures should be enhanced, as appropriate, to address the terminal leave payout process. Such enhancements should require the performance of leave balance audits prior to processing terminal leave payouts, and documentation of such audits should be retained. State agencies should take other appropriate steps, including independent verification of payout calculations, to ensure that terminal leave payouts are accurate and paid in accordance with applicable laws, rules, and guidelines.</p>	<p>The Department's Bureau of Personnel Management used code 9111 (special compensatory leave) when code 9121 (FLSA special compensatory leave) should have been used. To reduce errors, a quality assurance checklist was developed for the attendance and leave section to follow when processing compensatory leave credits.</p> <p>The Department's Bureau of Personnel Management has established a written Standard Operating Procedure (SOP) which addresses the use of a quality assurance checklist to help reduce errors. In addition, the SOP requires an audit of payout calculations prior to processing.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: Dual-employment rules and guidelines were not sufficient to effectively promote compliance with State law.</p> <p>Recommendation: DMS and the various State agencies establish or revise dual-employment policies and procedures to ensure that approval during each fiscal year is obtained by any employee seeking employment at, or compensation from, more than one State agency. To ensure compliance with State law, such policies and procedures should clearly address both the simultaneous compensation from any appropriation other than the appropriations for salaries and the simultaneous compensation from any State agency or the judicial branch of State Government.</p> <p>Finding: Contrary to State law, State agencies did not always document that dual employment was properly approved for employees working from more than one applicable State employer. Additionally, to ensure compliance with State laws, rules, and other guidelines, a process is needed whereby State agencies can effectively monitor the dual-employment activities of employees who have been approved to receive compensation from more than one State employer.</p> <p>Recommendation: State agencies should take appropriate steps to ensure that dual-employment requests are properly submitted and approved and that comprehensive records documenting all dual-employment approvals be maintained. In addition, DMS and DFS, in conjunction with the other State agencies, should create a mechanism (e.g., a People First or FLAIR report) to identify those employees who simultaneously receive compensation from more than one State employer.</p>	<p>The Department revised Administrative Policy and Procedure No. 5-5, Outside Employment, Dual Employment, Dual Compensation, and Other Activities, effective July 1, 2011, to clearly differentiate between non-State Personnel System and State Personnel Systems agencies.</p> <p>The Department revised Administrative Policy and Procedure No. 5-5, Outside Employment, Dual Employment, Dual Compensation, and Other Activities, effective July 1, 2011, to clearly differentiate between non-State Personnel System and State Personnel Systems agencies.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: Of the 95 salary payments tested for the Department, four errors were identified.</p> <p>Recommendation: State agencies should take appropriate measures to ensure that salary payments are accurately calculated based on the applicable rate of pay and actual hours worked. Such measures may include, for all payroll changes, an additional review of the calculations and supporting documentation prior to salary payment issuance.</p> <p>Finding: State agencies did not always timely initiate efforts to collect overpayments made to third parties as a result of canceled salary payment warrants or electronic funds transfers (EFTs). One overpayment for \$3 was noted for the Department. In addition, the Department did not timely destroy canceled paper warrants in accordance with DFS requirements.</p> <p>Recommendation: DFS should enhance the Payroll Preparation Manual to include specific instructions for recovering from third parties any overpayments made as a result of salary payment cancellations. Additionally, when canceling salary payments, State agencies should take appropriate action to timely recover from third parties any amounts overpaid.</p>	<p>The errors noted for the Department resulted from the incorrect completion of the Personnel Action Request (PAR). The Department's Bureau of Personnel Management provided training to division staff responsible for the completion of PAR forms. The Bureau has also taken measures to ensure all separation reports are received in a centralized location within the personnel office. In addition, an email was sent to division personnel liaisons regarding the importance of the timely receipt of separation reports in the personnel office.</p> <p>The Department did not collect the \$3 from the third party due to the nominal value of the overpayment. The Department's Bureau of Finance and Accounting has implemented a SOP for documenting the destruction of canceled paper warrants on a monthly basis.</p>	

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service):

Agency Budget Officer/OPB Analyst Name:

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)				
	42010100	42010200	42010300	42010400	42010600

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

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4 Has security been set correctly? (CSDR, CSA)	Y	Y	Y	Y	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 59 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y	Y	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	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	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	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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y
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Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600
3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, 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 62 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2 Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)					
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS					
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
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	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	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.					

	Program or Service (Budget Entity Codes)				
Action	42010100	42010200	42010300	42010400	42010600

<p>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.</p>	
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Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600

6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)

6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
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 30 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y	Y	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	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	Y
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.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	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?	Y	Y	Y	Y	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)	Y	Y	Y	Y	Y
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	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.)	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600
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)?	Y	Y	Y	Y	Y
7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
7.19 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.20 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.21 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y
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	Y	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 OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 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.					

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600

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	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y
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	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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	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	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	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	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
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	Y	Y
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24 Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y
8.25 Are current year September operating reversions appropriately shown in column A02? 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.	Y	Y	Y	Y	Y
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
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	Y	Y
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:					
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line D) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)					

Action		Program or Service (Budget Entity Codes)				
		42010100	42010200	42010300	42010400	42010600
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 157 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
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 OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	Y	Y	Y	Y	Y
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
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	Y	Y
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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	Y	Y
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	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)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600
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	Y	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	Y	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	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
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	Y	Y
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION					
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.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
17.5 Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
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	Y	Y
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the subtitle "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	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)					
<p>19.1 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"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 	Y	Y	Y	Y	Y

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service):

Agency Budget Officer/OPB Analyst Name:

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)				
	42110100	42110200	42120100	42150200	42160100

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

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4 Has security been set correctly? (CSDR, CSA)	Y	Y	Y	Y	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 59 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y	Y	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	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	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	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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y
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Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100
3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, 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 62 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2 Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)					
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS					
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
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	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	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.					

	Program or Service (Budget Entity Codes)				
Action	42110100	42110200	42120100	42150200	42160100

<p>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.</p>	
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Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100

6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)

6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
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 30 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y	Y	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	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	Y
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.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	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?	Y	Y	Y	Y	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)	Y	Y	Y	Y	Y
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	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.)	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100
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)?	Y	Y	Y	Y	Y
7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
7.19 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.20 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.21 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y
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	Y	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 OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 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.					

Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100

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	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y
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	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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	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	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	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	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
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	Y	Y
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24 Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y
8.25 Are current year September operating reversions appropriately shown in column A02? 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.	Y	Y	Y	Y	Y
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
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	Y	Y
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:					
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line D) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)					

Action		Program or Service (Budget Entity Codes)				
		42110100	42110200	42120100	42150200	42160100
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 157 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
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 OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	Y	Y	Y	Y	Y
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
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	Y	Y
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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	Y	Y
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	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)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
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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	Y	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	Y	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	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
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AUDITS - GENERAL INFORMATION					
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.					
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17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
17.5 Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
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	Y	Y
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the subtitle "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	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)					
<p>19.1 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"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 	Y	Y	Y	Y	Y

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service):

Agency Budget Officer/OPB Analyst Name:

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)				
	42160200	42160300	42170100	42170200	42170300

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

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4 Has security been set correctly? (CSDR, CSA)	Y	Y	Y	Y	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 59 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y	Y	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	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	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	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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y
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Action	Program or Service (Budget Entity Codes)				
	42160200	42160300	42170100	42170200	42170300
3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, 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 62 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2 Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)					
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS					
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
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	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	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.					

	Program or Service (Budget Entity Codes)				
Action	42160200	42160300	42170100	42170200	42170300

<p>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.</p>	
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Action	Program or Service (Budget Entity Codes)				
	42160200	42160300	42170100	42170200	42170300

6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)

6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
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 30 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y	Y	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	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	Y
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.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	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?	Y	Y	Y	Y	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)	Y	Y	Y	Y	Y
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	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.)	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42160200	42160300	42170100	42170200	42170300
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)?	Y	Y	Y	Y	Y
7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
7.19 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.20 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.21 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y
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	Y	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 OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 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.					

Action	Program or Service (Budget Entity Codes)				
	42160200	42160300	42170100	42170200	42170300

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	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y
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	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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	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	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	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	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42160200	42160300	42170100	42170200	42170300
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
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	Y	Y
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24 Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y
8.25 Are current year September operating reversions appropriately shown in column A02? 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.	Y	Y	Y	Y	Y
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
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	Y	Y
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:					
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line D) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)					

Action		Program or Service (Budget Entity Codes)				
		42160200	42160300	42170100	42170200	42170300
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 157 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
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 OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	Y	Y	Y	Y	Y
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
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	Y	Y
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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	Y	Y
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	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)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42160200	42160300	42170100	42170200	42170300
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	Y	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	Y	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	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
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	Y	Y
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION					
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.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
17.5 Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
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	Y	Y
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the subtitle "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	Y	Y	Y	Y

	Program or Service (Budget Entity Codes)				
Action	42160200	42160300	42170100	42170200	42170300

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)						
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"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 					
		Y	Y	Y	Y	Y

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service):

Agency Budget Officer/OPB Analyst Name:

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)				
	42170400	42170500	42170600		

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

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y		
1.4 Has security been set correctly? (CSDR, CSA)	Y	Y	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 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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y		
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Action	Program or Service (Budget Entity Codes)				
	42170400	42170500	42170600		
3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y		
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, 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 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.					
5. EXHIBIT D-1 (ED1R, EXD1)					
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y		
AUDITS					
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y		
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.					

	Program or Service (Budget Entity Codes)			
Action	42170400	42170500	42170600	

<p>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.</p>	
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	Program or Service (Budget Entity Codes)				
Action	42170400	42170500	42170600		

6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)

6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y		
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 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		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y		
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.)	Y	Y	Y		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y		
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	Y	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y		
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?	Y	Y	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)	Y	Y	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y		
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.)	Y	Y	Y		

Action	Program or Service (Budget Entity Codes)				
	42170400	42170500	42170600		
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)?	Y	Y	Y		
7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y		
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	Y	Y		
7.19 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y		
7.20 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y		
7.21 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y		
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	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 OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 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.					

Action	Program or Service (Budget Entity Codes)				
	42170400	42170500	42170600		

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	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?	Y	Y	Y		
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		
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?	Y	Y	Y		
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?	Y	Y	Y		
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?	Y	Y	Y		

Action	Program or Service (Budget Entity Codes)				
	42170400	42170500	42170600		
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? 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.	Y	Y	Y		
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y		
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		
AUDITS:					
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 D) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y		
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	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.)					

Action		Program or Service (Budget Entity Codes)				
		42170400	42170500	42170600		
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 157 of the LBR Instructions.)	Y	Y	Y		
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	Y	Y		
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 OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y		
11. SCHEDULE IV (EADR, SC4)						
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.					
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	Y	Y		
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	Y	Y	Y		
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
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		
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	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)? (Audit #1 should print "No Activities Found")	Y	Y	Y		

Action	Program or Service (Budget Entity Codes)				
	42170400	42170500	42170600		
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	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? (Audit #4 should print "No Discrepancies Found")	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.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
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		
AUDITS - GENERAL INFORMATION					
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.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
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?	Y	Y	Y		
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		
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 subtitle "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	Y	Y		

	Program or Service (Budget Entity Codes)			
Action	42170400	42170500	42170600	

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)				
<p>19.1 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"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 	Y	Y	Y	