



FLORIDA  
DEPARTMENT of  
CORRECTIONS

*An Equal Opportunity Employer*

501 South Calhoun Street, Tallahassee, FL 32399-2500

Governor  
**RICK SCOTT**

Secretary  
**KENNETH S. TUCKER**

<http://www.dc.state.fl.us>

**Legislative Budget Request**

September 15, 2011

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

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

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Florida Department of Corrections 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.

Sincerely,

Kenneth S. Tucker  
Secretary

Non-Strategic IT Service: <b>Network Service</b>				
Dept/Agency: <b>FL Department of Corrections</b> Prepared by: <b>Jessica Miller</b> Phone: <b>850-717-3303</b>		# 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	
<b>A. Personnel</b>				<b>\$1,375,055</b>
A-1.1	State FTE	22.41		\$1,375,055
A-2.1	OPS FTE	0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)	0.00		\$0
<b>B. Hardware</b>				<b>\$166,067</b>
B-1	Servers	3	0	\$0
B-2	Server Maintenance & Support	3	0	\$0
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)	1	2761	\$166,067
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
<b>C. Software</b>				<b>\$0</b>
<b>D. External Service Provider(s)</b>				<b>\$2,132,624</b>
D-1	MyFloridaNet	2		\$2,123,769
D-2	Other (Please specify in Footnote Section below)			\$8,855
<b>E. Other (Please describe in Footnotes Section below)</b>				<b>\$277,100</b>
<b>F. Total for IT Service</b>				<b>\$3,950,846</b>
<b>G. Please identify the number of users of the Network Service</b>				<b>22,900</b>
<b>H. How many locations currently host IT assets and resources used to provide LAN services?</b>				<b>270</b>
<b>I. How many locations currently use WAN services?</b>				<b>270</b>
<b>J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>				
1	2108 field switches, 383 switches in central office, 270 routers. Maintenance cost is for routers. Switches come with lifetime warranty.			
2	270 circuits			
3	No servers are reported for FY 2012-2013 due to the fact the Southwood Shared Resource Center will be the owner and operator of the equipment.			
4	Annual cost of 576 air cards statewide as well as \$100 for American Registry subscription. The majority of the air cards are used by emergency management staff as well as probation officers who need the air cards to work while on the road.			
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Non-Strategic IT Service:		E-Mail, Messaging, and Calendaring Service			
Agency: <b>FL Department of Corrections</b>		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Prepared by: <b>Jessica Miller</b>					
Phone: <b>850-717-3303</b>					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			0.45		\$32,511
A-1	State FTE		0.45		\$32,511
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					\$175,000
B-1	Servers	2	0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, I-phones, PDAs, etc.)	4		280	\$175,000
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
<b>C. Software</b>		3			\$0
<b>D. External Service Provider(s)</b>					\$865,346
D-1	Southwood Shared Resource Center	1			\$865,346
D-2	Northwood Shared Resource Center				\$0
D-3	Northwest Regional Data Center				\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)				\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					\$0
<b>F. Total for IT Service</b>					<b>\$1,072,857</b>
<b>G. Please provide the number of user mailboxes.</b>					<b>18,689</b>
<b>H. Please provide the number of resource mailboxes.</b>					<b>924</b>
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	Annualized figure that will be paid for enterprise email.				
2	No servers are reported for FY 2012-2013 due to the fact the Southwood Shared Resource Center will be the owner and operator of the equipment.				
3	No email software cost are listed due to the fact Corrections' email will be consolidated into Enterprise Email in 2012-2013.				
4	Blackberries. \$175,000 is estimated amount spent per year for blackberry service statewide. \$50,000 is for blackberries paid by central office.				
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Non-Strategic IT Service:		Desktop Computing Service			
Agency: <b>FL Department of Corrections</b>		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Prepared by: <b>Jessica Miller</b>					
Phone: <b>850-717-3303</b>					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			57.37		\$3,277,611
A-1	State FTE		57.37		\$3,277,611
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>			29780	704	\$69,808
B-1	Servers	5	0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3.1	Desktop Computers	6	19031	0	\$0
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	7	1534	0	\$0
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)	1, 2	9215	704	\$69,808
<b>C. Software</b>		8,9			\$654,791
<b>D. External Service Provider(s)</b>			0	0	
<b>E. Other (Please describe in Footnotes Section below)</b>					\$0
<b>F. Total for IT Service</b>					<b>\$4,002,209</b>
<b>G. Please identify the number of users of this service.</b>					<b>22,900</b>
<b>H. How many locations currently use this service?</b>					<b>261</b>
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	463 Scanners, 230 Hand Readers, 342 Fingerprinter Readers, 395 UPS, 185 Cameras, 80 ID Badge Printers, 7,552 printers				
2	368 UPS, 230 Hand Readers, 106 Printers are under maintenance.				
3	LINE ITEM G-The number of users of service includes 19,399 employee accounts and 3501 inmate workstations.				
4	LINE ITEM H- The number of locations currently using service includes private partner facilities where Corrections has desktops.				
5	No servers are reported for FY 2012-2013 due to the fact the Southwood Shared Resource Center will be the owner and operator of the equipment.				
6	Available/Installed desktops				
7	Available/Installed laptops				
8	The Software cost includes an expenditure of \$590,000 for Microsoft Enterprise Agreement.				
9	For itemized list of of items please see the spend plan tab.				
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Non-Strategic IT Service: <b>Helpdesk Service</b>				
Agency: <b>FL Department of Corrections</b> Prepared by: <b>Jessica Miller</b> Phone: <b>850-717-3303</b>	# of Assets & Resources Apportioned to this IT Service in FY 2012-13 <b>13</b>			
Service Provisioning -- Assets & Resources <small>(Cost Elements)</small>	Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>				
A-1 State FTE		9.00		\$510,003
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		2.00		\$107,345
<b>B. Hardware</b>				
B-1 Servers	1	0	0	\$0
B-2 Server Maintenance & Support		0	0	\$0
B-3 Other Hardware Assets <small>(Please specify in Footnote Section below)</small>		0	0	\$0
<b>C. Software</b>				
	2			\$51,288
<b>D. External Service Provider(s)</b>				
		0	0	\$0
<b>E. Other <small>(Please describe in Footnotes Section below)</small></b>				
				\$0
<b>F. Total for IT Service</b>				<b>\$668,636</b>
<b>G. Please identify the number of users of this service.</b>				<b>26,000</b>
<b>H. How many locations currently host IT assets and resources used to provide this service?</b>				<b>1</b>
<b>I. What is the average monthly volume of calls/cases/tickets?</b>				<b>7146/9605/2459</b>
<b>J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>				
1	No servers are reported for FY 2012-2013 due to the fact the Southwood Shared Resource Center will be the owner and operator of the equipment.			
2	For itemized list of of items please see the spend plan tab.			
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Non-Strategic IT Service:		IT Security/Risk Mitigation Service			
Agency: <b>FL Department of Corrections</b>		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Prepared by: <b>Jessica Miller</b>					
Phone: <b>850-717-3303</b>					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			23.29		\$2,688,598
A-1	State FTE		23.29		\$2,688,598
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>			19	0	\$8,213
B-1	Servers	2	19	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$8,213
<b>C. Software</b>		3			\$43,604
<b>D. External Service Provider(s)</b>		3	0	0	\$95,248
<b>E. Other (Please describe in Footnotes Section below)</b>		1			\$7,080
<b>F. Total for IT Service</b>					<b>\$2,842,743</b>
<b>G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	Cost includes annual disaster recovery travel as well as the upkeep of UPS at disaster recovery site.				
2	19 Disaster Recovery Servers in the field at the DR site.				
3	For itemized list of of items please see the spend plan tab.				
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Non-Strategic IT Service: <b>Agency Financial and Administrative Systems Support Service</b>				
Agency: <b>FL Department of Corrections</b> Prepared by: <b>Jessica Miller</b> Phone: <b>850-717-3303</b>			# of Assets & Resources Apportioned to this IT Service in FY 2012-13 13	
Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>		0.54		\$32,855
A-1 State FTE		0.54		\$32,855
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>		0	0	\$0
B-1 Servers	1	0	0	\$0
B-2 Server Maintenance & Support		0	0	\$0
B-3 Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
<b>C. Software</b>				\$0
<b>D. External Service Provider(s)</b>		0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>				\$0
<b>F. Total for IT Service</b>				\$32,855
<b>G. Please identify the number of users of this service.</b>				2,500
<b>H. How many locations currently host agency financial/administrative systems?</b>				1
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>				
1	No servers are reported for FY 2012-2013 due to the fact the Southwood Shared Resource Center will be the owner and operator of the equipment.			
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Non-Strategic IT Service: <b>IT Administration and Management Service</b>						
Agency: <b>FL Department of Corrections</b> Prepared by: <b>Jessica Miller</b> Phone: <b>850-717-3303</b>			# of Assets & Resources Apportioned to this IT Service in FY 2012-13: <b>13</b>			
Service Provisioning -- Assets & Resources (Cost Elements)			Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>				15.00		\$1,148,592
A-1	State FTE			15.00		\$1,148,592
A-2	OPS FTE			0.00		\$0
A-3	Contractor Positions (Staff Augmentation)			0.00		\$0
<b>B. Hardware</b>				0	0	\$0
B-1	Servers	2		0	0	\$0
B-2	Server Maintenance & Support			0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)			0	0	\$0
<b>C. Software</b>			5			\$3,500
<b>D. External Service Provider(s)</b>				0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>			3, 5			\$16,573
<b>F. Total for IT Service</b>						<b>\$1,168,665</b>
<b>G. How many locations currently host assets and resources used to provide this service?</b>						<b>3</b>
<b>G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>						
1	The answer to G is the three locations of two central offices in Tallahassee and one location in the field that hosts the bureau chiefs and administrative support staff.					
2	No servers are reported for FY 2012-2013 due to the fact the Southwood Shared Resource Center will be the owner and operator of the equipment.					
3	Office supplies, training and travel and pagers for on call staff.					
4	Staff consists of CIO, three Staff Assistants, one Executive Secretary, one Government Operations Analyst, two Administrative Assistants, three Bureau Chiefs and four project managers.					
5	For itemized list of of items please see the spend plan tab.					
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Non-Strategic IT Service: <b>Web/Portal Service</b>					
Dept/Agency: <b>FL Department of Corrections</b> Prepared by: <b>Jessica Miller</b> Phone: <b>850-717-3303</b>		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			3.80		\$219,831
A-1.1	State FTE		3.80		\$219,831
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					\$0
B-1	Servers	2	0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnotes Section below)		0	0	\$0
<b>C. Software</b>		3			\$5,500
<b>D. External Service Provider(s)</b>			0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>		3			\$4,050
<b>F. Total for IT Service</b>					<b>\$229,381</b>
<b>G. Please identify the number of Internet users of this service.</b>					<b>11,940,192</b>
<b>H. Please identify the number of intranet users of this service.</b>					<b>294,996</b>
<b>I. How many locations currently host IT assets and resources used to provide this service?</b>					<b>1</b>
<b>J.</b>	<b>Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>				
1	Answers to G and H are annual at 995 a month for G and 24,583 a month for H				
2	No servers are reported for FY 2012-2013 due to the fact the Southwood Shared Resource Center will be the owner and operator of the equipment.				
3	For itemized list of of items please see the spend plan tab.				
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Non-Strategic IT Service:		Data Center Service		
Dept/Agency: <b>FL Department of Corrections</b>		# of Assets & Resources Apportioned to this IT Service in FY 2012-13		
Prepared by: <b>Jessica Miller</b>				
Phone: <b>850-717-3303</b>				
Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)</b>				
A-1.1	State FTE		0.00	\$0
A-2.1	OPS FTE		0.00	\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00	\$0
<b>B. Hardware</b>				
B-1	Non-Mainframe Servers (including single-function logical servers not assigned to another service)		0	\$0
B-2	Servers - Mainframe		0	\$0
B-3	Server Maintenance & Support		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
<b>C. Software</b>				
<b>D. External Service Provider(s)</b>				
D-1	Southwood Shared Resource Center (indicate # of Board votes)	1	2	\$5,066,583
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)			\$0
<b>E. Plant &amp; Facility</b>				
E-1	Data Center/Computing Facilities Rent & Insurance			\$0
E-2	Utilities (e.g., electricity and water)			\$0
E-3	Environmentals (e.g., HVAC, fire control, and physical security)			\$0
E-4	Other (please specify in Footnotes Section below)			\$0
<b>F. Other (Please describe in Footnotes Section below)</b>				
<b>G. Total for IT Service</b>				<b>\$5,066,583</b>
<b>H. Please provide the number of agency data centers.</b>				<b>0</b>
<b>I. Please provide the number of agency computing facilities.</b>				<b>0</b>
<b>J. Please provide the number of single-server installations.</b>				<b>191</b>
<b>H. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>				
1	Annualized amount paid to SSRC for data center services. Corrections holds two board votes.			
2	Agency does not have a data center or a computing facility as we will be consolidated into the SSRC October 1st, 2011.			
3	The 191 single server installations are housed at institutions and probabation offices statewide. For an items list please see the Servers tab.			
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Agency: FL Department of Corrections

Agency: FL Department of Corrections				E-Mail, Messaging, and Calendaring Service	Network Service	Desktop Computing Service	Helpdesk Service	IT Security/Risk Mitigation Service	Agency Financial and Administrative Systems Support Service	IT Administration and Management Service	Web/Portal Service	Data Center Service	
Budget Entity Name	BE Code	Program Component Code	Program Component Name	Identified Funding as % of Total Cost of Service		100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0002%	100.0000%	
				Costs within BE	Funding Identified for IT Service								
1 Information Technology	70010400	1603000000	Information Technology	\$16,994,653	\$1,072,857	\$3,950,846	\$4,002,209	\$668,636	\$2,842,743	\$32,855	\$1,168,665	\$229,381	\$5,066,583
2 Adult Male Custody Oper	70031100	1206000000	Adult Prison	\$1,057,563	\$1,072,857	\$1,910,724	\$4,002,209	\$668,636	\$2,842,743	\$32,855	\$1,168,665	\$229,381	\$5,066,583
3 Probation Supervision	70051000	1206000000	Adult Prison	\$937,556									
4 Inmate Health Services	70251000	1206000000	Adult Prison	\$45,003		\$45,003							
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Sum of IT Cost Elements Across IT Services				131.86	0.45	22.41	57.37	9.00	23.29	0.54	15.00	3.80	0.00
IT Cost Element Data as entered on IT Service Worksheets	Personnel	State FTE (#)		\$9,285,056	\$32,511	\$1,375,055	\$3,277,611	\$510,003	\$2,688,598	\$32,855	\$1,148,592	\$219,831	\$0
	Personnel	State FTE (Costs)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Personnel	OPS FTE (#)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Personnel	OPS FTE (Costs)		\$107,345	\$0	\$0	\$0	\$107,345	\$0	\$0	\$0	\$0	\$0
	Personnel	Vendor/Staff Augmentation (# Positions)	2.00	\$0	\$0	\$0	\$0	2.00	\$0	\$0	\$0	\$0	\$0
	Personnel	Vendor/Staff Augmentation (Costs)		\$419,087	\$175,000	\$166,067	\$69,808	\$0	\$8,213	\$0	\$0	\$0	\$0
	Hardware			\$758,683	\$0	\$0	\$654,791	\$51,288	\$43,604	\$0	\$3,500	\$5,500	\$0
	Software			\$8,159,801	\$865,346	\$2,132,624	\$0	\$0	\$95,248	\$0	\$0	\$0	\$5,066,583
	Plant & Facility (Data Center Only)			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other			\$304,803	\$0	\$277,100	\$0	\$0	\$7,080	\$0	\$16,573	\$4,050	\$0
Budget Total				\$19,034,775	\$1,072,857	\$3,950,846	\$4,002,209	\$668,636	\$2,842,743	\$32,855	\$1,168,665	\$229,381	\$5,066,583
FTE Total				133.86	0.45	22.41	57.37	11.00	23.29	0.54	15.00	3.80	0.00
Users				19,613	19,613	22,900	22,900	26,000	2,500	2,500	12,235,188		
Cost Per User				54.70131036	54.70131036	\$172.53	\$174.77	\$25.72	\$13.14	\$13.14	\$0.02		

(cost/all mailboxes) Help Desk Tickets: 7146/9605/2459 Cost/Ticket: #VALUE!

Item	Org Code	Object Cod	Amount	Worksheet Location
<b>Network Devices and Hardware</b>				
Cisco Encryption Router equipment (276) maintenance	70-06-82-22-147	242000	166,067	1 b-3
<b>Total</b>			<b>166,067</b>	
<b>Network External Server Provider MyFlorida.Net</b>				
70F OIT Circuits	70-06-82-22-147	223000	2,069,769	1 d-1
70C Circuits costs	70-06-82-22-147	223000	54,000	1 d-1
<b>Total</b>			<b>2,123,769</b>	
<b>Network External Server Provider Other</b>				
County VPN tunnels (12 months @ 100 a month)	70-06-82-22-147	223000	1,200	1 d-2
DACCO (12 months @ 300 a month)	70-06-82-22-147	223000	3,600	1 d-2
Conference Call Line	70-06-82-22-147	223000	355	1 d-2
Juniper Next Day Support	70-06-82-22-147	242000	3,700	1 d-2
<b>Total</b>			<b>8,855</b>	
<b>Network Other</b>				
Air Cards including MDAS	70-06-82-22-147	223000	277,000	1 e
American Registry Internet	70-06-82-22-147	242000	100	1 e
<b>Total</b>			<b>277,100</b>	
NOT ACCOUNTED FOR DUE TO ENTERPRISE EMAIL				
<b>Email Software</b>				
Namescape - Password Reset s/w - Rdirect Enterprise Edition Outlook Profile Update Application	70-06-82-22-142	393000	13,640	2
Trend to Office Scan & Spam Filter w/support for 3 years @ \$150,000 12/31/09	70-06-82-24-165	393000	50,000	2
Sherpa Discovery Attender (Email Retrieval) SHI & Insight	70-06-82-22-142	393000	1,900	2
McAfee Message Hygiene			382	
<b>Total</b>			<b>65,922</b>	
<b>Email External Service Provider</b>				
Outlook Web Access (OWA) Server at SSRC) JT	70-06-82-22-142	433000	15,000	2
<b>Total</b>			<b>15,000</b>	
<b>Email Other</b>				
Blackberry's (Statewide)	70-06-82-22-147	223000	175,000	2
<b>Total</b>			<b>175,000</b>	
<b>Desktop Software</b>				
Diskeeper Maintenance	70-06-82-24-165	393000	4,000	3 c
Microsoft Enterprise Agreement	70-06-82-24-165	393000	590,000	3 c
Trend to Office Scan	70-06-82-24-165	393000	43,239	3 c
BackupExec Maintenance for 85 servers	70-06-82-24-165	393000	17,552	
<b>Total</b>			<b>654,791</b>	
<b>Desktop External Software Provider</b>				
REMI - BLM - average mostly cost with average chargeback amount,	70-06-82-24-165	242000	315,000	3 d
Hard Drive Destruction	70-06-82-22-140	132700	2,000	
<b>Total</b>			<b>317,000</b>	
<b>Helpdesk Software</b>				
HP Peregrine S/W Annual maintenance	70-06-82-22-145	393000	51,288	4 C
<b>Total</b>			<b>51,288</b>	
<b>Security Other Hardware Assets</b>				
Prosys Smartnet Premium Support	70-06-82-22-147	242000	8,213	5
<b>Total</b>			<b>8,213</b>	
<b>Security Software</b>				
Smartnet Maintenance IPS	70-06-82-22-144	393000	3,259	5C
encryption McAfee Endpoint	70-06-82-22-144	393000	8,708	5C
McAfee Antivirus Protection			31,637	5C
<b>Total</b>			<b>43,604</b>	
<b>Security External Service Providers</b>				
Keynote Red Alert Paging Service (PCard monthly)	70-06-82-22-144	132700	718	5D
Presidio IDS Managed Service	70-06-82-22-144	132700	17,730	5D
Websense	70-06-82-22-144	223000	76,800	5 D
<b>Total</b>			<b>95,248</b>	
<b>Security Other</b>				
Disaster Recovery Travel	70-06-82-22-140	261000	2,500	5
UPS AT Union	70-06-82-22-140	242000	4,580	5
<b>Total</b>			<b>7,080</b>	
<b>IT Admin Software</b>				
Redgate Maintenance (SQL Professional Tool)+ increase due to two more licenses	70-06-82-22-145	393000	3,500	7C
<b>Total</b>			<b>3,500</b>	
<b>IT Admin Other</b>				
Office Supplies for all of OIT(Consumables) (pens, paper, pencils, paper clips, etc.)	70-06-82-22-140	380000	2,500	7 E
Toner for all of OIT	70-06-82-22-140	380000	6,000	7 E
OIT Equipment and Software	70-06-82-22-140	380000	3,000	7 E
OIT Training/Travel	70-06-82-20-111	261000	5,000	7 E
Pagers (12 months @ 6.09 a month)	70-06-82-22-147	223000	73	7E
<b>Total</b>			<b>16,573</b>	
<b>Web Software</b>				
Website Software	70-06-82-23-132	393000	5,500	8 C
<b>Total</b>			<b>5,500</b>	
<b>Web Other</b>				
Website equipment (non-OCO) paper cutter blades, spray glue, etc.	70-06-82-23-132	391020	50	8 E
Website Supplies (Specialty paper & Toners)	70-06-82-23-132	391000	4,000	8 E
<b>Total</b>			<b>4,050</b>	

## Salary w/ Benefits

## Percentage

## Cost

## Network

NETWORK SYSTEMS ADMINISTRATOR - SES	034005			\$84,805	1	\$ 84,805.00
NETWORK SYSTEMS ANALYST	034025			\$51,250	1	\$ 51,250.00
SYSTEMS PROGRAMMER III	034020			\$62,869	1	\$ 62,869.00
SYSTEMS PROGRAMMER III	024948			\$67,396	1	\$ 67,396.00
2107/Systems Project Analyst	25197			\$57,836	0.15	\$ 8,675.40
2107/Systems Project Analyst	2494			\$52,775	0.1	\$ 5,277.50
2052/Distributed Computer Systems Analyst	21202			\$59,156	0.2	\$ 11,831.20
2052/Distributed Computer Systems Analyst	14844			\$54,654	0.15	\$ 8,198.10
2052/Distributed Computer Systems Analyst	25401			\$56,079	0.2	\$ 11,215.80
2107/Systems Project Analyst	28565			\$64,598	0.15	\$ 9,689.70
2052/Distributed Computer Systems Analyst	23880			\$59,156	0.5	\$ 29,578.00
2052/Distributed Computer Systems Analyst	28567			\$61,086	0.25	\$ 15,271.50
2052/Distributed Computer Systems Analyst	21347			\$51,824	0.25	\$ 12,956.00
2052/Distributed Computer Systems Analyst	28564			\$52,698	0.14	\$ 7,377.72
2107/Systems Project Analyst	17949			\$59,782	0.15	\$ 8,967.30
2109/Systems Project Consultant	41657			\$64,432	0.1	\$ 6,443.20
2107/Systems Project Analyst	43320			\$58,015	0.05	\$ 2,900.75
2052/Distributed Computer Systems Analyst	21378			\$56,079	0.1	\$ 5,607.90
2052/Distributed Computer Systems Analyst	8127			\$55,923	0.15	\$ 8,388.45
2052/Distributed Computer Systems Analyst	27765			\$57,190	0.2	\$ 11,438.00
2053/Distributed Computer Systems Admin-SES	35344			\$67,574	0.2	\$ 13,514.80
2052/Distributed Computer Systems Analyst	21265			\$54,456	0.25	\$ 13,614.00
2052/Distributed Computer Systems Analyst	24556			\$57,124	0.15	\$ 8,568.60
2052/Distributed Computer Systems Analyst	36029			\$52,698	0.1	\$ 5,269.80
2052/Distributed Computer Systems Analyst	41213			\$49,317	0.1	\$ 4,931.70
2052/Distributed Computer Systems Analyst	28560			\$54,424	0.1	\$ 5,442.40
2052/Distributed Computer Systems Analyst	7701			\$56,080	0.25	\$ 14,020.00
2052/Distributed Computer Systems Analyst	43105			\$55,449	0.15	\$ 8,317.35
2107/Systems Project Analyst	33699			\$54,634	0.3	\$ 16,390.20
2052/Distributed Computer Systems Analyst	40851			\$67,169	0.2	\$ 13,433.80
2133/Data Processing Manager	36009			\$82,959	0.2	\$ 16,591.80
2052/Distributed Computer Systems Analyst	33698			\$59,156	0.3	\$ 17,746.80
2107/Systems Project Analyst	35967			\$72,844	0.1	\$ 7,284.40
2117/Systems Programming Administrator	21323			\$82,104	0.1	\$ 8,210.40
2107/Systems Project Analyst	26276			\$54,634	0.01	\$ 546.34
2052/Distributed Computer Systems Analyst	25905			\$55,775	0.3	\$ 16,732.50
2052/Distributed Computer Systems Analyst	31405			\$63,940	0.3	\$ 19,182.00
2107/Systems Project Analyst	31097			\$61,417	0.15	\$ 9,212.55
2052/Distributed Computer Systems Analyst	20725			\$60,185	0.3	\$ 18,055.50
2052/Distributed Computer Systems Analyst	25769			\$52,698	0.01	\$ 526.98
2052/Distributed Computer Systems Analyst	35343			\$61,416	0.2	\$ 12,283.20
2052/Distributed Computer Systems Analyst	28568			\$58,586	0.2	\$ 11,717.20
2107/Systems Project Analyst	24960			\$54,633	0.1	\$ 5,463.30
2107/Systems Project Analyst	26417			\$60,269	0.05	\$ 3,013.45
2052/Distributed Computer Systems Analyst	23816			\$56,079	0.2	\$ 11,215.80
2052/Distributed Computer Systems Analyst	30820			\$75,796	0.2	\$ 15,159.20
2109/Systems Project Consultant	43319			\$69,894	0.2	\$ 13,978.80
2052/Distributed Computer Systems Analyst	36030			\$57,124	0.2	\$ 11,424.80
2053/Distributed Computer Systems Admin-SES	35342			\$69,444	0.25	\$ 17,361.00
2107/Systems Project Analyst	28569			\$58,527	0.15	\$ 8,779.05
2052/Distributed Computer Systems Analyst	30039			\$55,077	0.27	\$ 14,870.79
2107/Systems Project Analyst	41850			\$61,396	0.25	\$ 15,349.00
2052/Distributed Computer Systems Analyst	30298			\$53,550	0.15	\$ 8,032.50

2053/Distributed Computer Systems Admin-SES	24347			\$66,258	0.3	\$	19,877.40
2052/Distributed Computer Systems Analyst	13935			\$49,317	0.05	\$	2,465.85
2107/Systems Project Analyst	23748			\$62,790	0.05	\$	3,139.50
2052/Distributed Computer Systems Analyst	7800			\$56,079	0.15	\$	8,411.85
2107/Systems Project Analyst	28563			\$65,912	0.25	\$	16,478.00
2052/Distributed Computer Systems Analyst	7333			\$49,743	0.25	\$	12,435.75
2052/Distributed Computer Systems Analyst	27003			\$49,317	0.15	\$	7,397.55
2133/Data Processing Manager	21322			\$83,257	0.3	\$	24,977.10
2053/Distributed Computer Systems Admin - SES	4925			\$67,574	0.25	\$	16,893.50
2107/Systems Project Analyst	10822			\$63,468	0.23	\$	14,597.64
2052/Distributed Computer Systems Analyst	25748			\$49,317	0.2	\$	9,863.40
2052/Distributed Computer Systems Analyst	13933			\$56,079	0.25	\$	14,019.75
2053/Distributed Computer Systems Admin-SES	7363			\$69,493	0.2	\$	13,898.60
2052/Distributed Computer Systems Analyst	33697			\$54,424	0.01	\$	544.24
2052/Distributed Computer Systems Analyst	24249			\$55,077	0.1	\$	5,507.70
2107/Systems Project Analyst	41747			\$61,396	0.1	\$	6,139.60
2052/Distributed Computer Systems Analyst	10558			\$63,702	0.2	\$	12,740.40
2107/Systems Project Analyst	11154			\$61,396	0.01	\$	613.96
2052/Distributed Computer Systems Analyst	18483			\$58,141	0.1	\$	5,814.10
2052/Distributed Computer Systems Analyst	28566			\$57,123	0.15	\$	8,568.45
2052/Distributed Computer Systems Analyst	36074			\$52,698	0.1	\$	5,269.80
2052/Distributed Computer Systems Analyst	13321			\$49,317	0.06	\$	2,959.02
2052/Distributed Computer Systems Analyst	36032			\$48,315	0.13	\$	6,280.95
2052/Distributed Computer Systems Analyst	35341			\$56,079	0.25	\$	14,019.75
2052/Distributed Computer Systems Analyst	32557			\$59,171	0.15	\$	8,875.65
2109/Systems Project Consultant	4874			\$64,432	0.16	\$	10,309.12
2053/Distributed Computer Systems Admin - SES	35339			\$67,884	0.25	\$	16,971.00
2052/Distributed Computer Systems Analyst	23995			\$57,124	0.2	\$	11,424.80
2052/Distributed Computer Systems Analyst	8071			\$49,743	0.3	\$	14,922.90
2052/Distributed Computer Systems Analyst	36028			\$55,077	0.2	\$	11,015.40
2107/Systems Project Analyst	40602			\$59,782	0.1	\$	5,978.20
2052/Distributed Computer Systems Analyst	3363			\$55,077	0.15	\$	8,261.55
2107/Systems Project Analyst	26556			\$60,060	0.23	\$	13,813.80
2052/Distributed Computer Systems Analyst	32845			\$56,079	0.15	\$	8,411.85
2133/Data Processing Manager	21321			\$83,257	0.2	\$	16,651.40
2107/Systems Project Analyst	41997			\$61,396	0.25	\$	15,349.00
2052/Distributed Computer Systems Analyst	17633			\$57,124	0.1	\$	5,712.40
2053/Distributed Computer Systems Admin - SES	14897			\$77,480	0.3	\$	23,244.00
2107/Systems Project Analyst	7942			\$52,775	0.1	\$	5,277.50
2107/Systems Project Analyst	8010			\$55,648	0.1	\$	5,564.80
2052/Distributed Computer Systems Analyst	35337			\$50,585	0.15	\$	7,587.75
2052/Distributed Computer Systems Analyst	24255			\$50,585	0.2	\$	10,117.00
2133/Data Processing Manager	36010			\$62,956	0.3	\$	18,886.80
2052/Distributed Computer Systems Analyst	28561			\$50,585	0.28	\$	14,163.80
2052/Distributed Computer Systems Analyst	26716			\$50,585	0.02	\$	1,011.70
2052/Distributed Computer Systems Analyst	27883			\$50,585	0.15	\$	7,587.75
2052/Distributed Computer Systems Analyst	28562			\$50,585	0.15	\$	7,587.75
2052/Distributed Computer Systems Analyst	13320			\$50,585	0.2	\$	10,117.00
2107/Systems Project Analyst	8058			\$55,648	0.3	\$	16,694.40
2052/Distributed Computer Systems Analyst	15426			\$50,585	0.1	\$	5,058.50
2052/Distributed Computer Systems Analyst	27886			\$50,585	0.1	\$	5,058.50
2052/Distributed Computer Systems Analyst	36031			\$50,585	0.35	\$	17,704.75
SYSTEMS PROGRAMMER III	010048			\$93,963	0.25	\$	23,490.75
DATA PROCESSING MANAGER - SES	017812			\$93,382	0.1	\$	9,338.20
SYSTEMS PROGRAMMER II	024198			\$63,846	0.15	\$	9,576.90
					<b>22.41</b>	<b>\$</b>	<b>1,375,055.31</b>

**Desktop**

DATA PROCESSING MANAGER - SES	020789			\$77,625	1	\$	77,625.00
SYSTEMS PROJECT ADMINISTRATOR - SES	020791			\$57,813	1	\$	57,813.00
DISTRIBUTED COMPUTER SYSTEMS ANALYST	042829			\$56,079	1	\$	56,079.00
DISTRIBUTED COMPUTER SYSTEMS ANALYST	042830			\$49,317	1	\$	49,317.00
DISTRIBUTED COMPUTER SYSTEMS ANALYST	042831			\$49,317	1	\$	49,317.00
DISTRIBUTED COMPUTER SYSTEMS ANALYST	042828			\$49,317	1	\$	49,317.00
DISTRIBUTED COMPUTER SYSTEMS ANALYST	034000			\$50,599	1	\$	50,599.00
SYSTEMS PROJECT ANALYST	033869			\$61,396	1	\$	61,396.00
2107/Systems Project Analyst	25197			\$57,836	0.3	\$	17,350.80
2107/Systems Project Analyst	2494			\$52,775	0.6	\$	31,665.00
2052/Distributed Computer Systems Analyst	21202			\$59,156	0.5	\$	29,578.00
2052/Distributed Computer Systems Analyst	14844			\$54,654	0.6	\$	32,792.40
2052/Distributed Computer Systems Analyst	25401			\$56,079	0.5	\$	28,039.50
2107/Systems Project Analyst	28565			\$64,598	0.3	\$	19,379.40
2052/Distributed Computer Systems Analyst	23880			\$59,156	0.4	\$	23,662.40
2052/Distributed Computer Systems Analyst	28567			\$61,086	0.35	\$	21,380.10
2052/Distributed Computer Systems Analyst	21347			\$51,824	0.6	\$	31,094.40
2052/Distributed Computer Systems Analyst	28564			\$52,698	0.43	\$	22,660.14
2107/Systems Project Analyst	17949			\$59,782	0.05	\$	2,989.10
2109/Systems Project Consultant	41657			\$64,432	0.25	\$	16,108.00
2107/Systems Project Analyst	43320			\$58,015	0.25	\$	14,503.75
2052/Distributed Computer Systems Analyst	21378			\$56,079	0.85	\$	47,667.15
2052/Distributed Computer Systems Analyst	8127			\$55,923	0.5	\$	27,961.50
2052/Distributed Computer Systems Analyst	27765			\$57,190	0.63	\$	36,029.70
2053/Distributed Computer Systems Admin-SES	35344			\$67,574	0.15	\$	10,136.10
2052/Distributed Computer Systems Analyst	21265			\$54,456	0.6	\$	32,673.60
2052/Distributed Computer Systems Analyst	24556			\$57,124	0.55	\$	31,418.20
2052/Distributed Computer Systems Analyst	36029			\$52,698	0.62	\$	32,672.76
2052/Distributed Computer Systems Analyst	41213			\$49,317	0.5	\$	24,658.50
2052/Distributed Computer Systems Analyst	28560			\$54,424	0.7	\$	38,096.80
2052/Distributed Computer Systems Analyst	7701			\$56,080	0.55	\$	30,844.00
2052/Distributed Computer Systems Analyst	43105			\$55,449	0.4	\$	22,179.60
2107/Systems Project Analyst	33699			\$54,634	0.3	\$	16,390.20
2052/Distributed Computer Systems Analyst	40851			\$67,169	0.55	\$	36,942.95
2133/Data Processing Manager	36009			\$82,959	0.35	\$	29,035.65
2052/Distributed Computer Systems Analyst	33698			\$59,156	0.3	\$	17,746.80
2107/Systems Project Analyst	35967			\$72,844	0.6	\$	43,706.40
2117/Systems Programming Administrator	21323			\$82,104	0.05	\$	4,105.20
2107/Systems Project Analyst	26276			\$54,634	0.52	\$	28,409.68
2052/Distributed Computer Systems Analyst	25905			\$55,775	0.49	\$	27,329.75
2052/Distributed Computer Systems Analyst	31405			\$63,940	0.4	\$	25,576.00
2107/Systems Project Analyst	31097			\$61,417	0.6	\$	36,850.20
2052/Distributed Computer Systems Analyst	20725			\$60,185	0.3	\$	18,055.50
2052/Distributed Computer Systems Analyst	25769			\$52,698	0.88	\$	46,374.24
2052/Distributed Computer Systems Analyst	35343			\$61,416	0.6	\$	36,849.60
2052/Distributed Computer Systems Analyst	28568			\$58,586	0.65	\$	38,080.90
2107/Systems Project Analyst	24960			\$54,633	0.5	\$	27,316.50
2107/Systems Project Analyst	26417			\$60,269	0.05	\$	3,013.45
2052/Distributed Computer Systems Analyst	23816			\$56,079	0.6	\$	33,647.40
2052/Distributed Computer Systems Analyst	30820			\$75,796	0.55	\$	41,687.80
2109/Systems Project Consultant	43319			\$69,894	0.05	\$	3,494.70
2052/Distributed Computer Systems Analyst	36030			\$57,124	0.6	\$	34,274.40
2053/Distributed Computer Systems Admin-SES	35342			\$69,444	0.25	\$	17,361.00
2107/Systems Project Analyst	28569			\$58,527	0.55	\$	32,189.85
2052/Distributed Computer Systems Analyst	30039			\$55,077	0.5	\$	27,538.50
2107/Systems Project Analyst	41850			\$61,396	0.4	\$	24,558.40

2052/Distributed Computer Systems Analyst	30298			\$53,550	0.5	\$	26,775.00
2053/Distributed Computer Systems Admin-SES	24347			\$66,258	0.3	\$	19,877.40
2052/Distributed Computer Systems Analyst	13935			\$49,317	0.75	\$	36,987.75
2107/Systems Project Analyst	23748			\$62,790	0.4	\$	25,116.00
2052/Distributed Computer Systems Analyst	7800			\$56,079	0.7	\$	39,255.30
2107/Systems Project Analyst	28563			\$65,912	0.4	\$	26,364.80
2052/Distributed Computer Systems Analyst	7333			\$49,743	0.6	\$	29,845.80
2052/Distributed Computer Systems Analyst	27003			\$49,317	0.65	\$	32,056.05
2133/Data Processing Manager	21322			\$83,257	0.3	\$	24,977.10
2053/Distributed Computer Systems Admin - SES	4925			\$67,574	0.35	\$	23,650.90
2107/Systems Project Analyst	10822			\$63,468	0.38	\$	24,117.84
2052/Distributed Computer Systems Analyst	25748			\$49,317	0.5	\$	24,658.50
2052/Distributed Computer Systems Analyst	13933			\$56,079	0.55	\$	30,843.45
2053/Distributed Computer Systems Admin-SES	7363			\$69,493	0.3	\$	20,847.90
2052/Distributed Computer Systems Analyst	33697			\$54,424	0.8	\$	43,539.20
2052/Distributed Computer Systems Analyst	24249			\$55,077	0.75	\$	41,307.75
2107/Systems Project Analyst	41747			\$61,396	0.35	\$	21,488.60
2052/Distributed Computer Systems Analyst	10558			\$63,702	0.55	\$	35,036.10
2107/Systems Project Analyst	11154			\$61,396	0.98	\$	60,168.08
2052/Distributed Computer Systems Analyst	18483			\$58,141	0.45	\$	26,163.45
2052/Distributed Computer Systems Analyst	28566			\$57,123	0.6	\$	34,273.80
2052/Distributed Computer Systems Analyst	36074			\$52,698	0.55	\$	28,983.90
2052/Distributed Computer Systems Analyst	13321			\$49,317	0.84	\$	41,426.28
2052/Distributed Computer Systems Analyst	36032			\$48,315	0.77	\$	37,202.55
2052/Distributed Computer Systems Analyst	35341			\$56,079	0.6	\$	33,647.40
2052/Distributed Computer Systems Analyst	32557			\$59,171	0.6	\$	35,502.60
2109/Systems Project Consultant	4874			\$64,432	0.67	\$	43,169.44
2053/Distributed Computer Systems Admin - SES	35339			\$67,884	0.35	\$	23,759.40
2052/Distributed Computer Systems Analyst	23995			\$57,124	0.6	\$	34,274.40
2052/Distributed Computer Systems Analyst	8071			\$49,743	0.2	\$	9,948.60
2052/Distributed Computer Systems Analyst	36028			\$55,077	0.5	\$	27,538.50
2107/Systems Project Analyst	40602			\$59,782	0.35	\$	20,923.70
2052/Distributed Computer Systems Analyst	3363			\$55,077	0.55	\$	30,292.35
2107/Systems Project Analyst	26556			\$60,060	0.38	\$	22,822.80
2052/Distributed Computer Systems Analyst	32845			\$56,079	0.45	\$	25,235.55
2133/Data Processing Manager	21321			\$83,257	0.15	\$	12,488.55
2107/Systems Project Analyst	41997			\$61,396	0.5	\$	30,698.00
2052/Distributed Computer Systems Analyst	17633			\$57,124	0.55	\$	31,418.20
2053/Distributed Computer Systems Admin - SES	14897			\$77,480	0.3	\$	23,244.00
2107/Systems Project Analyst	7942			\$52,775	0.5	\$	26,387.50
2107/Systems Project Analyst	8010			\$55,648	0.65	\$	36,171.20
2052/Distributed Computer Systems Analyst	35337			\$50,585	0.6	\$	30,351.00
2052/Distributed Computer Systems Analyst	24255			\$50,585	0.55	\$	27,821.75
2133/Data Processing Manager	36010			\$62,956	0.3	\$	18,886.80
2052/Distributed Computer Systems Analyst	28561			\$50,585	0.6	\$	30,351.00
2052/Distributed Computer Systems Analyst	26716			\$50,585	0.85	\$	42,997.25
2052/Distributed Computer Systems Analyst	27883			\$50,585	0.55	\$	27,821.75
2052/Distributed Computer Systems Analyst	28562			\$50,585	0.55	\$	27,821.75
2052/Distributed Computer Systems Analyst	13320			\$50,585	0.65	\$	32,880.25
2107/Systems Project Analyst	8058			\$55,648	0.3	\$	16,694.40
2052/Distributed Computer Systems Analyst	15426			\$50,585	0.55	\$	27,821.75
2052/Distributed Computer Systems Analyst	27886			\$50,585	0.35	\$	17,704.75
2052/Distributed Computer Systems Analyst	36031			\$50,585	0.38	\$	19,222.30
SYSTEMS PROGRAMMER II	017641			\$72,111	0.1	\$	7,211.10
					<b>57.37</b>	<b>\$</b>	<b>3,277,610.51</b>



**Helpdesk**

DATA PROCESSING MANAGER - SES	025395			\$94,596	0.1	\$	9,459.60
DATA PROCESSING MANAGER - SES	003576			\$96,415	0.1	\$	9,641.50
SYSTEMS PROJECT ADMINISTRATOR - SES	035324			\$63,617	0.1	\$	6,361.70
SYSTEMS PROGRAMMING ADMINISTRATOR - SES	027954			\$92,151	0.1	\$	9,215.10
SYSTEMS PROJECT CONSULTANT	025397			\$67,069	0.1	\$	6,706.90
SYSTEMS PROGRAMMER III	010048			\$93,963	0.15	\$	14,094.45
DATA PROCESSING MANAGER - SES	017812			\$93,382	0.1	\$	9,338.20
SYSTEMS PROGRAMMER II	024198			\$63,846	0.15	\$	9,576.90
SYSTEMS PROGRAMMER II	017641			\$72,111	0.1	\$	7,211.10
DISTRIBUTED COMPUTER SYSTEMS SPECIALIST	042827			\$42,998	1	\$	42,998.00
DISTRIBUTED COMPUTER SYSTEMS SPECIALIST	042826			\$42,998	1	\$	42,998.00
DISTRIBUTED COMPUTER SYSTEMS SPECIALIST	042825			\$49,760	1	\$	49,760.00
DISTRIBUTED COMPUTER SYSTEMS SPECIALIST	034001			\$58,986	1	\$	58,986.00
COMPUTER OPERATOR III	034016			\$39,368	1	\$	39,368.00
COMPUTER OPERATIONS SUPERVISOR - SES	34010			\$63,038	1	\$	63,038.00
COMPUTER OPERATIONS SUPERVISOR - SES	10035			\$57,571	1	\$	57,571.00
DATA PROCESSING MANAGER - SES	034018			\$73,679	1	\$	73,679.00
					<b>9</b>	<b>\$</b>	<b>510,003.45</b>

**Helpdesk Contractors**

					1	\$	53,672.40
					1	\$	53,672.40
					<b>2</b>	<b>\$</b>	<b>107,344.80</b>

**Security Risk Mitigation**

SYSTEMS PROGRAMMING ADMINISTRATOR - SES	027954			\$92,151	0.05	\$	4,607.55
SYSTEMS PROGRAMMING ADMINISTRATOR - SES	035327			\$100,612	1	\$	100,612.00
SYSTEMS PROGRAMMER I	034007			\$61,466	1	\$	61,466.00
SYSTEMS PROGRAMMER II	020792			\$66,011	1	\$	66,011.00
SYSTEMS PROGRAMMER I	034019			\$55,336	1	\$	55,336.00
SYSTEMS PROGRAMMER II	003554			\$61,203	1	\$	61,203.00
2107/Systems Project Analyst	25197			\$57,836	0.35	\$	20,242.60
2107/Systems Project Analyst	2494			\$52,775	0.2	\$	10,555.00
2052/Distributed Computer Systems Analyst	21202			\$59,156	0.3	\$	17,746.80
2052/Distributed Computer Systems Analyst	14844			\$54,654	0.1	\$	5,465.40
2052/Distributed Computer Systems Analyst	25401			\$56,079	0.15	\$	8,411.85
2107/Systems Project Analyst	28565			\$64,598	0.35	\$	22,609.30
2052/Distributed Computer Systems Analyst	23880			\$59,156	0.1	\$	5,915.60
2052/Distributed Computer Systems Analyst	28567			\$61,086	0.25	\$	15,271.50
2052/Distributed Computer Systems Analyst	21347			\$51,824	0.1	\$	5,182.40
2052/Distributed Computer Systems Analyst	28564			\$52,698	0.32	\$	16,863.36
2107/Systems Project Analyst	17949			\$59,782	0.05	\$	2,989.10
2109/Systems Project Consultant	41657			\$64,432	0.1	\$	6,443.20
2107/Systems Project Analyst	43320			\$58,015	0.1	\$	5,801.50
2052/Distributed Computer Systems Analyst	21378			\$56,079	0.05	\$	2,803.95
2052/Distributed Computer Systems Analyst	8127			\$55,923	0.2	\$	11,184.60
2052/Distributed Computer Systems Analyst	27765			\$57,190	0.1	\$	5,719.00
2053/Distributed Computer Systems Admin-SES	35344			\$67,574	0.1	\$	6,757.40
2052/Distributed Computer Systems Analyst	21265			\$54,456	0.1	\$	5,445.60
2052/Distributed Computer Systems Analyst	24556			\$57,124	0.05	\$	2,856.20
2052/Distributed Computer Systems Analyst	36029			\$52,698	0.27	\$	14,228.46
2052/Distributed Computer Systems Analyst	41213			\$49,317	0.25	\$	12,329.25
2052/Distributed Computer Systems Analyst	28560			\$54,424	0.14	\$	7,619.36
2052/Distributed Computer Systems Analyst	7701			\$56,080	0.1	\$	5,608.00
2052/Distributed Computer Systems Analyst	43105			\$55,449	0.15	\$	8,317.35

2107/Systems Project Analyst	33699			\$54,634	0.4	\$	21,853.60
2052/Distributed Computer Systems Analyst	40851			\$67,169	0.2	\$	13,433.80
2133/Data Processing Manager	36009			\$82,959	0.25	\$	20,739.75
2052/Distributed Computer Systems Analyst	33698			\$59,156	0.3	\$	17,746.80
2107/Systems Project Analyst	35967			\$72,844	0.29	\$	21,124.76
<b>2117/Systems Programming Administrator</b>	<b>21323</b>			\$82,104	0.1	\$	8,210.40
2107/Systems Project Analyst	26276			\$54,634	0.33	\$	18,029.22
2052/Distributed Computer Systems Analyst	25905			\$55,775	0.1	\$	5,577.50
2052/Distributed Computer Systems Analyst	31405			\$63,940	0.1	\$	6,394.00
2107/Systems Project Analyst	31097			\$61,417	0.1	\$	6,141.70
2052/Distributed Computer Systems Analyst	20725			\$60,185	0.2	\$	12,037.00
2052/Distributed Computer Systems Analyst	25769			\$52,698	0.07	\$	3,688.86
2052/Distributed Computer Systems Analyst	35343			\$61,416	0.1	\$	6,141.60
2052/Distributed Computer Systems Analyst	28568			\$58,586	0.05	\$	2,929.30
2107/Systems Project Analyst	24960			\$54,633	0.2	\$	10,926.60
2107/Systems Project Analyst	26417			\$60,269	0.75	\$	45,201.75
2052/Distributed Computer Systems Analyst	23816			\$56,079	0.2	\$	11,215.80
2052/Distributed Computer Systems Analyst	30820			\$75,796	0.25	\$	18,949.00
2109/Systems Project Consultant	43319			\$69,894	0.05	\$	3,494.70
2052/Distributed Computer Systems Analyst	36030			\$57,124	0.1	\$	5,712.40
2053/Distributed Computer Systems Admin-SES	35342			\$69,444	0.25	\$	17,361.00
2107/Systems Project Analyst	28569			\$58,527	0.25	\$	14,631.75
2052/Distributed Computer Systems Analyst	30039			\$55,077	0.15	\$	8,261.55
2107/Systems Project Analyst	41850			\$61,396	0.25	\$	15,349.00
2052/Distributed Computer Systems Analyst	30298			\$53,550	0.1	\$	5,355.00
2053/Distributed Computer Systems Admin-SES	24347			\$66,258	0.3	\$	19,877.40
2052/Distributed Computer Systems Analyst	13935			\$49,317	0.1	\$	4,931.70
2107/Systems Project Analyst	23748			\$62,790	0.4	\$	25,116.00
2052/Distributed Computer Systems Analyst	7800			\$56,079	0.15	\$	8,411.85
2107/Systems Project Analyst	28563			\$65,912	0.3	\$	19,773.60
2052/Distributed Computer Systems Analyst	7333			\$49,743	0.1	\$	4,974.30
2052/Distributed Computer Systems Analyst	27003			\$49,317	0.05	\$	2,465.85
2133/Data Processing Manager	21322			\$83,257	0.3	\$	24,977.10
2053/Distributed Computer Systems Admin - SES	4925			\$67,574	0.25	\$	16,893.50
2107/Systems Project Analyst	10822			\$63,468	0.15	\$	9,520.20
2052/Distributed Computer Systems Analyst	25748			\$49,317	0.2	\$	9,863.40
2052/Distributed Computer Systems Analyst	13933			\$56,079	0.1	\$	5,607.90
2053/Distributed Computer Systems Admin-SES	7363			\$69,493	0.25	\$	17,373.25
2052/Distributed Computer Systems Analyst	33697			\$54,424	0.19	\$	10,340.56
2052/Distributed Computer Systems Analyst	24249			\$55,077	0.1	\$	5,507.70
2107/Systems Project Analyst	41747			\$61,396	0.1	\$	6,139.60
2052/Distributed Computer Systems Analyst	10558			\$63,702	0.1	\$	6,370.20
2107/Systems Project Analyst	11154			\$61,396	0.01	\$	613.96
2052/Distributed Computer Systems Analyst	18483			\$58,141	0.35	\$	20,349.35
2052/Distributed Computer Systems Analyst	28566			\$57,123	0.2 #	\$	11,424.60
2052/Distributed Computer Systems Analyst	36074			\$52,698	0.1	\$	5,269.80
2052/Distributed Computer Systems Analyst	13321			\$49,317	0.1	\$	4,931.70
2052/Distributed Computer Systems Analyst	36032			\$48,315	0.1	\$	4,831.50
2052/Distributed Computer Systems Analyst	35341			\$56,079	0.05	\$	2,803.95
2052/Distributed Computer Systems Analyst	32557			\$59,171	0.1	\$	5,917.10
2109/Systems Project Consultant	4874			\$64,432	0.12	\$	7,731.84
2053/Distributed Computer Systems Admin - SES	35339			\$67,884	0.25	\$	16,971.00
2052/Distributed Computer Systems Analyst	23995			\$57,124	0.2	\$	11,424.80
2052/Distributed Computer Systems Analyst	8071			\$49,743	0.08	\$	3,979.44
2052/Distributed Computer Systems Analyst	36028			\$55,077	0.2	\$	11,015.40
2107/Systems Project Analyst	40602			\$59,782	0.15	\$	8,967.30
2052/Distributed Computer Systems Analyst	3363			\$55,077	0.1	\$	5,507.70

2107/Systems Project Analyst	26556			\$60,060	0.15	\$	9,009.00
2052/Distributed Computer Systems Analyst	32845			\$56,079	0.2	\$	11,215.80
2133/Data Processing Manager	21321			\$83,257	0.2	\$	16,651.40
2107/Systems Project Analyst	41997			\$61,396	0.2	\$	12,279.20
2052/Distributed Computer Systems Analyst	17633			\$57,124	0.05	\$	2,856.20
2053/Distributed Computer Systems Admin - SES	14897			\$77,480	0.3	\$	23,244.00
2107/Systems Project Analyst	7942			\$52,775	0.05	\$	2,638.75
2107/Systems Project Analyst	8010			\$55,648	0.25	\$	13,912.00
2052/Distributed Computer Systems Analyst	35337			\$50,585	0.1	\$	5,058.50
2052/Distributed Computer Systems Analyst	24255			\$50,585	0.1	\$	5,058.50
2133/Data Processing Manager	36010			\$62,956	0.3	\$	18,886.80
2052/Distributed Computer Systems Analyst	28561			\$50,585	0.01	\$	505.85
2052/Distributed Computer Systems Analyst	26716			\$50,585	0.11	\$	5,564.35
2052/Distributed Computer Systems Analyst	27883			\$50,585	0.15	\$	7,587.75
2052/Distributed Computer Systems Analyst	28562			\$50,585	0.15	\$	7,587.75
2052/Distributed Computer Systems Analyst	13320			\$50,585	0.1	\$	5,058.50
2107/Systems Project Analyst	8058			\$55,648	0.2	\$	11,129.60
2052/Distributed Computer Systems Analyst	15426			\$50,585	0.3	\$	15,175.50
2052/Distributed Computer Systems Analyst	27886			\$50,585	0.3	\$	15,175.50
2052/Distributed Computer Systems Analyst	36031			\$50,585	0.15	\$	7,587.75
SYSTEMS PROGRAMMER III	010048			\$93,963	0.2	\$	18,792.60
DATA PROCESSING MANAGER - SES	017812			\$93,382	0.1	\$	9,338.20
SYSTEMS PROGRAMMER II	024198			\$63,846	0.1	\$	6,384.60
SYSTEMS PROGRAMMER II	017641			\$72,111	0.1	\$	7,211.10
					<b>23.29</b>	<b>\$</b>	<b>2,688,598.42</b>

**IT Admin**

SYSTEMS PROJECT CONSULTANT	017813			\$77,539	1	\$	77,539.00
SYSTEMS PROJECT CONSULTANT	034011			\$62,548	1	\$	62,548.00
SYSTEMS PROJECT CONSULTANT	013629			\$79,667	1	\$	79,667.00
SYSTEMS PROJECT CONSULTANT	034021			\$89,184	1	\$	89,184.00
CHIEF OF SYSTEMS DEVELOPMENT-DC	026560			\$107,188	1	\$	107,188.00
DEPUTY ASST SEC OF ADMINISTRATION - DC	035926			\$130,157	1	\$	130,157.00
EXECUTIVE SECRETARY	023500			\$60,426	1	\$	60,426.00
CHIEF INFORMATION OFFICER-DC	036528			\$105,871	1	\$	105,871.00
STAFF ASSISTANT	034006			\$33,913	1	\$	33,913.00
GOVERNMENT ANALYST II	017973			\$99,854	1	\$	99,854.00
ADMINISTRATIVE ASSISTANT I	010034			\$53,560	1	\$	53,560.00
ADMINISTRATIVE ASSISTANT I	023501			\$49,725	1	\$	49,725.00
STAFF ASSISTANT	028095			\$49,760	1	\$	49,760.00
Chief of Computing Services	005652			\$105,871	1	\$	105,871.00
STAFF ASSISTANT	005980			\$43,329	1	\$	43,329.00
<b>Total</b>					<b>15</b>	<b>\$</b>	<b>1,148,592.00</b>

<b>Support for Agency Admin</b>							
SYSTEMS PROJECT ADMINISTRATOR - SES	035324			\$63,617	0.1	\$	6,361.70
COMPUTER PROGRAMMER ANALYST I	025396			\$48,069	0.1	\$	4,806.90
COMPUTER PROGRAMMER ANALYST I	<b>021945</b>			\$51,829	0.1	\$	5,182.90
COMPUTER PROGRAMMER ANALYST I	025396			\$48,069	0.1	\$	4,806.90

SYSTEMS PROJECT CONSULTANT	025397			\$67,069	0.05	\$	3,353.45
SYSTEMS PROGRAMMING ADMINISTRATOR - SES	027954			\$92,151	0.05	\$	4,607.55
DATA PROCESSING MANAGER - SES	017812			\$93,382	0.04	\$	3,735.28
					<b>0.54</b>	<b>\$</b>	<b>32,854.68</b>

<b>Web</b>							
DISTRIBUTED COMPUTER SYSTEMS ANALYST	042833			\$52,940	1	\$	52,940.00
SYSTEMS PROJECT ANALYST	010033			\$53,674	1	\$	53,674.00
DISTRIBUTED COMPUTER SYSTEMS ANALYST	042832			\$62,323	1	\$	62,323.00
SYSTEMS PROJECT ADMINISTRATOR - SES				\$63,617	0.8	\$	50,893.60
					<b>3.8</b>	<b>\$</b>	<b>219,830.60</b>

<b>Email</b>							
DATA PROCESSING MANAGER - SES	017812			\$93,382	0.1	\$	9,338.20
SYSTEMS PROGRAMMER II	024198			\$63,846	0.25	\$	15,961.50
SYSTEMS PROGRAMMER II	017641			\$72,111	0.1	\$	7,211.10
					<b>0.45</b>	<b>\$</b>	<b>32,510.80</b>

**FTE Total Accounted For**

**131.86    \$ 9,285,055.77**

## Servers In the Field

Total Production Institution Servers:	Institutions		<b>64</b>
Total Community Correction Servers	Probation Offices		<b>23</b>
Total Education Servers	Education for Inmates		<b>75</b>
Total TIST Servers			<b>8</b>
Total PACS Servers	Health Services		<b>8</b>
Total Storage Servers			<b>4</b>
Total DEC Alpha Servers 1000	Health Services/Institutions		<b>9</b>
Total			<b>191</b>

<b>Disaster Recovery Servers</b>			
Total DR Servers			<b>19</b>

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** Corrections **Budget Period 2012 -2013**  
**Budget Entity:** Correctional Facilities Maintenance and Repair 70032000

(1)	(2)	(3)	(4)
	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
<b>SECTION I</b>	<b>FY 2010-2011</b>	<b>FY 2011-2012</b>	<b>FY 2012-2013</b>
Interest on Debt	32,763,765	35,606,479	33,860,501
Principal	35,500,000	36,775,000	38,420,000
Repayment of Loans			
Fiscal Agent or Other Fees	202,897	199,200	31,678
Other Debt Service			
<b>Total Debt Service</b>	<b>68,466,662</b>	<b>72,580,679</b>	<b>72,312,179</b>

Explanation: Certificates of participation (COP) were issued to fund the cost of 7 privately operated prisons and all or portions of eighteen state-operated institutions.

**SECTION II**

**ISSUE:** Glades County/Moore Haven Correctional Facility - Series 2001 and 2006A

(1)	(2)	(3)	(4)	(5)
<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2012</b>	<b>June 30, 2013</b>
(6)		(7)	(8)	(9)
		<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
		<b>FY 2010-2011</b>	<b>FY 2011-2012</b>	<b>FY 2012-2013</b>
4.02%	8/1/2025	33,082,300	15,905,000	13,570,000
		933,463	835,819	719,338
		2,140,000	2,225,000	2,335,000
		2,469	2,761	2,761
		3,075,932	3,063,580	3,057,099

**ISSUE:** South Bay Correctional Facility - Series 2004

<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2012</b>	<b>June 30, 2013</b>
(6)		(7)	(8)	(9)
		<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
		<b>FY 2010-2011</b>	<b>FY 2011-2012</b>	<b>FY 2012-2013</b>
2.0% to 5.0%	6/30/2026	56,148,359	34,531,919	31,110,278
		1,931,396	1,786,349	1,626,530
		3,123,716	3,260,205	3,421,641
		1,886	1,108	1,108
		5,056,998	5,047,662	5,049,279

**ISSUE:** Bay Correctional Facility - Series 2001 and Series 2006A

<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2012</b>	<b>June 30, 2013</b>
4.02%	8/1/2025	37,519,000	18,020,000	15,450,000
		<b>ACTUAL FY 2010-2011</b>	<b>ESTIMATED FY 2011-2012</b>	<b>REQUEST FY 2012-2013</b>
Interest on Debt		1,079,975	971,638	842,131
Principal		2,350,000	2,445,000	2,570,000
Fiscal Agent or Other Fees		2,469	2,761	2,761
Other				
Total Debt Service		3,432,444	3,419,399	3,414,892

**ISSUE:** Graceville Correctional Facility - Series 2006A and Series 2008A

<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2012</b>	<b>June 30, 2013</b>
4.30%	8/1/2025	100,335,000	80,155,000	76,110,000
		<b>ACTUAL FY 2010-2011</b>	<b>ESTIMATED FY 2011-2012</b>	<b>REQUEST FY 2012-2013</b>
Interest on Debt		3,775,929	3,631,216	3,465,398
Principal		3,730,000	3,875,000	4,045,000
Fiscal Agent or Other Fees		4,443	5,359	5,359
Other				
Total Debt Service		7,510,372	7,511,575	7,515,757

**ISSUE:** Palm Beach (SAGO)

<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2012</b>	<b>June 30, 2013</b>
5.125%	8/1/2017	11,575,000	7,610,000	6,490,000
		<b>ACTUAL FY 2010-2011</b>	<b>ESTIMATED FY 2011-2012</b>	<b>REQUEST FY 2012-2013</b>
Interest on Debt		459,125	407,125	352,500
Principal		1,015,000	1,065,000	1,120,000
Fiscal Agent or Other Fees		169,793	169,793	3,771
Other				
Total Debt Service		1,643,918	1,641,918	1,476,271

**ISSUE:** Polk (Demilly)

<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2012</b>	<b>June 30, 2013</b>
5.125%	8/1/2017	10,900,000	7,165,000	6,110,000
		<b>ACTUAL FY 2010-2011</b>	<b>ESTIMATED FY 2011-2012</b>	<b>REQUEST FY 2012-2013</b>
Interest on Debt		432,375	383,375	331,875
Principal		955,000	1,005,000	1,055,000
Fiscal Agent or Other Fees		6,482	3,771	3,771
Other				
Total Debt Service		1,393,857	1,392,146	1,390,646

**ISSUE:** Blackwater River Correctional

<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2012</b>	<b>June 30, 2013</b>
5.250%	8/1/2028	130,770,000	122,025,000	117,360,000
		<b>ACTUAL FY 2010-2011</b>	<b>ESTIMATED FY 2011-2012</b>	<b>REQUEST FY 2012-2013</b>
Interest on Debt		6,427,969	6,342,288	6,047,244
Principal		4,285,000	4,460,000	4,665,000
Fiscal Agent or Other Fees		3,500	0	0
Other				
Total Debt Service		10,716,469	10,802,288	10,712,244

**ISSUE:** U.S. Bank - Series 2009B & Series 2009C

<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2012</b>	<b>June 30, 2013</b>
4.277%	7/15/2029	288,120,000	264,615,000	252,235,000
		<b>ACTUAL FY 2010-2011</b>	<b>ESTIMATED FY 2011-2012</b>	<b>REQUEST FY 2012-2013</b>
Interest on Debt		14,878,362	18,694,695	18,197,470
Principal		11,620,000	11,885,000	12,380,000
Fiscal Agent or Other Fees		3,500	5,000	3,500
Other				
Total Debt Service		26,501,862	30,584,695	30,580,970



**ISSUE:** Gadsden Correctional Facility - Series 2001 and 2006A

<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2012</b>	<b>June 30, 2013</b>
4.02%	2/1/2026	34,593,700	19,415,000	17,250,000
		<b>ACTUAL FY 2010-2011</b>	<b>ESTIMATED FY 2011-2012</b>	<b>REQUEST FY 2012-2013</b>
Interest on Debt		1,072,900	983,975	877,956
Principal		1,980,000	2,060,000	2,165,000
Fiscal Agent or Other Fees		2,469	2,761	2,761
Other				
Total Debt Service		3,055,369	3,046,736	3,045,717

**ISSUE:** Columbia County/Lake City Correctional Facility - Series 2004

<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2012</b>	<b>June 30, 2013</b>
4.00% to 5.125%	8/1/2025	31,291,641	24,132,695	22,534,336
		<b>ACTUAL FY 2010-2011</b>	<b>ESTIMATED FY 2011-2012</b>	<b>REQUEST FY 2012-2013</b>
Interest on Debt		1,154,298	1,091,901	1,019,971
Principal		1,466,284	1,524,795	1,598,359
Fiscal Agent or Other Fees		1,886	1,886	1,886
Other				
Total Debt Service		2,622,468	2,618,582	2,620,216

**ISSUE:** Okeechobee - Series 2004

<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>ISSUE AMOUNT</b>	<b>June 30, 2012</b>	<b>June 30, 2013</b>
2.00% to 5.00%	2/15/2015	28,215,000	9,565,246	6,500,246
		<b>ACTUAL FY 2010-2011</b>	<b>ESTIMATED FY 2011-2012</b>	<b>REQUEST FY 2012-2013</b>
Interest on Debt		617,973	478,098	380,088
Principal		2,835,000	2,970,000	3,065,000
Fiscal Agent or Other Fees		4,000	4,000	4,000
Other				
Total Debt Service		3,456,973	3,452,098	3,449,088

**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** Sylvester Butler, Kelvin Frazier, Curt Massie, Jeremiah Thomas, Eugene Ulrath and Reginald Williams, Paul Echols, Michael McKinney, Charles Morgan, Antonio Ward v. James McDonough and Randall Bryant (in their Official capacity) and James V. Crosby, Jr., Michael Rathmann, Bradley Carter, George Sapp, Stephen Sirmones, Joe Lazenby, Jr., Allen Clark, Mark Redd, Keith Musselman, Tony Anderson, James Wilson, William Muse, Colin Halle, Steven Tricocci, Tim Chastain, Rodney Barnett, Ronnie Barton, Kenneth Lampp, Wendell Whitehurst, Stacey Green, David Reynolds, John Riggs, Glynn Reeder, John Rizer, Oscar Shipley, Wilfred Dean Ellis, Jeffrey Lindsey, and Billy Jarvis (individual capacity). (original Trial Style)

**Court with Jurisdiction:** United States District Court, Middle District of Florida, Jacksonville Division

**Case Number:** 3:04CV917-J-32TJC

**Summary of Complaint:** This is a civil rights complaint alleging that the Florida State Prison staff implemented an unwritten policy to use chemical agents to inflict corporal punishment on FSP inmates, maliciously and sadistically for the very purpose of causing harm and not in a good-faith effort to maintain or restore discipline. Plaintiffs alleged that this resulted in unjustified and excessive force against the inmate plaintiffs.

**Amount of the Claim:** The complaint seeks a declaratory judgment, injunctive relief, compensatory damages and punitive damages. The declaratory and injunctive relief sought includes a request for a court ordered injunction that places significant restrictions on the use of chemical agents at Florida State Prison.

**Specific Law(s) Challenged:** No state law is specifically challenged. The complaint claims a violation of Eighth Amendment to United States Constitution.

**Status of the Case:** The lawsuit was filed in September 2004, amended in November 2005, and again amended in February 2006. Mediation has been conducted. Plaintiffs have settled all monetary damage claims. The declaratory and injunctive relief claims remained. A non-jury trial was conducted in September 2008. In January, 2009, the District Court dismissed the claims of all but two of the Plaintiffs. For those two remaining Plaintiffs, Jeremiah Thomas and Michael McKinney, the court directed the Agency to get medical staff signoff prior to using chemical agents on them in non-spontaneous situations. The Final Judgment was appealed to the 11<sup>th</sup> Circuit Court of Appeals. The court issued its opinion on August 20, 2010, affirming the decision of the trial court. A Motion for Rehearing and Rehearing En Banc was denied by the appellate court. The parties are currently in negotiations regarding the issue of attorneys' fees. A continued settlement conference is currently scheduled for September 27, 2011.

**Agency Attorney:** The Agency is represented Susan Maher, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

**Plaintiffs' Attorneys:** Randall C. Berg, Jr., and Joshua Aaron Glickman of Florida Justice Institute, Miami; George E. Schulz, Jr., Marlysha Myrthil and Leon Fresco of Holland & Knight, Jacksonville; and Cassandra Capobianco, Christopher M. Jones, and Kristen Cooley Lentz, Florida Institutional Legal Services, Gainesville , Florida.

**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** James Baiardi, John McKenna, Shanea Maycock, and Florida Police Benevolent Association, Inc., v. Edwin G. Buss, in his capacity at the Secretary of the Florida Department of Corrections

**Court with Jurisdiction:** Second Judicial Circuit Court, Leon County, Florida

**Case Number:** 2011CA1838

**Summary of Complaint:** Plaintiff seeks declaratory and injunctive relief to invalidate proviso language contained in the General Appropriations Bill, Chapter 2011-69, Laws of Florida, Senate Bill No. 2000 (SB 2000) (Appropriations Act), with respect to the fiscal year's appropriation items for the DOC; to require DOC to comply with the requirements of law in deciding whether to privatize the operation and management of particular State correctional facilities, and in proceeding with any decision to privatize, including compliance for vendor bid specifications from any facility to be privatized, and the award of any privatization contracts.

**Amount of the Claim:** The complaint seeks a declaratory judgment, injunctive relief.

**Specific Law(s) Challenged:** No state law is specifically challenged. The complaint challenges the proviso language in the General Appropriations Bill, Chapter 2011-69, Laws of Florida, Senate Bill No. 2000 (SB 2000) (Appropriations Act).

**Status of the Case:** The Defendant's answer and affirmative defenses has been filed.

**Agency Attorney:** The Agency is represented by John Glogau, Esq., Office of the Attorney General, Dept of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

**Plaintiffs' Attorneys:** M. Stephen Turner, Esq., Kelly Overstreet Johnson, Esq., and Michael Gross, Esq., Broad and Cassel, 215 S. Monroe Street, Suite 400, P.O. Drawer 11300, Tallahassee, Florida 32302 and Gene L. Johnson, Esq., and Stephanie Webster, Florida Police Benevolent Association, Inc., 300 E. Brevard Street, Tallahassee, Florida 32303.

**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** Tamara O'Quinn, Lynette Blaine, Shirley Sneed, Delia Lee Rennert, Charna Bogdany, and Kathleen Kelly v. Edwin G. Buss, Secretary of Corrections, as head of the Department of Corrections, State of Florida

**Court with Jurisdiction:** Second Judicial Circuit Court, Leon County, Florida

**Case Number:** 2011-CA-000822

**Summary of Complaint:** Volunteers and inmates file a complaint challenging the Department's announcement that Hillsborough Correctional Institution will be closed. They claim that this is a violation of F.S. 944.24 and 944.803, and that while there will be three faith and character based institutions with 4,000 beds for male inmates, there will not be any for women.

**Amount of the Claim:** The complaint seeks a declaratory judgment and injunctive relief.

**Specific Law(s) Challenged:** No state law is specifically challenged.

**Status of the Case:** The Defendant's motion to dismiss is pending in court.

**Agency Attorney:** The Agency is represented Jay Vail, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-10, Tallahassee, Florida 32399-1050.

**Plaintiffs' Attorneys:** Dean R. LeBoeuf, Esq., 909 East Park Avenue, Tallahassee, Florida 32301

**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** Melanie Beckford, Susan Black, Tita De La Cruz, Charlene Fontneau, Linda Jones, Paula Lacroix, Joyce Meyer, Sushma Parekh, Donna Pixley, Vesna Poirier, Michelle Pollock, Lourdes Silvagnoli, Janet Smith, and Lee Wascher, Plaintiff's, vs. Department Of Corrections, State of Florida,

**Court with Jurisdiction:** Eleventh Circuit Court of Appeals, Atlanta, Georgia

**Case Number:** 09-11540-G (Eleventh Circuit); 06-14324-CIV-MARTINEZ-LYNCH (District Court)

**Summary of Complaint:** This is an action for damages brought by the Plaintiffs who are former employees of the Department which hired these employees as nurses, a classification officer, and a physician. Each female employee was required, as a regular part of her duties, to provide care and other services to male inmates in close management custody. They allege on the basis of gender that each was adversely affected by the Department's continuing policy and pattern and practice of gender-based discriminatory treatment.

**Amount of the Claim:** The complaint seeks damages and attorneys fees.

**Specific Law(s) Challenged:** Title VII and Chapter 760 Florida Statutes. Complaint claims violation of the Eighth Amendment to U.S. Constitution.

**Status of the Case:** Jury Trial was held. The jury awarded each Plaintiff damages in the amount of \$45,000.00 to each plaintiff. The Court entered judgment for each of the Plaintiffs against the Defendant in the amount of \$45,000.00 with interest accruing on the judgment pursuant to 28 U.S.C. § 1961. The Department filed a Motion for New Trial. That motion is under consideration. The Plaintiffs' attorneys filed a Motion for Attorney Fees. That Motion was considered and remanded by the Court with directions that the Plaintiff resubmit a more accurate assessment. An appeal of the final judgment has been taken to the 11<sup>th</sup> Circuit Court of Appeals in Atlanta, Georgia. The appeal was briefed and oral argument took place on April 13, 2010. The three judge panel affirmed the final judgment in an opinion dated May 9, 2010. A petition for rehearing en banc was served on May 27, 2010 requesting that the entire court's judges take the case and hear it themselves en banc. The en banc petition is still pending before the 11<sup>th</sup> Circuit Court of Appeals.

**Agency Attorneys:** The Agency is represented by Carrie S. Leininger, Esq., and Dawn M. McMahon, Esq., Williams, Leininger & Cosby, P.A. 1555 Palm Beach Lakes Blvd., Suite 301, West Palm Beach, Florida 33401.

**Plaintiffs' Attorneys:** The Plaintiffs are represented by John C. Davis, Esquire, Law Office of John C. Davis, 623 Broad Street Tallahassee, Florida 32303 and by C. Wes Pittman, Esquire, Pittman & Perry, 432 McKenzie Avenue, Panama City, Florida 32401.

**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** Anne Abraham, Rachel Hazel, Jorge Gil, M.D., and Eric Pesetsky, M.D. vs. MHM Solutions, Inc and DOC

**Court with Jurisdiction:** Seventeenth Judicial Circuit Court, Broward County, Florida

**Case Number:** 09-46153

**Summary of Complaint:** This litigation stems from several contractor employees terminated by MHM Solutions, Inc. after a serious breach of contract over mental health services not performed per the standards in the contract with DOC. Plaintiffs allege tortious interference by DOC in their relationship with their employer.

**Amount of the Claim:** The complaint seeks lost wages, compensatory and punitive damages and declaratory relief.

**Specific Law(s) Challenged:** No state law is specifically challenged as to the Department. The Plaintiffs claim a violation of the Whistleblower's Act as to MHM.

**Status of the Case:** The Department's motion to dismiss was denied on July 26, 2011.

**Agency Attorneys:** The Agency is represented by Michael Gabel, Esq., Rubinton and Laufer, P.A., Emerald Hills Executive Plaza, 4651 Sheridan Street, Suite 200, Hollywood, Florida 33021.

**Plaintiffs' Attorneys:** The Plaintiffs are represented by Chris Kleppin, Esq., 8751 W. Broward Blvd., Suite 105, Plantation, Florida 33324.

**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** Ross Jay Lawson, Plaintiff v. James McDonough Secretary of Department of Corrections and Department of Corrections

**Court with Jurisdiction:** Eleventh Circuit Court of Appeals, Atlanta, Georgia

**Case Number:** 4:04CV105-MP/AK (District Court); 10-10619-A (Eleventh Circuit)

**Summary of Complaint:** This is an action for a declaratory judgment alleging a violation of civil rights related to the practice of Judaism. The Plaintiff is an Orthodox Jewish inmate who contends that the Department substantially burdens the exercise of his religion by denying him kosher diet, Maariv services, Havdalah, Tefillin, and Sukkot.

**Amount of the Claim:** Plaintiff seeks compensatory damages and punitive damages, and injunctive relief directing the Department to provide prepackaged kosher diet meals.

**Specific Law(s) Challenged:** Florida Religious Restoration Act of 1998.

**Status of the Case:** On May 16, 2008, the District Judge adopted the report and recommendation of the Magistrate Judge dismissing the complaint except as to the claim for a denial of kosher meals and except as to the finding that the Plaintiff's claim for denial of a sukkah and for observing the holiday of Sukkot was not fully exhausted. The matter was referred back to the magistrate judge. The plaintiffs counsel has withdrawn and the plaintiff is now pro-se. There is a possibility that four (4) other pending cases involving similar issues may be consolidated with this case after judicial review. Should the relief be granted, the cost to meet the dietary requirements would be devastating to the Department's food budget. For example, with regard to the Halal diet, the potential financial impact to feed approximately 3560 inmates would be \$10,727,955 related to initial equipment and construction costs and approximately \$2,277,690 in additional recurring (yearly) food costs. This population is expected to increase. Consequently additional costs would be prohibitive for the Department to implement and maintain. For the Jewish inmates, inmates who are Seventh Day Adventists, and for other inmates requiring kosher diets, it would require \$5475 per inmate per year, for a total cost of approximately \$38,982,000.00 per year. During the past fiscal year, evidence was adduced that showed the Plaintiff was eating non-kosher foods, declining to attend orthodox Jewish Morning Prayer services and rejecting offers to exclude him from work details on the Jewish Sabbath. Based upon this evidence, the District Court found that the Plaintiff was prosecuting his suit as a frivolous and malicious claim. The Court dismissed the case and directed the Department to enter sanctions against the Plaintiff for misrepresenting himself before the court while making misleading and false statements before the court. On May 25, 2011, the Eleventh Circuit Court issued an opinion affirming the district court's decision. Plaintiff has filed a motion for rehearing en banc and it is still pending.

**Agency Attorney:** The Agency is represented by Joy Stubbs, Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

**Plaintiffs' Attorneys:** The Plaintiff has been representing himself pro se since his attorney was allowed to withdraw pursuant to court order entered on July 30, 2008.

**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** Akeem Muhammad v. George Sapp, D.A. Colon, R.J. Poccia, Wendell Whitehurst, James Upchurch, Secretary DOC, Randall Bryant, Walter McNeil

**Court with Jurisdiction:** Eleventh Circuit Court of Appeal, Atlanta, Georgia

**Case Number:** 10-15381-C (Eleventh Circuit); 2:07-CV-00740-UA-DNF (District Court)

**Summary of Complaint:** In his second amended complaint, plaintiff, who states he is a practicing Orthodox Sunni Muslim, claims that the Department's shaving policy and forced shave policy violates the Religious Land Use and Institutionalized Persons Act (RLUIPA). Plaintiff also claims that the Department's application of the forced shave policy constitutes cruel and unusual punishment. This claim stems from the allegedly unprovoked use of chemical agents on plaintiff and imposition of alleged disciplinary sanctions against him for prior refusals to shave. Additionally, plaintiff claims that the defendants' failure to accommodate him in his religious practices, including dietary requirements, during Ramadan is in violation of RLUIPA and the First Amendment of the U.S. Constitution.

**Amount of the Claim:** Plaintiff claims an unspecified amount of nominal, punitive and compensatory damages. Plaintiff also claims declaratory and injunctive relief.

**Specific Law(s) Challenged:** Religious Land Use and Institutionalized Persons Act (RLUIPA); First Amendment and Eighth Amendment (Cruel and Unusual Punishment Clause) of the U.S. Constitution.

**Status of the Case:** The lawsuit is before the United States District Court in and for the Middle District of Florida. The Defendants filed a motion for summary judgment seeking dismissal of the Plaintiff's claims. On August 26, 2010, the District Court issued an order granting Defendants' motion for summary judgment. Plaintiff filed an appeal and on June 17, 2011, the Eleventh Circuit Court of Appeals dismissed the appeal for want of prosecution. Plaintiff's motion to reinstate appeal is pending.

**Agency Attorney:** The Agency is represented by Yvette Acosta-Macmillan, Office of the Attorney General, Suite 501, E. Kennedy Blvd, Tampa, Florida 33602.

**Plaintiffs' Attorneys:** Plaintiff is pro se.



**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** John Gary Hardwick, Jr. v. Randall Bryant, etc; et al.

**Court with Jurisdiction:** United States District Court, Middle District of Florida, Jacksonville Division

**Case Number:** 3:07cv646-J-20HTS

**Summary of Complaint:** Death row inmate challenges lethal injections and statute of limitations for §1983 challenges to methods of execution.

**Amount of the Claim:** The complaint seeks a declaratory judgment, injunctive relief, and attorneys' fees.

**Specific Law(s) Challenged:** No state law is specifically challenged. The complaint claims a violation of the Eighth Amendment to United States Constitution.

**Status of the Case:** The case has been administratively closed due to a pending habeas case involving inmate Hardwick (case number 3:95cv250). Plaintiff was ordered to file a motion to reopen the case after a decision has been rendered in Hardwick's habeas case.

**Agency Attorney:** The Agency is represented by the Susan Maher, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

**Plaintiffs' Attorneys:** Randall C. Berg, Jr., and Joshua Aaron Glickman of Florida Justice Institute, Miami; Terri Lynn Backus, Tampa, Florida, Benjamin Reid and Michael A. Shafir, of Carlton Fields, Miami.

**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** Joy Perry, doing business as Freedom Through Christ Prison Ministry and Prison Pen Pals and Writeaprisoner.com, Inc. v. Milton Hicks, Warden, Union Correctional Institution; Randall Bryant, Warden, Florida State Prison; Brian Riedl, Warden, Lowell Correctional Institution; and Walter A. McNeil, Secretary, Florida Department of Corrections

**Court with Jurisdiction:** Eleventh Circuit Court of Appeal, Atlanta, Georgia

**Case Number:** 11-10694-B (Eleventh Circuit); 3:09cv-403-J-34JRK (District Court)

**Summary of Complaint:** Plaintiff is the director of a prison ministry group challenging the Department's pen-pal rule alleging that the rule violates the right to communicate.

**Amount of the Claim:** The complaint seeks a declaratory judgment and injunctive relief.

**Specific Law(s) Challenged:** No state law is specifically challenged. The complaint claims violations of the Religious Land Use and Institutionalized Persons Act (RLUIPA), and the First and Fourteenth Amendments to the US Constitution.

**Status of the Case:** On January 14, 2011, an order was issued granting Defendants' motion for summary judgment and denying Plaintiffs' motion for summary judgment. The case is currently on appeal.

**Agency Attorney:** The Defendants are currently being represented by Joe Belitzky and Lance Neff of the Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

**Plaintiffs' Attorneys:** Plaintiffs are represented by Randall C. Berg, Jr. and Joshua Glickman, Florida Justice Institute, Inc., 4320 Bank of America Tower, 100 S.E. Second Street, Suite 4320, Miami, Florida 33131.

**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** Town of Century v. State of Florida, Department of Corrections

**Court with Jurisdiction:** Second Judicial Circuit Court, Leon County, Florida

**Case Number:** 2010 CA 000846

**Summary of Complaint:** Plaintiff, Town of Century, a Florida Municipal Corporation, filed a complaint stating that under a written contract between the parties that charges for water and waste water utility services provided by the town were based upon monthly volume of potable water consumed or utilized with a minimum charge of \$24,400.00 monthly which covered up to the first six million gallons each month. The agreement further provided that the Department was to pay an additional sum up to \$3.40 for each additional thousand gallons (excess use charges). Plaintiff claims that the Department failed to pay the excess charges until recently and still owes \$284,444.68, along with interest of \$3,982.76 as of February 27, 2009 which continues to accrue at the rate of \$63.37 a day.

**Amount of the Claim:** The complaint seeks compensatory damages.

**Specific Law(s) Challenged:** No state law is specifically challenged.

**Status of the Case:** Defendant filed a Motion to Abate and Transfer for Improper Venue, Motion to Dismiss Plaintiff's Complaint for Failure to State a Cause of Action and Failure to Comply with Fla R. Civ. P. 1.130, and Motion for More Definite Statement and these motions are currently pending in court. The venue issue was resolved in our favor and the case has been transferred to the Circuit Court in Leon County, Florida. Plaintiff has retained local counsel as co-counsel in the case. On August 4, 2011, an order was issued denying the Defendant's motion to dismiss.

**Agency Attorney:** The Agency is currently being represented by Jon Whitney of the Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

**Plaintiffs' Attorneys:** Plaintiff is represented by Michael P. Spellman, Esq., Sniffen & Spellman, P.A., 211 East Call Street, Tallahassee, Florida 32301, and Matt E. Dannheisser, Esq., 504 North Baylen Street, Pensacola, Florida 32501.

**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** Council for Secular Humanism, Inc., Richard Hull and Elaine Hull v. McNeil, et al.

**Court with Jurisdiction:** Second Judicial Circuit Court, Leon County, Florida

**Case Number:** 2007 CA 1358

**Summary of Complaint:** Plaintiffs challenge the constitutionality of faith-based residential substance abuse treatment programs. Plaintiffs seek a declaration and injunction that Sections 944.473 and 944.4731, Florida Statutes, under which certain faith based rehabilitation programs are provided by contractors and administered by the Department, violate Article 1, Section 3, of the Florida Constitution.

**Amount of the Claim:** The complaint seeks declaratory and injunctive relief.

**Specific Law(s) Challenged:** Sections 944.473 and 944.4731, Florida Statutes.

**Status of the Case:** The Second Judicial Circuit Court issued an order the Defendant's motion for judgment on the pleadings and the case was appealed the First District Court of Appeals. The appellate court reversed the lower court's ruling and remanded the case. There has been no significant activity in the case since the case was remanded. The parties are currently engaging in discovery.

**Agency Attorney:** The Agency is currently being represented by Jim Peters of the Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

**Plaintiffs' Attorneys:** Plaintiff is represented by Christine Davis Graves, Carlton Fields, 215 S. Monroe St., Ste. 500, Tallahassee, Florida 32301.

**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** Dwight Thomas Eaglin v. David Pridgen, Randall Bryant, and James McDonough

**Court with Jurisdiction:** United States District Court, Middle District of Florida, Jacksonville Division

**Case Number:** 3:08cv880-J-25HTS

**Summary of Complaint:** Plaintiff claims that his continued placement on maximum management and the heightened security associated with said status violated his due process rights.

**Amount of the Claim:** The complaint seeks injunctive relief and compensatory and nominal damages.

**Specific Law(s) Challenged:** No state law is specifically challenged. The complaint claims a violation of the Eighth and Fourteenth Amendments to the US Constitution.

**Status of the Case:** This case settled. The case is considered closed and will be removed from the report for the next fiscal year.

**Agency Attorney:** The Agency is currently being represented by Susan Maher and Lance Neff of the Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

**Plaintiffs' Attorneys:** Plaintiff is represented by Daniel K. Bean and Marlysha Myrthil, Holland & Knight LLP, 50 North Laura Street, Suite 3900, Jacksonville, Florida 32202.

**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** Glen Floyd v. Walter A. McNeil, Secretary, Florida Department of Corrections; Randall Bryant, Warden, Florida State Prison; Marvin Davis, Food Service Director

**Court with Jurisdiction:** United States District Court, Middle District of Florida, Jacksonville Division

**Case Number:** 3:09cv447-J-32-JRK

**Summary of Complaint:** Plaintiff claims that the vegan meal served by the Agency's Institutional Support Services is not sufficient to satisfy his religious beliefs as a Muslim.

**Amount of the Claim:** The complaint seeks injunctive relief and nominal damages.

**Specific Law(s) Challenged:** No state law is specifically challenged. The complaint claims a violation of the First Amendment to the US Constitution.

**Status of the Case:** Defendant's filed a motion to dismiss and the Plaintiff filed a motion for summary judgment. On August 2, 2010, the District Court granted the Defendants' motion to dismiss with prejudice and denied the Plaintiff's motion for summary judgment. The Plaintiff did not file an appeal. This case is considered closed and will be removed from the report for the next fiscal year.

**Agency Attorney:** The Agency is currently being represented by Lance Neff of the Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

**Plaintiffs' Attorneys:** Plaintiff is pro se.

**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** Cedric Arnez v. Florida Department of Corrections, Inc., Its Corporate Officers, J. Willis, DBA Warden, Alfonso Perkins, DBA Assistant Warden for Programs, Alex Lam, DBA Chaplain Supervisor, Dora I. Jurado, DBA Food Service Director, @ Everglades Correctional Institution, Inc., in their Official and Individual Capacity

**Court with Jurisdiction:** United States District Court, Southern District, Miami Division

**Case Number:** 10-CV-21102 JORDAN

**Summary of Complaint:** Plaintiff alleges that he cannot sincerely practice his Jewish faith because no facility provides kosher food and drinks.

**Amount of the Claim:** The complaint seeks injunctive relief, compensatory and punitive damages.

**Specific Law(s) Challenged:** No state law is specifically challenged. The complaint claims a violation of the First and Fourteenth Amendment of the US Constitution, and Religious Land Use and Institutionalized Persons Act (RLUIPA).

**Status of the Case:** On June 28, 2011, the magistrate judge issued a report and recommendation recommending granting the Defendants' motion for summary judgment.

**Agency Attorney:** The Agency is currently being represented by Kathleen Savor, Esq., of the Office of the Attorney General, Dept. of Legal Affairs, 110 S.E. 6<sup>th</sup> Street, 10<sup>th</sup> Floor, Ft. Lauderdale, Florida 33301.

**Plaintiffs' Attorneys:** Plaintiff is pro-se.

**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel Phone: (850) 717-3603

**Names of the Parties:** Douglas Marshall v. Florida Department of Corrections, Inc., Its Corporate Officers, J. Willis, DBA Warden, Alfonso Perkins, DBA Assistant Warden for Programs, Alex Lam, DBA Chaplain Supervisor, Dora I. Jurado, DBA Food Service Director, @ Everglades Correctional Institution, Inc., in their Official and Individual Capacity

**Court with Jurisdiction:** United States District Court, Southern District, Miami Division

**Case Number:** 10-CV-21101 GOLD

**Summary of Complaint:** Plaintiff alleges that he cannot sincerely practice his Jewish faith because no facility provides kosher food and drinks.

**Amount of the Claim:** The complaint seeks injunctive relief, compensatory and punitive damages.

**Specific Law(s) Challenged:** No state law is specifically challenged. The complaint claims a violation of the First and Fourteenth Amendment of the US Constitution, and Religious Land Use and Institutionalized Persons Act (RLUIPA).

**Status of the Case:** On June 28, 2011, the magistrate judge issued a report and recommendation recommending granting the Defendants' motion for summary judgment.

**Agency Attorney:** The Agency is currently being represented by Kathleen Savor, Esq., of the Office of the Attorney General, Dept. of Legal Affairs, 110 S.E. 6<sup>th</sup> Street, 10<sup>th</sup> Floor, Ft. Lauderdale, Florida 33301.

**Plaintiffs' Attorneys:** Plaintiff is pro-se.



**Schedule VII: Agency Litigation Inventory**  
**Significant Litigation Impacting Budget, Policy, or Agency Functions**  
**September 1, 2011**

**Agency:** Department of Corrections

**Contact Person:** Alexandria Walters, Assistant General Counsel                      Phone: (850) 717-3603

**Names of the Parties:** Bruce Rich v. Walter McNeil, et al.

**Court with Jurisdiction:** United States District Court, Northern District, Gainesville Division

**Case Number:** 1:10-cv-00157-MP-GRJ

**Summary of Complaint:** Plaintiff alleges states he is an Orthodox Jew and the Department is denying him a Kosher diet which he claims is a violation of his first amendment rights. He claims that the refusal to provide him a Kosher diet is based on monetary considerations which is a constitutionally impermissible reason.

**Amount of the Claim:** The complaint seeks injunctive relief, compensatory and punitive damages.

**Specific Law(s)  
Challenged:** No state law is specifically challenged. The complaint claims a violation of the First Amendment of the US Constitution, and Religious Land Use and Institutionalized Persons Act (RLUIPA).

**Status of the Case:** Defendants have filed a motion for summary judgment and it is still pending.

**Agency Attorney:** The Agency is currently being represented by Joe Belitzky, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

**Plaintiffs' Attorneys:** Plaintiff is pro-se.

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

**Budget Period: 2010 - 2011**

**Department:** Office of Inspector General

**Chief Internal Auditor:** Paul Strickland

**Budget Entity:** Bureau of Internal Audit

**Phone Number:** 717-3408

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A10029	10/6/2010	Institutions/Inmate Count Procedures	Overall, inmate count procedures are being followed and efforts made are consistent with the department's mission of protecting the public by providing a safe and secure corrections system; and internal controls exist to adequately detect, deter, and prevent fraud. However, we identified one issue of non-compliance in our examination of the Formal Count Slips, DC6-215. At one institution not all of the slips contained the signature of each staff person conducting the formal count as required by DC Procedure 602.006 (1)(i)(6).	This issue of non-compliance was brought to the attention of Office of Institutions' staff at that institution and corrective action was implemented during the fieldwork phase of our audit.	Inspector General's Office/Bureau of Internal Audit
A10027	11/4/2010	Institutions Inmate Canteen/ Keefe Contract	Overall, the inmate canteen services provided by Keefe are in accordance with Contract C2562. In addition, contract revenue payments are in accordance with the terms of the contract; the delivery of services is documented and monitored by the Office of Institutions, Bureau of Institutional Support Services; and internal controls exist to adequately detect, deter and prevent fraud.	Management agreed with the results of our audit.	Inspector General's Office/Bureau of Internal Audit

A11007	11/19/2010	Inmate Release Gratuity Fund Audit Region 4	<p>Our audit revealed that the inmate release gratuities on hand were properly stated and cash receipts and disbursements were made in accordance with DC Procedure 203.005. In addition, administrative and physical controls were in place to adequately safeguard the Inmate Release Gratuity Fund at the four institutions visited. For example, the Release Voucher Receipt, DC2-313, used to record cash received by inmates, was pre-numbered and securely stored in a safe; all exchanges of cash were evidenced by signatures on the DC2-313 and Petty Cash log; and the safe used to store inmate release gratuity funds was permanently affixed to the building in a location approved by the warden.</p>	Management agreed with the results of our audit.	Inspector General's Office/Bureau Internal Audit
A10010	12/3/2010	Employee Benefit Trust Fund -Central Office and Regional Offices	<p><b>Finding</b> - Controls over the Central Office EBTF Cash Receipts need to be strengthened. We identified the following internal control weaknesses in the current process:</p> <ul style="list-style-type: none"> <li>• two people are not present and no transmittal log of checks and cash are being prepared when mail is opened;</li> <li>• checks are not restrictively endorsed upon receipt;</li> <li>• inadequate key control exists over the filing cabinet that contains EBTF funds because the only key is stored in an unsecured location in the PAS' desk and no master key is available;</li> <li>• inadequate separation of duties exist when the PAS serves as the back-up and performs the duties of the Accountant IV; and</li> <li>• the exchange of cash instruments at no time during the process is documented by receipts.</li> </ul> <p><b>Recommendation:</b> The Bureau of Finance and Accounting ensures that adequate controls are established over the Central Office Cash Receipts process of EBTF operations.</p>	Management agreed with the results of our audit.	Inspector General's Office/Bureau Internal Audit

**Finding** - The Central Office EBTF team designee does not sign each Employee Benefit Trust Fund Expenditure Request, DC2-354, when multiple forms are submitted for approval.

**Recommendation:** The Bureau of Finance and Accounting ensure that the Central Office EBTF team designee signs each DC2-354 when multiple forms are submitted to ensure checks are issued for approved requests only.

**Finding** - Documentation retained by the Bureau of Finance and Accounting for checks issued did not always contain a signature indicating proof of delivery.

**Recommendation:** The Bureau of Finance and Accounting enforces the requirement that a signed proof of delivery is included when invoices are submitted for payment.

**Finding** - None of the EBTF Expenditure Check Requests, DC2-356, were cancelled upon payment.

**Recommendation:** The Bureau of Finance and Accounting implement the practice of effectively cancelling the EBTF Expenditure Check Request, DC2-356. Also, consider revising the DC2-356 to incorporate lines to record the check number, amount, and date of payment.

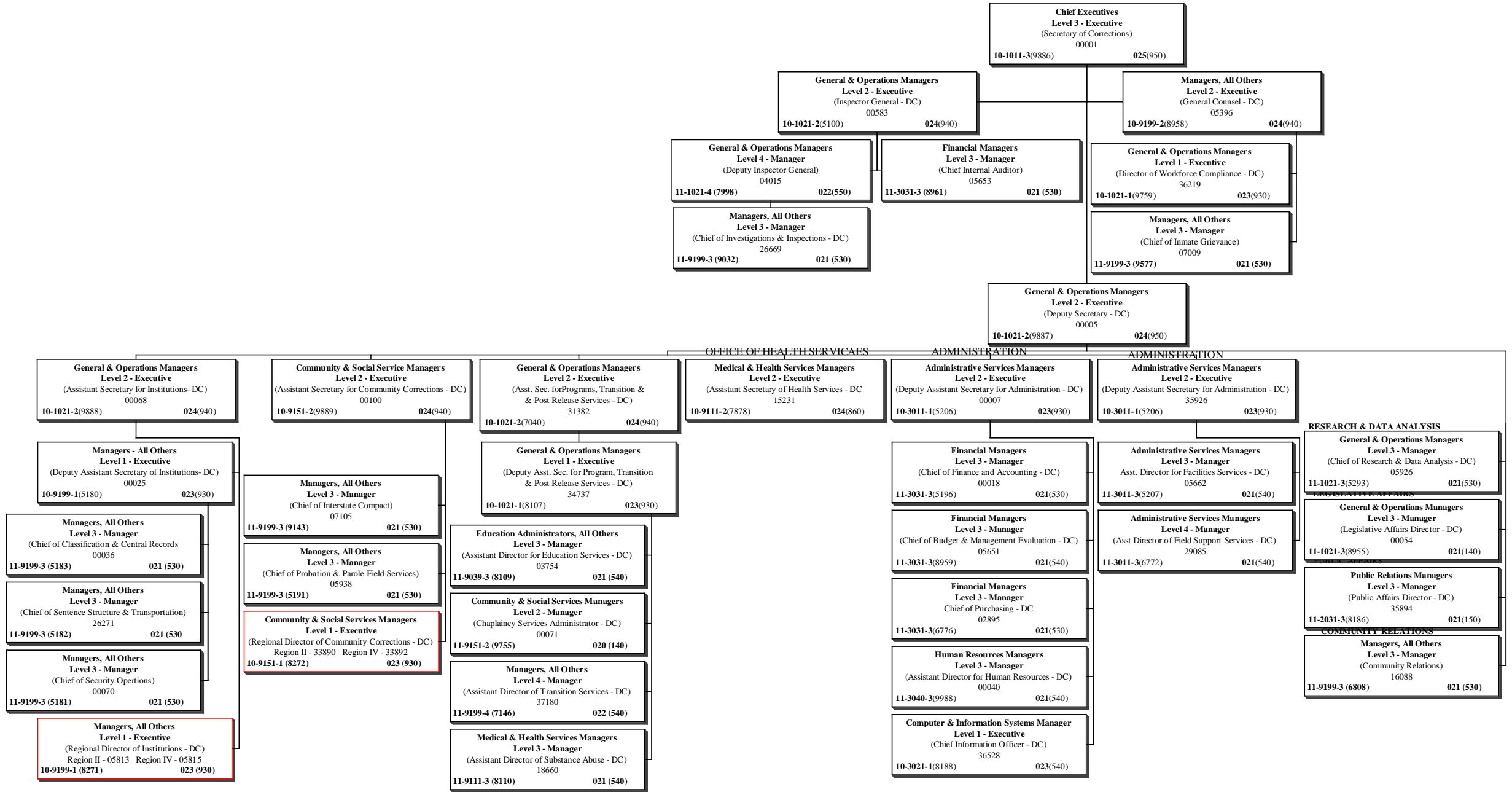
**Finding** - Central EBTF does not offset all of the administrative costs associated with the Employee Benefit Trust Fund as allowed by Florida Administrative Code 322-203.601.

**Recommendation:** The Bureau of Finance and Accounting identify the administrative costs that are associated with operation of the EBTF as prescribed by Florida Administrative Code and transfer up to 7% of canteen revenues to GR to offset the identified administrative costs of the EBTF.

A11002	2/23/2011	Community Corrections	<p>Our audit revealed that the travel vouchers were completed in accordance with the applicable rules and regulations and for the most part, the itineraries/travel logs were completed as required by DC Procedure 302.011. After reviewing the travel vouchers in excess of \$500, for two of the three probation officers we found the mileage claimed was reasonable based on the information contained on the itineraries/travel logs and the appropriate entries were made in the OBIS; however, for one officer we noted some itineraries/travel logs contained dates where the officer conducted more contacts than the minimum number required by DC Procedure 302.303, Offender Supervision and Contact Requirements, and not all of the appropriate entries were made in OBIS. Although internal controls have been established to prevent, deter, and detect fraud, the issue mentioned above and ways to enhance the supervisory review of employee travel claims were discussed with Office of Community Corrections management.</p>	Management agreed with the results of our audit.	Inspector General's Office/Bureau Internal Audit
A11014	4/13/2011		<p><b>Finding:</b> Most new and current employees did not acknowledge receipt of the department's Code of Ethics as required by DC Procedure 102.004.</p> <p><b>Recommendation:</b> The Office of General Counsel facilitate and monitor compliance with the requirement that all new employees receive and sign for a copy of DC Procedure 102.004 during orientation.</p> <p><b>Recommendation:</b> The Office of General Counsel facilitate and monitor compliance with the requirement that all current employees receive and acknowledge receipt of the procedure.</p>	Management agreed with and responded to our findings. They are taking or have taken appropriate action to rectify the audit issues.	Inspector General's Office/Bureau Internal Audit

A10026	4/21/2011	Information Technology	Based on the provisions of Section 282.318, Florida Statutes, Security of Data and Information Technology Resources, the results of this project are confidential and exempt from the provisions of Section 119.07(1), Florida Statutes.	Management agreed with and responded to our findings. They are taking or have taken appropriate action to rectify the audit issues.	Inspector General's Office/Bureau Internal Au
A11008	5/27/2011	Community Corrections	<p><b>Finding:</b> OBIS entries indicated that there are some areas of offender supervision that are not always in compliance with the procedure.</p> <p><b>Recommendation:</b> The Bureau of Probation and Parole Field Services and Interstate Compact reiterate to Community Corrections staff the importance of conducting supervision and contact requirements for sex offenders and offenders on community control in accordance with DC Procedure 302.303, Offender Supervision and Contact Requirements; and record in OBIS the necessary entries to support the various aspects of offender supervision.</p>	Management agreed with and responded to our findings. They are taking or have taken appropriate action to rectify the audit issues.	Inspector General's Office/Bureau Internal Au

**CURRENT APPROVED**

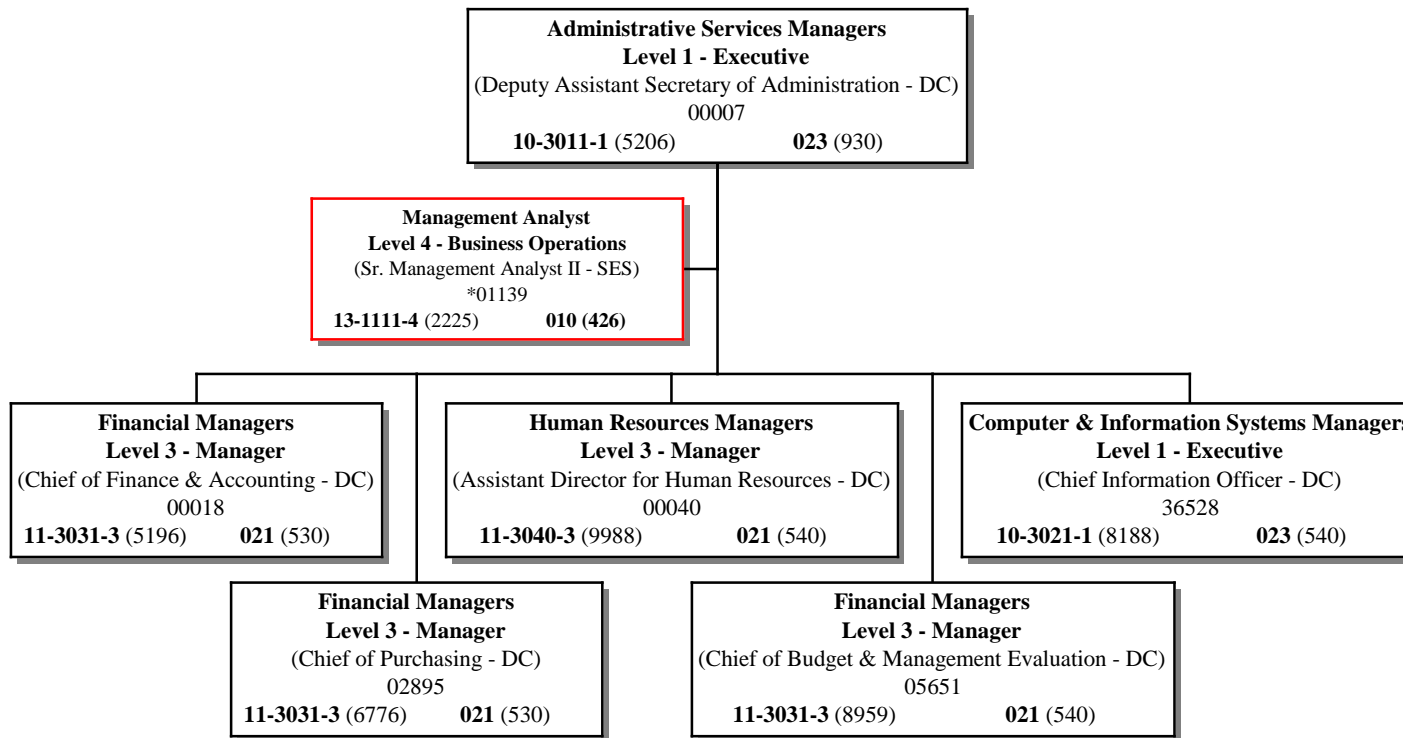


Position 03059 - Chief of Staff; Position 05940 - Deputy Assistant Secretary of Institutions, Position 11883 - Deputy Assistant Secretary of Health Services - Adm; Position 02031 - Deputy Assistant Secretary of Health Services; Position 05812, 33900 - Regional Director of Institutions and position s 33888, 33891 - Regional Directors of Community Corrections - DC effective 7-1-11

Department of Corrections	70
Chief of Staff	20
Administration	10
Finance & Accounting	10/10
Budget & Management Evaluation	10/11
Purchasing	10/12
Human Resources	10/13
Information Technology	10/15

**Overview: Deputy Assistant Secretary of Administration - DC (position #00007)**  
**CURRENT**

Submitted 3-22-10  
Verified by: Christie Green  
Effective Date: 3-19-10



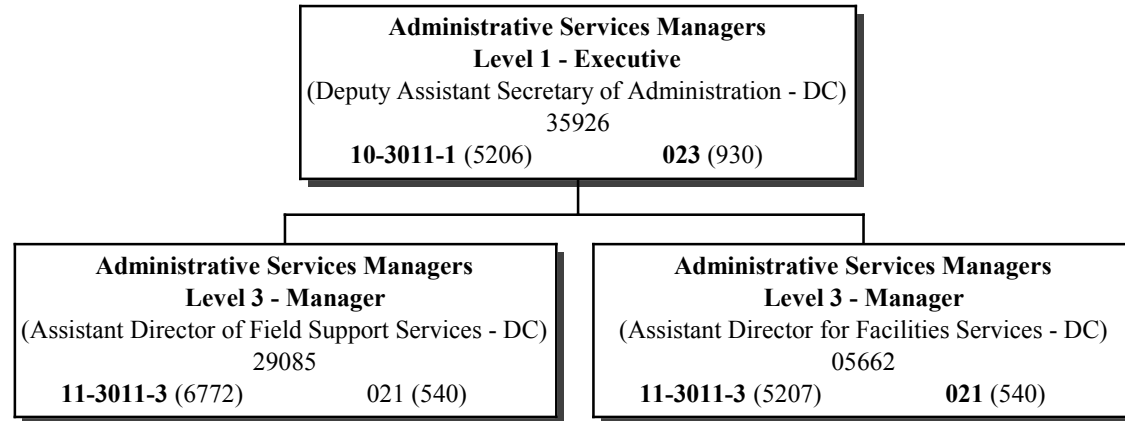
Position 01139 reclassified from Accounting Services Administrator - SES to SMA II - SES effective 3-19-10



Department of Corrections 70  
 Chief of Staff 20  
 Assistant Deputy of Administration 20  
 Food Services 20-10  
 Field Support Services 20-11  
 Facilities Services 20-12

**Overview: Deputy Assistant Secretary of Administration - DC (position #35926)**  
**CURRENT**

Submitted: 6-2011  
 Verified By: Lillie McGriff  
 Effective Date: 7-1-2011

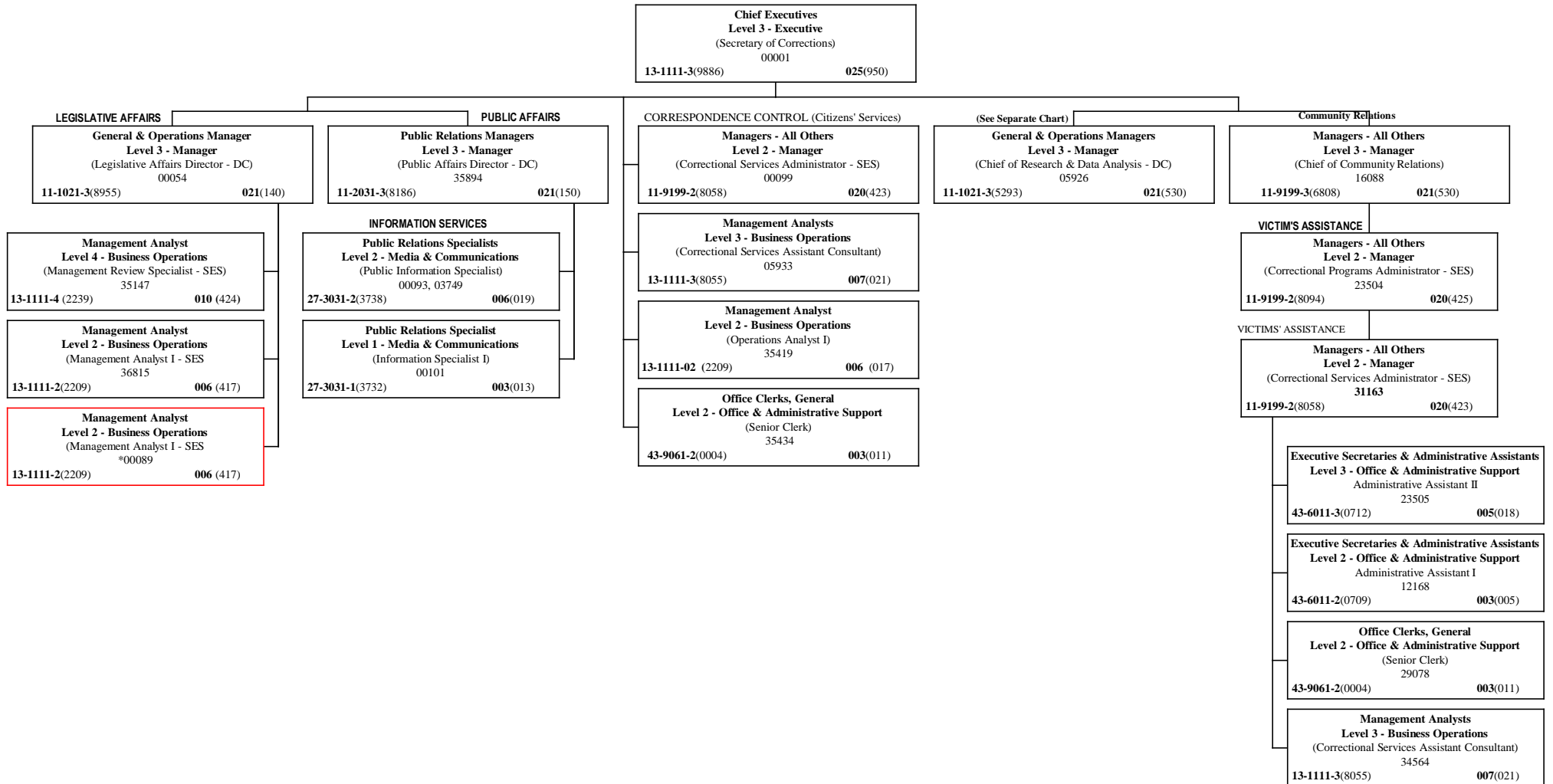


Deleted 03059 Chief of Staff

Department of Corrections  
 Secretary's Office 70  
 \*\*\*Chief of Staff 10  
 Legislative Affairs 10  
 Public Affairs 20  
 Correspondence Control 21  
 Victim's Assistance 22  
 Research & Data Analysis 23-90

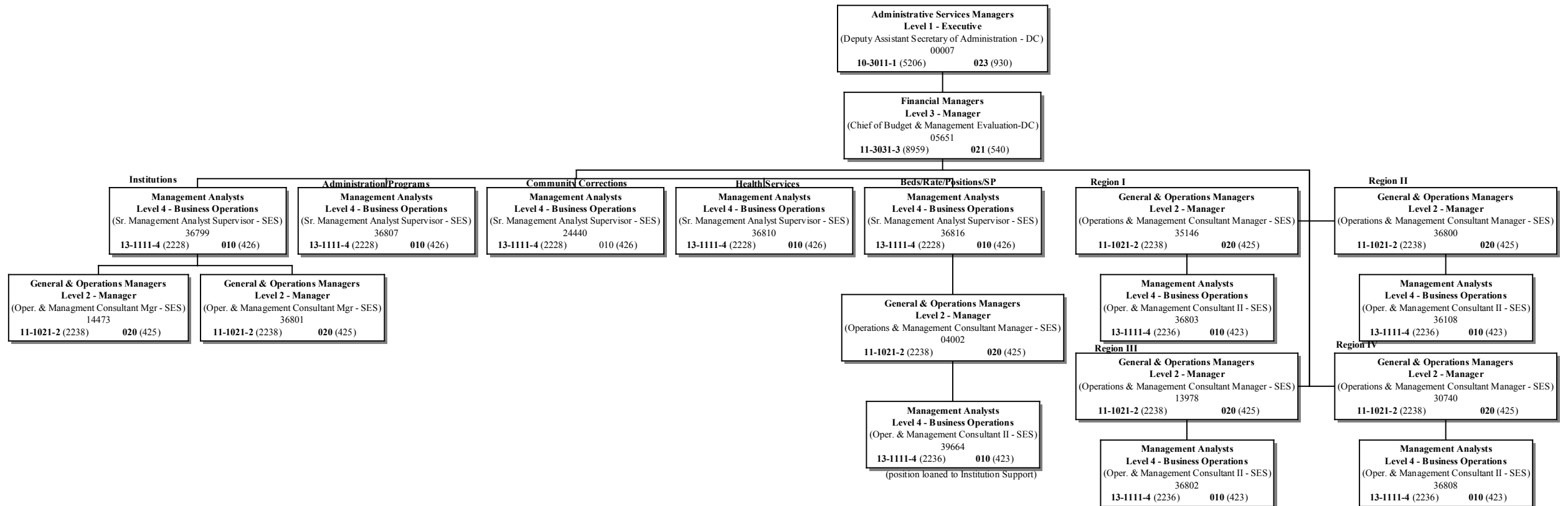
**Chief of Staff Office**  
**Legislative Affairs - Public Affairs**

Submitted: 8-2011  
 Verified by: Lillie McGriff  
 Effective: 8-5-2011



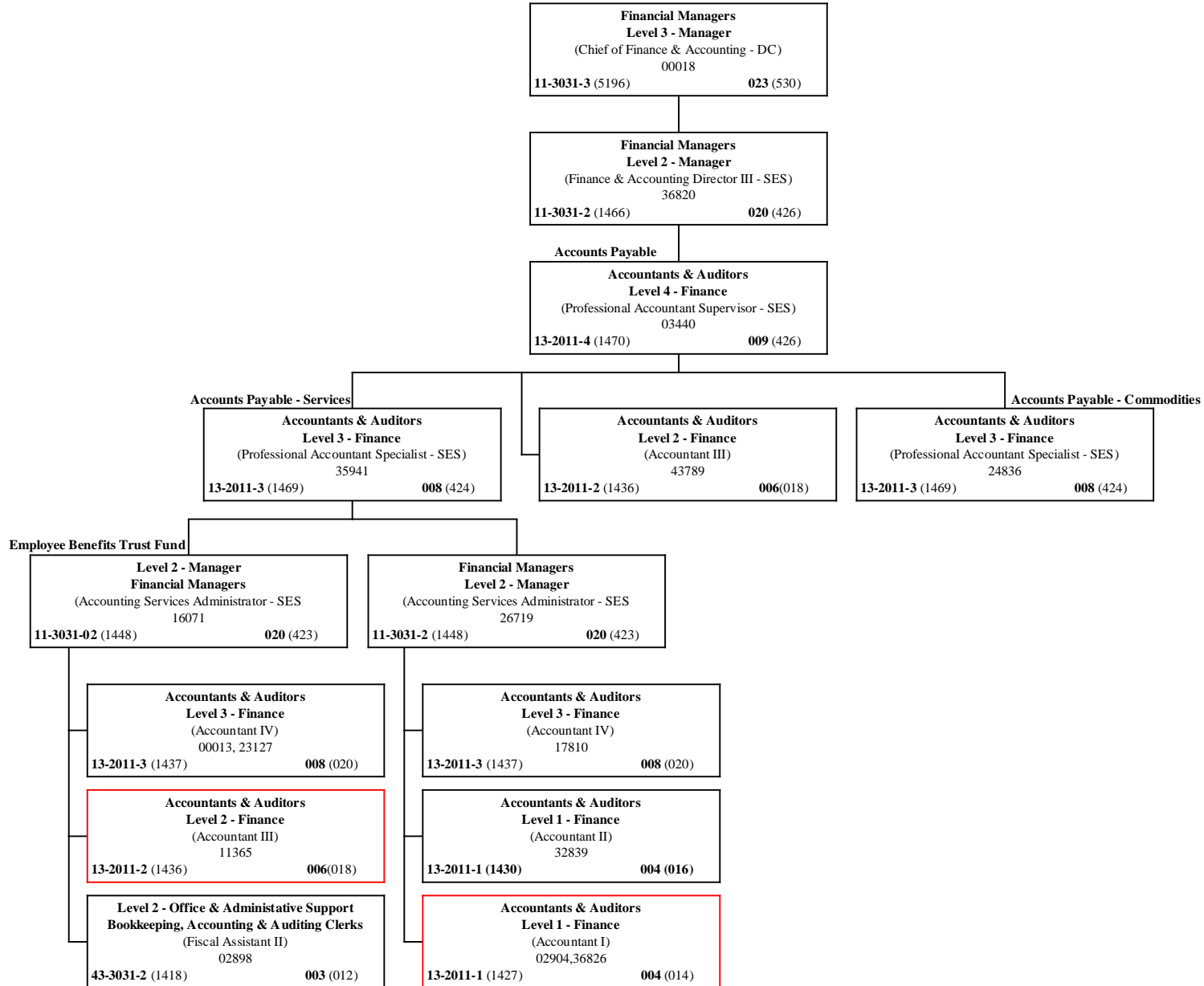
00089 reclassified to Management Analyst I - SES from Administrative Assistant I - SES, effective 8-5-2011

## Budget & Management Evaluation Central Office



Deleted 00014 Budget Analyst SES  
 Deleted 36107 Operations & Management Consultant Manager-SES  
 Deleted 36813 Operations & Management Consultant II-SES

**Central Office Finance & Accounting**  
**Accounts Payable / COPS / FCO, Grants, Receipts**  
**Chart 1 of 3 (Accounts Payable)**

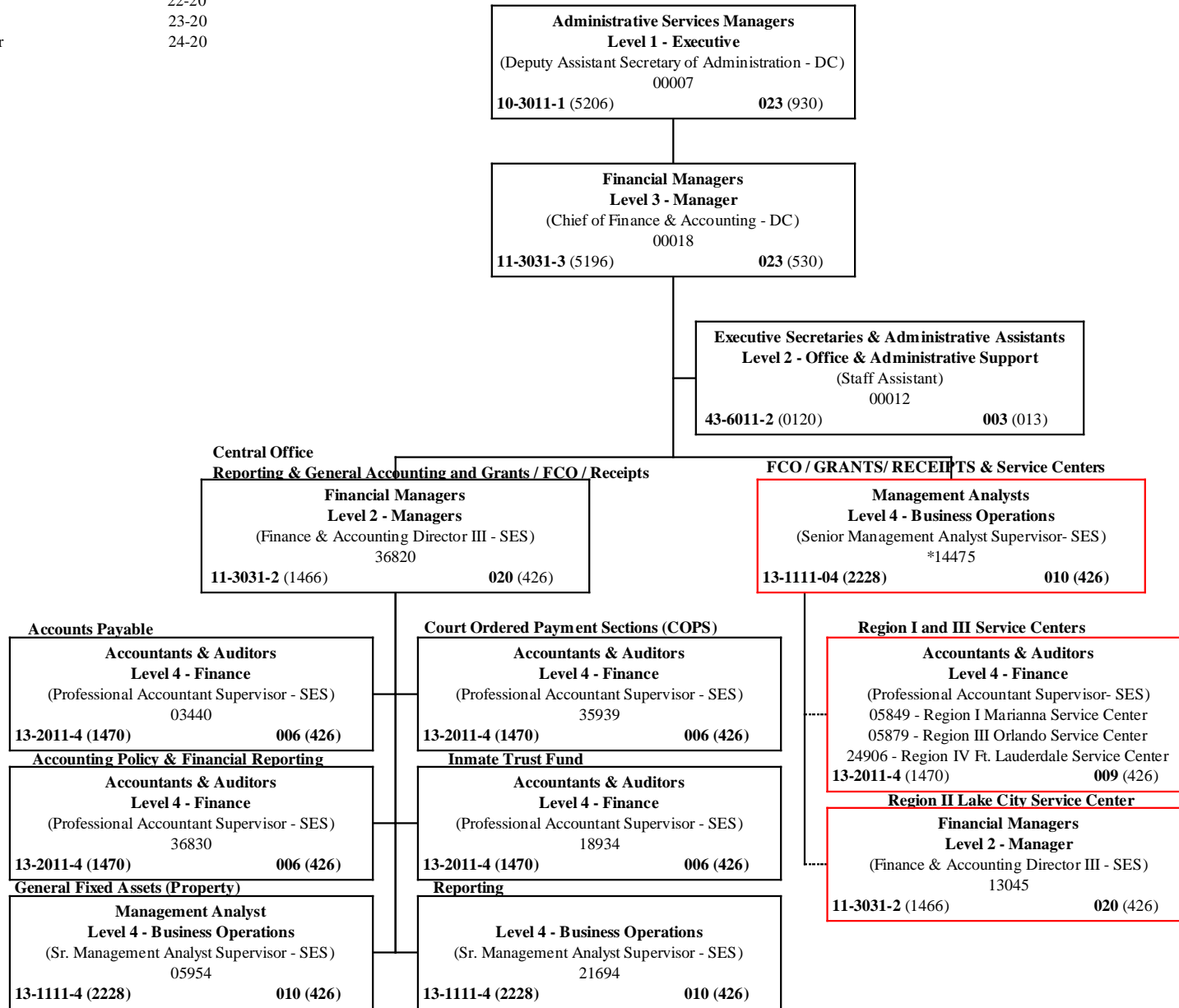


Deleted 36825 Accountant I  
 Deleted 43790 Accountant III

Department of Corrections 70  
 Chief of Staff 20  
 Administration 10  
 Finance & Accounting 10  
**SERVICE CENTER - FINANCIAL SERVICES**  
 Marianna Service Center 21-20  
 Lake City Service Center 22-20  
 Orlando Service Center 23-20  
 Ft. Lauderdale Service Center 24-20

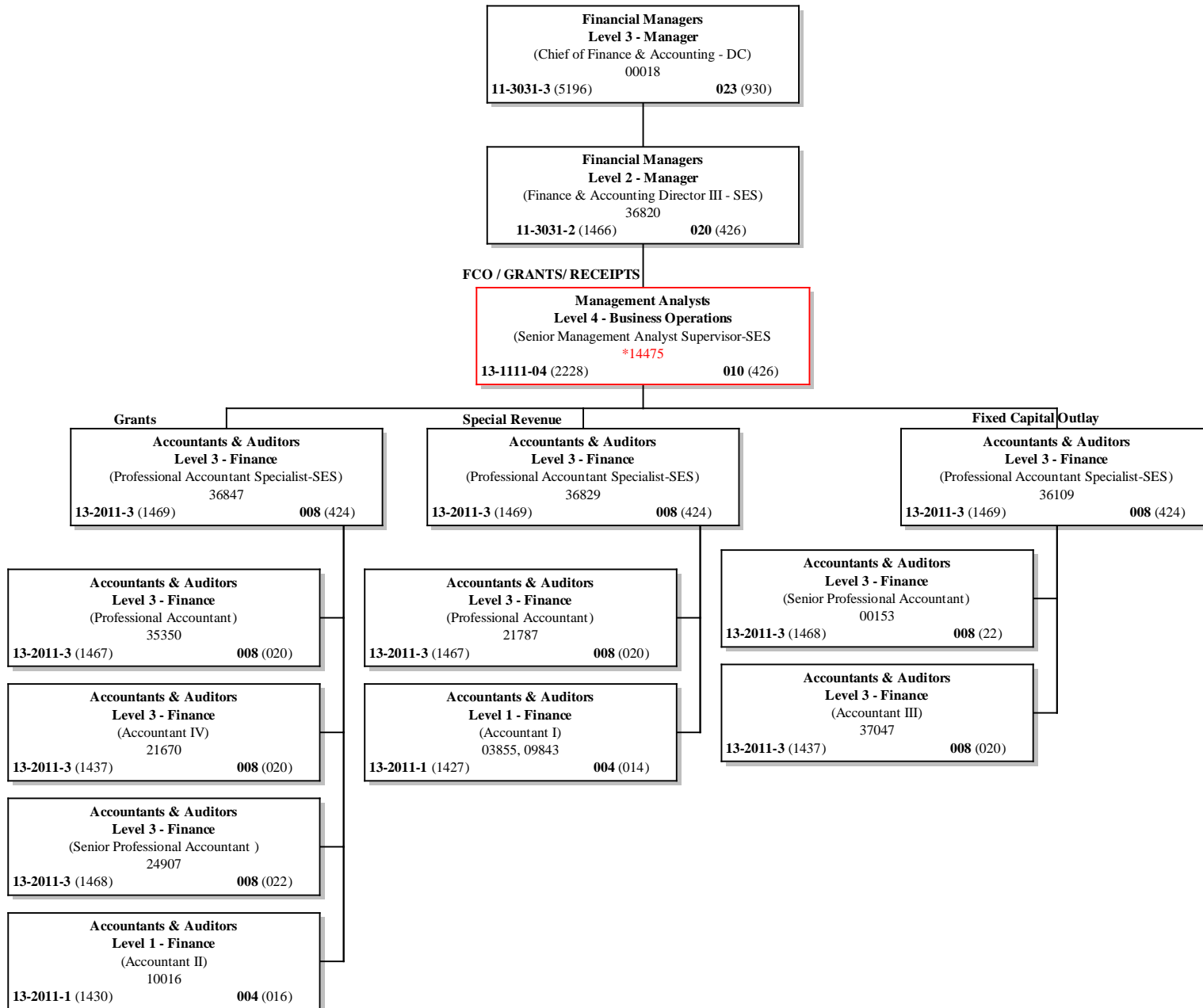
**Bureau of Finance & Accounting: CENTRAL OFFICE OVERVIEW**

Submitted: 7-2011  
 Verified by: Lillie McGriff  
 Effective Date: 7-1-2011



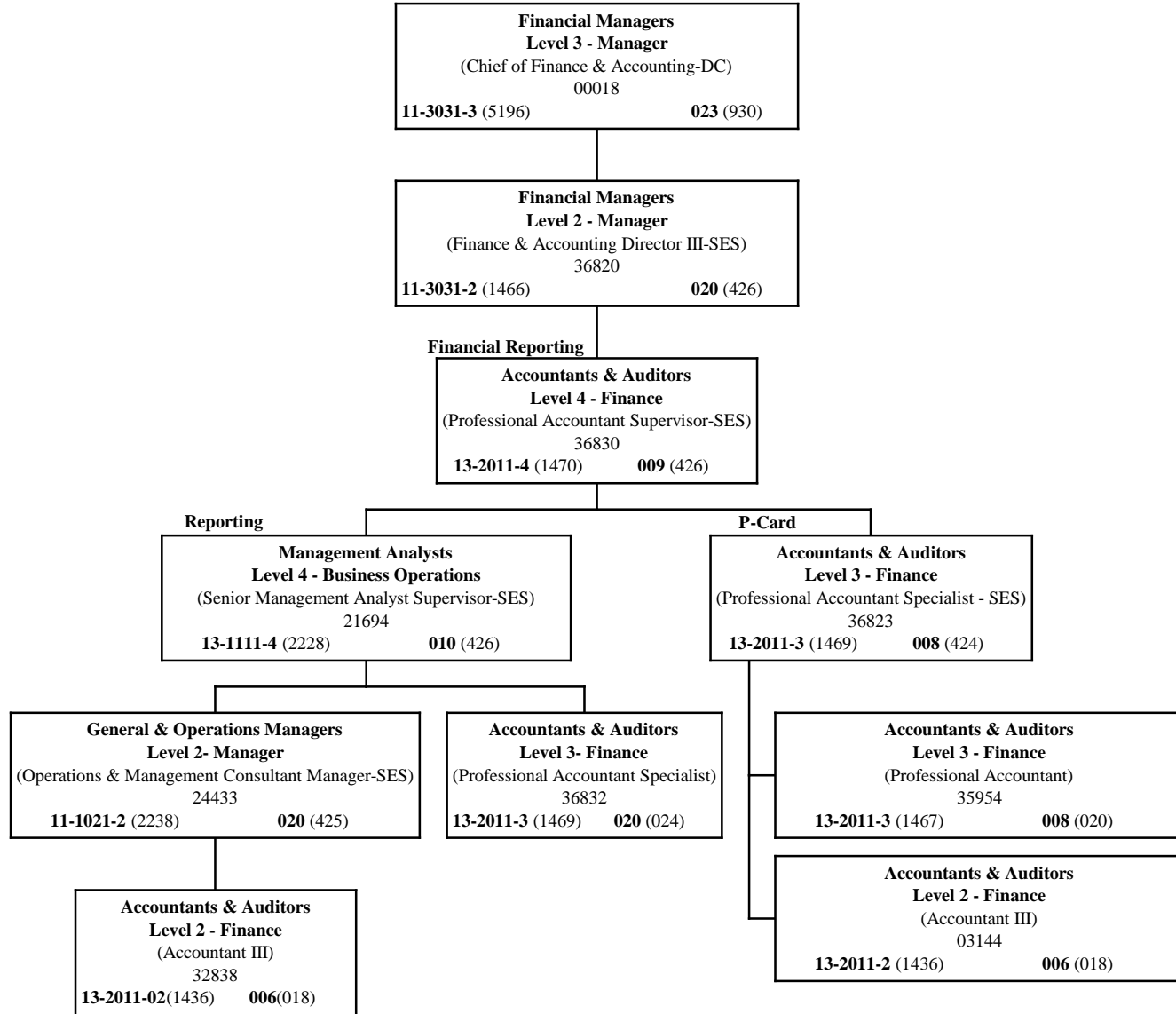
14475 reclassify to Senior Management Analyst Supervisor-SES from Professional Accountant Supervisor-SES  
 05849, 05879, 24906 Professional Accountant Supervisor-SES reporting changed to 14475 SMAS from 36820 F&A Director III  
 13045 F&A Director III reporting changed from 36820 F&A Director III to 14475 SMAS

**Central Office/Finance & Accounting:**  
**Accounts Payable / COPS / FCO, Grants, Receipts**  
 Chart 3 of 3 (FCO, Grants, Receipts)



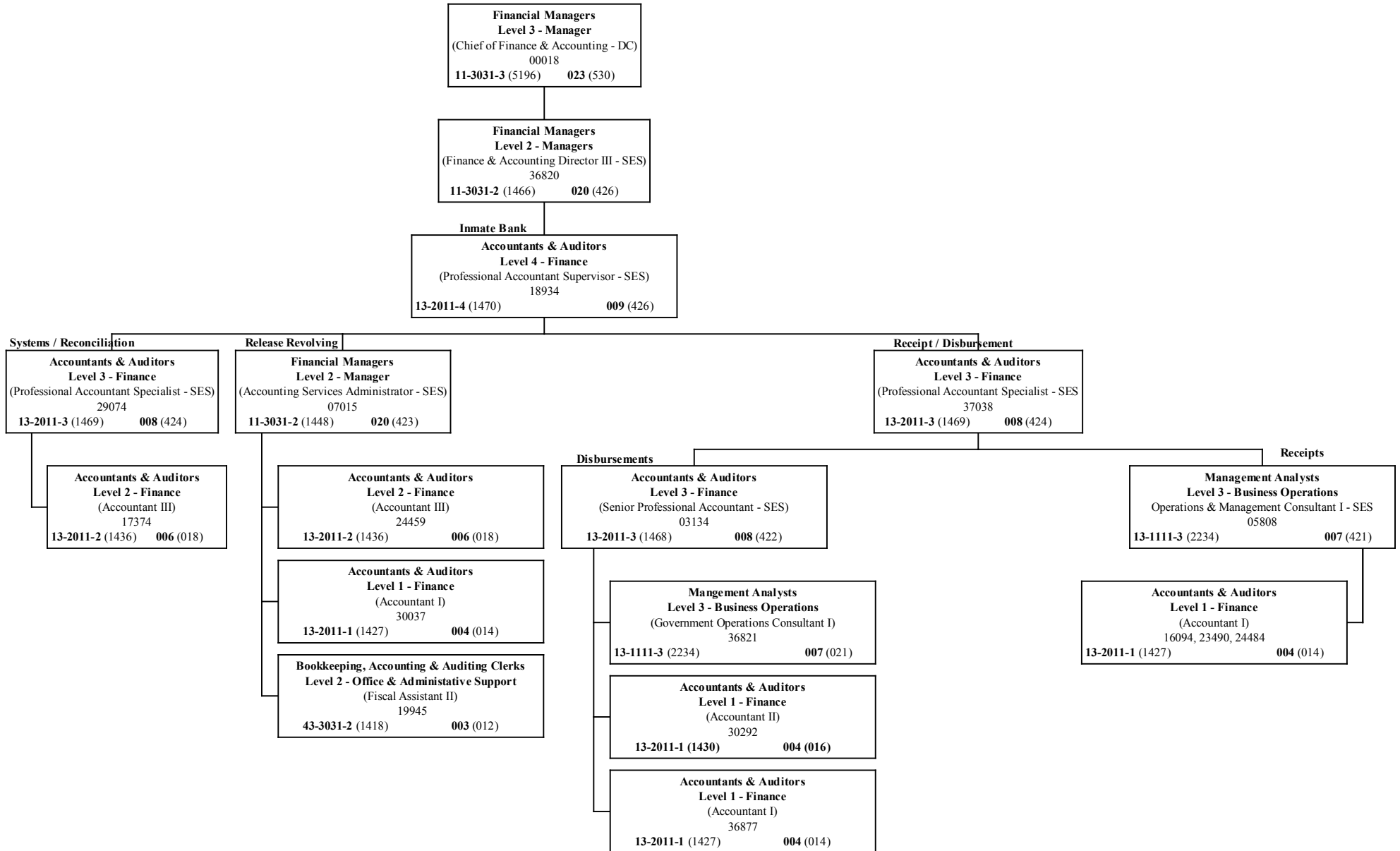
14475 reclassify to Senior Management Analyst Supervisor-SES from Professional Accountant Supervisor-SES

# Central Office Finance & Accounting: Financial Reporting



Deleted 36835 Fiscal Assistant II, effective 7-22-2011

**Central Office Finance & Accounting  
 Inmate Bank**

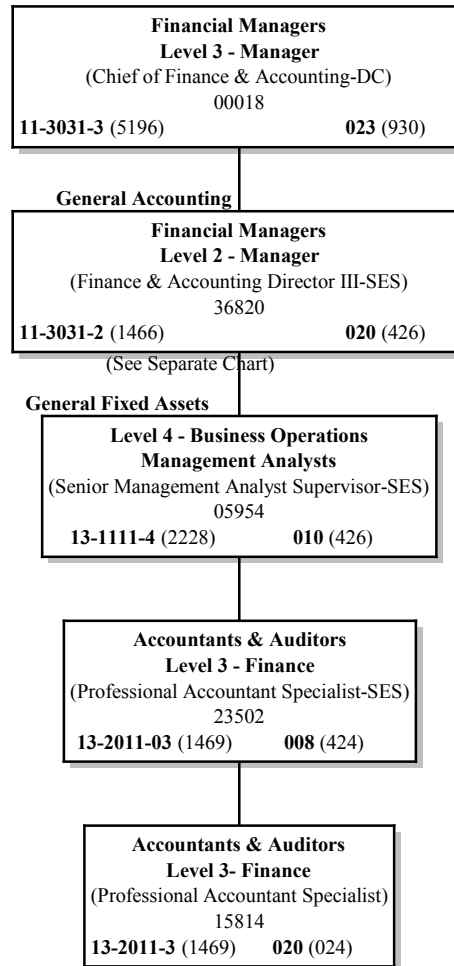




Department of Corrections 70  
 Chief of Staff 20  
 Administration 10  
 Finance & Accounting 10  
 Financial Reporting 03

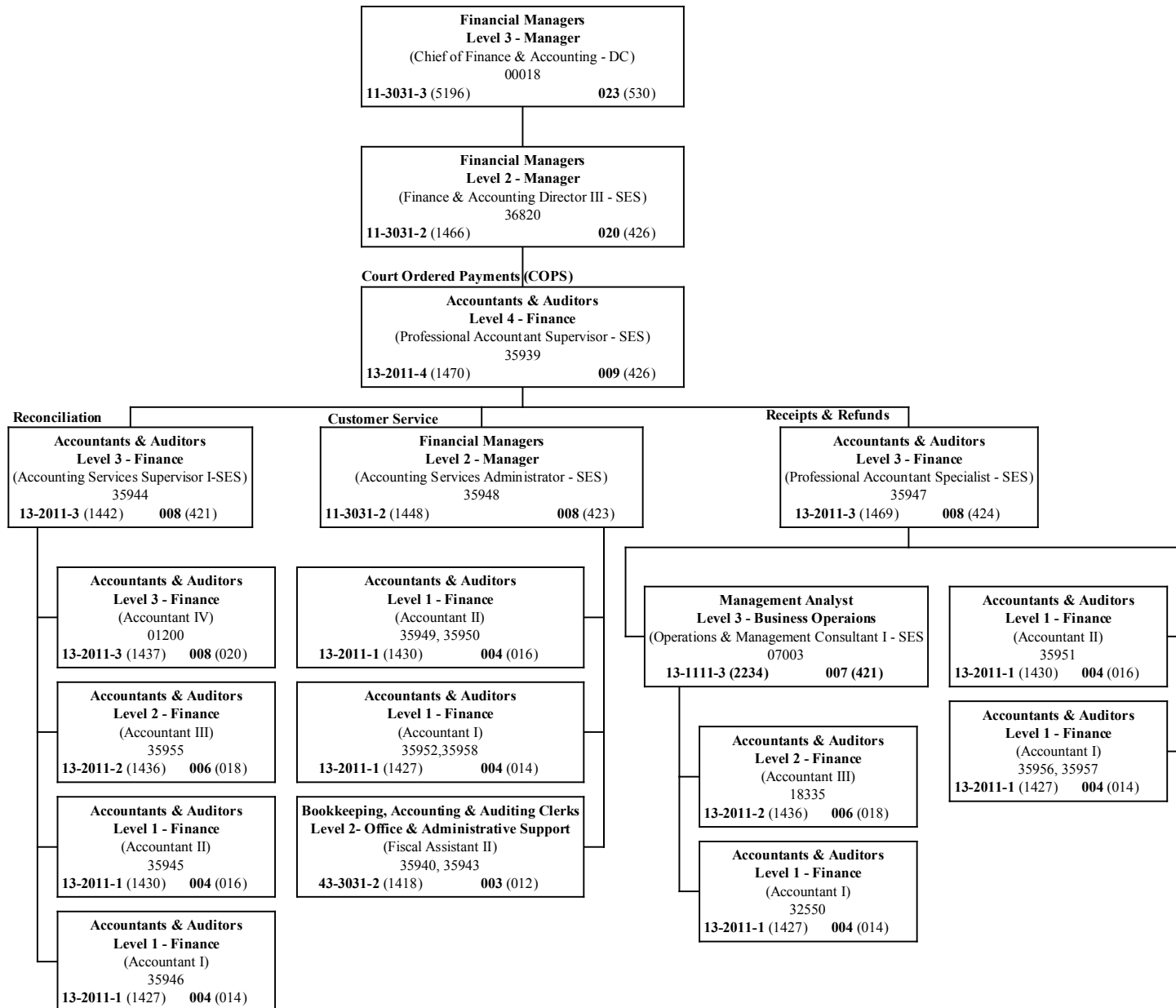
## Central Office Finance & Accounting: Property

Submitted: 6-2011  
 Verified by: Lillie McGriff  
 Effective Date: 7-1-2011



Deleted 21693 Accountant IV

**Central Office Finance & Accounting**  
**Accounts Payable / COPS / FCO, Grants, Receipts**  
**Chart 2 of 3 (COPS)**

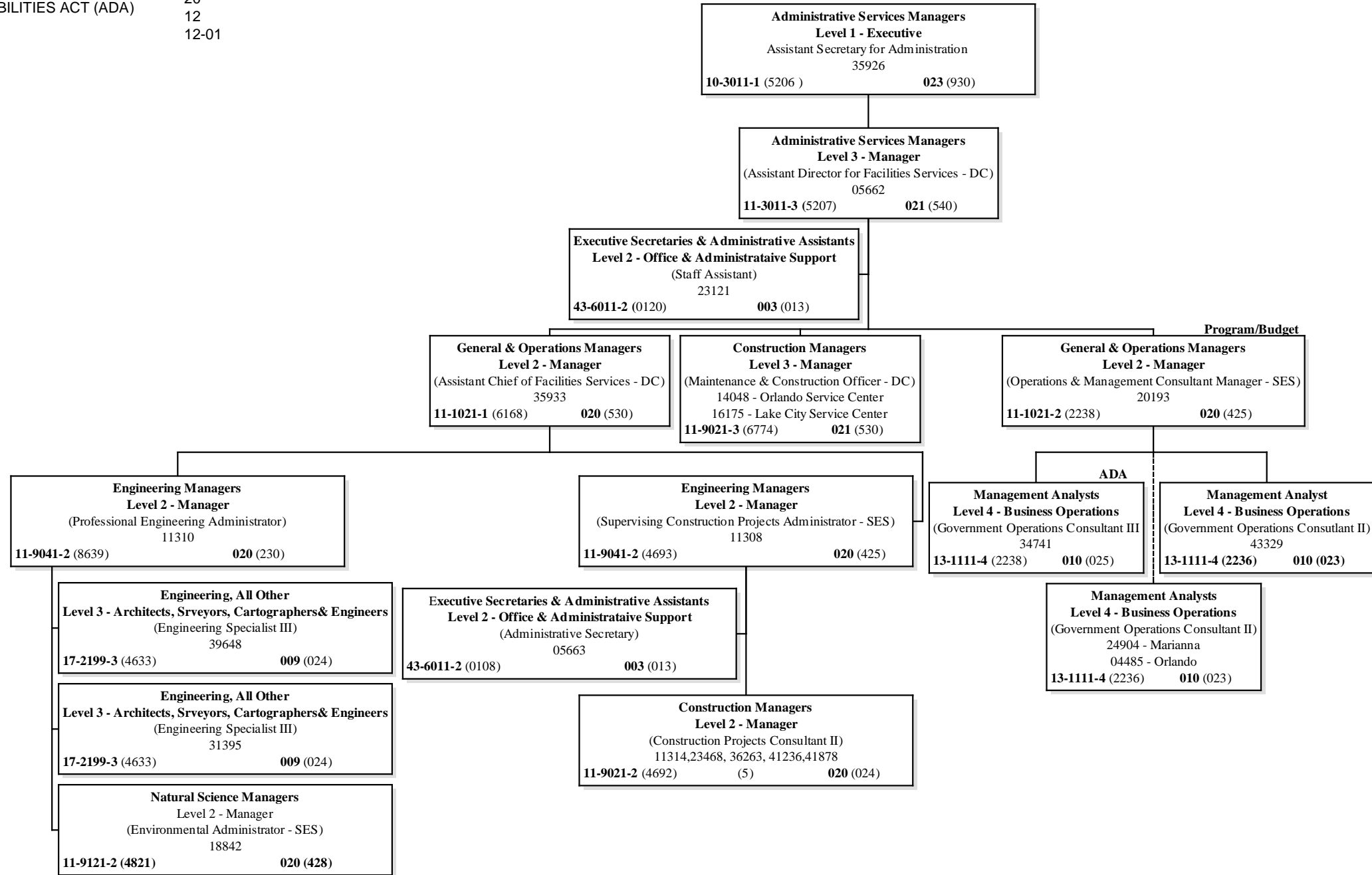


Deleted Fiscal Assistant II positions 35942 and 35953 effective 7-1-08

DEPARTMENT OF CORRECTIONS 70  
 ASSISTANT SECRETARY FOR ADMINISTRATION 20  
 SUPPORT SERVICES 20  
 BUREAU OF FACILITIES SERVICES 20  
 AMERICANS WITH DISABILITIES ACT (ADA) 12  
 12-01

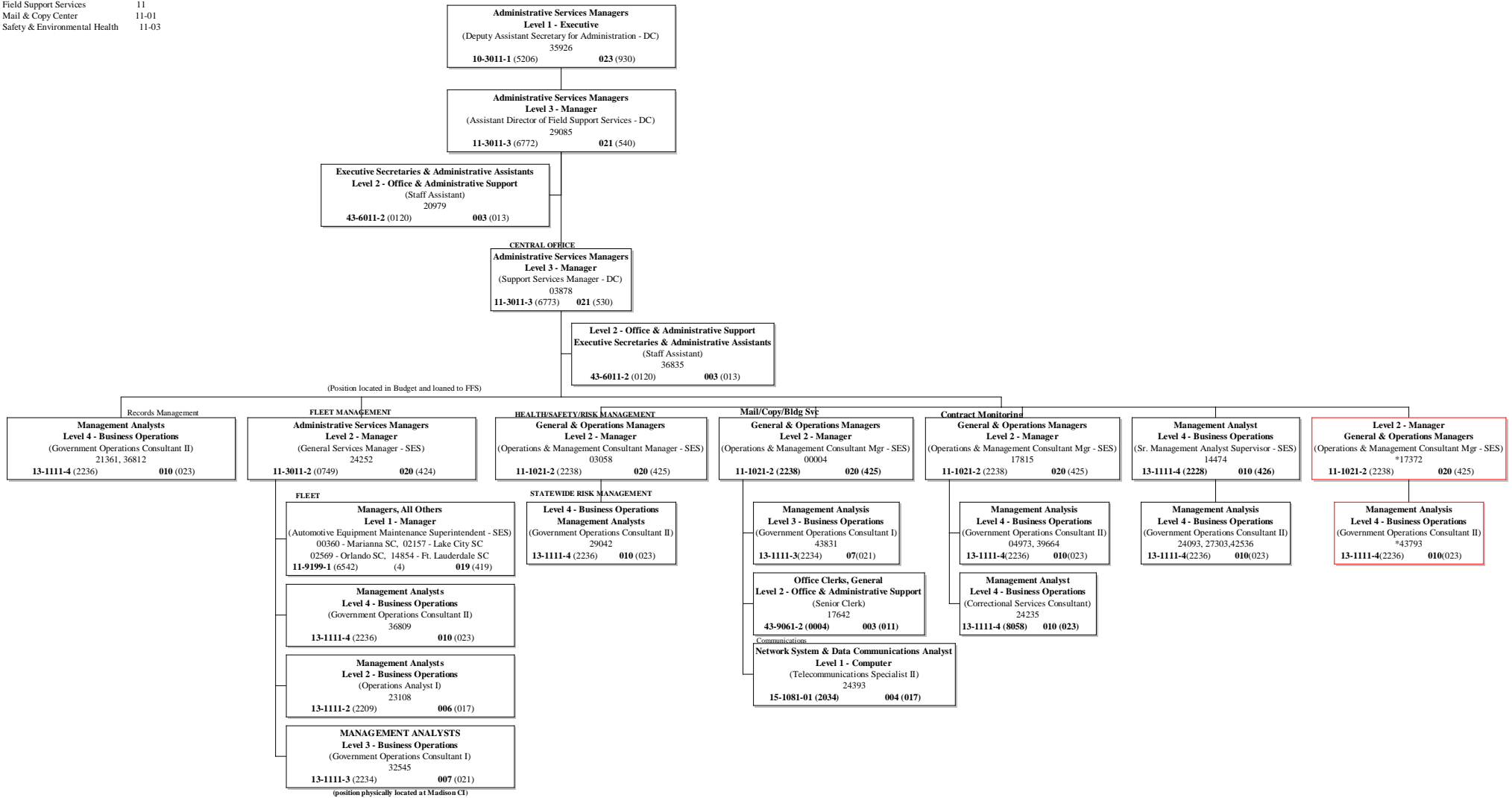
## CENTRAL OFFICE FACILITIES SERVICES

SUBMITTED: 7-27-11  
 VERIFIED BY: Christie Green  
 EFFECTIVE 7-1-11



Position 25432 - Administrative Secretary and position 33832 - Utilities Systems/Engineering Specialist transferred to report to the Deputy Assistant Secretary of Institutions; Deleted positions 00021, 00835, 16269, 21605, 36122, 36124, 41229, 41477, and 43315 Construction Projects Consultant; position 01170 Supervising Construction Projects Administrator - SES; position 03791 - Architect Supervisor - SES; position 11312 - Engineering Specialist Supervisor II - SES; positions 17314, 29270, and 40568 - Engineering Specialist II; positions 23469, 37945 Senior Architect; positions 03795, 23476, 33882, 40569, 43134, and 43136 - Professional Engineer II; position 41230 - Architect effective 7-1-11

**FIELD SUPPORT SERVICES - CENTRAL OFFICE**



# Food Service

Submitted: 7-28-11  
 Verified By: Pam Mills  
 Effective 7-1-11

Department of Corrections 70  
 Assistant Secretary for Administration 0  
 Support Services 20  
 Food Service 10  
 Food Service/SIO-General Revenue 10-90  
 Food Service/Grant 10-91

**Administrative Services Managers**  
**Level 1 - Executive**  
 (Deputy Assistant Secretary for Administration - DC)  
 35926  
**10-3011-1 (5206) 023 (930)**

**General & Operations Managers**  
**Level 2 - Manager**  
 (Operations & Management Consultant Manager - SES)  
 35963  
**11-1021-2 (2238) 020 (425)**

**Medical & Health Services Managers**  
**Level 2 - Manager**  
 (Public Health Nutrition Program Manager)  
 15179  
**11-9199-2 (5227) 020 (094)**

**Ft. Lauderdale**  
**General & Operations Managers**  
**Level 2 - Manager**  
 (Operations & Management Consultant Manager - SES)  
 16279  
**11-1021-2 (2238) 020 (425)**

**Marianna**  
**General & Operations Managers**  
**Level 2 - Manager**  
 (Operations & Management Consultant Manager - SES)  
 16276  
**11-1021-2 (2238) 020 (425)**

**Dietitians & Nutritionists**  
**Level 4 - Health Diagnosing & Treatment Practitioner**  
 (Public Health Nutrition Consultant)  
 26599, 42537, 42538  
**29-1031-4 (5224) 010 (091)**

Marianna Service Center

Ft. Lauderdale Service Center

**Management Analysts**  
**Level 4 - Business Operations**  
 (Government Operations Consultant II)  
 35965  
**13-1111-4 (2236) 010 (023)**

**Management Analysts**  
**Level 4 - Business Operations**  
 (Government Operations Consultant II)  
 35964  
**13-1111-4 (2236) 010 (023)**

Lake City Service Center

Orlando Service Center

**Management Analysts**  
**Level 4 - Business Operations**  
 (Government Operations Consultant II)  
 02111  
**13-1111-4 (2236) 010 (023)**

**Management Analysts**  
**Level 4 - Business Operations**  
 (Government Operations Consultant II)  
 36460  
**13-1111-4 (2236) 010 (023)**

**\*\*Logisticians**  
**Level 2 - Business Operations**  
 (Stores Consultant - F/C)  
 \*\*36235 - Apalachee CI  
 \*\*36326 - Apalachee CI  
 \*\*36327 - Martin CI  
 \*\*36328 - Martin CI  
 \*\*36348 - Avon Park  
 \*\*36349 - Gainesville CI  
 \*\*36350 - Brevard  
**13-1081-2 (0929) (7) 006 (017)**

Deleted position 14876 - Sr. Management Analyst Supervisor - SES; position 27537 - Public Health Nutrition Consultant; position 16278, 36034, 36035 - OMC Manager - SES; position 36370 - Stores Consultant F/C; position 42534 - Operations Analyst I and position 42535 - GOC II effective 7-1-11. Reclassified position 43831 from GOC II to GOC I and transferred to Field Support Services effective 7-1-11

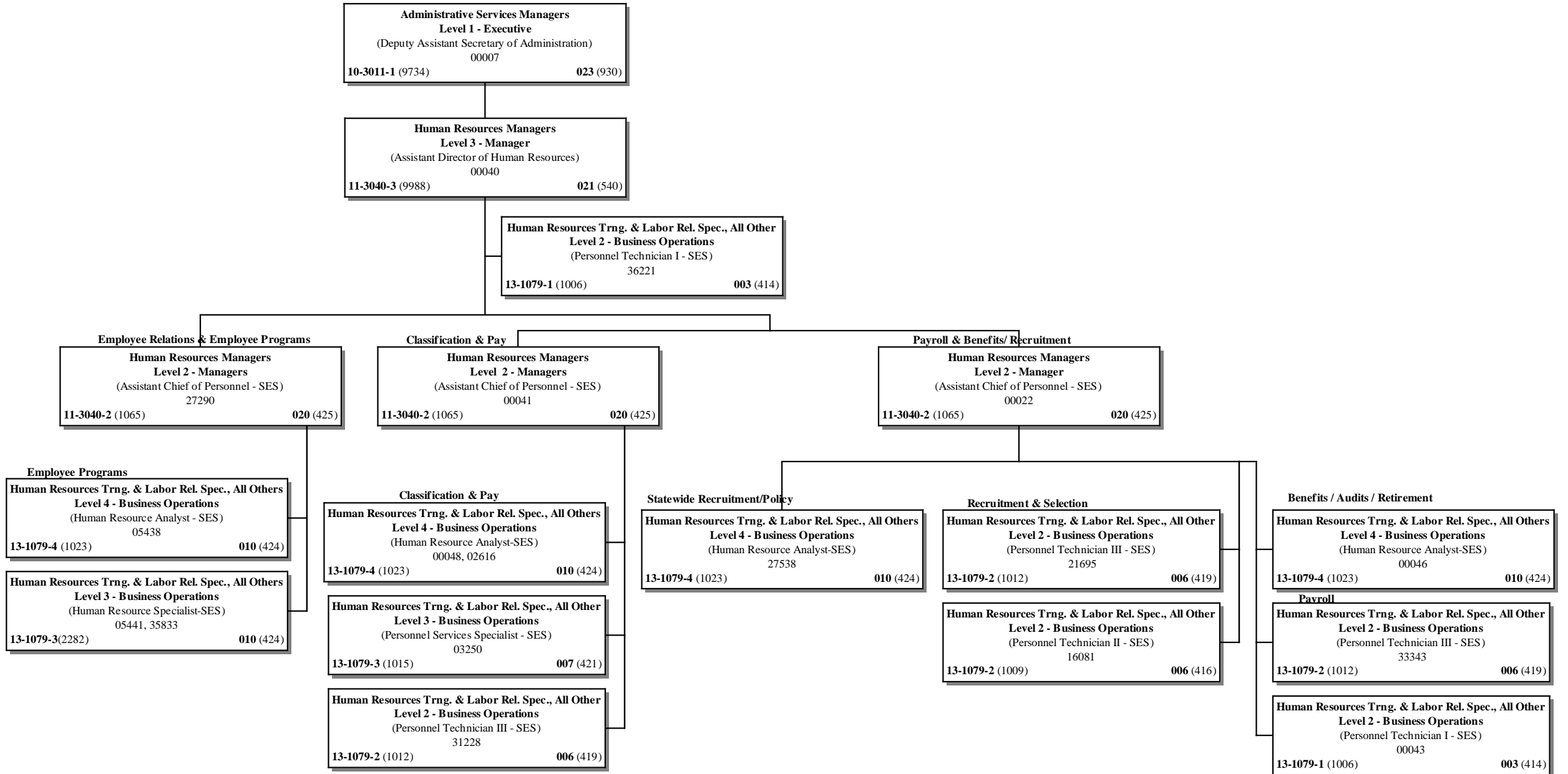
\*\*CDL requirement

\*\*Stores Consultant-F/C

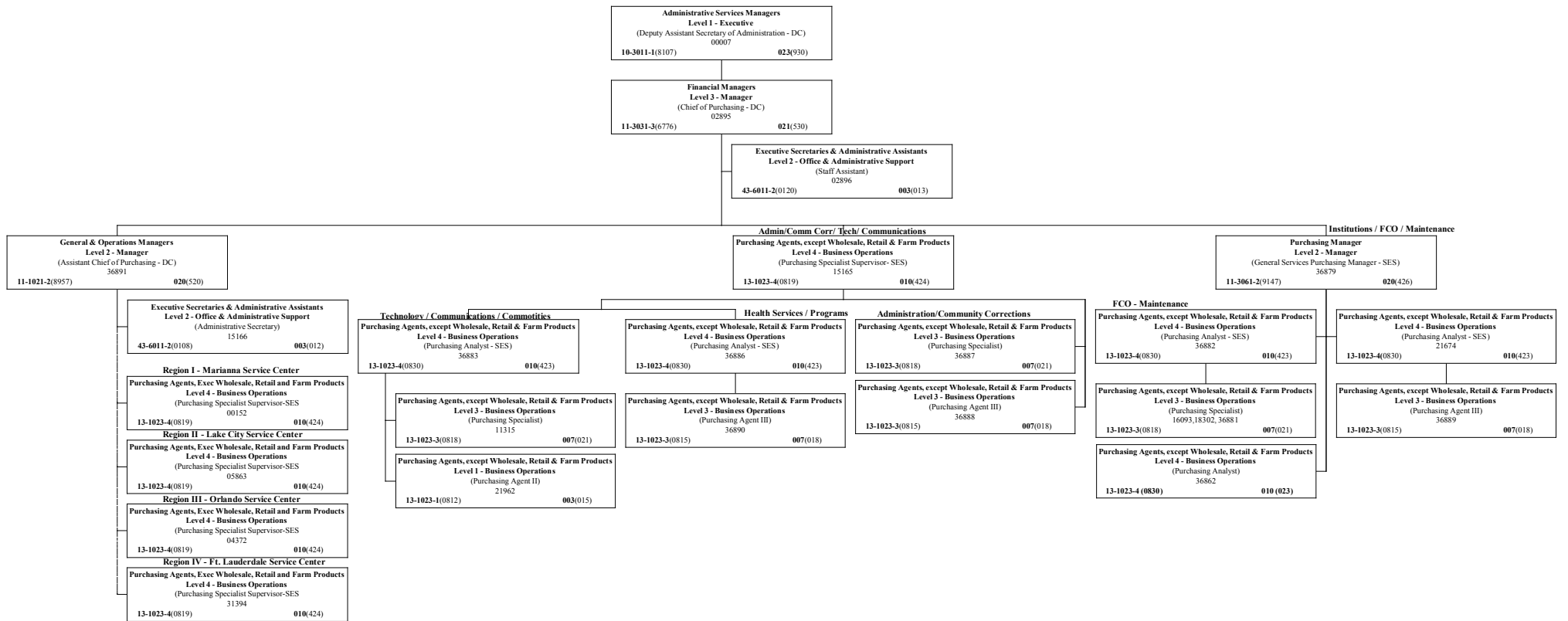
Department of Corrections 70  
 Administration 10  
 Human Resources 13  
 Classification & Pay/Employee Programs 13-01  
 Payroll, Benefits & Recruitment 13-01-02  
 Recruitment 13-01-02-01  
 Employee Relations 13-03

**CENTRAL OFFICE  
 HUMAN RESOURCES/PERSONNEL  
 PROPOSED**

Submitted : 7-18-11  
 Verified By : Christie Green  
 Effective: 7-1-11



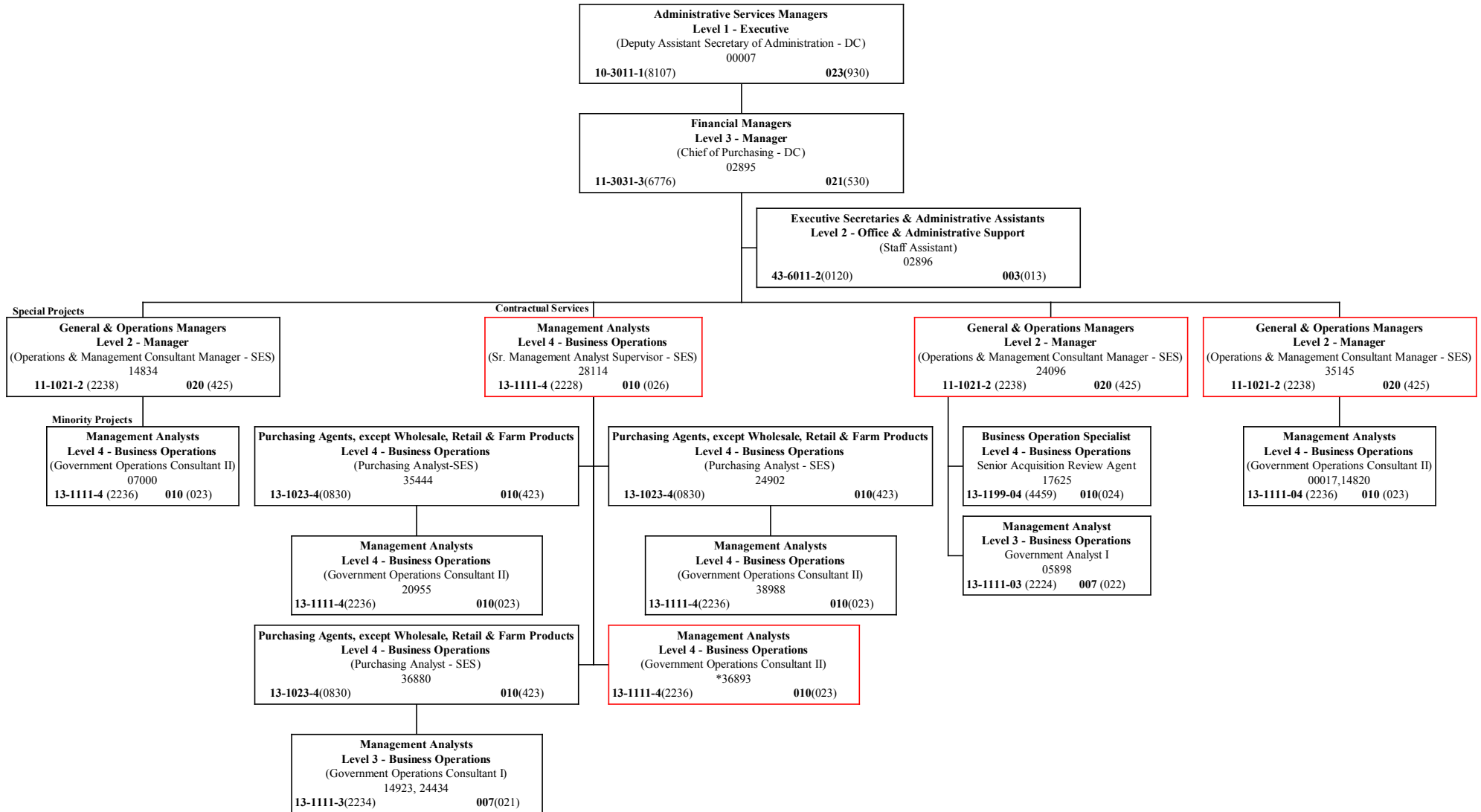
Human Resource Analyst - SES positions 03772 and 31227 were deleted effective 7-1-11



Deleted 36878 Purchasing Specialist Supervisor-SES  
 Deleted 36884 Purchasing Analyst-SES

Contractual Services and  
 Minority Coordinator on separate  
 chart.

## Central Office Purchasing Minority Coordinator and Contractual Services



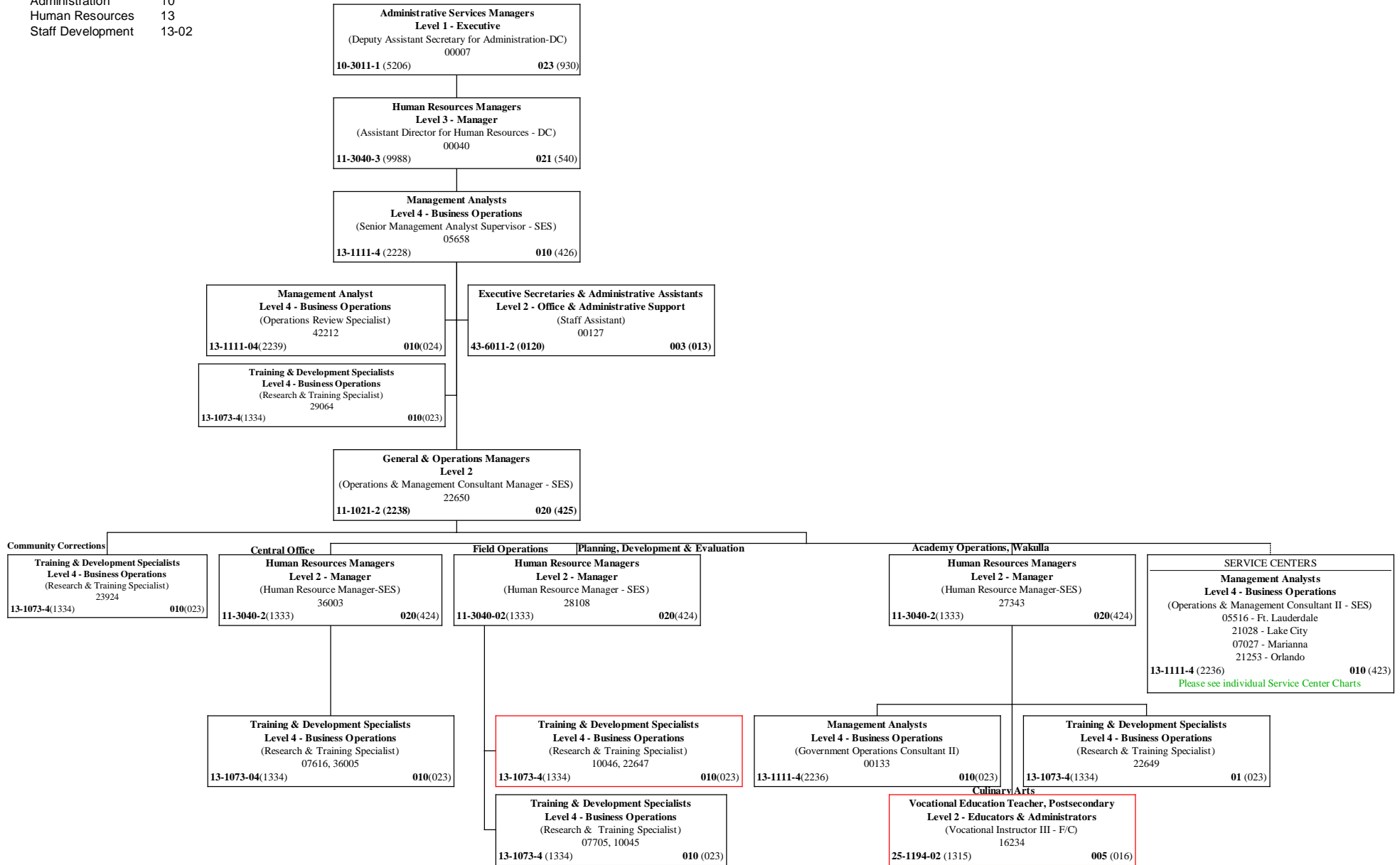
32876 reclassified and transferred to Senior Management Analyst Supervisor-SES to head the new Bureau Contract Management & Monitoring reporting to 03878 Support Services Manager-DC under, effective 7-22-2011  
 24096 O&M Consultant Manager-SES, 35145 O&M Consultant Manager-SES, 28114 SMA Supervisor-SES supervisor change to 02895 Chief of P&S from 32876 Asst. Chief of P&S, effective 8-5-2011  
 17372 Operation & Management Consultant Manager - SES transferred to Contract Management and Monitoring the new Bureau Contract Management & Monitoring  
 36893 Government Operations Consultant II supervisor changed to 28114 Sr. Management Analyst Supervisor-SES from 17372 O&MCM, effective 2011-8-5



**CENTRAL OFFICE  
HUMAN RESOURCES/STAFF DEVELOPMENT**

Submitted: 7-27-2011  
 Verified by: Lillie McGriff  
 Effective: 8-3-2011

Department of Corrections  
 Chief of Staff 20  
 Administration 10  
 Human Resources 13  
 Staff Development 13-02

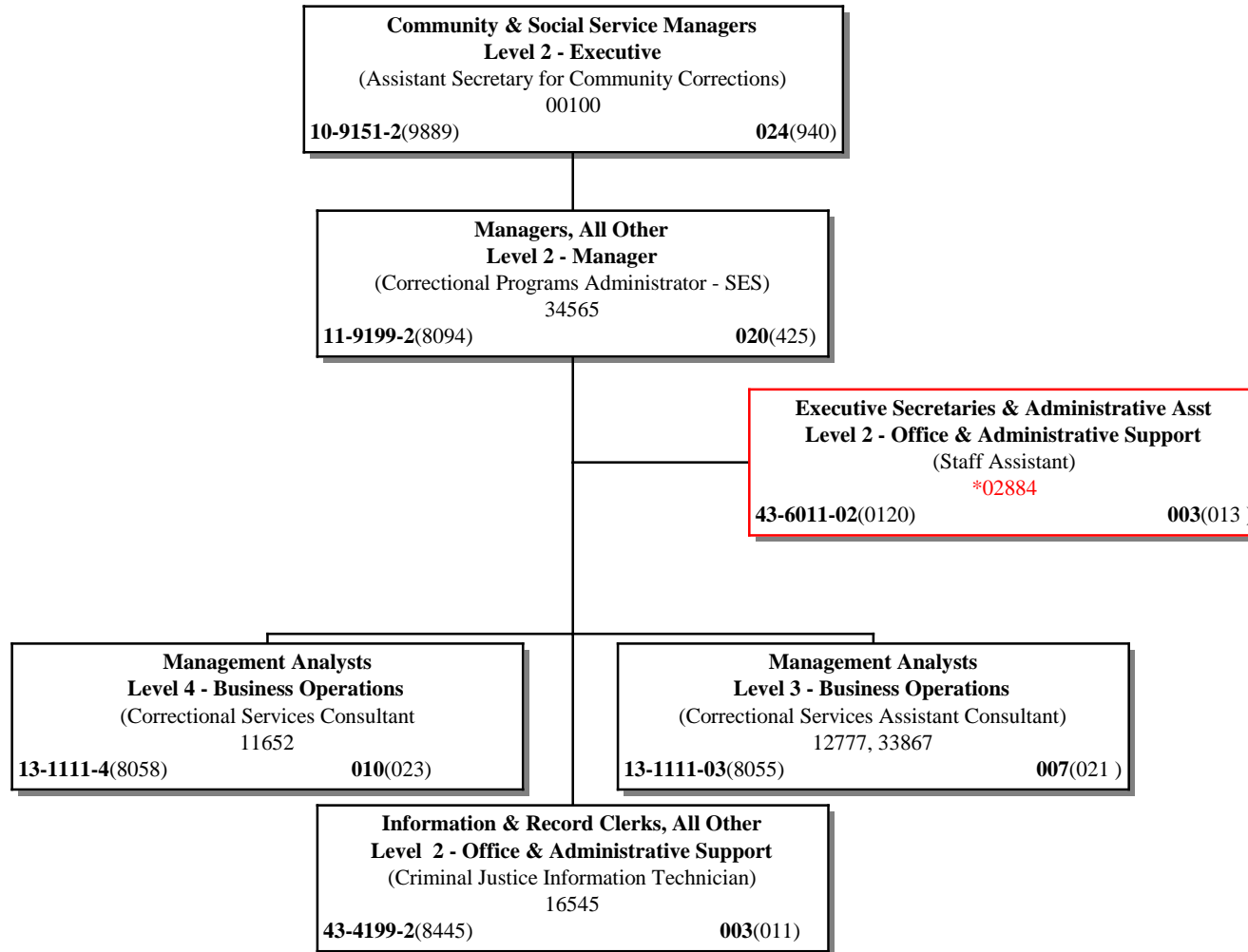


16234 add/delet reclass to Vocational Instructor III-FC from H. R. Manager-SES, effective 8-3-2011  
 10046 R. & T. Specialist change supervisor to 28108 H.R. Manager from 16234 HRM, effective 7-22-2011  
 22647 R. & T. Specialist change supervisor to 28108 H.R. Manager from 16234 HRM, effective 7-22-2011

Department of Corrections 70  
 Assistant Secretary of Community Corrections 40  
 Community Corrections 10  
 Absconder Unit 20

**Central Office Community Corrections  
 ABSCONDER UNIT**

Submitted: 10-2009  
 Verified by: L. McGriff  
 Effective Date: 10-2-09

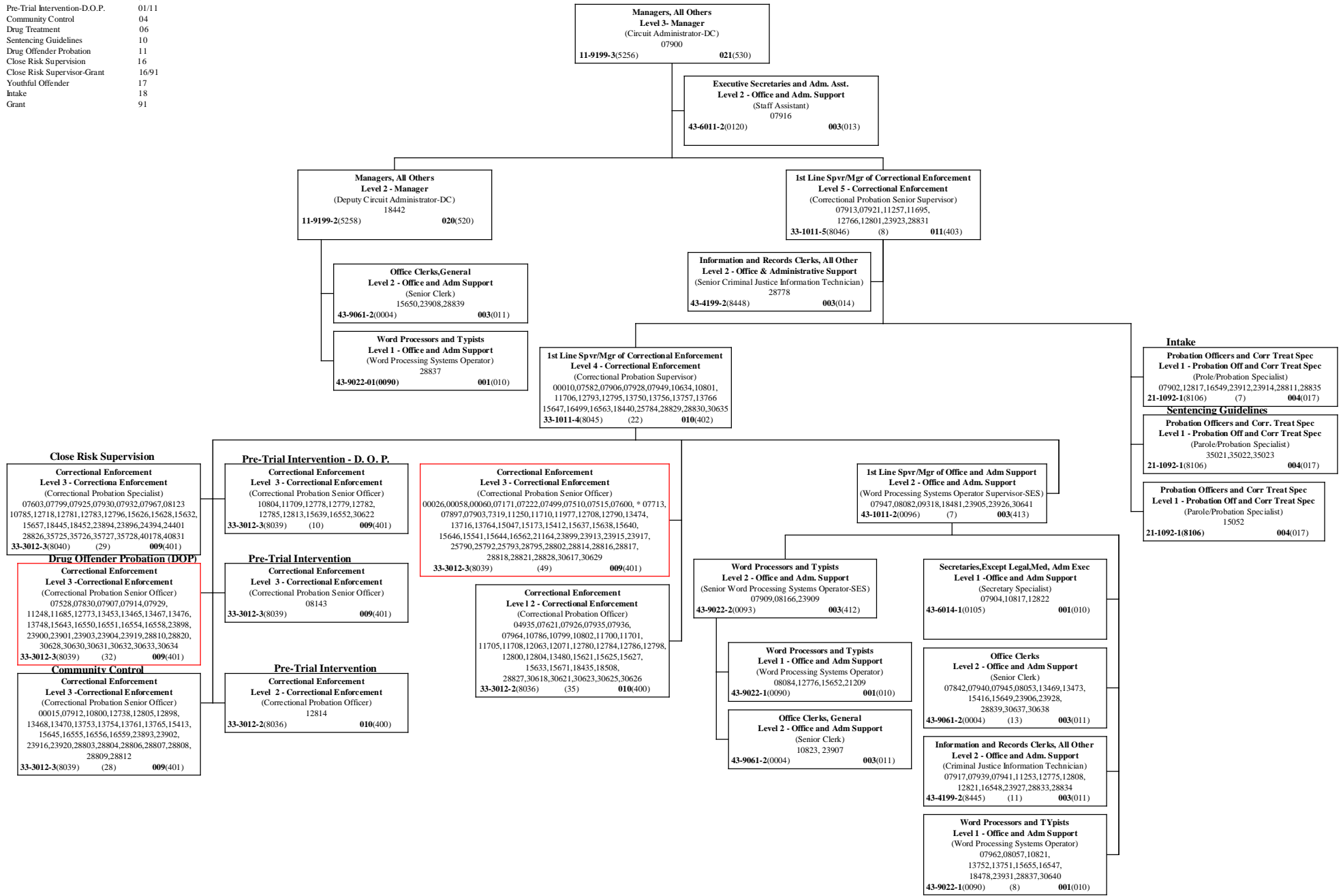


02884 reclassified to Staff Assistant and transferred reporting to position 34565

Department of Corrections 70  
 Ft. Lauderdale Service Center 44  
 Region IV 40  
 Ft. Lauderdale Circuit 17  
 Pre-Trial Intervention 01  
 Pre-Trial Intervention-D.O.P. 01/11  
 Community Control 04  
 Drug Treatment 06  
 Sentencing Guidelines 10  
 Drug Offender Probation 11  
 Close Risk Supervision 16  
 Close Risk Supervisor-Grant 16/91  
 Youthful Offender 17  
 Intake 18  
 Grant 91

FT. LAUDERDALE CIRCUIT 17 - REGION IV

Submitted: 7-2011  
 Verified by: Lillie McGriff  
 Effective: 8/19/2011

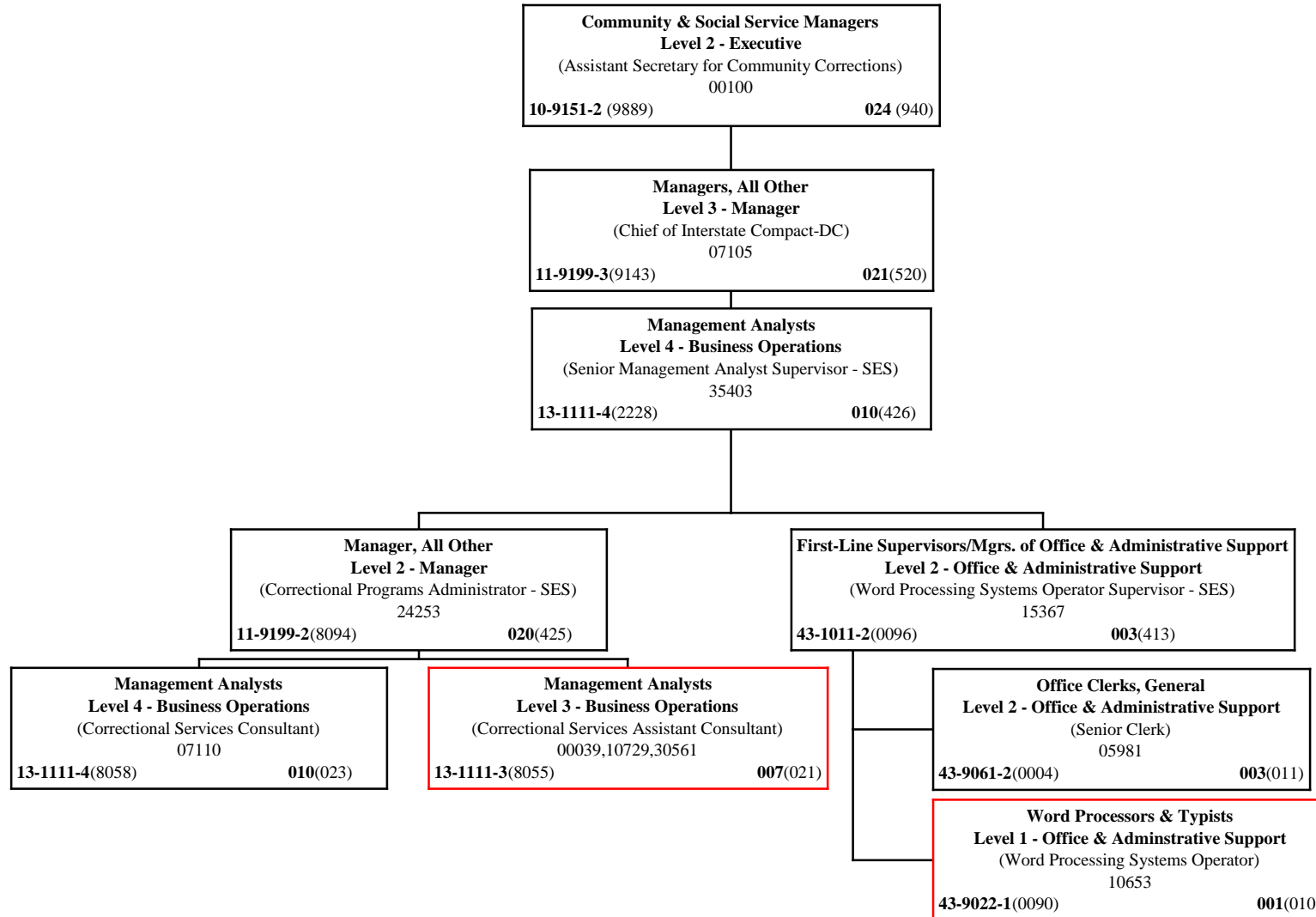


07713 Correctional Probation Senior Officer moved from DOP to Probation Supervision

Department of Corrections 70  
 Assistant Secretary for Community Corrections 40  
 Community Corrections 10  
 Interstate Compact 11

**DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS, TECHNOLOGY AND SUPPORT SERVICES**  
**COMUNITY CORRECTIONS - INTERSTATE COMPACT**

Submitted: 6-2011  
 Verified by: Lillie McGriff  
 Effective Date: 7-1-2011

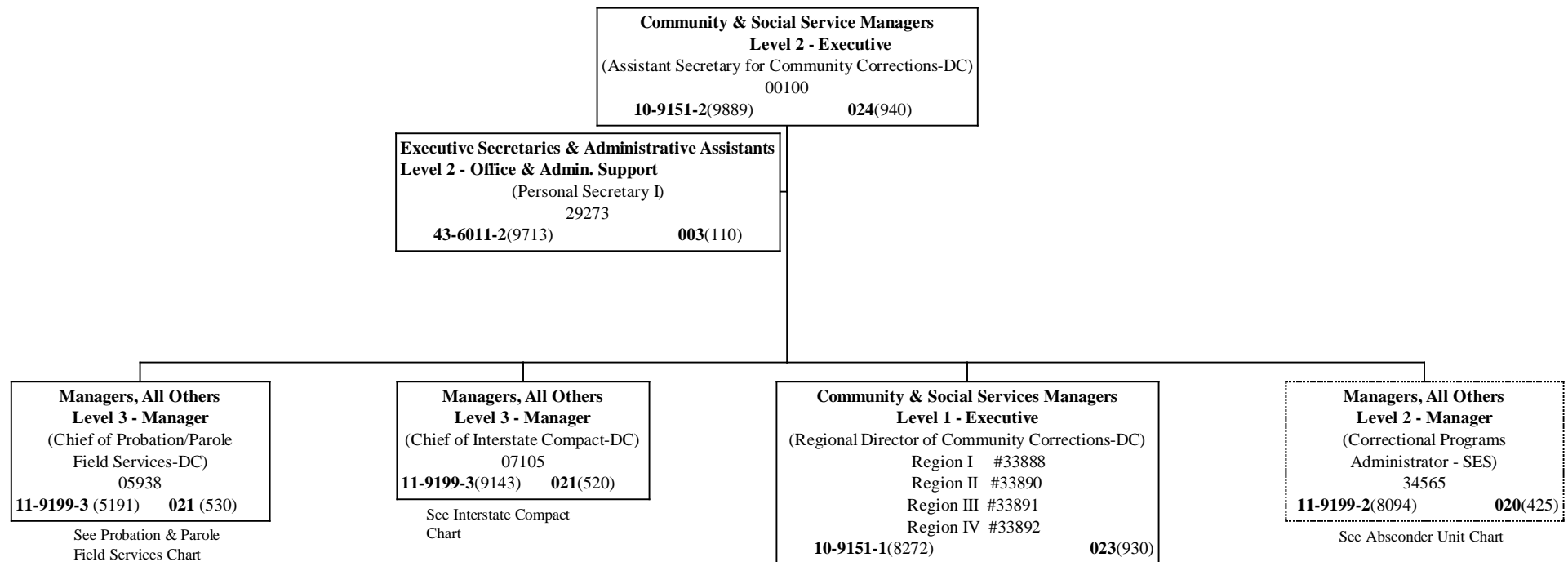


Deleted 05986 Word Processing Systems Operator, effective 7-1-2011  
 Deleted 07334 Correctional Services Administrator, effective 7-1-2011  
 Deleted 10633 Government Operations Consultant, effective 7-1-2011  
 00039, 10729, 30561 Correctional Services Assistant Consultant supervisor change to 24253 CPA from 05986 CPA

DEPARTMENT OF CORRECTIONS 70  
 ASSISTANT SECRETARY FOR COMMUNITY 40  
 CORRECTIONS  
 DEPUTY ASST. SECRETARY FOR  
 COMMUNITY CORRECTIONS 10  
 PROBATION & PAROLE FIELD SERVICES 10  
 INTERSTATE COMPACT 11  
 ABSCONDER UNIT 20

**DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS, TECHNOLOGY AND SUPPORT SERVICES**  
**COMMUNITY CORRECTIONS**  
**Overview**

SUBMITTED: 4-2011  
 VERIFIED BY: L. McGriff  
 EFFECTIVE: 4-29-2011

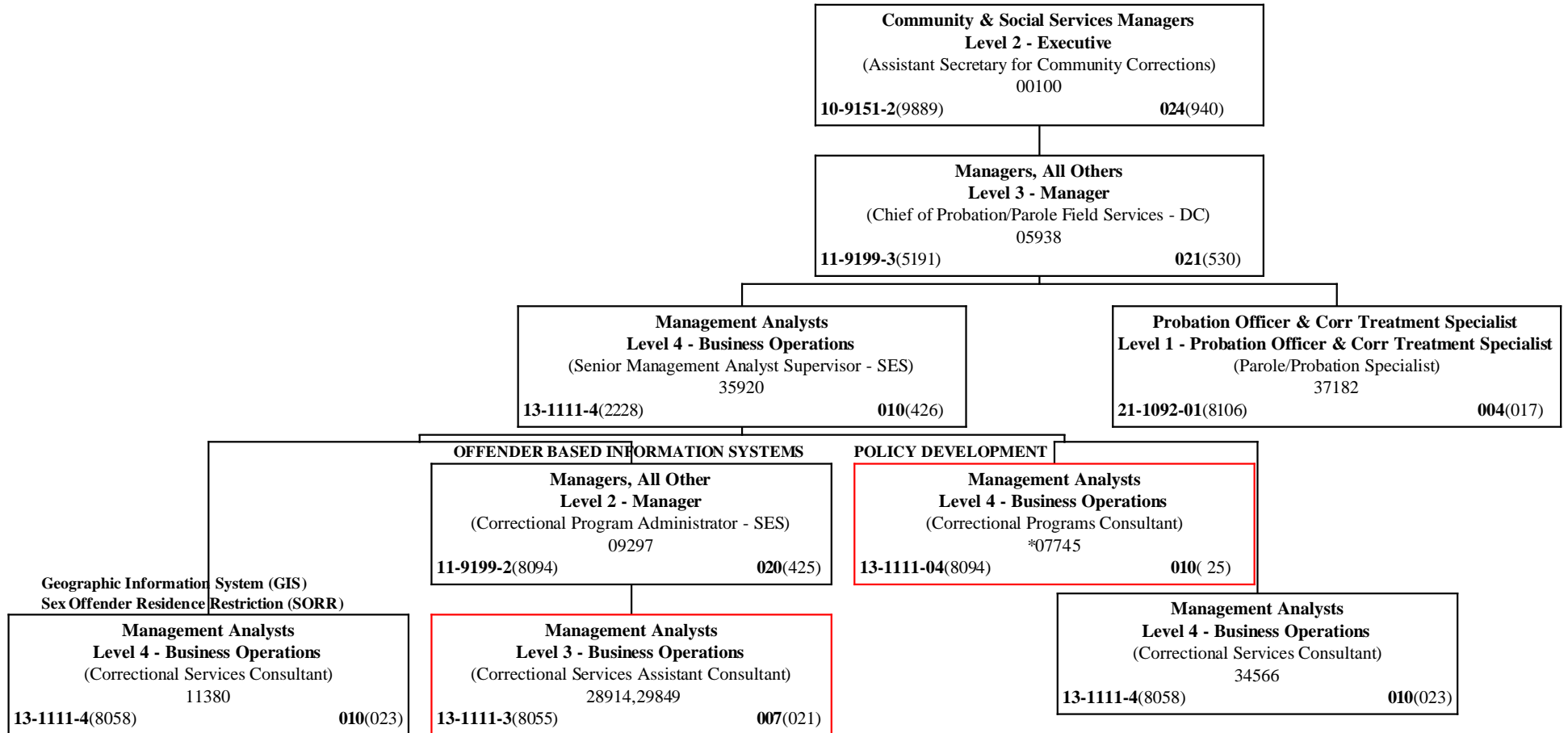


20794 Senior Management Analyst II transferring to Research & Data Analysis from Community Correction

Department of Corrections 70  
 Assistant Secretary for Community Corrections 40  
 Community Operations 10  
 Probation & Parole Field Services 10 10  
 Sentencing Guidelines 10 10 01

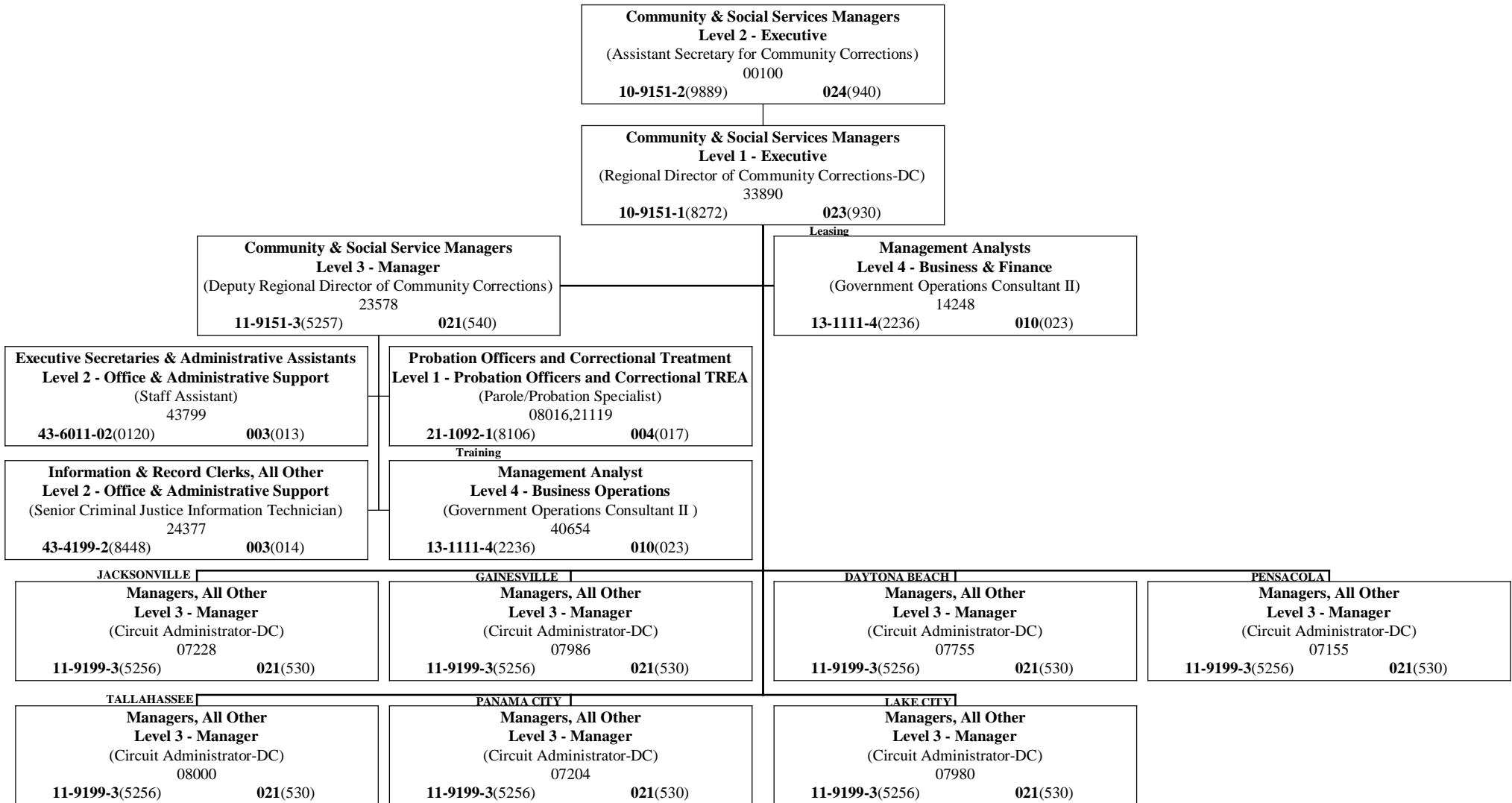
**DEPARTMENT OF CORRECTIONS  
 COMMUNITY CORRECTIONS, TECHNOLOGY, AND  
 SUPPORT SERVICES  
 COMMUNITY CORRECTIONS - PROBATION &  
 PAROLE FIELD SERVICES**

Submitted : 6-2011  
 Verified by: Lillie McGriff  
 Effective:



Deleted 13597 Correctional Services Assistant Consultant, effective 7-1-2011  
 07745 add/delete and reclassified to Correctional Programs Consultant from Correctional Programs Administrator-SES, effective 7-8-2011  
 34566 Correctional Services Consultant supervisor changed to 35920 Senior Management Analyst Supervisor-SES, effective 7-8-2011

**DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS, TECHNOLOGY AND SUPPORT SERVICES**  
**COMMUNITY CORRECTIONS - Region I**

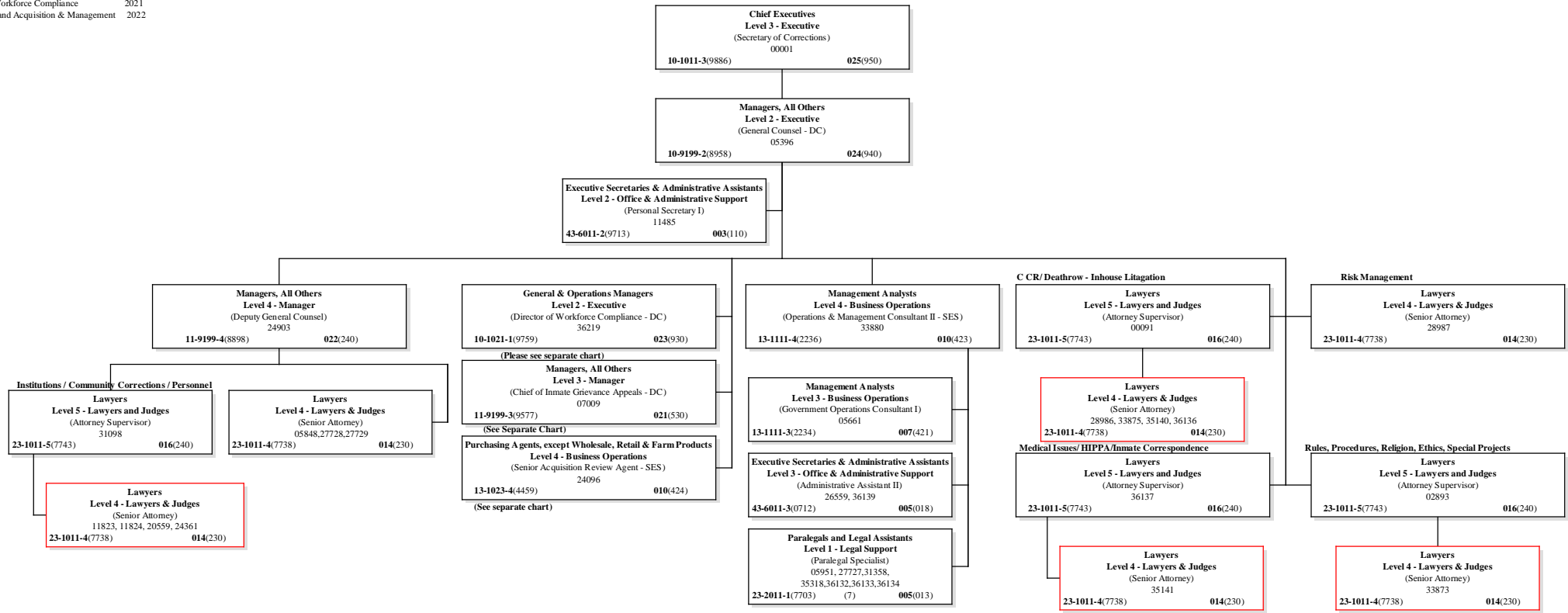


Deleted 25849 Staff Assistant, effective 7-1-2011  
 Deleted 23638 Correctional Services Consultant, effective 7-1-2011  
 Deleted 05919 Executive Secretary, effective 7-1-2011  
 Deleted 33888 Regional Director of Community Corrections, effective 7-1-2011  
 Deleted 21119 Parole/Probation Specialist, effective 7-1-2011

Department of Corrections 70  
 Secretary's Office 10  
 Office of the General Counsel 20  
 Policy Development 2010  
 Inmate Grievance Appeals 2011  
 Legal Service 2020  
 Workforce Compliance 2021  
 Land Acquisition & Management 2022

Office of the General Counsel  
 Central Office

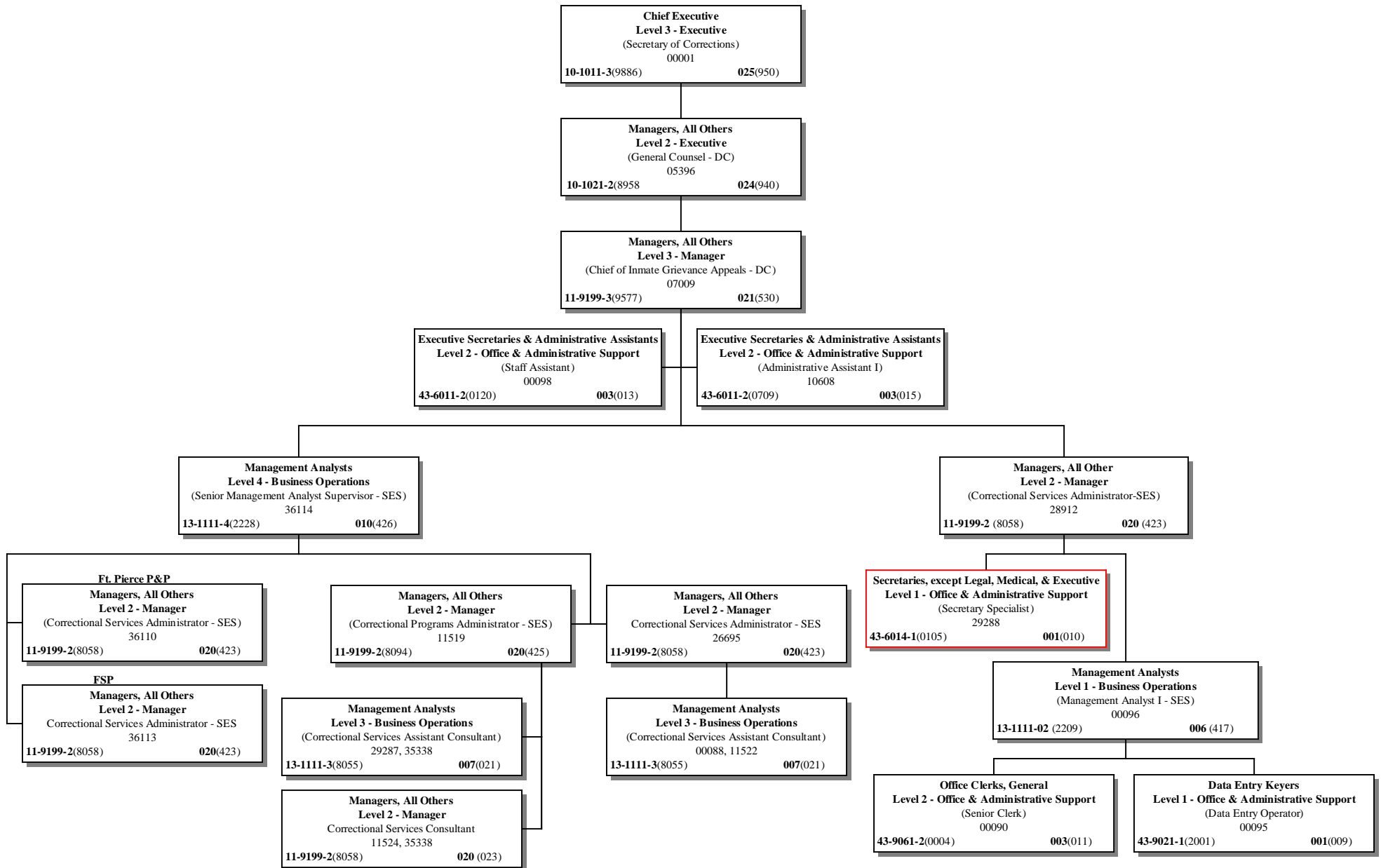
Submitted: 6-2011  
 Verified By: L. McGriff  
 Effective: 7-1-2011



Deleted 36138 Attorney Supervisor  
 Deleted 26249, 28109, 35839, 36084 Senior Attorney  
 Deleted 27891 Paralegal Specialist

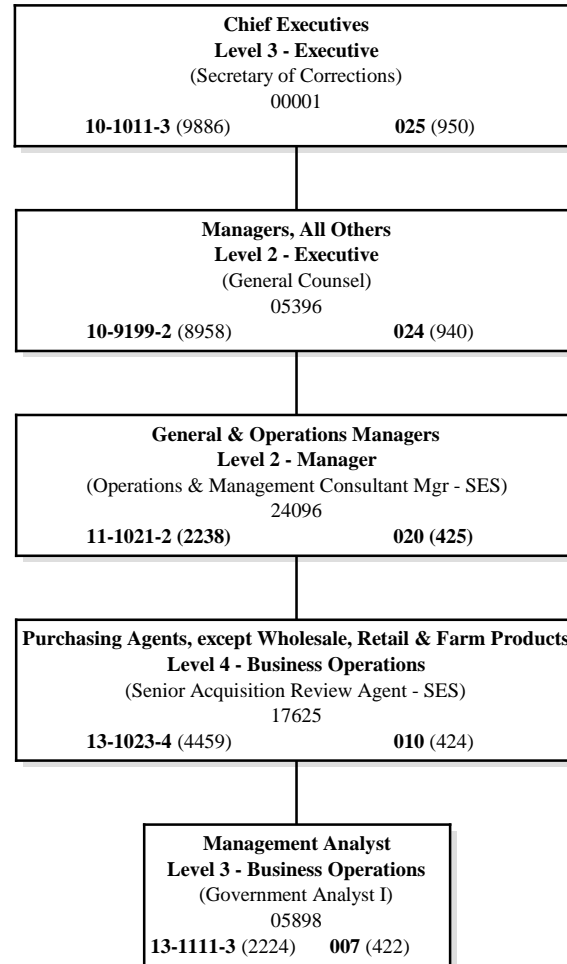


**Department of Corrections**  
**Office of General Counsel - Inmate Grievance Appeals**



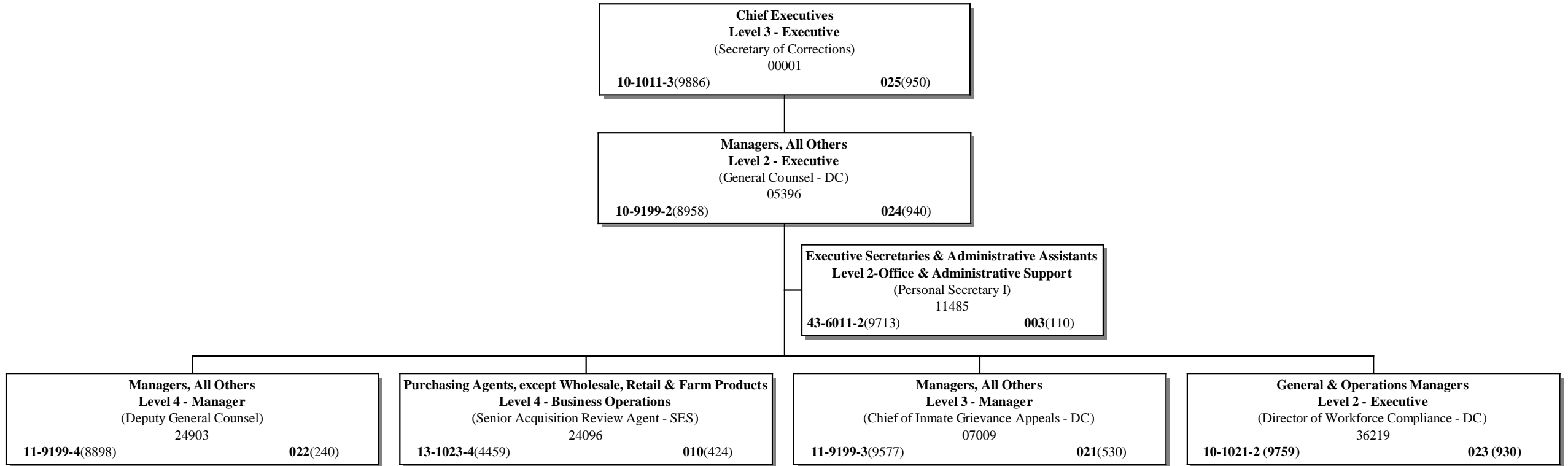
Deleted 11512 Secretary Specialist, effective 7-1-2011  
 Deleted 36111, 36112 Correctional Services Administrator  
 Deleted 36459, 36519, 36521, 36522 Operations Analyst II

## Office of the General Counsel Land Acquisition & Management

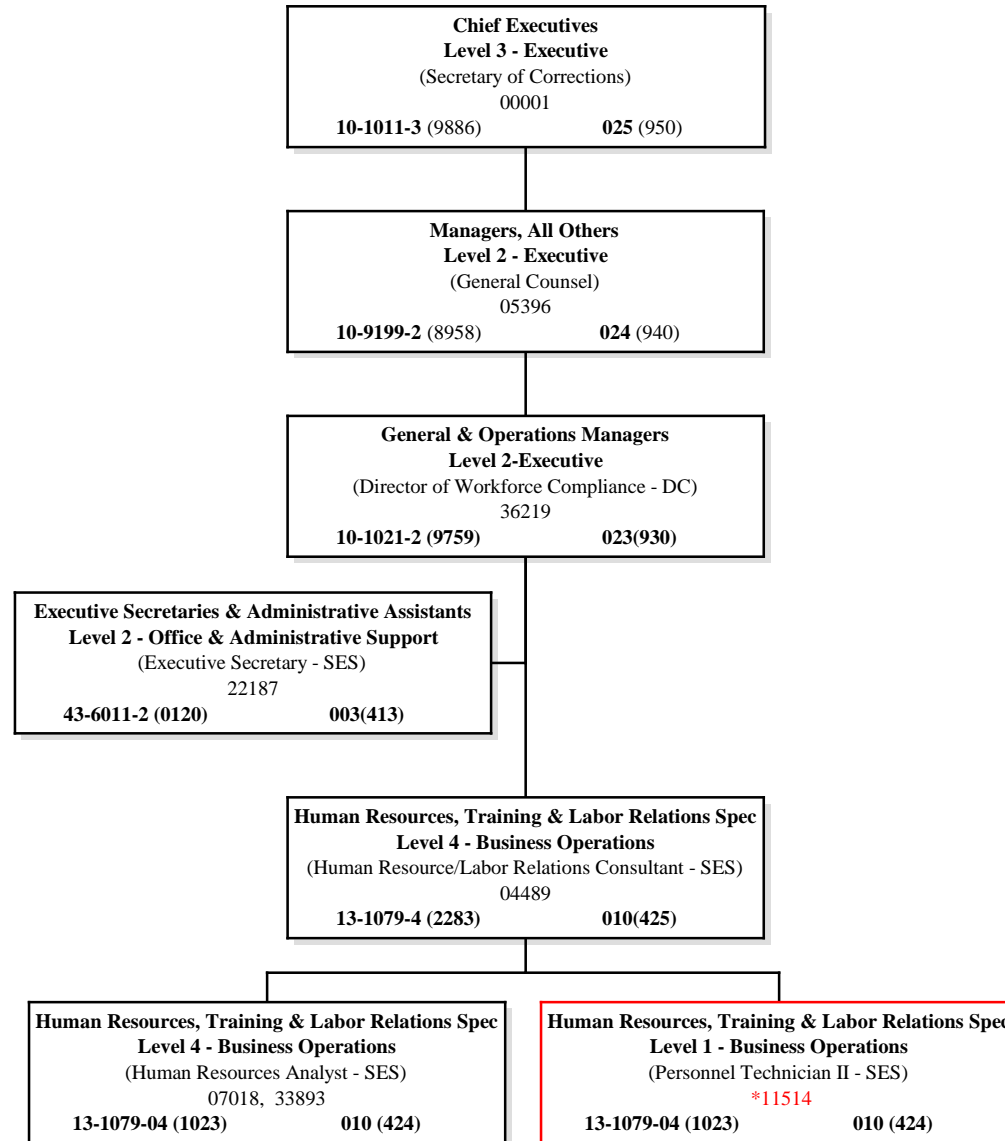


**OFFICE OF THE GENERAL COUNSEL  
CENTRAL OFFICE  
INMATE GRIEVANCE**

Submitted : 6-21-10  
Verified By : Devaris Chandler  
Effective:6-21-10



## Office of the General Counsel Workforce Compliance

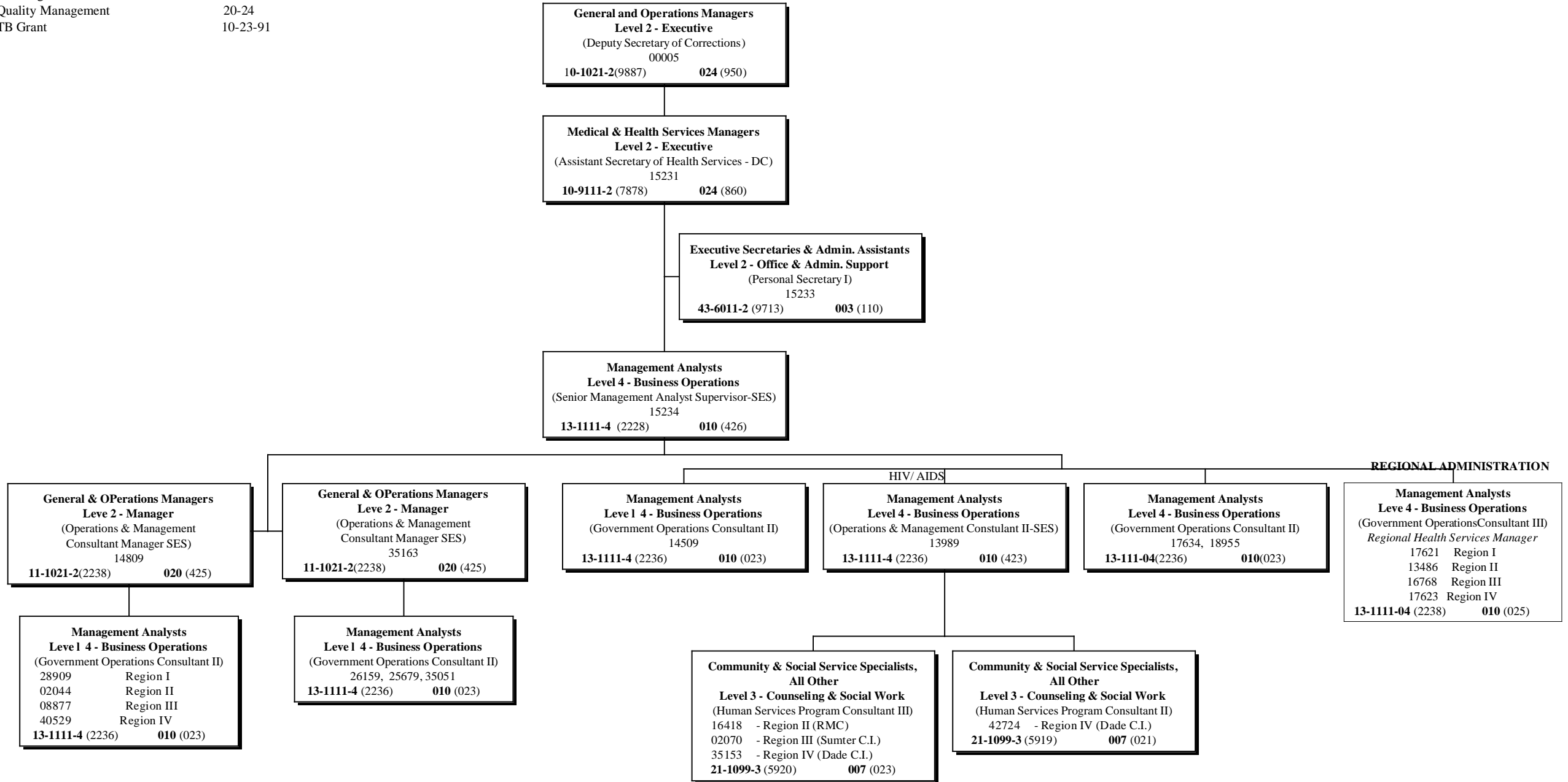


Position 11514 reclassified from Human Resources Analyst - SES to Personnel Technician II - SES effective 6-24-11

Department of Corrections	70
Office of Health Services	50
Central Office	20
Contracts	20-20
Recruitment	20-21
Planning & Evaluation	20-22
Quality Management	20-24
TB Grant	10-23-91

**Office of Health Services  
Central Office-Administration  
Chart 2 of 2**

Submitted: 6/27/11  
 Verified:      Brenda Williams       
 Effective:      7/22/11



Deputy Asst. Secretary for Health Services Admin.-DC position #11883, Executive Secretary position #14848 deleted in 2011 statewide deletions  
 OMC Mgr position #05674, Goc I position #05699 & 08879 are being used by CMA under the Secretary's office from 7/1/11 through 6/30/12.

See Chart 1 for remainder of Health Services Administration

Department of Corrections  
 Assistant Secretary of Health Services  
 Medical Services  
 Dental Services

70  
 50  
 10  
 21

**Office of Health Services  
 Central Office-Dental Services**

Submitted: \_\_\_\_\_7/31-02-\_\_\_\_\_  
 Verified by: \_\_\_\_\_Brenda Williams\_\_\_\_\_  
 Effective Date: \_\_7/1/02\_\_\_\_\_

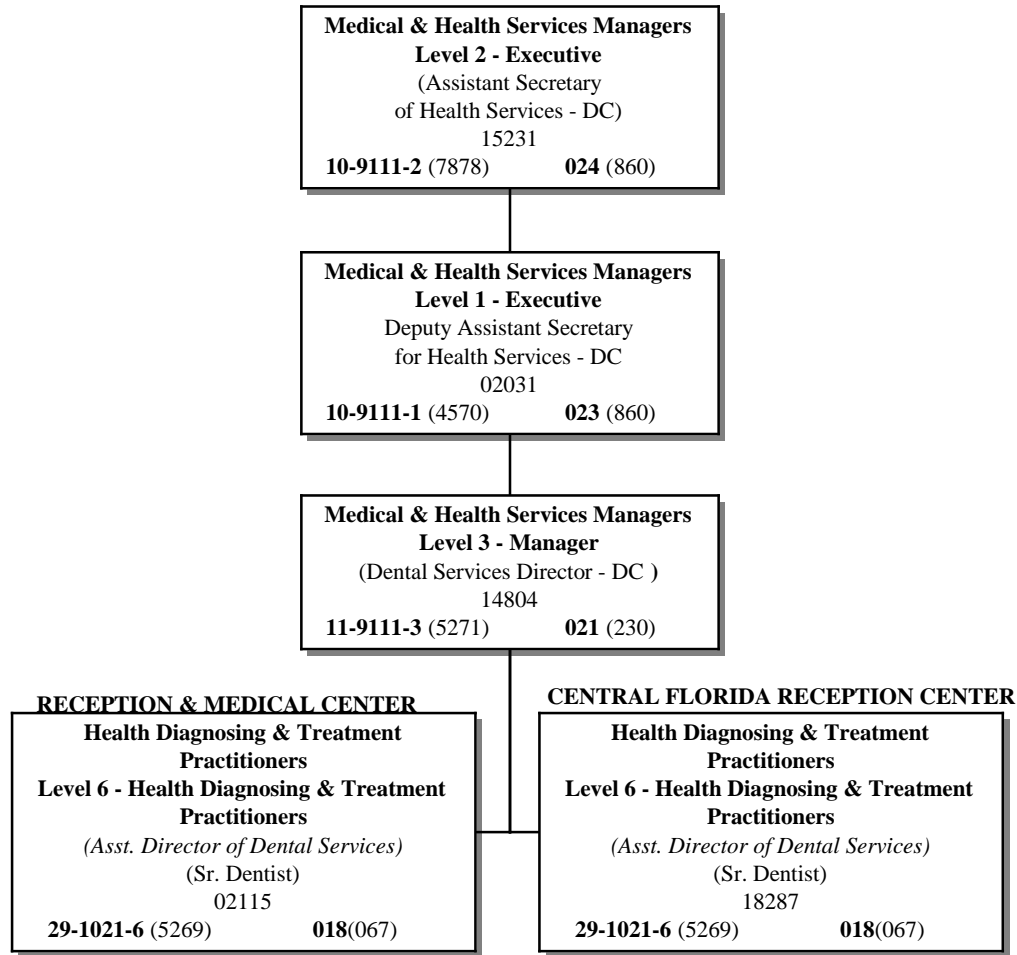
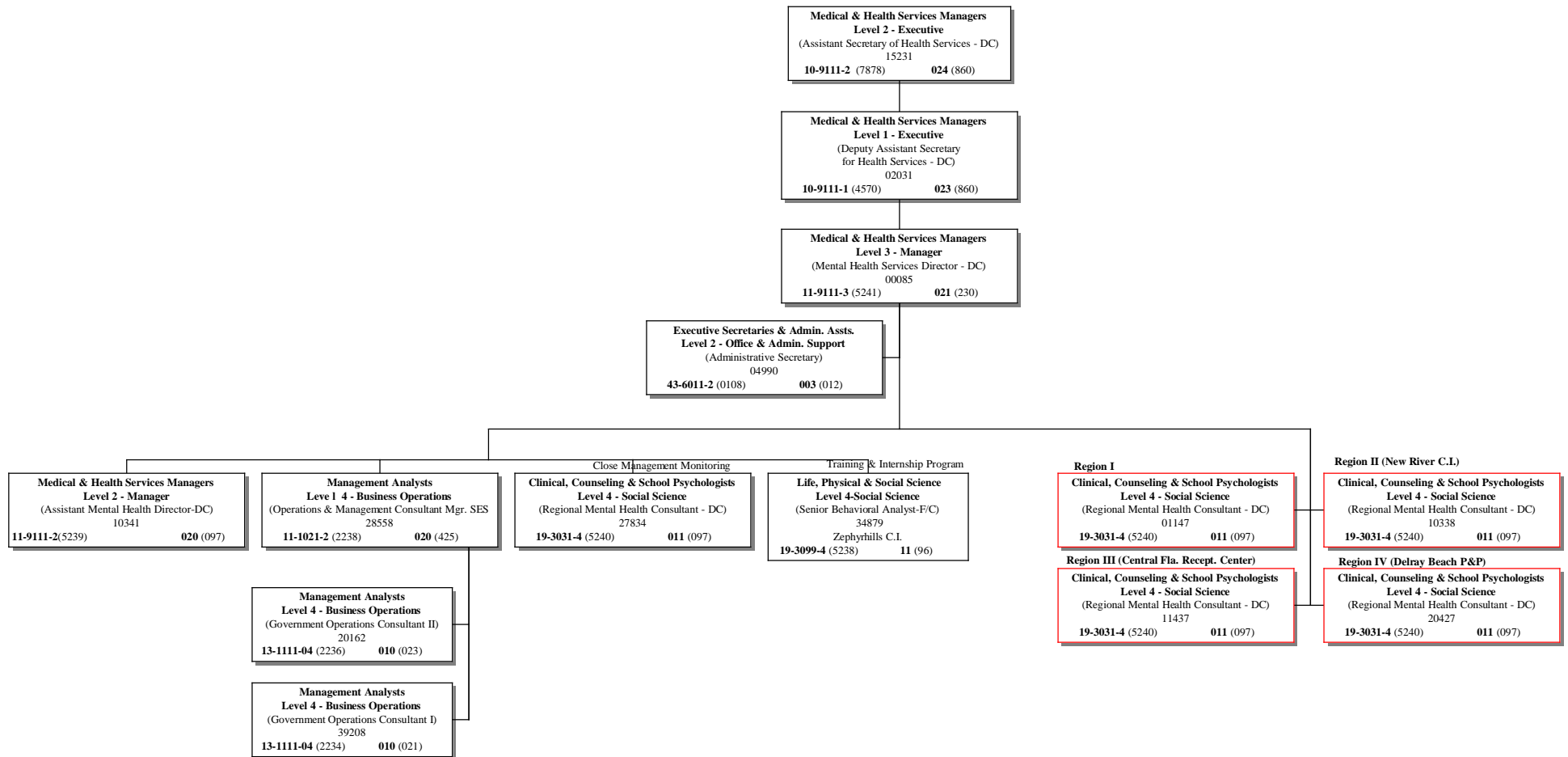


Chart reflects the new occupational titles, levels and codes as a result of Broadbanding.

**Office of Health Services  
 Central Office-Mental Health Services**

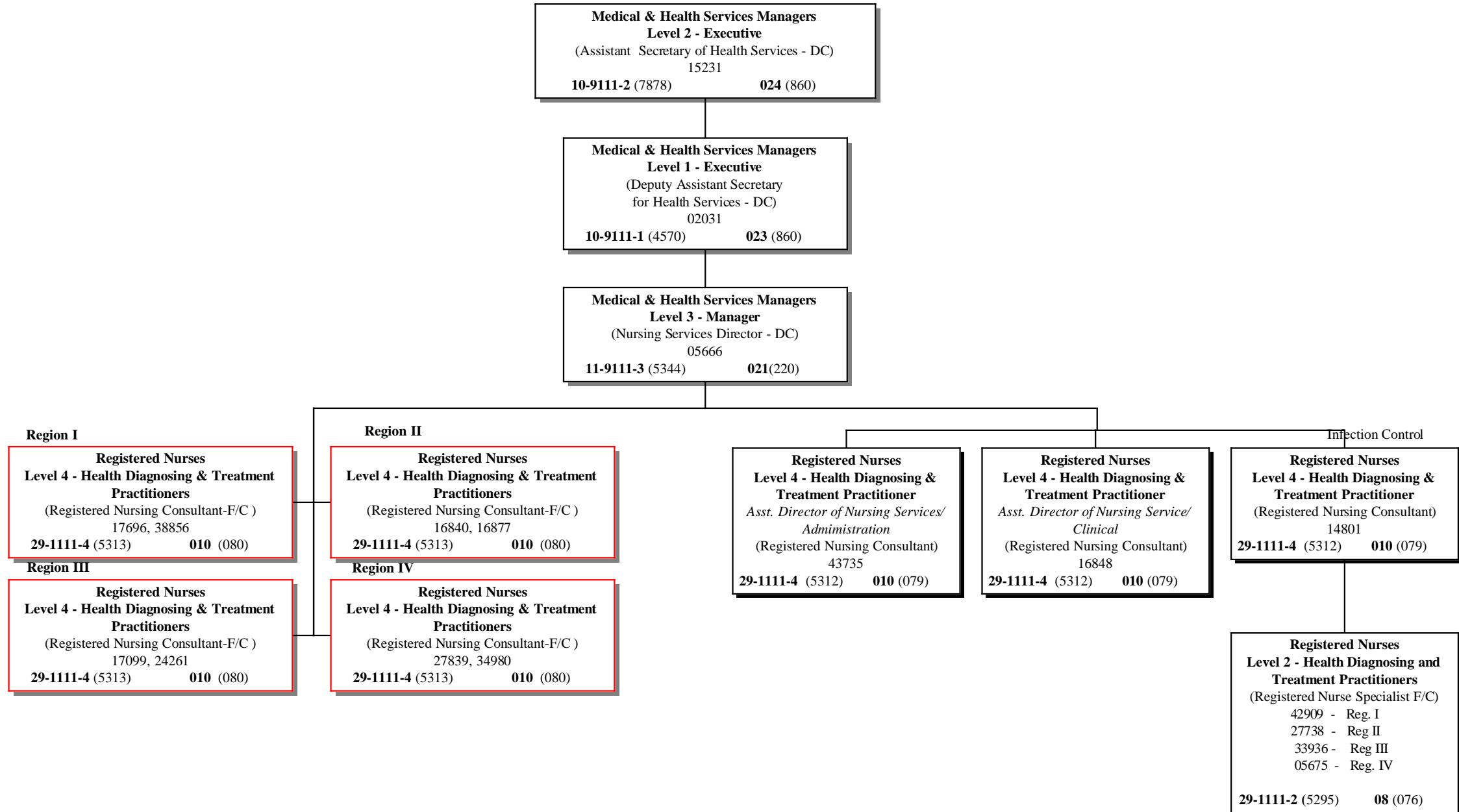


Regional Mental Health Consultant positions moved under the direct supervision of the Mental Health Services Director.

Department of Corrections 70  
 Assistant Secretary of Health Services 50  
 Medical Services 10  
 Nursing Services 23

**Office of Health Services  
 Central Office-Nursing Services**

Submitted: \_\_\_3/31/11  
 Verified by: \_\_\_\_\_Brenda Williams\_\_\_\_\_  
 Effective Date: \_\_\_4/1/11



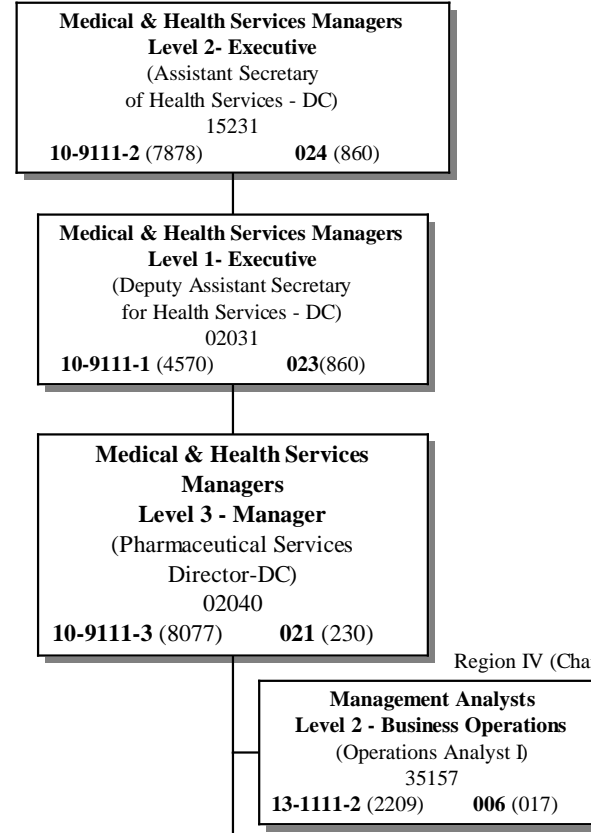
Regional RN Consultants moved under direct report of Nursing Services Director.



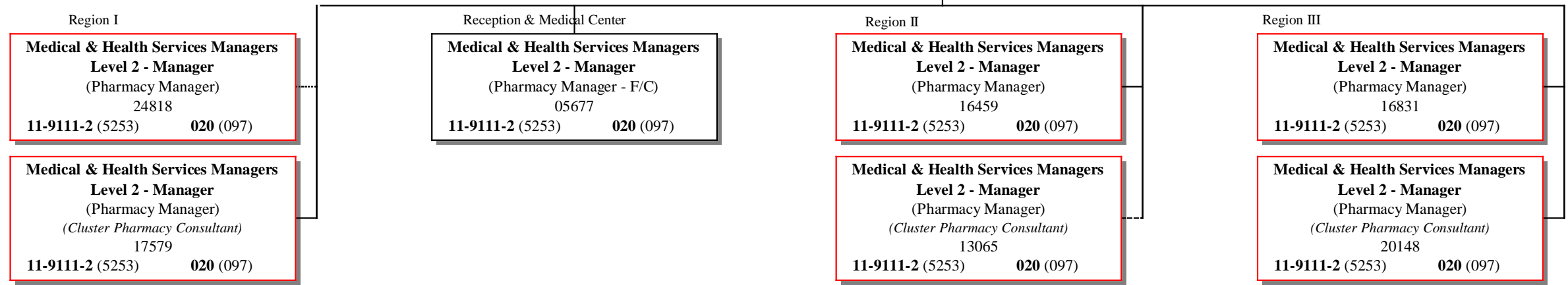
Department of Corrections 70  
 Assistant Secretary of Health Services 50  
 Medical Services 10  
 Pharmacy Services 20

**Office of Health Services  
 Central Office-Pharmacy Services**

Submitted: \_\_\_\_\_3/31/11\_\_\_\_  
 Verified by: \_\_\_\_\_Brenda Williams\_\_\_\_\_  
 Effective Date: \_4/1/11



Region IV (Charlotte C.I.)

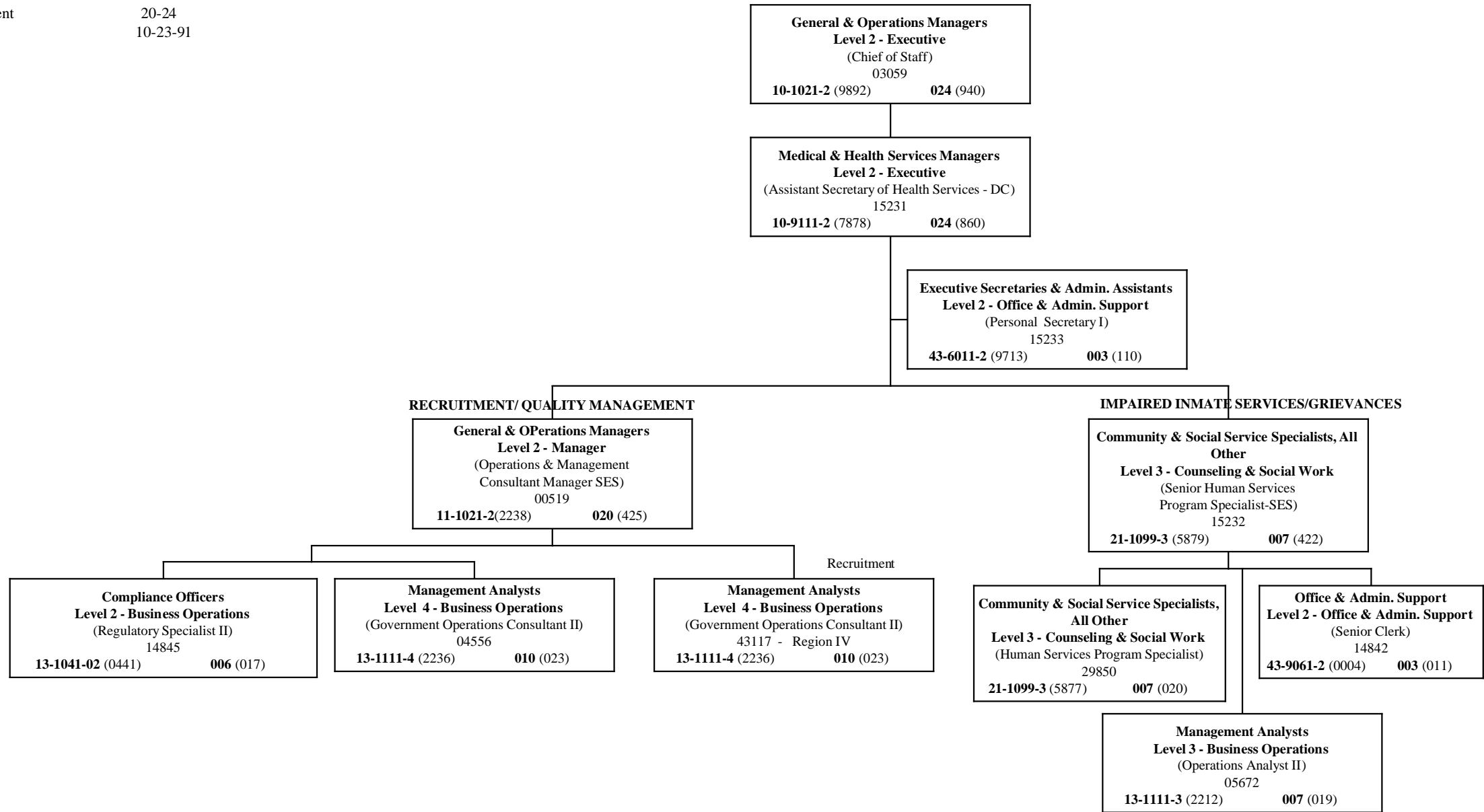


Pharmacy Managers moved under direct supervision of the Pharmaceutical Services Director.

Department of Corrections	70
Office of Health Services	50
Central Office	20
Contracts	20-20
Recruitment	20-21
Planning & Evaluation	20-22
Quality Management	20-24
TB Grant	10-23-91

**Office of Health Services  
Central Office-Administration  
Chart 1 of 2**

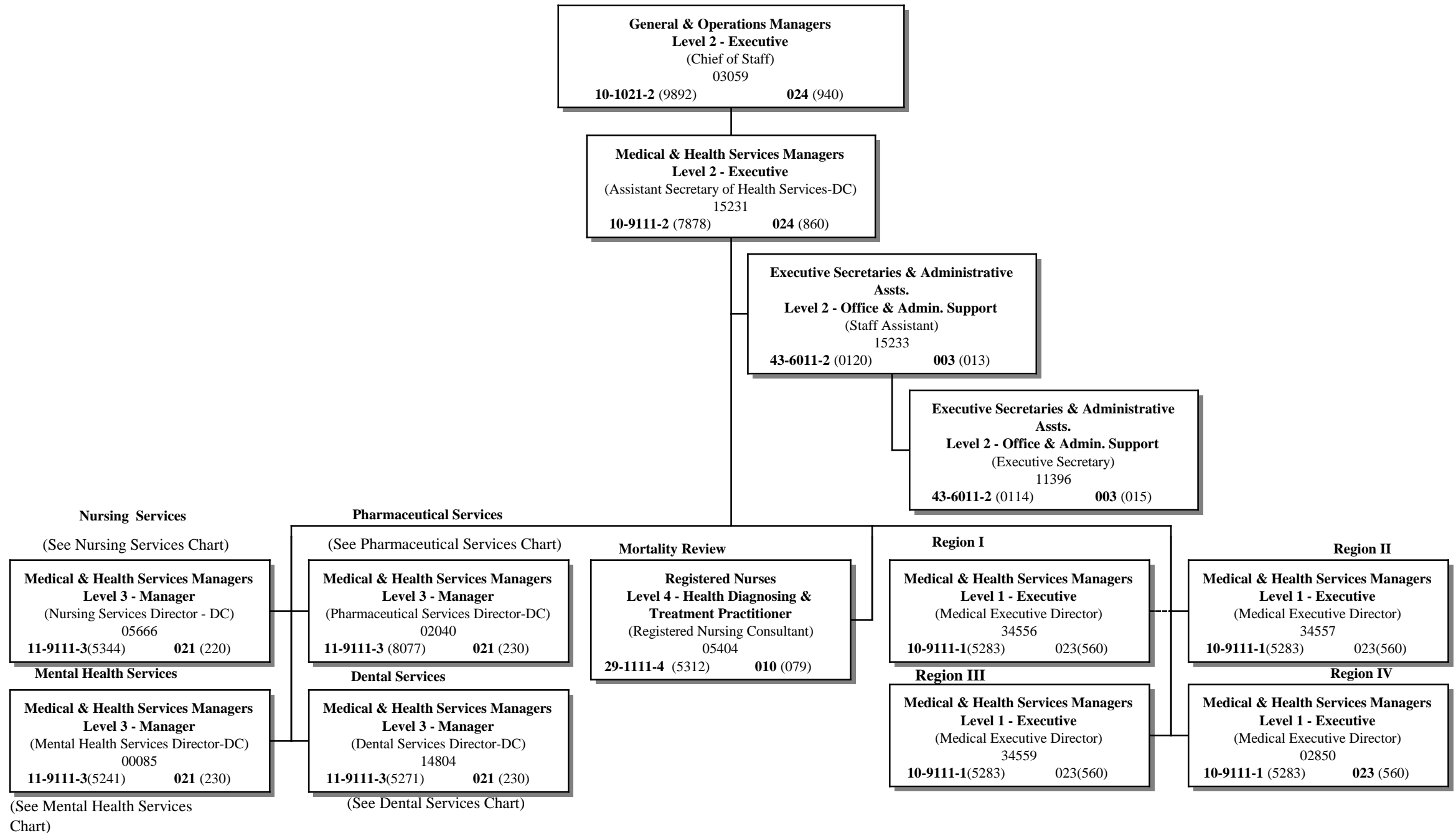
Submitted: 6/27/11  
 Verified: \_\_\_\_\_Brenda Williams\_\_\_\_  
 Effective: \_ \_\_7/22/11



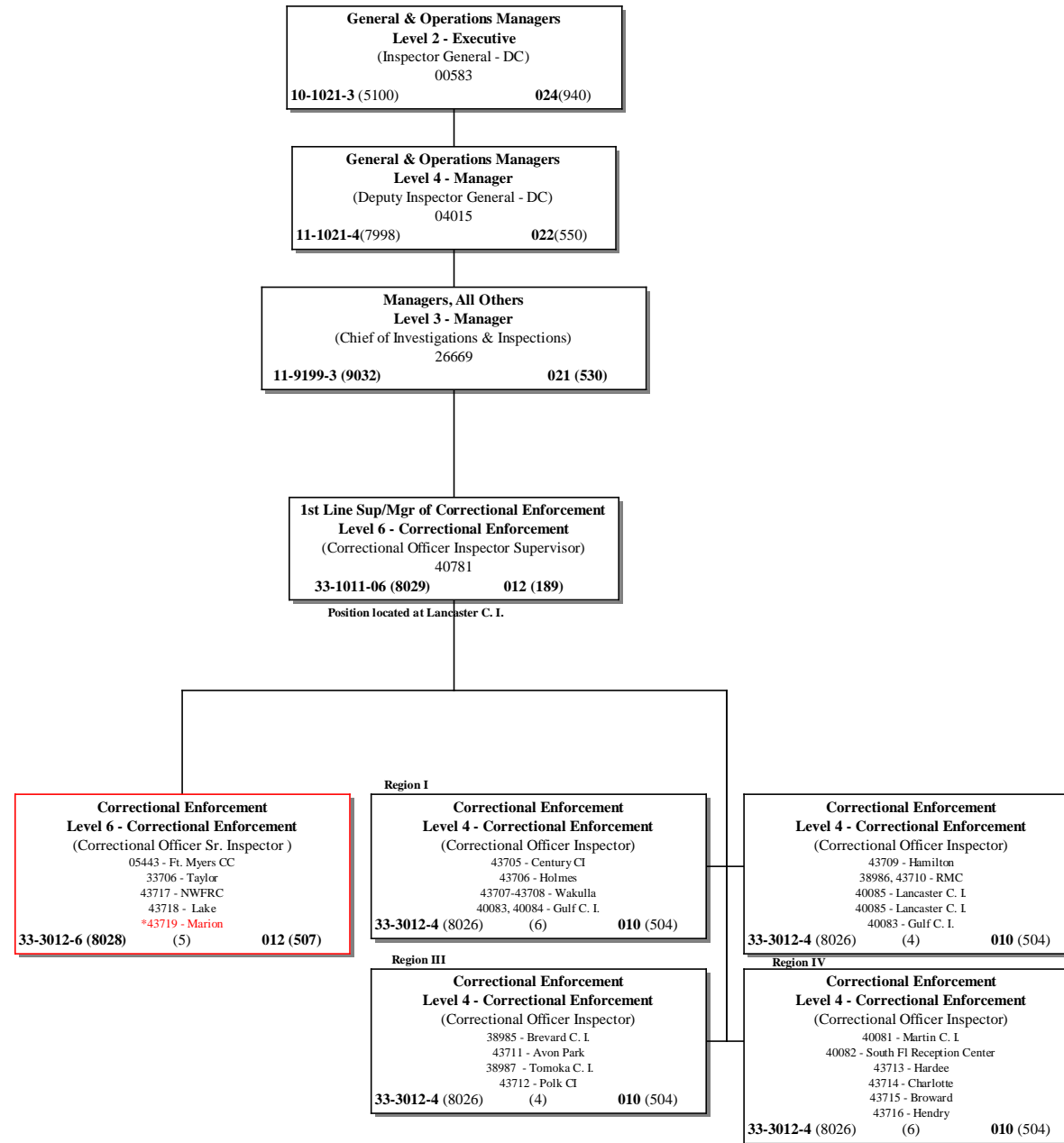
Deputy Asst. Secretary for Health Svcs Admin.-DC #11883 and Executive Secretary #14848 deleted in 2011 statewide deletions  
 GOC II #23346 and RN Consultant F/C #43118 deleted in 2011 statewide deletions.  
 Administrative Secretary #02032 deleted in 2011 statewide deletions.  
 Administrative Asst. I #38940 and GOC II #03540 & #11435 positions are being used for CMA which reports to the Secretary from 7/1/11 until 6/30/12.

See Chart 2 for remainder of Health Services Administration

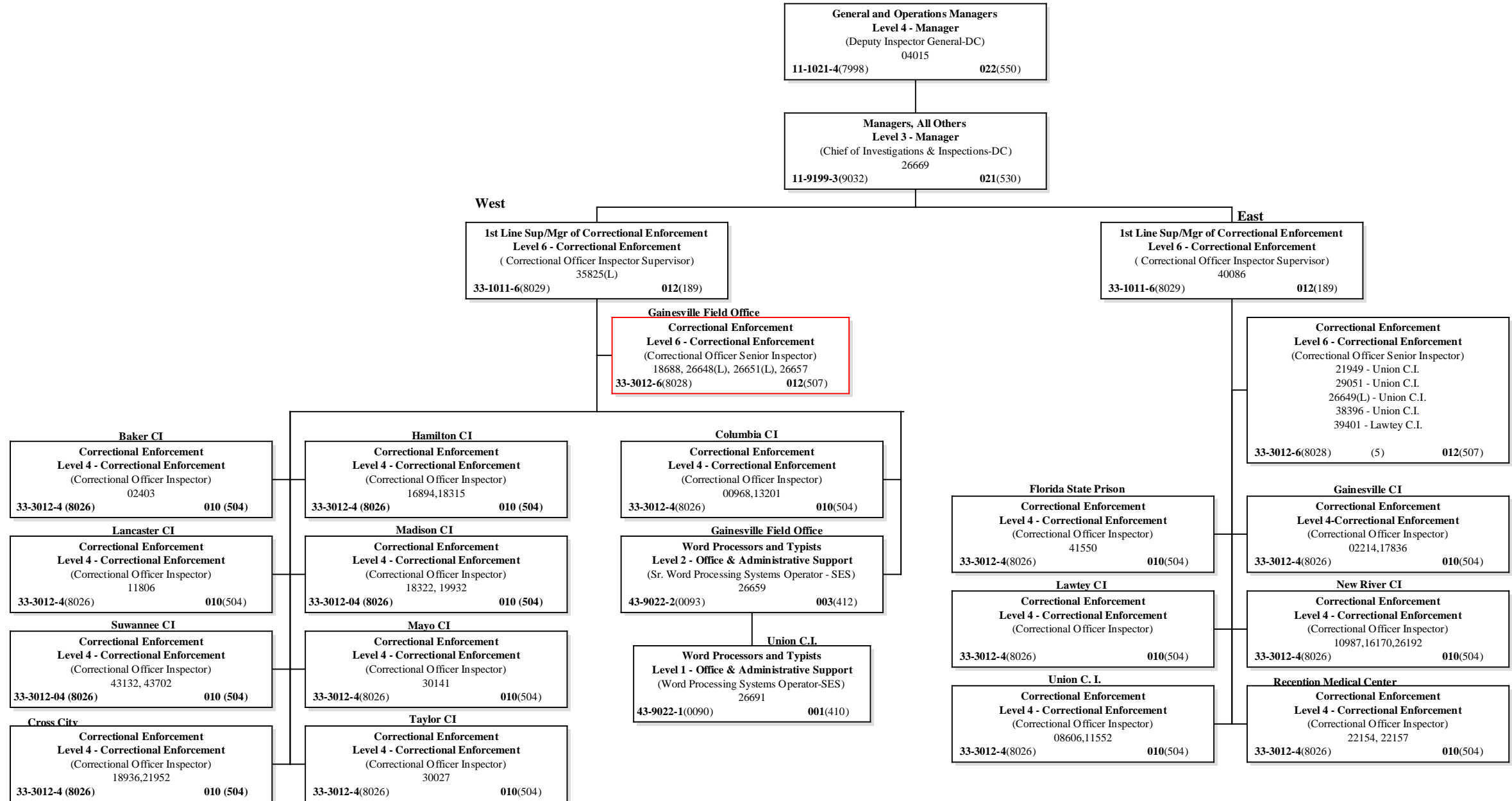
**Central Office Health Services  
Medical Services**



**OFFICE OF THE INSPECTOR GENERAL  
 DRUG INTERDICTION & INTELLIGENCE/CANINE DRUG UNIT**



**OFFICE OF THE INSPECTOR GENERAL  
 STATE INVESTIGATIONS  
 GAINESVILLE FIELD OFFICE**

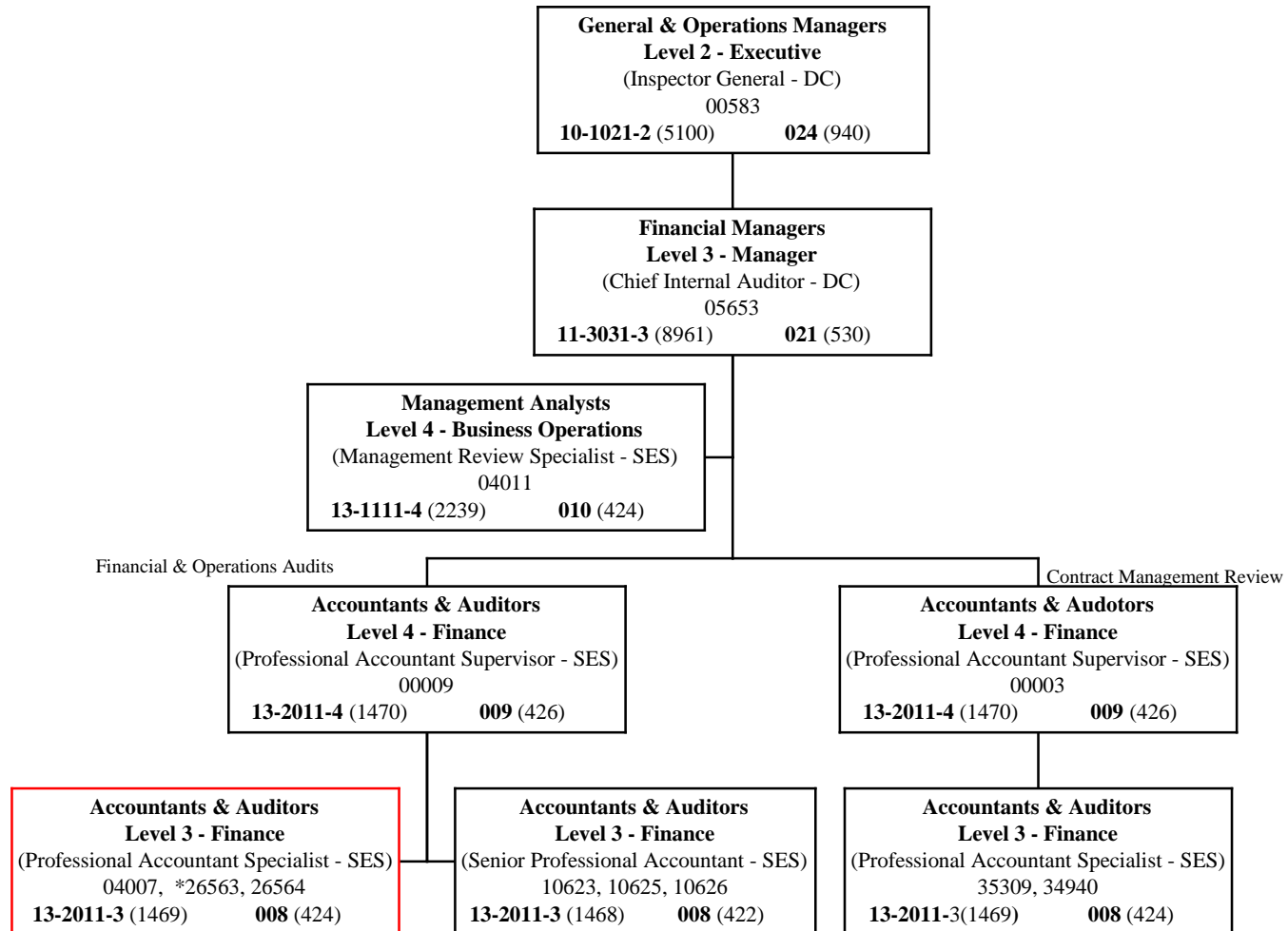


(L)Leadworker 02345 Correctional Officer Senior Inspector supervisor changed to 26671 Correctional Officer Inspector Supervisor

**OFFICE OF THE INSPECTOR GENERAL  
INTERNAL AUDIT**

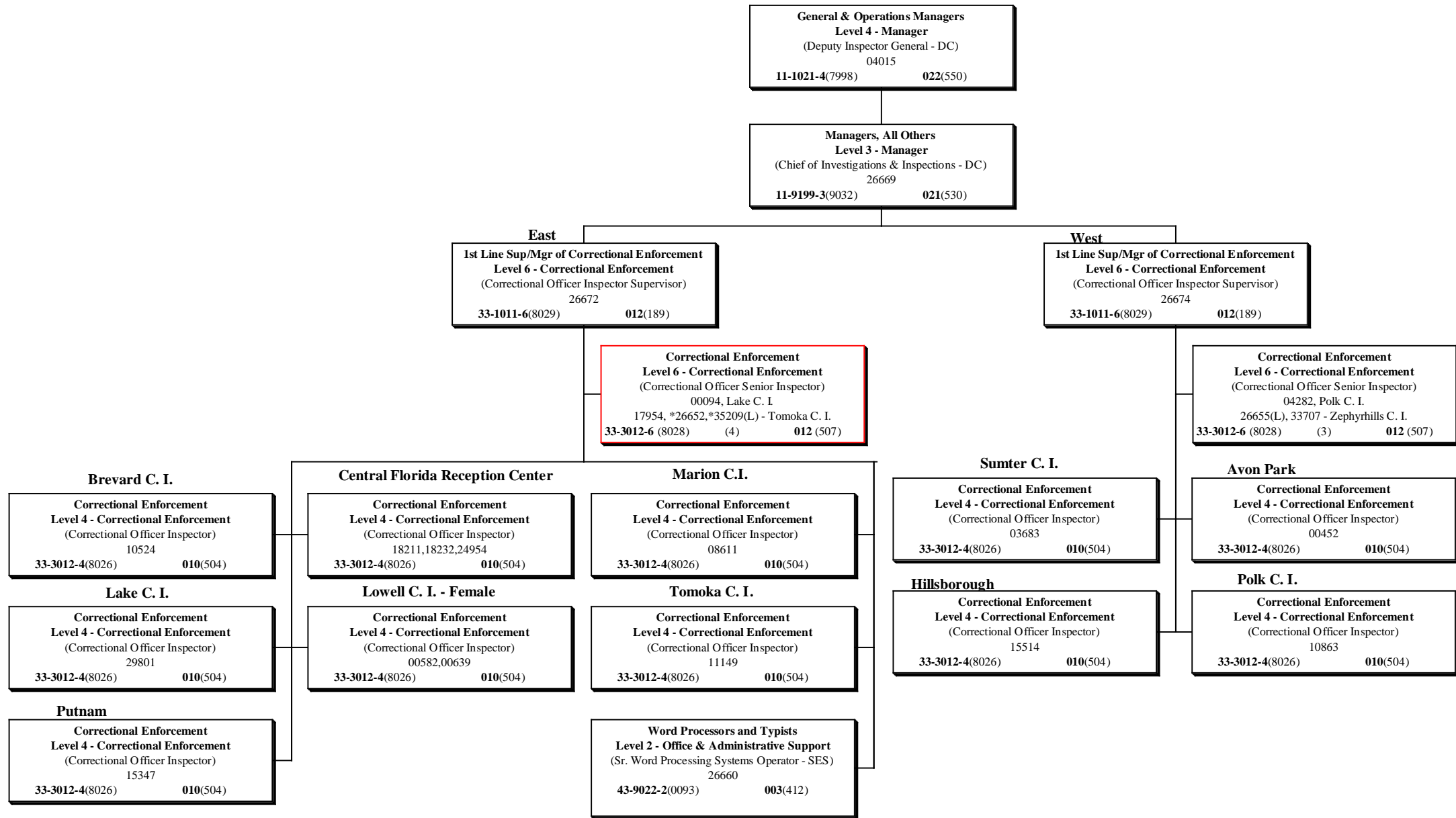
Submitted: 7-17-08  
 Verified by: Christie Green  
 Effective Date: 7-1-08

Department of Corrections 70  
 Office of the Secretary 10  
 Office of the Inspector General 30  
 Internal Audit 10



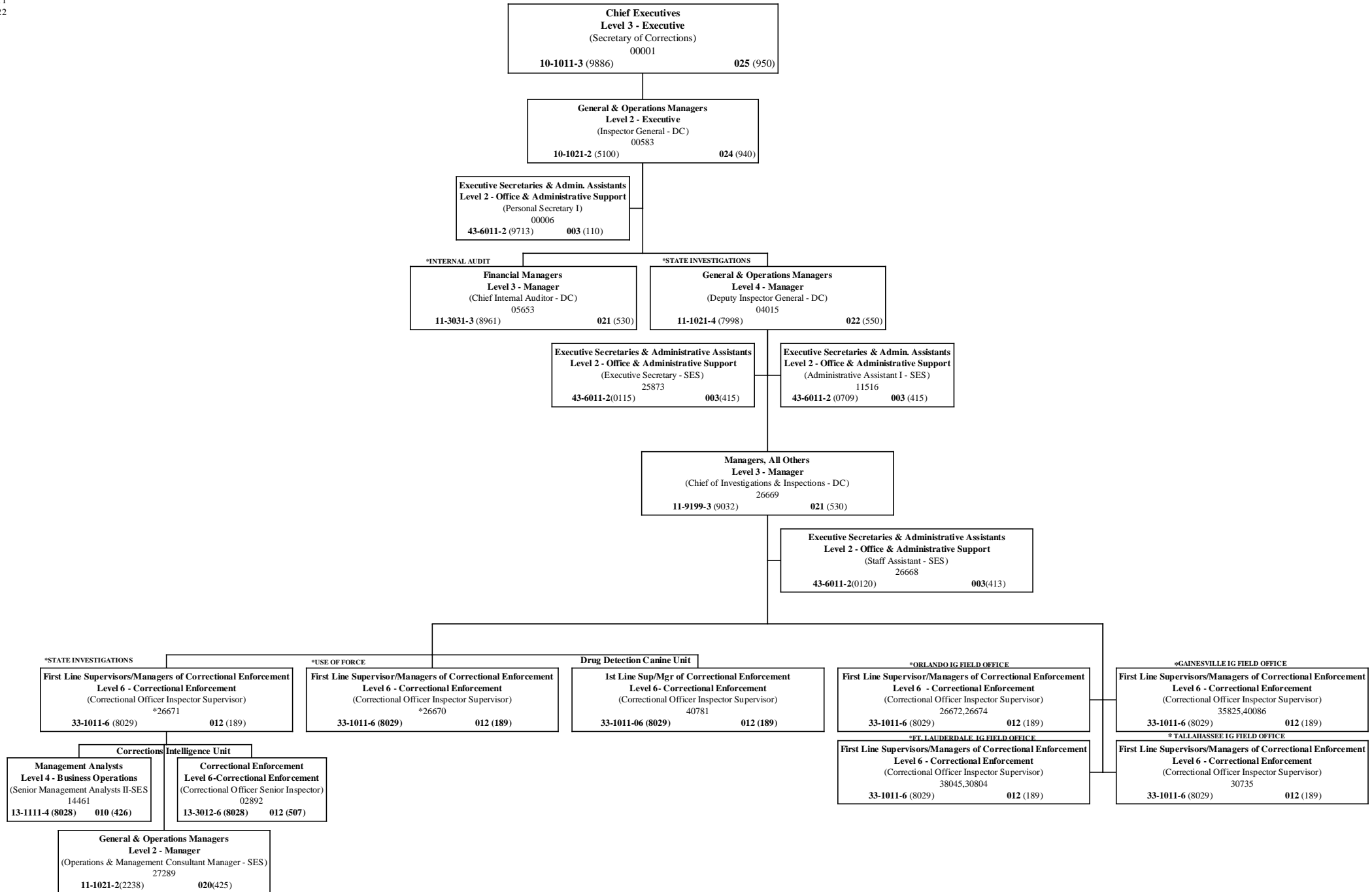
Deleted Staff Assistant position 26558 effective 7-1-08

**OFFICE OF THE INSPECTOR GENERAL  
 STATE INVESTIGATIONS  
 ORLANDO FIELD OFFICE**



L=Leadworker 35209 C.O. Senior Inspector Lead Worker duties added  
 26652 C.O. Senior Inspector Lead Worker duties removed

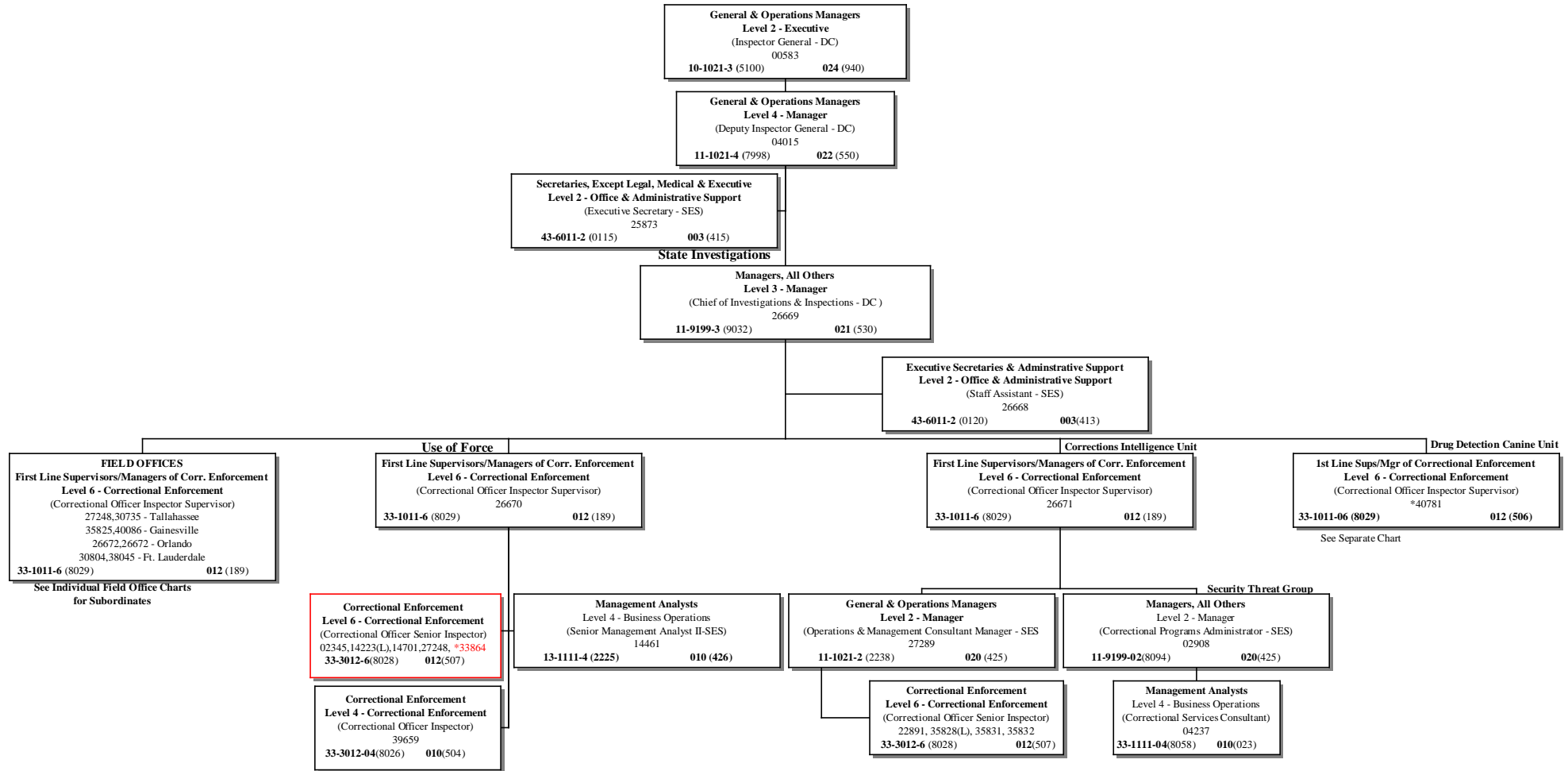
OFFICE OF THE INSPECTOR GENERAL - Overview



\*See Separate Chart for Subordinates  
 27248 Correctional Officer Sr. Inspector supervisor changed from 04015 Deputy I.G. to 26670 C.O. Inspector Supervisor, effective 3/18/2011  
 14701 Correctional Officer Sr. Inspector supervisor changed from 04015 Deputy I.G. to 26670 C.O. Inspector Supervisor, effective 3/18/2011

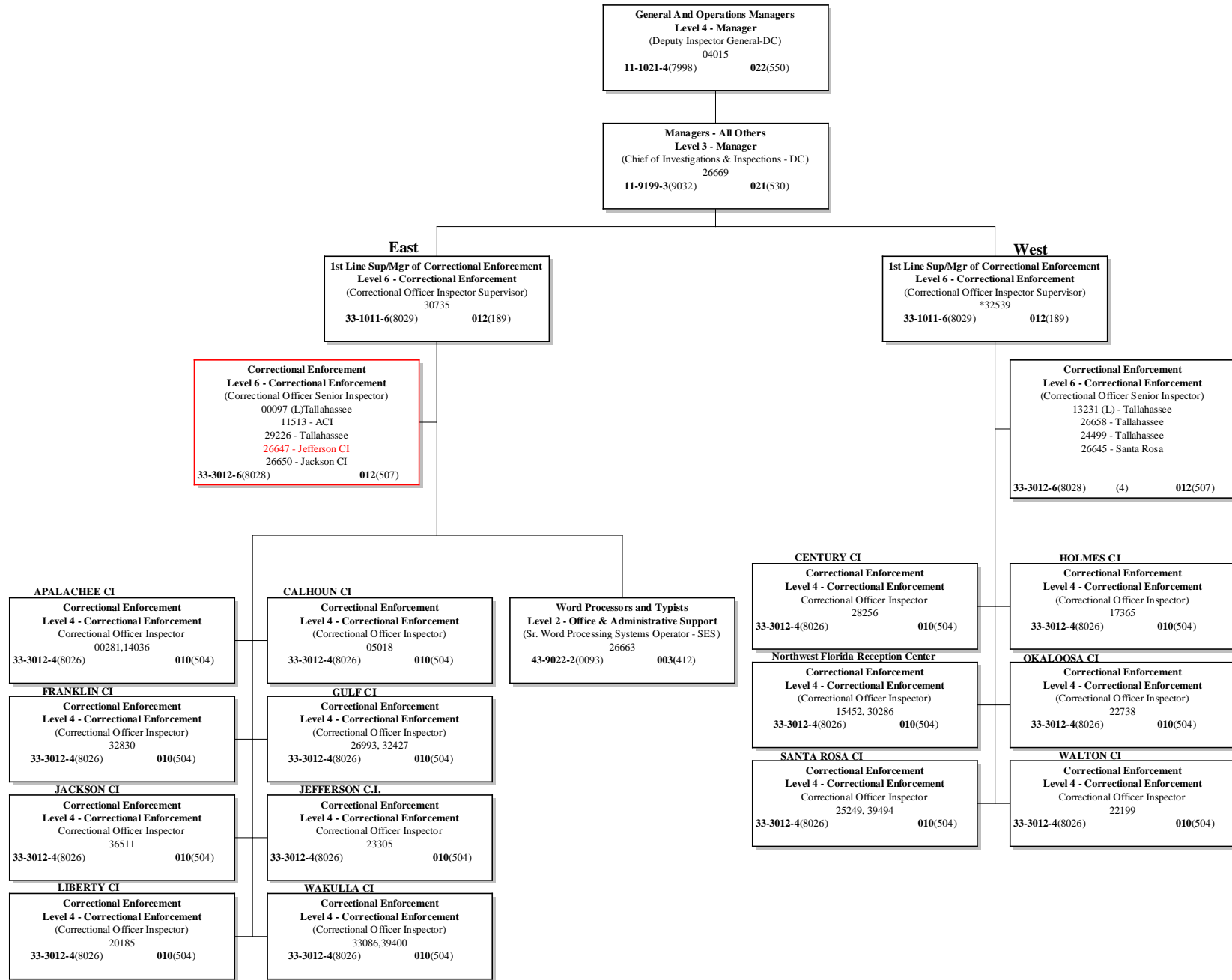


# INSPECTOR GENERAL- STATE INVESTIGATIONS



33864 reclassifying to Correctional Officer Sr, Inspector from Correctional Services Consultant, effective 5-13-2011

**OFFICE OF THE INSPECTOR GENERAL  
 STATE INVESTIGATIONS  
 TALLAHASSEE FIELD OFFICE**

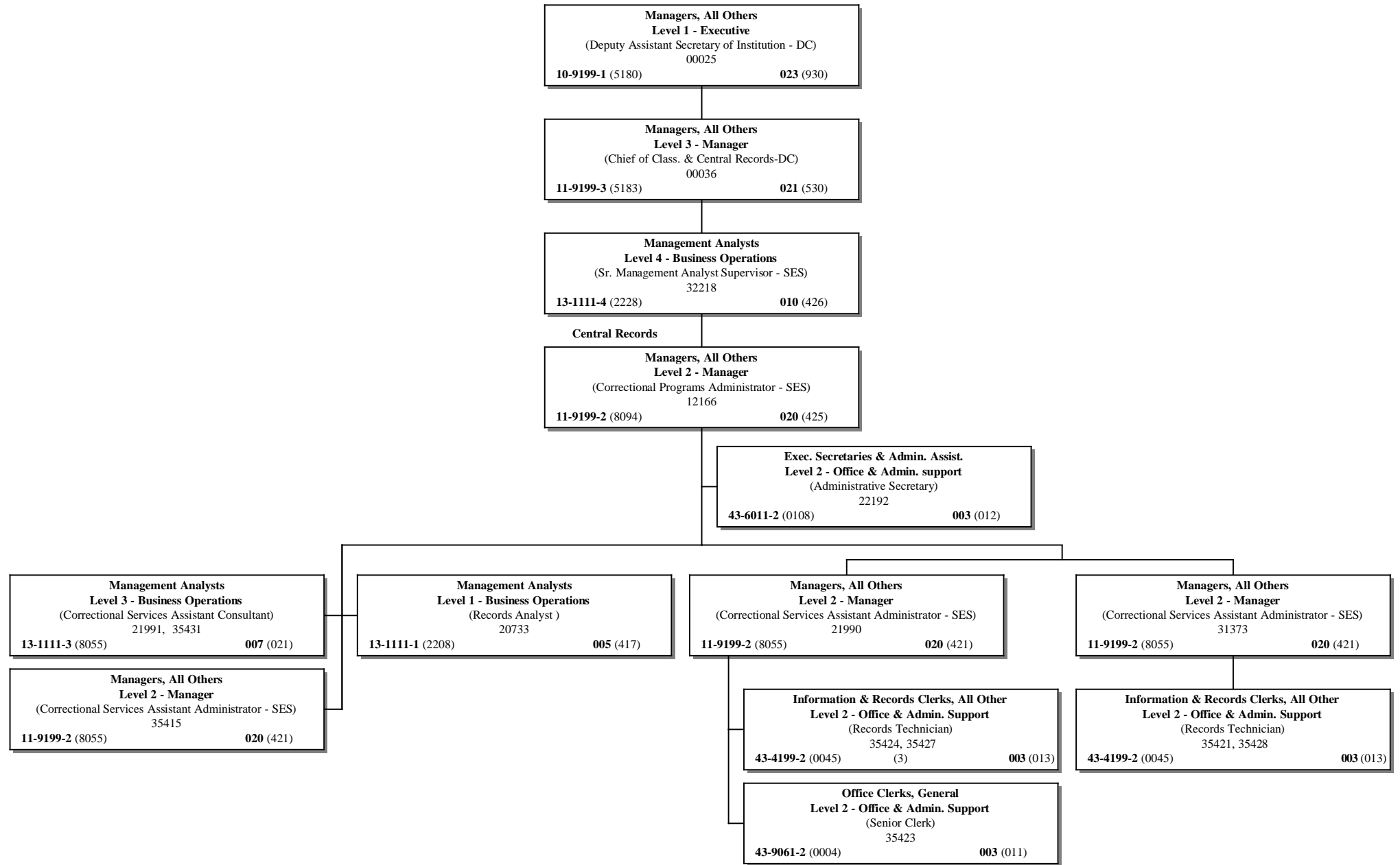


(L=Lead worker) Position 26647 CO Sr. Inspector transferred from Santa Rosa to Jefferson  
 Position 26647 CO Sr. Inspector will be reporting to position 30735

Department of Corrections 70  
 Security & Institutional Management 30  
 Institution Classification 02  
 Classification & Central Records 10  
 State Classification 01  
 Central Visitation 01/01  
 Central Records 01/02  
 State Classification 01/03

## Security and Institutional Management Classification and Central Record - Central Records

Submitted: 7-27-11  
 Verified by: Christie Green  
 Effective 7-1-11

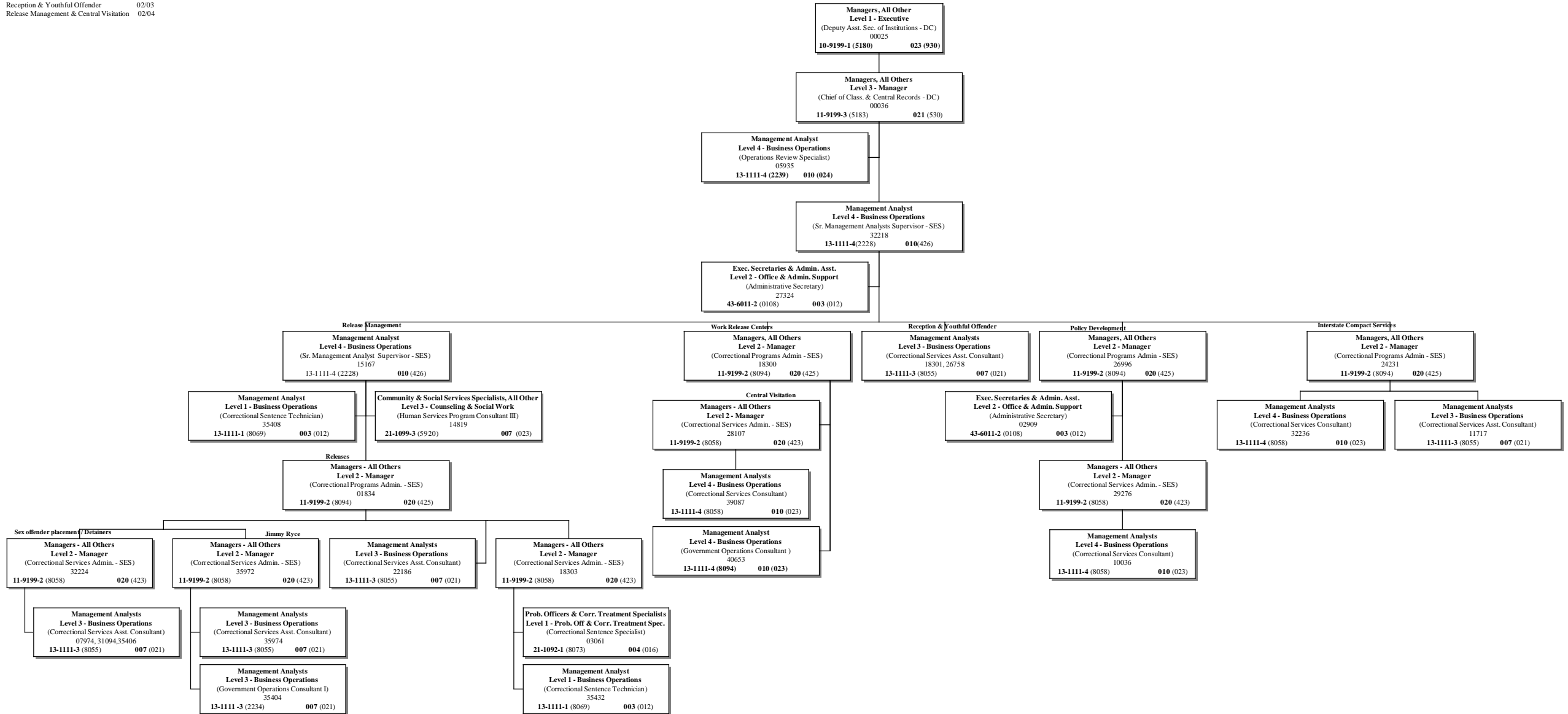


Deleted position 34562 - CSA - SES and position 35429 - Records Technician effective 7-1-11

Department of Corrections 70  
 Security & Institutional Management 30  
 Institution Classification 02  
 Classification & Central Records 10  
 Institution Classification 02/01  
 Inmate Labor 02/02  
 Reception & Youthful Offender 02/03  
 Release Management & Central Visitation 02/04

**Security & Institution Management**  
**Institution Classification - Inmate Labor - Reception & Youthful Offenders - Release Management/Central Visitation**

Verified: 7-27-11  
 Submitted By: Christie Green  
 Effective Date: 7-1-11

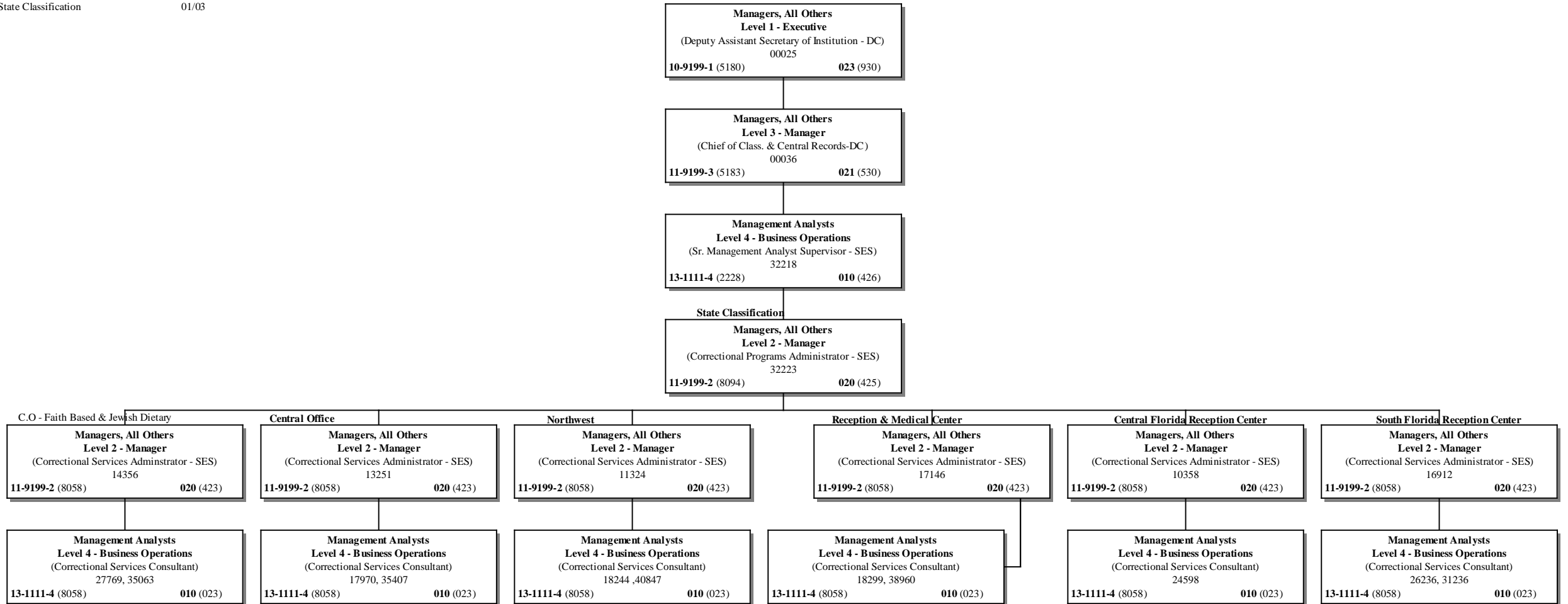


Deleted position 26685 - CSA - SES, position 00037 - Staff Assistant, and position 35975 - CSAC effective 7-1-11

Department of Corrections 70  
 Security & Institutional Management 30  
 Institution Classification 20  
 Classification & Central Records 10  
 State Classification 01  
 Central Visitation 01/01  
 Central Records 01/02  
 State Classification 01/03

## Security and Institutional Management Classification and Central Record - State Classification

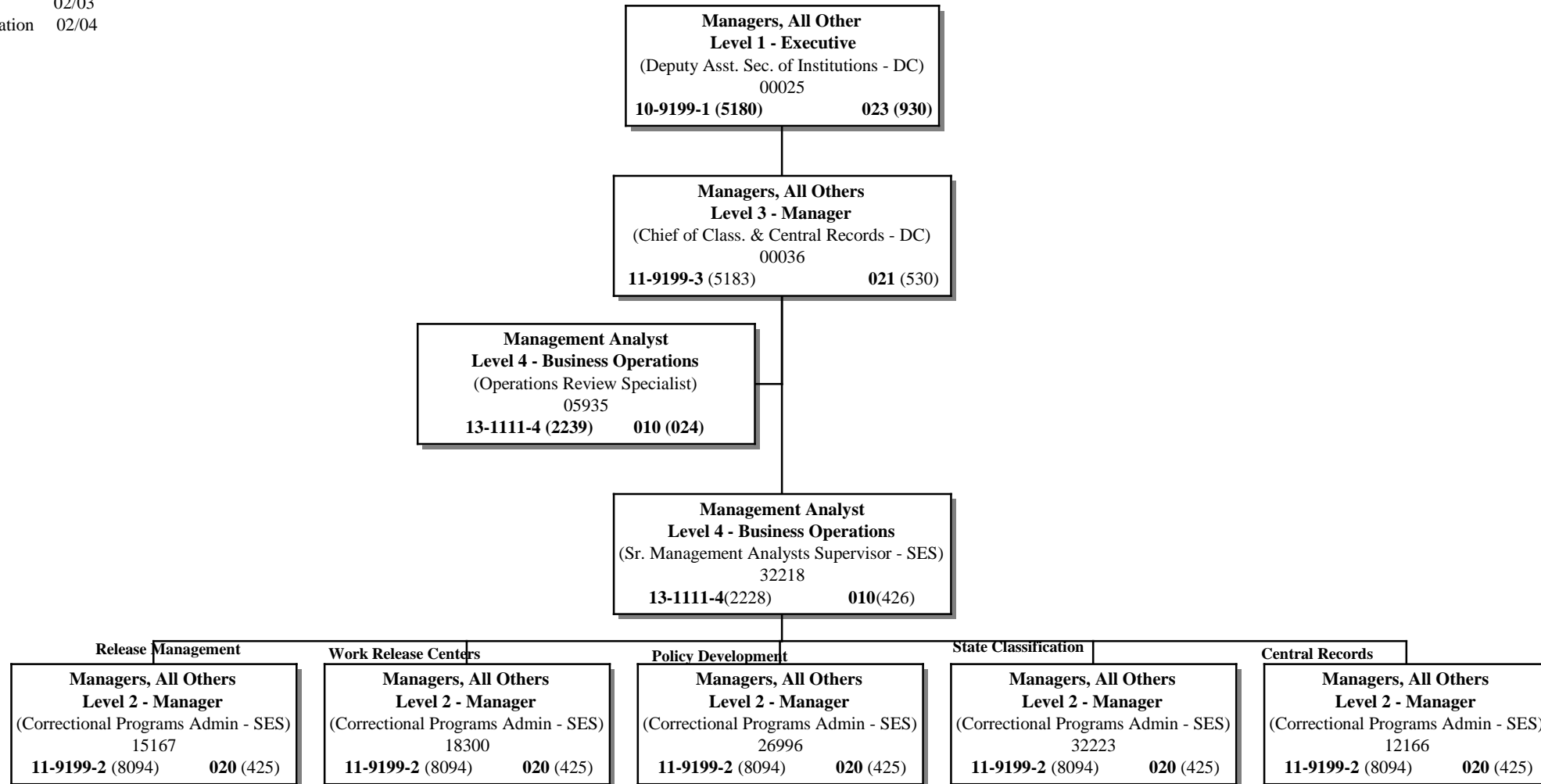
Submitted 7-17-08  
 Verified by: Christie Green  
 Effective: 7-1-08



Department of Corrections 70  
 Security & Institutional Management 30  
 Institution Classification 02  
 Classification & Central Records 10  
 Institution Classification 02/01  
 Inmate Labor 02/02  
 Reception & Youthful Offender 02/03  
 Release Management & Central Visitation 02/04

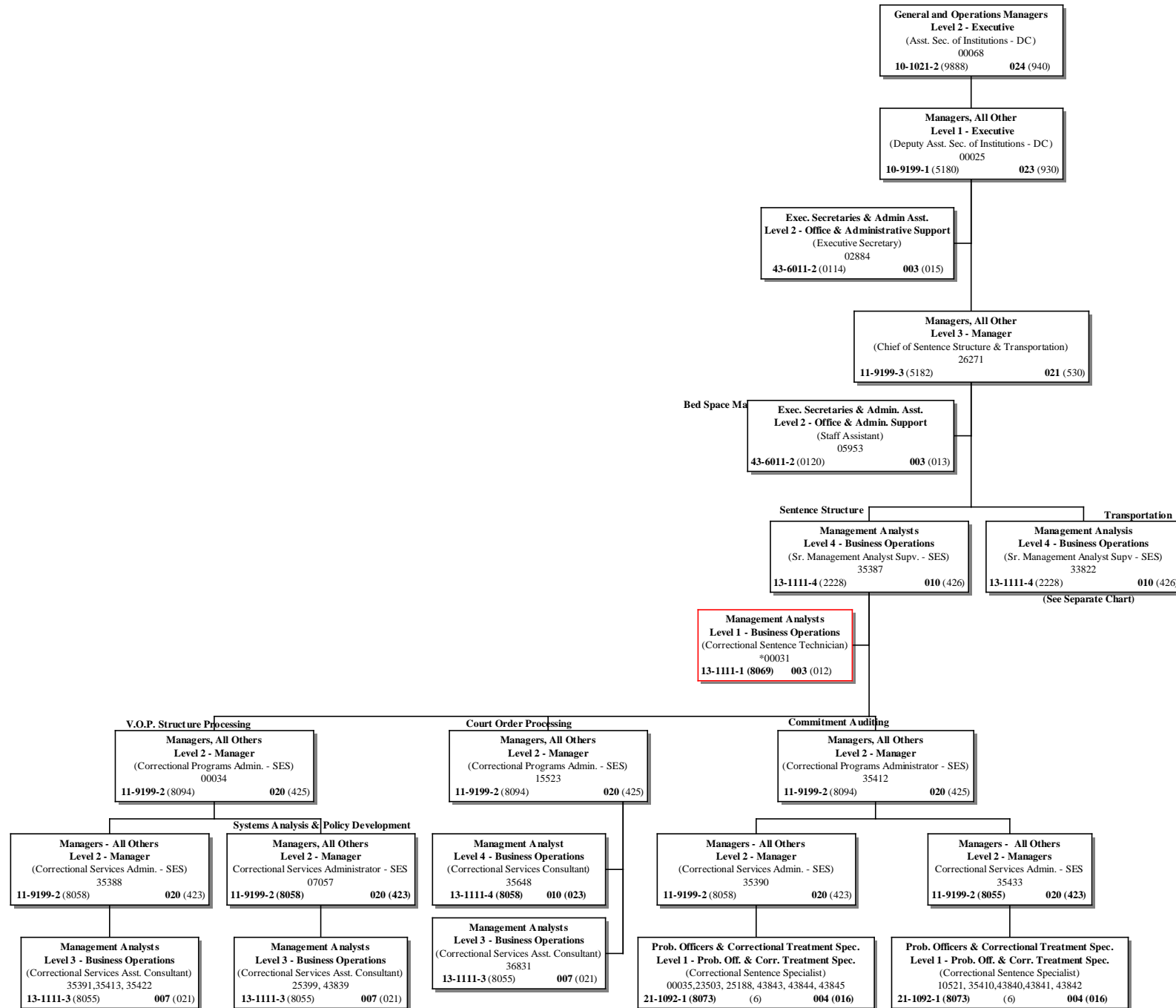
## Security & Institution Management Classification & Central Records (overview)

Verified: 7-27-11  
 Submitted By: Christie Green  
 Effective Date: 7-1-11



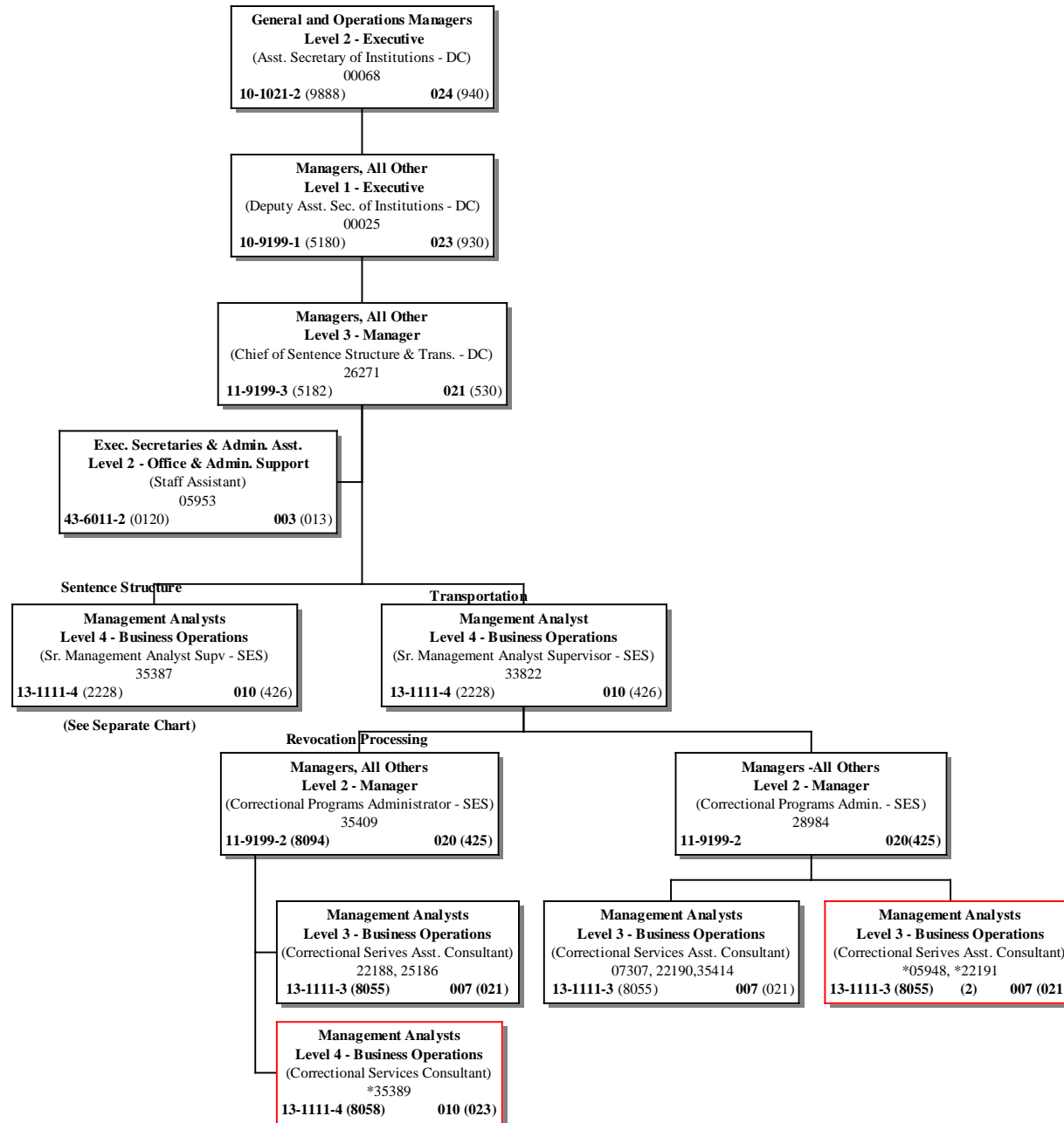
Sr. Management Analyst Supervisor - SES position 34561 transferred to Region III - Institutions temporarily until a reorg is completed.(Please don't remove this statement)  
 Position 00037 - Staff Assistant deleted effective 7-1-11

**Security & Institutional Management**  
**Sentence Structure and Transportation**  
**Sentence Structure**



Deleted positions 00029 - Correctional Sentence Specialist; 07052, 12164 - Correctional Services Assistant Consultant; effective 7-1-11

**Security & Institutional Management  
 Sentence Structure and Transportation  
 Transportation  
 CURRENT**



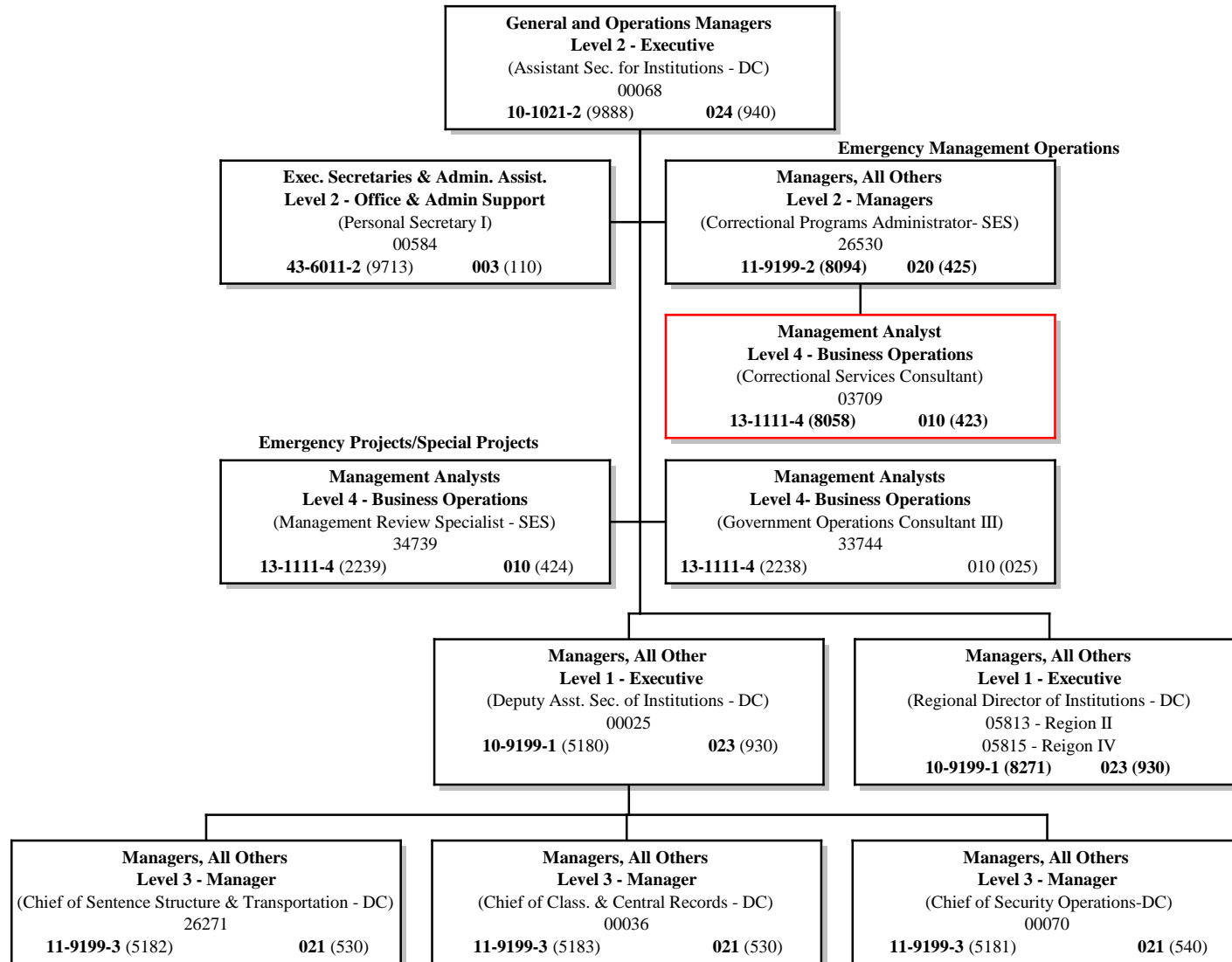
Positions 05948, 22191 and 35389 reclassified from Correctional Services Administrator - SES to Correctional Services Consultant effective 7-22-11



Department of Corrections 70  
 Security & Institutional Management 30  
 Institution Operations 10  
 Institution Classification 20  
 Security Operations 10/10  
 Classification & Central Records 20/10  
 Sentence Structure & Transportation 20/11

**Security & Institutional Management  
 Central Office Overview**

Submitted : 7-30-11  
 Verified By: Christie Green  
 Effective: 7-1-11

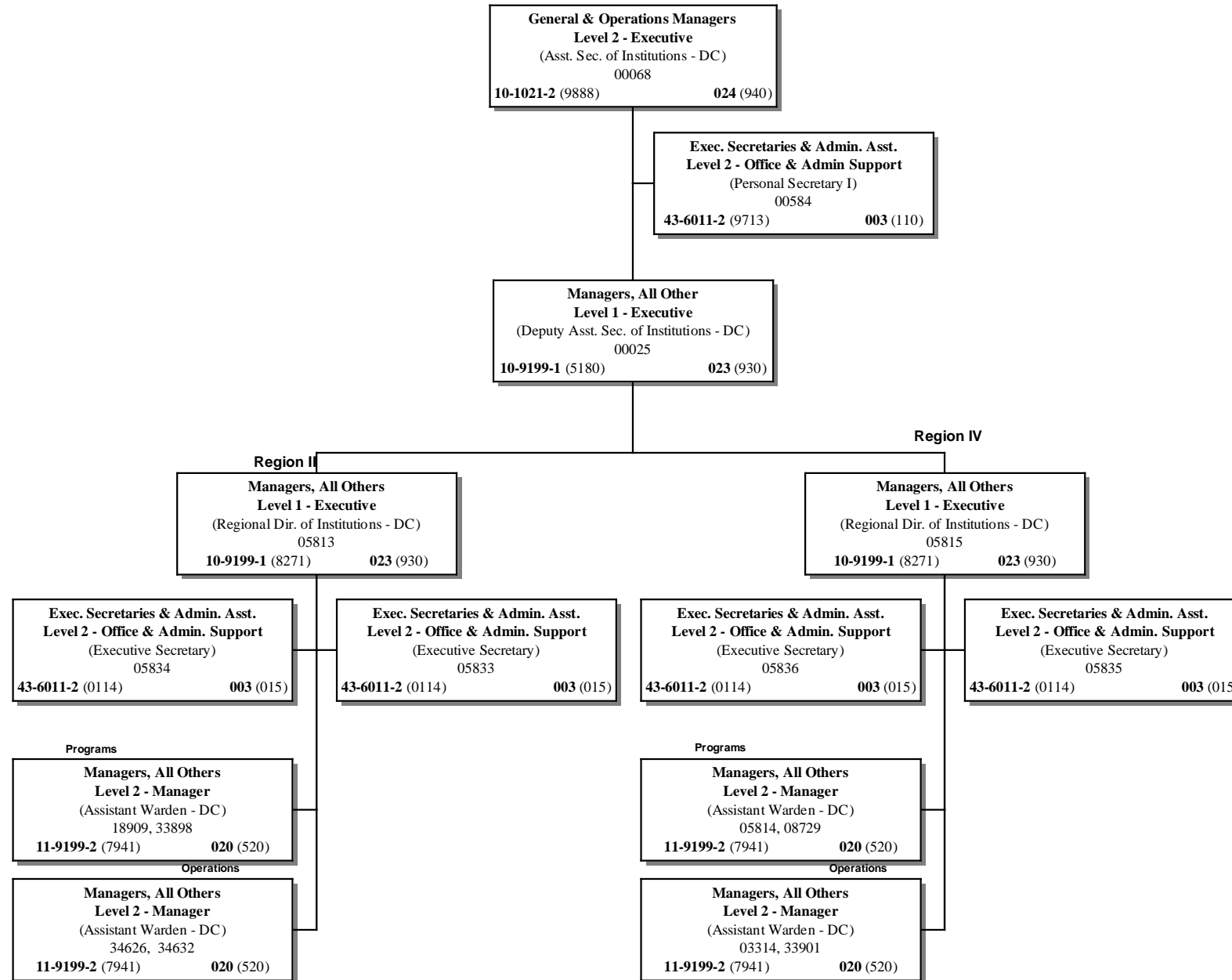


CSA - SES position 29243 deleted; CPA - SES position 33829 transferred to Security Operations; Regional Director of Institutions-DC positions 05812, 33900; Deputy Assistant Secretary of Institutions - DC position 05940 deleted effective 7-1-11

**Security and Institutional Management  
Institutions - Regional Office Overview**

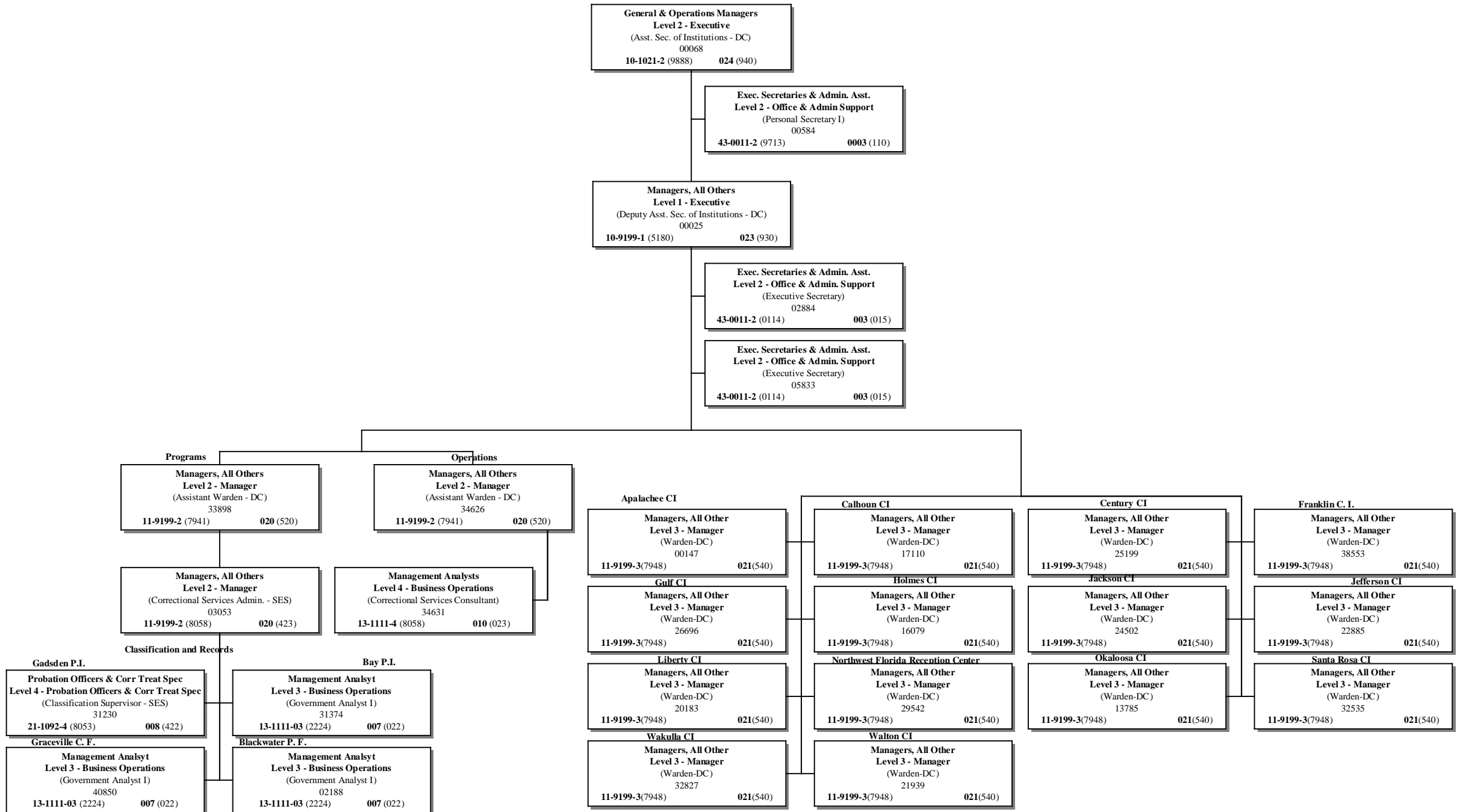
Submitted: 7-30-11  
Verified by: Christie Green  
Effective 7-1-11

Department of Corrections 70  
Security & Institutional Management 30  
Region I 31/10  
Region II 32/20  
Region III 33/30  
Region IV 34/40



Regional Director of Institution positions 05812, 33900 and Deputy Assistant Secretary of Institution position 05940 were deleted effective 7-1-11

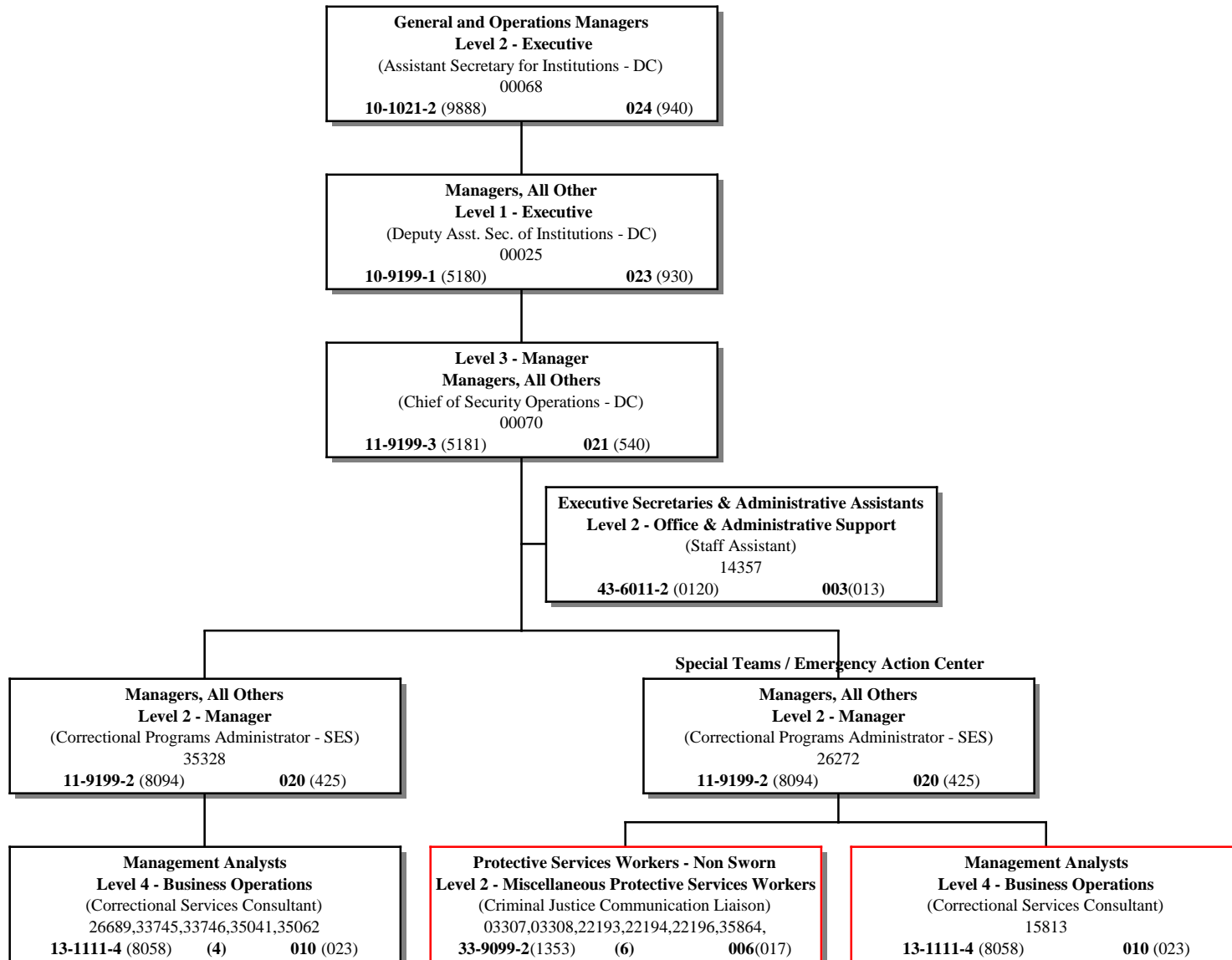
**Security and Institutional Management**  
**Regional Director's Office - Region I**  
**CURRENT**



Department of Corrections 70  
 Security & Institutional Operations 30  
 Institution Operations 10  
 Security Operations 10

**Security & Institutional Management**  
**Security Operations**

Submitted: 7-30-11  
 Verified By: Christie Green  
 Effective: 7-1-11

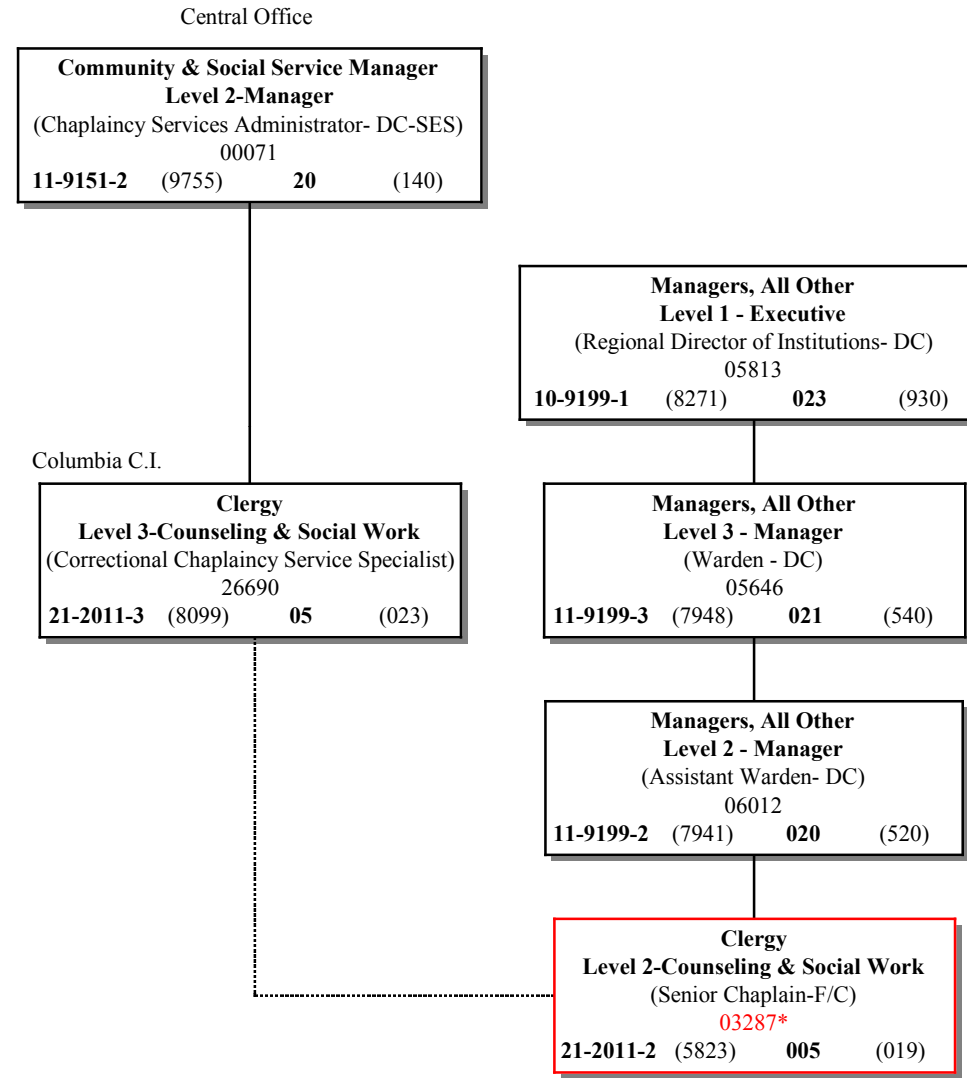


Deleted Criminal Justice Communications Liaison positions 20991 and 22195; transferred CSA - SES position 35042 to Wakulla; transferred CSC position to now report to position 26272; effective 7-1-11

Department Of Corrections 70  
 Lake City Service Center 32  
 Region II 20  
 Lawtey C.I. 12  
 Main 49  
 Chaplaincy 26

## Lawtey Correctional Institution Chaplaincy Services

Submitted: 7/21/11  
 Verified by: Brenda Williams  
 Effective: 7/22/11

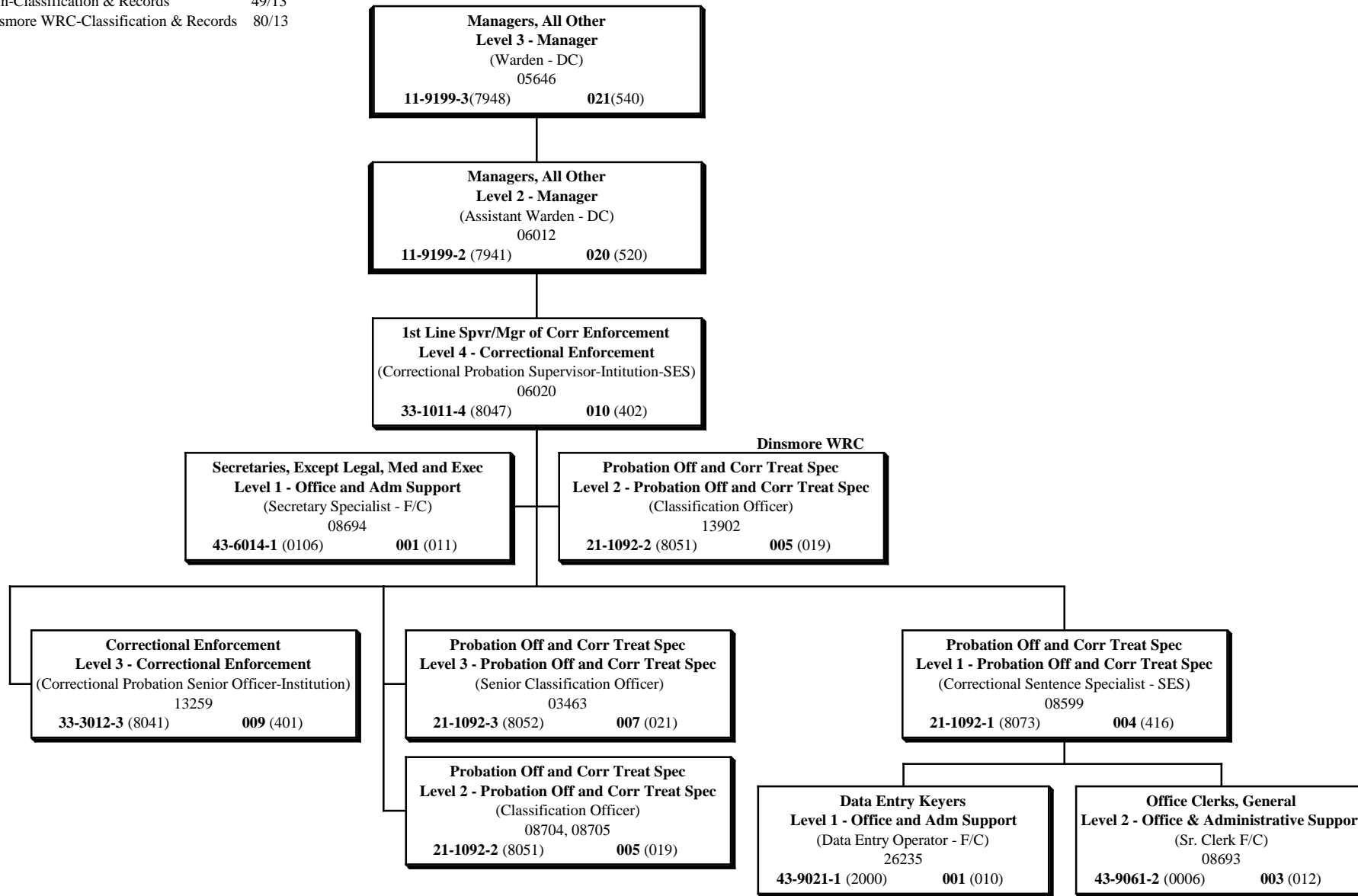


Sr. Chaplain F/C-SES #03287 reclassified to Sr. Chaplain F/C.

Department of Corrections 70  
 Security & Institutional Management  
 Administrative Service Center, Region II 32  
 Region II 20  
 Lawtey C.I. 12  
 Main Unit 49  
 Main-Classification & Records 49/13  
 Dinsmore WRC-Classification & Records 80/13

LAWTEY CORRECTIONAL INSTITUTION  
 CLASSIFICATION & RECORDS

Submitted: 7-26-10  
 Verified by: Christie Green  
 Effective 7-9-10

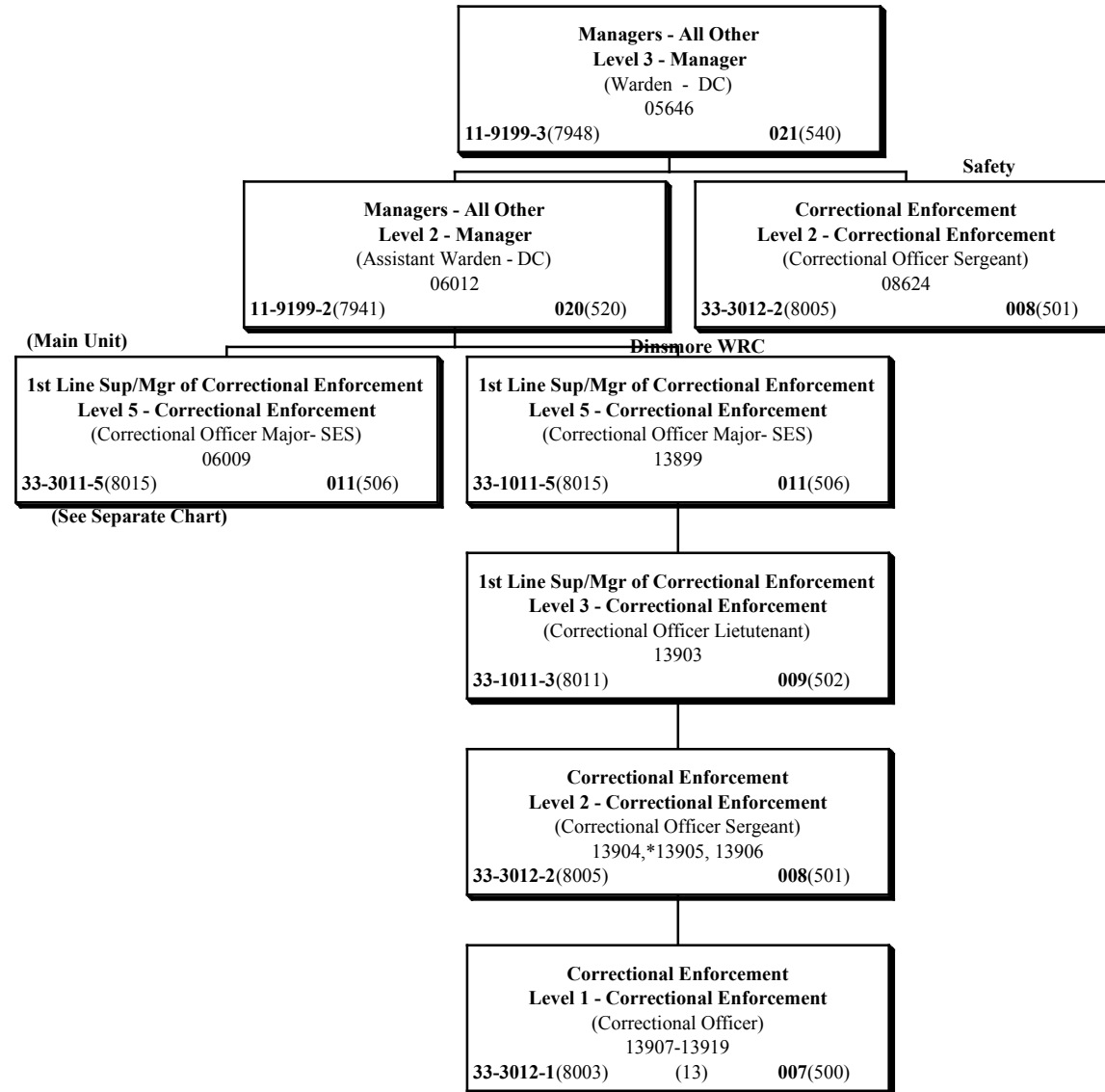


Clerk Typist Specialist F/c position 13258 was deleted effective 7-9-10

Department of Corrections	70
Lake City Service Center	32
Region II	20
Lawtey Correctional Institution	12
Main Unit	49
Dinsmore WRC	80
Security	22
DOT Work Squad - CWP	22/01/94
Medical Escort	22/06
Internal Work Squad	22/11
External Work Squad	22/12
Contracted Food Service	22/15
Wellness Program IWTF	22/16/92
Laundry	22/17

## Lawtey Correctional Institution Dinsmore WRC

Submitted : 7-26-10  
 Verified By: Christie Green  
 Effective Date: 7-9-10



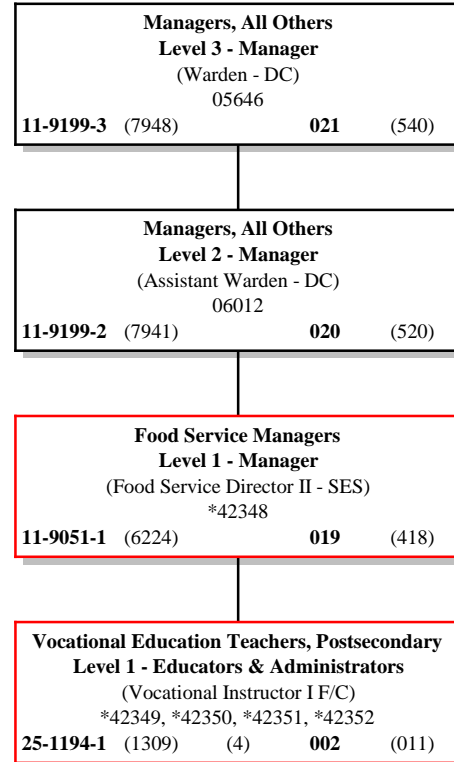
\*\* CDL requirement

Secretary Specialist F/C position 13900 was deleted effective 7-9-10

Department of Corrections 70  
 Lake City Service Center 32  
 Region II 20  
 Baker C. I. 12  
 Main Unit 49  
 Food Service 15

## Lawtey Correctional Institution Food Service

Submitted: 7-8-09  
 Verified: Christie Green  
 Effective: 7-10-09



Established Food Service Director II - SES position 42348 and Vocational Instructor I F/C positions 42349-42352 effective 7-10-09



Department of Corrections 70  
 Lake City Service Center 32  
 Region II 20  
 Lawtey C.I. 12  
 Main 49  
 Medical Services 27  
 Mental Services 28  
 Dental Services 29

**Lawtey Correctional Institution  
 Health Services**

Submitted: \_\_\_8/10/10  
 Verified: \_\_\_\_\_Brnda Williams\_\_\_\_  
 Effective: \_\_\_8/6/10

Region II  
**Medical & Health Services  
 Managers  
 Level 1 - Executive**  
 (Medical Executive Director)  
 34557  
**10-9111-1 (5283) 023(560)**

**Managers, All other  
 Level 3 - Manager**  
 Warden- DC  
 05646  
**11-9199-3 (7948) 021 (540)**

**Family & General Practitioners  
 Level 6 - Health Diagnosing &  
 Treatment Practitioners**  
 (Senior Physician)  
 (Chief Health Officer)  
 08607  
**29-1062-6 (5281) 018 (320)**

**Secretaries, Except Legal, Medical  
 & Executive  
 Level 1 - Office & Admin. Support**  
 (Secretary Specialist - F/C)  
 12385  
**43-6014-1 (0106) 001 (011)**

Medical Record Administration

Medical Services

Dental Services

**Medical & Health Services  
 Managers  
 Level 2 - Manager**  
 (Senior Health Services  
 Administrator- DC-SES)  
 15241  
**11-9111-2 (5929) 020 (421)**

**Registered Nurses  
 Level 3 - Health Diagnosing &  
 Treatment Practitioners**  
 (Senior Registered  
 Nurse Supervisor- F/C)  
 03296  
**29-1111-3 (5309) 009 (078)**

**Dentists, General  
 Level 6 - Health Diagnosing &  
 Treatment Practitioners**  
 (Senior Dentist-F/C)  
 16816  
**29-1021-6 (5269) 018 (067)**

**Life, Physical & Social Science  
 Level 3 - Social Science**  
 (Behavioral Specialist-F/C)  
 03302  
**19-3099-3 (5231) 008 (090)**

Medical Records

**Word Processors & Typists  
 Level 1 - Office & Admin. Support**  
 (Clerk Typist Specialist - F/C)  
 15238  
**43-9022- (0079) 001 (009)**

**Data Entry Keyers  
 Level 1 - Office & Admin. Support**  
 (Data Entry Operator - F/C)  
 28926  
**43-9021-1 (2000) 001(010)**

**Licensed Practical & Licensed  
 Vocational Nurses  
 Level 3 - Health Technologists &  
 Technicians**  
 (Senior Licensed  
 Practical Nurse- F/C)  
 03297-03299, 16838, 31355  
**29-2061-3 (5597) 005 (016)**  
 5

**Registered Nurses  
 Level 1 - Health Diagnosing &  
 Treatment Practitioners**  
 (Senior Registered Nurse - F/C)  
 16837  
**29-1111-1 (5293) 001 (073)**

**Registered Nurses  
 Level - Health Diagnosing &  
 Treatment Practitioners**  
 (Registered Nurse Specialist - F/C)  
 33936  
**29-1111-2 (5295) 008 (076)**  
 (Reports to Central Office)

TB Grant

**Dental Assistants  
 Level 2 - Health Care Support**  
 (Dental Assistant-F/C)  
 02110, 43666  
**31-9091-2 (5633) 003 (012)**  
 2

**File Clerks  
 Level 3- Office & Admin. Support**  
 (Health Information Specialist - F/C)  
 16835  
**43-4071-3 (5667) 005 (016)**

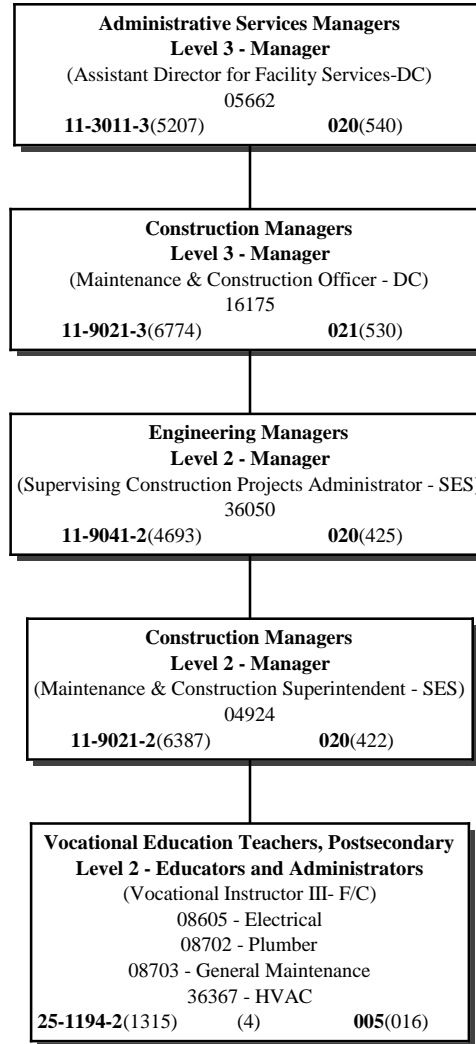
Dental Assistant F/C position #26433 transferred to Suwannee.

Department of Corrections 70  
 Securities & Institutional Management  
   Lake City Service Center 32  
 Region II 20  
 Lawtey CI 12  
 Main - Maintenance 49-36

## FACILITIES SERVICES: MAINTENANCE & CONSTRUCTION

### Lawtey Correctional Institution

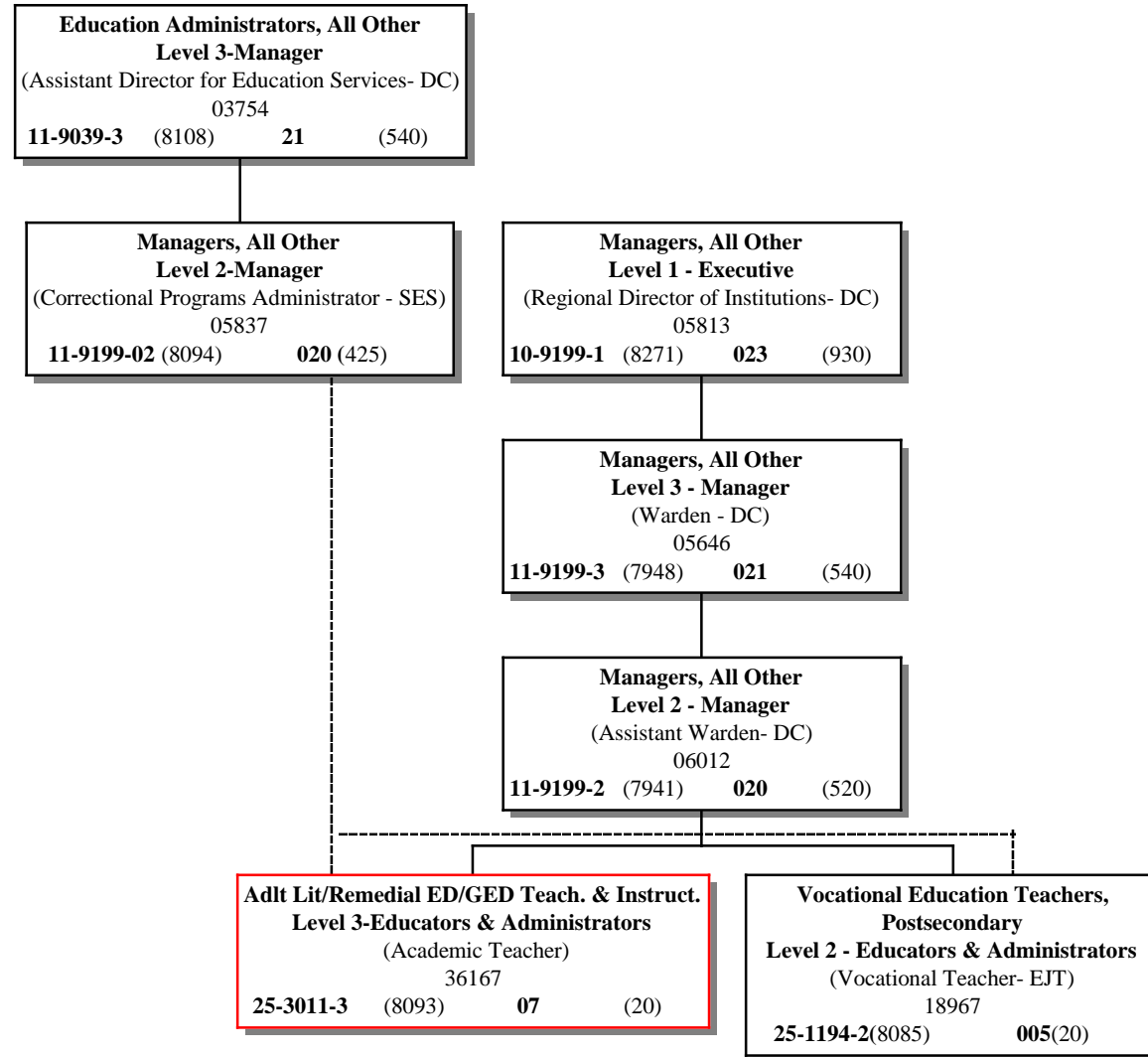
Submitted: 10-13-09  
 Verified by: Christie Green  
 Effective: 10-2-09



Department of Corrections 70  
 Lake City Service Center 32  
 Region II 20  
 Lawtey C.I. 12  
 Main 49  
 Academic 37

**Lawtey Correctional Institution  
 Program Services**

Submitted: 7/15/08\_\_\_\_\_  
 Verified: Brenda William\_\_\_\_s\_  
 Effective:\_\_\_7/1/08

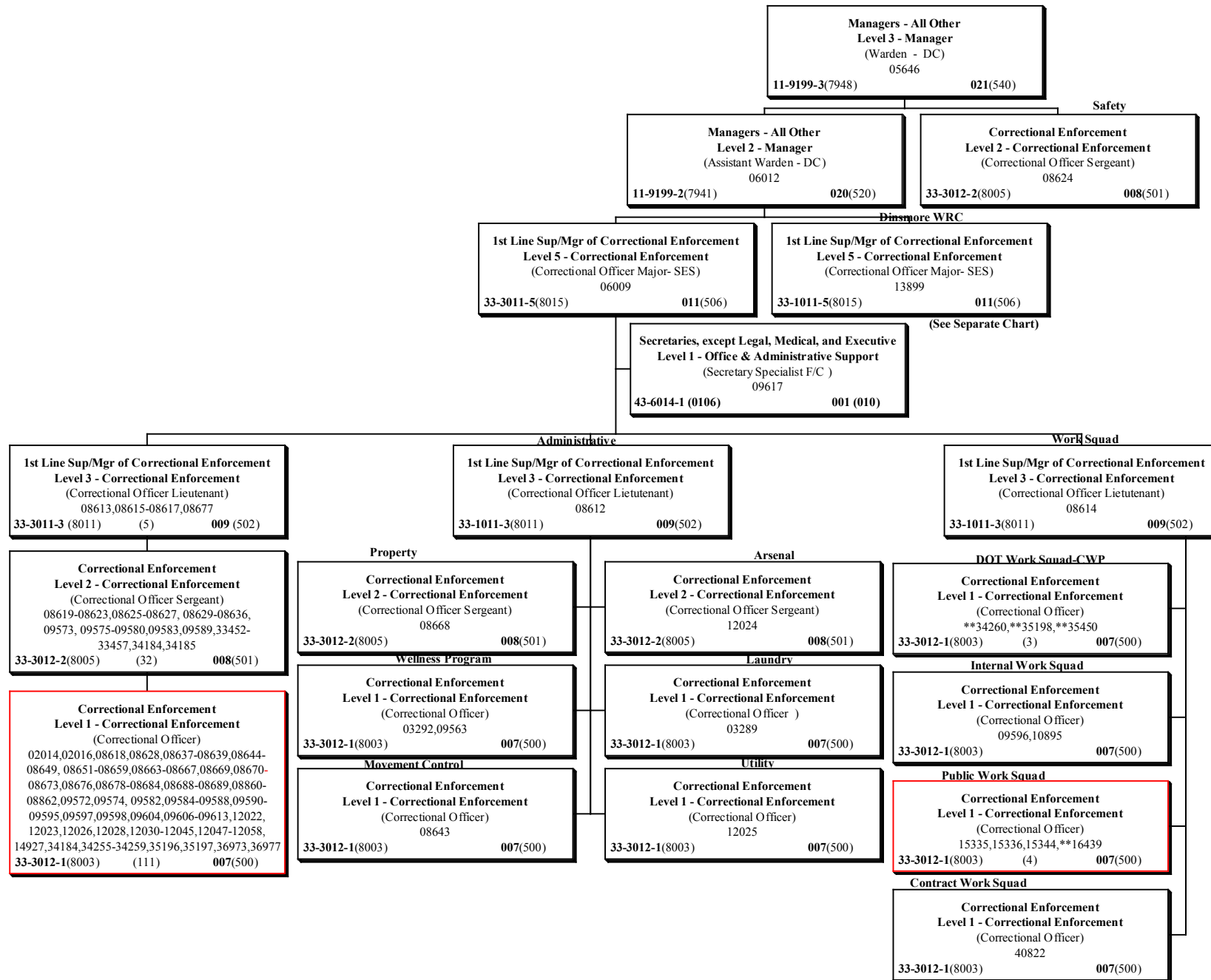


Academic Teacher #22495 deleted.

Department of Corrections 70  
 Lake City Service Center 32  
 Region II 20  
 Lawtey Correctional Institution 12  
 Main Unit 49  
 Dinsmore WRC 80  
 Security 22  
 DOT Work Squad - CWP 22/01/94  
 Medical Escort 22/06  
 Internal Work Squad 22/11  
 External Work Squad 22/12  
 Contracted Food Service 22/15  
 Wellness Program IWTF 22/16/92  
 Laundry 22/17

## Lawtey Correctional Institution Security

Submitted : 6-11-10  
 Verified By: Christie Green  
 Effective Date: 7-9-10



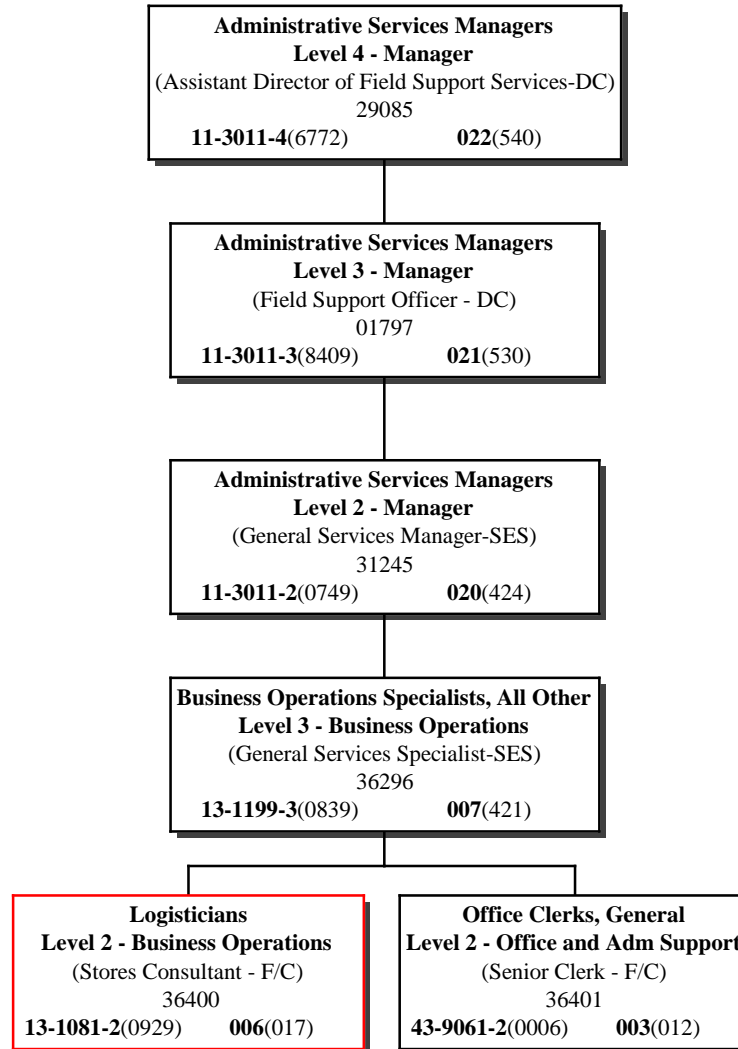
\*\* CDL requirement

CO position 15475 (public work squad) CO positions 08650, 08674 were deleted effective 7-9-10

Department of Corrections 70  
 Security & Institutional Management 32  
 Lake City Service Center 20  
 Region II 20  
 Lawtey CI 12  
 Main - Warehouse 49-17  
 Main - Warehouse - Mailroom 49-17-02

## Lawtey C.I./ Warehouse-Mailroom

Submitted: 7/8/04  
 Verified by: B. Williams  
 Effective: 7/2/04

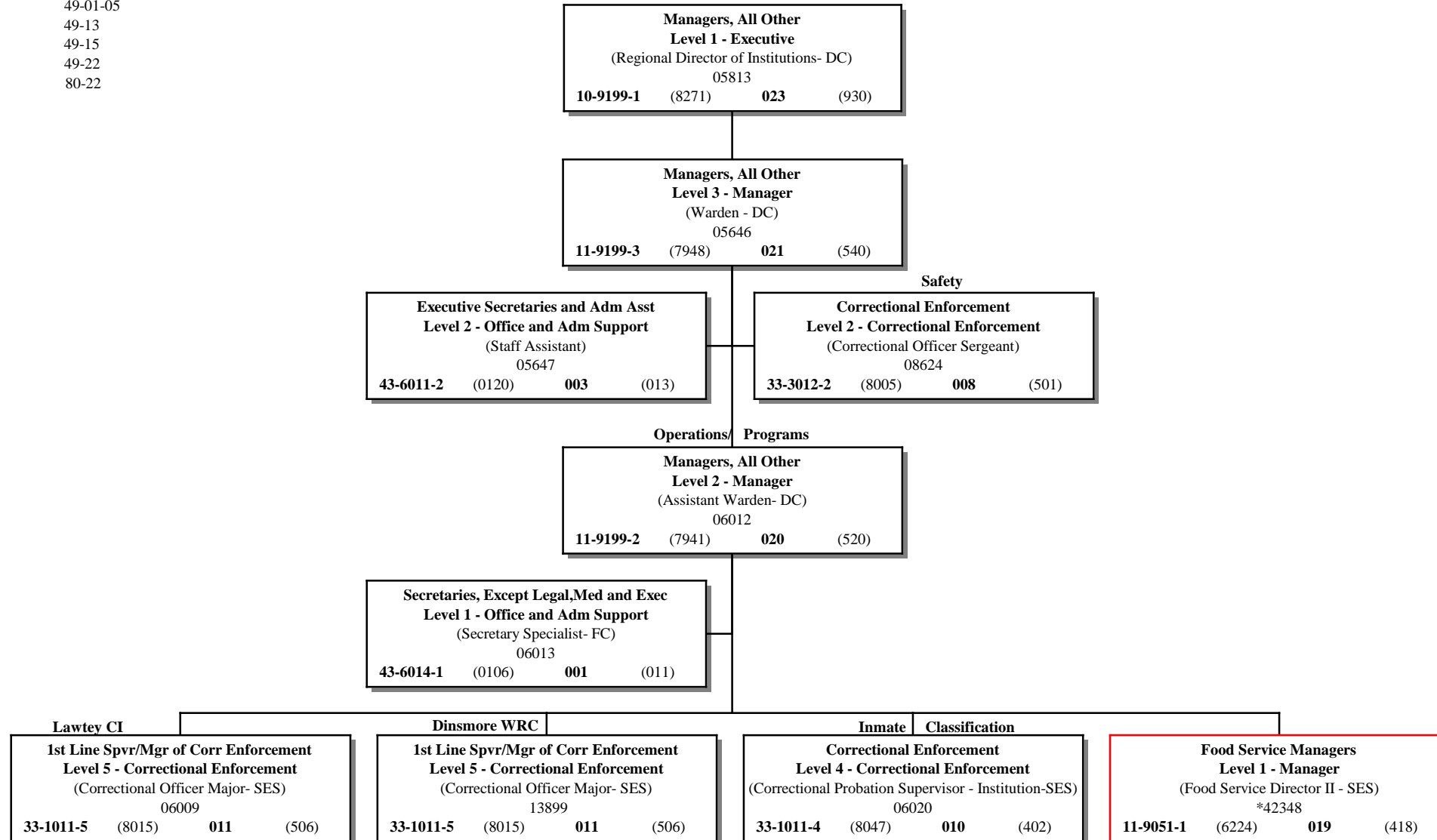


Logisticians - Level 2 (Stores Consultant - F/C) #36283 deleted due to outsourcing of Canteen services.

Department of Corrections 70  
 Security & Institutional Management 32  
     Lake City Service Center 20  
 Region II 20  
 Lawtey C.I. 12  
 Main-Warden's Office 49-01  
 Main-Warden's Office-Safety 49-01-05  
 Main-Classification & Records 49-13  
 Main - Food Service 49-15  
 Main-Security 49-22  
 Dinsmore-Security 80-22

**LAWTEY C.I.**  
**WARDEN'S OFFICE**

Submitted: 7-9-09  
 Verified by: Christie Green  
 Effective: 7-10-09

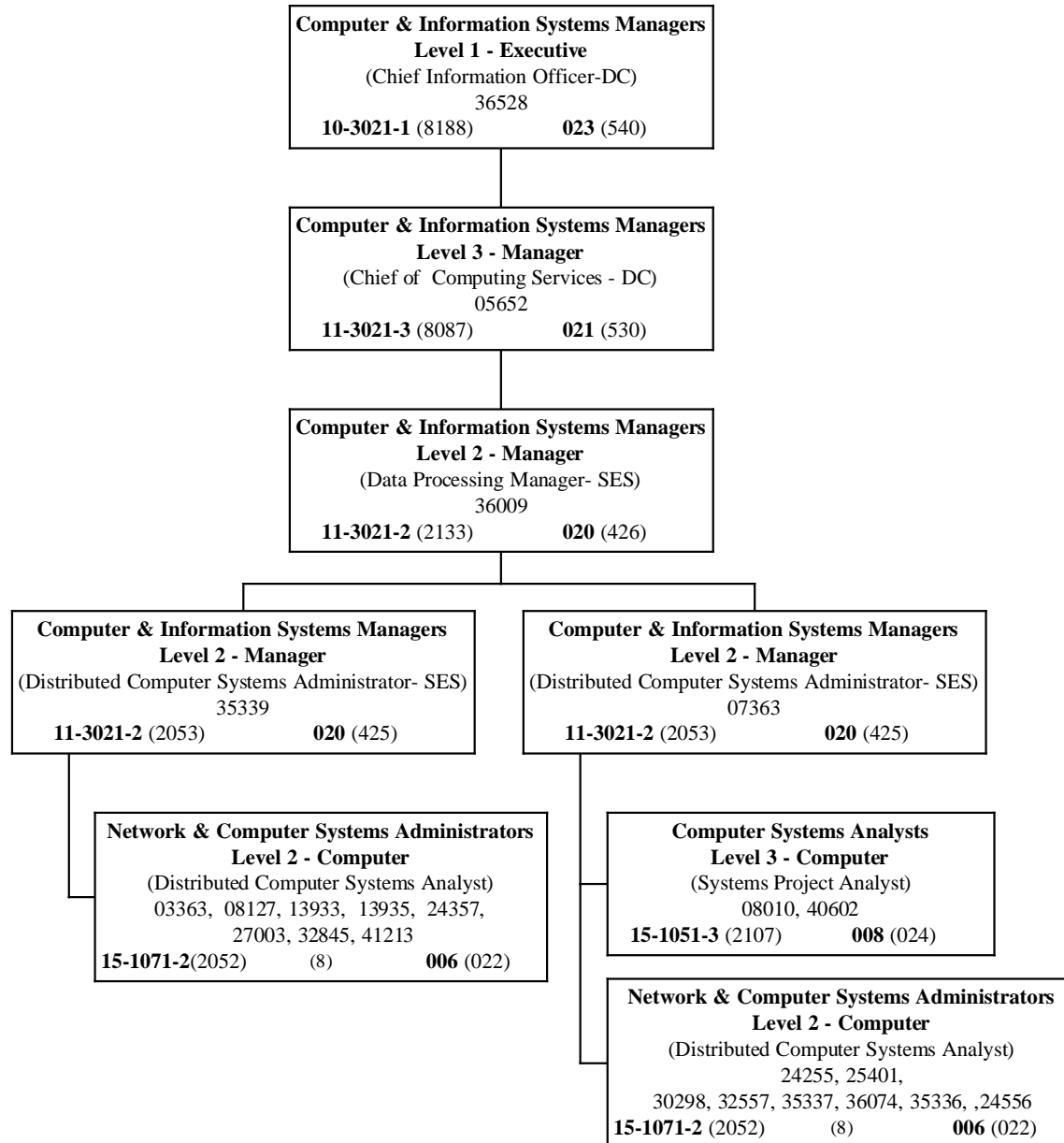


Established Food Service Director II - SES position 42348 effective 7-10-09

Department of Corrections 70  
 Chief of Staff 20  
 Administration 10  
 Information Technology 15  
 Field Operations 05  
 Marianna Service Center

**Office of Information Technology  
 Marianna Service Center**

Submitted: 7-1-09  
 Verified by: S. Butler  
 Effective: 7-24-09

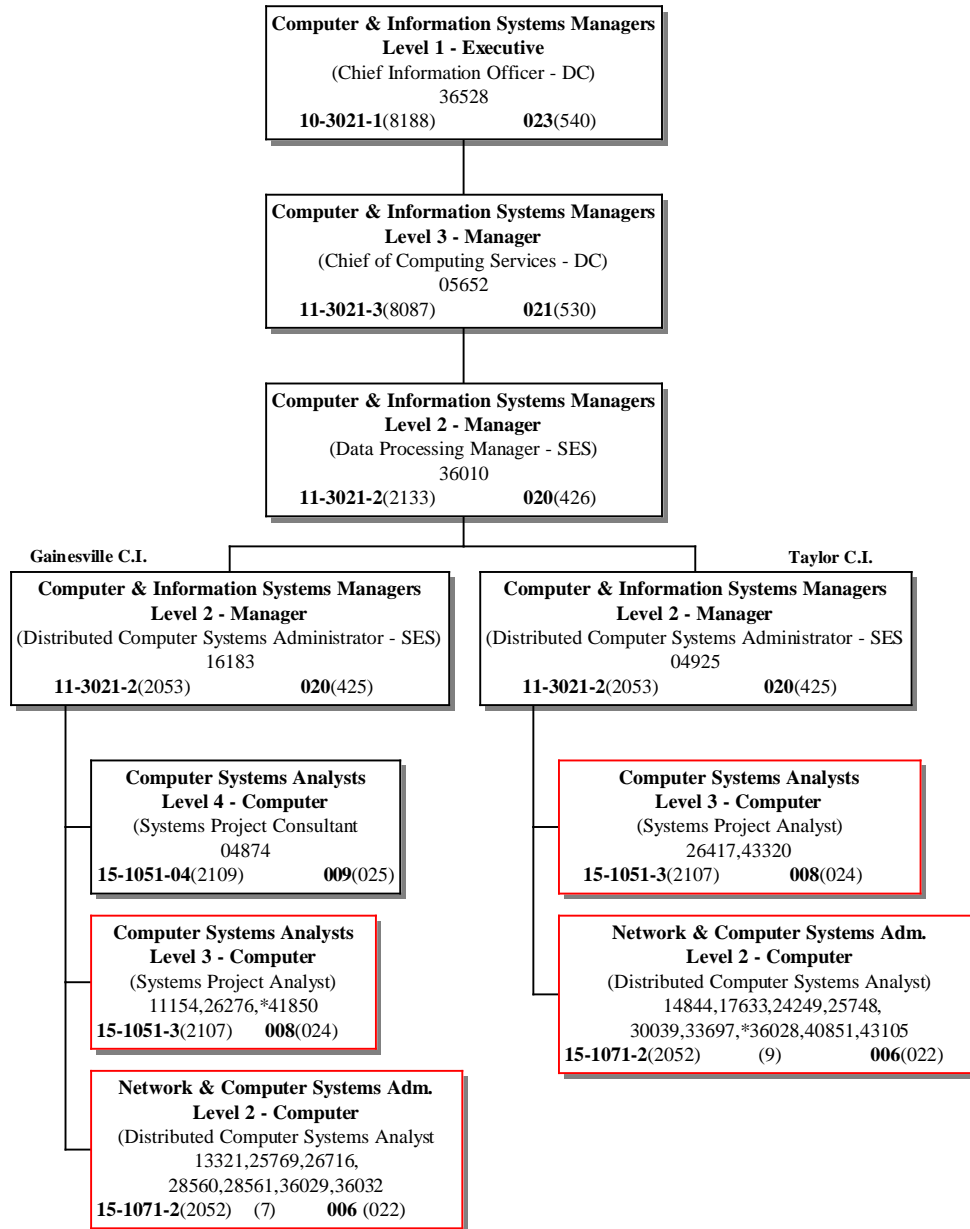


Position 24254 - Distributed Computer Systems Analyst deleted effective 7-24-09

Department of Corrections 70  
 Chief of Staff 20  
 Administration 10  
 Information Technology 15  
 Field Operations 05  
 Lake City Service Center

**Office of Information Technology  
 Lake City Service Center**

Submitted: 6-2010  
 Verified by: L. McGriff  
 Effective: 6-25-2010



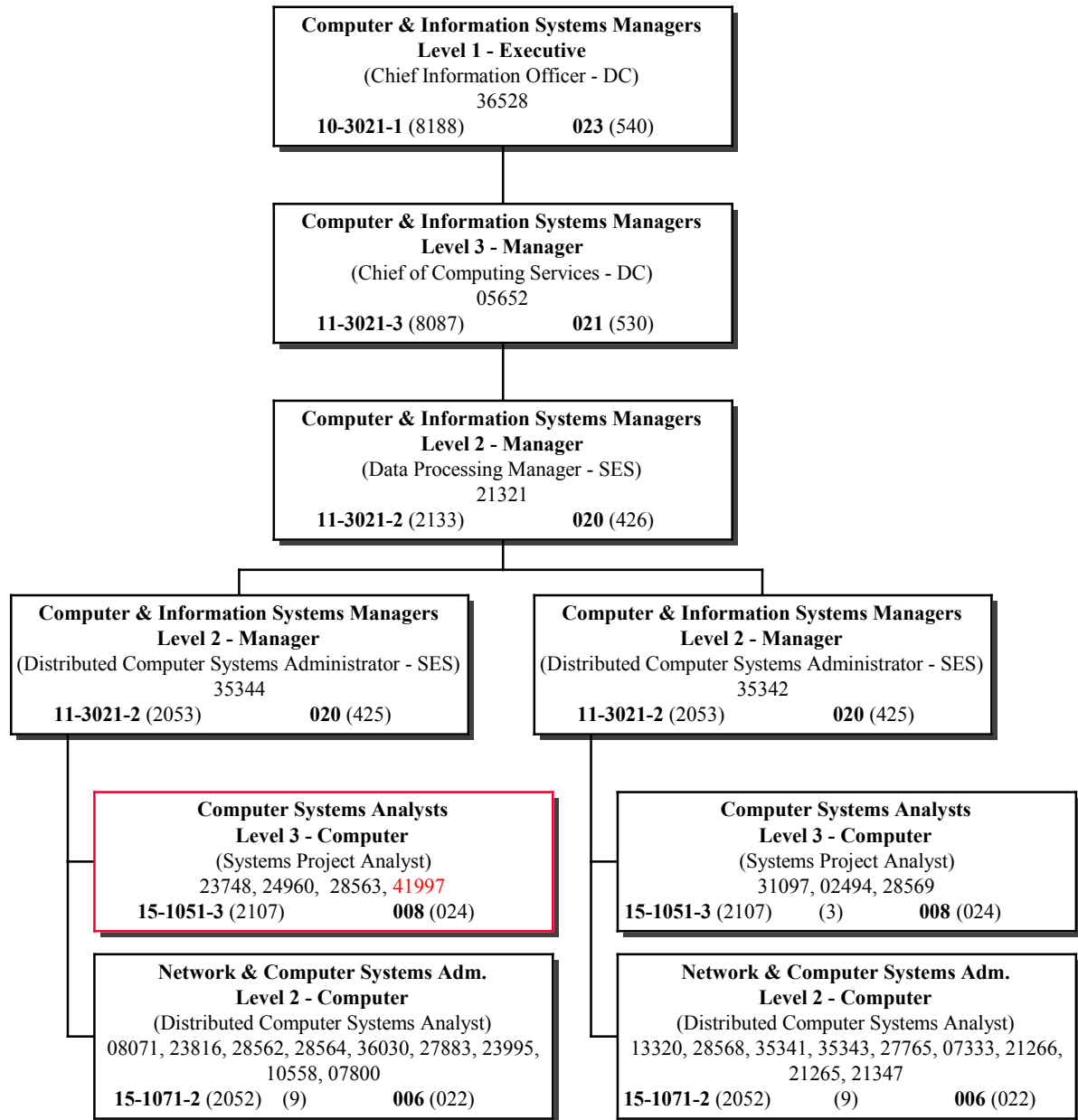
41850 Systems Project Analyst reporting moved from supervisor 04925 DCSA-SES to 16183 DCSA-SES  
 36025 Distributed Computer Systems Analyst reporting moved from supervisor 16183 DCSA-SES to 04925 DCSA-SES



Department of Corrections 70  
 Chief of Staff 20  
 Administration 10  
 Information Technology 15  
 Field Operations 05  
 Orlando Service Center

**Office of Information Technology  
 Orlando Service Center**

Submitted: 7-31-09  
 Verified by: S. Butler  
 Effective: 7-24-09

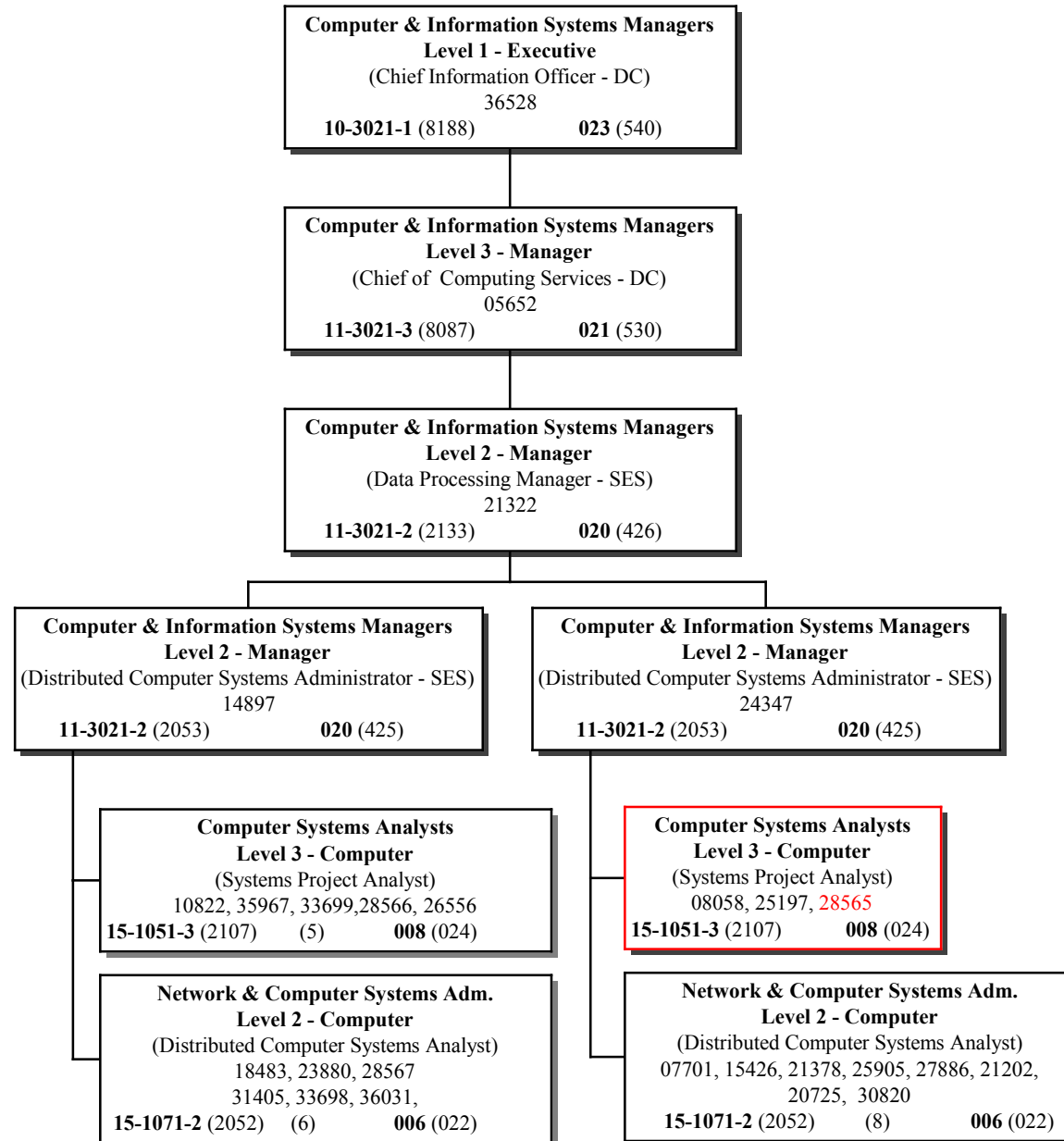


**sb) Position 41997 - reclassified from a Distributed Computer Systems Analyst to a Systems Project Analyst effective 7-24-09**

Department of Corrections 70  
 Chief of Staff 20  
 Administration 10  
 Information Technology 15  
 Field Operations 05  
 Ft. Lauderdale Service Center

**Office of Information Technology  
 Ft. Lauderdale Service Center**

Submitted: 7-31-09  
 Verified by: Sabrina Butler  
 Effective: 7-24-09

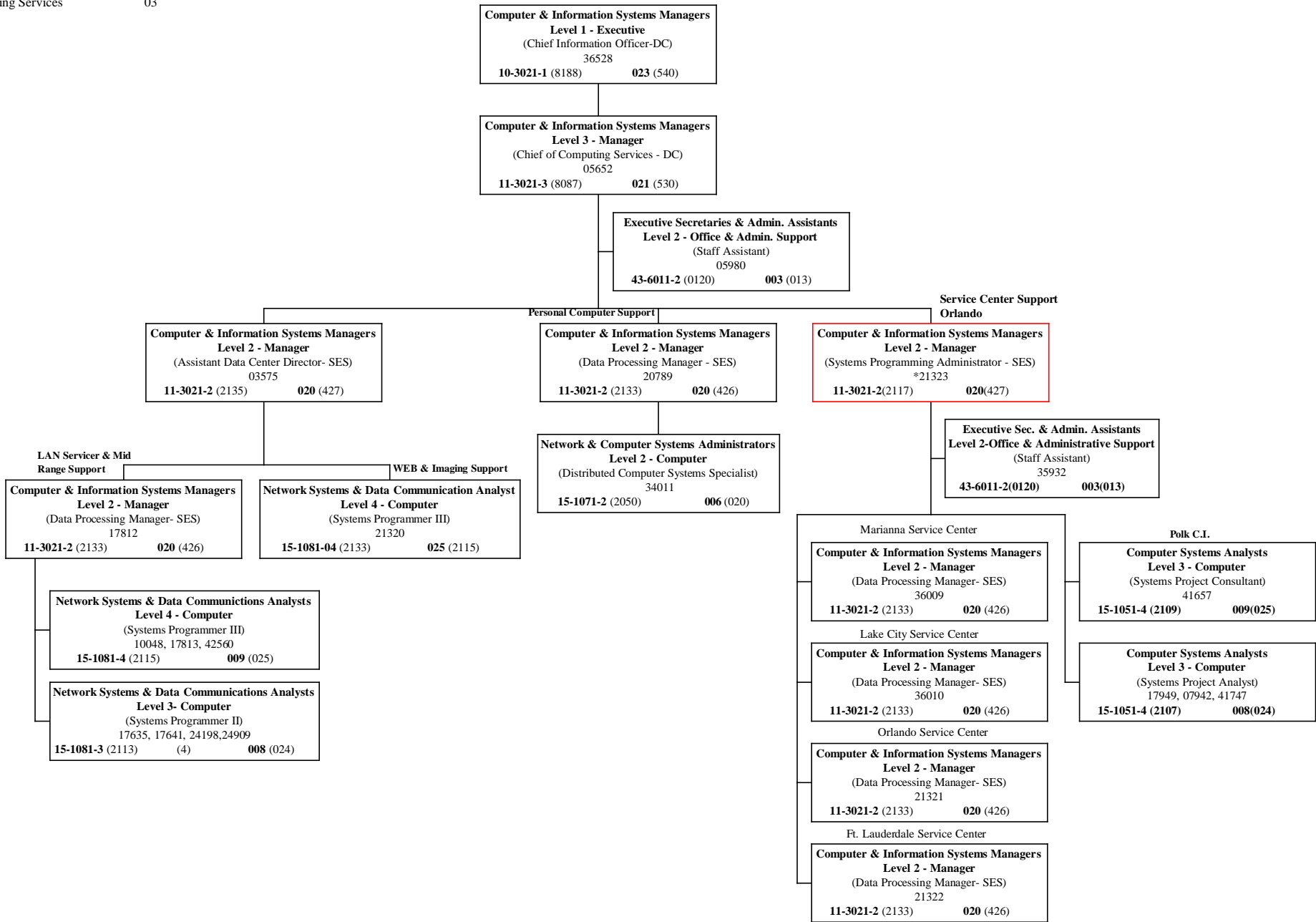


**(sb) Position 28565 - reclassified from a Distributed Computer Systems Analyst to a Systems Project Analyst effective 7-24-09**

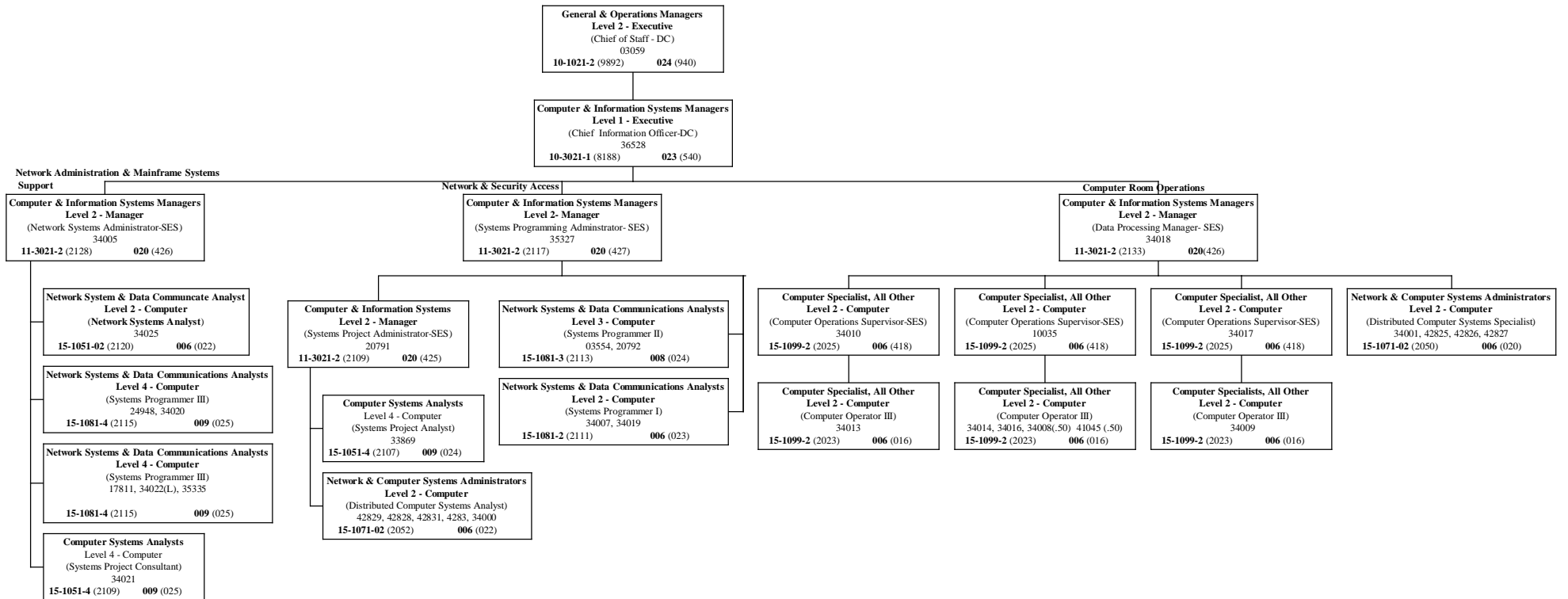
Department of Corrections 70  
 Chief of Staff 20  
 Administration 10  
 Information Technology 15  
 Computing Services 03

**Office of Information Technology  
 Computing Services**

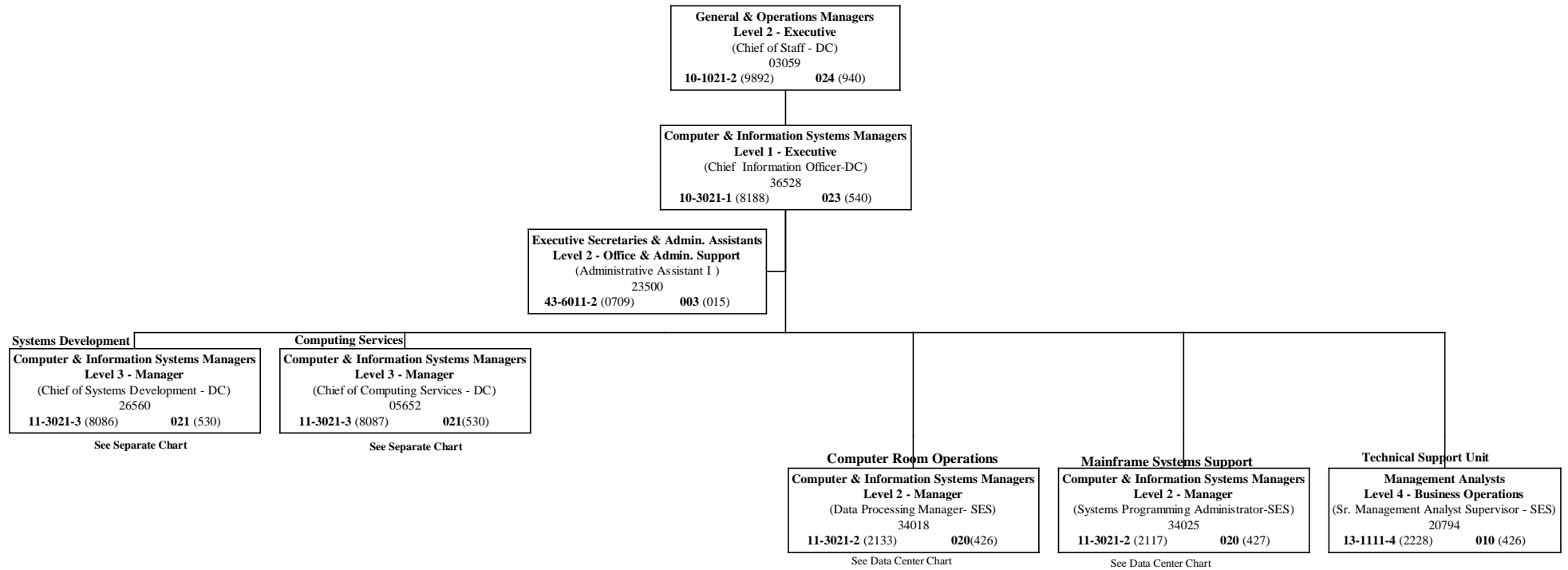
Submitted: 8/5/2011  
 Verified by: L. McGriff  
 Effective: 8-5-2011

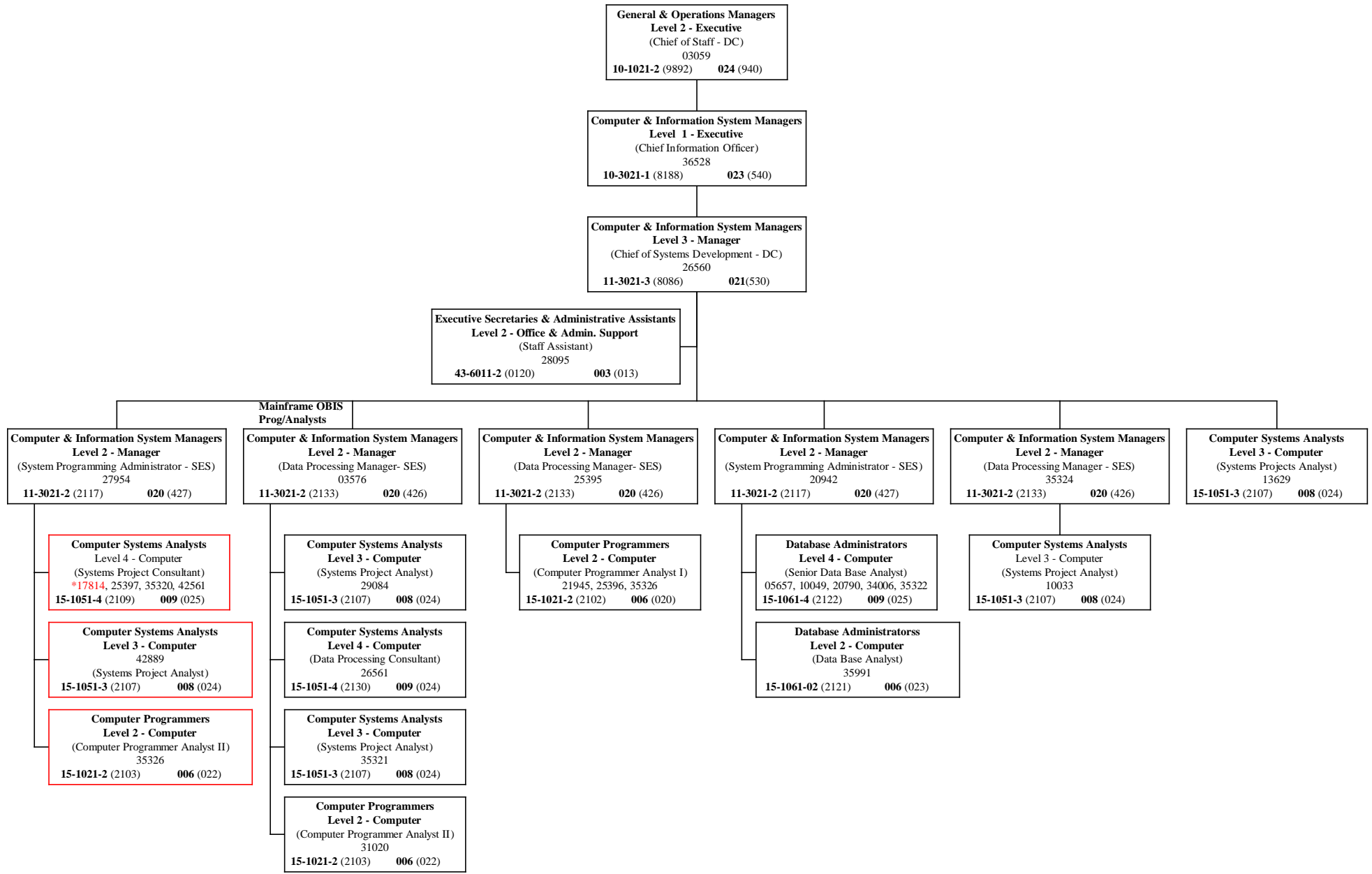


Deleted 27955 Information Technology Business Consultant Manager, effective 8-5-2011  
 21323 reclassify to Systems Programming Administrator - SES from Assistant Data Center Director, effective 8-5-2011



**Office of Information Technology (Overview)**



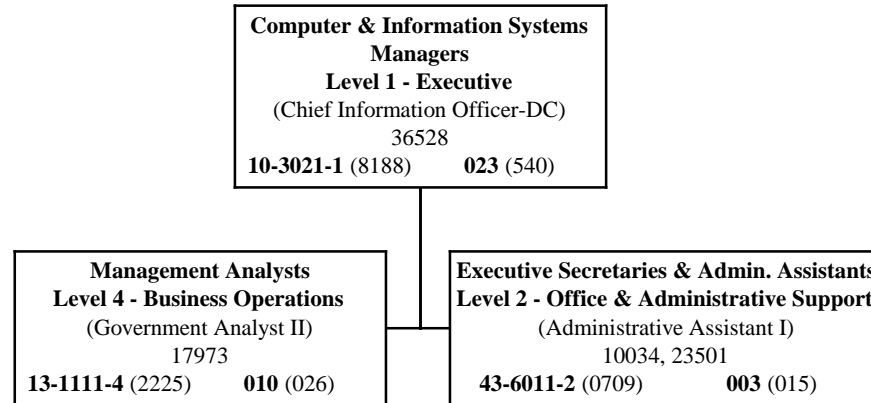


17814 reclassified to career service Systems Project Consultant from Systems Project Administrator-SES, reporting to position 27954 Systems Programming Administrator-SES  
 35320, 42561 Systems Project Consultant supervisor changed to 27954 Systems Programming Administrator-SES from 17814 Systems Project Administrator  
 42889 Systems Project Analyst supervisor changed to 27954 Systems Programming Administrator-SES from 17814 Systems Project Administrator  
 35326 Computer Programmer Analyst II supervisor changed to 27954 Systems Programming Administrator-SES from 17814 Systems Project Administrator

Department of Corrections 70  
 Chief of Staff 20  
 Administration 10  
 Information Technology 15  
 Technical Support Unit 04

Office of Information Technology  
 Technical Support Unit

Submitted: 6/18/07  
 Verified by: Brenda Williams  
 Effective: 6-29-07

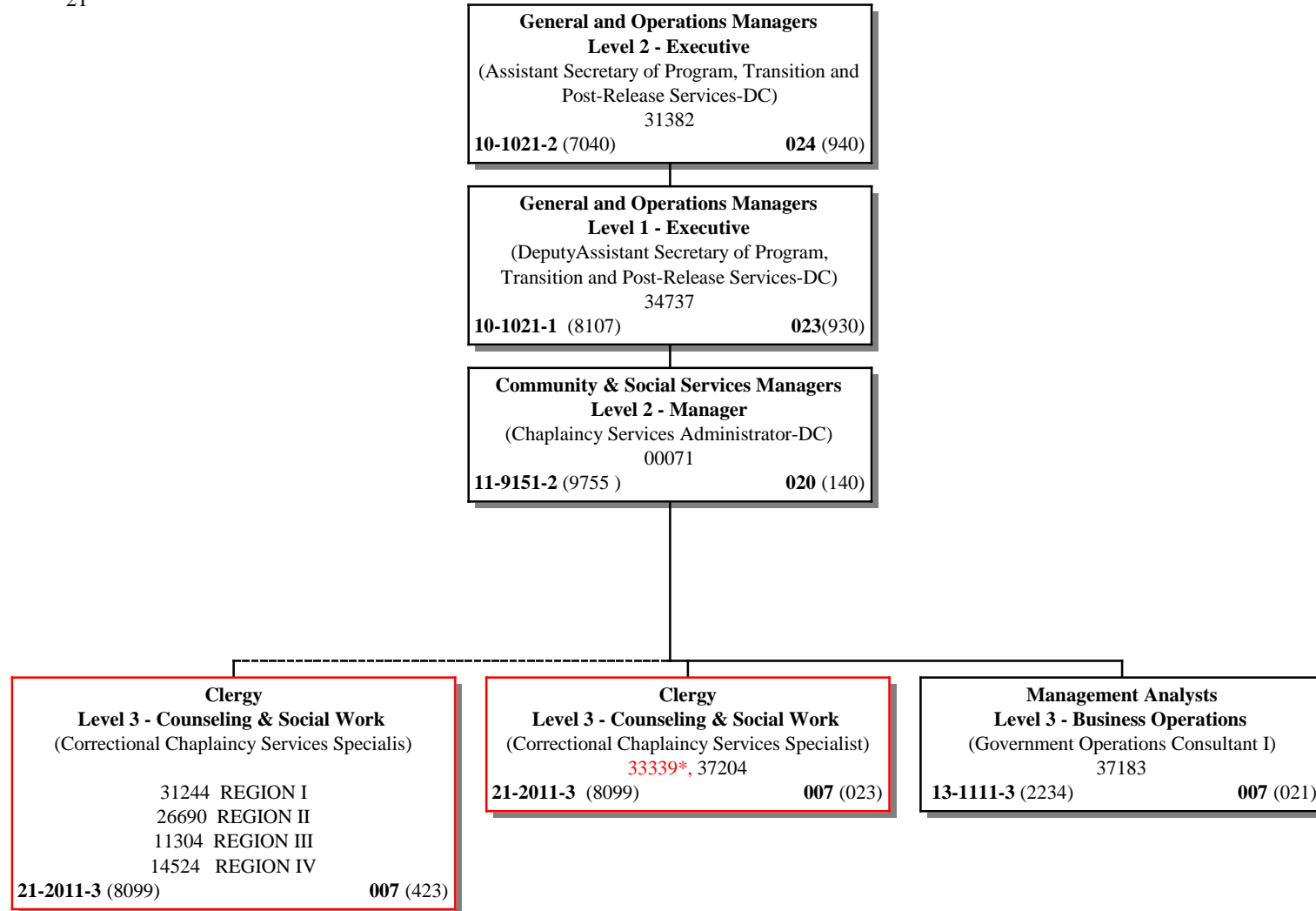


Government Operations Consultant II #21947 transferred to Grants.  
 Sr. Management Analyst Supervisor - SES #20794 transferred to office of Asst. Secretary of Administration effective 06-29-07

Department of Corrections	70
Assistant Secretary of Program Services	60
Deputy Assistant Secretary of Program Services	10
Substance Abuse	10
Education Services	11
Transition Services	13
Direct Support Organization	20
Chaplaincy Services	21

**Office of Program, Transition and Post-Release Services  
Chaplaincy Services**

Submitted: 7/22/11  
 Verified: Brenda Williams  
 Effective: 7/22/11



Correctional Chaplaincy Services Specialist-SES #33339 reclassified to Correctional Chaplaincy Services Specialist - Career Service.  
 Regional Correctional Chaplaincy Services Specialist-SES reclassified to Correctional Chaplaincy Services Specialist - Career Service



**Office of Program, Transition & Post-Release Services**  
**Education Services**

**General and Operations Managers**  
**Level 1 - Executive**  
 (Deputy Assistant Secretary of Program, Transition & Post-Release Services-DC)  
 34737  
**10-1021-1** (8107) **023** 930

**Education Administrators, All Other**  
**Level 3 - Manager**  
 (Assistant Director for Education Services - DC)  
 03754  
**11-9039-3** (8108 ) **021**(540)

**Executive Secretaries & Administrative Assistants**  
**Level 2 - Office & Admin. Support**  
 (Staff Assistant)  
 02888  
**43-6011-2** (0120) **003** (013)

**Management Analysts**  
**Level 4 - Business Operations**  
 (Sr. Management Analyst Supervisor-SES)  
 06019  
**13-1111-4** (2228) **010**(426)

**Management Analysts**  
**Level 4 - Business Operations**  
 (Sr. Management Analyst Supervisor-SES)  
 37177  
**13-1111-4** (2228) **010**(426)

**Library Services**  
**General & Operations Managers**  
**Level 2 - Manager**  
 (Operations & Management Consultant Mgr - SES)  
 26529  
**11-1021-2** (2238) **020**(425)

**Vocational Operations**  
**Community & Social Service Managers**  
**Level 2 -Manager**  
 (Program Administrator - SES)  
 28102  
**11-9151-2** (5916) **020** (425)

**Special Education**  
**General & Operations Managers**  
**Level 2 - Manager**  
 (Operations & Management Consultant Mgr - SES)  
 37051  
**11-1021-2** (2238) **020**(425)

**Academic Education**  
**General & Operations Managers**  
**Level 2 - Manager**  
 (Operations & Management Consultant Mgr - SES)  
 03438  
**11-1021-2** (2238) **020**(425)

**Librarians**  
**Level 3 - Librarians, Curators & Archivists**  
 (Library Program Specialist)  
 35479  
**25-4021-3** (4327) **008** (023)

**Wellness Educator**  
**Management Analysts**  
**Level 4 - Business Operations**  
 (Government Operations Consultant II)  
 26697  
**13-1111-4** (2236) **010**(023)

**Management Analyst**  
**Level 4 - Business Operations**  
 (Government Operations Consultant II)  
 38896  
**13-1111-4** (2236) **010** (023)

**Executive Secretaries & Administrative Assistants**  
**Level 2 - Office & Admin. Support**  
 (Administrative Secretary)  
 01594  
**43-6011-2** (0108) **003** ( 012)

**Training & Development Specialist**  
**Level 4 - Business Operations**  
 (Research & Training Specialist)  
 28103  
**13-1073-4** (1334) **010** (023)

**Management Analysts**  
**Level 4 - Business Operations**  
 (Operations & Management Consultant II-SES)  
 37177  
**13-1111-4** (2236) **010** (423)

**IDEA Grant**  
**Management Analysts**  
**Level 4 - Business Operations**  
 (Government Operations Consultant II)  
 33726  
**13-1111-4** (2236) **007**(023)

**Management Analysts**  
**Level 4 - Business Operations**  
 (Government Operations Consultant II)  
 40854  
**13-1111-4** (2236) **010**(023)

**Title I & Adult Basic Education**  
**Management Analysts**  
**Level 3 - Business Operations**  
 (Government Operations Consultant II)  
 39345  
**13-1111-4** (2236) **007**(023)

**Management Analyst**  
**Level 3 - Business Operations**  
 (Government Operations Consultant I)  
 35751\*  
**13-1111-3** (2234) **007** (021)

**Training & Development Specialist**  
**Level 4 - Business Operations**  
 (Research & Training Specialist)  
 33341  
**13-1073-4** (1334) **010** (023)

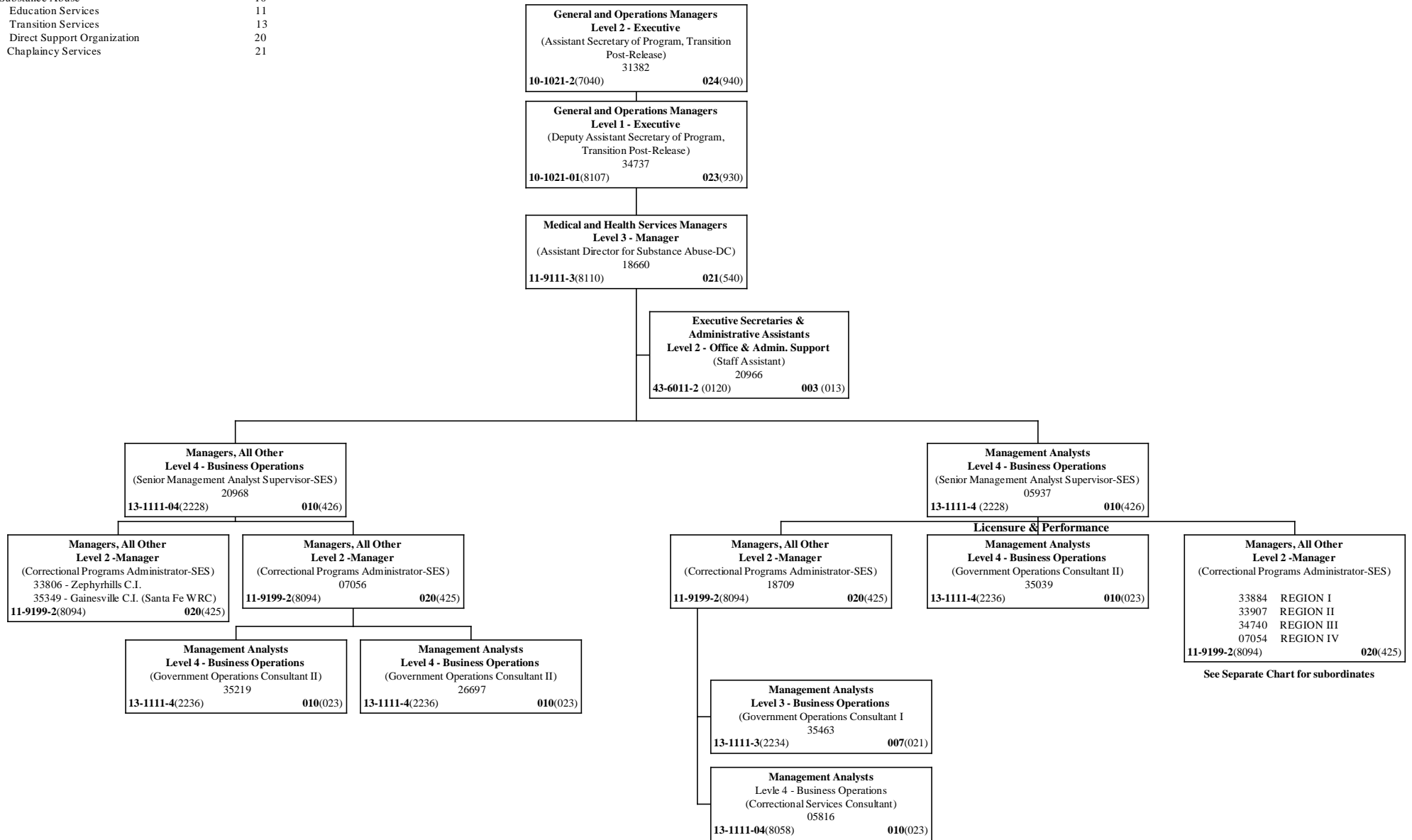
**Lake City**  
**Speech-Language Pathologists**  
**Level 1 - Health Diagnosing & Treatment Practitioners**  
 (Speech & Hearing Therapist)  
 40855  
**29-1127-1** (5406) **006** (088)

Administrative Secretary position #35751 reclassified to Government Operations Consultant I. This position is under the IDEA grant.

Department of Corrections 70  
 Assistant Secretary for Education and Job Training 60  
 Deputy Asst. Secretary for Education and Job Training 10  
 Substance Abuse 10  
 Education Services 11  
 Transition Services 13  
 Direct Support Organization 20  
 Chaplaincy Services 21

**Programs, Transition & Post-Release Services  
 Substance Abuse**

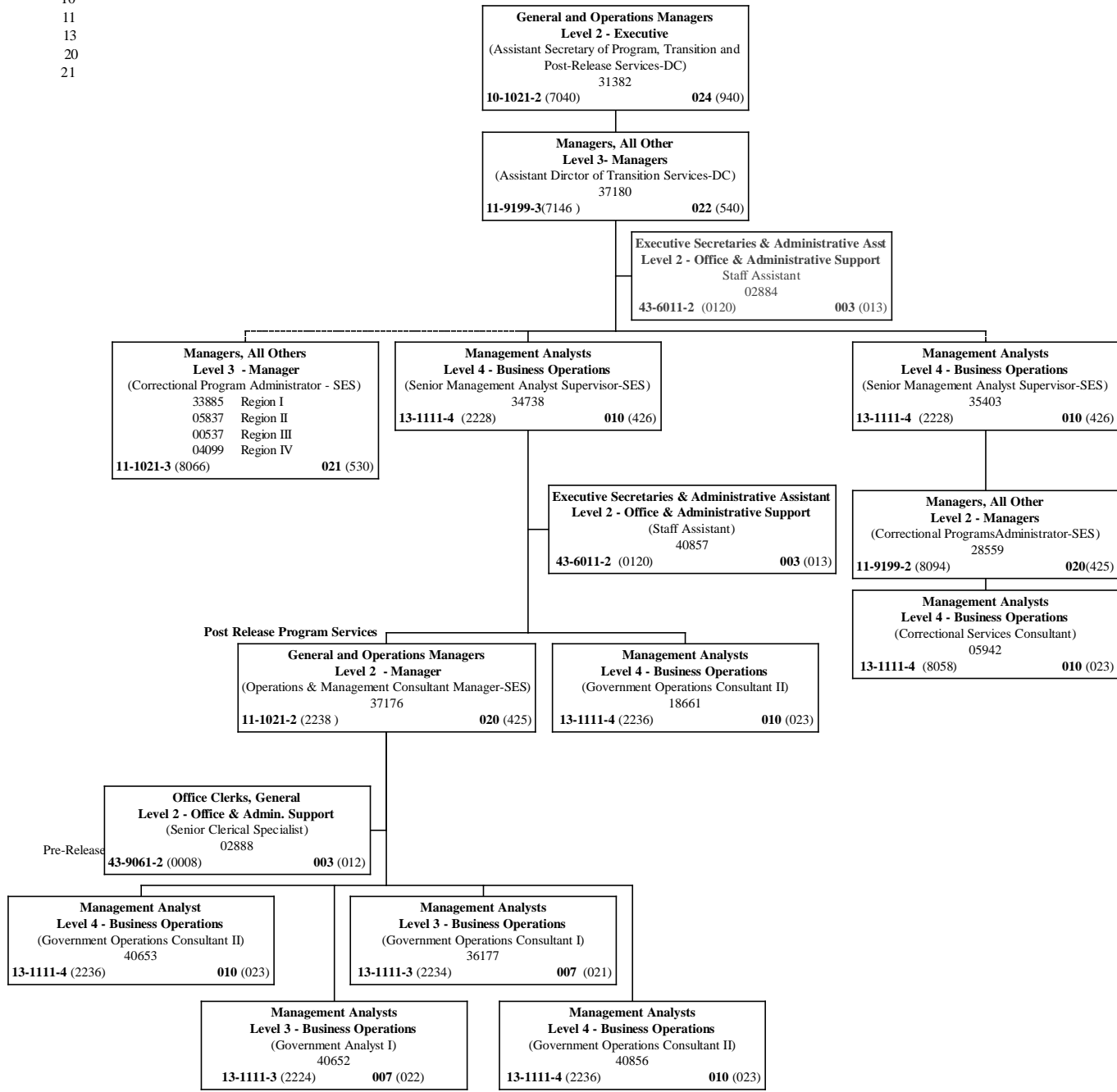
Submitted: 7/22/11  
 Verified: Lillie McGriff  
 Effective: 7/22/11



Department of Corrections 70  
 Assistant Secretary of Program Services 60  
 Deputy Assistant Secretary of Program Services 10  
 Substance Abuse 10  
 Education & Transition 11  
 Transition Services 13  
 Direct Support Organization 20  
 Chaplaincy Services 21

Office of Program, Transition & Post-Release Services  
 Transition Services

Submitted: 7/22/11  
 Verified: Brenda Williams  
 Effective: 7/22/11

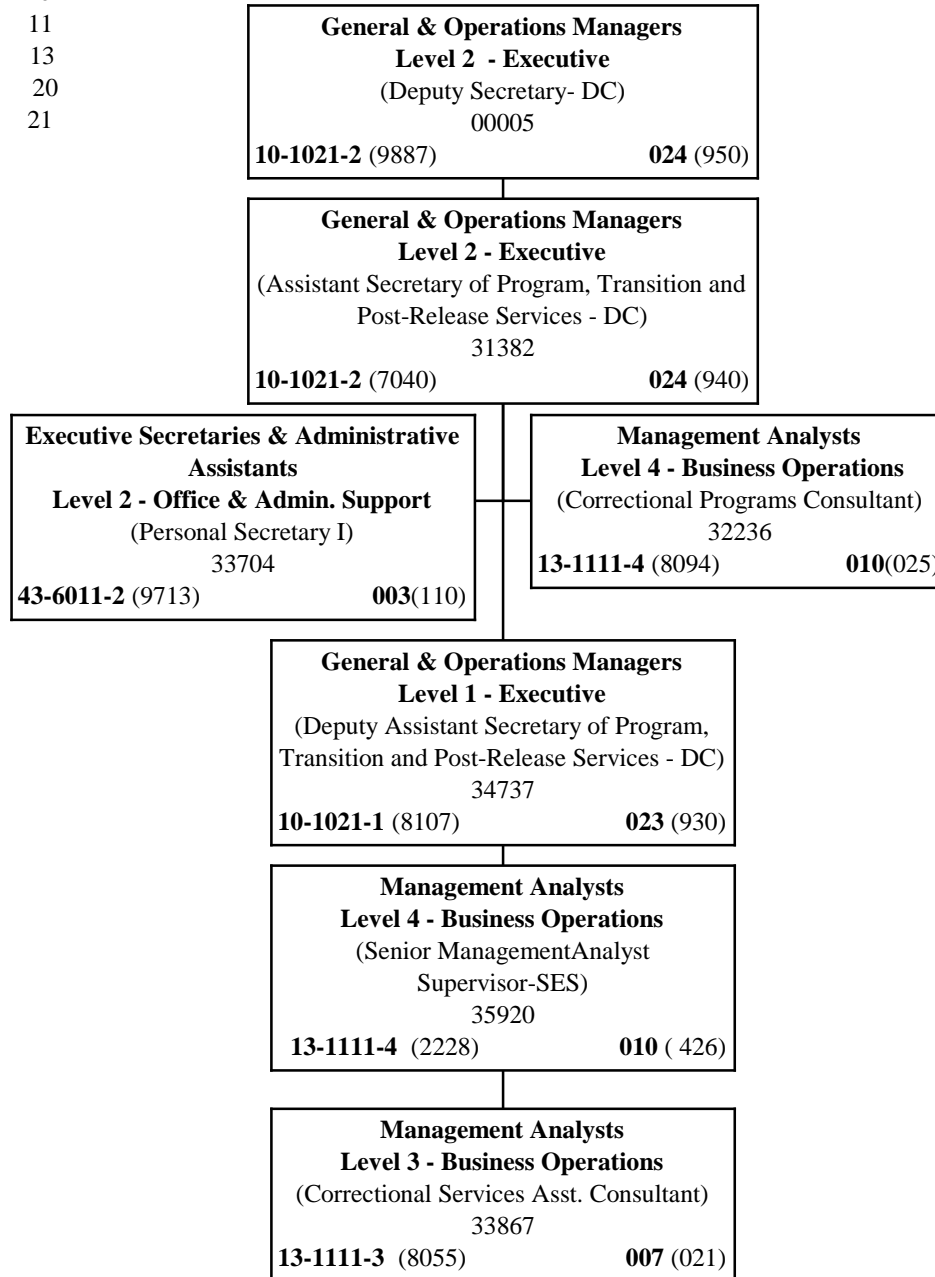


Staff Asst. #02888 reclassified to Sr. Clerical Specialist  
 Government Operations Consultant I #10633 & #37179 deleted. Government Operations Consultant II #05936 deleted.  
 Government Operations Consultant I #35463 transferred to Substance Abuse.  
 Correctional Programs Consultant #37410 reclassified to Government Operations Consultant II and transferred to Education Services.

Department of Corrections 70  
 Assistant Secretary for Program, Transition & 60  
 Post-Release Services  
 Deputy Asst. Secretary for Program, Transition &  
 Post-Release Services 10  
 Substance Abuse 10  
 Education Services 11  
 Transition Services 13  
 Direct Support Organization 20  
 Chaplaincy Services 21

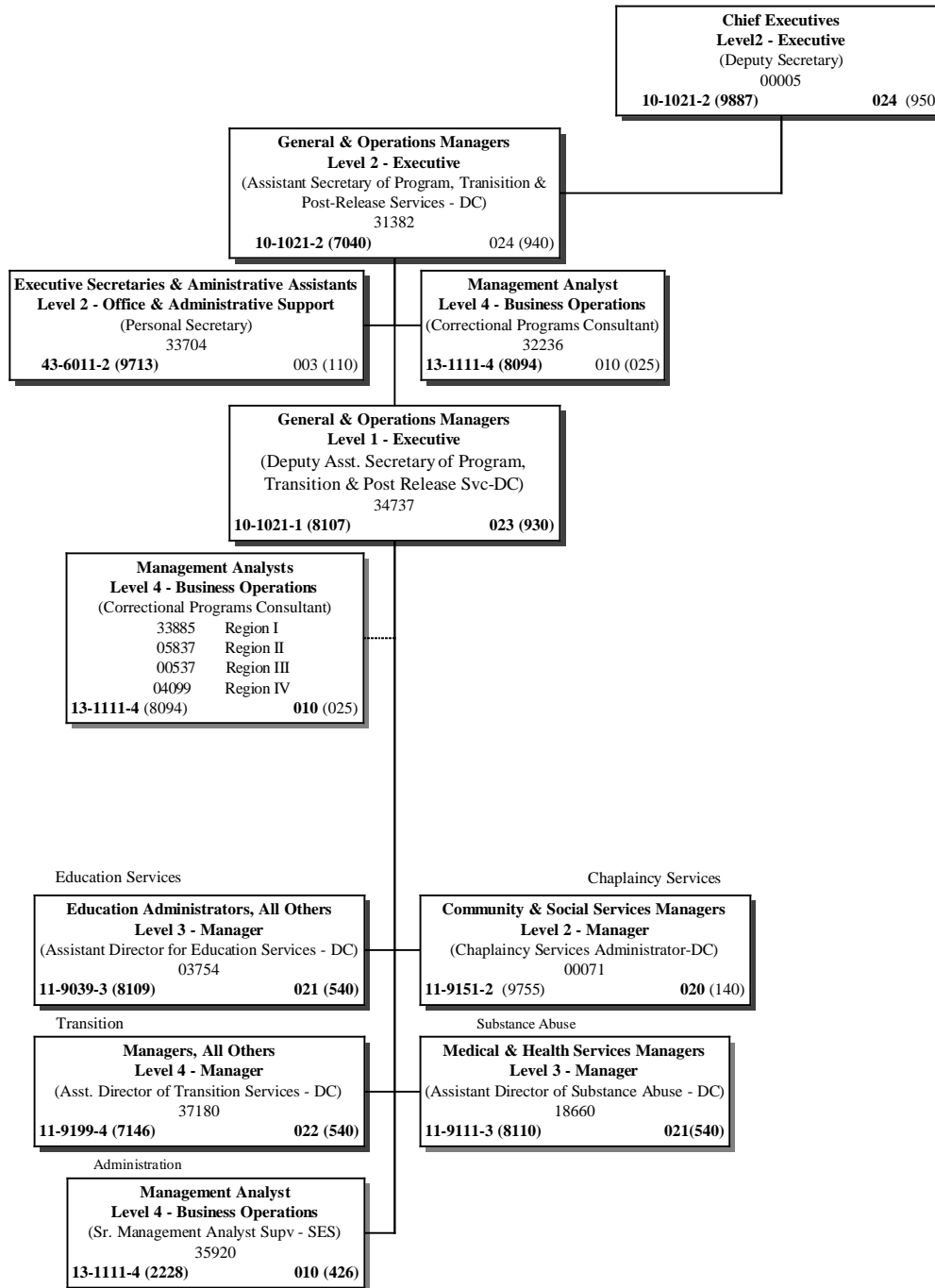
**Program, Transition & Post-Release Services**  
**Administration**  
**CURRENT**

Submitted: 8/26/02  
 Verified: B. Williams  
 Effective: 7-1-02

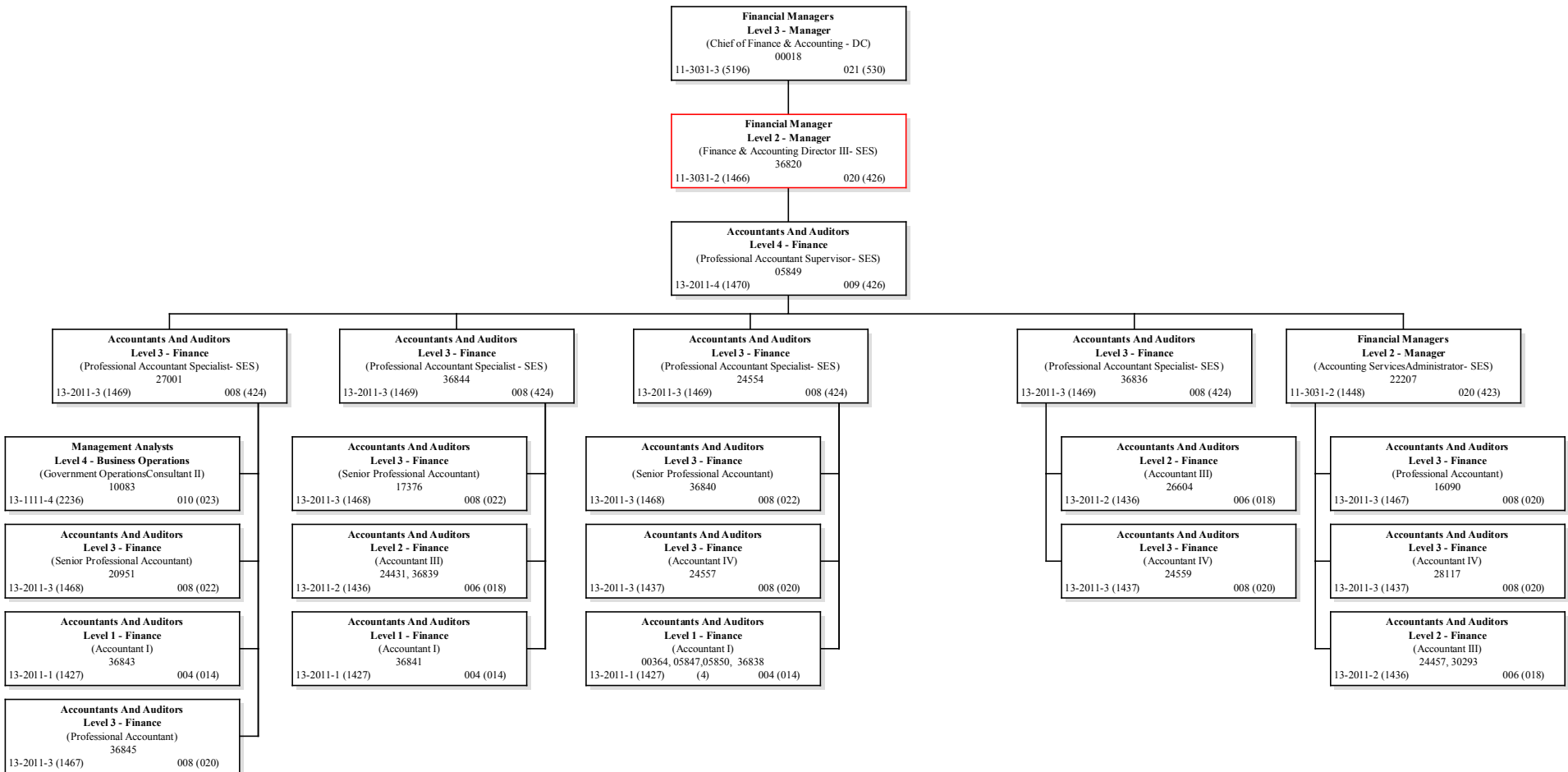


Office of Program, Transition & Post Release Services  
OVERVIEW - Chart 1 of 4

Submitted: 8-1-02  
Verified: B. Williams  
Effective: 7-1-02



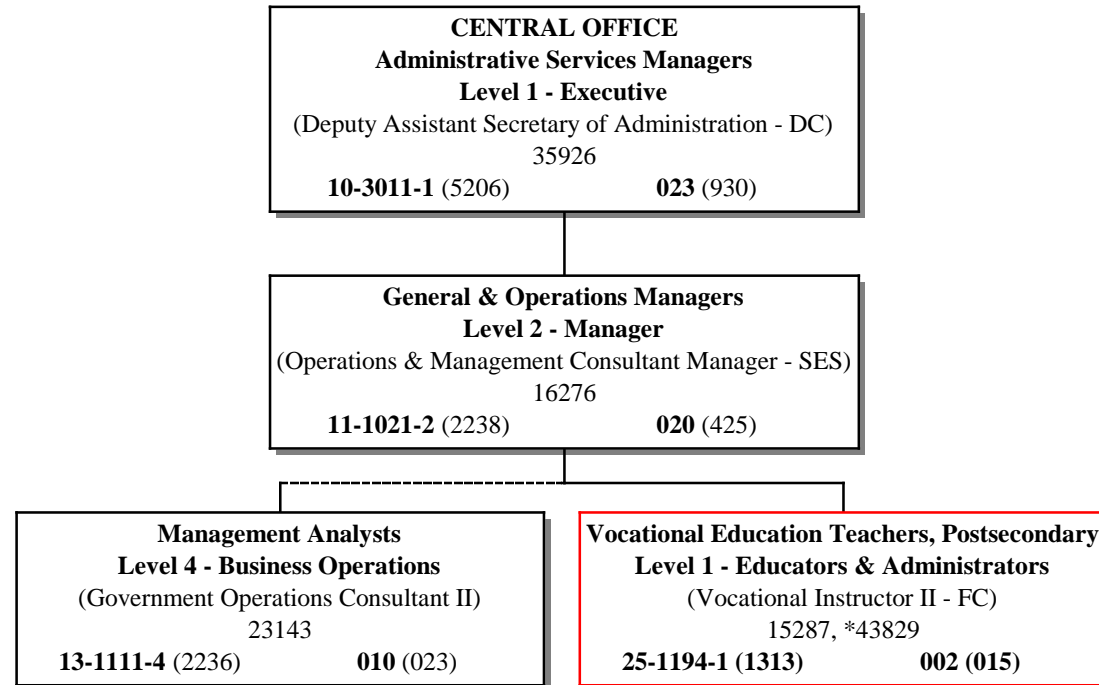
**Marianna Service Center  
 Financial Services**



Department of Corrections 70  
 Administration/Marianna Service Center 21  
 Food Service 50

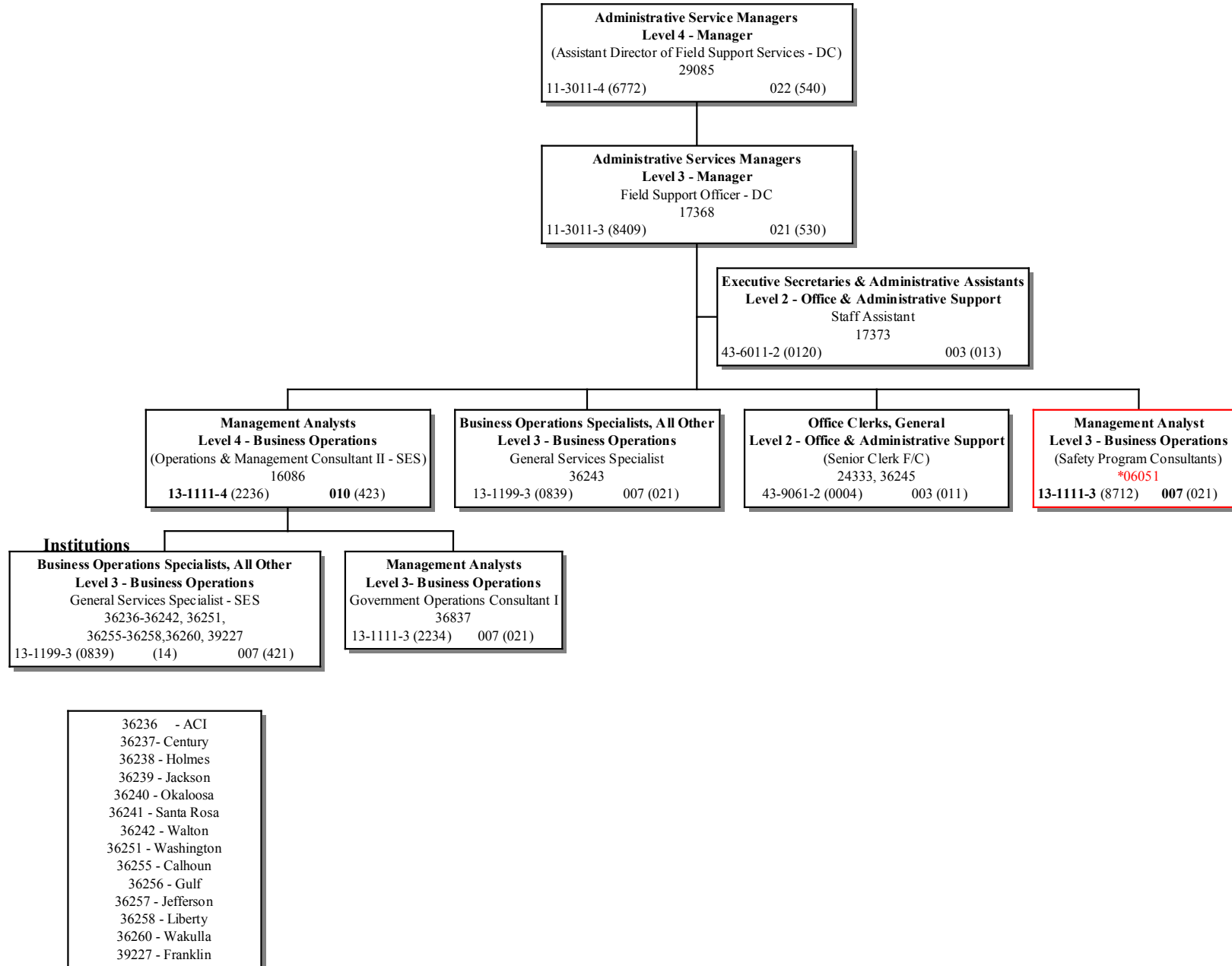
**Marianna Service Center**  
**Food Service**  
**CURRENT**

Submitted: 8-25-10  
 Verified by: Christie Green  
 Effective: 8-20-10



Established Vocational Instructor II F/C position 43829 effective 8-20-10. Transferred Public Health Nutrition Consultant position 42537 to Central Office effective 8-20-10

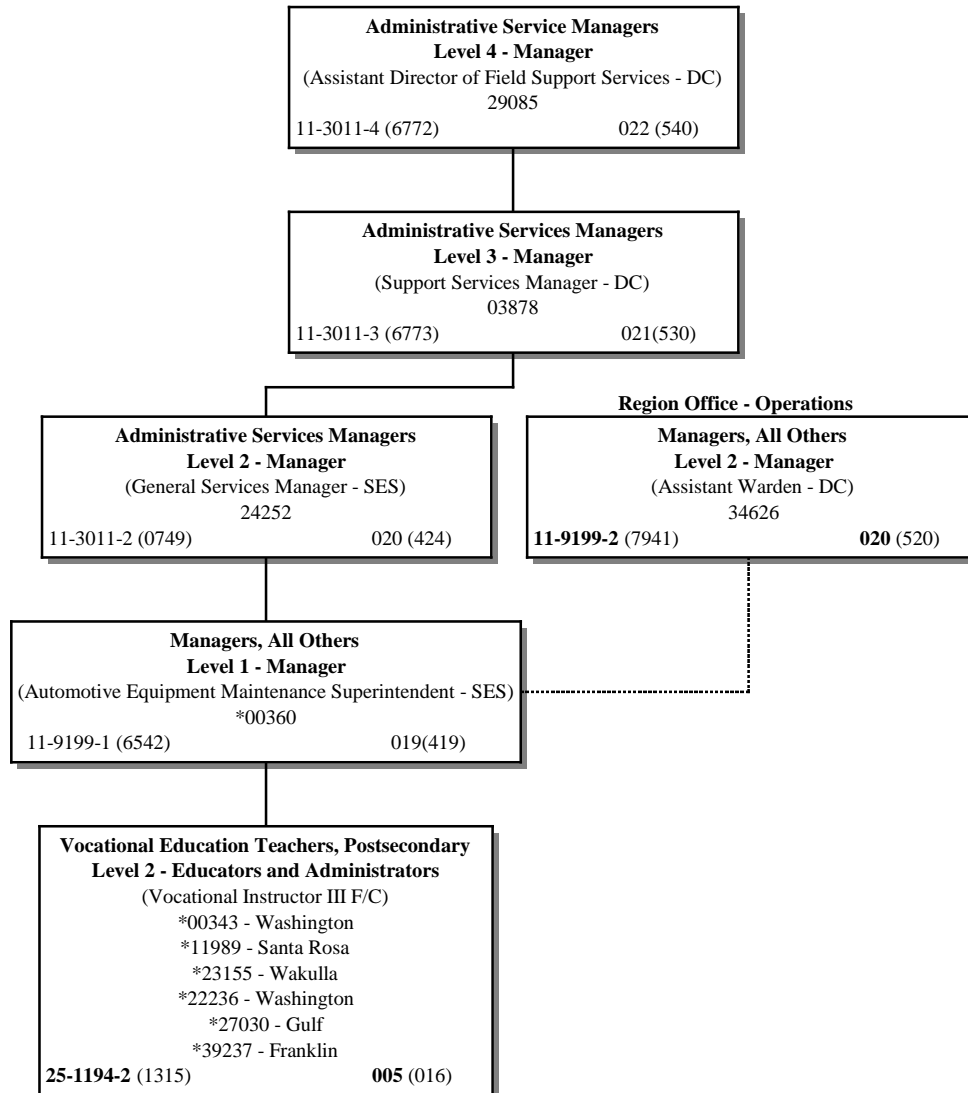
**Region I - Administrative Service Center**  
**Field Support Services**  
**CURRENT**



Position 06051 - Safety Program Consultant transferred from Central Office to Region I effective 2-19-10



**Marianna Service Center**  
**Fleet**  
**CURRENT**

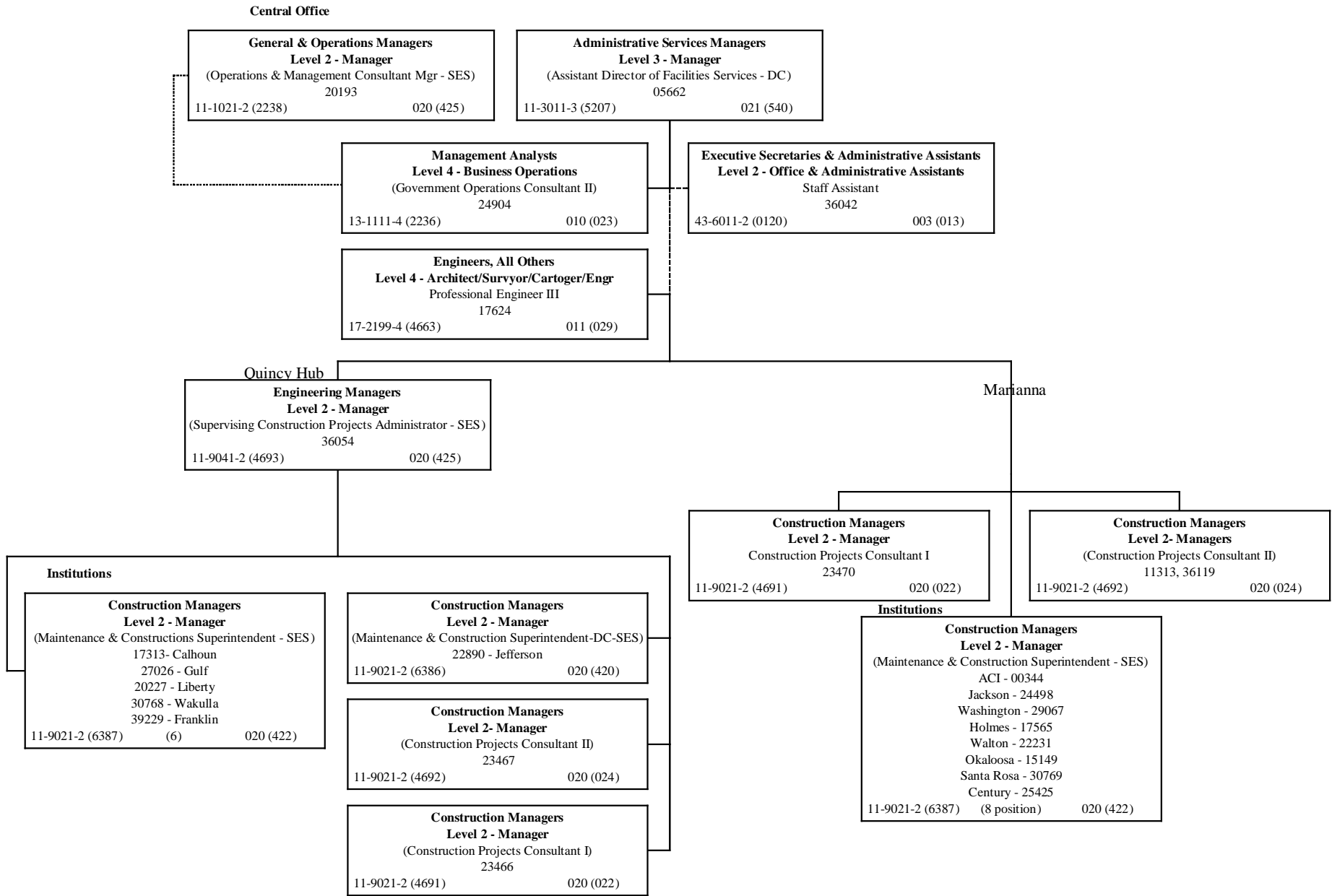


Position 23155 changed locations from Jefferson to Wakulla effective 4-1-11

Department of Corrections 70  
 Administration  
 Marianna Service Center 21  
 Maintenance & Construction 70  
 Special Projects 70-01  
 Preventive Maintenance 70-02  
 Maintenance Hub 70-03

## Marianna Service Center Facilities Services

Submitted : 7-19-11  
 Verified by : Christie Green  
 Effective: 7-8-11

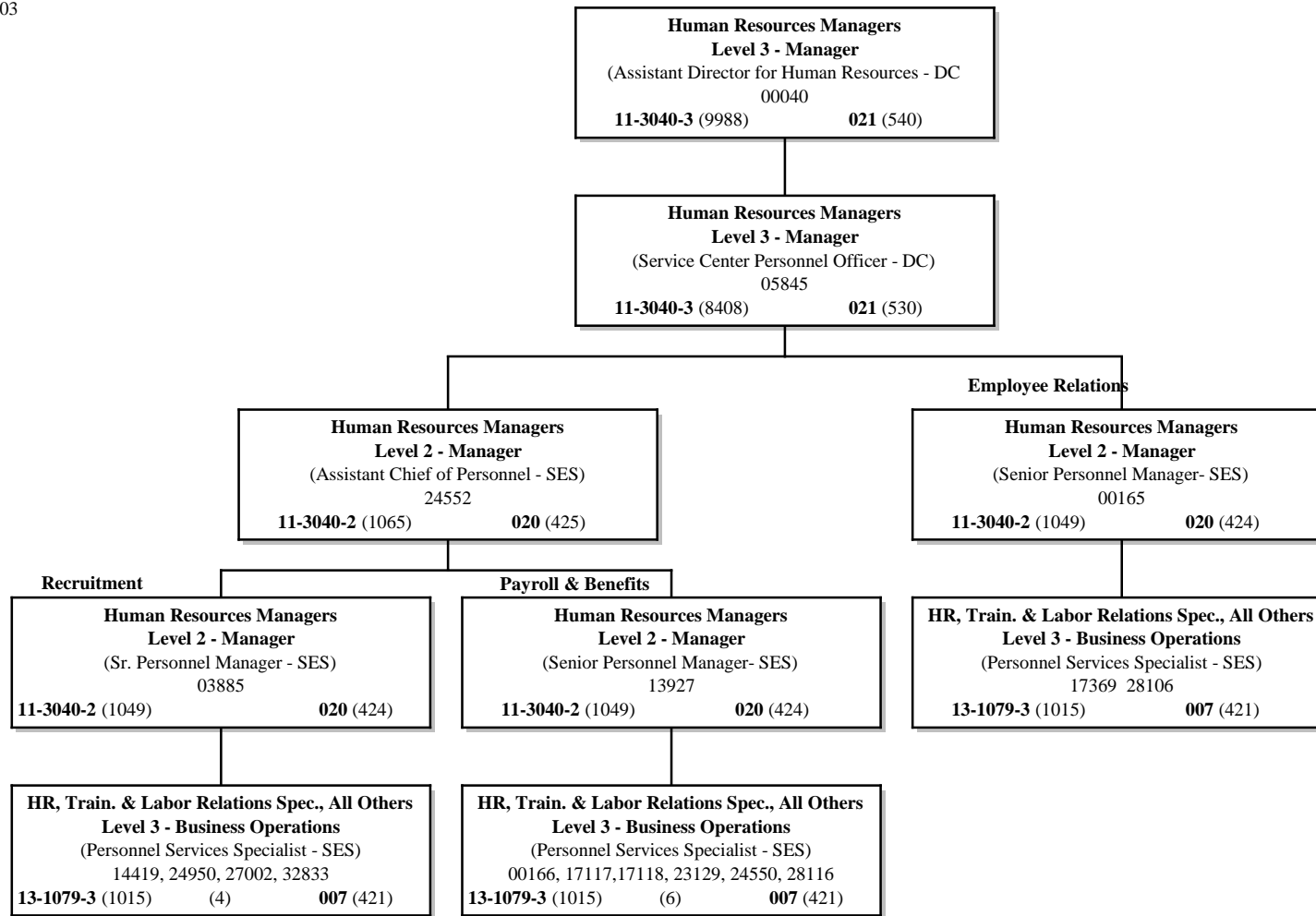


Transferred Vocational Instructor III F/C position 14253 to Santa Rosa; 18710, 32211 to ACI and 29388 to Holmes effective 7-8-11

Department of Corrections 70  
 Marianna Service Center 21  
 Personnel 30  
 Payroll & Benefits 30-01  
 Recruitment 30-02  
 Employee Relations & Class 30-03

**MARIANNA SERVICE CENTER  
 HUMAN RESOURCES/PERSONNEL**

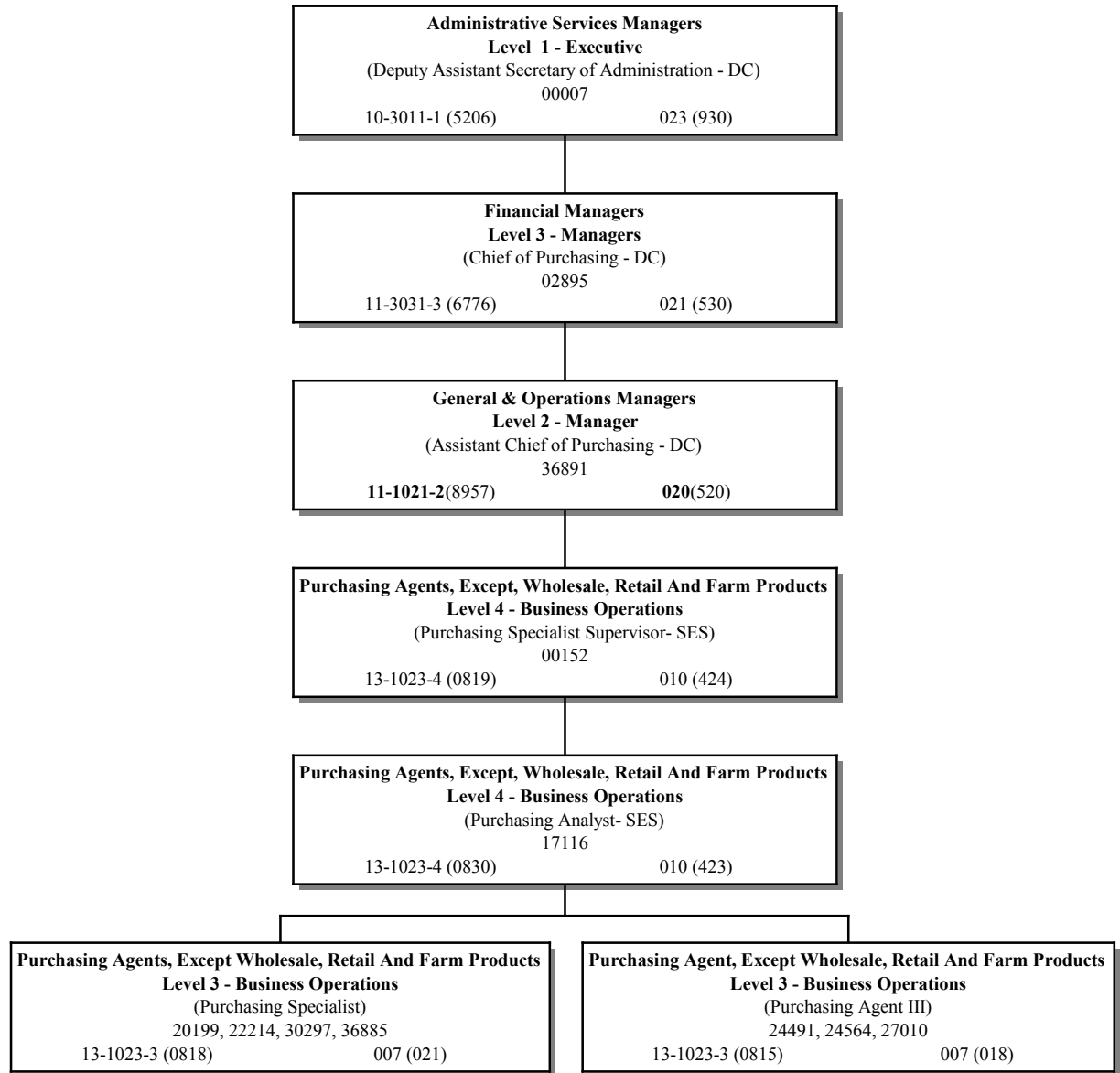
**Submitted: 7-27-11  
 Verified by: Christie Green  
 Effective Date: 7-1-11**



Department of Corrections 70  
 Marianna Service Center 21  
 General Services 40  
 Purchasing 01

## Marianna Service Center Purchasing

Submitted: 7-17-08  
 Verified by: Christie Green  
 Effective: 7-1-08

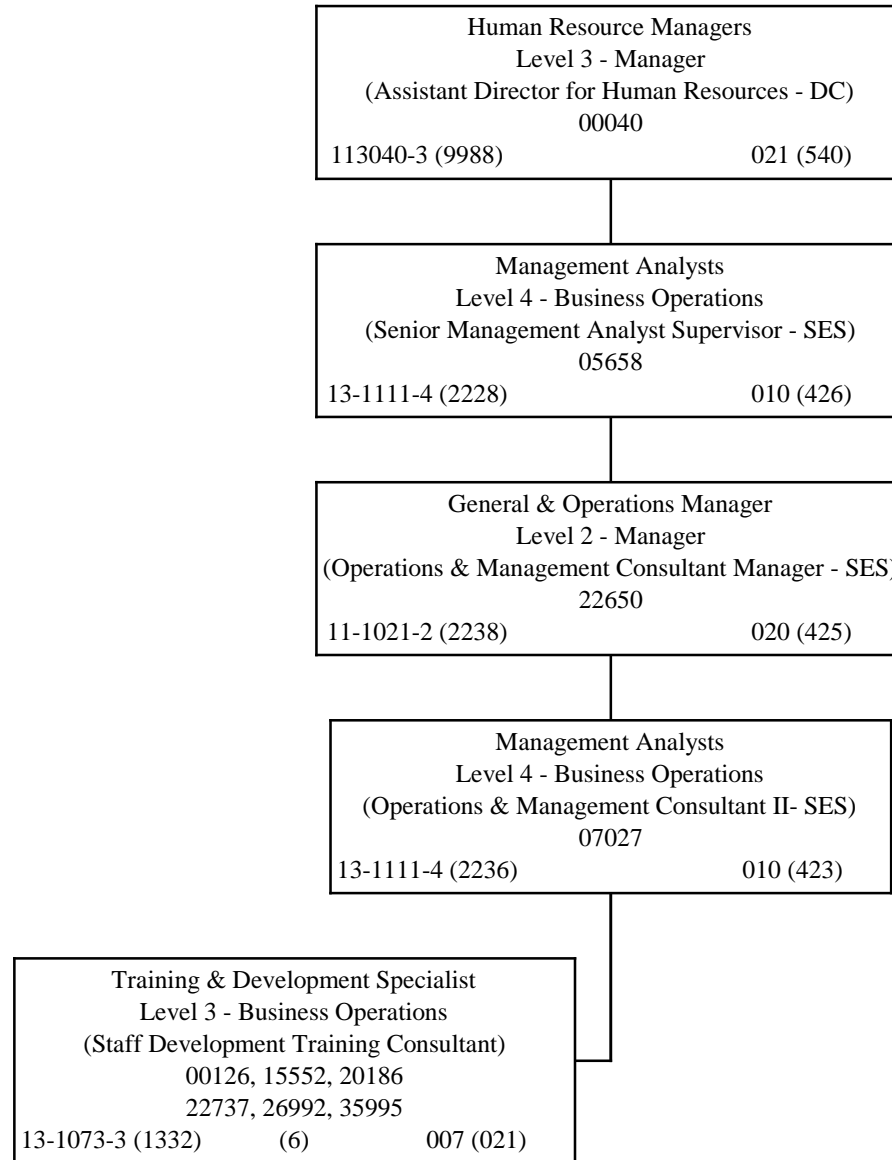


Position 22215 - Purchasing Agent I deleted effective 7-1-08

**Department of Corrections**      **70**  
**Marianna Service Center**      **21**  
**Staff Development**              **80**

**MARIANNA SERVICE CENTER**  
**HUMAN RESOURCES/STAFF DEVELOPMENT**

Submitted: 7-1-09  
 Verified by: Sabrina Butler  
 Effective Date:7-24-09

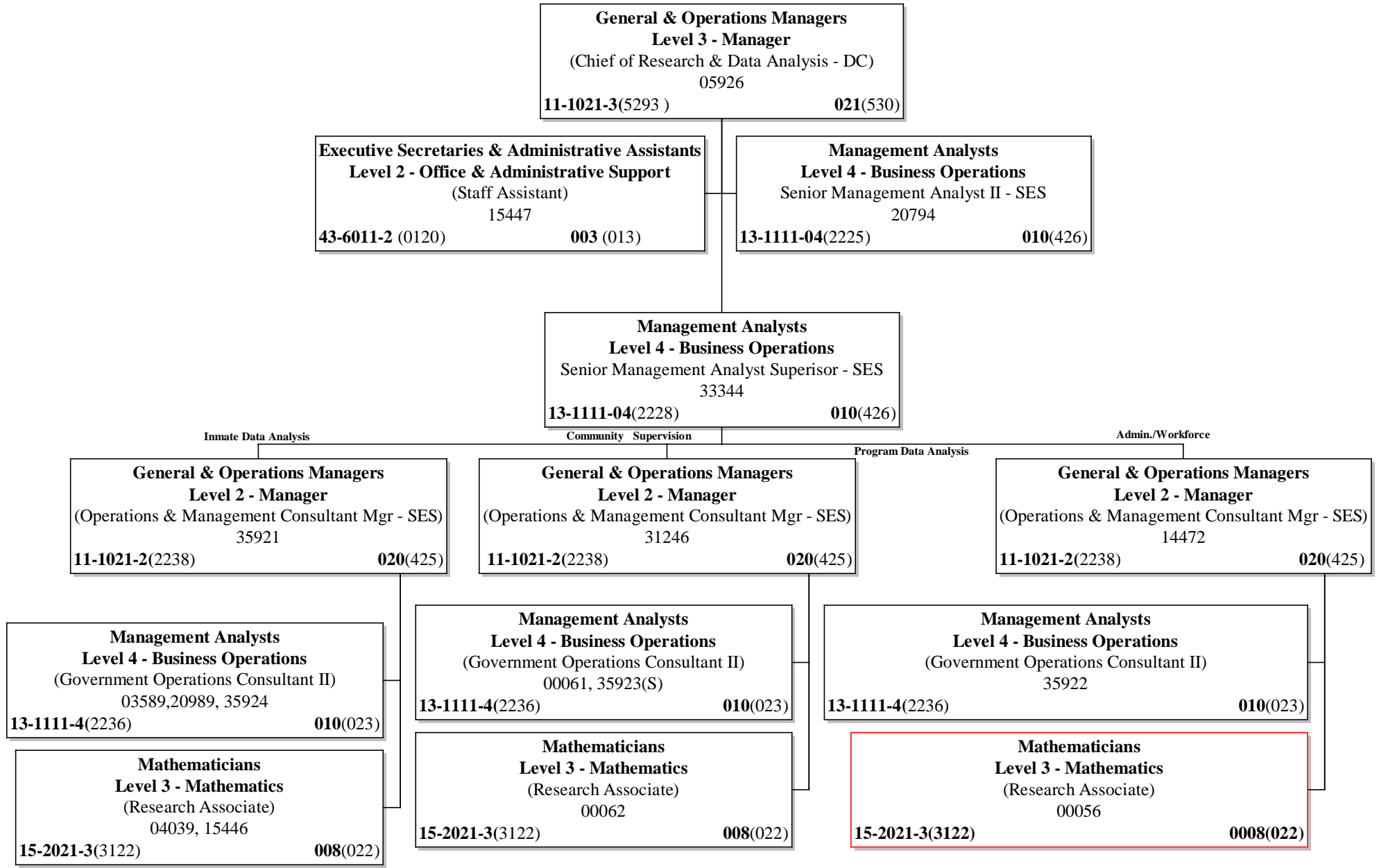


Position 17364 - Staff Development Traoning Consultant deleted effective 7-24-09

DEPARTMENT OF CORRECTIONS 70  
 SECRETARY 'S OFFICE 10  
 CHIEF OF STAFF 10  
 RESEARCH & DATA ANALYSIS 10

**Central Office**  
**Research & Data Analysis**

SUBMITTED: 6-2011  
 VERIFIED: Lillie McGriff  
 EFFECTIVE: 7-1-2011

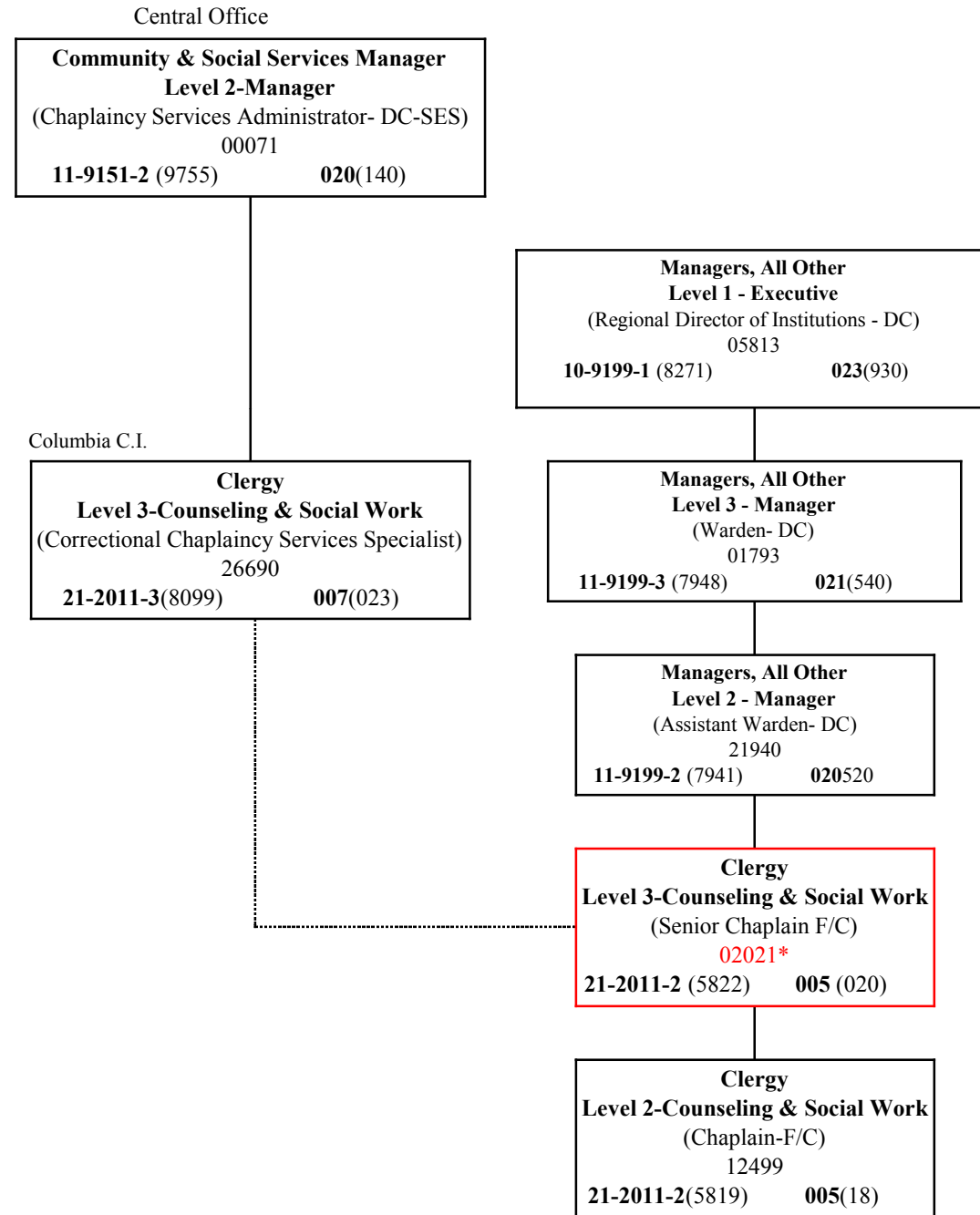


Deleted 00066 Research Associate  
 Deleted 03059 Chief of Staff  
 05928 reclassified & transferred to Government Operations Consultant II in the Bureau of Contract Management and Monitoring,  
 effective 7/1/2011

Department of Corrections 70  
 Lake City Service Center 32  
 Region II 20  
 Regional Medical Center 09  
 Main 49  
 Chaplaincy 26

**Department of Corrections**  
**Reception & Medical Center**  
**Chaplaincy Services**

Submitted: 7/21/11  
 Verified: Brenda Williams  
 Effective: 7/22/11

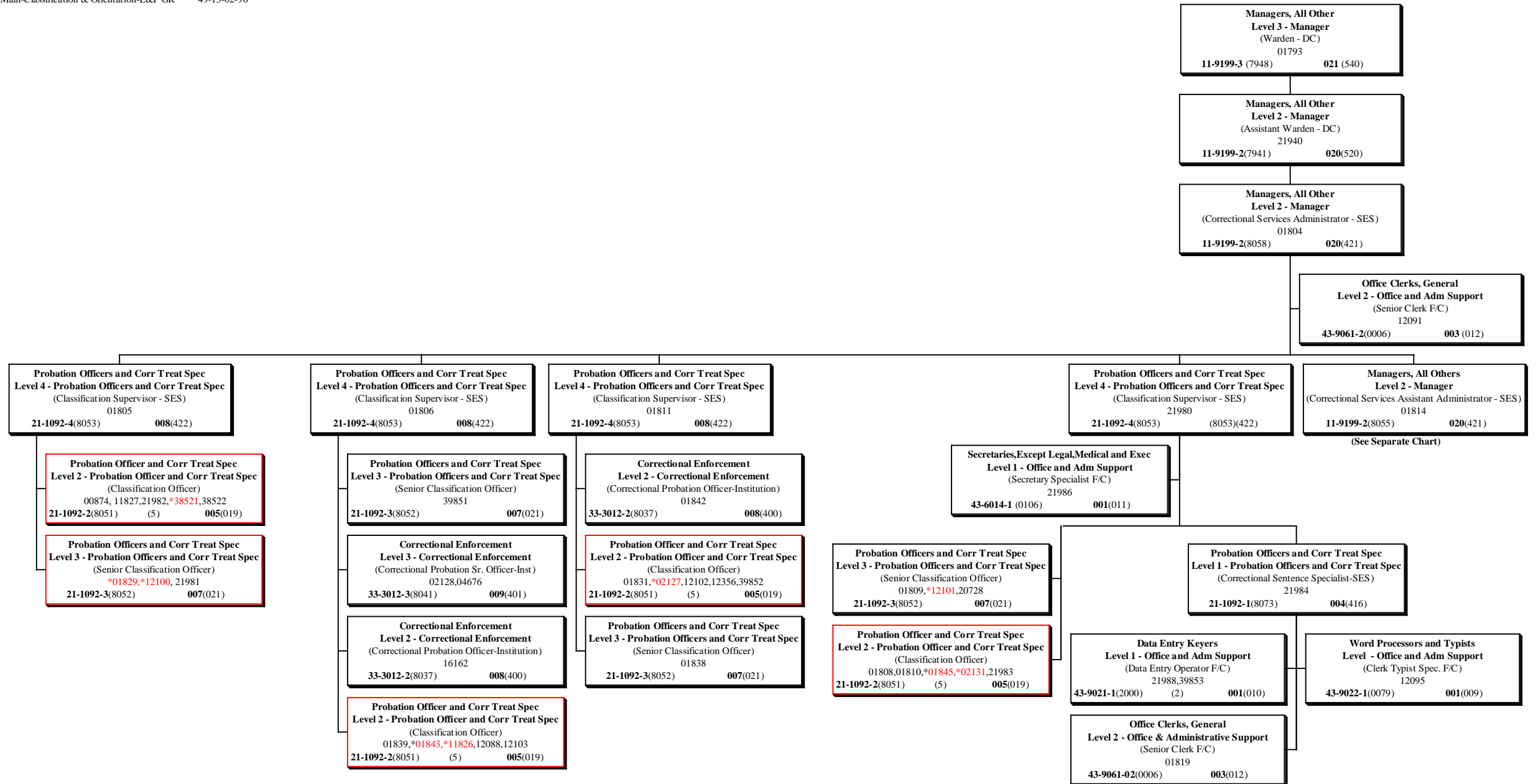


Chaplain Supervisor F/C-SES #02021 reclassified to Sr. Chaplain F/C.

Department of Corrections 70  
 Security & Institutional Management  
 Administrative Service Center 32  
 Region II 20  
 Reception Medical Center 09  
 Main Unit 49  
 Main-Classification & Records 49-13  
 Main-Reception & Orientation 49-13-02  
 Main-Classification & Orientation-E&P GR 49-13-02-90

**Department of Corrections  
 Reception & Medical Center  
 Classification and Records**

Submitted: 8-10-11  
 Verified by: Christie Green  
 Effective 8-5-11

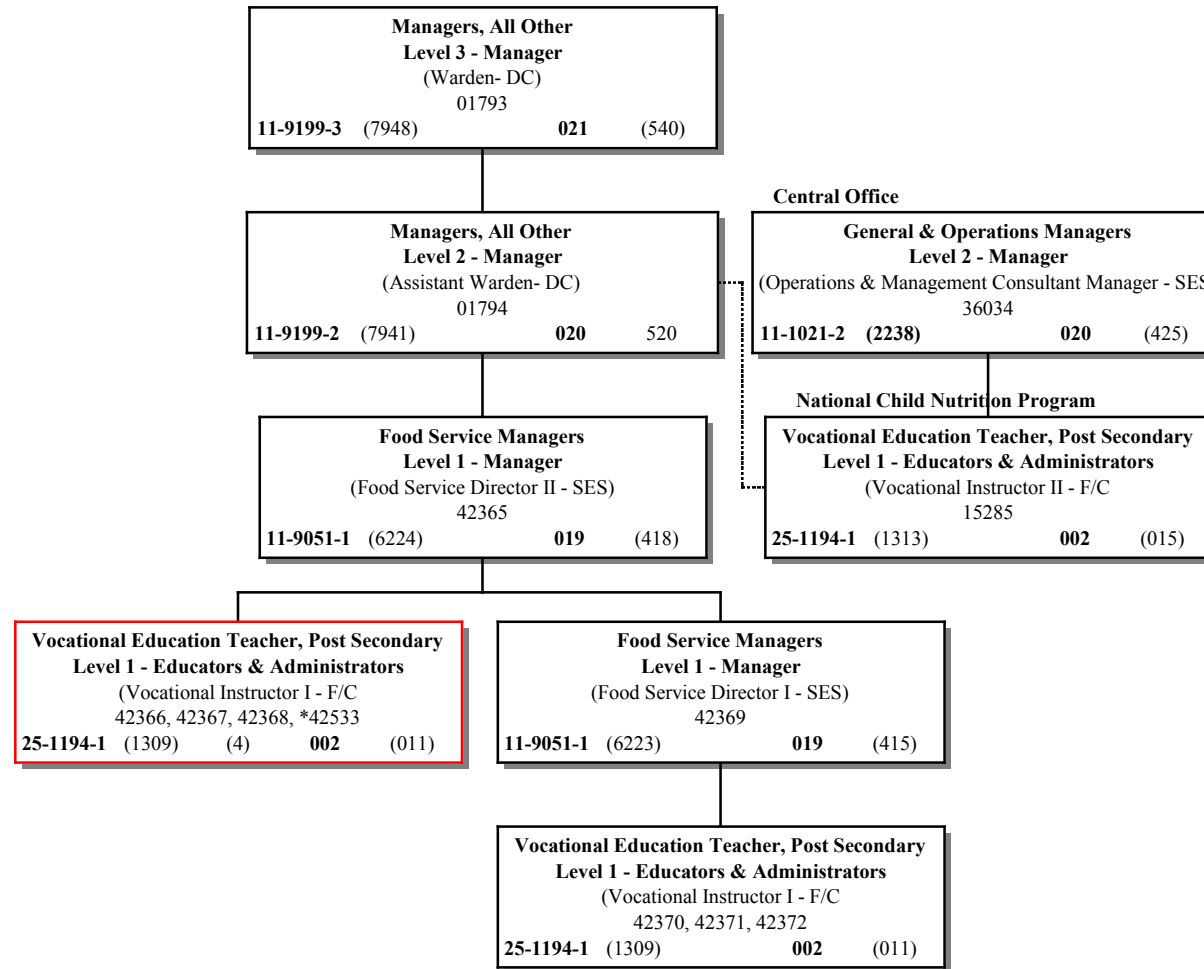




Department of Corrections 70  
 Security & Institutional Management  
 Administrative Service Center 32  
 Region II 20  
 Reception & Medical Center 09  
 Main-Warden's Office 49-01  
 Main - Food Service 49-15  
 Main Food Service Grant 49-15-91

**DEPARTMENT OF CORRECTIONS  
 RECEPTION & MEDICAL CENTER  
 FOOD SERVICES**

Submitted: 1-21-10  
 Verified by: Christie Green  
 Effective: 1-22-10

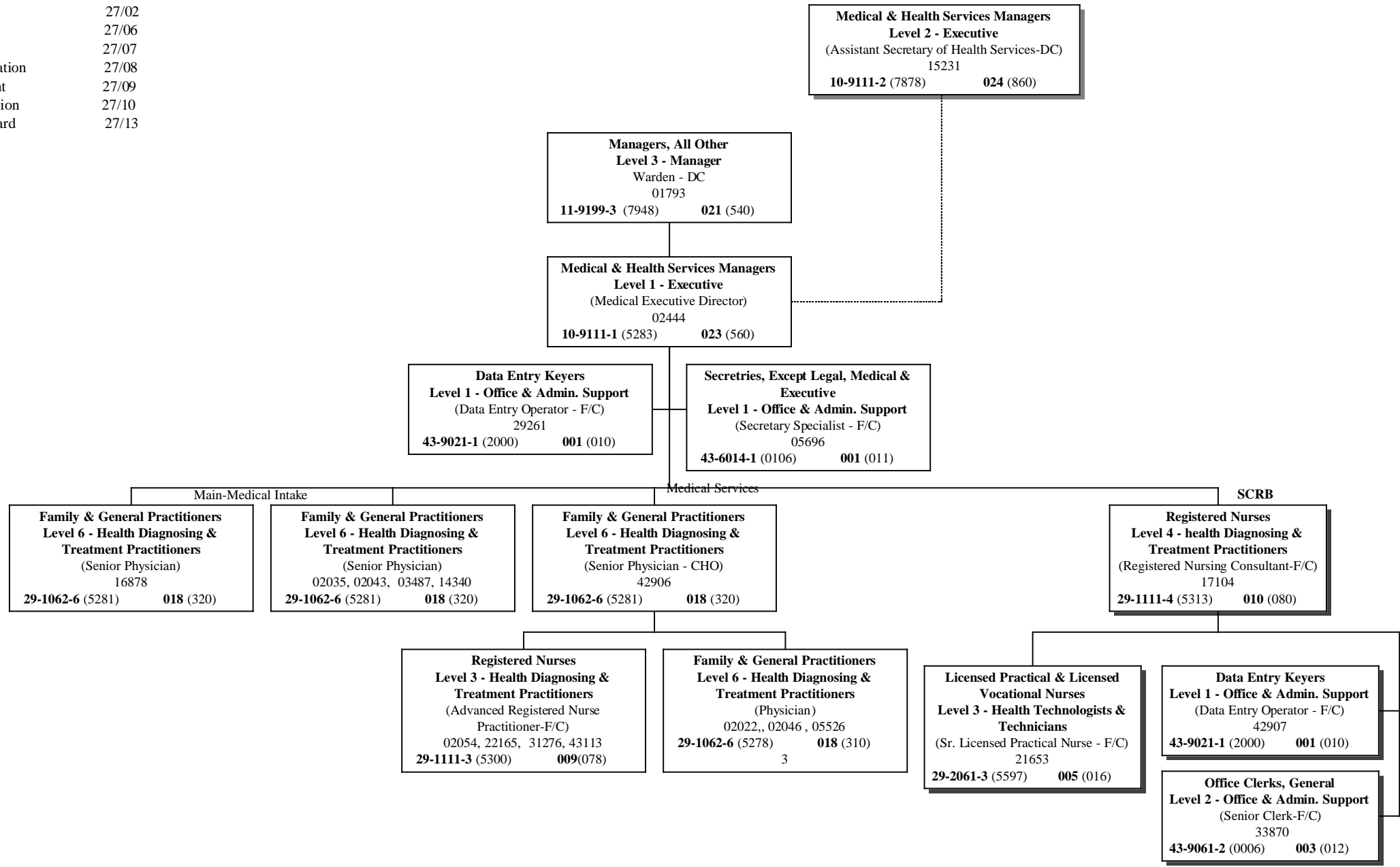


Vocational Instructor I F/c position 42533 was transferred from SFRC to RMC effective 1-22-10

Department of Corrections	70
Lake City Service Center	32
Region II	20
North Florida Reception Center	09
Main	49
Medical Services	27
Medical Services Intake	27/02
Medical Records	27/06
Medical Records Intake	27/07
Medical Records Administration	27/08
Medical Quality Management	27/09
Medical Planning & Evaluation	27/10
Specialty Clinic Review Board	27/13

**Department of Corrections  
Reception & Medical Center  
Health Services - Medical Services**

Submitted: 7/1/11  
 Verified: Brenda Williams  
 Effective: 7/8/11



Department of Corrections	70
Lake City Service Center	32
Region II	20
North Florida Reception Center	09
Main	49
Mental Services	28
Mental Inpatient Services	28/01
Mental Intake Services	28/02
Crisis Stabilization Unit	28/03
Transitional Care Unit	28/04
Dental Services	29
Dental Intake Services	29/01

**Department of Corrections  
Reception & Medical Center  
Health Services-Mental Health Services**

Submitted: \_5/11/10  
Verified: \_\_\_Brenda Williams  
Effective: \_\_\_5/14/10

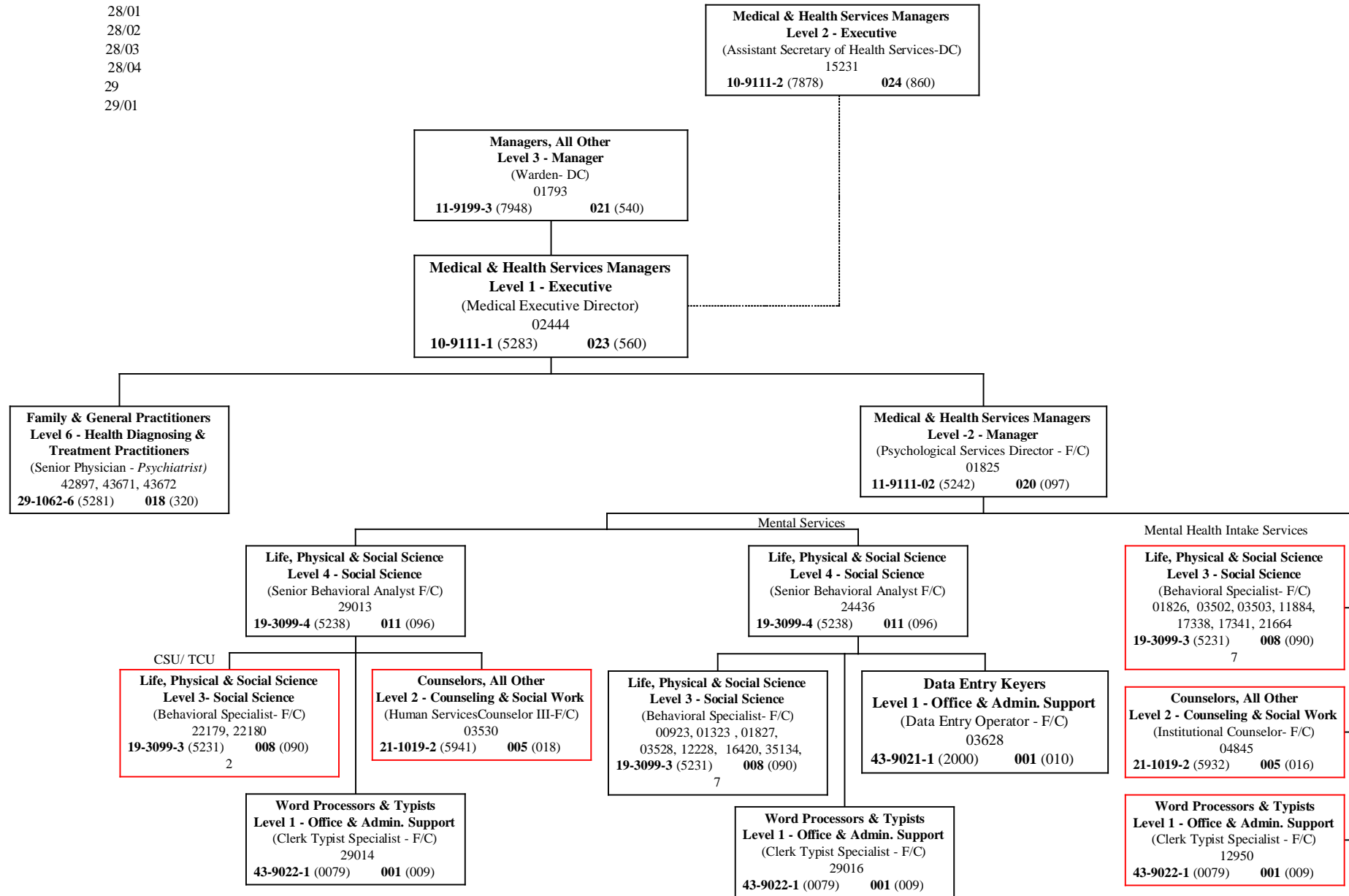
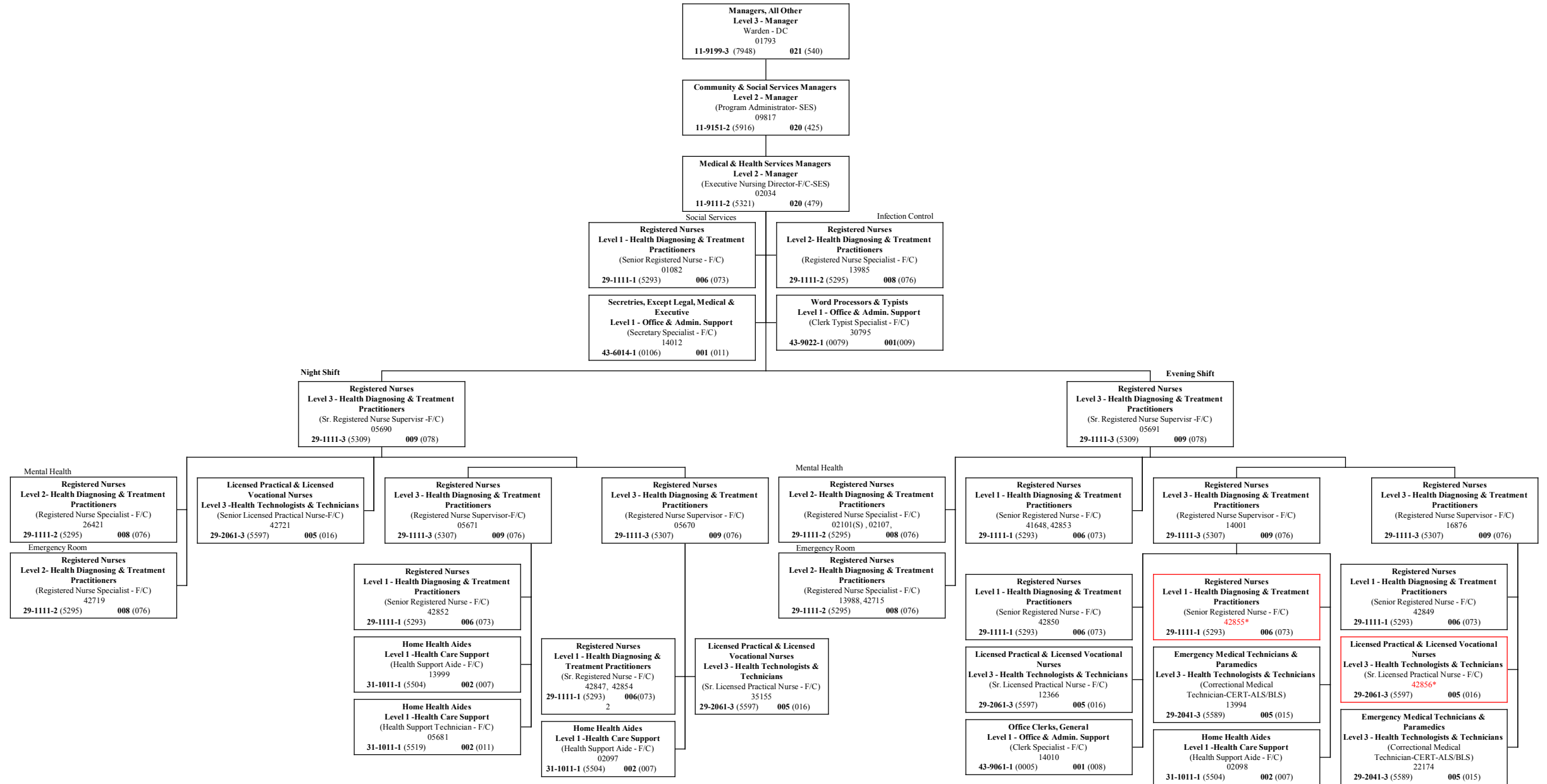


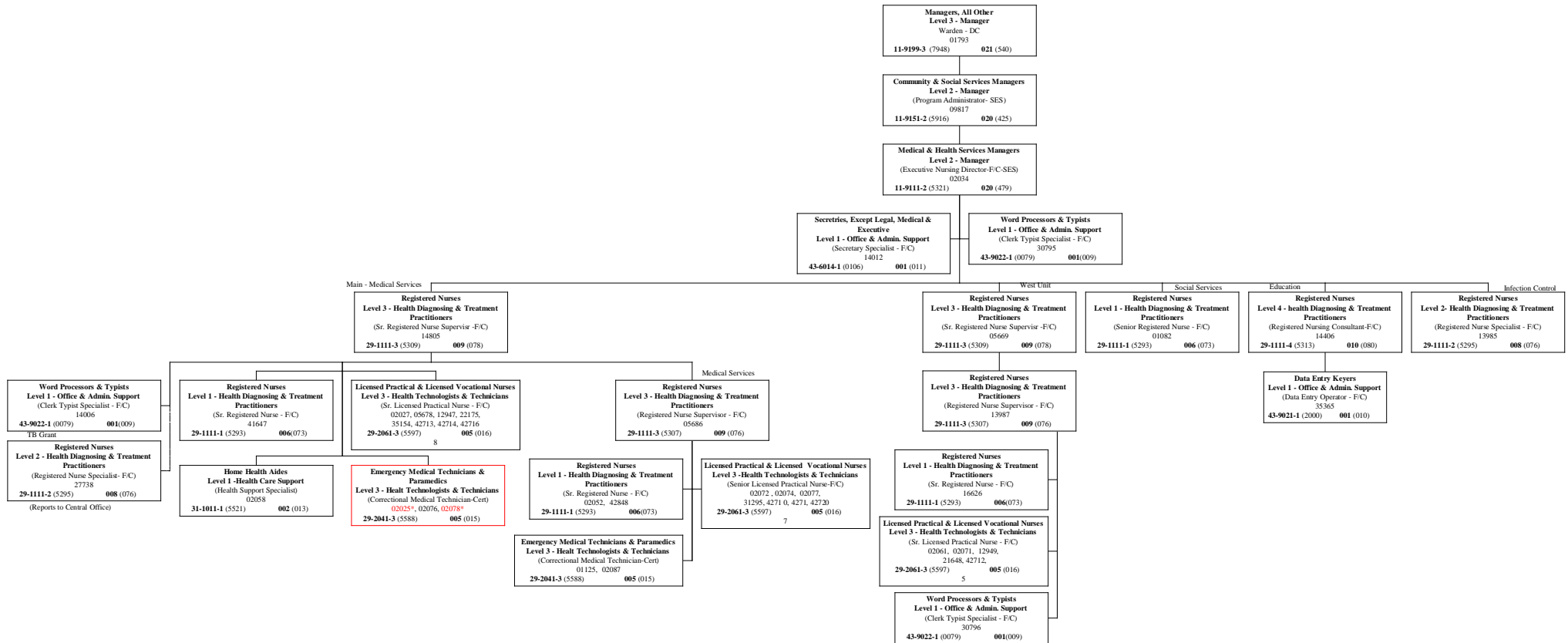
Chart reflects updated supervisory structure. Change in supervision for CSU and TCU units.

See Additional Charts for Hospital Services, Pharmacy and Dental Services, Medical Services & Medical Records, and Nursing Services

Department of Corrections  
 Reception & Medical Center  
 Hospital - Nursing Services  
 (Chart 2 of 2)



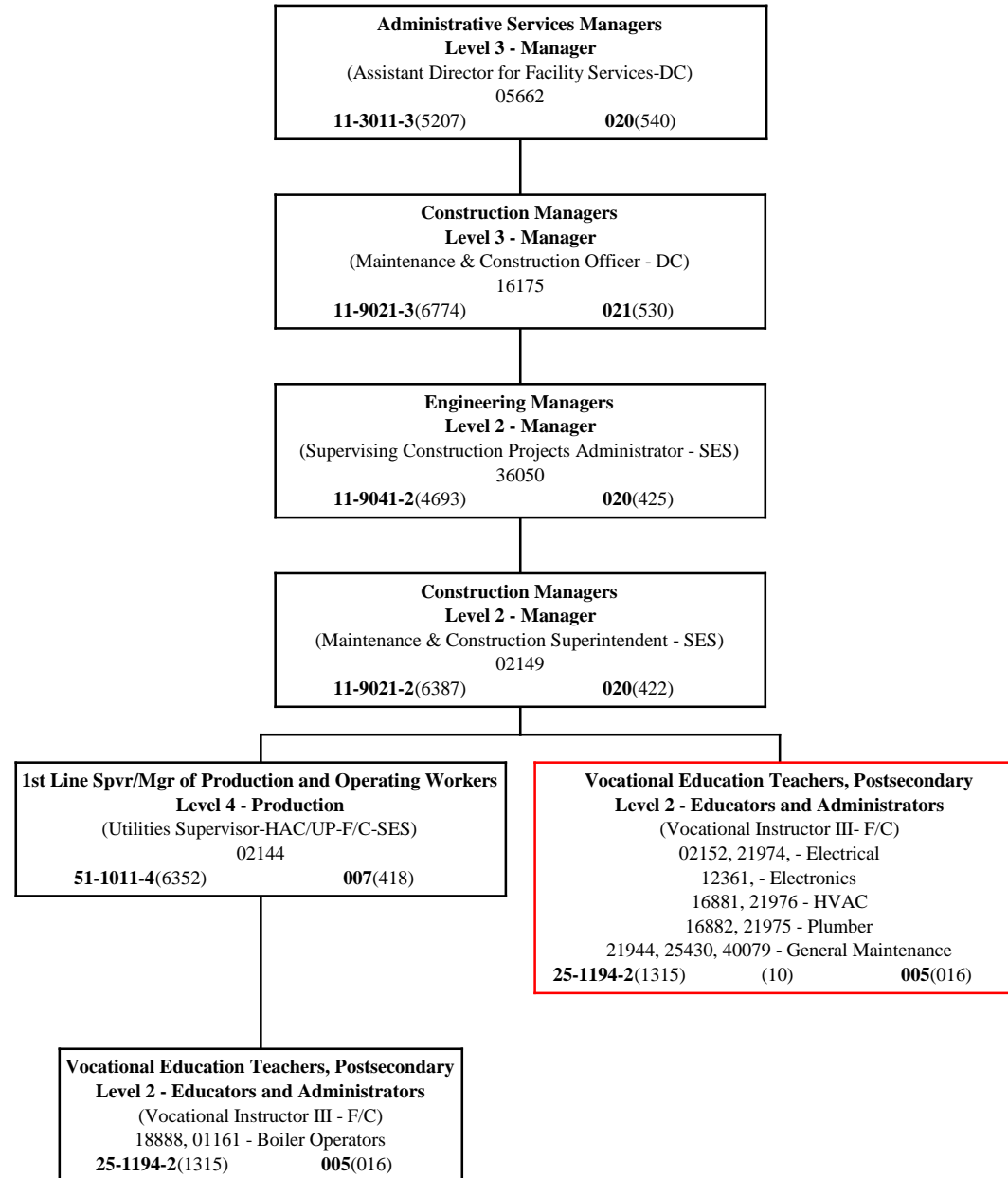
LPN F/C position #42856 reclassified to Sr. LPN F/C and RN F/C position #42855 reclassified to Sr. RN F/C.



Department of Corrections 70  
 Security & Institutional Mgmt 32  
 Lake City Service Center 09  
 Reception & Medical Center 49-36  
 Main - Maintenance 49-36-01  
 Main - Maintenance - Utilities 49-36-02  
 Main- Maintenance - Fleet

**DEPARTMENT OF CORRECTIONS  
 RECEPTION & MEDICAL CENTER  
 FACILITIES SERVICES: MAINTENANCE & CONSTRUCTION**

Submitted: 6-28-10  
 Verified by: Christie Green  
 Effective: 6-25-10

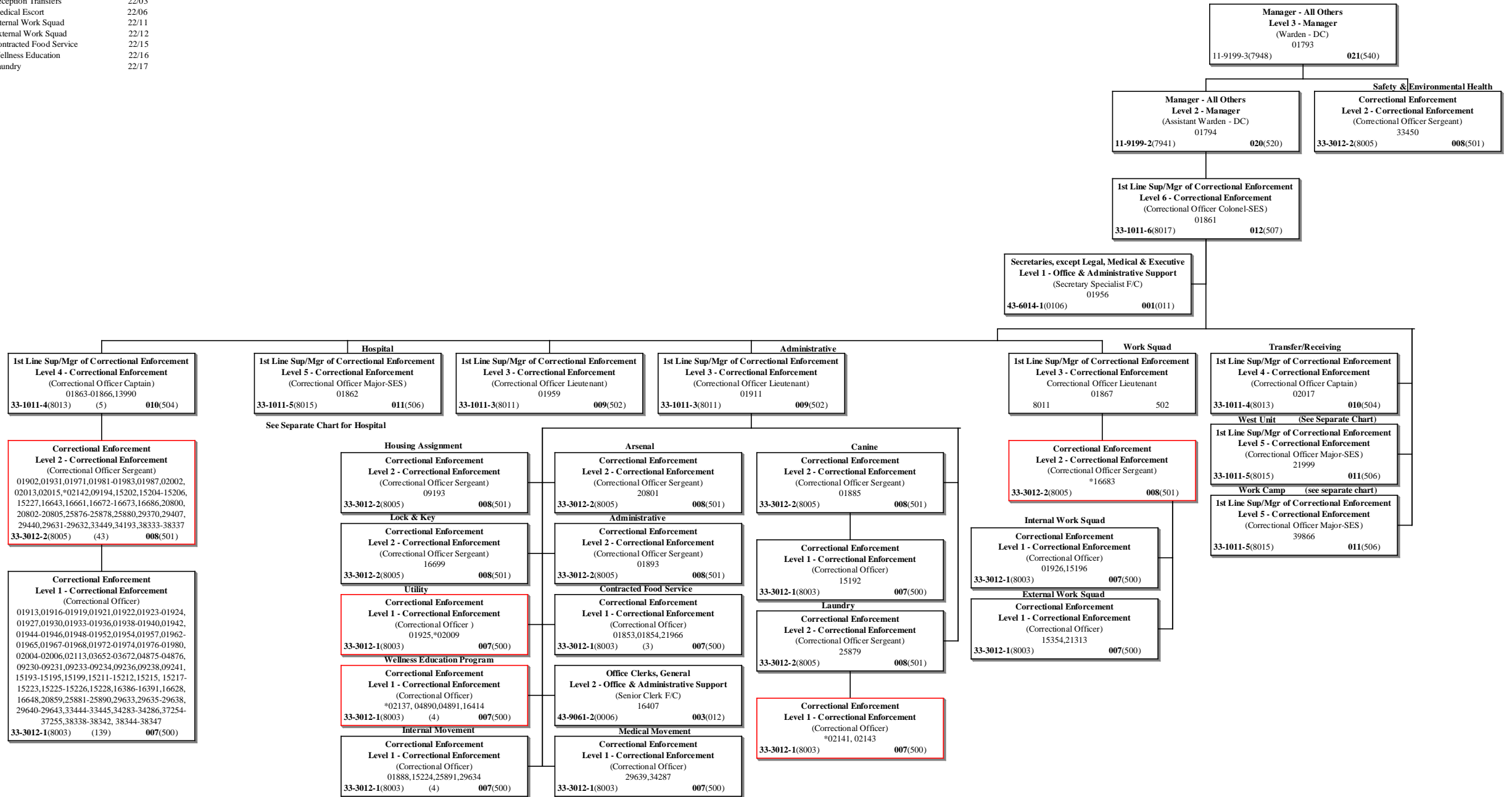


Position 40080 - Vocational Instructor III F/C was reclassified to Senior Clerk and transferred to the Region II Maintenance office effective 6-25-10

Department of Corrections 70  
 Administrative Service Center 32  
 Region II 20  
 Reception & Medical Center 09  
 Main Unit 49  
 Security 22  
 Reception & Orientation 22/02  
 Reception Transfers 22/03  
 Medical Escort 22/06  
 Internal Work Squad 22/11  
 External Work Squad 22/12  
 Contracted Food Service 22/15  
 Wellness Education 22/16  
 Laundry 22/17

Department of Corrections  
 Reception & Medical Center  
 Main Unit

Submitted: 9-2-10  
 Verified By: Christie Green  
 Effective Date: 9-3-10



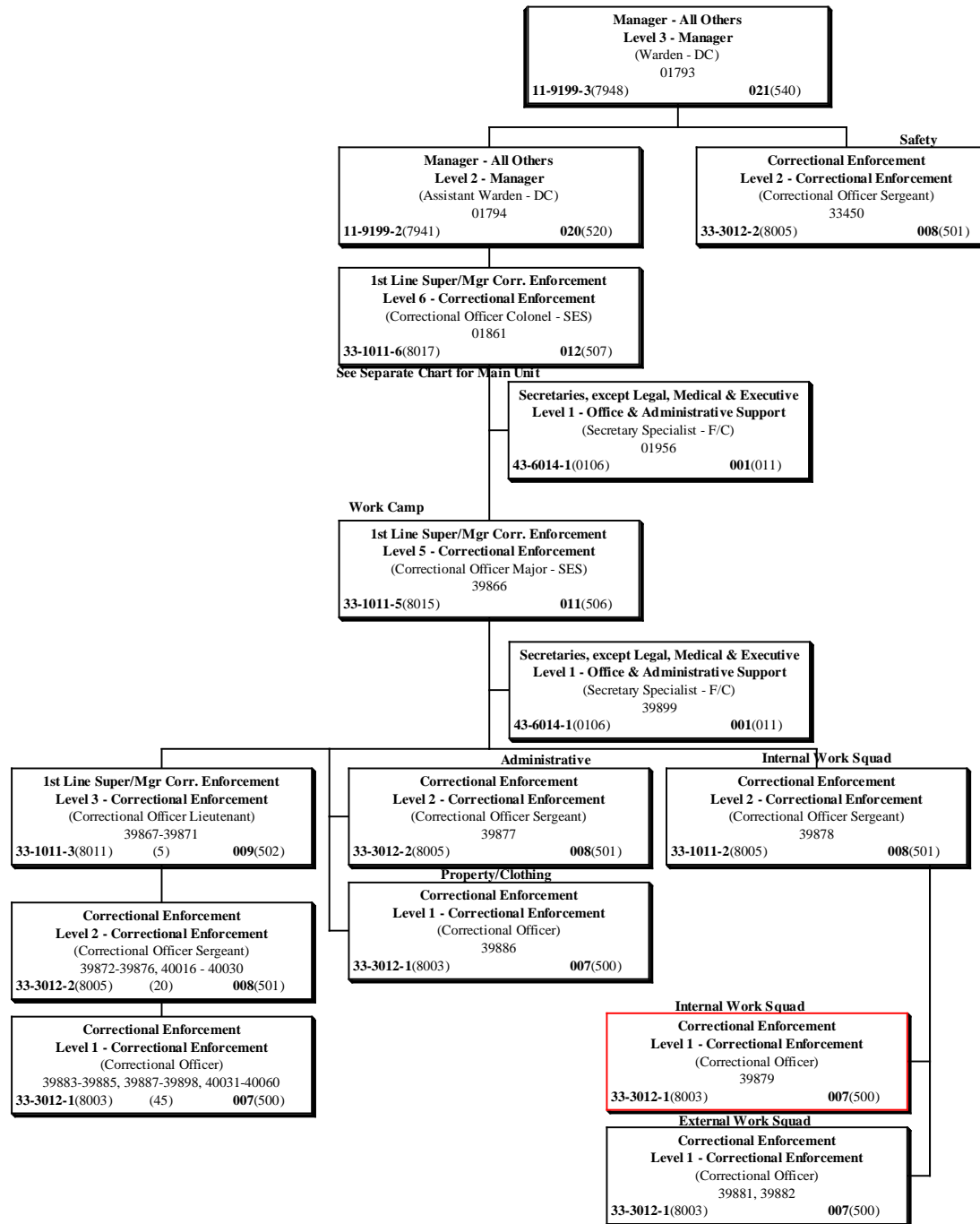
\*\* CDL requirement

C. O. Lieutenant positions 02009, 02137, 02141, were reclassified to C. O.'s and C. O. Lieutenant positions 02142, 16683 were reclassified to C. O. Sergeants effective 9-3-10

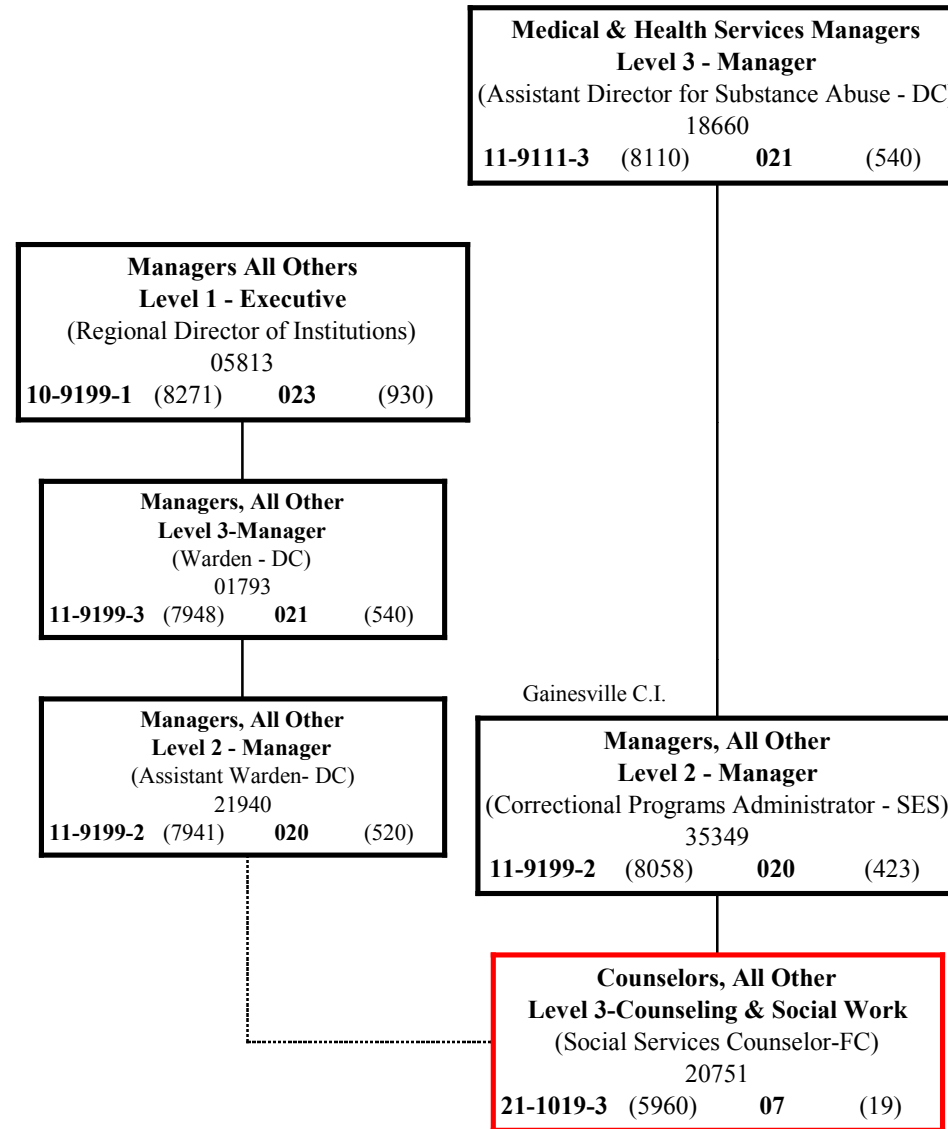
Department of Corrections 70  
 Lake City Service Center - Institution 32  
 Region II 20  
 Reception & Medical Center 09  
 Main Unit - Security 49/22  
 Work Camp - Security 50/22  
 Medical Escort 50/22/06  
 Internal Work Squad 50/22/11  
 External Work Squad 50/22/12  
 Contracted Food Service 50/22/15

**Department of Corrections  
 Reception & Medical Center  
 Work Camp - Security**

Submitted: 7-26-10  
 Verified by: Christie Green  
 Effective: 7-9-10





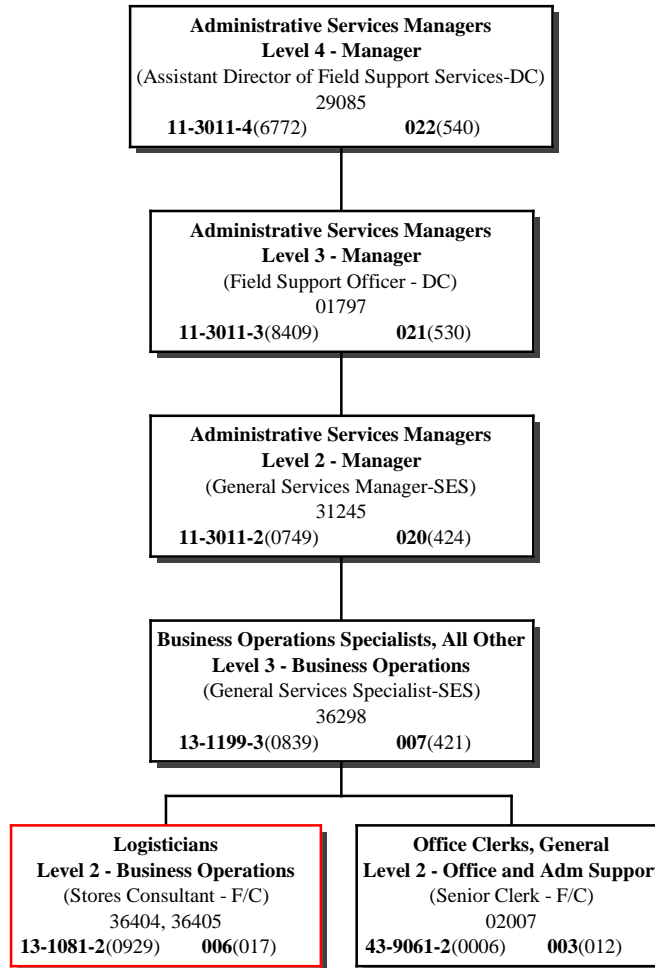


Social Services Counselor F/C #20752 transferred to Indian River C.I. and reclassified to Program Operations Administrator-SES.

Department of Corrections 70  
 Security & Institutional Management 32  
 Lake City Service Center  
 Region II 20  
 Regional Medical Center 09  
 Main - Warehouse - Canteen 47-17  
 Main - Warehouse - Mailroom 47-17-02

**Department of Corrections  
 Reception & Medical Center / Warehouse-Mailroom**

Submitted: 7/8/04  
 Verified by: B. Williams  
 Effective: 7/2/04

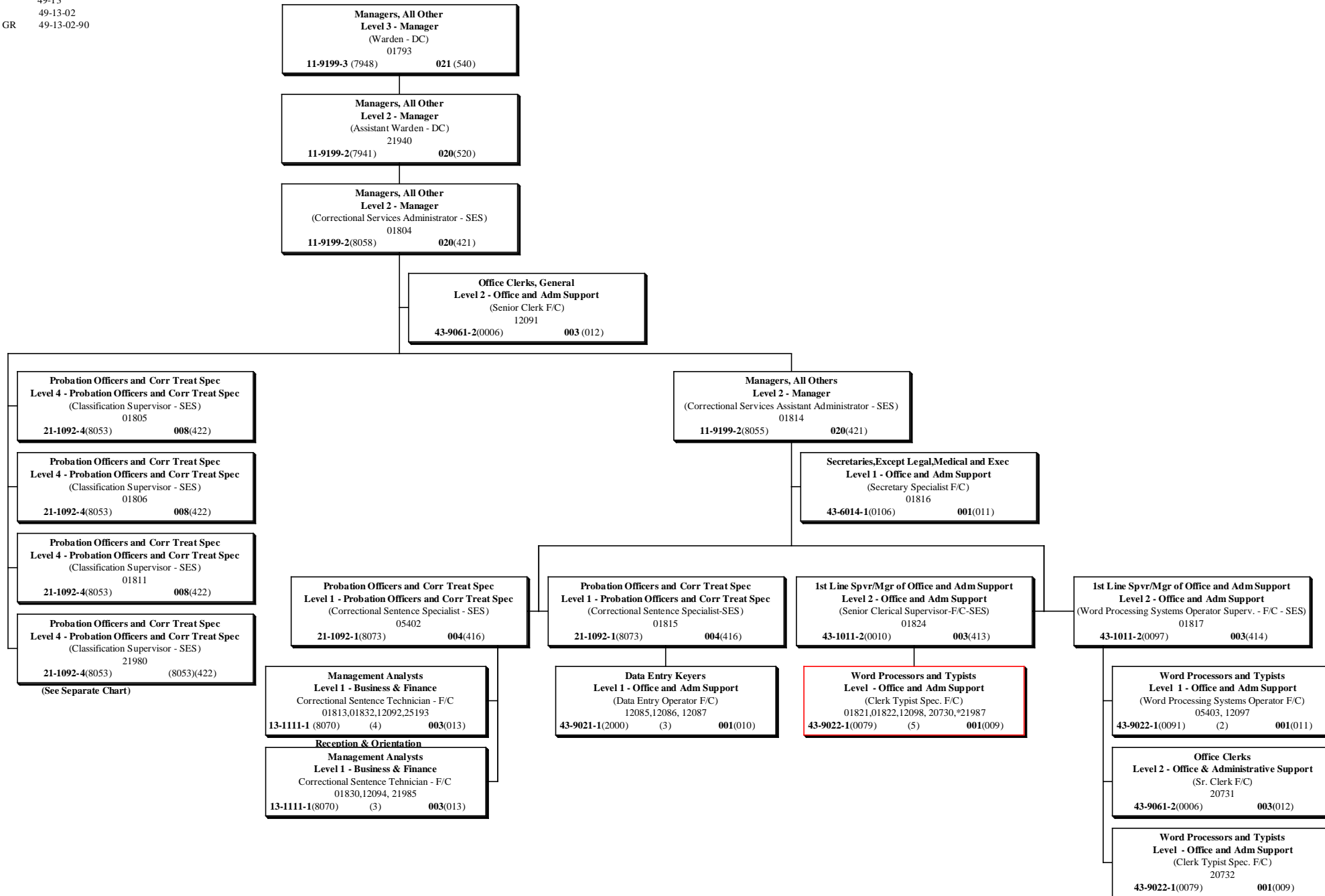


Logisticians - Level 2 (Stores Consultant-F/C) #36285 deleted due to outsourcing of Canteen services.

Department of Corrections 70  
 Security & Institutional Management  
 Administrative Service Center 32  
 Region II 20  
 Reception Medical Center 09  
 Main Unit 49  
 Main-Classification & Records 49-13  
 Main-Reception & Orientation 49-13-02  
 Main-Classification & Orientation-E&P GR 49-13-02-90

**Department of Corrections  
 Reception & Medical Center  
 Classification and Records (Records Room)**

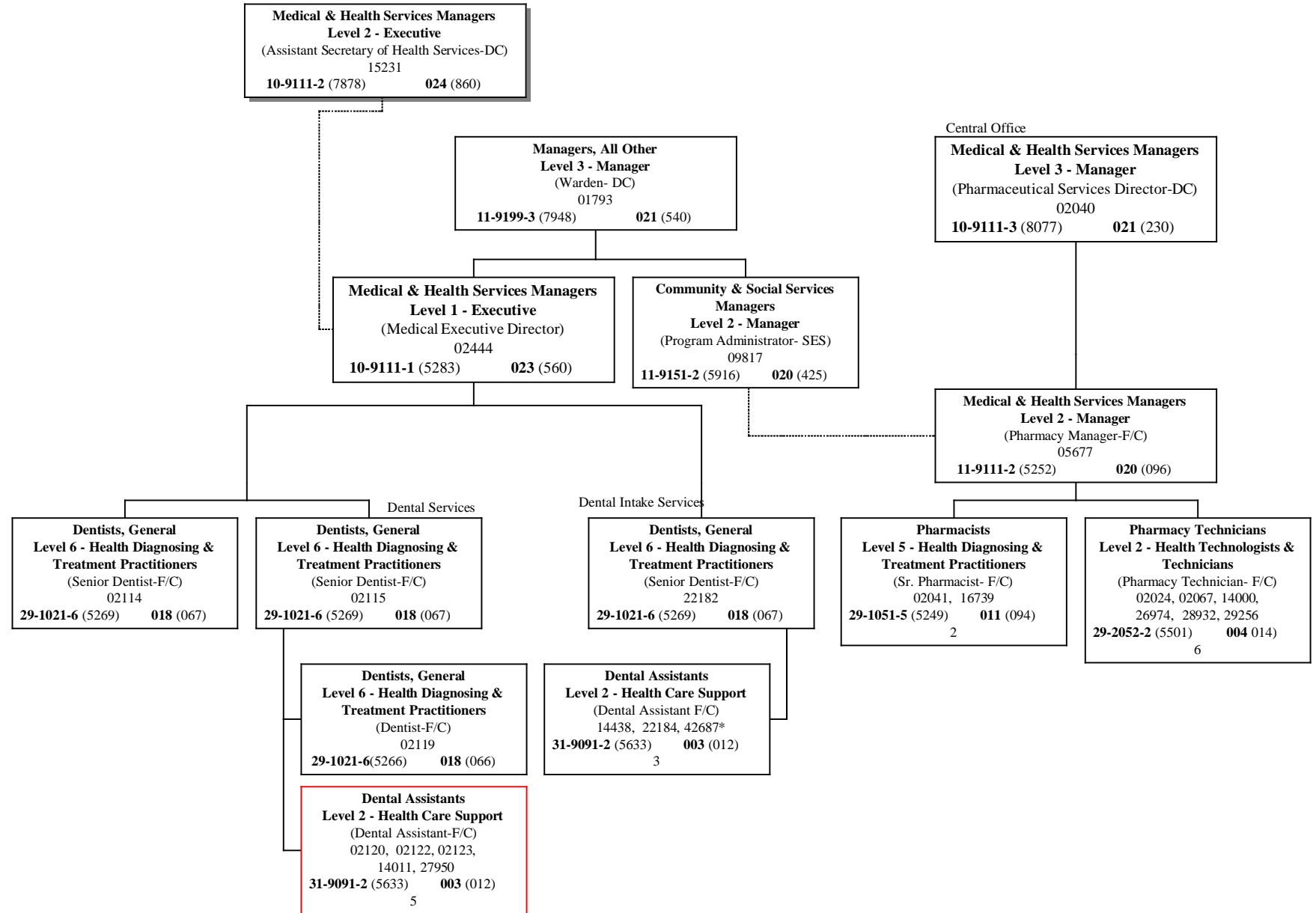
Submitted: 11-3-10  
 Verified by: Christie Green  
 Effective 10-29-10



Department of Corrections	70
Lake City Service Center	32
Region II	20
North Florida Reception Center	09
Main	49
Mental Services	28
Mental Inpatient Services	28/01
Mental Intake Services	28/02
Crisis Stabilization Unit	28/03
Transitional Care Unit	28/04
Dental Services	29
Dental Intake Services	29/01

**Department of Corrections  
Reception & Medical Center  
Health Services-Dental & Pharmacy Services**

Submitted: \_\_\_/6/27/11  
 Verified: \_\_\_Brenda Williams\_\_\_  
 Effective: \_\_\_/7/1/11



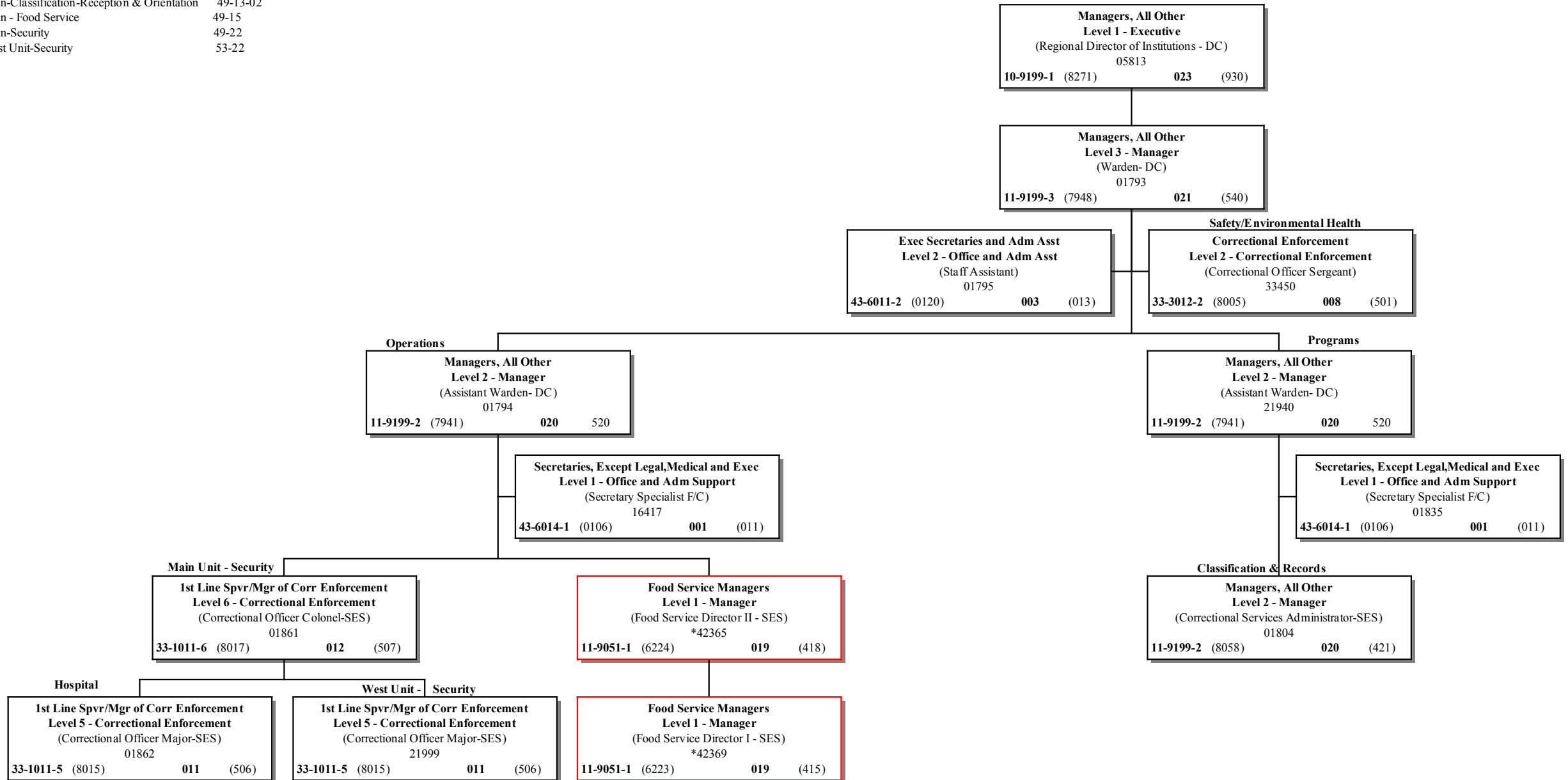
Dental Assistant F/C #16871 deleted in 2011 statewide deletions.

See Additional Charts for Hospital Services, Medical Services, Medical Records and Mental Health Services

Department of Corrections 70  
 Security & Institutional Management  
 Administrative Service Center 32  
 Region II 20  
 Reception & Medical Center 09  
 Main-Warden's Office 49-01  
 Main-Warden's Office-Safety 49-01-05  
 Main-Classification-Reception & Orientation 49-13-02  
 Main - Food Service 49-15  
 Main-Security 49-22  
 West Unit-Security 53-22

**DEPARTMENT OF CORRECTIONS  
 RECEPTION & MEDICAL CENTER  
 WARDEN'S OFFICE**

Submitted: 7-9-09  
 Verified by: Christie Green  
 Effective: 7-10-09

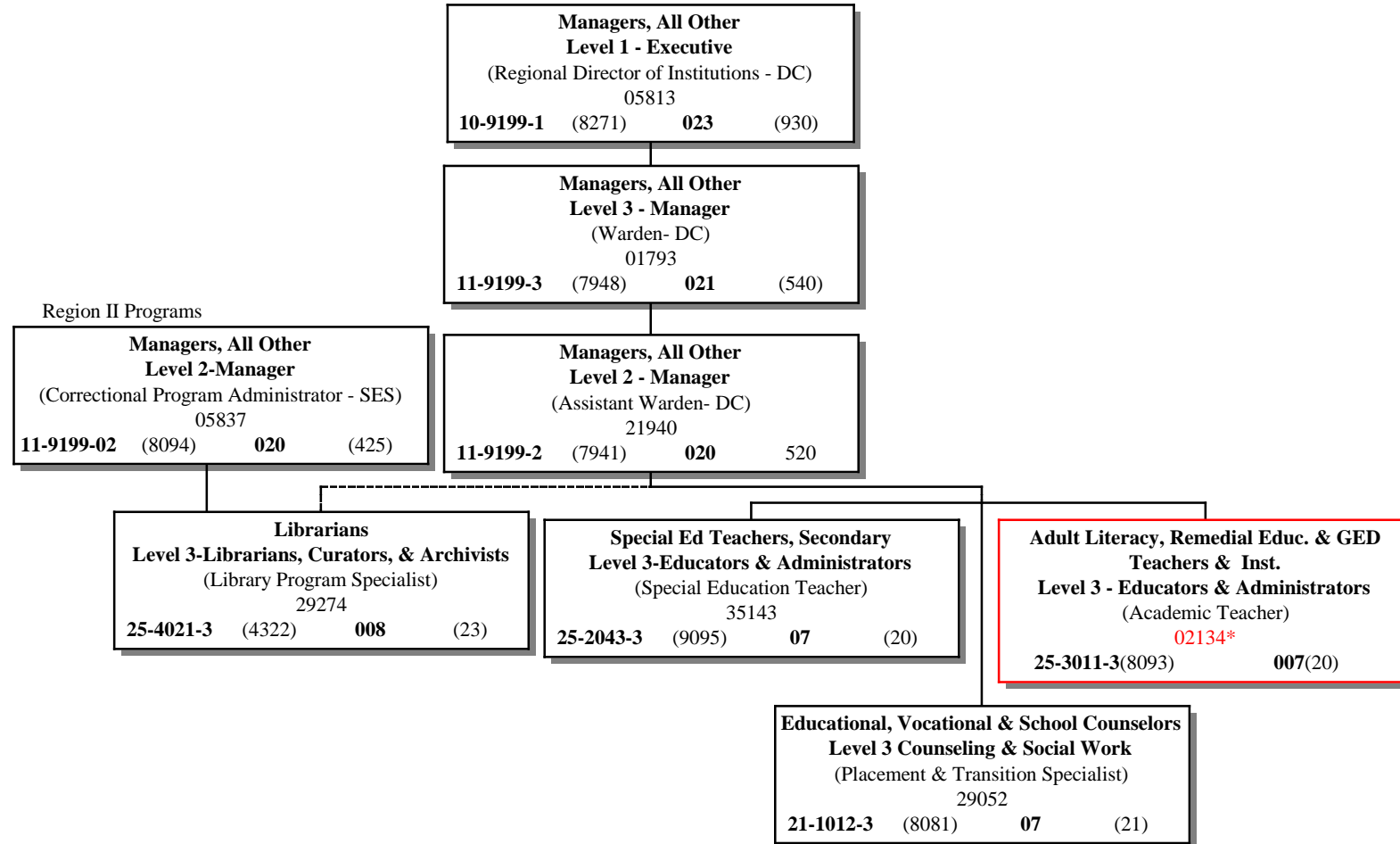


Established Food Service Director II - SES position 42365 and Food Service Director I - SES position 42369 effective 7-10-09

Department of Corrections	70
Lake City Service Center	32
Region II	20
North Florida Reception Center	09
Main	49
Library Services	30
Transition	33
Academic	37
Vocational	37/01
Administration	37/02

**Department of Corrections  
Reception and Medical Center  
Program Services**

Submitted: 5/19/2011  
 Verified: Brenda Williams  
 Effective: 6/10/11

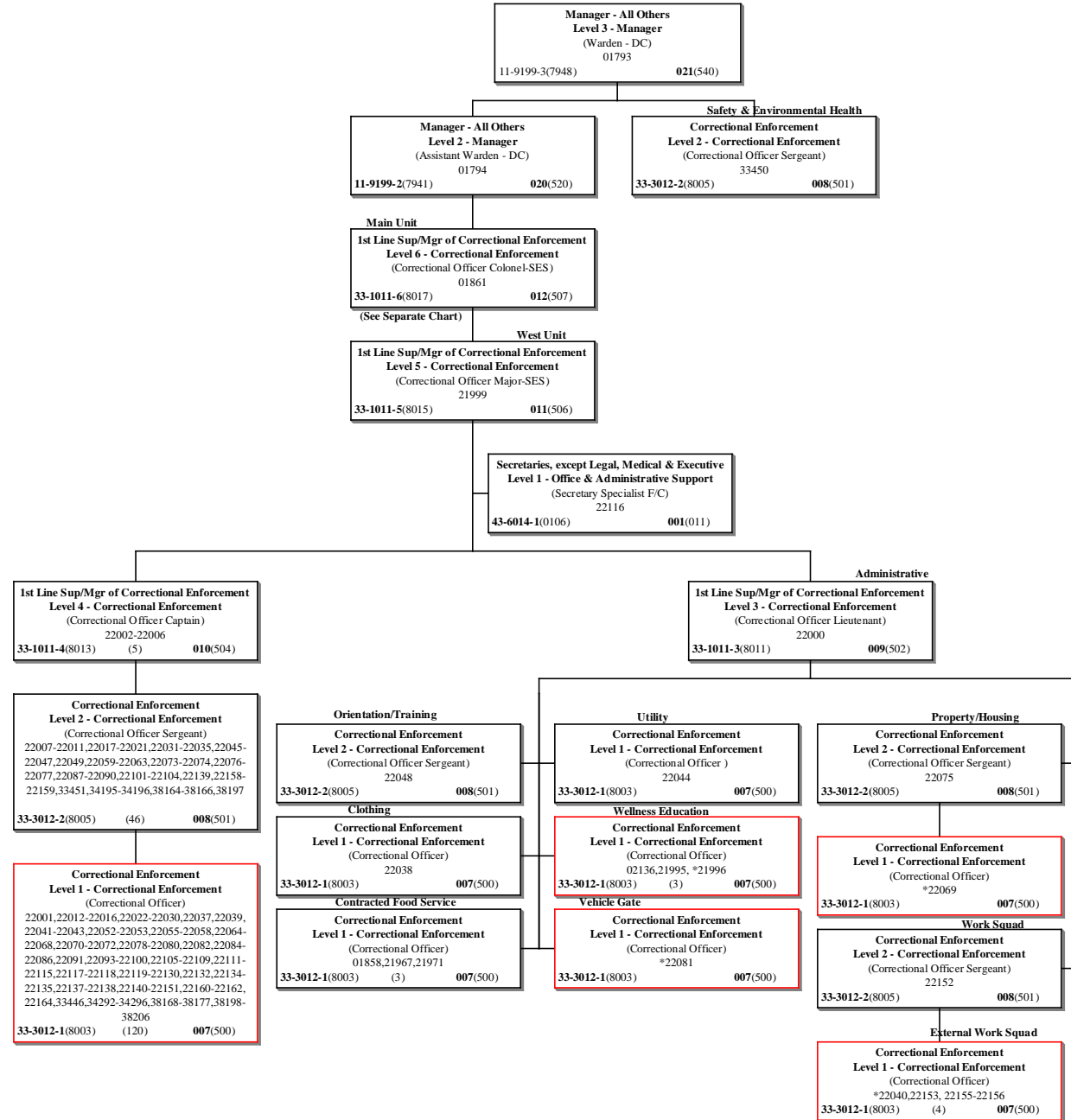


Wellness Education Specialist II F/C #02134 reclassified to Academic Teacher.

Department of Corrections 70  
 Administrative Service Center 32  
 Region II 20  
 Reception & Medical Center 09  
 Main Unit 49  
 West Unit 53  
 Security 22  
 Medical Escort 22/06  
 Internal Work Squad 22/11  
 External Work Squad 22/12  
 Contracted Food Service 22/15  
 Wellness Education 22/16

**Department of Corrections  
 Reception & Medical Center  
 West Unit**

Submitted: 4-25-11  
 Verified By: Pam Mills  
 Effective Date: 4-29-11



CO Sergeant positions 38167,38193-38196 and CO positions 22050,22051,22054,22083,22092,22110,22131,22133,22136 were deleted effective 4-29-11

Department of Corrections 70  
 Lake City Service Center 32  
 Region II 20  
 Reception & Medical Center 09  
 Main 49  
 Medical Services 27  
 Hospital Services 27/03  
 Pharmacy Services 27/05

**Department of Corrections**  
**Reception Medical Center**  
**Health Services - Hospital Services**

Submitted: \_1/22/10  
 Verified: \_\_\_Brenda Williams\_\_\_  
 Effective: \_\_1/22/10

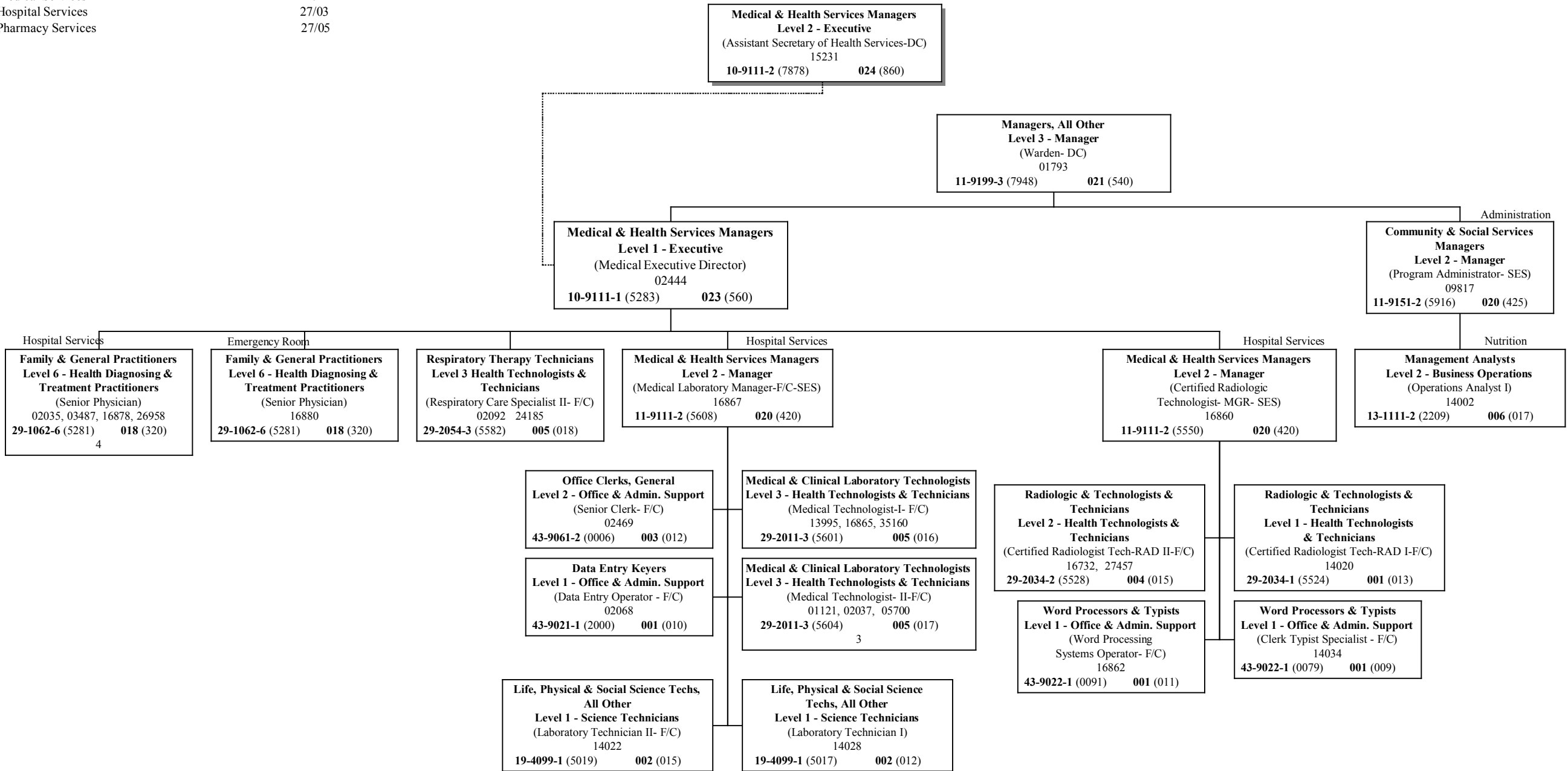


Chart updated to reflect correct reporting relationships.

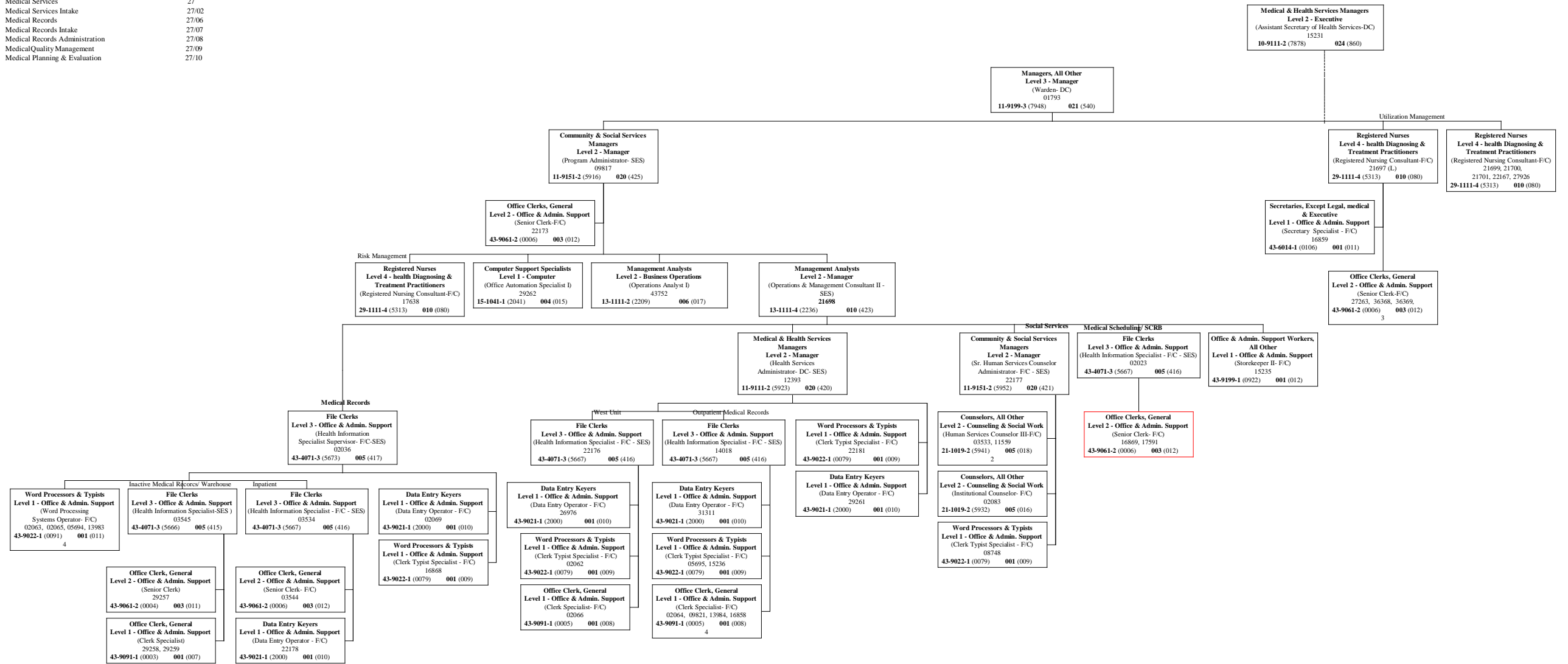
See Additional Charts for Medical Services, Admin. & Medical Records, Mental, Dental & Pharmacy Services and Nursing Services



Department of Corrections 70  
 Lake City Service Center 32  
 Region II 20  
 Reception & Medical Center 09  
 Main 49  
 Medical Services 27  
 Medical Services Intake 27/02  
 Medical Records 27/06  
 Medical Records Intake 27/07  
 Medical Records Administration 27/08  
 Medical Quality Management 27/09  
 Medical Planning & Evaluation 27/10

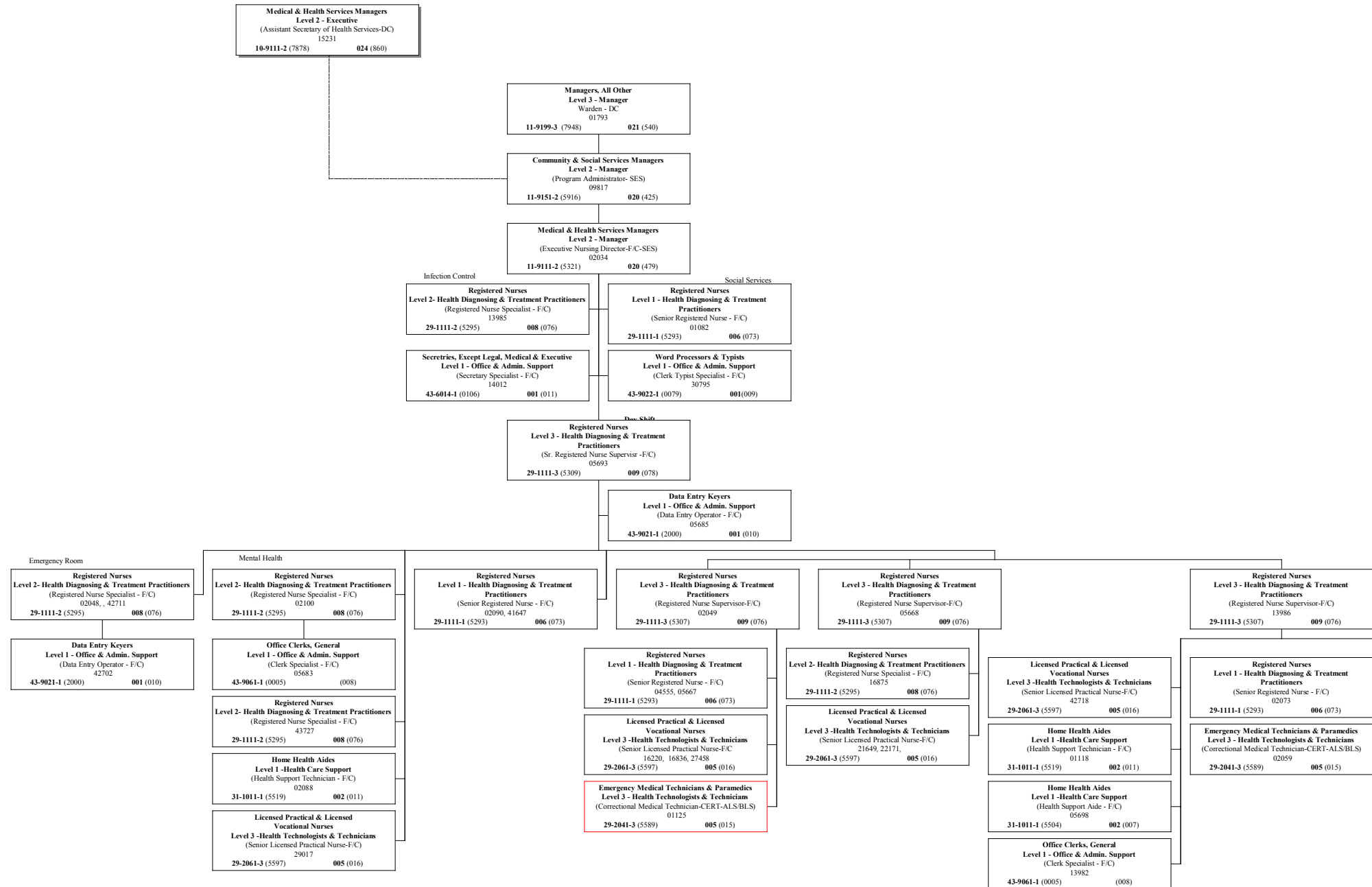
Department of Corrections  
 Reception & Medical Center  
 Health Services Administration, Quality Management, Utilization Management & Medical Records

Submitted: 7/1/11  
 Verified: Brenda Williams  
 Effective: 7/8/11



Sr. Clerk F/C #05694 deleted in 2011 statewide deletions.

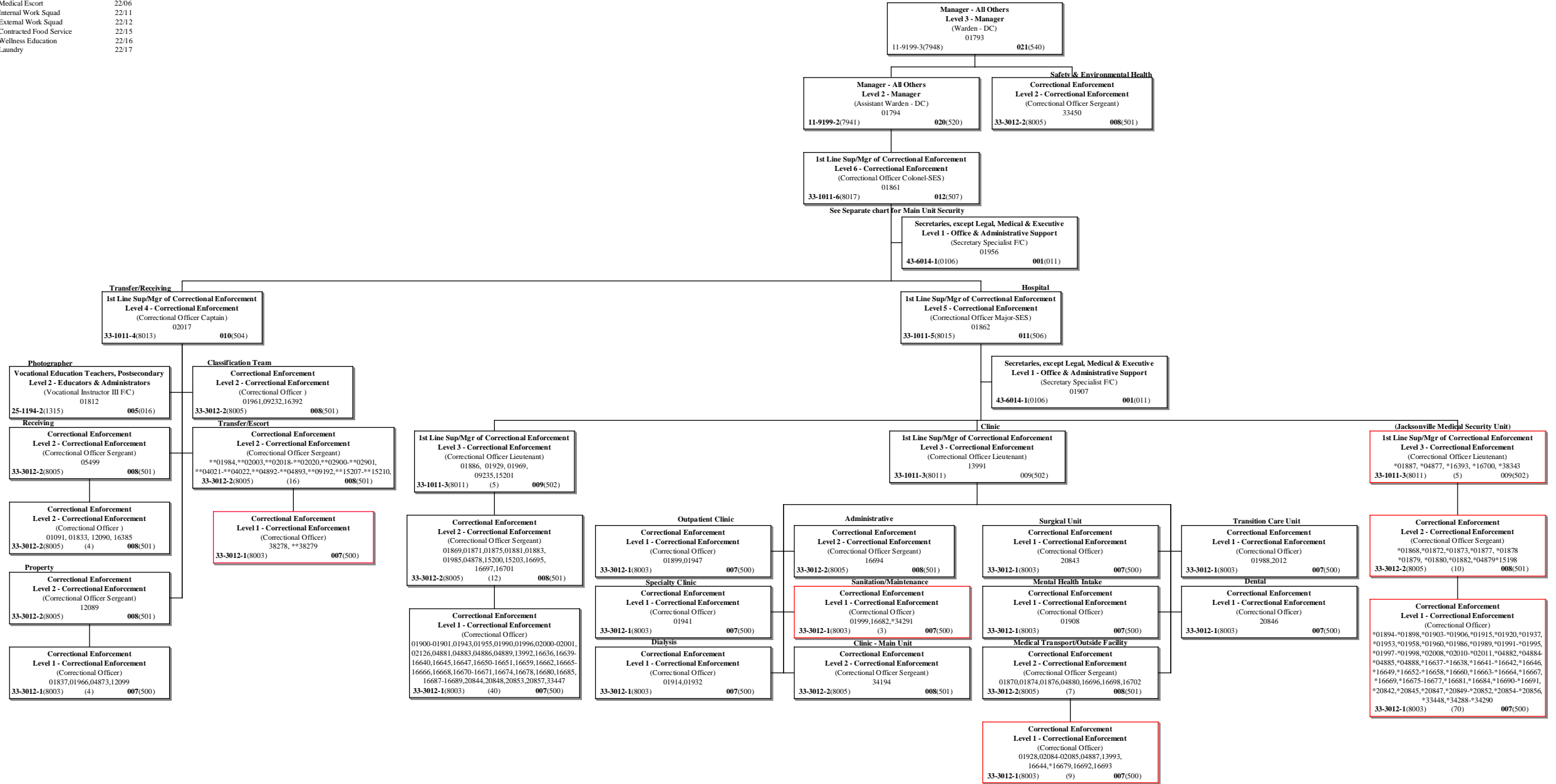
See additional charts for Dental and Pharmacy; Hospital Services, Mental Health, Medical Services and Nursing Services



Department of Corrections	70
Administrative Service Center	32
Region II	20
Reception & Medical Center	09
Main Unit	49
Hospital	22
Security	22
Reception & Orientation	2202
Reception Transfers	2203
Medical Escort	2206
Internal Work Squad	2211
External Work Squad	2212
Contracted Food Service	2215
Wellness Education	2216
Laundry	2217

**Department of Corrections  
Reception & Medical Center  
Transfer & Receiving Unit  
Hospital / Jacksonville Medical Security Unit**

Submitted 3-8-11  
Verified By: Pam Mills  
Effective Date: 3-4-11



\*\*CDL requirement Removal of CDL Requirement for position 38278 effective 3-4-11

CORRECTIONS, DEPARTMENT OF		FISCAL YEAR 2010-11			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		2,320,780,625		72,394,048	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		39,496,215		0	
FINAL BUDGET FOR AGENCY		2,360,276,840		72,394,048	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>					0
Maintenance * Square footage of correctional facilities maintained		22,884,538	5.03	115,154,473	68,303,278
Dental Care * Average daily population		92,719	228.22	21,160,461	
Physical Health Care * Average daily population		92,719	1,989.92	184,503,286	
Mental Health Care * Average daily population		92,719	698.70	64,782,726	
Pharmacy Services * Number of prescriptions filled		1,844,805	41.15	75,911,693	
Community Hospital Treatment * Number of patient days of treatment		14,060	5,016.61	70,533,494	
Maintaining Security * Number of adult male inmates		102,027	12,871.27	1,313,216,722	
Food Production * Number of pounds produced per year		7,705,564	0.17	1,283,521	
Food Service * Number of meals served to adult male inmates per year		99,499,365	0.81	80,137,958	
Transport * Number of inmates transported per year		192,286	17.82	3,426,746	
Supervise Inmate Work Activities * Number of inmate job assignments		47,460	768.28	36,462,438	
Classification * Number of inmate assessments per year		51,099	1,261.55	64,463,905	
Inmate Release * Number of inmates released per year		35,549	50.40	1,791,642	
Sentence Structure * Number of sentence structure actions per year		378,085	5.69	2,152,095	
Inmate Records * Number of inmate records maintained per year		138,298	18.83	2,604,299	
Director Of Security And Institutional Operations * Number of unannounced security audits per year		36	93,551.94	3,367,870	
Victims Assistance * Number of victim notifications per year		39,307	28.43	1,117,667	
Inspector General Investigations * Number of investigations completed per year		5,191	1,919.19	9,962,516	
Inmate Substance Abuse Program * Number of inmates participating in substance abuse programs		43,625	191.15	8,338,805	
General Equivalency Diploma * Number of inmates participating in General Equivalency Diploma (GED)		2,223	2,601.71	5,783,593	
Vocational Education Skills * Number of inmates participating in vocational education programs		4,981	1,253.46	6,243,481	
Basic Literacy Skills * Number of inmates participating in basic literacy programs		1,574	1,559.67	2,454,923	
Other Academic Skills * Number of inmates participating in academic education programs		7,509	741.09	5,564,844	
Library Services * Number of inmates participating in library services programs		1,746,737	1.07	1,870,074	
Transition Skills Training * Number of inmates participating in transition skills programs		49,565	92.71	4,595,266	
Faith-based Transitional Programs * Number of inmates participating in faith-based activities		42,468	72.49	3,078,706	
Instruct, Supervise, Investigate And Report * Number of non-specialized offenders actively supervised in a year		114,974	1,861.78	214,055,921	
Drug Testing * Number of random drug tests conducted on inmates per year		610,578	4.25	2,595,100	
Electronic Monitoring * Number of community control offenders actively supervised in a year with the use of an electronic monitoring device		2,720	3,200.26	8,704,703	
Non-residential Substance Abuse Treatment * Number of offenders served per year		34,195	58.85	2,012,438	
Residential Substance Abuse * Number of offenders served per year		4,061	4,396.37	17,853,664	
Offender Interstate Movement * Number of interstate transfers per year		12,255	56.75	695,511	
TOTAL				2,335,880,541	68,303,278
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS				24,396,676	4,090,770
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				2,360,277,217	72,394,048

### 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 Corrections

Co Contact: Mark Tallent

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	Repairs and maintenance/correction of environmental deficiencies	B	\$2.4 million	\$15.4 million
b				
c				
d				
e				
f				

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

The long range financial outlook contains \$2.4 million in fixed capital outlay for each year for the Department of Corrections and the Department of Juvenile Justice combined. For 2012-13, the Department of Corrections is requesting \$10.3 million for critical maintenance and repair and \$5.1 million to address serious environmental deficiencies.

\* R/B = Revenue or Budget Driver

## Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Corrections / Department Administration

Agency Budget Officer/OPB Analyst Name: Mark Tallent / Beth Hamilton

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)			
	70010100	70010200	70010400	

### 1. GENERAL

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

#### AUDITS:

1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y	Y	Y		
1.4	Has security been set correctly? <b>(CSDR, CSA)</b>	Y	Y	Y		
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.	N/A	N/A	N/A		
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.	N.A	N/A	N/A		

#### AUDITS:

3.3	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y	Y		
-----	--	---	---	---	--	--

Action		Program or Service (Budget Entity Codes)				
		70010100	70010200	70010400		
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? ( <b>EXBR, EXBC - Report should print "Records Selected Net To Zero"</b> )	Y	Y	Y		
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.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y		
4.2	Is the program component code and title used correct?	Y	Y	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y		
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? ( <b>ED1R, XD1A - Report should print "No Differences Found For This Report"</b> )	Y	Y	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? ( <b>EXBR, EXBB - Negative differences need to be corrected in Column A01.</b> )	Y	Y	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? ( <b>EXBR, EXBD - Differences need to be corrected in Column A01.</b> )	Y	Y	Y		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2010-11 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					

	Program or Service (Budget Entity Codes)			
Action	70010100	70010200	70010400	

**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 (OADAC)? 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 salary and benefits 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)				
		70010100	70010200	70010400		
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) 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)?	N/A	N/A	N/A		
<b>AUDIT:</b>						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y	Y	Y		
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	Y	Y	Y		
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	Y	Y	Y		
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	Y	Y	Y		
7.22	Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) )</b>	N/A	N/A	N/A		
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					

Action		Program or Service (Budget Entity Codes)			
		70010100	70010200	70010400	
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Department Level			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Department Level			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Department Level			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Department Level			
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)?	Department Level			
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?	Department Level			
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?	Department Level			
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?	Department Level			
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)?	Department Level			
8.10	Are the statutory authority references correct?	Department Level			
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.)	Department Level			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Department Level			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Department Level			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Department Level			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Department Level			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Department Level			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Department Level			

Action		Program or Service (Budget Entity Codes)			
		70010100	70010200	70010400	
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?	Department Level			
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?	Department Level			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Department Level			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Department Level			
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.)	Department Level			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Department Level			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Department Level			
8.25	Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>	Department Level			
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?	Department Level			
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?	Department Level			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Department Level			
<b>AUDITS:</b>					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Department Level			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Department Level			
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	Department Level			
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)				
		70010100	70010200	70010400		
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y		
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	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 <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	Y	Y		
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Department Level				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>					
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?	Department Level				
<b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Department Level				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Department Level				
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? ( <b>GENR, ACT1</b> )	Y	Y	Y		
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y	Y	Y		
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	N/A	N/A	N/A		

Action		Program or Service (Budget Entity Codes)				
		70010100	70010200	70010400		
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y		
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y	Y	Y		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Department Level				
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A	N/A		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	N/A		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A	N/A		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	N/A		
17.5	Are the appropriate counties identified in the narrative?	N/A	N/A	N/A		
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?	N/A	N/A	N/A		
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>18. FLORIDA FISCAL PORTAL</b>						
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y		

	Program or Service (Budget Entity Codes)			
Action	70010100	70010200	70010400	

**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"> <li>• Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL</li> <li>• Schedule IA: Detail of Fees and Related Costs (Part I and Part II)</li> <li>• Schedule IC: Reconciliation of Unreserved Fund Balances</li> <li>• Reconciliation: Beginning Trial Balance to Schedule I and IC</li> <li>• Exhibit D-1: Detail of Expenses</li> <li>• Schedule XI: Agency-Level Unit Cost Summary</li> <li>• Opening Trial Balance as of July 1, 2011</li> <li>• Schedule I Narratives related to Column A01</li> <li>• Inter-Agency Transfer Form</li> </ul>	N/A	N/A	N/A	
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## Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): <b>Corrections/Security and Institutional Operations</b>					
Agency Budget Officer/OPB Analyst Name: <b>Mark Tallent/Beth Hamilton</b>					
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)				
	70031100	70031200	70031300	70031400	70031500
<b>1. GENERAL</b>					
1.1	Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>	Y	Y	Y	Y
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y	Y	Y	Y
<b>AUDITS:</b>					
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y	Y	Y	Y
1.4	Has security been set correctly? <b>(CSDR, CSA)</b>	Y	Y	Y	Y
<b>TIP</b>	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.				
<b>2. EXHIBIT A (EADR, EXA)</b>					
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
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	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
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
<b>3. EXHIBIT B (EXBR, EXB)</b>					
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	N/A	N/A	N/A
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.	N/A	N/A	N/A	N/A
<b>AUDITS:</b>					
3.3	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y	Y	Y
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y	Y	Y	Y
<b>TIP</b>	Generally look for and be able to fully explain significant differences between A02 and A03.				
<b>TIP</b>	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.				

Action	Program or Service (Budget Entity Codes)				
	70031100	70031200	70031300	70031400	70031500
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
<b>4. EXHIBIT D (EADR, EXD)</b>					
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y	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.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>					
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
<b>AUDITS:</b>					
5.2 Do the fund totals agree with the object category totals within each appropriation category? ( <b>ED1R, XD1A - Report should print "No Differences Found For This Report"</b> )	Y	Y	Y	Y	Y
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? ( <b>EXBR, EXBB - Negative differences need to be corrected in Column A01.</b> )	Y	Y	Y	Y	Y
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? ( <b>EXBR, EXBD - Differences need to be corrected in Column A01.</b> )	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.					
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>					
6.1 Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>					
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y	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?	N/A	N/A	N/A	N/A	N/A



Action		Program or Service (Budget Entity Codes)				
		70031100	70031200	70031300	70031400	70031500
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A	N/A	N/A
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	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?	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	N/A
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #12-009?	N/A	N/A	N/A	N/A	N/A
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. <b>(PLRR, PLMO)</b>	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A
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.)	N/A	N/A	N/A	N/A	N/A
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	N/A	N/A	N/A	N/A	N/A
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
<b>AUDIT:</b>						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y	Y	Y	Y	Y
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A	N/A	N/A	N/A	N/A
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	N/A	N/A	N/A	N/A	N/A

Action		Program or Service (Budget Entity Codes)				
		70031100	70031200	70031300	70031400	70031500
7.22	Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) )</b>	N/A	N/A	N/A	N/A	N/A
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Submitted at the Department Level				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at the Department Level				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at the Department Level				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at the Department Level				
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)?	Submitted at the Department Level				
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?	Submitted at the Department Level				
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?	Submitted at the Department Level				
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?	Submitted at the Department Level				
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)?	Submitted at the Department Level				

Action	Program or Service (Budget Entity Codes)					
	70031100	70031200	70031300	70031400	70031500	
8.10	Are the statutory authority references correct?					Submitted at the Department Level
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.)					Submitted at the Department Level
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?					Submitted at the Department Level
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?					Submitted at the Department Level
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?					Submitted at the Department Level
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?					Submitted at the Department Level
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?					Submitted at the Department Level
8.17	If applicable, are nonrecurring revenues entered into Column A04?					Submitted at the Department Level
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?					Submitted at the Department Level
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?					Submitted at the Department Level
8.20	Are appropriate service charge nonoperating amounts included in Section II?					Submitted at the Department Level
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?					Submitted at the Department Level
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.)					Submitted at the Department Level
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?					Submitted at the Department Level
8.24	Are prior year September operating reversions appropriately shown in column A01?					Submitted at the Department Level
8.25	Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>					Submitted at the Department Level
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?					Submitted at the Department Level
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?					Submitted at the Department Level
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?					Submitted at the Department Level
<b>AUDITS:</b>						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).					Submitted at the Department Level
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>					Submitted at the Department Level

Action		Program or Service (Budget Entity Codes)				
		70031100	70031200	70031300	70031400	70031500
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	Submitted at the Department Level				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	N/A	N/A	N/A	N/A
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Submitted at the Department Level				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>					
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?	Submitted at the Department Level				
<b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Submitted at the Department Level				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at the Department Level				
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? <b>(GENR, ACT1)</b>	Submitted at the Department Level				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? <b>(Audit #1 should print "No Activities Found")</b>	Submitted at the Department Level				

Action		Program or Service (Budget Entity Codes)				
		70031100	70031200	70031300	70031400	70031500
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Submitted at the Department Level				
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.)	Submitted at the Department Level				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Submitted at the Department Level				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Submitted at the Department Level				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Submitted at the Department Level				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at the Department Level				
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	FCO Submitted Separately				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	FCO Submitted Separately				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	FCO Submitted Separately				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	FCO Submitted Separately				
17.5	Are the appropriate counties identified in the narrative?	FCO Submitted Separately				
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?	FCO Submitted Separately				
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>18. FLORIDA FISCAL PORTAL</b>						
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Submitted at the Department Level				

	Program or Service (Budget Entity Codes)				
Action	70031100	70031200	70031300	70031400	70031500

<b>19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)</b>	
<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"> <li>• Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL</li> <li>• Schedule IA: Detail of Fees and Related Costs (Part I and Part II)</li> <li>• Schedule IC: Reconciliation of Unreserved Fund Balances</li> <li>• Reconciliation: Beginning Trial Balance to Schedule I and IC</li> <li>• Exhibit D-1: Detail of Expenses</li> <li>• Schedule XI: Agency-Level Unit Cost Summary</li> <li>• Opening Trial Balance as of July 1, 2011</li> <li>• Schedule I Narratives related to Column A01</li> <li>• Inter-Agency Transfer Form</li> </ul>	N/A

## Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): <b>Corrections/Security &amp; Institutional Operations</b>					
Agency Budget Officer/OPB Analyst Name: <b>Mark Tallent/Beth Hamilton</b>					
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.					
	Program or Service (Budget Entity Codes)				
Action	70031600	70031700	70031800	70031900	70032000

### 1. GENERAL

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

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y	Y	Y	Y	Y
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>	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.	N/A	N/A	N/A	N/A	N/A
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.	N/A	N/A	N/A	N/A	N/A

### AUDITS:

3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y	Y	Y	Y
3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y	Y	Y	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.					

Action	Program or Service (Budget Entity Codes)				
	70031600	70031700	70031800	70031900	70032000
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
<b>4. EXHIBIT D (EADR, EXD)</b>					
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y	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.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>					
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
<b>AUDITS:</b>					
5.2 Do the fund totals agree with the object category totals within each appropriation category? ( <b>ED1R, XD1A - Report should print "No Differences Found For This Report"</b> )	Y	Y	Y	Y	Y
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? ( <b>EXBR, EXBB - Negative differences need to be corrected in Column A01.</b> )	Y	Y	Y	Y	Y
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? ( <b>EXBR, EXBD - Differences need to be corrected in Column A01.</b> )	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.					
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>					
6.1 Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>					
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y	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?	N/A	N/A	N/A	N/A	N/A



Action	Program or Service (Budget Entity Codes)				
	70031600	70031700	70031800	70031900	70032000
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A	N/A	N/A
7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A
7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	N/A	Y	N/A	N/A
7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	N/A	Y	N/A	N/A
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A
7.9 Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	N/A
7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #12-009?	Y	N/A	N/A	N/A	N/A
7.11 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. <b>(PLRR, PLMO)</b>	N/A	N/A	N/A	N/A	N/A
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	N/A	N/A	N/A	N/A
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.)	N/A	N/A	N/A	N/A	N/A
7.16 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)?	N/A	N/A	N/A	N/A	N/A
7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
<b>AUDIT:</b>					
7.18 Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y	Y	Y	Y	Y
7.19 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A	N/A	N/A	N/A	N/A
7.20 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	Y	N/A	Y	N/A	N/A
7.21 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	N/A	N/A	N/A	N/A	N/A

Action	Program or Service (Budget Entity Codes)				
	70031600	70031700	70031800	70031900	70032000
7.22 Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) )</b>	N/A	N/A	N/A	N/A	N/A
TIP Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.					
TIP Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP If an appropriation made in the FY 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
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8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at the Department Level				
8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at the Department Level				
8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at the Department Level				
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)?	Submitted at the Department Level				
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?	Submitted at the Department Level				
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?	Submitted at the Department Level				
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?	Submitted at the Department Level				
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)?	Submitted at the Department Level				

Action	Program or Service (Budget Entity Codes)				
	70031600	70031700	70031800	70031900	70032000
8.10 Are the statutory authority references correct?	Submitted at the Department Level				
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.)	Submitted at the Department Level				
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at the Department Level				
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at the Department Level				
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at the Department Level				
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at the Department Level				
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at the Department Level				
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Submitted at the Department Level				
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?	Submitted at the Department Level				
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?	Submitted at the Department Level				
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Submitted at the Department Level				
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at the Department Level				
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.)	Submitted at the Department Level				
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at the Department Level				
8.24 Are prior year September operating reversions appropriately shown in column A01?	Submitted at the Department Level				
8.25 Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>	Submitted at the Department Level				
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?	Submitted at the Department Level				
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?	Submitted at the Department Level				
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at the Department Level				
<b>AUDITS:</b>					
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at the Department Level				
8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Submitted at the Department Level				

Action		Program or Service (Budget Entity Codes)				
		70031600	70031700	70031800	70031900	70032000
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	Submitted at the Department Level				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Submitted at the Department Level				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>					
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?	Submitted at the Department Level				
<b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Submitted at the Department Level				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at the Department Level				
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? <b>(GENR, ACT1)</b>	Submitted at the Department Level				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? <b>(Audit #1 should print "No Activities Found")</b>	Submitted at the Department Level				

Action	Program or Service (Budget Entity Codes)				
	70031600	70031700	70031800	70031900	70032000
15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Submitted at the Department Level				
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.)	Submitted at the Department Level				
15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Submitted at the Department Level				
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>					
16.1 Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Submitted at the Department Level				
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Submitted at the Department Level				
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at the Department Level				
<b>AUDITS - GENERAL INFORMATION</b>					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>					
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	FCO Submitted Separately				
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	FCO Submitted Separately				
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	FCO Submitted Separately				
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	FCO Submitted Separately				
17.5 Are the appropriate counties identified in the narrative?	FCO Submitted Separately				
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?	FCO Submitted Separately				
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>18. FLORIDA FISCAL PORTAL</b>					
18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Submitted at the Department Level				

	Program or Service (Budget Entity Codes)				
Action	70031600	70031700	70031800	70031900	70032000

<b>19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)</b>	
<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"> <li>• Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL</li> <li>• Schedule IA: Detail of Fees and Related Costs (Part I and Part II)</li> <li>• Schedule IC: Reconciliation of Unreserved Fund Balances</li> <li>• Reconciliation: Beginning Trial Balance to Schedule I and IC</li> <li>• Exhibit D-1: Detail of Expenses</li> <li>• Schedule XI: Agency-Level Unit Cost Summary</li> <li>• Opening Trial Balance as of July 1, 2011</li> <li>• Schedule I Narratives related to Column A01</li> <li>• Inter-Agency Transfer Form</li> </ul>	N/A

## Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): <b>Corrections/Community Corrections</b>					
Agency Budget Officer/OPB Analyst Name: <b>Mark Tallent/Beth Hamilton</b>					
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)				
	7005100	70051000	70051100	70051200	70052000
<b>1. GENERAL</b>					
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
<b>AUDITS:</b>					
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.				
<b>2. EXHIBIT A (EADR, EXA)</b>					
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 Section 3 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 Section 3 of the LBR Instructions (pages 15 through 30) been followed?				
	Y	Y	Y	Y	Y
<b>3. EXHIBIT B (EXBR, EXB)</b>					
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.				
	N/A	N/A	N/A	N/A	N/A
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.				
	N/A	N/A	N/A	N/A	N/A
<b>AUDITS:</b>					
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
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.				

Action	Program or Service (Budget Entity Codes)				
	70050100	70051000	70051100	70051200	70052000
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
<b>4. EXHIBIT D (EADR, EXD)</b>					
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y	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.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>					
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	N/A	Y	Y	Y	Y
<b>AUDITS:</b>					
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	N/A	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.)	N/A	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.)	N/A	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.					
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>					
6.1 Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>					
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y	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?	N/A	N/A	N/A	N/A	N/A



Action		Program or Service (Budget Entity Codes)				
		7005100	70051000	70051100	70051200	70052000
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A	N/A	N/A
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	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?	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	N/A
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #12-009?	N/A	N/A	N/A	N/A	N/A
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. <b>(PLRR, PLMO)</b>	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A
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.)	N/A	N/A	N/A	N/A	N/A
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	N/A	N/A	N/A	N/A	N/A
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
<b>AUDIT:</b>						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y	Y	Y	Y	Y
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A	N/A	N/A	N/A	N/A
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	N/A	N/A	N/A	N/A	N/A

Action		Program or Service (Budget Entity Codes)				
		70050100	70051000	70051100	70051200	70052000
7.22	Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) )</b>	N/A	N/A	N/A	N/A	N/A
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Submitted at the Department Level				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at the Department Level				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at the Department Level				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at the Department Level				
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)?	Submitted at the Department Level				
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?	Submitted at the Department Level				
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?	Submitted at the Department Level				
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?	Submitted at the Department Level				
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)?	Submitted at the Department Level				

Action	Program or Service (Budget Entity Codes)				
	70050100	70051000	70051100	70051200	70052000
8.10 Are the statutory authority references correct?	Submitted at the Department Level				
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.)	Submitted at the Department Level				
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at the Department Level				
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at the Department Level				
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at the Department Level				
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at the Department Level				
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at the Department Level				
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Submitted at the Department Level				
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?	Submitted at the Department Level				
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?	Submitted at the Department Level				
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Submitted at the Department Level				
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at the Department Level				
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.)	Submitted at the Department Level				
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at the Department Level				
8.24 Are prior year September operating reversions appropriately shown in column A01?	Submitted at the Department Level				
8.25 Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>	Submitted at the Department Level				
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?	Submitted at the Department Level				
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?	Submitted at the Department Level				
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at the Department Level				
<b>AUDITS:</b>					
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at the Department Level				
8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Submitted at the Department Level				

Action		Program or Service (Budget Entity Codes)				
		70050100	70051000	70051100	70051200	70052000
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	Submitted at the Department Level				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y	Y	Y
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	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 <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Submitted at the Department Level				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>					
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?	Submitted at the Department Level				
<b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Submitted at the Department Level				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at the Department Level				
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? <b>(GENR, ACT1)</b>	Submitted at the Department Level				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? <b>(Audit #1 should print "No Activities Found")</b>	Submitted at the Department Level				

Action	Program or Service (Budget Entity Codes)				
	70050100	70051000	70051100	70051200	70052000
15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Submitted at the Department Level				
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.)	Submitted at the Department Level				
15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Submitted at the Department Level				
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>					
16.1 Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Submitted at the Department Level				
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Submitted at the Department Level				
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at the Department Level				
<b>AUDITS - GENERAL INFORMATION</b>					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>					
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	FCO Submitted Separately				
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	FCO Submitted Separately				
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	FCO Submitted Separately				
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	FCO Submitted Separately				
17.5 Are the appropriate counties identified in the narrative?	FCO Submitted Separately				
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?	FCO Submitted Separately				
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>18. FLORIDA FISCAL PORTAL</b>					
18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Submitted at the Department Level				

	Program or Service (Budget Entity Codes)				
Action	70050100	70051000	70051100	70051200	70052000

**19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)**

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:

- 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

N/A

## Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): <b>Corrections/Community Corrections</b>				
Agency Budget Officer/OPB Analyst Name: <b>Mark Tallent/Beth Hamilton</b>				
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	70053000	70054000	70055000	70056000

1. GENERAL				
1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y	Y	Y	Y
AUDITS:				
1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y	Y	Y	Y
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>	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
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	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
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
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.	N/A	N/A	N/A	N/A
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.	N/A	N/A	N/A	N/A
AUDITS:				
3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y	Y	Y
3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y	Y	Y	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.				

Action	Program or Service (Budget Entity Codes)				
	70053000	70054000	70055000	70056000	
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
<b>4. EXHIBIT D (EADR, EXD)</b>					
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y	Y	
4.2 Is the program component code and title used correct?	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.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>					
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	
<b>AUDITS:</b>					
5.2 Do the fund totals agree with the object category totals within each appropriation category? ( <b>ED1R, XD1A - Report should print "No Differences Found For This Report"</b> )	Y	Y	Y	Y	
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? ( <b>EXBR, EXBB - Negative differences need to be corrected in Column A01.</b> )	Y	Y	Y	Y	
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? ( <b>EXBR, EXBD - Differences need to be corrected in Column A01.</b> )	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.					
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>					
6.1 Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>					
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y	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	
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?	N/A	N/A	N/A	N/A	



Action		Program or Service (Budget Entity Codes)			
		70053000	70054000	70055000	70056000
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A	N/A
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A	N/A	N/A	N/A
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	N/A	Y	N/A
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	N/A	Y	N/A
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #12-009?	N/A	N/A	N/A	N/A
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. ( <b>PLRR, PLMO</b> )	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	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.)	N/A	N/A	N/A	N/A
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	N/A	N/A	N/A	N/A
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A
<b>AUDIT:</b>					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. ( <b>EADR, FSIA - Report should print "No Records Selected For Reporting"</b> )	Y	Y	Y	Y
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? ( <b>GENR, LBR1</b> )	N/A	N/A	N/A	N/A
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	Y	N/A	Y	N/A
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	N/A	N/A	N/A	N/A

Action		Program or Service (Budget Entity Codes)				
		70053000	70054000	70055000	70056000	
7.22	Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) )</b>	N/A	N/A	N/A	N/A	
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Submitted at the Department Level				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at the Department Level				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at the Department Level				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at the Department Level				
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)?	Submitted at the Department Level				
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?	Submitted at the Department Level				
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?	Submitted at the Department Level				
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?	Submitted at the Department Level				
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)?	Submitted at the Department Level				

Action	Program or Service (Budget Entity Codes)			
	70053000	70054000	70055000	70056000
8.10 Are the statutory authority references correct?	Submitted at the Department Level			
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.)	Submitted at the Department Level			
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at the Department Level			
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at the Department Level			
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at the Department Level			
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at the Department Level			
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at the Department Level			
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Submitted at the Department Level			
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?	Submitted at the Department Level			
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?	Submitted at the Department Level			
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8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at the Department Level			
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.)	Submitted at the Department Level			
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at the Department Level			
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8.25 Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>	Submitted at the Department Level			
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?	Submitted at the Department Level			
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?	Submitted at the Department Level			
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at the Department Level			
<b>AUDITS:</b>				
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at the Department Level			
8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Submitted at the Department Level			

Action		Program or Service (Budget Entity Codes)				
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8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	Submitted at the Department Level				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	N/A	Y	N/A	
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	N/A	Y	N/A	
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	N/A	Y	N/A	
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Submitted at the Department Level				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>					
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?	Submitted at the Department Level				
<b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Submitted at the Department Level				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at the Department Level				
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? <b>(GENR, ACT1)</b>	Submitted at the Department Level				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? <b>(Audit #1 should print "No Activities Found")</b>	Submitted at the Department Level				

Action	Program or Service (Budget Entity Codes)			
	70053000	70054000	70055000	70056000
15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Submitted at the Department Level			
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.)	Submitted at the Department Level			
15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Submitted at the Department Level			
<b>TIP</b> If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>				
16.1 Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Submitted at the Department Level			
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Submitted at the Department Level			
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at the Department Level			
<b>AUDITS - GENERAL INFORMATION</b>				
<b>TIP</b> Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.				
<b>TIP</b> Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>				
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	FCO Submitted Separately			
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	FCO Submitted Separately			
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	FCO Submitted Separately			
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	FCO Submitted Separately			
17.5 Are the appropriate counties identified in the narrative?	FCO Submitted Separately			
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?	FCO Submitted Separately			
<b>TIP</b> Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				
<b>18. FLORIDA FISCAL PORTAL</b>				
18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Submitted at the Department Level			

	Program or Service (Budget Entity Codes)			
Action	70053000	70054000	70055000	70056000

**19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)**

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:

- 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

N/A

# Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Corrections/ Health Services

Agency Budget Officer/OPB Analyst Name: Mark Tallent/ Beth Hamilton

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)				
	70251000	70252000			

## 1. GENERAL

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

### AUDITS:

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

## 2. EXHIBIT A (EADR, EXA)

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

### AUDITS:

3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y			
--	---	---	--	--	--

		Program or Service (Budget Entity Codes)				
Action		70251000	70252000			
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? ( <b>EXBR, EXBC - Report should print "Records Selected Net To Zero"</b> )	Y	Y			
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.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y			
4.2	Is the program component code and title used correct?	Y	Y			
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y			
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? ( <b>ED1R, XD1A - Report should print "No Differences Found For This Report"</b> )	Y	Y			
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? ( <b>EXBR, EXBB - Negative differences need to be corrected in Column A01.</b> )	Y	Y			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? ( <b>EXBR, EXBD - Differences need to be corrected in Column A01.</b> )	Y	Y			
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2010-11 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					



	Program or Service (Budget Entity Codes)			
Action	70251000	70252000		

**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			
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			
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			
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?	N/A	N/A			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A	N/A			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	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			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y			
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #12-009?	N/A	N/A			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. <b>(PLRR, PLMO)</b>	N/A	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y			
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A	N/A			

Action		Program or Service (Budget Entity Codes)				
		70251000	70252000			
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	N/A	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
<b>AUDIT:</b>						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y	Y			
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A	N/A			
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A	N/A			
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	N/A	N/A			
7.22	Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) )</b>	N/A	N/A			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					

	Program or Service (Budget Entity Codes)			
Action	70251000	70252000		

<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>		
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Submitted at Department Level
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at Department Level
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at Department Level
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at Department Level
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)?	Submitted at Department Level
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?	Submitted at Department Level
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?	Submitted at Department Level
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?	Submitted at Department Level
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)?	Submitted at Department Level
8.10	Are the statutory authority references correct?	Submitted at Department Level
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.)	Submitted at Department Level
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at Department Level
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at Department Level
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at Department Level
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at Department Level
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at Department Level
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at Department Level

		Program or Service (Budget Entity Codes)			
Action		70251000	70252000		
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?	Submitted at Department Level			
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?	Submitted at Department Level			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Submitted at Department Level			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at Department Level			
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.)	Submitted at Department Level			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at Department Level			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Submitted at Department Level			
8.25	Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>	Submitted at Department Level			
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?	Submitted at Department Level			
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?	Submitted at Department Level			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at Department Level			
<b>AUDITS:</b>					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at Department Level			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Submitted at Department Level			
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	Submitted at Department Level			
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.)				

		Program or Service (Budget Entity Codes)				
Action		70251000	70252000			
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y			
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	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 <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	Y			
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A			
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Submitted at Department Level				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>					
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?	Submitted at Department Level				
<b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Submitted at Department Level				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at Department Level				
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? ( <b>GENR, ACT1</b> )	Y	Y			
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Submitted at Department Level				
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Submitted at Department Level				

		Program or Service (Budget Entity Codes)				
Action		70251000	70252000			
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			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y	Y			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at Department Level				
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A			
17.5	Are the appropriate counties identified in the narrative?	N/A	N/A			
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?	N/A	N/A			
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>18. FLORIDA FISCAL PORTAL</b>						
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y			

	Program or Service (Budget Entity Codes)			
Action	70251000	70252000		

**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"> <li>• Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL</li> <li>• Schedule IA: Detail of Fees and Related Costs (Part I and Part II)</li> <li>• Schedule IC: Reconciliation of Unreserved Fund Balances</li> <li>• Reconciliation: Beginning Trial Balance to Schedule I and IC</li> <li>• Exhibit D-1: Detail of Expenses</li> <li>• Schedule XI: Agency-Level Unit Cost Summary</li> <li>• Opening Trial Balance as of July 1, 2011</li> <li>• Schedule I Narratives related to Column A01</li> <li>• Inter-Agency Transfer Form</li> </ul>	N/A	N/A			
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# Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Corrections / Education and Programs

Agency Budget Officer/OPB Analyst Name: Mark Tallent / Beth Hamilton

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)				
	70450100	70450200	70450300		

## 1. GENERAL

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

### AUDITS:

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

## 2. EXHIBIT A (EADR, EXA)

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

## 3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	N/A	N/A		
3.2 Are the 33XXXXX0 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 33XXXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A		

### AUDITS:

3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y	Y		
3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y	Y	Y		



Action		Program or Service (Budget Entity Codes)				
		70450100	70450200	70450300		
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.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y		
4.2	Is the program component code and title used correct?	Y	Y	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y		
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y	Y	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences need to be corrected in Column A01.)</b>	Y	Y	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences need to be corrected in Column A01.)</b>	Y	Y	Y		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2010-11 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					

Action	Program or Service (Budget Entity Codes)				
	70450100	70450200	70450300		

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)				
		70450100	70450200	70450300		
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXX) and are the correct issue codes used (361XXC0, 362XXC0, 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)?	N/A	N/A	N/A		
<b>AUDIT:</b>						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y	Y	Y		
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	Y	Y	Y		
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	Y	Y	Y		
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	Y	Y	Y		
7.22	Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) )</b>	N/A	N/A	N/A		
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					

Action		Program or Service (Budget Entity Codes)			
		70450100	70450200	70450300	
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Department Level			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Department Level			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Department Level			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Department Level			
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)?	Department Level			
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?	Department Level			
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?	Department Level			
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?	Department Level			
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)?	Department Level			
8.10	Are the statutory authority references correct?	Department Level			
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.)	Department Level			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Department Level			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Department Level			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Department Level			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Department Level			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Department Level			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Department Level			

Action		Program or Service (Budget Entity Codes)			
		70450100	70450200	70450300	
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?	Department Level			
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?	Department Level			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Department Level			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Department Level			
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.)	Department Level			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Department Level			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Department Level			
8.25	Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>	Department Level			
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?	Department Level			
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?	Department Level			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Department Level			
<b>AUDITS:</b>					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Department Level			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Department Level			
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	Department Level			
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!				
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				

**9. SCHEDULE II (PSCR, SC2)**

Action	Program or Service (Budget Entity Codes)				
	70450100	70450200	70450300		
<b>AUDIT:</b>					
9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y		
<b>10. SCHEDULE III (PSCR, SC3)</b>					
10.1 Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	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 <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	Y	Y		
<b>11. SCHEDULE IV (EADR, SC4)</b>					
11.1 Are the correct Information Technology (IT) issue codes used?	Y	Y	Y		
<b>TIP</b> If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>					
12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Department Level				
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>					
13.1 <b>NOT REQUIRED FOR THIS YEAR</b>					
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>					
14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?	Department Level				
<b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>					
15.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Department Level				
15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Department Level				
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>					
15.3 Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y	Y	Y		
15.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y	Y	Y		
15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	N/A	N/A	N/A		

Action	Program or Service (Budget Entity Codes)				
	70450100	70450200	70450300		
15.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y		
15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y	Y	Y		
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>					
16.1 Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y		
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y		
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Department Level				
<b>AUDITS - GENERAL INFORMATION</b>					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>					
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A	N/A		
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	N/A		
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A	N/A		
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	N/A		
17.5 Are the appropriate counties identified in the narrative?	N/A	N/A	N/A		
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?	N/A	N/A	N/A		
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>18. FLORIDA FISCAL PORTAL</b>					
18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y		
<b>19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)</b>					

		Program or Service (Budget Entity Codes)			
Action		70450100	70450200	70450300	
19.1	<p>If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> <li>• Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL</li> <li>• Schedule IA: Detail of Fees and Related Costs (Part I and Part II)</li> <li>• Schedule IC: Reconciliation of Unreserved Fund Balances</li> <li>• Reconciliation: Beginning Trial Balance to Schedule I and IC</li> <li>• Exhibit D-1: Detail of Expenses</li> <li>• Schedule XI: Agency-Level Unit Cost Summary</li> <li>• Opening Trial Balance as of July 1, 2011</li> <li>• Schedule I Narratives related to Column A01</li> <li>• Inter-Agency Transfer Form</li> </ul>	N/A	N/A	N/A	



# Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Corrections / Department Level Only

Agency Budget Officer/OPB Analyst Name: Mark Tallent / Beth Hamilton

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

	Program or Service (Budget Entity Codes)				
Action					

## 1. GENERAL

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

### AUDITS:

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

## 2. EXHIBIT A (EADR, EXA)

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

## 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.					
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.					

### AUDITS:

3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>					
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		Program or Service (Budget Entity Codes)				
Action						
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? ( <b>EXBR, EXBC - Report should print "Records Selected Net To Zero"</b> )					
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.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?					
4.2	Is the program component code and title used correct?					
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)					
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? ( <b>ED1R, XD1A - Report should print "No Differences Found For This Report"</b> )					
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? ( <b>EXBR, EXBB - Negative differences need to be corrected in Column A01.</b> )					
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? ( <b>EXBR, EXBD - Differences need to be corrected in Column A01.</b> )					
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2010-11 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>						

		Program or Service (Budget Entity Codes)				
Action						
6.1	Are issues appropriately aligned with appropriation categories?					
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)					
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.)					
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?					
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?					
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.)					
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.					
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/A/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.					
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?					
7.9	Does the issue narrative reference the specific county(ies) where applicable?					
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?					
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. <b>(PLRR, PLMO)</b>					
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?					
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?					
7.14	Do the amounts reflect appropriate FSI assignments?					
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.)					

		Program or Service (Budget Entity Codes)				
Action						
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXX) and are the correct issue codes used (361XXC0, 362XXC0, 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)					
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?					
<b>AUDIT:</b>						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>					
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>					
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>					
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>					
7.22	Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) )</b>					
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes				

		Program or Service (Budget Entity Codes)			
Action					
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Yes			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Yes			
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Yes			
8.10	Are the statutory authority references correct?	Yes			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Yes			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Yes			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Yes			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Yes			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Yes			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? 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?	Yes			
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Yes			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Yes			

		Program or Service (Budget Entity Codes)			
Action					
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes			
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Yes			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Yes			
8.25	Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>	N/A			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Yes			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes			
<b>AUDITS:</b>					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	Yes			
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. ( <b>SC1R, DEPT</b> )	Yes			
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!				
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
<b>9. SCHEDULE II (PSCR, SC2)</b>					
<b>AUDIT:</b>					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)				
<b>10. SCHEDULE III (PSCR, SC3)</b>					

		Program or Service (Budget Entity Codes)			
Action					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.				
<b>11. SCHEDULE IV (EADR, SC4)</b>					
11.1	Are the correct Information Technology (IT) issue codes used?				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?		Yes		
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>					
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>				
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?		Yes		
<b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>					
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)		Yes		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?		Yes		
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>					
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )				
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )				
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.)				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				

		Program or Service (Budget Entity Codes)				
Action						
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?					
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?					
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Yes				
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?					
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?					
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?					
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?					
17.5	Are the appropriate counties identified in the narrative?					
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?					
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>18. FLORIDA FISCAL PORTAL</b>						
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?					
<b>19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)</b>						
19.1	<p>If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> <li>• Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL</li> <li>• Schedule IA: Detail of Fees and Related Costs (Part I and Part II)</li> <li>• Schedule IC: Reconciliation of Unreserved Fund Balances</li> <li>• Reconciliation: Beginning Trial Balance to Schedule I and IC</li> <li>• Exhibit D-1: Detail of Expenses</li> <li>• Schedule XI: Agency-Level Unit Cost Summary</li> <li>• Opening Trial Balance as of July 1, 2011</li> <li>• Schedule I Narratives related to Column A01</li> <li>• Inter-Agency Transfer Form</li> </ul>	N/A	N/A	N/A		