



LEGISLATIVE BUDGET REQUEST

Florida Fish and Wildlife Conservation Commission

October 15, 2012

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Vice Chairman
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CAV

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

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Tallahassee, Florida 32399-0001

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

Mike Hansen, Staff Director
Senate Budget Committee
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Florida Fish and Wildlife Conservation Commission 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 2013-14 Fiscal Year. This submission has been approved by Nick Wiley, Executive Director.

Sincerely,

Charlotte Jerrett
Charlotte Jerrett
Chief Financial Officer

CJ/caa

cc: Nick Wiley, Executive Director

Department Level Exhibits and Schedules



FISH AND WILDLIFE CONSERVATION COMMISSION
TEMPORARY SPECIAL DUTY – GENERAL PAY ADDITIVES IMPLEMENTATION PLAN
FOR FISCAL YEAR 2013 – 2014

This request is submitted in accordance with Section 110.2035(7)(b), Florida Statutes, which requires agency annual legislative budget requests include a proposed written plan for implementing Temporary Special Duties – General Pay Additives for the following fiscal year. All of the additives requested in this plan have been in use since 2005 or earlier and require no additional rate or appropriations to continue.

Temporary Special Duty - General Pay Additives: The Fish and Wildlife Conservation Commission requests approval to continue temporary special duty pay additives for duties that must continue to be performed to ensure the efficiency and effectiveness of the agency when the incumbent is absent from their position due to one of the following reasons:

- A workers' compensation covered illness or injury in which the employee has not been released to return to work after 90 days.
- An illness or injury for which the employee is on approved leave beyond the 12-week FMLA entitlement in accordance with agency policy.
- Approved educational leave in accordance with agency policy.
- Position vacant over 90 days which the agency has been unable to fill.

An employee who is assigned added duties under these conditions will receive a 5% increase for the duration of the assignment. Detailed information for each request is attached.

General Pay Additives: The Fish and Wildlife Conservation Commission requests approval to continue long-standing general pay additives which are based on the duties and responsibilities of specific positions. The requested additives are justified for reasons such as the hazardous nature of the duties and the specialized training required to perform the duties. These general pay additives are valuable management tools which allow the agency to recognize and compensate employees for the identified duties without providing a permanent pay increase. These additives are requested for:

- Law Enforcement Officers who perform additional duties as trained dog (K-9) handlers.
- Law Enforcement Officers who perform additional duties by conducting regional recruitment events and being involved in news and media events.
- Law Enforcement Officers who perform additional duties as Breath Test Operators/Inspectors
- Law Enforcement Officers who perform additional duties as Field Training Officers.
- Law Enforcement Duty Officers who perform additional duties as Dispatch Trainers.
- Critical Market Pay Additive for sworn and non-sworn law enforcement personnel who reside in Lee, Collier, and Monroe counties.

Detailed information for each request is attached.

TEMPORARY SPECIAL DUTY PAY ADDITIVES:

Workers' Compensation Temporary Special Duty Additive

Description and Justification: When an employee has a work related injury or illness and is unable to perform their job duties, it may be necessary to assign their duties to other employees. When possible, the agency will rotate these extra duties among employees every ninety days. However, in some locations there are too few employees suitable for rotation. This additive will be used when the absent worker's duties must be performed but cannot be rotated to different employees every 90 days.

Effective Date: Beginning after the 22nd day of assignment of the additional duties.

Period of Time in Effect: The agency will monitor each biweekly pay period to ensure immediate removal of the additive upon return of the injured/ill employee.

Amount of Additive:

Non-Sworn: 5%

Sworn: 10% or base of the hiring range for the position, whichever is greater.

Classes and Number of Positions Affected: Potential for any position to be affected but the majority of classes will be law enforcement, biological scientist and fish/wildlife technician positions. Unable to predict a number; may have none one fiscal year and then several the next.

Historical Data: Have not previously tracked.

Estimated Annual Cost: Unknown.

Collective Bargaining Unit Impacted:

AFSCME – Relevant language in Article 21

PBA Law Enforcement Unit – Relevant language in Article 21

Extended Sick Leave Temporary Special Duty Additive

Description and Justification: This additive will be used when the incumbent is on approved leave for an illness or injury extending beyond the 12-week Family Medical Leave Act (FMLA) entitlement. The agency's policy allows for continued absence when an employee is unable to return to work after the initial FMLA absence. The continued absence is closely monitored in accordance with agency policy and the incumbent employee is required to provide periodic submission to the agency of detailed medical certification for the need for the continued absence. When possible, the agency will rotate these extra duties among employees every ninety days. However, in some locations there are too few employees suitable for rotation. This additive will be used when the absent worker's duties must be performed but cannot be rotated to different employees every 90 days.

Effective Date: Beginning after the 22nd day of assignment of the additional duties.

Period of Time in Effect: The agency will monitor each biweekly pay period to ensure immediate removal of the additive upon return of the incumbent employee.

Amount of Additive:

Non-Sworn: 5%

Sworn: 10% or base of the hiring range for the position, whichever is greater.

Classes and Number of Positions Affected: All positions in the agency. Unable to predict a number; may have none one fiscal year and then several the next.

Historical Data:

Non-Sworn: One as of October 1 for FY 2012-13

Sworn: One in FY 2011-12. Two as of October 1 for FY 2012-13.

Estimated Annual Cost: Unknown.

Collective Bargaining Unit Impacted:

AFSCME – Relevant language in Article 21

PBA Law Enforcement Unit – Relevant language in Article 21

Educational Leave Temporary Special Duty Additive

Description and Justification: When an employee is approved for educational leave in accordance with agency policy, it may be necessary to assign their duties to other employees. When possible, the agency will rotate these extra duties among employees every ninety days. However, in some locations there are too few employees suitable for rotation. This additive will be used when the absent worker's duties must be performed but cannot be rotated to different employees every 90 days.

Effective Date: Beginning after the 22nd day of assignment of the additional duties.

Period of Time in Effect: The agency will monitor each biweekly pay period to ensure immediate removal of the additive upon return of the injured/ill employee.

Amount of Additive:

Non-Sworn: 5%

Sworn: 10% or base of the hiring range for the position, whichever is greater.

Classes and Number of Positions Affected: Potential for any position to be affected but the majority of classes will be law enforcement, biological scientist and fish/wildlife technician positions. Unable to predict a number; may have none one fiscal year and then several the next.

Historical Data: None approved since agency policy established in August of 2010.

Estimated Annual Cost: Unknown

Collective Bargaining Unit Impacted:

AFSCME – Relevant language in Article 21

PBA Law Enforcement Unit – Relevant language in Article 21

Positions Vacant Over 90 Days Temporary Special Duty Additive

Description and Justification: Positions vacant over 90 days which the agency has been unable to fill it may necessitate the agency temporarily assign the duties to other employees. When possible, the agency will rotate these extra duties among employees every ninety days. However, in some locations there are too few employees suitable for rotation. This additive will be used when the vacant position's duties must be performed but cannot be rotated to different employees every 90 days.

Effective Date: Beginning after the 22nd day of assignment of the special duties.

Period of Time in Effect: The agency will monitor each biweekly pay period to ensure immediate removal of the additive upon hire of an applicant to fill the vacant position.

Amount of Additive:

Non-Sworn: 5%

Sworn: 10% or base of the hiring range for the position, whichever is greater.

Classes and Number of Positions Affected: Potential for any position to be affected but the majority of classes will be law enforcement, biological scientist and fish/wildlife technician positions. Unable to predict a number; may have none one fiscal year and then several the next.

Historical Data:

Non-Sworn: Four in 2011. None thus far in 2012.

Sworn: Five in FY 2011-12. Four as of October 1 in FY 2012-13.

Estimated Annual Cost: Unknown

Collective Bargaining Unit Impacted:

AFSCME – Relevant language in Article 21

PBA Law Enforcement Unit – Relevant language in Article 21

GENERAL PAY ADDITIVES:

K-9 Law Enforcement Officers Pay Additive

Description and Justification: The Division of Law Enforcement currently has fifteen K-9 Law Enforcement Officers (LEO) throughout the state. To become a K-9 LEO, the employee must attend and successfully complete a ten-week training academy and maintain proficiency and certification for K-9 handling. The employee must also be able to house and maintain the canine at their residence. These employees, along with their canines, work with the Patrol Officers, Investigation Officers, and Special Operations Groups, as well as assisting other state law enforcement agencies on special details. Due to the significant amount of additional, costly training, keeping employees in these positions over an extended time is the most cost effective way to provide the highest quality service. In addition, these employees often work unusual and long hours. The K-9 Officer Additive provides the incentive needed to recruit and retain these highly trained employees.

Effective Date: Beginning immediately upon assignment of duty and completion of the K-9 Academy training

Period of Time in Effect: Employees who graduate from the Division's K-9 Academy are granted a temporary 5% increase upon completion of the Academy for K-9 duties, which becomes permanent after a 3 year commitment.

Amount of Additive: 5%

Classes and Number of Positions Affected:

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	15

Historical Data: This pay additive was implemented in July 2004. The number of positions receiving the additive has remained stable.

Estimated Annual Cost: Based on a salary estimate at the mid-range for a Law Enforcement Officer, the calculation is as follows: \$36,765 x 5% = \$1,838 annually x 15 positions = \$27,570. The agency is not requesting any additional rate or appropriations for this additive.

Collective Bargaining Unit Impacted:

PBA Law Enforcement Unit – Relevant language in Article 21

Law Enforcement Officer Recruiter/Community Relations Pay Additive

Description and Justification: The Division of Law Enforcement has seven Recruiter/Community Relations Law Enforcement Officers throughout the state. In addition to the FWC Officer responsibilities, these positions assume additional duties and responsibilities by conducting regional recruitment events with community service groups and minority professional organizations. They

actively recruit qualified applicants at career fairs, local community groups, and civic organizations. Recruiter/Community Relations Law Enforcement Officers receive additional training to perform their unique responsibilities. Recruitment and retention is a high priority for the agency and these positions are vital to acquiring qualified applicants. Retaining employees in these positions for long periods of time helps to ensure our agency can provide the highest quality service. In addition, these employees often work unusual and long hours. This pay additive provides the incentive needed to recruit and retain these highly trained employees.

Effective Date: Beginning immediately upon employee assignment to the duties

Period of Time in Effect: Employees are granted a temporary 5% increase upon appointment to such duties, which becomes permanent after a 3 year commitment.

Amount of Additive: 5%

Classes and Number of Positions Affected:

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	7

Historical Data: This pay additive was implemented in May of 2004. The number of positions receiving the additive has remained stable.

Estimated Annual Cost: Based on a salary estimate at the mid-range for a Law Enforcement Officer, the calculation is as follows: $\$36,765 \times 5\% = \$1,838$ annually $\times 7$ positions = $\$12,866$. The agency is not requesting any additional rate or appropriations for this additive.

Collective Bargaining Unit Impacted:

PBA Law Enforcement Unit – Relevant language in Article 21

Law Enforcement Breath Test Operator/Inspector Pay Additive

Description and Justification: The Division of Law Enforcement has six Breath Test Operators/Inspectors throughout the state. In addition to the FWC Officer responsibilities, these positions require additional training and assume additional duties and responsibilities. The employee must maintain a current Breath Test Operator Permit from the Florida Department of Law Enforcement, attend mandatory re-certification, and is responsible for keeping the Intoxilizer 8000 machine calibrated. A Breath Test Operator/Inspector is often called as an expert for testimony in court cases. Law Enforcement Breath Test Operators/Inspectors receive a significant amount of additional training to perform their unique responsibilities. Retaining these employees for long periods of time helps to ensure our agency can provide the highest quality service. These employees often work unusual and long hours. This pay additive provides the incentive needed to recruit and retain these highly trained employees.

Effective Date: Beginning immediately upon employee assignment to the duty

Period of Time in Effect: Employees are granted a temporary 5% increase upon appointment to such duties, which becomes permanent after a 3 year commitment.

Amount of Additive: 5%

Classes and Number of Positions Affected:

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	4
8540	Law Enforcement Investigator I	2

Historical Data: This pay additive was implemented in March of 2005. The number of positions receiving the additive has remained stable.

Estimated Annual Cost: Based on a salary estimate at the mid-range for a Law Enforcement Officer and Investigator I, the calculation is as follows: \$36,934 x 5% = \$1,847 annually x 6 positions = \$11,080. The agency is not requesting any additional rate or appropriations for this additive.

Collective Bargaining Unit Impacted:

PBA Law Enforcement Unit – Relevant language in Article 21

Law Enforcement Field Training Officer Pay Additive

Description and Justification: The Division of Law Enforcement uses more experienced senior officers to provide field training to new hired officers. In addition to the Law Enforcement Officer responsibilities, these positions require additional training and assume additional duties and responsibilities. Officers are given the pay additive of 10% for all time periods they are acting as Field Training Officers. In an effort to minimize increasing liabilities and better address the unique and specialized training requirements associated with resource and maritime law enforcement, the Division of Law Enforcement has recently restructured the Field Training Officer program for new recruits. The program has been extended from 12 to 14 weeks. The program may be longer than 14 weeks due to extensions and the need for veteran officers to perform field training officer's duties for consecutive new hires. This program is necessary in order to enhance officer and public safety and our ability to proficiently train new officers. At the conclusion of the Core Competency Evaluation phase the trainee will be released to solo patrol and the Field Training Officer's pay additive will be removed.

Effective Date: Beginning immediately upon employee assignment to the duties

Period of Time in Effect: When an officer is assigned to provide field training, they are granted a temporary 10% increase upon appointment to such duties, which may last from 14 to 18 weeks. The additive is removed upon completion of field training duty.

Amount of Additive: 10%

Classes and Number of Positions Affected: The number within each class code is an estimate.

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	90
8540	Law Enforcement Investigator I	10

Historical Data: This pay additive began prior to Fiscal Year 1999-2000. The number of positions receiving the additive has remained stable.

Estimated Annual Cost: Based on a salary estimate at the mid-range for a Law Enforcement Officer and Investigator I, the calculation is as follows: $\$36,934 \times 10\% = \$3,693$ annually divided by 26.1 pay periods = $\$142$ bi-weekly $\times 8$ pay periods (16 weeks) = $\$1,136$ per position $\times 100$ positions = $\$113,600$. The agency is not requesting any additional rate or appropriations for this additive.

Collective Bargaining Unit Impacted:

PBA Law Enforcement Unit – Relevant language in Article 21

Law Enforcement Dispatch Trainer Pay Additive

Description and Justification: The Division of Law Enforcement uses duty officers to provide on the job training to newly hired duty officers. With Computer Aided Dispatch, there are numerous hours of training required before the new duty officer can work without assistance to ensure the safety of the sworn officers. While training, the duty officer must still perform their regular work duties as well. Two trainers are assigned for each new duty officer hired.

Effective Date: Beginning immediately upon employee assignment to training duty

Period of Time in Effect: The increase is for 12 weeks.

Amount of Additive: 5%

Classes and Number of Positions Affected:

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8410	Duty Officer	10 (estimated)

Historical Data: This pay additive began in 2004. The number of positions receiving the additive has remained stable.

Estimated Annual Cost: Based on a salary estimate at the mid-range for a Law Enforcement Duty Officer, the calculation is as follows: $\$30,212 \times 5\% = \$1,511$ annually divided by 26.1 pay periods = $\$57.88$ bi-weekly $\times 6$ pay periods (12 weeks) = $\$347.28$ per position $\times 10$ positions = $\$3,473$. The agency is not requesting any additional rate or appropriations for this additive.

Collective Bargaining Unit Impacted:

Law Enforcement Critical Market Pay Additive (Lee, Collier and Monroe Counties)

Description and Justification: The Division of Law Enforcement has been providing a pay adjustment to sworn and non-sworn personnel who are assigned to Lee, Collier, and Monroe counties due to the excessive vacancy rates and the inability to retain tenured personnel. Retaining employees in Lee, Collier, and Monroe counties was very difficult due to extreme increases in the cost of living. It became nearly impossible for new employees to develop households in those areas, and long term employees found it difficult to stay due to increases in property taxes and insurance. The agency feels it is necessary to continue these pay additives in order to retain employees in these positions.

Effective Date: Beginning immediately upon employee assignment to Lee, Collier, or Monroe counties

Period of Time in Effect: When an employee is assigned to either Lee, Collier, or Monroe county, the agency has been providing a pay adjustment as noted above and upon relocation out of these counties the pay adjustment is removed.

Amount of Additive:

Sworn Personnel:

Lee County	\$3,000 annually
Collier County	\$3,000 annually
Monroe County	\$5,000 annually

Non-Sworn Personnel:

Administrative	Lee, Collier, Monroe	\$1,268.80 annually
Telecommunication Spec	Lee, Collier, Monroe	\$1,976 annually
Marine Mechanic	Lee, Collier, Monroe	\$1,976 annually

Classes and Number of Positions Affected:

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	78
8540	Law Enforcement Investigator I	5
8541	Law Enforcement Investigator II	6
8534	Law Enforcement Airplane Pilot II	1
8522	Law Enforcement Lieutenant	16
8525	Law Enforcement Captain	3
0120	Staff Assistant	1
0709	Administrative Assistant I	1
0712	Administrative Assistant II	1
2035	Telecommunications Specialist III	1
6552	Marine Mechanic	2
	Total FTE	115

Historical Data: This pay additive was implemented in May 2003. The number of positions receiving the additive has remained stable.

Estimated Annual Cost:

Sworn Personnel:	Lee County	$\$3,000 \times 26 = \$ 78,000$
	Collier County	$\$3,000 \times 28 = \$ 84,000$
	Monroe County	$\$5,000 \times 55 = \$275,000$
Non-Sworn Personnel:	Lee, Collier, Monroe	$\$1,268.80 \times 3 = \$ 3,807$
	Lee, Monroe	$\$1,976 \times 3 = \underline{\$ 5,928}$
	Total Estimated Cost	$\$446,735$

Collective Bargaining Unit Impacted:

PBA Law Enforcement Unit – Relevant language in Article 21

Non-Strategic IT Service:		Network Service			
Dept/Agency:	FWC	# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by:	Dan Hauversburk				
Phone:	850-487-4764				
Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			6.45		\$404,159
A-1.1	State FTE	1	5.40		\$357,706
A-2.1	OPS FTE	2	1.05		\$46,453
A-3.1	Contractor Positions (Staff Augmentation)	3	0.00		\$0
B. Hardware					\$59,747
B-1	Servers	4	14	0	\$0
B-2	Server Maintenance & Support	5	14	11	\$747
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)	6	256	40	\$50,000
B-4	Online Storage for file and print (indicate GB of storage)	7	0		\$4,000
B-5	Archive Storage for file and print (indicate GB of storage)	8	0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)	9			\$5,000
C. Software		10			\$43,500
D. External Service Provider(s)					\$1,383,013
D-1	MyFloridaNet	11			\$661,667
D-2	Other (Please specify in Footnote Section below)	12,13			\$721,346
E. Other (Please describe in Footnotes Section below)		14			\$41,500
F. Total for IT Service					\$1,931,919
G. Please identify the number of users of the Network Service					2,700
H. How many locations currently host IT assets and resources used to provide LAN services?					90
I. How many locations currently use WAN services?					90
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	FWRI - 1.05 FTE; OIT - 4.35 FTE = 5.40 x \$66,242 av. Salary = \$357,706.				
2	Five Regional Field Office technicians @ .01 fte each = .05 plus admin and tech fulltime = 1.05 * \$44,241 = \$46,453				
3	No contractors are used				
4	14 physical servers located in our field labs and regional offices providing network services				
5	5. For FY 13/14, 11 servers will need extended maintenance for all or part of the year from \$172.44 per server for a total \$747.24.				
6	There are 90 fixed sites with most configured with a switch, WAN, patch panel, cabling and UPS. Cisco Smartnet maintenance contract, plus equipment replacements and upgrades: \$50,000.				
7	Online storage (gb) for Regional Offices = 4350, FWRI = 19,500; total = 23,850. For FY 13/14, growth rate for FWRI (estimate) 3TB = \$4,000.				
8	No offline storage for archival purposes. All storage is online. Back-ups are done for DR purposes.				
9	Other Hardware Assets. - Network printers estimated: \$5000				
10	McAfee(\$8,775), NameSpace,; two Security Certificates(\$2,000); Safeboot (\$1,500); plus other 393010 spending, \$10,000 = \$43,500				
11	MyFloridaNet Object Code 221020 charges for 11/12 = \$535,000, but due to Data Center Consolidation will increase to: \$661,667				
12	Approx 1300 laptop air cards, (est. 1000 LE and 150 FWRI, 150 others) x \$41 mo x 12 = \$565,800.				
13	SSRC Services: Windows servers: \$51,114 Unix server: \$ 35,567 Storage: \$68,865.40				
14	AV Teleconferencing Maint-Support (Obj) = \$34,500, AV Supplies = \$2,000, Object Code 393010-supplies training, travel, supplies, etc. = \$5,000, total \$41,500.				
15					

Non-Strategic IT Service:

E- Mail, Messaging, and Calendaring Service

Agency: **FWC**

Prepared by: **Dan Hauversburk**

Phone: **850- 487- 4764**

of Assets & Resources
AppORTioned to this
IT Service in FY
2013- 14

Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013- 14	Estimated FY 2013- 14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel					\$101,574
A-1	State FTE	1	0.00		\$0
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)	2	0.90		\$101,574
B. Hardware					\$2,500
B-1	Servers	3	0	0	\$0
B-2	Server Maintenance & Support	3	0	0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, iPhones, PDAs, etc.)	4	250	25	\$2,500
B-4	Online Storage (indicate GB of storage)	5	3402		\$0
B-5	Archive Storage (indicate GB of storage)	6	16405		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software					\$64,310
D. External Service Provider(s)					\$276,918
D-1	Southwood Shared Resource Center	8			\$240,918
D-2	Northwood Shared Resource Center				\$0
D-3	Northwest Regional Data Center				\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)	9			\$36,000
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$445,302
G. Please provide the number of user mailboxes.					2,616
H. Please provide the number of resource mailboxes.					503
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1					
2	One contractor is providing Email support				
3	9 servers as a service provided by the SSRC for \$48,190.25 : FWC-TLEV2, FWC-TLEX11, FWC-TLEX12, FWC-TLEX6, FWC-TLEX7, FWC-TLEX8, FWC-TLLS2, FWC-TLSQ4, FWC-VMDA1. All server maintenance is included in the SSRC service.				
4	Purchase of 25 new devices a year at \$100 = \$2500.				
5	Online Storage (GB of storage) is provided by SSRC 3402				
6	Archive storage (GB of storage) is provide by SSRC 16,450				
7	EV and Discovery Accelerator (\$30,223),SpamTitan(\$5649), Profiler (\$2038), MessageStats (\$4000), ListServ (\$4400), MobileIron (\$18,000)				
8	SSRC provides the operational environment for FWC's email, including servers(\$48,191) , storage and backup (\$192,727).				
9	FWC has approx 250 "smart" phone data service plans @ approx \$12 mo. X 12 = \$144 x 250 = \$36000. Note: additional 300+ personal devices access email				

Non-Strategic IT Service:		Desktop Computing Service			
Agency: FWC		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by: Dan Hauversburk					
Phone: 850-487-4764					
Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			7.60		\$498,983
A-1	State FTE	1	3.55		\$226,183
A-2	OPS FTE	2	4.05		\$272,800
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			4001	684	\$715,449
B-1	Servers	3	1	1	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3.1	Desktop Computers	4	800	150	\$120,607
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	5	1200	283	\$514,842
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)	6	2000	250	\$80,000
C. Software		7			\$20,000
D. External Service Provider(s)		8	1	1	\$10,439
E. Other (Please describe in Footnotes Section below)		9			\$30,000
F. Total for IT Service					\$1,274,871
G. Please identify the number of users of this service.					2,500
H. How many locations currently use this service?					90
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	FWRI = .85 FTE, OIT = 1.70, LE = 1.00 = 3.55 x \$63,710 av Sal. = \$226,183.				
2	OIT = 2.95; FWRI = .50; LE = .60; = 4.05 x \$67,308 = \$272,800.				
3	FWC-VMCM1 (System Center Configuration Manager) is a server service provided by the SSRC				
4	Average cost and number of desktops, 150 x \$750 = \$112,500; all are replacements. Plus other high end workstations on Dell list of purchases = \$30,000 = \$142,500.				
5	Average cost and number of laptops, replacement laptops 183 x \$1,174 = \$214,895; LE Ruggedized laptops 100 X \$3,000 = \$300,000 (and same for each fiscal year after)				
6	Peripherals (\$10,000) plus non-Dell products; total - \$70,000 = \$80,000				
7	OIT project spending is \$20,000. DOI projected spending is about \$985,000 which appears in Object Code 393010-Application Software. About 95% of this spending is Strategic (mobile computing software, GIS and database software, software licenses, etc), therefore about \$20,000 is Non-Strategic.				
8	SSRC Services: Windows servers: \$3,658 Storage: \$6,781				
9	Misc spending = \$10,000, object code 391010-supplies = \$20,000. Total spending = \$30,000.				
10					
11					
12					
13					
14					
15					

Non-Strategic IT Service:		Helpdesk Service			# of Assets & Resources Apportioned to this IT Service in FY 2013-14	
Agency: FWC		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)	
Prepared by: Dan Hauversburk						
Phone: 850-487-4764						
Service Provisioning - Assets & Resources (Cost Elements)						
A. Personnel						\$354,646
A-1	State FTE	1	1.85			\$117,870
A-2	OPS FTE	2	5.80			\$236,776
A-3	Contractor Positions (Staff Augmentation)		0.00			\$0
B. Hardware						\$0
B-1	Servers	5	2	2		\$0
B-2	Server Maintenance & Support		0	0		\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0		\$0
C. Software						\$11,391
D. External Service Provider(s)						\$9,752
E. Other (Please describe in Footnotes Section below)						\$0
F. Total for IT Service						\$375,789
G. Please identify the number of users of this service.						2,500
H. How many locations currently host IT assets and resources used to provide this service?						90
I. What is the average monthly volume of calls/cases/tickets?						1,500
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.						
1	(3) OIT staff - 1.00; (3) FWRI staff - .85; = 1.85 X \$63,713 average salary+benefits = \$117,870.					
2	(3) OIT - 1.60; (5) OIT Regional Support - 2.50; (1) FWRI - .50; (3) LE - 1.60; =5.80 x \$40,823 av salary = \$236,776.					
3	Software maintenance and support; HEAT, \$10,582 and Namescape myPassword, \$809 = \$11,391					
4	HEAT training will be performed by in-house staff.					
5	2 servers: FWC-VMOT1 (HEAT), FWC-TLDL1(Dell training) provided by SSRC as service: Windows servers: \$6994 Storage: \$2758					
6	The number of monthly tickets is 1500.					
7						
8						
9						
10						
11						
12						
13						
14						
15						

Non- Strategic IT Service: IT Security/Risk Mitigation Service				
Agency: FWC Prepared by: Dan Hauversburk Phone: 850- 487- 4764			# of Assets & Resources Apportioned to this IT Service in FY 2013- 14	
Service Provisioning - - Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2013- 14	Estimated FY 2013- 14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel		1.25		\$82,802
A-1 State FTE	1	1.25		\$82,802
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware		2	1	\$173
B-1 Servers	2,5	1	0	\$0
B-2 Server Maintenance & Support	6	1	1	\$173
B-3 Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software	3			\$26,000
D. External Service Provider(s)	4,5	1	1	\$29,163
E. Other (Please describe in Footnotes Section below)				\$0
F. Total for IT Service				\$138,138
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	FTE positions are: Dan Hauversburk(80%), Norma Lamonica, (10%), Don Rogers (10%), Jason Torres (15%), Grant Gagnier, (5%), Steve Hubbard (20%), Larry Smith, DR (5%) = .1.25 FTE. X \$66,242 = \$82,802.			
2	One physical servers(Kaufman), 19 virtual servers at FWRI for Disaster Recovery (FWC-DRAS4,FWC-DRAW1,FWC-DRIPT,FWC-DRPUB2,FWC-DRRPT,FWC-DRSM2,FWC-DRSP5,FWC-DRSP7,FWC-DRSQ10,FWC-DRSQ2,FWC-DRSQ8,FWC-DRSQ9,FWC-DRSW1,FWC-DRTF3,FWC-DRWE1,FWC-DRWE2,FWC-			
3	Juniper VPN Software Licenses and Support, \$16,000 and \$10,000 for backup			
4	ESCAL INSTITUTE OF ADVANCED TECHNOLOGIES -SECURING THE HUMAN for security training - \$6500 for two years; moogie unix server hosting by SSRC -			
5	SSRC Services: Windows servers: \$21,259 Unix server: \$ 2387 Storage: \$5517			
6	Maintenance on Kaufman at FWRI - \$172.53			
7				
8				
9				
10				
11				
12				
13				
14				
15				

Non-Strategic IT Service: Agency Financial and Administrative Systems Support Service					
Agency: FWC Prepared by: Dan Hauversburk Phone: 850-487-4764			# of Assets & Resources Apportioned to this IT Service in FY 2013-14		
Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			3.65		\$239,566
A-1	State FTE	1, 3	2.80		\$185,477
A-2	OPS FTE	2, 3	0.70		\$36,839
A-3	Contractor Positions (Staff Augmentation)	4	0.15		\$17,250
B. Hardware			7	2	\$2,900
B-1	Servers	5	1	0	\$0
B-2	Server Maintenance & Support	6	1	1	\$1,400
B-3	Other Hardware Assets (Please specify in Footnote Section below)	7	5	1	\$1,500
C. Software		8			\$50,000
D. External Service Provider(s)		9	1	1	\$24,099
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$316,565
G. Please identify the number of users of this service.					2,500
H. How many locations currently host agency financial/administrative systems?					5
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	FTE support - Carl Weathington, .30; John McCanrey, .25; Virginia Lee for FileBound Document Management, 1.00; Jackie Unier - Agency Records Liason Officer, 1.00; Sara Dugger .05, Rita Ming, .20. Total 2.80. Av Sal \$66,242 X 2.80 = \$185,477.				
2	OPS support - Sherry Lake, .20, Meryl Akkarappuram .40, Monique Myrick .10: .40 x \$52,627 = \$36,839.				
3	IT staff provides applications development support for WMA reports, Payroll reporting, inventory system, records management, Document Mgt System, et.al.				
4	Scott Anderson, email, .10 Christopher Robin, DBA, .15 x 115,000 = \$17,250				
5	The following servers are provided by the SSRC as a service: FWC-ILDMI, FWC-VMDMD (for support of document management), FWC-VMF13 (for Flair interface), 40% of FWC-VMAS4, FWC-VMAS5.				
6	Server Maintenance & Support for FileBound Doc Mgt Sys - \$1400				
7	Document Mgt System Scanners (2 High Speed; 1 Desktop Scanner). Scanner maintenance - \$1,500;				
8	Filebound Document Mgt Software support- \$20,000; DTS Software Support- \$10,000; Correspondence Tracking system (Rightnow Technologies) support - \$5,000; Misc support - \$15,000 = \$50,000				
9	SSRC Services: Windows servers: \$9704 Unix server: \$ 7162 Storage: \$7234				
10	(line H) locations hosting this service: 3 (FWRI, External Service Provider, SSRC)				
11					
12					
13					
14					
15					

Non-Strategic IT Service: IT Administration and Management Service					
Agency: FWC Prepared by: Dan Hauversburk Phone: 850-487-4764		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			4.90		\$302,584
A-1	State FTE	1	3.90		\$258,343
A-2	OPS FTE	2	1.00		\$44,241
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		3			\$2,000
D. External Service Provider(s)			1	1	\$14,563
E. Other (Please describe in Footnotes Section below)		4			\$35,000
F. Total for IT Service					\$354,147
G. How many locations currently host assets and resources used to provide this service?					2
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Kevin Patten (1.0), Stephanie Bergozza (1.0), Lawanda McCarter (1.0), Dan Hauversburk (.40), Steve Hubbard (.20), Sara Dugger (.10), Doug Stouff (.10), = 3.80 FTE x \$66,242 = \$258,343				
2	April Edmonds (1.0) - \$44,241				
3	Costs incurred by desktop users Object Code 393010 spending				
4	Travel and Supplies (obj 391010 and etc. spending) - \$35000				
5	SSRC Services: Windows servers: \$6781 Storage: \$7782				
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Non-Strategic IT Service: Web/Portal Service					
Dept/Agency: FWC		# of Assets & Resources Apportioned to this IT Service In FY 2013-14			
Prepared by: Dan Hauversburk					
Phone: 850- 487- 4764					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs In FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			33.40		\$1,962,800
A-1.1	State FTE	1	26.75		\$1,658,500
A-2.1	OPS FTE	2	6.50		\$286,000
A-3.1	Contractor Positions (Staff Augmentation)	3	0.15		\$18,300
B. Hardware					\$175
B-1	Servers	4	1	0	\$0
B-2	Server Maintenance & Support	5	1	1	\$175
B-3	Other Hardware Assets (Please specify in Footnotes Section below)		0	0	\$0
C. Software		6			\$0
D. External Service Provider(s)		7, 8	3	3	\$128,091
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$2,091,066
G. Please identify the number of Internet users of this service.					900,000
H. Please identify the number of intranet users of this service.					2,500
I. How many locations currently host IT assets and resources used to provide this service?					4
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	9.25; 4 = 26.75 x \$66,242 = \$1,771,970.				
2	= 6.5 fte x \$44,241 = \$287,569.				
3	Christopher Robin, .15fte (\$18,600)				
4	1(one) physical server (KATMANDU) 6(six) servers provided by SSRC (FWC-TLFW2, FWC-TLSP1, FWC-TLSP5, FWC-VMSP6,FWC-TLSP7, FWC-TLSP2)				
5	Servers with Maint. Costs: KATMANDU				
6	Umbraco Content Mgt System has no software maintenance cost.				
7	Softcom with service costs of \$3520 annually. Outreach.MyFWC.com (\$5995)				
8	SSRC Services: Windows servers: \$32,193 Storage: \$86,383				
9	accessing MyFWC.com				
10	(line I) Locations hosting: 3 (1-SSRC, 1-FWRI, 1-External Host for FWRI (Sofcom), 1-Outreach.MyFWC.com)				
11					
12					
13					
14					
15					

Non-Strategic IT Service: Data Center Service					
Dept/Agency: FWC		# of Assets & Resources AppORTioned to this IT Service In FY 2013-14			
Prepared by: Dan Hauversburk					
Phone: 850-487-4764					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs In FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)			0.10		\$6,200
A-1.1	State FTE	1	0.10		\$6,200
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$4,813
B-1	Non-Mainframe Servers (including single-function logical servers not assigned to another service)	2	18	0	\$0
B-2	Servers - Mainframe		0	0	\$0
B-3	Server Maintenance & Support	4	7	6	\$4,813
B-4	Online or Archival Storage Systems (indicate GB of storage)	5	0		\$0
B-5	Data Center/ Computing Facility Internal Network				\$0
B-6	Other Hardware (Please specify in Footnotes Section below)	6			\$0
C. Software		7			\$87,100
D. External Service Provider(s)					\$409,189
D-1	Southwood Shared Resource Center (indicate # of Board votes)	8	1		\$409,189
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
E. Plant & Facility					\$15,539
E-1	Data Center/Computing Facilities Rent & Insurance	9,10,11,12			\$5,757
E-2	Utilities (e.g., electricity and water)	13			\$9,782
E-3	Environmentals (e.g., HVAC, fire control, and physical security)				\$0
E-4	Other (please specify in Footnotes Section below)				\$0
F. Other (Please describe in Footnotes Section below)					\$0
G. Total for IT Service					\$522,841
H. Please provide the number of agency data centers.					1
I. Please provide the number of agency computing facilities.					1
J. Please provide the number of single-server installations.					13
H.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Larry Smith, .10 = .10 FTE x \$62,000 = \$6,200				
2	7(seven) physical servers that provide common data center services that cannot be allocated to other services located at FWRI. Physical servers: Virtual hosting (FWC-SPVM1,FWC				
3	Servers with maintenance costs for FY 13/14: FWC-SPBU2,FWC-SPBU3,FWC-SPBU4,FWC-SPVM1,FWC-SPVM2,FWC-SPVM3,FWC-SPVM4				
4	Agency mass storage supports other strategic and non-strategic service areas.				
5	No other hardware used in this Service.				
6	VMWare, \$36,800, PureDisk (and Netbackup Software maintenance and support), \$40,000:VM service and support \$10,300				
7	At this time, FWC has one Data Center Board votes for FY 2012/13. With the rate changes for FY 2012/13, FWC was projected by the SSRC to be \$133,000. For FY13/14, excluding				
8	Total SSRC estimate for FY13-14:\$1,012,245 less Non-strategic service costs = \$409,189				
9	FWRI Agency Data Center; 300 sq ft = 300 sq ft x \$8.83 (sq. ft. for agency owned facility) = \$2,649.				

Agency: **FWC**

Budget Entity Code	Budget Entity	Program Component Code	Program Component	Appropriation Category Code	Appropriation Category	Fund Code	Fund	FSI	Identified Funding as % of		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				
									Line Item Total	Funding Identified for IT Service													
											0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%			
											\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
1											\$0												
2											\$0												
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Sum of IT Cost Elements Across IT Services																							
IT Cost Element Data as entered on IT Service Worksheets											Personnel		State FTE (#)	45.60	0.00	5.40	3.55	1.85	1.25	2.80	3.90	26.75	0.10
													State FTE (Costs)	\$2,893,081	\$0	\$357,706	\$226,183	\$117,870	\$82,802	\$185,477	\$258,343	\$1,658,500	\$6,200
											Hardware		OPS FTE (#)	19.10	0.00	1.05	4.05	5.80	0.00	0.70	1.00	6.50	0.00
													OPS FTE (Cost)	\$923,109	\$0	\$46,453	\$272,800	\$236,776	\$0	\$36,839	\$44,241	\$286,000	\$0
											Software		Vendor/Staff Augmentation (# Positions)	1.20	0.90	0.00	0.00	0.00	0.00	0.15	0.00	0.15	0.00
													Vendor/Staff Augmentation (Costs)	\$137,124	\$101,574	\$0	\$0	\$0	\$0	\$17,250	\$0	\$18,300	\$0
											External Services		Hardware	\$785,757	\$2,500	\$59,747	\$715,449	\$0	\$173	\$2,900	\$0	\$175	\$4,813
													Software	\$304,301	\$64,310	\$43,500	\$20,000	\$11,391	\$26,000	\$50,000	\$2,000	\$0	\$87,100
											Plant & Facility (Data Center Only)		External Services	\$2,285,227	\$276,918	\$1,383,013	\$10,439	\$9,752	\$29,163	\$24,099	\$14,563	\$128,091	\$409,189
													Plant & Facility (Data Center Only)	\$15,539	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,539
											Other		Other	\$106,500	\$0	\$41,500	\$30,000	\$0	\$0	\$0	\$35,000	\$0	\$0
													Budget Total	\$7,450,638	\$445,302	\$1,931,919	\$1,274,871	\$375,789	\$138,138	\$316,565	\$354,147	\$2,091,066	\$522,841
											FTE Total		FTE Total	65.90	0.90	6.45	7.60	7.65	1.25	3.65	4.90	33.40	0.10
													Users	3,119	2,700	2,500	2,500	2,500	2,500	2,500	902,500		
Cost Per User		Cost Per User	\$143	715.5256444	509.9484	150.315756		126.626		2.316970637													
		(cost/all mailboxes) Help Desk Tickets: 1,500 Cost/Ticket: 20.87718833																					

Data Center Consolidation Cost Workbook
Summary Cost Spreadsheet

Agency: Fish and Wildlife Conservation Commission (FWC) Prepared by: Dan Hauversburk Contact Info: 850- 556- 6617, dan.hauversburk@MyFWC.com Primary Data Center: Southwood Shared Resource Center				Agency Data Center Assets & Resources		Input from PDC (after July 1)	For October 15 LBR Submission				
Required Cost Elements				Footnote Number	Units	A	B	C	D	E	F
						Estimated Allocation of Recurring Base Budget	Items from Column A Requested as Exempt (must detail request & footnote)	Items from Column A Recommended by PDC as Exempt (must detail & footnote)	Deduct/Add Agency Data Center Services Funding FY2013- 14 (D- 3A Issues # 17C01C0/17C02C0)	Reductions from Data Center Service Consolidations FY2013- 14 (D- 3A Issue 33001C0)	Additional Resources Required to Support Consolidation of Data Center Services FY2013- 14 (D- 3A Issue 55C01C0)
I. Personnel - (Includes Management and Administrative Positions)					1.40	\$ 96,083	\$ -	\$ -	\$ -	\$ -	\$ -
I-1	State FTE (Filled & Vacant)	1	1.35	\$ 89,983	\$ -	\$ -		\$ -	\$ -	\$ -	
I-2	OPS (Filled & Vacant)	2	0.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
I-3	Contractor Positions (Staff Augmentation - Filled & Vacant)	3	0.05	\$ 6,100	\$ -	\$ -		\$ -	\$ -	\$ -	
I-4	Overtime and On- Call Pay	4		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
II. Hardware - Located in Agency Data Center						\$ 177,017	\$ 21,892	\$ -	\$ -	\$ -	
II-1	Servers - (includes funds for refresh, financing, and unallocated maintenance)	5	31	\$ 48,501	\$ -	\$ -		\$ -	\$ -	\$ -	
II-2	Current Server Maintenance & Support Agreements	6	17	\$ 2,931	\$ -	\$ -		\$ -	\$ -	\$ -	
II-3	Storage Systems (e.g. online & archival tape & disk systems)	7	14	\$ 83,627	\$ -	\$ -		\$ -	\$ -	\$ -	
II-4	Data Center/Computing Facility Internal Network (e.g., front end processors, routers, switches, etc.)	8	18	\$ 39,486	\$ 21,892	\$ -		\$ -	\$ -	\$ -	
II-5	Other Hardware (please specify in Footnotes Section below)	9		\$ 2,472	\$ -	\$ -		\$ -	\$ -	\$ -	
III. Software - Located in Agency Data Center						\$ 166,047	\$ 57,833	\$ -	\$ -	\$ -	
III-1	Software - Systems Software	10		\$ 96,344	\$ 1,019	\$ -		\$ -	\$ -	\$ -	
III-2	Software - Database	11		\$ 13,598	\$ 709	\$ -		\$ -	\$ -	\$ -	
III-3	Software - Other (please specify in Footnotes Section below)	12		\$ 56,105	\$ 56,105	\$ -		\$ -	\$ -	\$ -	
IV. Hardware - Not Located in Agency Data Center						\$ 2,509	\$ -	\$ -	\$ -	\$ -	
IV-1	Servers - (includes funds for refresh, financing, and unallocated maintenance)	13	2	\$ 2,163	\$ -	\$ -		\$ -	\$ -	\$ -	
IV-2	Current Server Maintenance & Support Agreements	14	2	\$ 346	\$ -	\$ -		\$ -	\$ -	\$ -	
IV-3	Storage Systems (e.g. online & archival tape & disk systems)	15		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
IV-4	Data Center/Computing Facility Internal Network (e.g., front end processors, routers, switches, etc.)	16		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
IV-5	Other Hardware (please specify in Footnotes Section below)	17		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
V. Software - Not Located in Agency Data Center						\$ -	\$ -	\$ -	\$ -	\$ -	
V-1	Software - Systems Software			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
V-2	Software - Database			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
V-3	Software - Other (please specify in Footnotes Section below)			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
VI. Contracted Services or External Service Providers						\$ 104,648	\$ -	\$ -	\$ -	\$ -	\$ 126,667
VI-1	Northwood Shared Resource Center Billings			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
VI-2	Southwood Shared Resource Center Billings	21		\$ 104,648	\$ -	\$ -		\$ -	\$ -	\$ -	
VI-3	Northwest Regional Data Center Billings			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
VI-4	Disaster Recovery Services (please specify in Footnotes Section below)	22		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
VI-5	DMS Network Line Costs Attributed to Consolidation (Not used for July 1 Submission)	23		\$ -	\$ -	\$ -		\$ -	\$ -	\$ 126,667	
VI-6	Other (Please specify in Footnotes Section below)			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
VII. Administrative Overhead (other personnel & data center/computing facility related costs)						\$ 12,631	\$ -	\$ -	\$ -	\$ -	
VII-1	Recurring FTE Standard Expense	24	1.35	\$ 8,397	\$ -	\$ -		\$ -	\$ -	\$ -	
VII-2	Recurring Standard HR Assessment (FTE)	25	1.35	\$ 479	\$ -	\$ -		\$ -	\$ -	\$ -	
VII-3	Recurring Standard HR Assessment (OPS)		0	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
VII-4	Data Centers/Computing Facilities - - Rent & Insurance	26	0	\$ 2,653	\$ -	\$ -		\$ -	\$ -	\$ -	

Data Center Consolidation Cost Workbook
Summary Cost Spreadsheet

Agency: Fish and Wildlife Conservation Commission (FWC) Prepared by: Dan Hauversburk Contact Info: 850- 556- 6617, dan.hauversburk@MyFWC.com Primary Data Center: Southwood Shared Resource Center		Agency Data Center Assets & Resources			Input from PDC (after July 1)	For October 15 LBR Submission			
			A	B	C	D	E	F	
Required Cost Elements		Footnote Number	Units	Estimated Allocation of Recurring Base Budget	Items from Column A Requested as Exempt (must detail request & footnote)	Items from Column A Recommended by PDC as Exempt (must detail & footnote)	Deduct/Add Agency Data Center Services Funding FY2013- 14 (D- 3A Issues # 17C01C0/17C02C0)	Reductions from Data Center Service Consolidations FY2013- 14 (D- 3A Issue 33001C0)	Additional Resources Required to Support Consolidation of Data Center Services FY2013- 14 (D- 3A Issue 55C01C0)
VII-5	Data Center/Computing Facility Environmentals (e.g. HVAC, fire control, physical security)	27	0	\$ 556	\$ -	\$ -		\$ -	\$ -
VII-6	Utilities (e.g. electricity & water)	28		\$ 547	\$ -	\$ -		\$ -	\$ -
VII-7	Other (please specify in Footnotes Section below)	29	150	\$ -	\$ -	\$ -		\$ -	\$ -
VIII. Other				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VIII-1	Training & Travel (please specify in Footnotes Section below)		0			\$ -	\$ -	\$ -	\$ -
VIII-2	Other (please specify in Footnotes Section below)		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IX. Data Center Consolidation Totals				\$ 558,935	\$ 79,725	\$ -	\$ -	\$ -	\$ 126,667
X. Required Cost Elements Funded with Non- Recurring Budget (not included in Column A)		30	0	\$ 125,099	\$ -				
Footnotes - Please be sure to indicate the footnote for the corresponding row above.									
1	Network Services Manager (10%), Systems Programmer III (25%), Network Administrator (100%), Network Administrator (10%), Information Security Manager (10%)								
2	No OPS staff involved in Operation or administration of areas being consolidated								
3	Database Administrator (5%)								
4	No one receives oncall or overtime pay to support areas being consolidated.								
5	31 Physical servers supporting 57 virtual servers. Average acquisition cost FY2006 - 12 of \$35,948, FY2009 - 12 of \$48,501, Fy2010-12 of \$44,039.								
6	17 servers are off warranty and under a maintenance contract with the third party vendor								
7	15 storage devices acquired Fy 2007-12 with average annual cost of \$87,130. Maintenance cost is \$384.72. Devices include a backup system listed in Other equipment.								
8	Network costs: average annual spent on acquisition FY 2007-2012 is \$37,495 and annual maintenance is \$1991. Need to exempt network equipment used to provide internal agency services: phone, video, etc.								
9	Other equipment: racks, PDUs, averaging \$2475 for last 10 years								
10	Prior to FY 2009, Microsoft server software as covered in Microsoft EA agreement								
11	Microsoft SQL and support licenses include some instances out of scope of the consolidation, included instances at FWRI and already at the SSRC. Redgate is used to backup databases at Bryant and FWRI, and an exemption is requested half the Redgate.								
12	Other software requesting to be exempt: Email, Application development, Sharepoint, Desktop / Laptop support, VPN								

Data Center Consolidation Cost Workbook
Summary Cost Spreadsheet

Agency: Fish and Wildlife Conservation Commission (FWC) Prepared by: Dan Hauversburk Contact Info: 850- 556- 6617, dan.hauversburk@MyFWC.com Primary Data Center: Southwood Shared Resource Center		Agency Data Center Assets & Resources		Input from PDC (after July 1)	For October 15 LBR Submission				
Required Cost Elements		Footnote Number	Units	A	B	C	D	E	F
				Estimated Allocation of Recurring Base Budget	Items from <i>Column A</i> Requested as Exempt (<i>must detail request &</i> <i>footnote</i>)	Items from <i>Column A</i> Recommended by PDC as Exempt (<i>must detail &</i> <i>footnote</i>)	Deduct/Add Agency Data Center Services Funding FY2013- 14 (D- 3A Issues # 17C01C0/17C02C0)	Reductions from Data Center Service Consolidations FY2013- 14 (D- 3A Issue 33001C0)	Additional Resources Required to Support Consolidation of Data Center Services FY2013- 14 (D- 3A Issue 55C01C0)
13	Servers at the Bloxham building are running GIS applications used by staff locally and had performance problems when running remotely.								
14	Servers are on a month to month support contract								
15	All storage used in on the servers								
16									
17									
18									
19									
20									
21	SSRC billings for FY 2011-12 included services delivered June 2011 - May 2012 and true up. Presently averaging \$10,500 per month.								
22									
23	FY11-12 per SSRC migration monthly MyFloridaNet cost: \$10,261.18 (annual \$123,134), this will increase by \$10,555.56 as month to \$20,816.73 (annual \$249.817) for a annual increase of \$126,667 in FY 13-14.								
24	Two servers located in Bloxham building to provide local LAN access to large GIS files. Servers were acquired in FY 2007 for \$12,976.52,								
25	Two servers located in Bloxham building to provide local LAN access to large GIS files. Servers were acquired in FY 2007 and under a third party maintence contract of \$173 per year per server.								
26	Bryant Data Center;300 sq ft x \$8.83 (sq. ft. for agency owned facility) = \$2649								
27	#####								
28	Compressor uses 4.88 KWH, Fan Motor uses 0.247 KWH; Inside AHU uses 1.20 KWH; Bryant computer room Servers and Network = 809.62 KWH, A/C = 6.33 KWH, Total KWH= 815.947								
29	#####								

Data Center Consolidation Cost Workbook
Summary Cost Spreadsheet

Agency: Fish and Wildlife Conservation Commission (FWC) Prepared by: Dan Hauversburk Contact Info: 850- 556- 6617, dan.hauversburk@MyFWC.com Primary Data Center: Southwood Shared Resource Center		Agency Data Center Assets & Resources		Input from PDC (after July 1)	For October 15 LBR Submission				
			A	B	C	D	E	F	
Required Cost Elements		<i>Footnote Number</i>	<i>Units</i>	Estimated Allocation of Recurring Base Budget	Items from <i>Column A</i> Requested as Exempt <i>(must detail request & footnote)</i>	Items from <i>Column A</i> Recommended by PDC as Exempt <i>(must detail & footnote)</i>	Deduct/Add Agency Data Center Services Funding FY2013- 14 (D- 3A Issues # 17C01C0/17C02C0)	Reductions from Data Center Service Consolidations FY2013- 14 (D- 3A Issue 33001C0)	Additional Resources Required to Support Consolidation of Data Center Services FY2013- 14 (D- 3A Issue 55C01C0)
30	#####								

Data Center Consolidation Cost Workbook

Personnel Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	
2	Personnel Cost Associated with Data Center Functions: \$ 96,083			1.40	Data Center Functional Responsibilities																							
3	Org Chart ID #	Position Title	Annual Cost	Personnel Type	FTE/OPS Position # or IT Contractor ID #	If Vacant, Enter Date Vacant	Required for On- Call Duty?	% Backup & Recovery	Backup & Recovery Cost	% Disaster Recovery	Disaster Recovery Cost	% Storage	Storage Cost	% Data Center Facility Management	Data Center Facility Management Cost	% Management & Administration	Management & Administration Cost	% Help Desk/Service Desk (Tier I)	Help Desk/Service Desk (Tier I) Cost	% Technical Support (Tier II & Tier III)	Technical Support (Tier II & Tier III) Cost	% System Administration	System Administration Cost	% Managed Services	Managed Services Cost	% Database Administration	Database Administration Cost	
4	70082	Chief Information Officer	\$127,414	FTE	70082			0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 637	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
5	70802	Administrative Assistant	\$46,844	FTE	70802			0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 234	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
6	71736	Network Services Manager	\$94,722	FTE	71736			0.00%	\$ -	1%	\$ 947	0%	\$ -	1%	\$ 947	1%	\$ 947	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
7	60292	Systems Programmer III	\$74,633	FTE	60292			0.00%	\$ -	3%	\$ 2,239	1%	\$ 746	1%	\$ 746	1%	\$ 746	0%	\$ -	3%	\$ 2,239	7%	\$ 5,224	0%	\$ -	0%	\$ -	
8	72474	Network Administrator	\$59,012	FTE	72474			75.00%	\$ 44,259	3%	\$ 1,770	0%	\$ -	1%	\$ 590	1%	\$ 590	0%	\$ -	2%	\$ 1,180	2%	\$ 1,180	0%	\$ -	0%	\$ -	
9	597	Network Administrator	\$56,953	FTE	597			0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
10	71495	Network Administrator	\$59,857	FTE	71495			0.00%	\$ -	2%	\$ 1,197	1%	\$ 599	1%	\$ 599	1%	\$ 599	0%	\$ -	3%	\$ 1,796	7%	\$ 4,190	0%	\$ -	0%	\$ -	
11	163	Network Administrator	\$74,063	FTE	163			0.00%	\$ -	1%	\$ 741	0%	\$ -	1%	\$ 741	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
12	511	Information Security Manager	\$76,541	FTE	511			0.00%	\$ -	4%	\$ 3,062	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
13	Contractor - 0	Exchange Administrator	\$115,000	Contracted Services				0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
14	Contractor - 0	Database Administrator	\$122,000	Contracted Services				0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	5%	\$ 6,100	
15		Legal	\$ 694,383	FTE				0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 464	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
16		Human Resources	\$ 389,895	FTE				0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 260	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
17		Finance and Budget	\$ 4,615,184	FTE				0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 3,083	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
18			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
19			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
20			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
21			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
22			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
23			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
24			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
25			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
26			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
27			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
28			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
29			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
30			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
31			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
32			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
33			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
34			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
35			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
36			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	

Data Center Consolidation Cost Workbook

Personnel Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA				
2	Personnel Cost Associated with Data Center Functions: \$ 96,083			1.40	Data Center Functional Responsibilities																										
3	Org Chart ID #	Position Title	Annual Cost	Personnel Type	FTE/OPS Position # or IT Contractor ID #	If Vacant, Enter Date Vacant	Required for On- Call Duty?	% Backup & Recovery	Backup & Recovery Cost	% Disaster Recovery	Disaster Recovery Cost	% Storage	Storage Cost	% Data Center Facility Management	Data Center Facility Management Cost	% Management & Administration	Management & Administration Cost	% Help Desk/Service Desk (Tier I)	Help Desk/Service Desk (Tier I) Cost	% Technical Support (Tier II & Tier III)	Technical Support (Tier II & Tier III) Cost	% System Administration	System Administration Cost	% Managed Services	Managed Services Cost	% Database Administration	Database Administration Cost				
37			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -		
38			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -		
39			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -		
40			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -		
41			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -		
42			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -		
43	Total	Cost Identified by Position Title:	\$ 6,606,501						\$ 44,259		\$ 9,956		\$ 1,345		\$ 3,623		\$ 7,561		\$ -		\$ 5,215		\$ 10,595		\$ -		\$ -		\$ 6,100		
44	12	FTE TOTAL	\$ 6,369,501					FTE \$	44,259	FTE \$	9,956	FTE \$	1,345	FTE \$	3,623	FTE \$	7,561	FTE \$	-	FTE \$	5,215	FTE \$	10,595	FTE \$	-	FTE \$	-	FTE \$	-		
45	0	OPS TOTAL	\$ -					OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-
46	2	Contracted Services TOTAL	\$ 237,000					CS \$	-	CS \$	-	CS \$	-	CS \$	-	CS \$	-	CS \$	-	CS \$	-	CS \$	-	CS \$	-	CS \$	-	CS \$	6,100		
48	** If the amount of the reduction is less than the annual cost of the position, identify the amount of the equivalent position to the nearest .25 fte.																														

Data Center Consolidation Cost Workbook

Personnel Detail

	A	B	C	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
2	Personnel Cost Associated with Data Center Functions: \$ 96,083			Data Center Functional Responsibilities										Data Validation			
3	Org Chart ID #	Position Title	Annual Cost	% Security	Security Cost	% Print Cost	Print Cost	% Production Control	Production Control Cost	% Job Control	Job Control Cost	% System Programming	System Programming Cost	% Allocated	Cost Allocated by Functional Responsibility	Difference	Position Differences
4	70082	Chief Information Officer	\$127,414	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 637	\$ (126,776)	
5	70802	Administrative Assistant	\$46,844	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 234	\$ (46,610)	
6	71736	Network Services Manager	\$94,722	1%	\$ 947	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	4%	\$ 3,789	\$ (90,933)	
7	60292	Systems Programmer III	\$74,633	1%	\$ 746	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	17%	\$ 12,688	\$ (61,945)	
8	72474	Network Administrator	\$59,012	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	84%	\$ 49,570	\$ (9,442)	
9	597	Network Administrator	\$56,953	1%	\$ 570	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 570	\$ (56,384)	
10	71495	Network Administrator	\$59,857	1%	\$ 599	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	16%	\$ 9,577	\$ (50,280)	
11	163	Network Administrator	\$74,063	1%	\$ 741	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	3%	\$ 2,222	\$ (71,841)	
12	511	Information Security Manager	\$76,541	5%	\$ 3,827	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	9%	\$ 6,889	\$ (69,653)	
13	Contractor - 0	Exchange Administrator	\$115,000	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ (115,000)	
14	Contractor - 0	Database Administrator	\$122,000	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	5%	\$ 6,100	\$ (115,900)	
15		Legal	\$ 694,383	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 464	\$ (693,919)	
16		Human Resources	\$ 389,895	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 260	\$ (389,635)	
17		Finance and Budget	\$ 4,615,184	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 3,083	\$ (4,612,101)	
18			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
19			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
20			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
21			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
22			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
23			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
24			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
25			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
26			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
27			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
28			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
29			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
30			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
31			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
32			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
33			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
34			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
35			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
36			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	

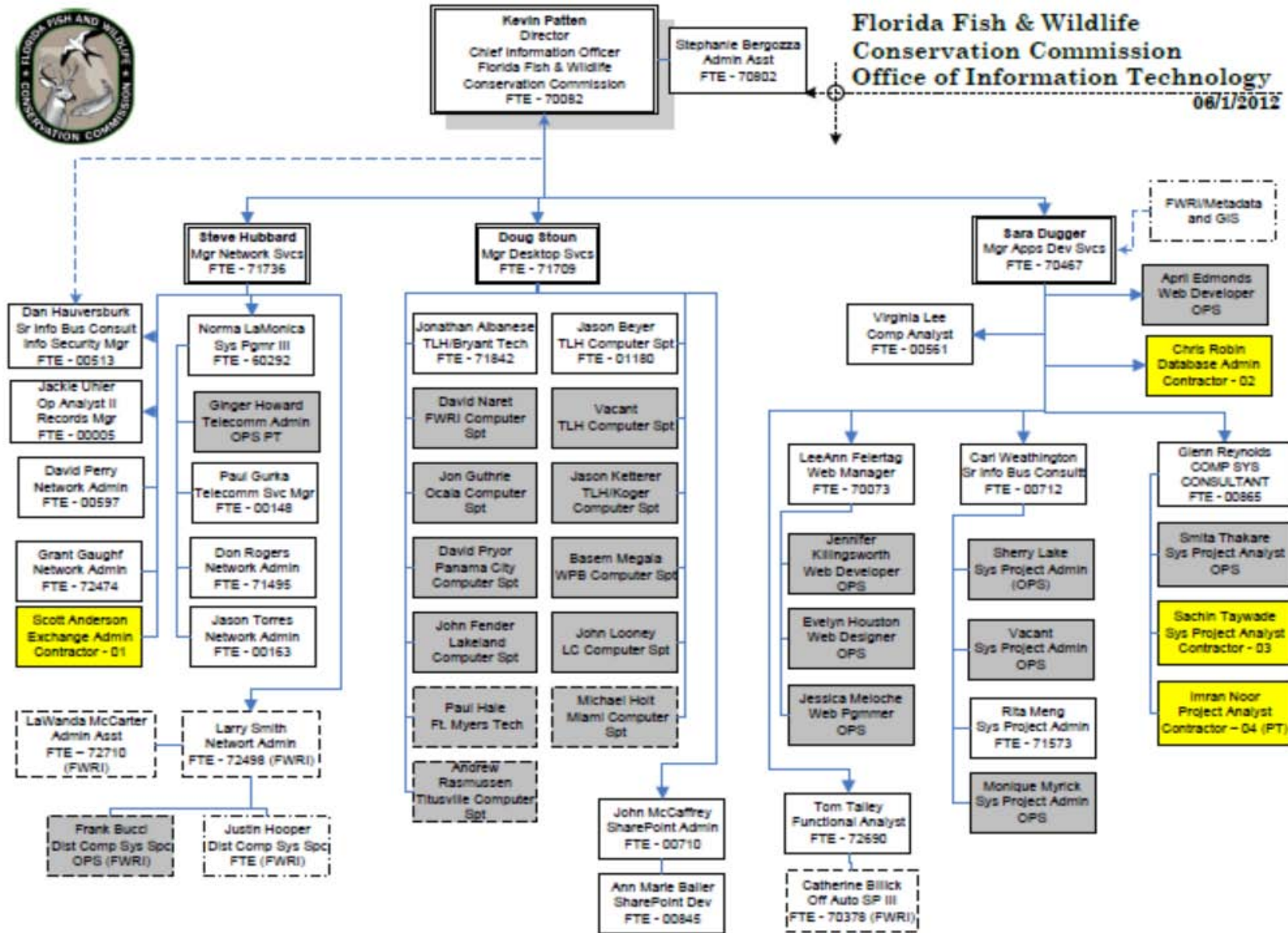
Data Center Consolidation Cost Workbook

Personnel Detail

	A	B	C	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
2	Personnel Cost Associated with Data Center Functions: \$ 96,083			Data Center Functional Responsibilities									Data Validation				
3	Org Chart ID #	Position Title	Annual Cost	% Security	Security Cost	% Print Cost	Print Cost	% Production Control	Production Control Cost	% Job Control	Job Control Cost	% System Programming	System Programming Cost	% Allocated	Cost Allocated by Functional Responsibility	Difference	Position Differences
37			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
38			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
39			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
40			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
41				0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
42				0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
43	Total	Cost Identified by Position Title:	\$ 6,606,501		\$ 7,429		\$ -		\$ -		\$ -		\$ -	1.40	\$ 96,083	\$ (6,510,418)	
44	12	FTE TOTAL	\$ 6,369,501	FTE	\$ 7,429	FTE	\$ -	FTE	\$ -	FTE	\$ -	FTE	\$ -	1.35	\$ 89,983.25		
45	0	OPS TOTAL	\$ -	OPS	\$ -	OPS	\$ -	OPS	\$ -	OPS	\$ -	OPS	\$ -	0.00	\$ -		
46	2	Contracted Services TOTAL	\$ 237,000	CS	\$ -	CS	\$ -	CS	\$ -	CS	\$ -	CS	\$ -	0.05	\$ 6,100.00		
47																	
48	** If the amount of the reduction is less than the annual cost of the position, identify the amount of the equivalent position to the nearest .25 fte.																

Cost Data Collection Workbook

Agency Organization Chart Example



DCC Definitions

	A	B	C	D
4	Term	Broad Definition	In scope examples include, but are not limited to, the following:	Out of scope examples include, but are not limited to, the following:
5	Application Development	Staff, equipment, software, and personnel involved in analyzing, designing, and building an application to suit a business need. This is related to maintenance/enhancement of existing applications or the development of new applications.	Staff, equipment, software, and processes involved in performing User Acceptance Testing and production code promotions on mainframe or consolidated client-server platforms. Includes Dev and Test equipment.	Development and test code modification; software packages such as Rational, Visual Studio.
6	Contracted Services	Services purchased from and/or provided by an entity external to the agency, to include staff augmentation.	Staff, equipment, software, and processes contracted to support any of the data center functions.	Services contracted for the sole purpose of business-specific applications or business-specific support.
7	Hardware	All technology equipment located within the agency data center.	Mainframes, servers, storage devices (SAN, NAS, DAS), fabric switches, disk drives, tape drives, tape libraries, routers, switches, bridges, hubs, UPS, KVMs, racks, modem banks, access switches, function-specific appliances, patch panels, cables, facility infrastructure, enterprise print functions, including aforementioned hardware that's used for application development, testing and production.	User desktops, laptops, personal and workgroup printers, Telco VRUs, PBX, VOIP switches, phone systems supporting the agency.
8	On-call Support	Staff, equipment, software, and processes to support staff assigned for on-call duty.	Staff, equipment, software, and processes to support staff assigned for on-call duty for in-scope data center functions.	Staff, equipment, software, and processes to support staff assigned for on-call duty for out-of-scope data center functions.
9	Software	Non-strategic applications for a hardware device and instructions which direct a hardware device located in the agency data center.	Operating system, server-related utility software such as system software that applications reside on top of; include: server OS , non-desktop anti-virus, server monitoring systems, management consoles, system or management utilities).	Business specific applications and desktop tools such as desktop support and logical DBA functions.
10	Staff	FTE, OPS, and contracted staff augmentation personnel who support and maintain agency IT infrastructure as well as the administrative personnel that support these staff.	Staff performing the roles listed in this document and those who provide administrative support to such staff. Also facilities personnel (ex. electrician, HVAC).	Application programmers developing business specific applications; business analysts; testers; project managers
11	Backup and Recovery	Staff, equipment, software, and processes that duplicate data, and restore in the event of data loss.	Staff, equipment, software, and processes performing backup functions (DBAs, system administrators), tape librarians, transport staff, tape/cartridge storage devices, SANs disk storage , tape libraries, and applications that reside on servers to perform this service).	Local desktop back-up
12	Disaster Recovery	Staff, equipment, software, and processes related to the continuation of technology infrastructure critical to an organization in the event of a natural or human-induced disaster.	Third party disaster recovery contracts; hardware and software associated with DR; personnel who manage/support DR hardware and software; formal planning with documented procedures including periodic testing of the process; off-site storage facilities.	Application enhancements, application testing, application support, non-IT COOP activities, IT COOP activities/equipment: desktops, laptops, printers, departmental communication systems (phone, mobile devices, desktop network, wireless), emergency facilities/workspace.
13	Storage	Staff, equipment, software, and resources that retain digital data used for computing for some interval of time.	Direct and network attached storage solutions such as: SAN, NAS, archiving solutions, optical jukeboxes, tapes and tape devices.	PC backup; local PC storage

DCC Definitions

	A	B	C	D
4	Term	Broad Definition	In scope examples include, but are not limited to, the following:	Out of scope examples include, but are not limited to, the following:
14	Data Center Facility Management (non-IT)	Staff, equipment, software, and processes used to maintain the physical data center (power, cooling, cabling, physical data center security, fire suppression, inventory, UPS and generator, mainframe and server operators).	Staff, equipment, software, and processes used to maintain the physical data center (power, cooling, cabling, network switches, physical data center security, fire suppression, inventory, UPS and generator, mainframe and server operators).	
15	Management and Administration	Staff, equipment, software, and processes used for managing and administering data center duties. Managing, administering, and executing data center budget, FLAIR, contracts, purchases and procurements as well as legal and HR guidance and assistance for staff performing data center duties.	Staff, equipment, software, and processes used for managing and administering the in-scope data center functions. Managing, administering, and executing in-scope data center budget, FLAIR, contracts, purchases and procurements as well as Legal and HR guidance and assistance for staff performing in-scope data center duties.	Staff, equipment, software, and processes used for managing and administering the out-of-scope data center functions. Managing, administering, and executing out-of-scope data center budget, FLAIR, contracts, purchases and procurements as well as Legal and HR guidance and assistance for staff performing out-of-scope data center duties.
16	Help Desk/Service Desk (Tier I)	Staff, equipment, software, and processes involved in providing information and assistance to the users of a computer system.	Staff, equipment, software, and processes involved in providing help desk support for the in-scope data center functions.	Desktop, local printer, application related help desk, WAN
17	Technical Support (Tier II & III)	Staff, equipment, software, and processes involved in resolving technical questions and problems.	Staff, equipment, software, and processes associated with the aforementioned functions.	
18	System Administration	The support and maintenance of servers, networks, and other computing systems, and planning for and responding to service outages and other operating system or hardware problems.	Includes all administration activities related to midrange servers, mainframe, and networking components such as: installation, configuration and maintenance of the hardware; installation, configuration and maintenance of operating systems and base infrastructure components; system monitoring, problem identification and resolution, on-call; performing any task that requires server administrative rights. installation, configuration and maintenance of specific software, and services: Citrix, Sharepoint.	Desktop support technicians, applications development
19	Managed Services	Services fully operated or controlled by a Primary Data Center (PDC) or under contract through a PDC. N/A to agencies.	N/A	N/A
20	Database Administration	Staff, equipment, software, and processes related to the operation, safeguarding, and maintenance of the physical portion of a database environment.	Staff, equipment, software, and processes performing the operation, maintenance and administration of the database environment in a production setting. For clarification about the roles of the Physical and Logical DBAs, please refer to Gartner Survey FAQs: http://www.flsenate.gov/Data/Committees/Senate/FPCC/Survey_Worksheet_FAQs.pdf . In-scope DBA Roles are the PHYSICAL roles defined by Gartner.	For clarification about the roles of the Physical and Logical DBAs, please refer to Gartner Survey FAQs: http://www.flsenate.gov/Data/Committees/Senate/FPCC/Survey_Worksheet_FAQs.pdf . In-scope DBA Roles are the PHYSICAL roles defined by Gartner.

DCC Definitions

	A	B	C	D
4	Term	Broad Definition	In scope examples include, but are not limited to, the following:	Out of scope examples include, but are not limited to, the following:
21	Security	Staff, equipment, software, and processes that protect information and information technology resources from unauthorized access, use, disclosure, disruption, modification, or destruction	Staff, equipment, software, and processes that implement safeguards and countermeasures (security controls) to protect the IT resources located within an agency's data center. Includes system and network security, devices performing security functions (firewalls, server antivirus, intrusion detection, etc), disaster recovery and physical security including security guards, cameras, CCTV.	Application security; physical security not specific to the agency data center.
22	Print	Staff, equipment, software, and processes that support and maintain application-based printing services or print servers and customer supported printed data output.	Print servers, print server maintenance technicians, print output software, and hardware.	Local printers, network printers, printer maintenance contracts, printer-related hardware for general office environment.
23	Production Control	Staff, equipment, software, and processes related to all aspects of production according to a predetermined production plan including promotion of applications into a production environment.	Staff, equipment, software, and processes associated with the promotion of code from test, UAT through production.	Application development changes and acceptance testing process.
24	Job Control	The control of multiple tasks or jobs on a computer system, ensuring that they each have access to adequate resources to perform correctly, that competition for limited resources does not cause a deadlock where two or more jobs are unable to complete, resolving such situations where they do occur, and terminating jobs that, for any reason, are not performing as expected.	Staff, equipment, software, and processes performing job control and scheduling for production systems.	Diagnosing why jobs are not performing as expected.
25	System Programming	Staff, equipment, software, and processes associated with the activity of programming system software. The primary distinguishing characteristic of systems programming when compared to application programming is that application programming aims to produce software which provides services to the user (e.g. word processor), whereas systems programming aims to produce software which provides services to the computer hardware (e.g. disk defragmenter, the OS itself). It thus requires a greater degree of hardware awareness. For the mainframe, also is responsible for installing and customizing the operating system as well as vendor products that are used by either application programmers or end users.	Staff, equipment, software, and processes related to production activities and data center hardware. Performing programming functions on production operations processes and software configurations to improve equipment (server/mainframe) performance.	Applications development programmers performing programming functions that improve functionality and process efficiencies.

**FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
LEGAL OFFICE**

MEMORANDUM

DATE: September 27, 2012

TO: Cheryl Armstrong, Office of Finance and Budget

FROM: Harold "Bud" Vielhauer, General Counsel 

SUBJECT: Agency Litigation Report Schedule VII, LBR

Having reviewed all pending litigation involving the Fish and Wildlife Conservation Commission (FWC), I report that the FWC is not involved in any litigation that, based upon current information, may result in a fiscal impact on the agency exceeding \$1,000,000. Please let me know if you have any questions with regard to this matter.

HV

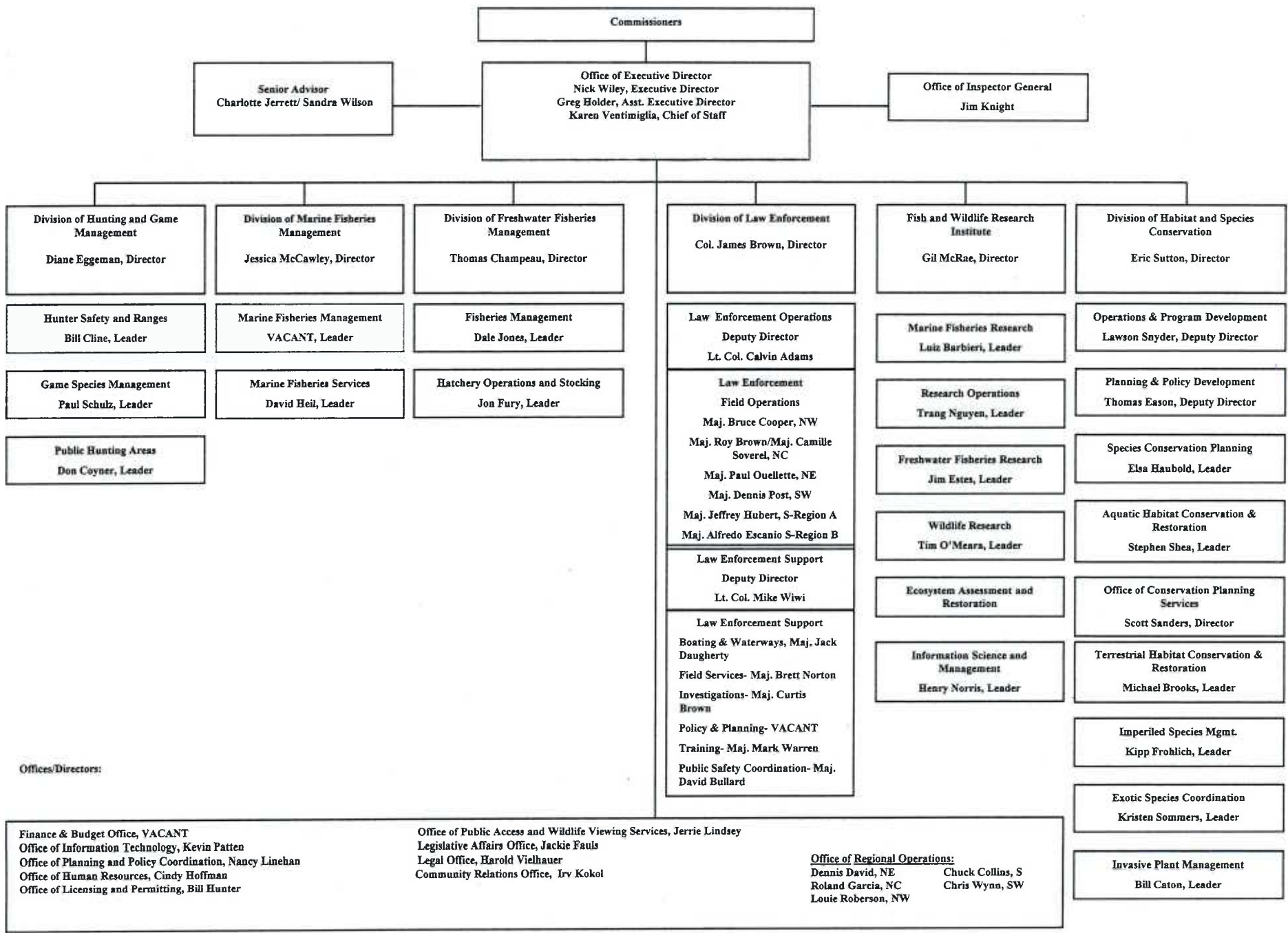
Schedule VII: Agency Litigation Inventory

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

Agency:	Florida Fish and Wildlife Conservation Commission		
Contact Person:	Harold “Bud” Vielhauer, General Counsel	Phone Number:	850-487-1764
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	None		
Court with Jurisdiction:			
Case Number:			
Summary of the Complaint:			
Amount of the Claim:	\$		
Specific Statutes or Laws (including GAA) Challenged:			
Status of the Case:			
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
		Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

org charts 6-30-12

Florida Fish and Wildlife Conservation Commission
6/30/2012

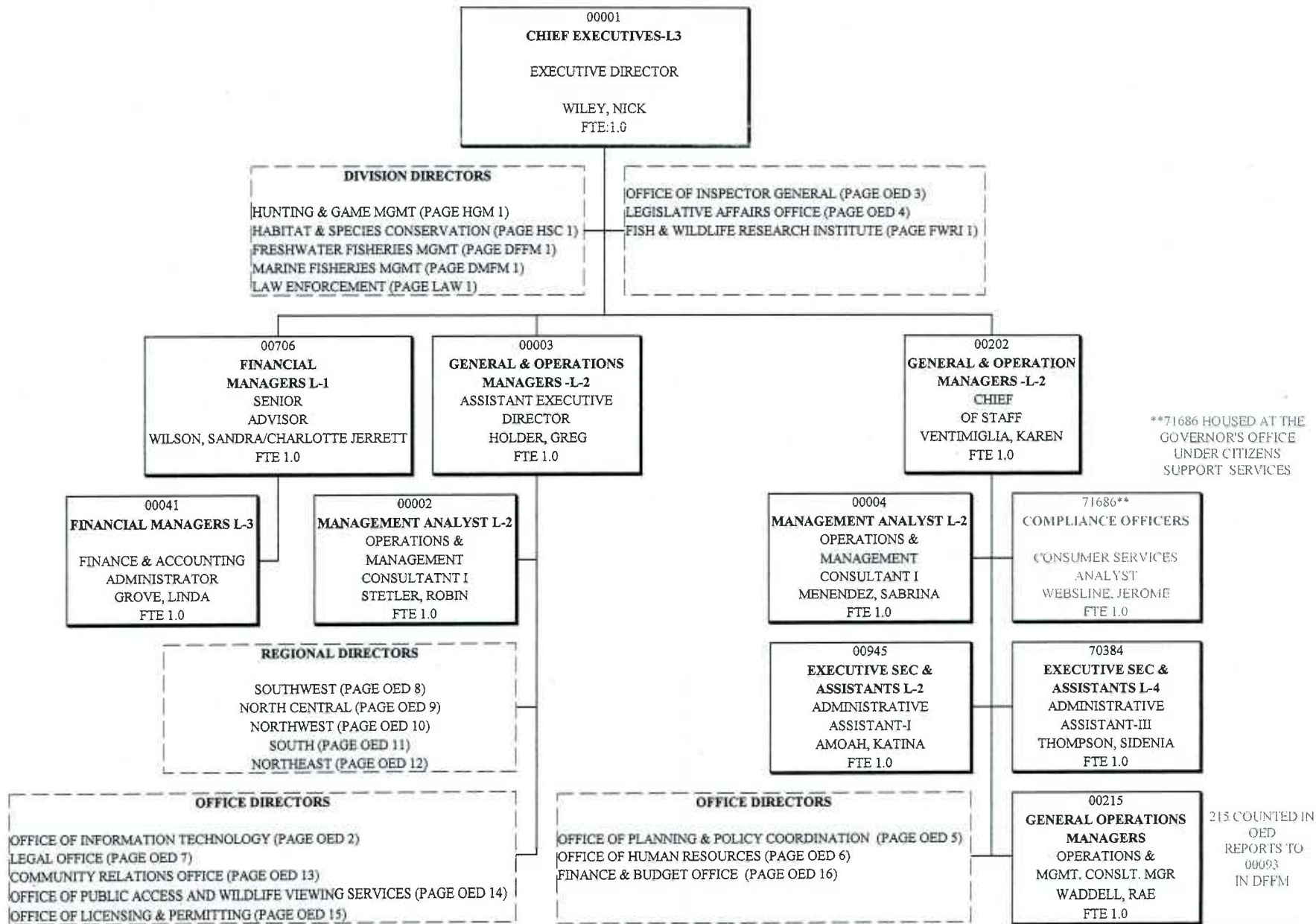


Offices/Directors:

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

Office of Public Access and Wildlife Viewing Services, Jerrie Lindsey
Legislative Affairs Office, Jackie Fauls
Legal Office, Harold Vielhauer
Community Relations Office, Irv Kokol

Office of Regional Operations:
Dennis David, NE Chuck Collins, S
Roland Garcia, NC Chris Wynn, SW
Louie Roberson, NW



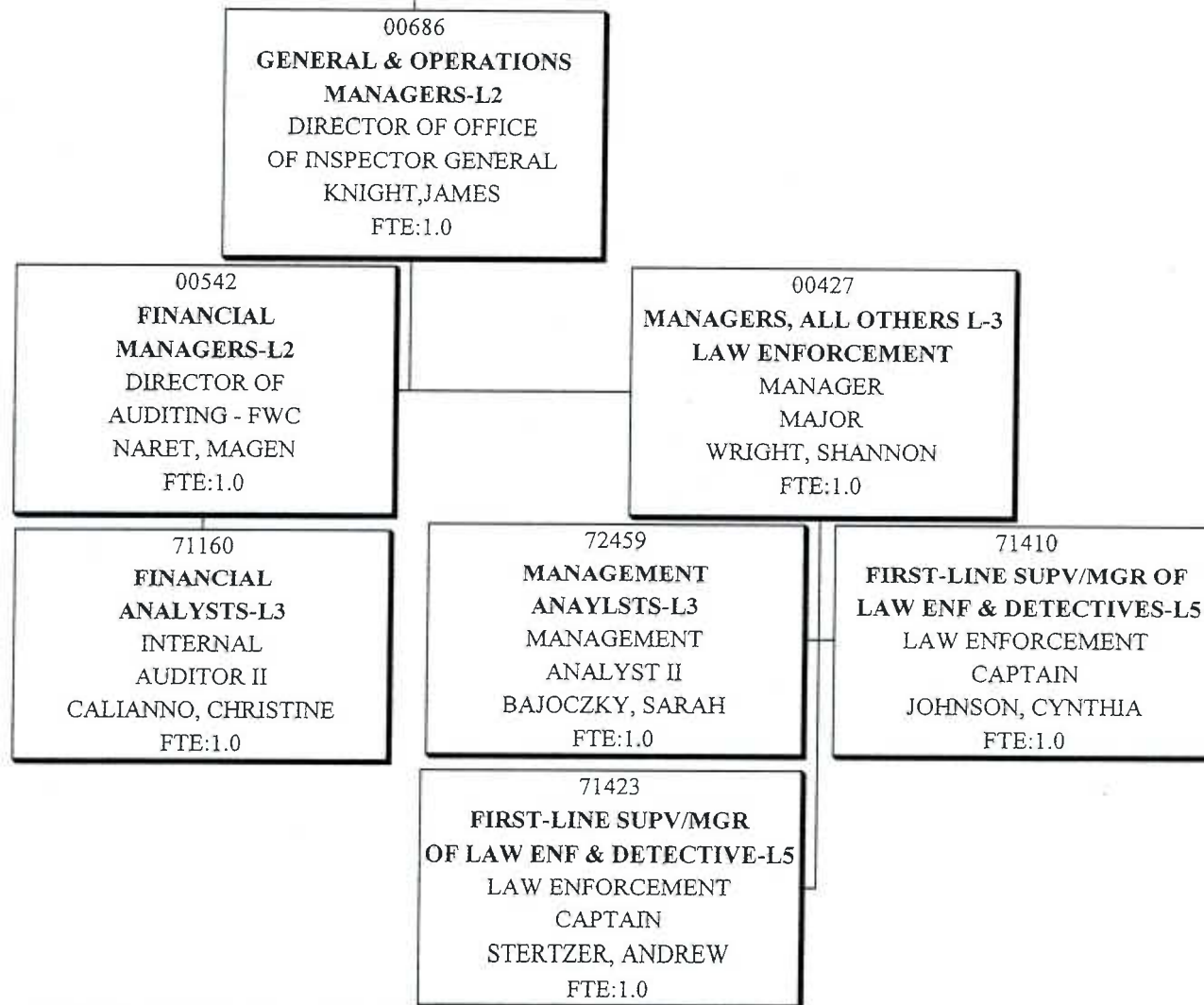
**71686 HOUSED AT THE GOVERNOR'S OFFICE UNDER CITIZENS SUPPORT SERVICES

215 COUNTED IN OED REPORTS TO 00093 IN DFFM

00001
CHIEF EXECUTIVES-L3

EXECUTIVE DIRECTOR

WILEY, NICK



0001
CHIEF EXECUTIVES L-3
EXECUTIVE DIRECTOR
WILEY, NICK

00436
GENERAL & OPERATIONS
MANAGERS-L1
DIRECTOR OF
LEGISLATIVE AFFAIRS
FAULS, JACQUELINE
FTE:1.0

70007
MANAGEMENT
ANALYST-L4
LEGISLATIVE
SPECIALIST
ELLIOTT, BRANDY
FTE:1.0

72908
EXECUTIVE SECRETARIES
& ADMINISTRATIVE ASSIST.
ADMINISTRATIVE
ASSISTANT II
HARRIS, MELINDA
FTE: 1.0

00202
GENERAL & OPERATIONS
MANAGERS L-2
CHIEF
OF STAFF
VENTIMIGLIA, KAREN

00718
GENERAL & OPERATIONS
MANAGERS-L4
DIRECTOR OF
PLANNING & POLICY COORDINATION
LINEHAN, NANCY
FTE:1.0

60365 COUNTED IN FWRI

00200
MANAGEMENT
ANALYSTS-L4
SENIOR MANAGEMENT
ANALYST II
SILVANIMA, LORA
FTE:1.0

060365**
MANAGEMENT
ANALYST
MANAGEMENT
ANALYST II
FORSTCHEN, ANN

01065
FISHERIES & WILDLIFE
BIOLOGISTS L-4
BIOLOGICAL
SCIENTIST IV
POOLE, MARY ANN
FTE 1.0

00722
MANAGERS
ALL OTHERS L-2
PLANNING
MANAGER
ARNOLD, DAVID
FTE 1.0

00887
MANAGEMENT
ANALYST
GOVERNMENT
ANALYST II
KOERBER-CHABRE., JANE
FTE 1.0

00013
EXECUTIVE SECRETARY
& ADMIN ASST L-4
ADMINISTRATIVE
ASSISTANT III
WALLACE, TRACI
FTE 1.0

71983
MANAGEMENT
ANALYSTS L-4
PLANNER IV
CUMBERBATCH, STUART
FTE:1.0

01065 RETPORTS TO 00218 IN HSC
00887 REPORTS TO 00218 IN HSC
00013 REPORTS TO 1097 IN HSC

00202
GENERAL AND OPERATIONS
MANAGERS - L4
CHIEF
OF STAFF
VENTIMIGLIA, KAREN

00060
HUMAN RESOURCES
MANAGERS-L3
DIRECTOR OF
HUMAN RESOURCES
HOFFMAN, CINDY
FTE:1.0

71178
OFFICE & ADMINISTRATIVE
SUPPORT L-2
PERSONNEL
AIDE
DAVIS, ARLENE
FTE:1.0

00716
HUMAN RESOURCES, TRAIN
& LABOR RELATION-L3
PERSONNEL SERVICES
SPECIALIST
L'HEUREUX, KAREN
FTE:1.0

71111
HUMAN RESOURCES
MANAGERS-L2
SENIOR PERSONNEL
MANAGER
CLEMONS, PAUL
FTE:1.0

00062
TRAINING &
DEVELOPMENT MANAGERS L-2
TRAINING & RESEARCH
MANAGER
JEROME, LAURA
FTE: 1.0

70013
HUMAN RESOURCES, TRAIN
& LABOR RELATION-L3
PERSONNEL SERVICES
SPECIALIST
YAWN, ANNA
FTE:1.0

OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES
OFFICE OF HUMAN RESOURCES
ESTABLISHED F.T.E. 6

REVISED
12/31/2011

PAGE OED 6

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

00123
MANAGERS,
ALL OTHER-L2
 DIRECTOR OF
 LEGAL OFFICE
 VIELHAUER, HAROLD
 FTE:1.0

00541*
LAWYERS L-4

 SENIOR ATTORNEY
 NORTON, EMILY

00541 COUNTED UNDER LE

61018
LAWYERS-L4

 SENIOR
 ATTORNEY
 OGLO, CARLA
 FTE:1.0

70300
LAWYERS-L3

 ATTORNEY
 MIRALIA, QUILLA
 FTE:1.0

00719
MANAGEMENT
ANALYST L-3
 OPERATIONS &
 MGMT. CONSULTANT I
 FAIN, JODY
 FTE:1.0

71581
EXECUTIVE SEC & ADMIN
ASSISTANTS-L3
 ADMINISTRATIVE
 ASSISTANT II
 MATLOCK, PAM
 FTE:1.0

71721
MANAGERS,
ALL OTHER-L4
 DEPUTY GENERAL
 COUNSEL
 YAUN, MICHAEL
 FTE:1.0

70037
PARALEGAL & LEGAL
ASSISTANTS-L1
 PARALEGAL
 SPECIALIST
 PIZINO, ANTHONY
 FTE:1.0

00603
LAWYERS-L4

 SENIOR
 ATTORNEY
 SAMEK, KELLY
 FTE:1.0

72486
LAWYERS-L4

 SENIOR
 ATTORNEY
 HENDERSON, MARK
 FTE:1.0

OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES
LEGAL OFFICE
 ESTABLISHED F.T.E. 9

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

00006
GENERAL & OPERATIONS
MANAGERS-L2
REGIONAL DIRECTOR

WYNN, CHRIS
FTE:1.0

REGIONAL FUNCTIONS

00007
GENERAL &
OPERATIONS MGRS L-2
OPERATIONS &
MGMT CONSLT MGR
LAMBERT, CARLA
FTE:1.0

FIELD OFFICES

INFORMATION & NEWS

00046 00035 00160

PURCHASING AGENTS L-2 PROPERTY ANALYST STARLING, GARY	ADMIN. SERVICES MANAGERS L-2 BUSINESS MANAGER I PURCELL, ANGELA	ADMIN SERVICES MANAGERS L-2 BUSINESS MANAGER I GULLEY, ESTHER
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00592
SECRETARIES, EXCEPT
LEGAL, MED & EXEC-LI
SECRETARY
SPECIALIST
HELL, TINA
FTE:1.0

00077
PUBLIC RELATIONS
MANAGERS-L2
PUBLIC INFORMATION
DIRECTOR
MORSE, GARY
FTE:1.0

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

00046,00035 AND 00160 COUNTED IN F&BO

00003
**GENERAL & OPERATIONS
MANAGERS-L2**
ASSISTANT EXECUTIVE
DIRECTOR
HOLDER, GREG

00009
**GENERAL & OPERATIONS
MANAGERS-L1**
REGIONAL DIRECTOR

GARCIA, ROLANDO
FTE:1.0

REGIONAL FUNCTIONS

00010
**GENERAL &
OPERATIONS MGRS L-2**
OPERATIONS &
MGMT. CONSLT MGR
BARRY, DARLENE
FTE:1.0

FIELD OFFICES

INFORMATION & NEWS

01146
**SECRETARIES, EXCEPT LEGAL,
MED & EXEC-L1**
SECRETARY SPECIALIST

SMITH, KAREN
FTE:1.0

72578
**PURCHASING
AGENTS L-2**
PROPERTY
ANALYST
LYONS, SHARON

72705
**ASMINISTRATIVE SERVICES
MANAGERS L-2**
BUSINESS
MANAGER I
HEWITT, KIMBERLY

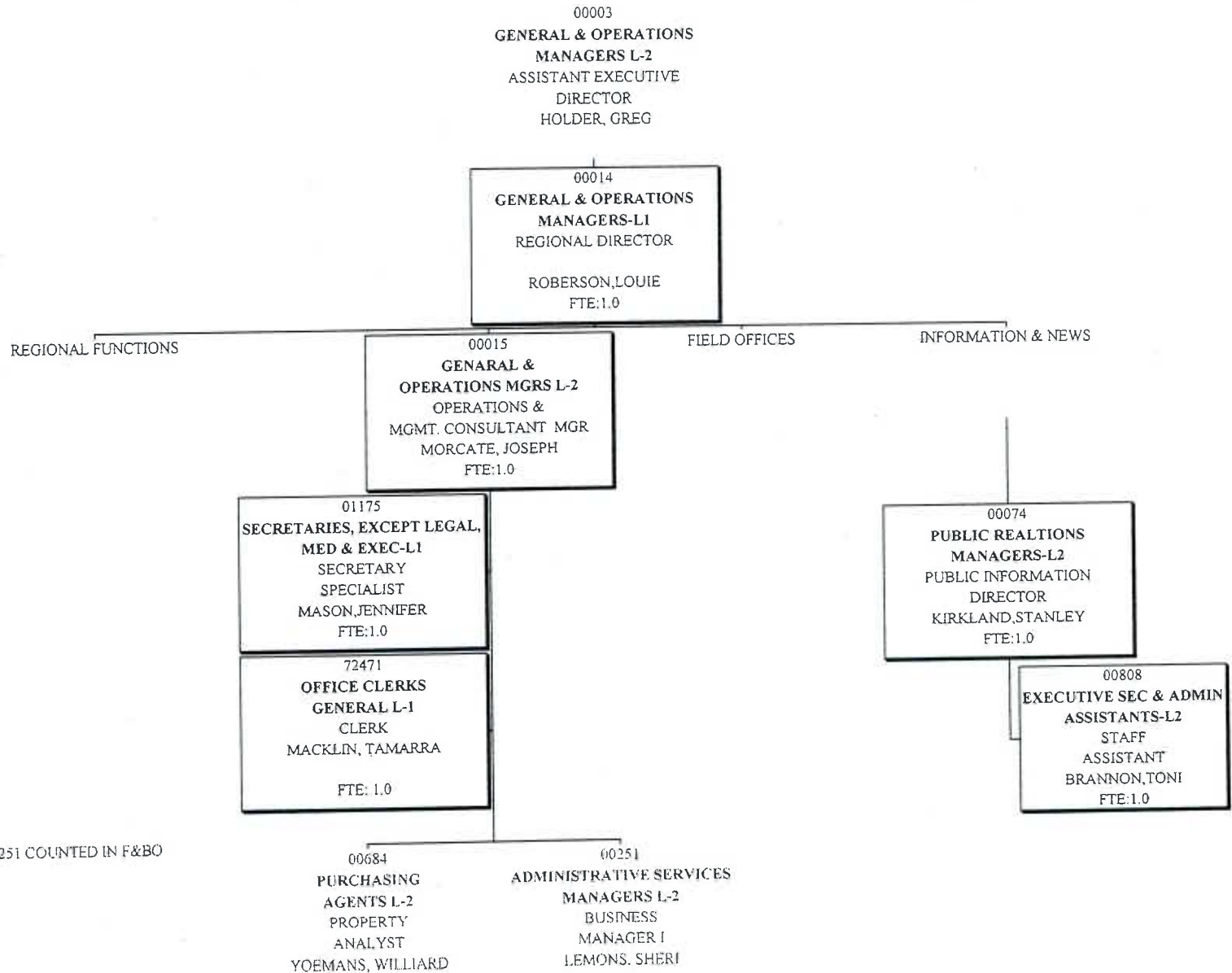
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**PUBLIC RELTIIONS
MANAGERS-L2**
PUBLIC INFORMATION
DIRECTOR
PARKER, KAREN
FTE:1.0

01172
**ADMINISTRATIVE SERVICES
MANAGERS L-2**
BUSINESS
MANAGER I
LEE, DALE

72472
**BOOKKEEPING ACCOUNTING
& AUDITING CLERK**
FISCAL ASSISTANT I

MACDONALD, SHERRI
FTE 1.0

72578, 72705 AND 01172 COUNTED IN F&BO



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

00017
GENERAL & OPERATIONS
MANAGERS-L1
REGIONAL DIRECTOR

COLLINS, CHUCK
FTE:1.0

REGIONAL FUNCTIONS

00018
GENERAL &
OPERATIONS MGRS L-2
OPERATIONS &
MGMT. CONSLT MGR
MOORE, DONALD
FTE:1.0

FIELD OFFICES

INFORMATION & NEWS

70061
SECRETARIES EXCEPT LEGAL,
MEDICAL & EXEC. L-1
SECRETARY
SPECIALIST
WOOSTER, KATHERINE
FTE: 1.0

00075
PUBLIC RELATIONS
MANAGERS-L2
PUBLIC INFORMATION
DIRECTOR
SEGELSON, CARLI
FTE:1.0

71779
ADMIN SERVICES
MANAGERS L-2
BUSINESS MANAGER I

FUSSELL, JOHN

00213
ADMIN SERVICES
MANAGERS L-2
BUSINESS MANAGER I

PAUL, PAMELA

01179
PURCHASING
AGENT L-3
PROPERTY ANALYST

SINGERS, GRAHAM

00019
EXECUTIVE SEC & ADMIN
ASSISTANTS-L2
SECRETARY
SPECIALIST
BRYANT, DREAMAH
FTE:1.0

**OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES
SOUTH REGIONAL OFFICE
ESTABLISHED F.TE. 5**

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

00023
GENERAL & OPERATIONS
MANAGERS-L1
REGIONAL DIRECTOR

DAVID, DENNIS
FTE:1.0

REGIONAL FUNCTIONS

00025
GENERAL &
OPERATIONS MGRS L-2
OPERATIONS & MGMT
CONSULTANT MGR
WORKMAN, MELINDA
FTE:1.0

FIELD OFFICES

INFORMATION & NEWS

01174
OFFICE CLERKS
GENERAL L-2
SENIOR
CLERK
JONES, ANGELA
FTE:1.0

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OFFICE CLERKS
GENERAL L-2
SENIOR
CLERK
FRISBIE-HOOSE, KRISTEN
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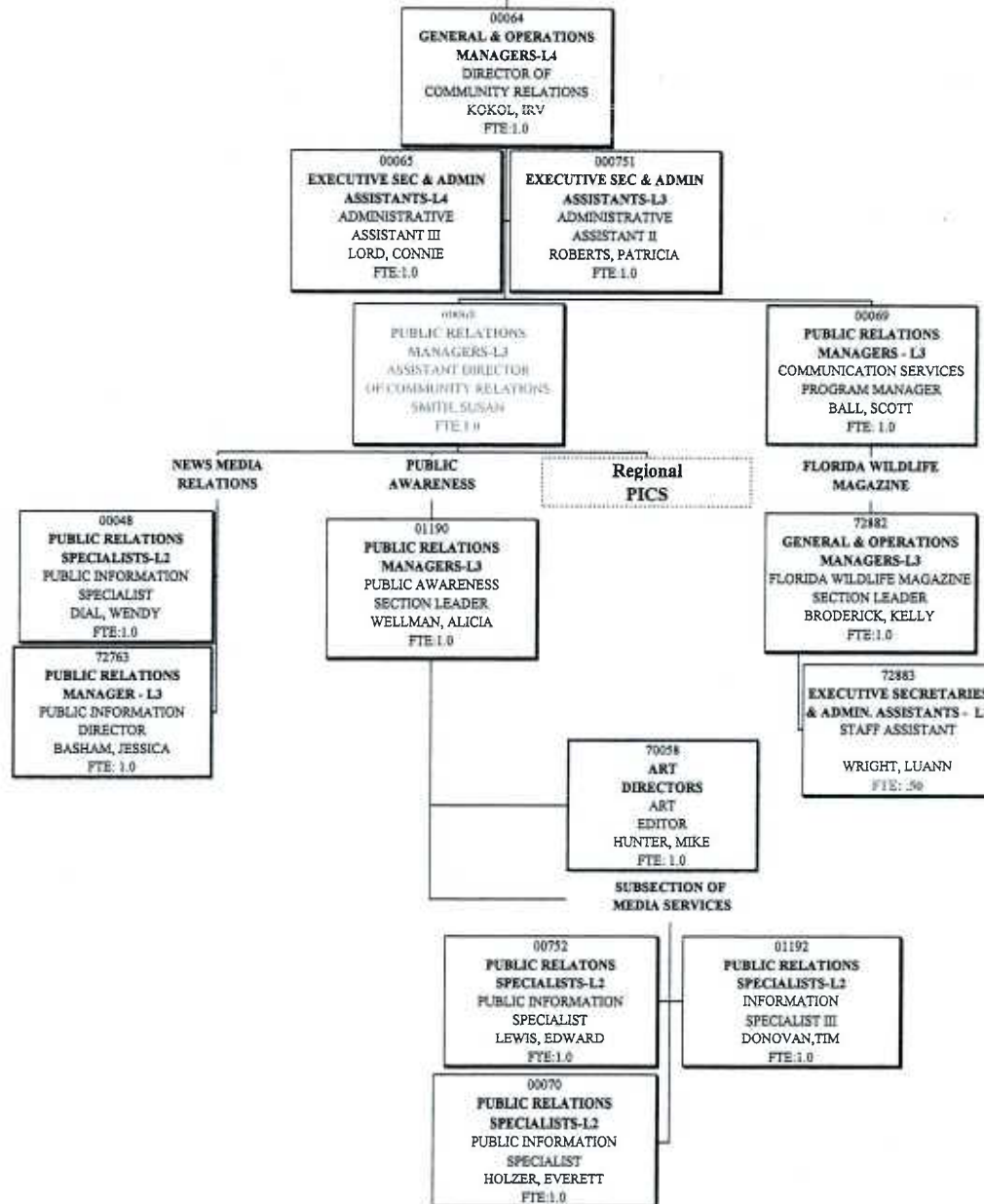
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ADMINISTRATIVE SERVICES
MANAGERS
BUSINESS
MANAGER I
PLUMMER, CLAUDIA

00043
PURCHASING
AGENT L-3
PROPERTY ANALYST
JOSEPH, DAVID

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

00517 AND 00043 COUNTED IN
F&BO

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



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

01134
GENERAL & OPERATIONS
MANAGERS-L4
DIRECTOR OF PUBLIC ACCESS
AND WILDLIFE VIEWING
LINDSEY, JERRIE
FTE:1.0

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

SUBSECTIONS

WILDLIFE VIEWING

PLANNING & DESIGN

INTERPRETIVE AND
CONSERVATION STEWARDSHIP
PROGRAMS

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

01189
PUBLIC RELATIONS
SPECIALISTS
INFORMATION
SPECIALISTS II
WRAITHMELL, ANDREW
FTE:1.0

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

00866
FISHERIES & WILDLIFE
BIOLOGISTS-L3
BIOLOGICAL
SCIENTIST III
MURFEY, PAMELA
FTE:1.0

72887
BIOLOGICAL SCIENTIST
ALL OTHERS L-2
BIOLOGICAL
SCIENTIST III
MATTHEWS, TOM
FTE:1.0

00853
GENERAL AND
OPERATIONS MANAGERS-L2
PLANNING AND DESIGN
ADMINISTRATOR
NOYES, RICHARD
FTE:1.0

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MANAGERS -L2
BIOLOGICAL
ADMINISTRATOR III
GILLAN, JUDY
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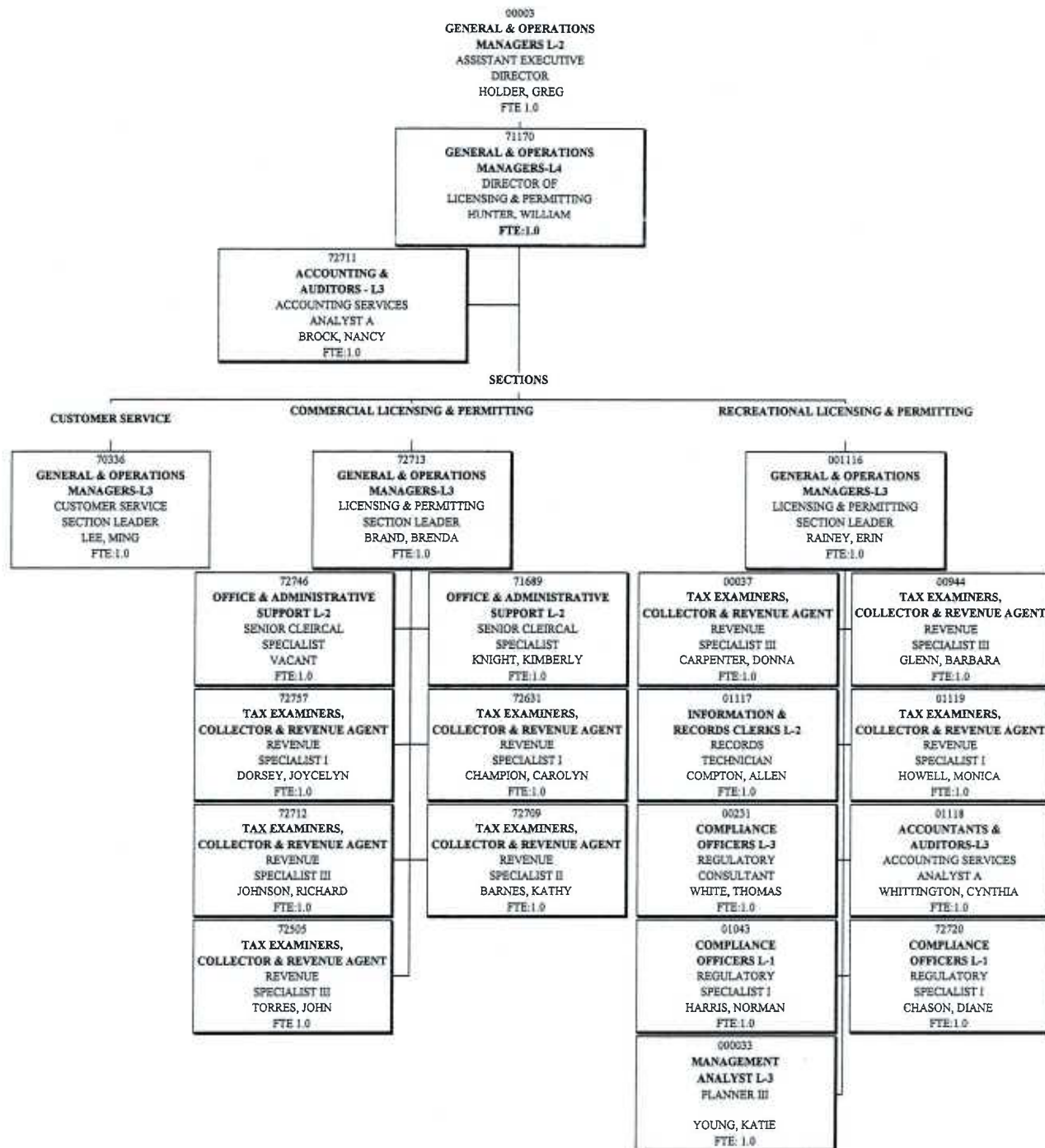
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FISHERIES & WILDLIFE
BIOLOGISTS-L1
BIOLOGICAL
SCIENTIST I
JOSHUA, CUCINELLA
FTE:1.0

72889
FISHERIES & WILDLIFE
BIOLOGISTS-L2
BIOLOGICAL
SCIENTIST II
JONES, ALLISON
FTE:1.0

ARCHITECTURE LANDSCAPE
AND DESIGN

72833
CONSTRUCTION
MANAGER L-2
CONSTRUCTION
PROJECTS ADMIN II
MCARTHUR, HUGH
FTE:1.0

OFFICE OF EXECUTIVE DIRECTION & ADMINISTRATIVE SUPPORT SERVICES
OFFICE OF PUBLIC ACCESS AND WILDLIFE VIEWING SERVICES
ESTABLISHED F.T.E. 12



OFFICE OPERATIONS
PAGE OED 18

ACCOUNTING SERVICES
PAGE OED 18

SECTIONS

REGIONAL SERVICE CENTERS
PAGE OED 17

00002
GENERAL & OPERATION
MANAGERS L-3
CHIEF
OF STAFF
VENTIMOLLA, KAREN

00032
ADMINISTRATIVE SERVICES
MANAGERS-L1
DIRECTOR OF
FINANCE & BUDGET
VACANT
FTE:1.0

00034
GENERAL OPERATIONS
MANAGERS L-2
OPERATIONS MANAGEMENT
MANAGER
MDAYS, RUDY
FTE:1.0

70490
EXECUTIVE SEC & ADMIN
ADDT. L-3
ADMINISTRATIVE
SECRETARY
HENDRY, JANA
FTE: 1.0

00901
GENERAL & OPERATIONS
MANAGERS-L2
OPERATIONS & MGMT
CONSULTANT MGR.
ARMSTRONG, CHERYL
FTE:1.0

72118
BUDGET ANALYSTS-L3
BUDGET
ANALYST
SUMNER, RUDY
FTE:1.0

72916
FINANCIAL MANAGERS-L3
FINANCE &
ACCOUNTING
ADMINISTRATOR
LANE, JOANNE
FTE:1.0

71719
FINANCIAL MANAGERS L-2
FINANCE & ACCOUNTING
DIRECTOR II
WRIGHT, VICKY
FTE:1.0

00943
ACCOUNTANTS
& AUDITORS-L3
ACCOUNTING
SYSTEMS ANALYST
BROTHERS, WEL
FTE:1.0

70055
ACCOUNTANTS
& AUDITORS-L1
ACCOUNTANT II
TADLOCK, DONNA
FTE:1.0

00940
ACCOUNTANTS & AUDITORS-L3
ACCOUNTING SERVICES
SUPERVISOR II
AKKARAPURAM MERYL
FTE:1.0

70332
MANAGEMENT ANALYSTS-L3
OPERATIONS & MANAGEMENT
CONSULTANT I
TINE, SOKHNA
FTE:1.0

81259
ACCOUNTANTS &
AUDITORS-L3
ACCOUNTANT IV
SEABROOKS, NATHANIEL
FTE:1.0

00036
ACCOUNTANTS
& AUDITORS-L2
ACCOUNTANT III
WILLIAMS, AMY
FTE:1.0

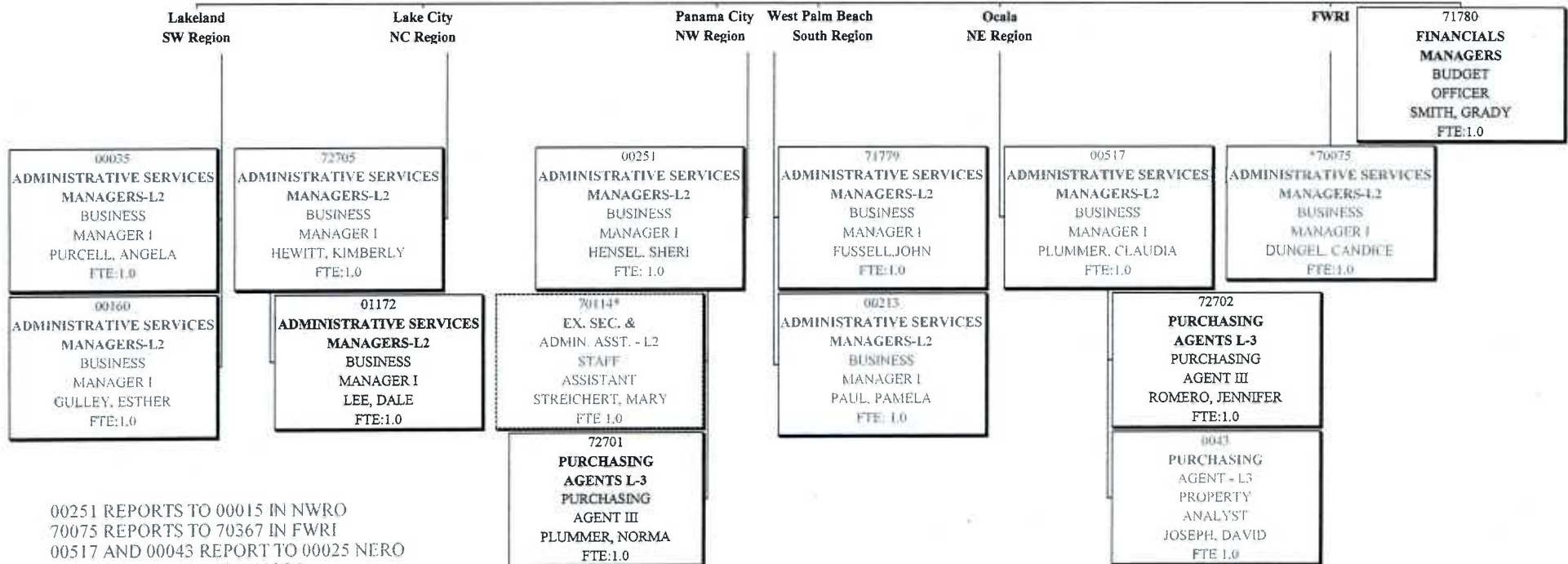
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ACCOUNTANTS
& AUDITORS-L3
ACCOUNTANT III
SOMMONS, CHRISTINE
FTE:1.0

00498
ACCOUNTANTS
& AUDITORS-L1
ACCOUNTANT I
OPOGBU, PATRICK
FTE: 1.0

70021
ACCOUNTANT
& AUDITORS-L1
ACCOUNTANT I
VACANT
FTE: 1.0

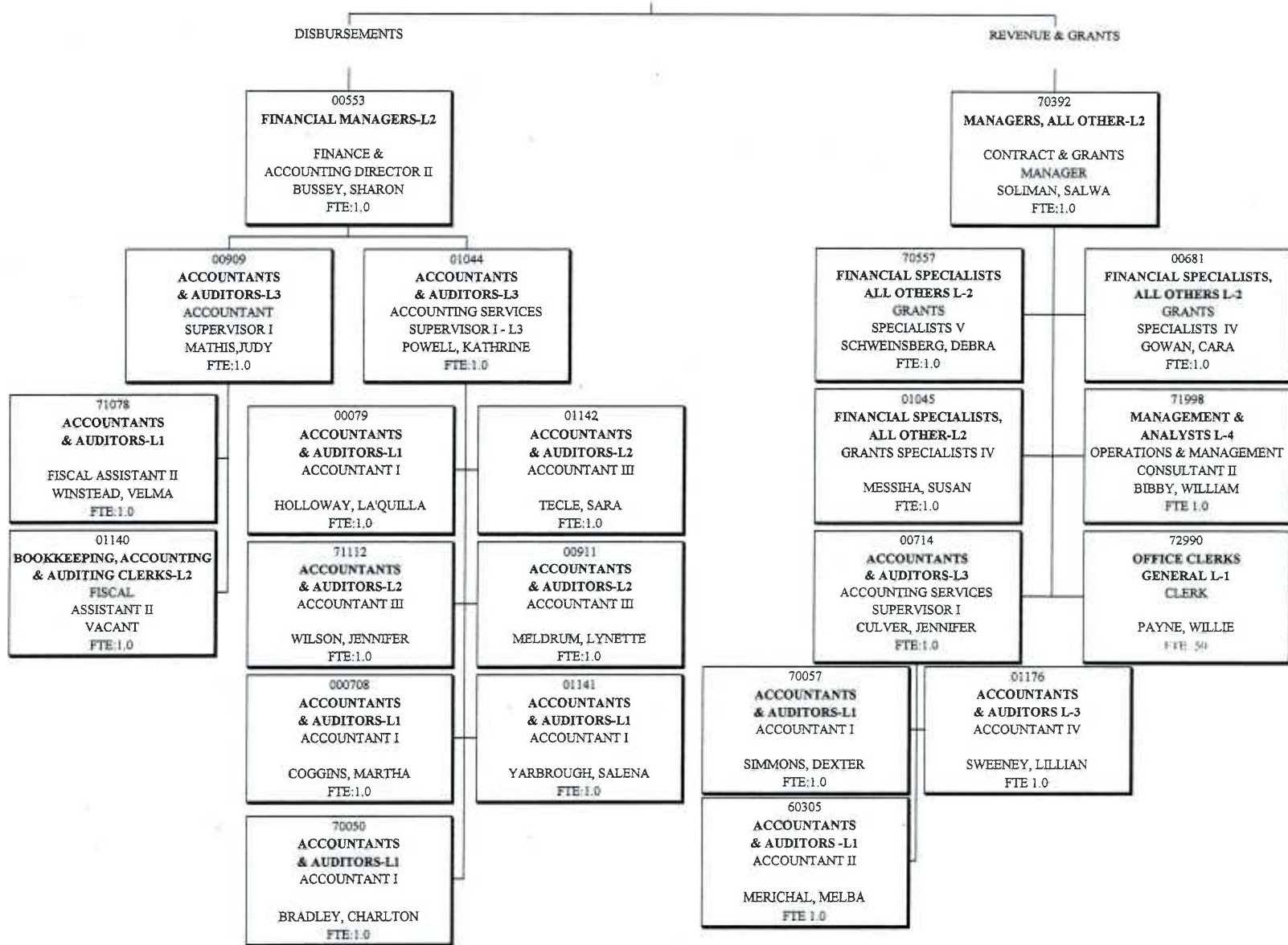
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ACCOUNTANTS & AUDITORS-L2
ACCOUNTANT II
SINGLETARY, ANDREA
FTE:1.0

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ADMINISTRATIVE SERVICES
MANAGERS L-1
DIRECTOR OF
FINANCE & BUDGET
VACANT

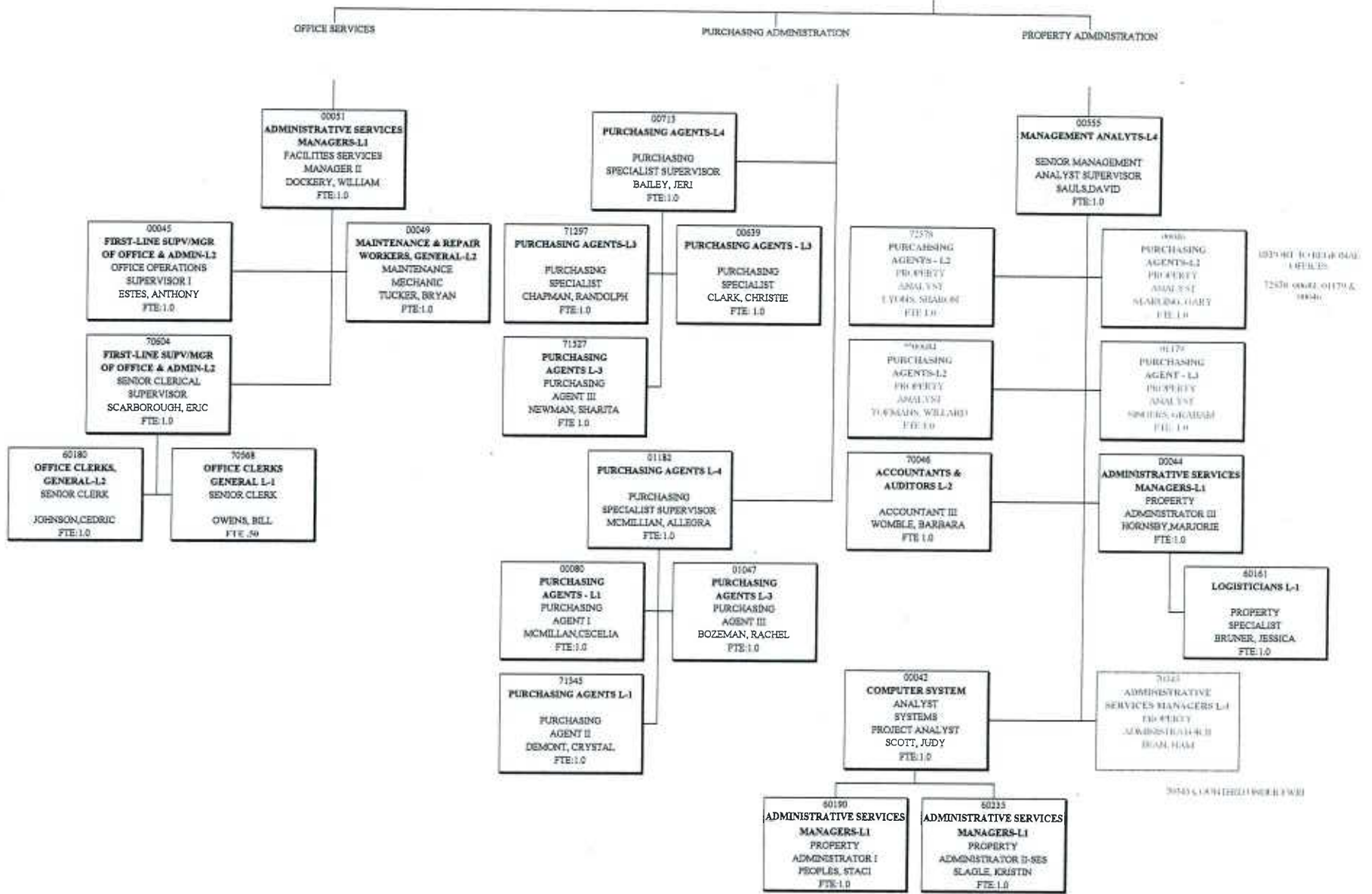


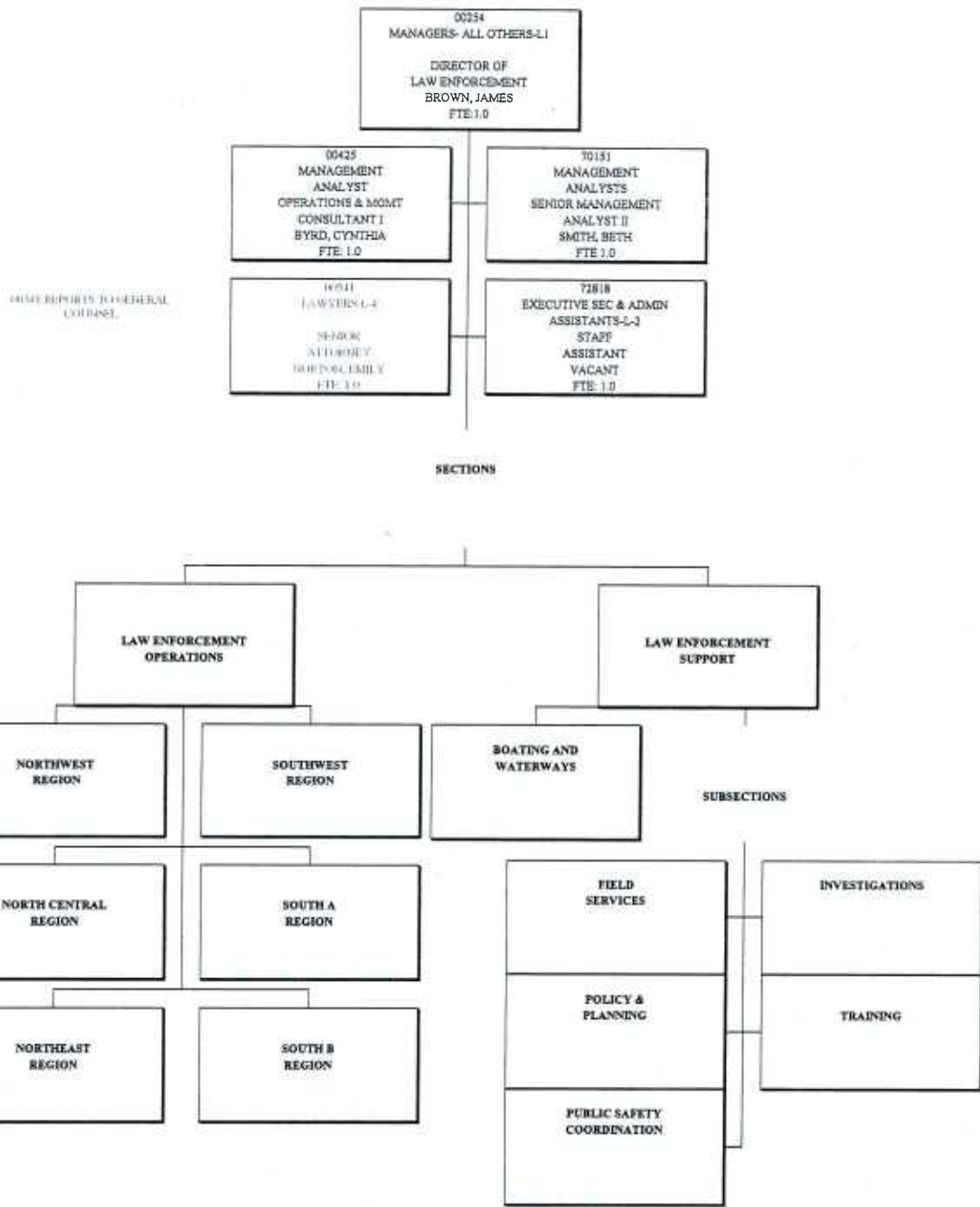
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 70075 REPORTS TO 70367 IN FWRI
 00517 AND 00043 REPORT TO 00025 NERO
 72705 REPOTS TO 00010 NCR0
 00035 AND 00160 REPRT TO 00007 SWRO
 71779 AND 00213 REPORT TO 00018 IN SRO
 70114 COUNTED IN LE

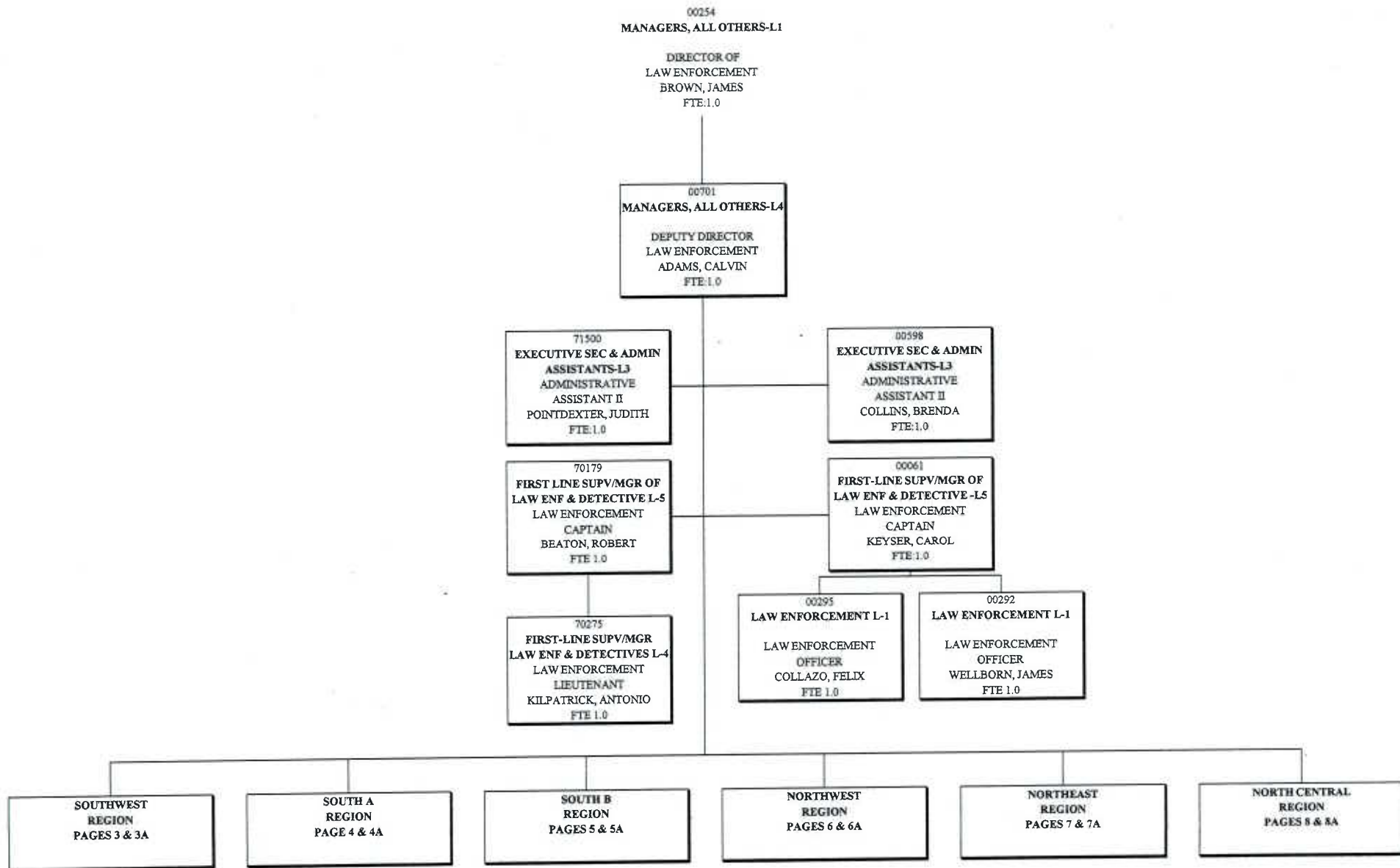
00032
 ADMINISTRATIVE SERVICES
 MANAGERS-L1
 DIRECTOR OF
 FINANCE & BUDGET
 VACANT



0002
ADMINISTRATIVE SERVICES
MANAGERS L-1
DIRECTOR OF
FINANCE & BUDGET
VACANT

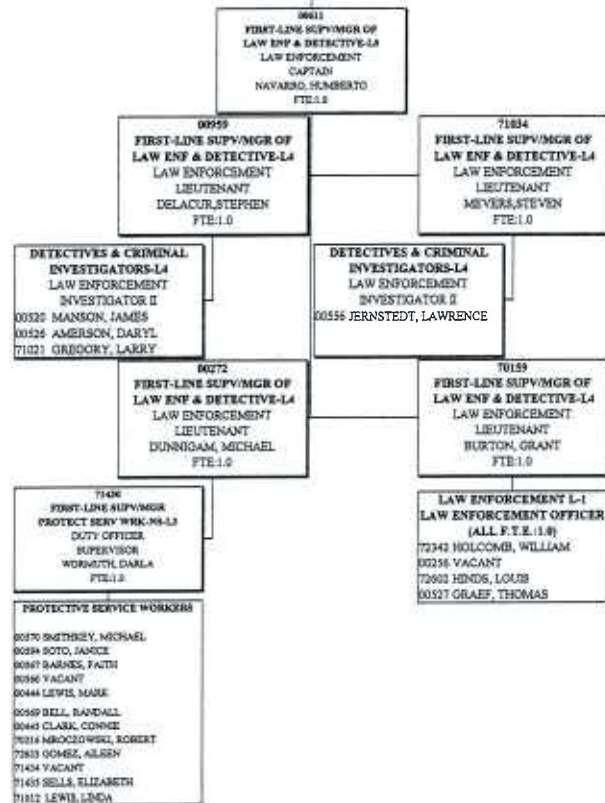




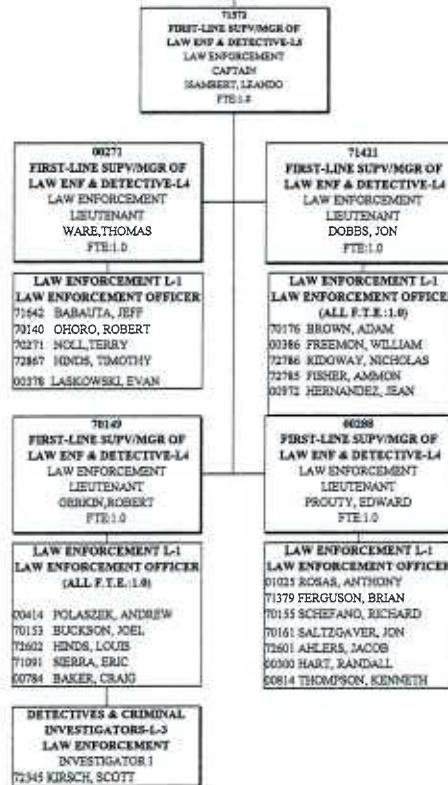




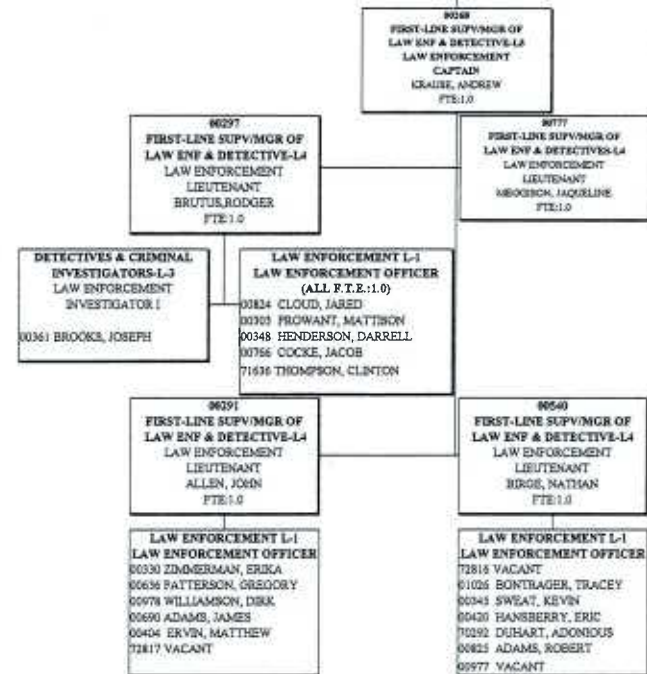
SOUTHWEST INVESTIGATIONS

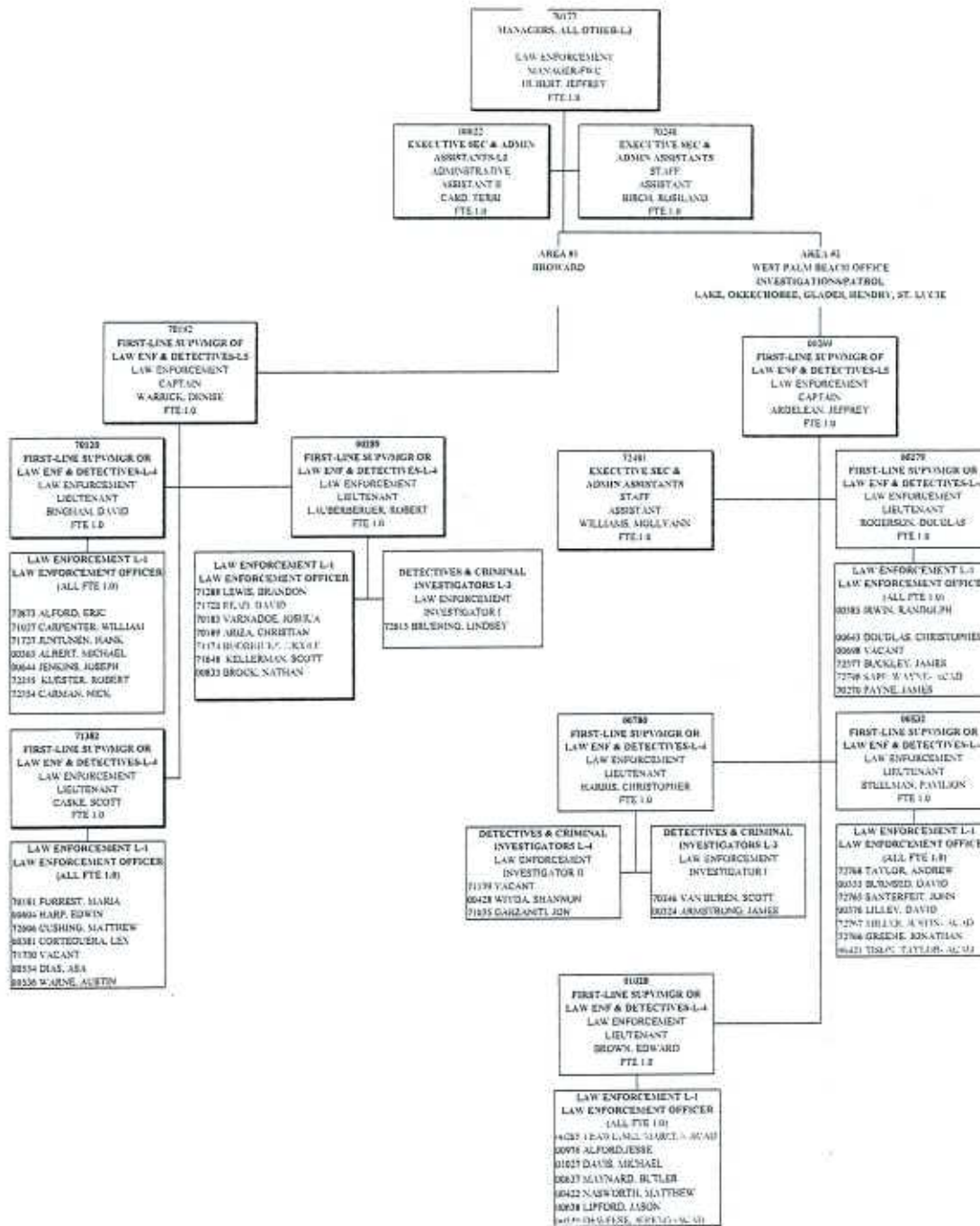


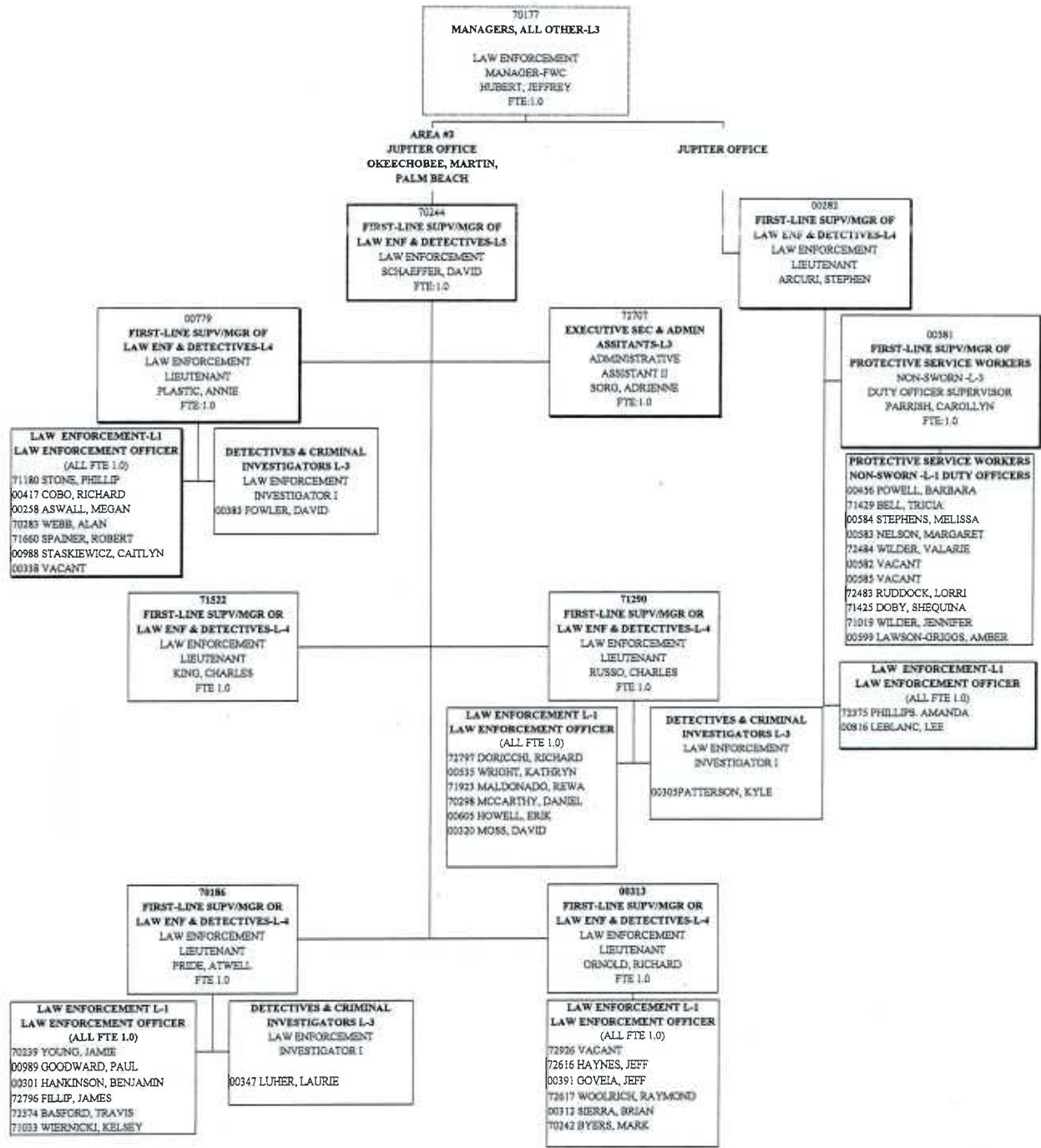
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TAMPA OFFICE
MANAGER
HILLSBOROUGH, SARASOTA

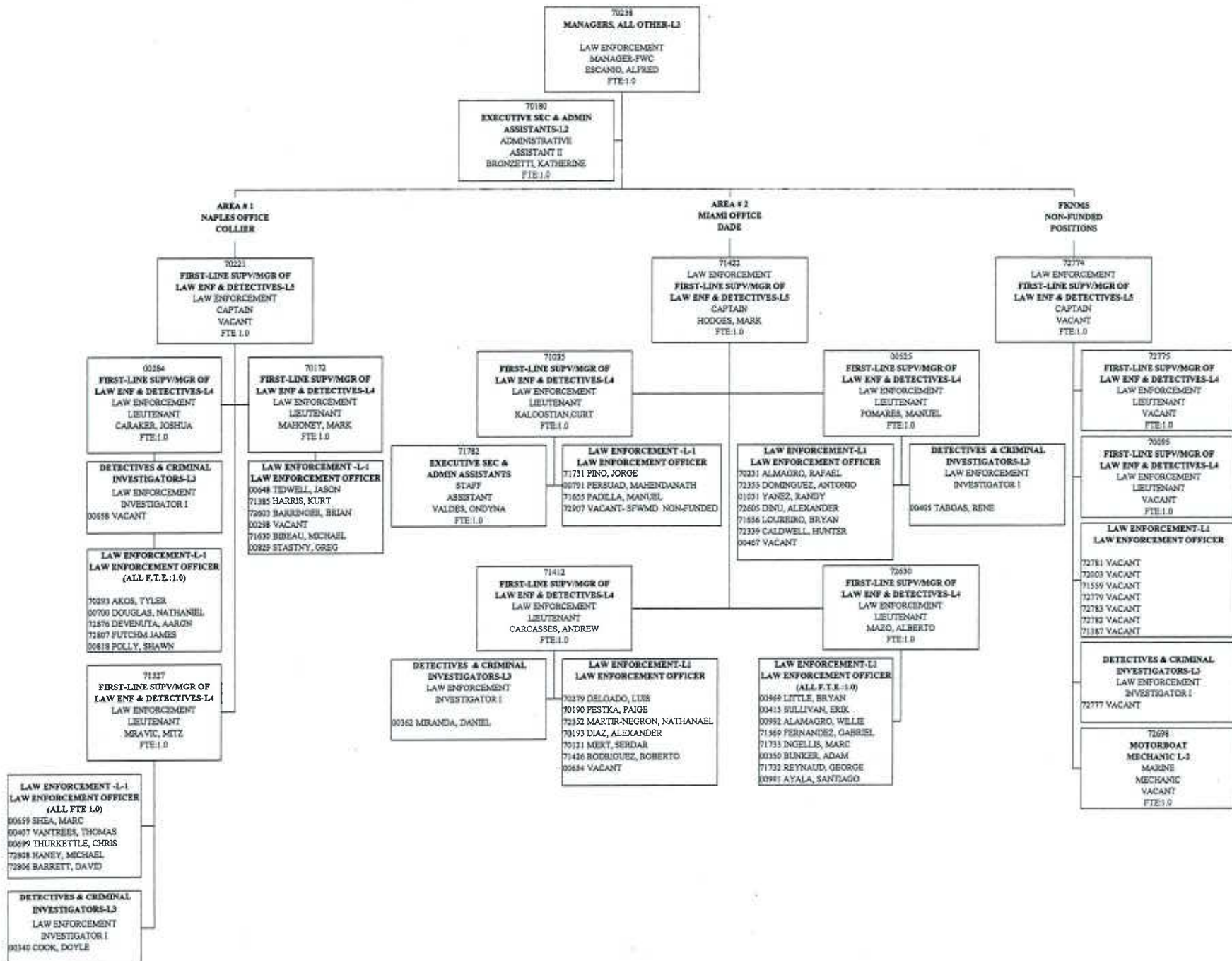


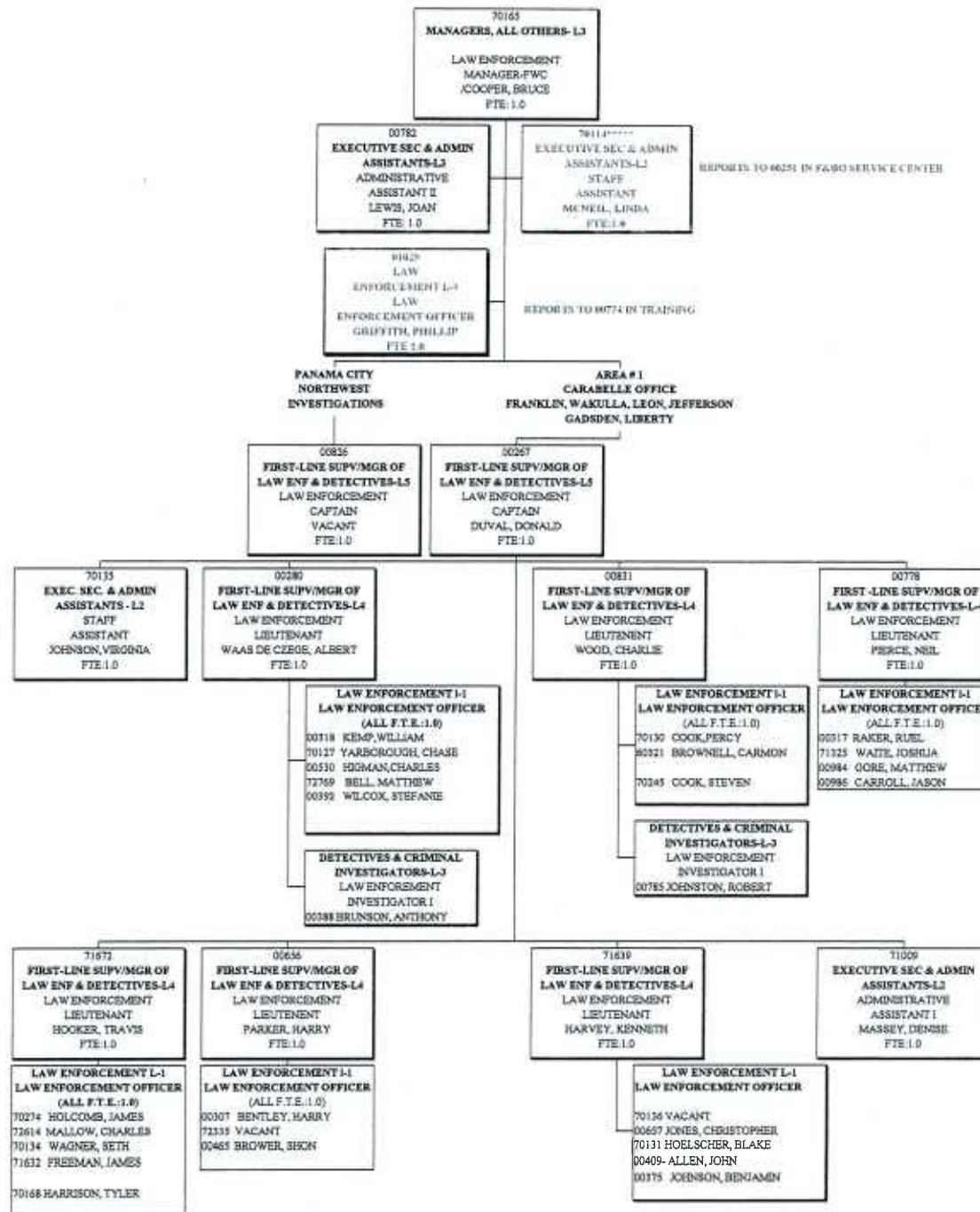
AREA #2
LAKELAND OFFICE
POLK, DEBOTO
BARCEL, EDGELAND











AREA #1
PANAMA CITY FIELD OFFICE
DULF, CALDERON, RAY, WARDENSTON
SILVERA, JACKSON

AREA #1
PANAOLA OFFICE
ESCALONA, MARTIN ROMO
SALAZAR, WALTON

1010
FIRST LINE SUPERVISOR OF
LAW ENF & DETECTIVES-LA
LAW ENFORCEMENT
CAPTAIN
PARANAHOR, KERRITE
P.T.E. 1.0

1020
FIRST LINE SUPERVISOR OF
LAW ENF & DETECTIVES-LA
LAW ENFORCEMENT
CAPTAIN
SANDER, MARY
P.T.E. 1.0

1015
FIRST LINE SUPERVISOR OF
LAW ENF & DETECTIVES-LA
LAW ENFORCEMENT
LEUTENANT
TELEBAT, GARY
P.T.E. 1.0

1015
FIRST LINE SUPERVISOR OF
LAW ENF & DETECTIVES-LA
LAW ENFORCEMENT
LEUTENANT
CLEMONS, MARK
P.T.E. 1.0

1015
EXECUTIVE SEC & ADMIN
ASSISTANTS-LA
ADMINISTRATIVE
ASSISTANT 2
BOYCATON, BRYAN
P.T.E. 1.0

1020
FIRST LINE SUPERVISOR OF
LAW ENF & DETECTIVES-LA
LAW ENFORCEMENT
LEUTENANT
BOLLEWELL, MARK
P.T.E. 1.0

1015
EXECUTIVE SEC & ADMIN
ASSISTANTS-LA
ADMINISTRATIVE
ASSISTANT
BILLY, LANE
P.T.E. 1.0

1015
FIRST LINE SUPERVISOR PROTECT
DUTY OFFICER
SUPERVISOR
POPE, RACHEL
P.T.E. 1.0

1015
LAW ENFORCEMENT I
LAW ENFORCEMENT OFFICER
1015 LOYDELANE, C
1016 CARROLL, SCOTT
1017 DUL, LUCIANO
1018 KENNEDY, JAMES
1019 FOREMAN, LINDSEY

1015
DETECTIVES & CRIMINAL
INVESTIGATORS-LA
LAW ENFORCEMENT
INVESTIGATOR 1
1015 VACANT

PROTECTIVE SERVICE WORKERS
NON-SWORN
DUTY OFFICER
1010 EMERSON, JAMES
1011 HULL, JERRY
1012 CALDWELL, LAMBER
1013 MITCHELL, DENISE
1014 BRIDGES, TINA
1015 DYKOWSKI, RACHELLE
1016 BELL, SHELIA
1017 WALKER, VONDERA
1018 VACANT
1019 CHAMON, ROYARD
1020 BOYD, WALTER
1021 YAMASILE, SHARLENE

1020
FIRST LINE SUPERVISOR OF
LAW ENF & DETECTIVES-LA
LAW ENFORCEMENT
LEUTENANT
BERTRAM, DOUGLAS
P.T.E. 1.0

1015
FIRST LINE SUPERVISOR OF
LAW ENF & DETECTIVES-LA
LAW ENFORCEMENT
LEUTENANT
MARK, DAVINE
P.T.E. 1.0

1015
LAW ENFORCEMENT I
LAW ENFORCEMENT OFFICER
(ALL P.T.E. 1.0)
1011 JONGELHORN
1012 WOOD, RAYMOND
1013 BELL, GARY
1014 PEREA, JAMES

1015
LAW ENFORCEMENT I
LAW ENFORCEMENT OFFICER
1011 PEREY, CHRISTOPHER
1012 MURPHY, WILLIAM
1013 SHERK, SCOTT
1014 BISHOP, DAVID
1015 ROSALES, STEPHEN

1015
FIRST LINE SUPERVISOR OF
LAW ENF & DETECTIVES-LA
LAW ENFORCEMENT
LEUTENANT
VACANT
P.T.E. 1.0

1015
FIRST LINE SUPERVISOR OF
LAW ENF & DETECTIVES-LA
LAW ENFORCEMENT
LEUTENANT
COSTANACHA, DEANAD
P.T.E. 1.0

1015
FIRST LINE SUPERVISOR OF
LAW ENF & DETECTIVES-LA
LAW ENFORCEMENT
LEUTENANT
CLASS, LINDA
P.T.E. 1.0

1015
FIRST LINE SUPERVISOR OF
LAW ENF & DETECTIVES-LA
LAW ENFORCEMENT
LEUTENANT
LAURENT, BRAD
P.T.E. 1.0

1015
LAW ENFORCEMENT I
LAW ENFORCEMENT OFFICER
(ALL P.T.E. 1.0)
1016 WALSH, WALTER
1017 JACKSON, KATHY
1018 SAGGELLARY
1019 KNOTLAND

1015
LAW ENFORCEMENT I
LAW ENFORCEMENT OFFICER
(ALL P.T.E. 1.0)
1016 WEBB, EDWARD
1017 SCHILLER, ARNOLD
1018 WEA, ANDREW
1019 KOPFMAN, ANTON
1020 WELLS, RAY
1021 LEE, THOMAS

1015
LAW ENFORCEMENT I
LAW ENFORCEMENT OFFICER
1012 ROCKWELL, PETER
1013 MALTUS, ANDREW
1014 ROCKWELL, LARRY
1015 WALKER, DON
1016 NELSON, ANTHONY
1017 LETICIA, CRISPWELL

1015
DETECTIVES & CRIMINAL
INVESTIGATORS-LA
LAW ENFORCEMENT
INVESTIGATOR 1
TIMOTHY, STEVE

1015
LAW ENFORCEMENT I
LAW ENFORCEMENT OFFICER
(ALL P.T.E. 1.0)
1020 VACANT
1021 MANNING, KENNETH
1022 LIVESAY, PAUL
1023 BARRON, ROBERT
1024 BRADY, GARY

1015
DETECTIVES & CRIMINAL
INVESTIGATORS-LA
LAW ENFORCEMENT
INVESTIGATOR 1
1015 VACANT

1015
FIRST LINE SUPERVISOR OF
LAW ENF & DETECTIVES-LA
LAW ENFORCEMENT
LEUTENANT
WELLS, DENISE
P.T.E. 1.0

1015
FIRST LINE SUPERVISOR OF
LAW ENF & DETECTIVES-LA
LAW ENFORCEMENT
LEUTENANT
BARTLEY, STEVEN
P.T.E. 1.0

1015
EXEC. SEC & ADMIN
ASSISTANTS-LA
STAFF ASSISTANT
CHERRA, CHRISTI
P.T.E. 1.0

1015
LAW ENFORCEMENT I
LAW ENFORCEMENT OFFICER
(ALL P.T.E. 1.0)
1016 MOORE, JAMES
1017 WOOD, STEPHEN
1018 COOK, KEAL
1019 BRADY, DAVID
1020 BEAVER, SLASH
1021 HERRON, GARY THOMAS HAMPTON

1015
DETECTIVES & CRIMINAL
INVESTIGATORS-LA
LAW ENFORCEMENT
INVESTIGATOR 1
1016 NELSON, DAVID

1015
DETECTIVES & CRIMINAL
INVESTIGATORS-LA
LAW ENFORCEMENT
INVESTIGATOR 1
1016 VACANT
1017 VACANT

1015
DETECTIVES & CRIMINAL
INVESTIGATORS-LA
LAW ENFORCEMENT
INVESTIGATOR 2
1016 BINKLE, NORMAN
1017 BRIDGES, TRIST
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1019 THOMAS, STEVEN
1020 LEVINE, WALLACE

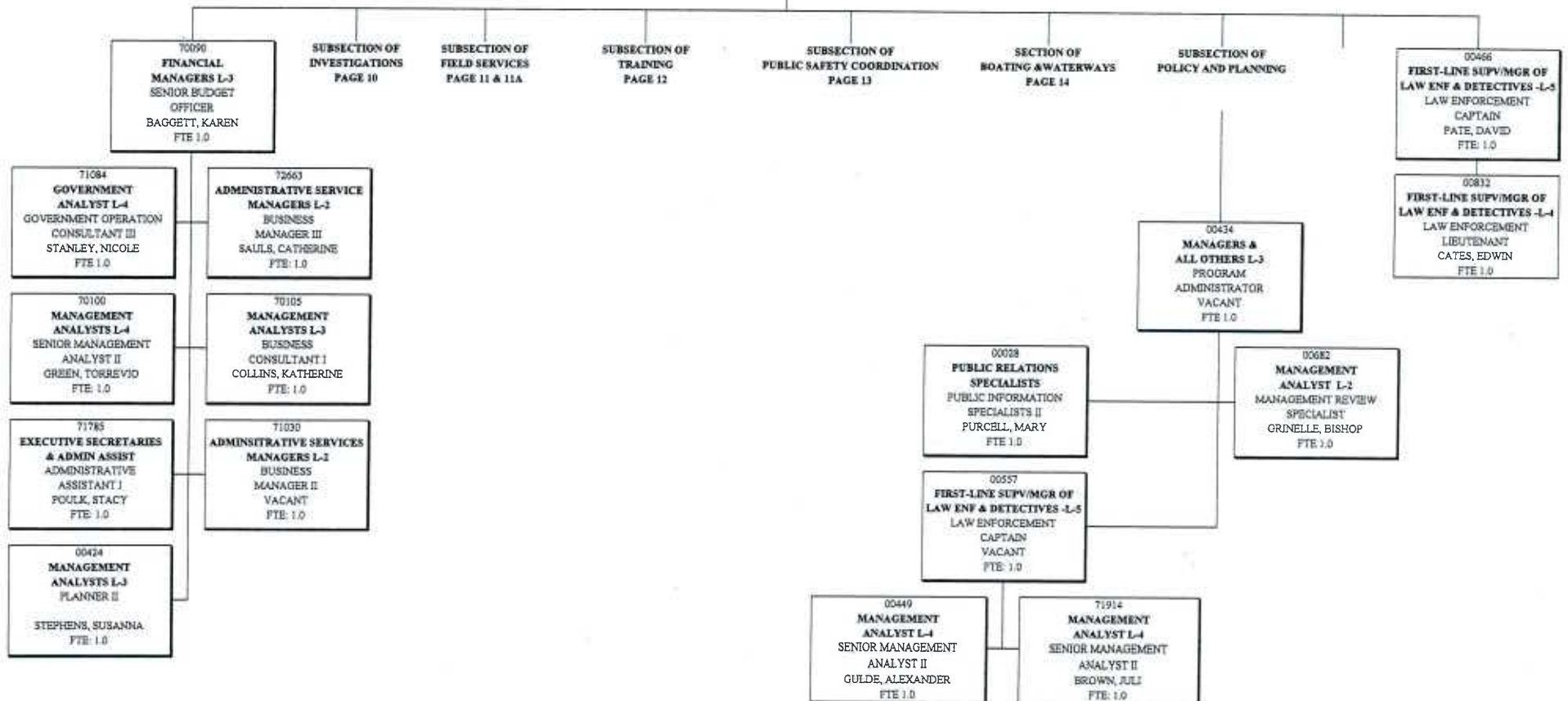
1015
FIRST LINE SUPERVISOR OF
LAW ENF & DETECTIVES-LA
LAW ENFORCEMENT
LEUTENANT
CHERRY, WILLIAM
P.T.E. 1.0

1015
LAW ENFORCEMENT I
LAW ENFORCEMENT OFFICER
(ALL P.T.E. 1.0)
1011 HICKEL, MICHAEL
1012 ATCH, EDWIN
1013 WAD, ERIC
1014 PALMER, DONALD
1015 CHAMBERLAIN, JERRY

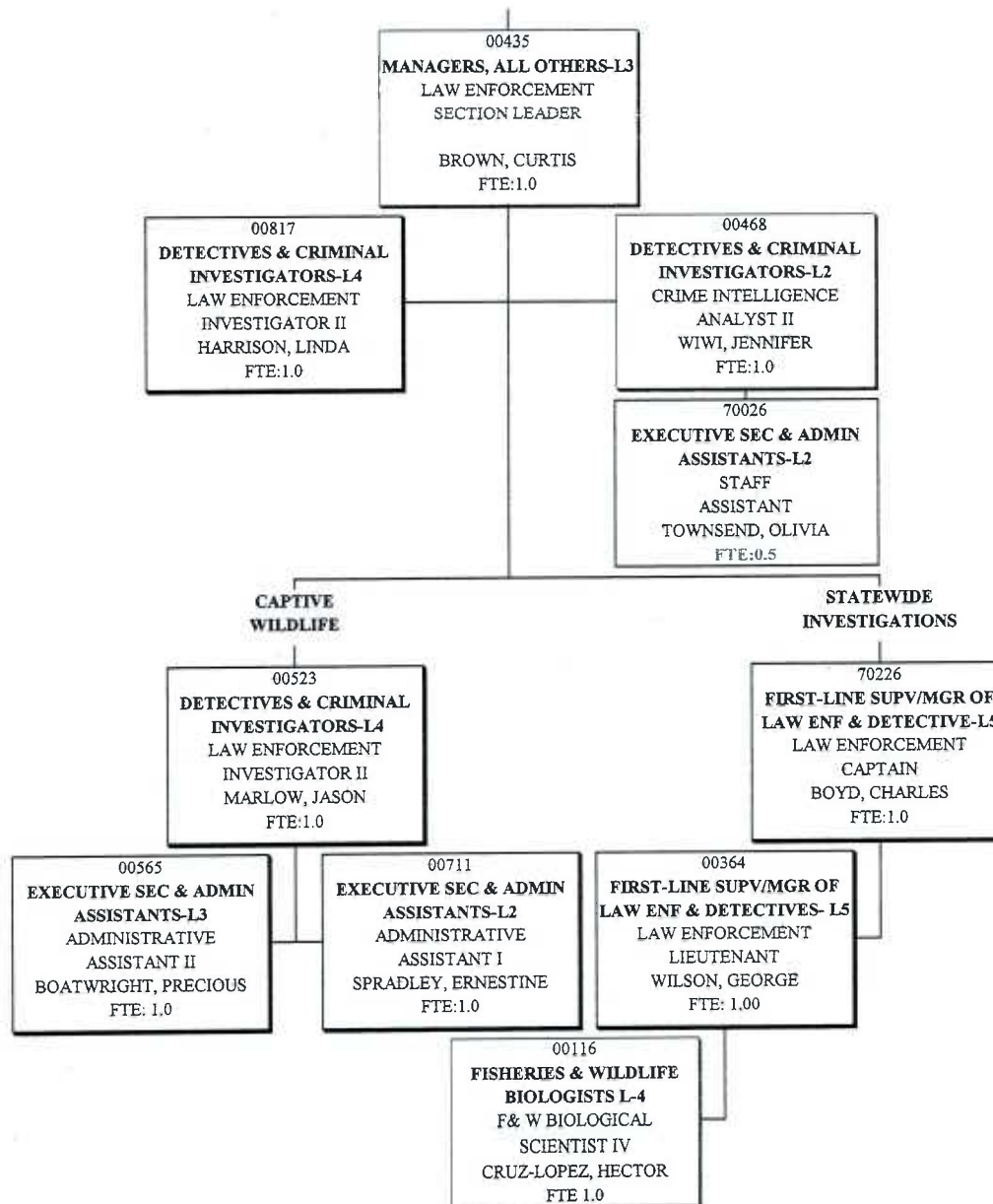
MANAGERS, ALL OTHERS-L1

DIRECTOR OF
LAW ENFORCEMENT
BROWN, JAMES
FTE:1.0

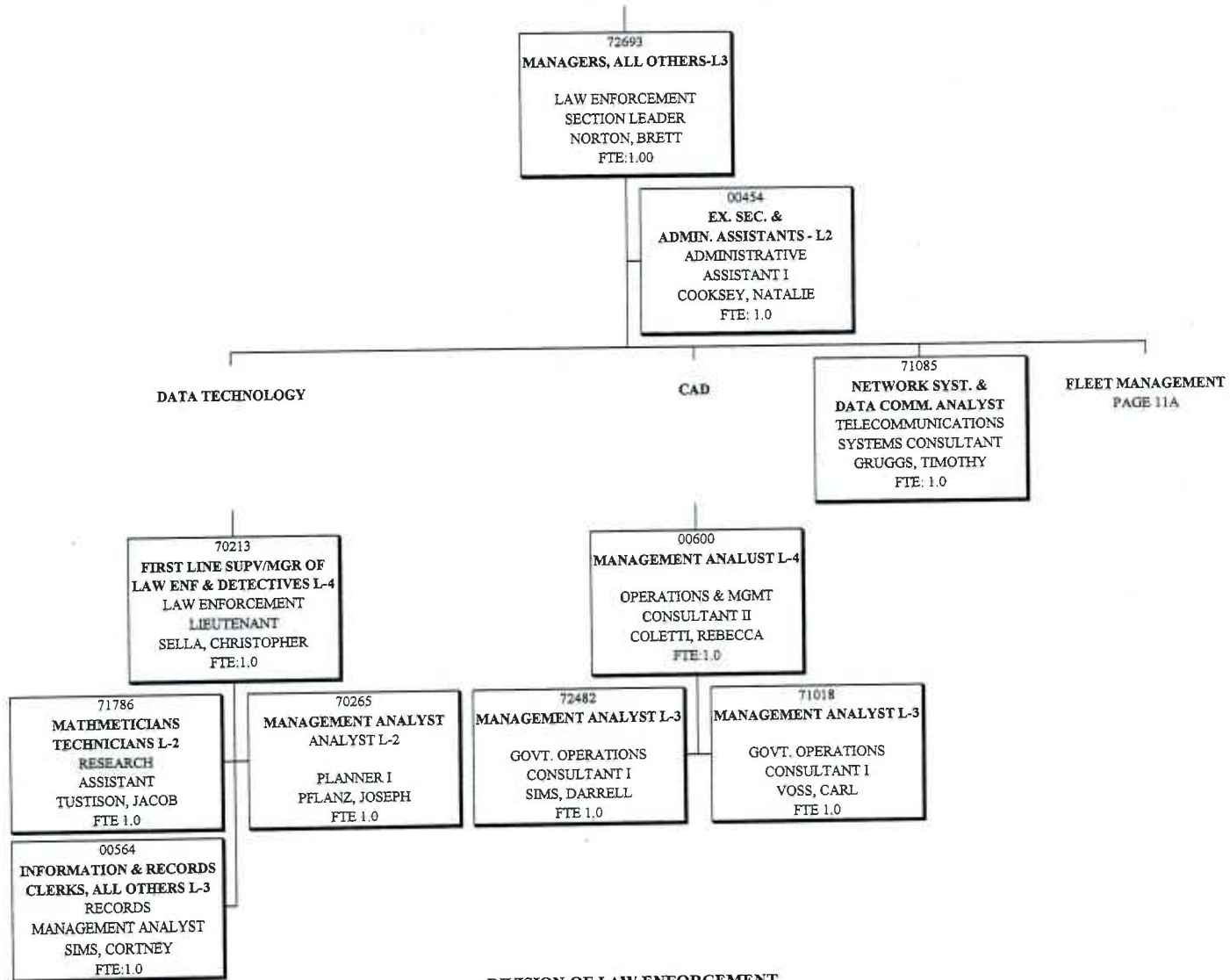
00259
MANAGERS, ALL OTHERS-L4
DEPUTY DIRECTOR
LAW ENFORCEMENT
WUW, MICHAEL
FTE:1.0



SUBSECTION OF INVESTIGATIONS



**SUBSECTION OF
FIELD SERVICES**

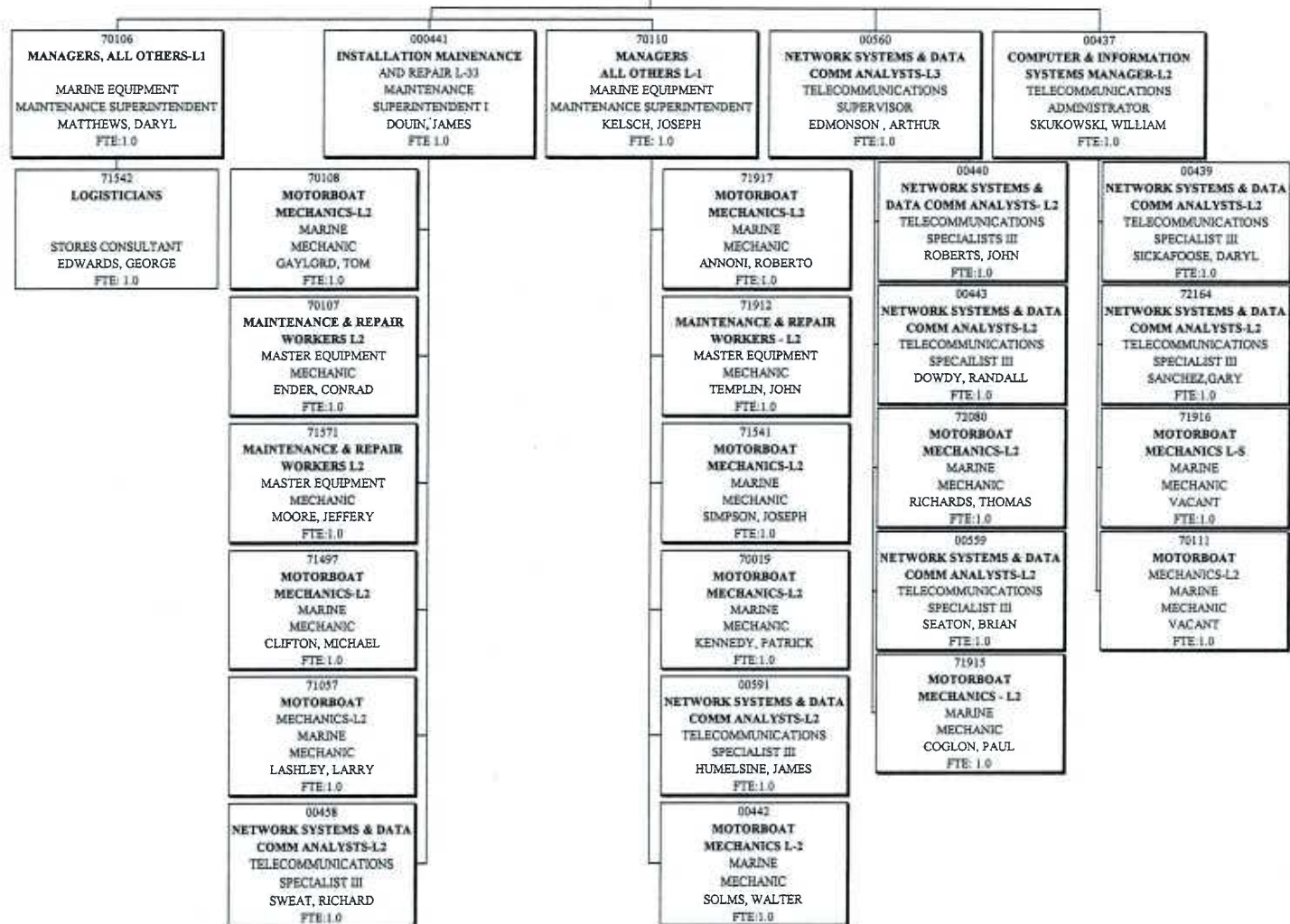


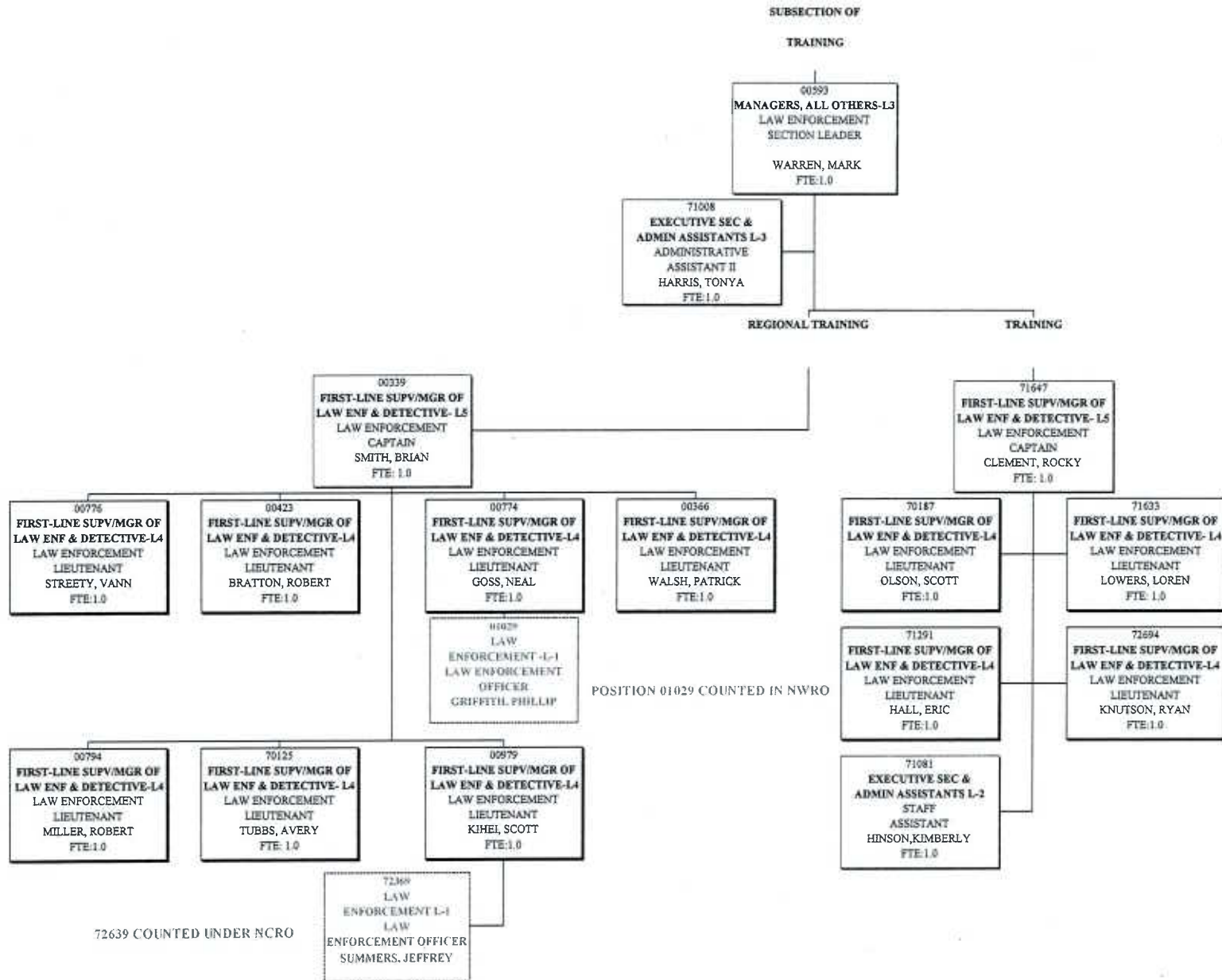
**DIVISION OF LAW ENFORCEMENT
LAW ENFORCEMENT SUPPORT SECTION
FIELD SERVICES SUBSECTION
F.T.E. THIS PAGE 10**

SUBSECTION OF FIELD SERVICES
FLEET MANAGEMENT

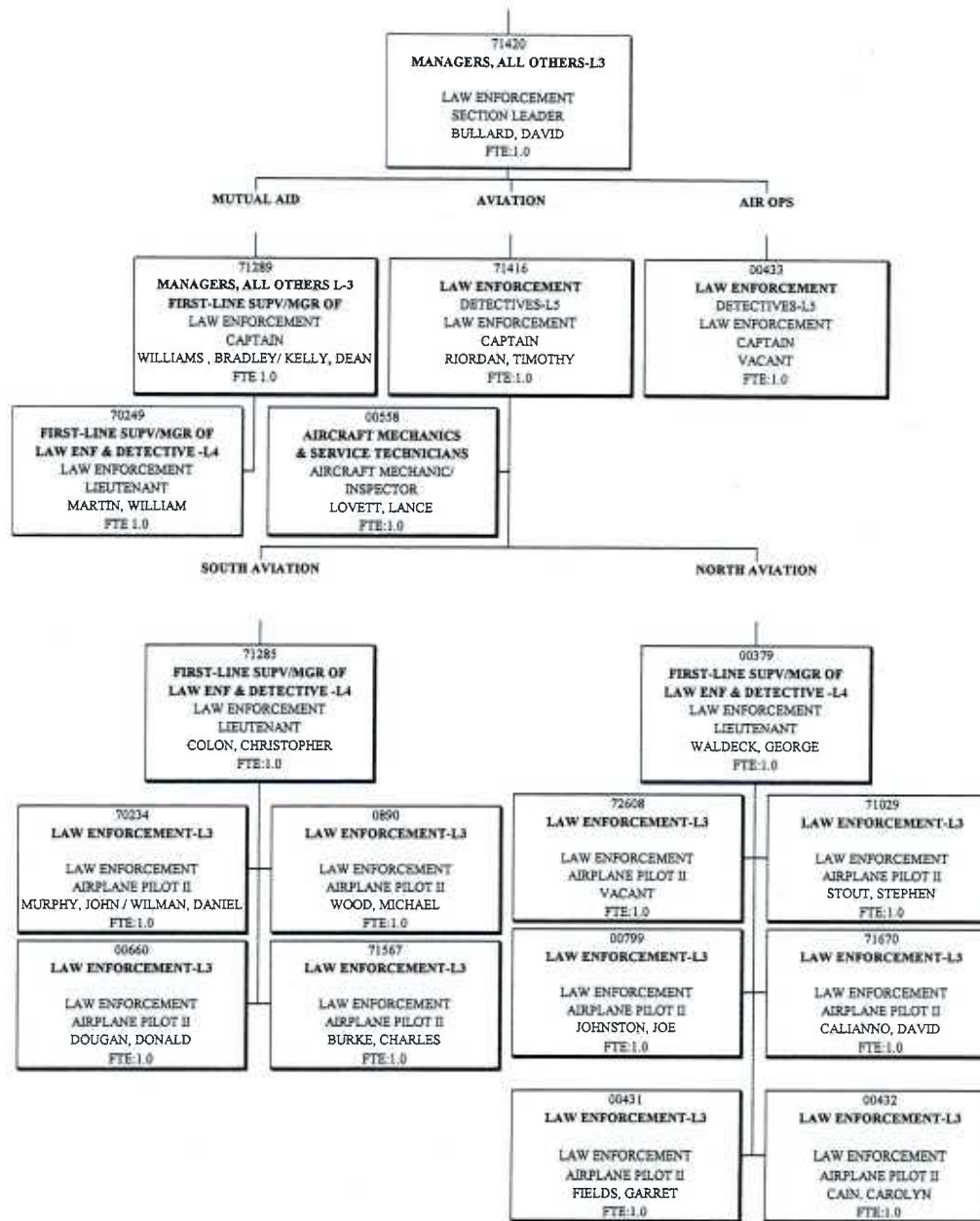
70230
FIRST-LINE SUPV/MGR
LAW ENF & DETECTIVES L-5
LAW ENFORCEMENT
CAPTAIN
HAWORTH, THOMAS
FTE: 1.0

NORTH FLORIDA SHOP



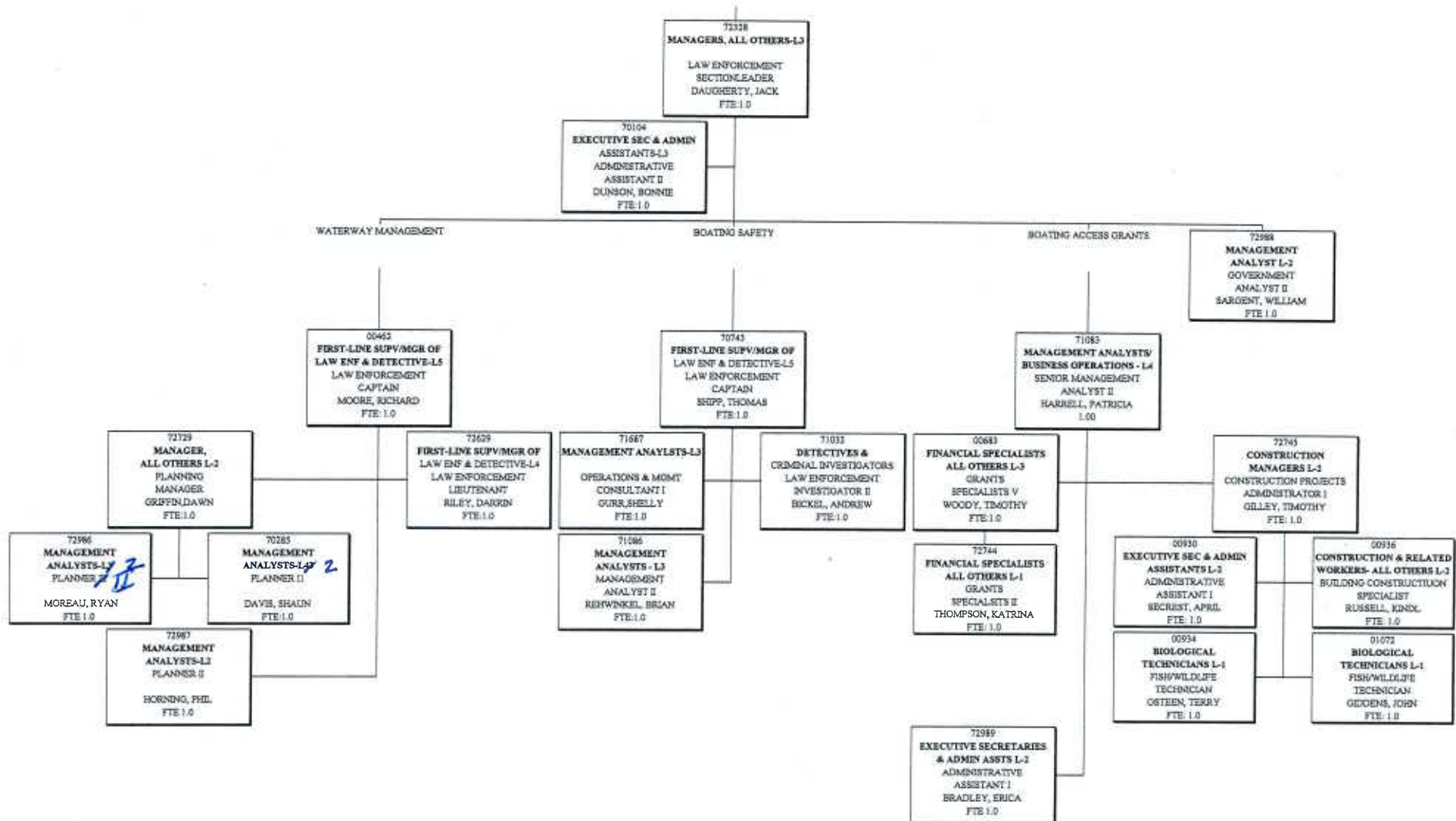


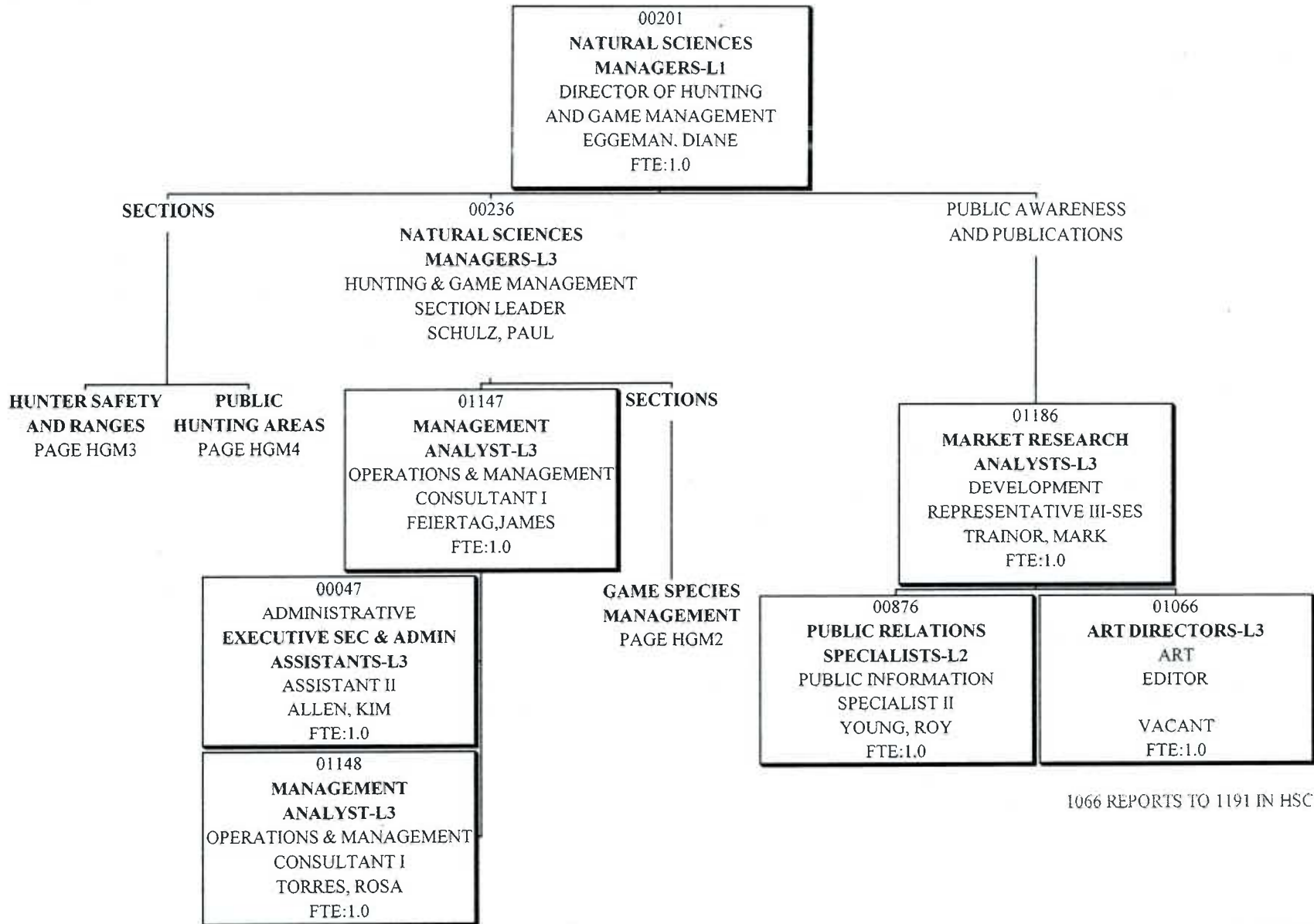
**SUBSECTION OF
PUBLIC SAFETY COORDINATION**

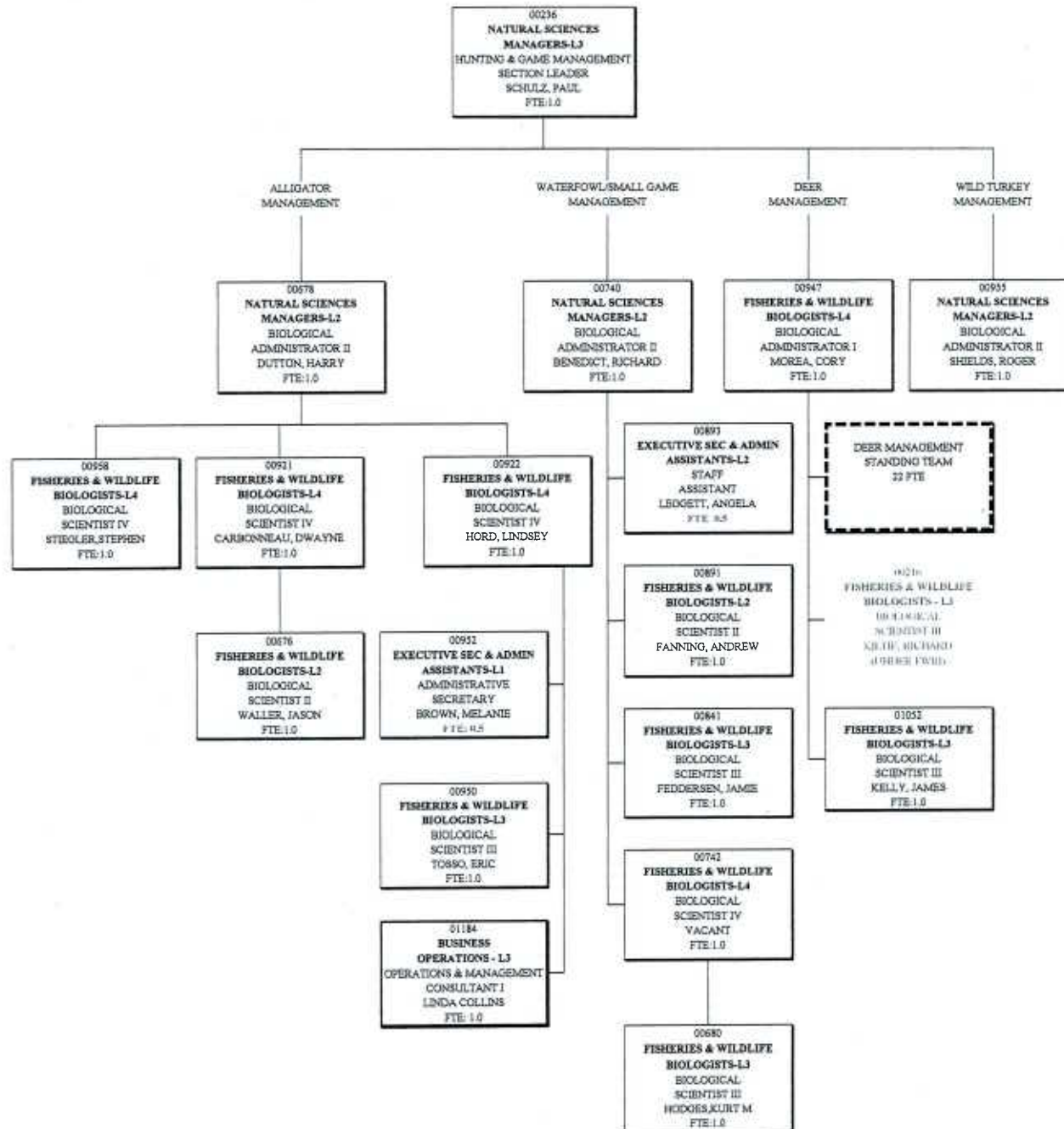


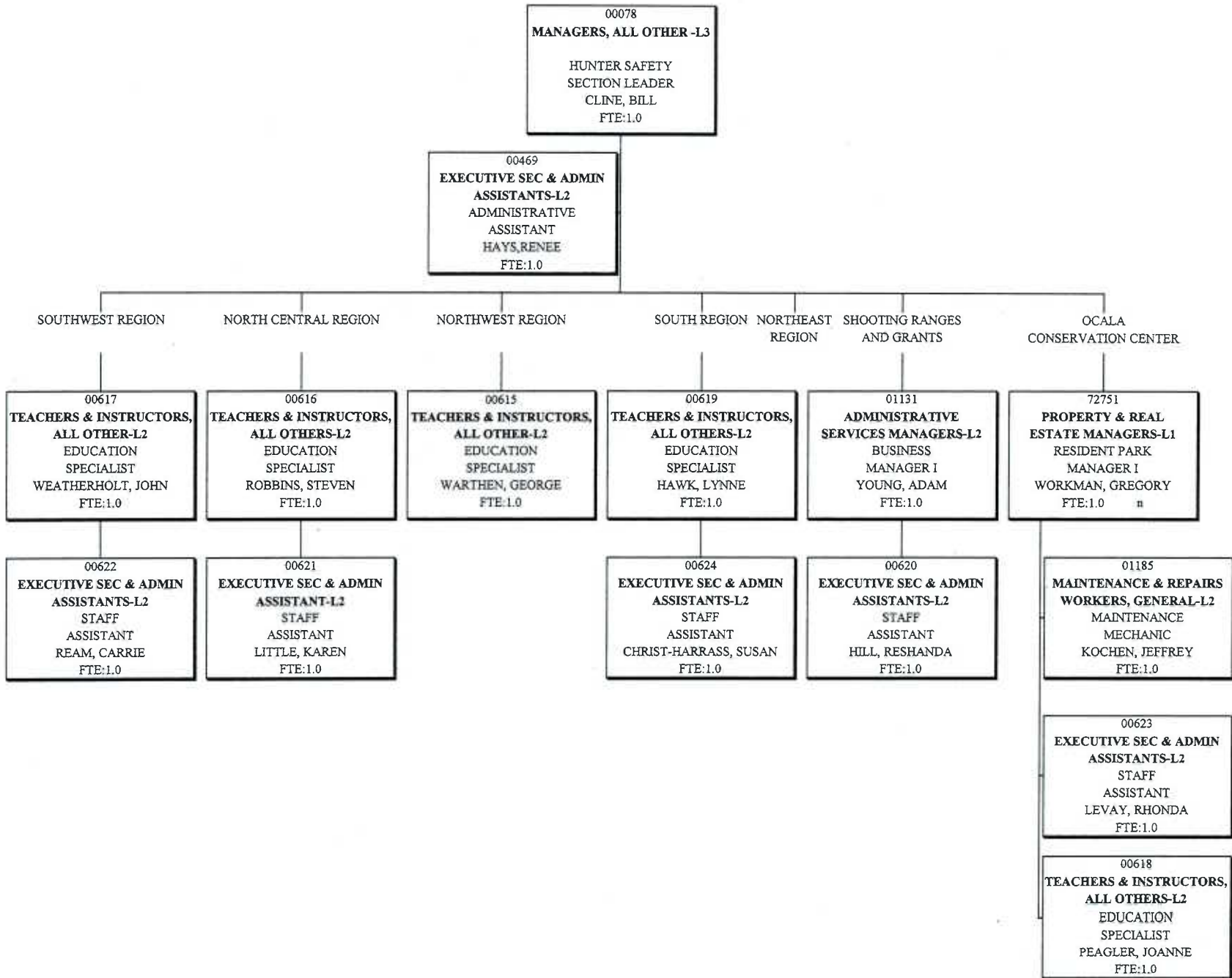
DIVISION OF LAW ENFORCEMENT
LAW ENFORCEMENT SUPPORT SECTION
PUBLIC SAFETY COORDINATION SUBSECTION
F.T.E. THIS PAGE 18

SECTION OF BOATING AND WATERWAYS









01096
**NATURAL SCIENCES
 MANAGERS-L3**
 HUNTING AND GAME MANAGEMENT
 SECTION LEADER
 COYNER, DONALD
 FTE:1.0

SOUTH REGION

NORTHWEST REGION

NORTHEAST REGION

NORTH CENTRAL REGION

SOUTHWEST REGION

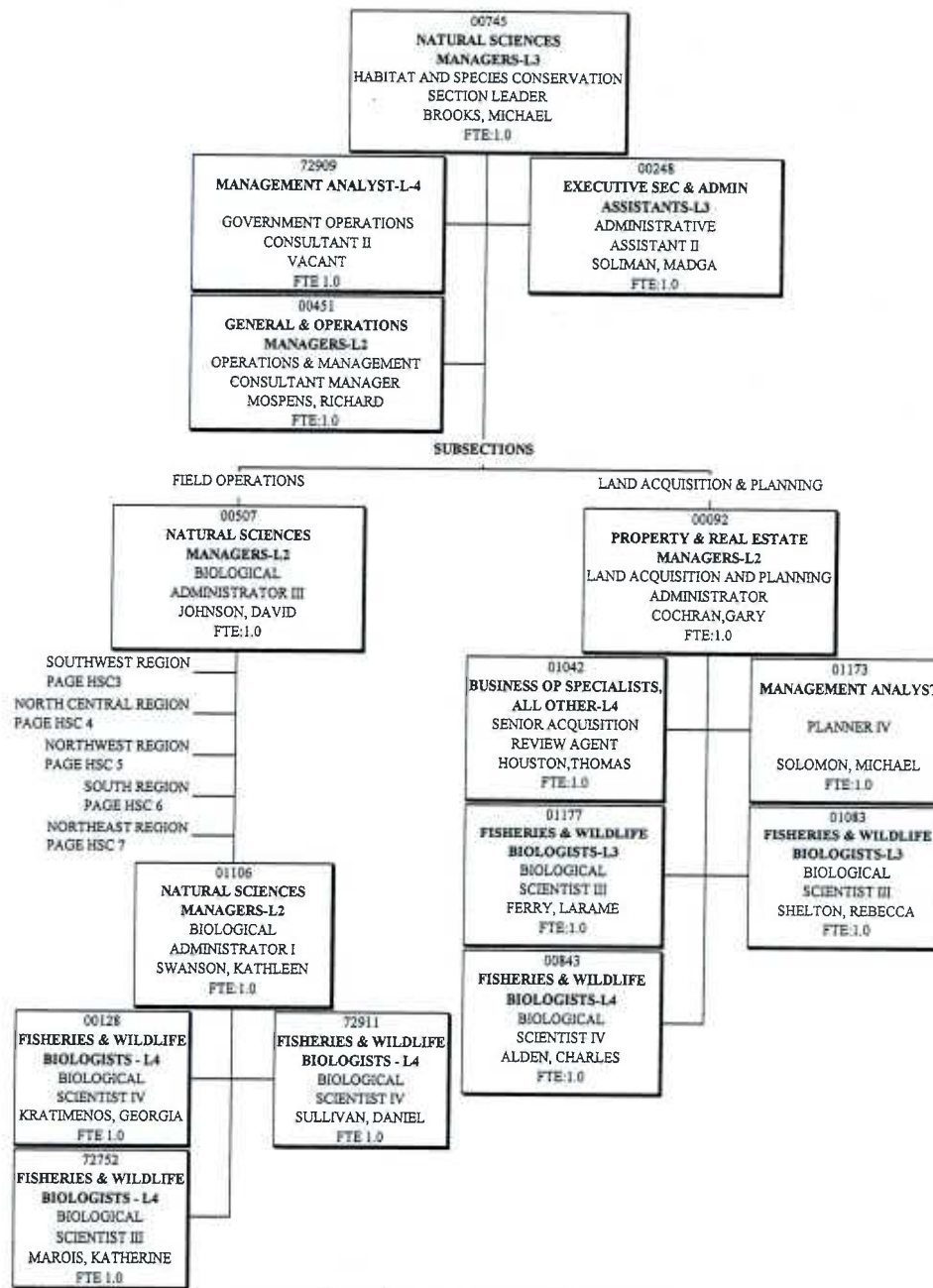
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 BIOLOGISTS - L4**
 BIOLOGICAL
 SCIENTIST IV
 SEITZ, WESLEY
 FTE:1.0

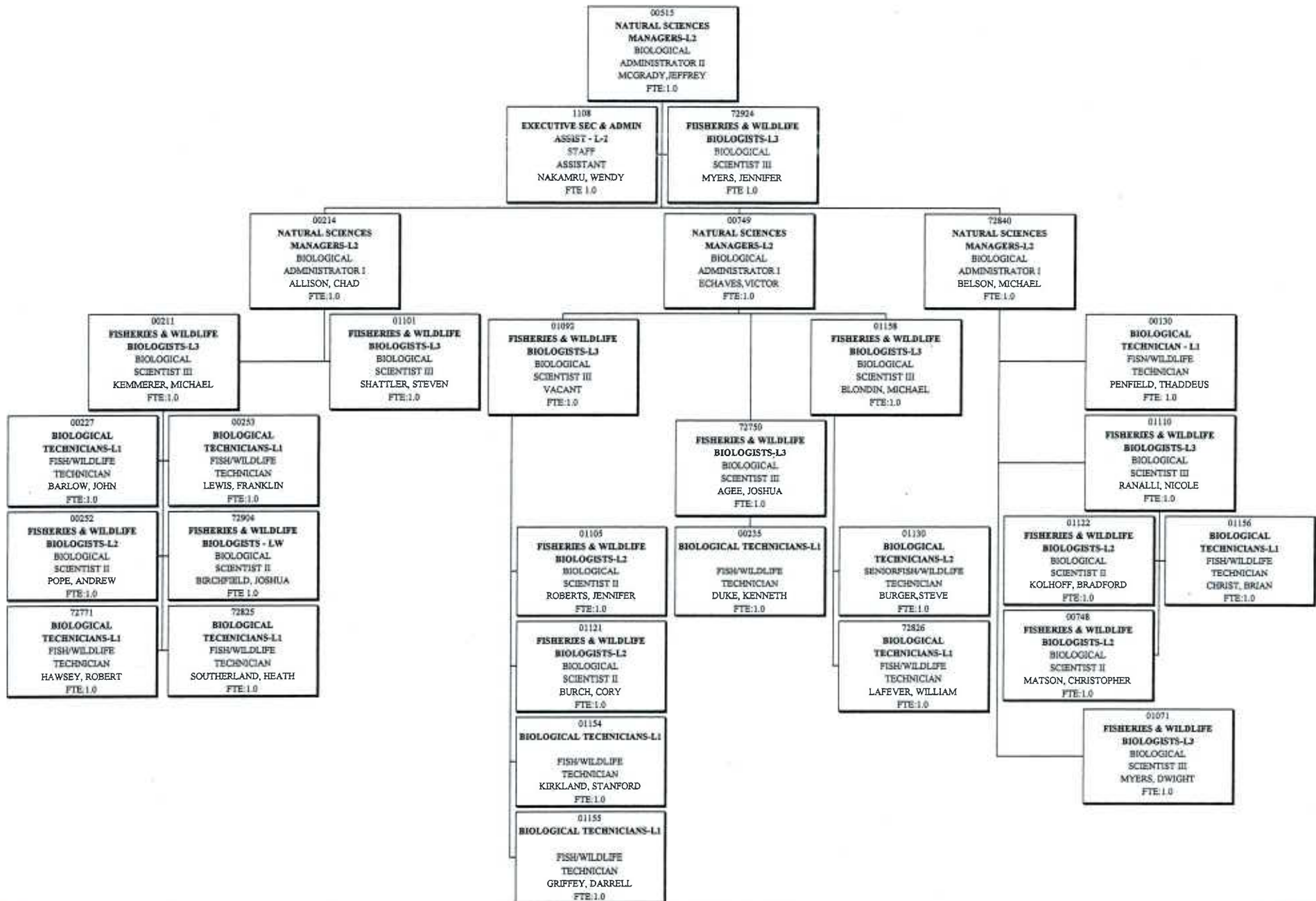
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**FISHERIES & WILDLIFE
 BIOLOGISTS - L4**
 BIOLOGICAL
 SCIENTIST IV
 SCHARINE, PAUL
 FTE:1.0

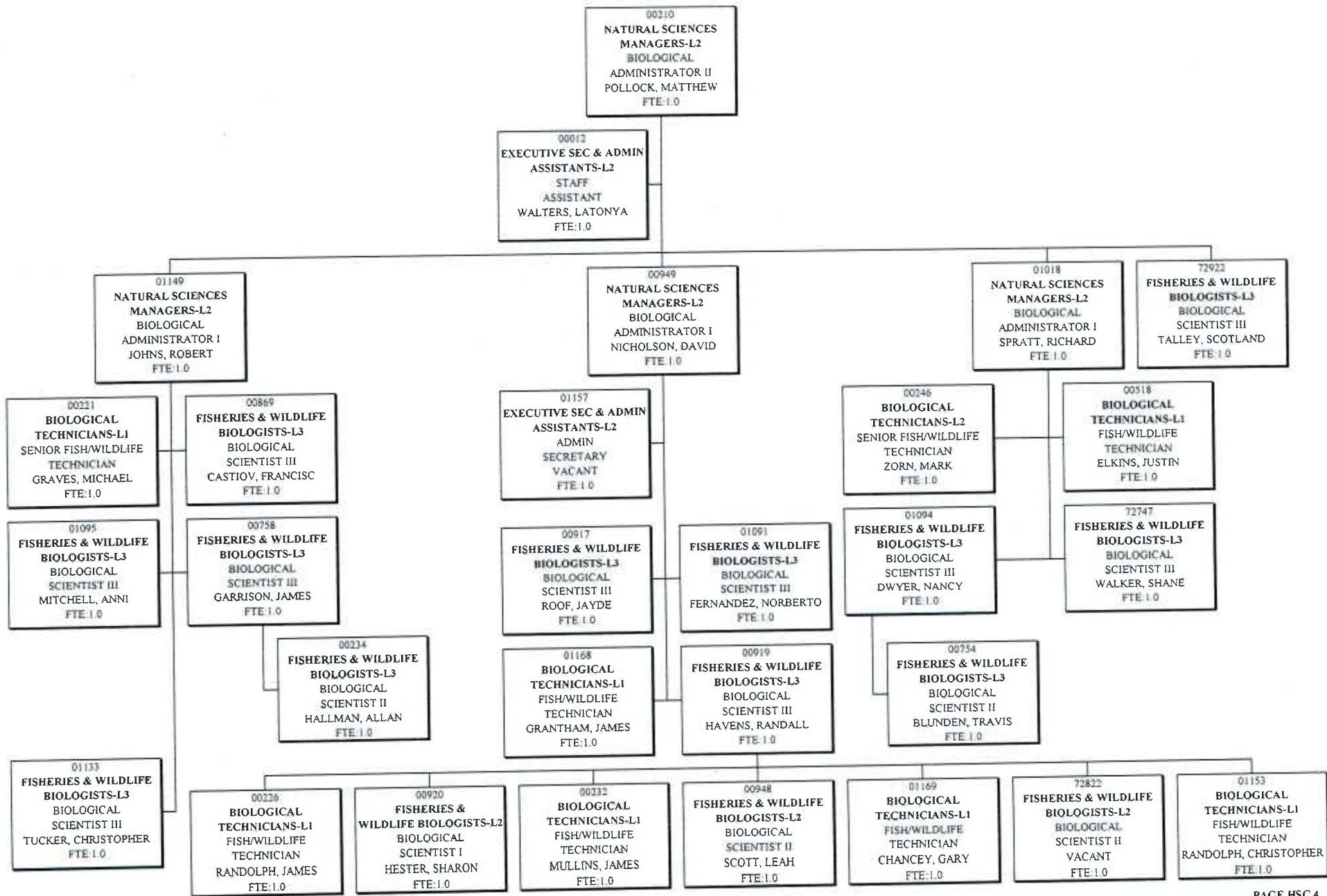
72834
**FISHERIES & WILDLIFE
 BIOLOGISTS - L4**
 BIOLOGICAL
 SCIENTIST IV
 WILLIAMS, JENNIFER
 FTE:1.0

01011
**FISHERIES & WILDLIFE
 BIOLOGISTS - L4**
 BIOLOGICAL
 SCIENTIST IV
 CHOPP, MATTHEW
 FTE:1.0

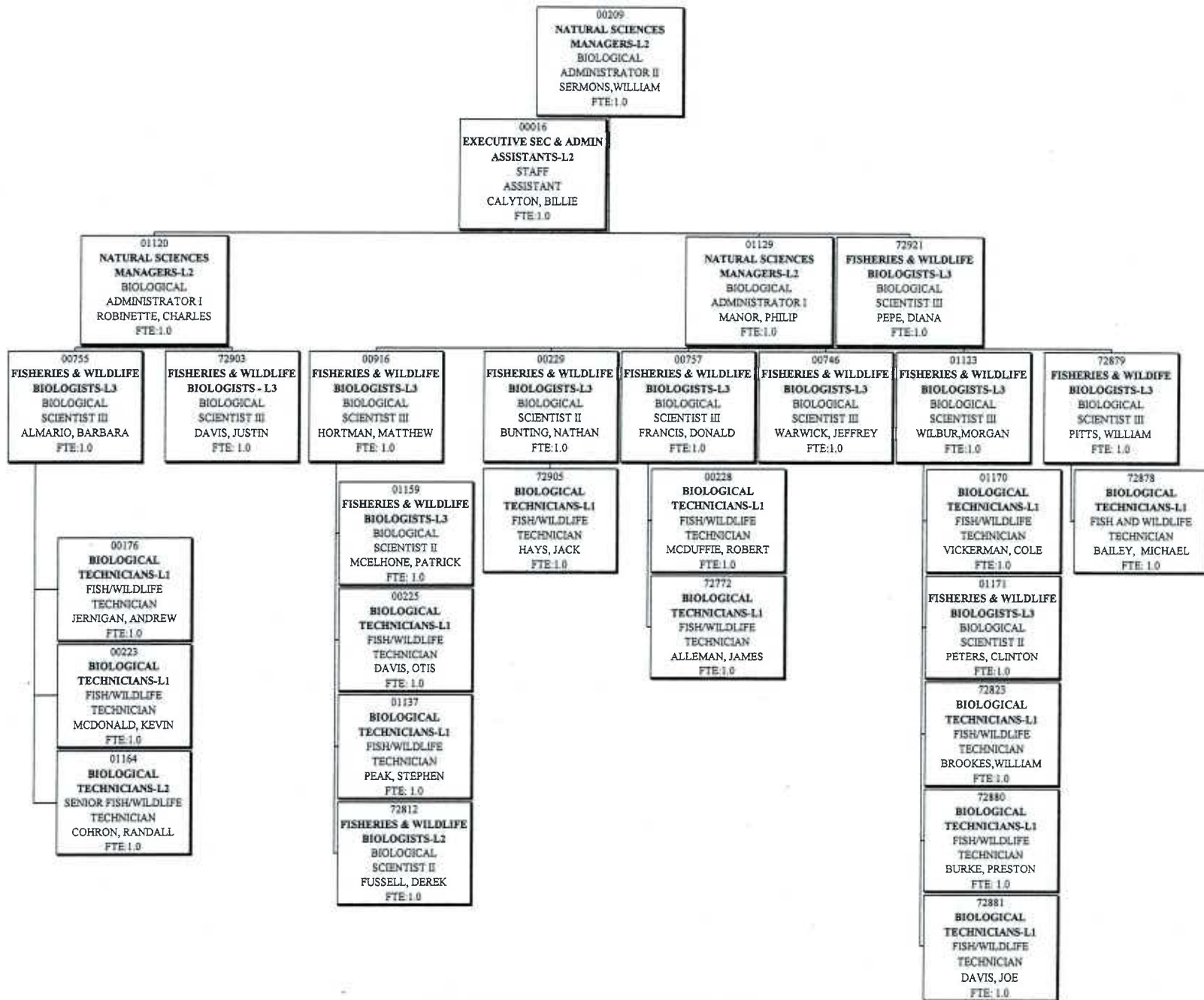
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**FISHERIES & WILDLIFE
 BIOLOGISTS - L4**
 BIOLOGICAL
 SCIENTIST IV
 BURTON, JASON
 FTE:1.0

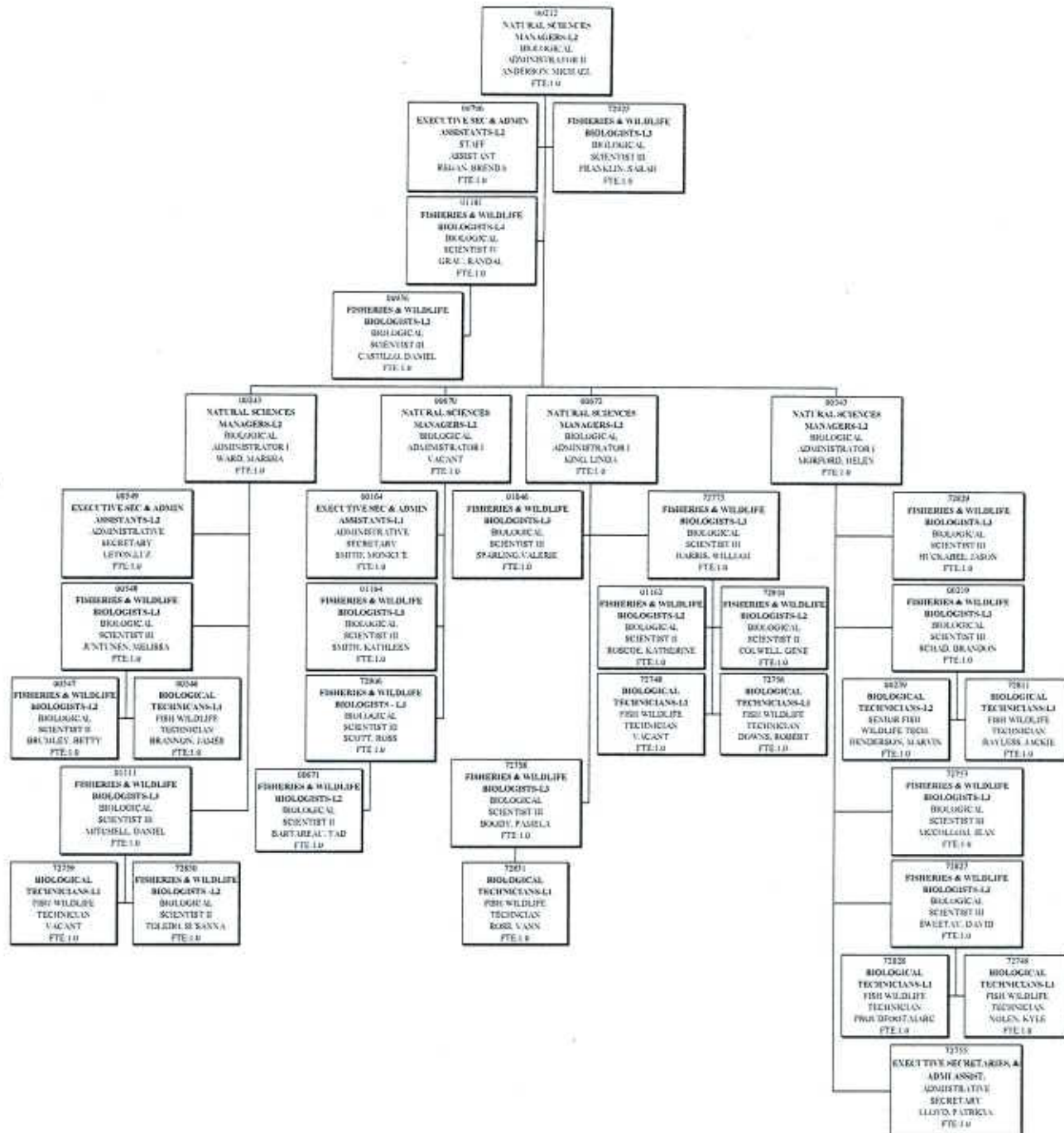


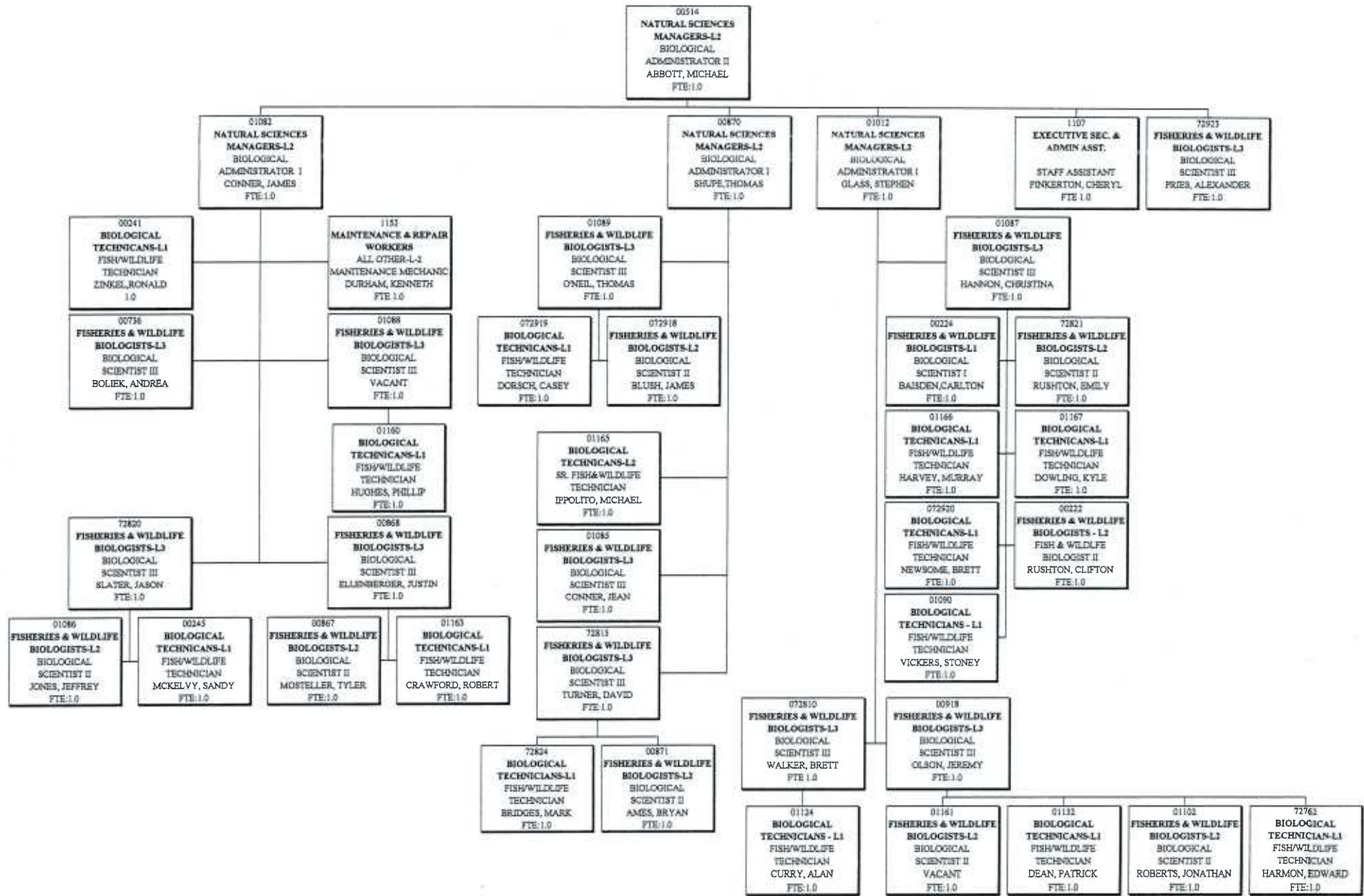


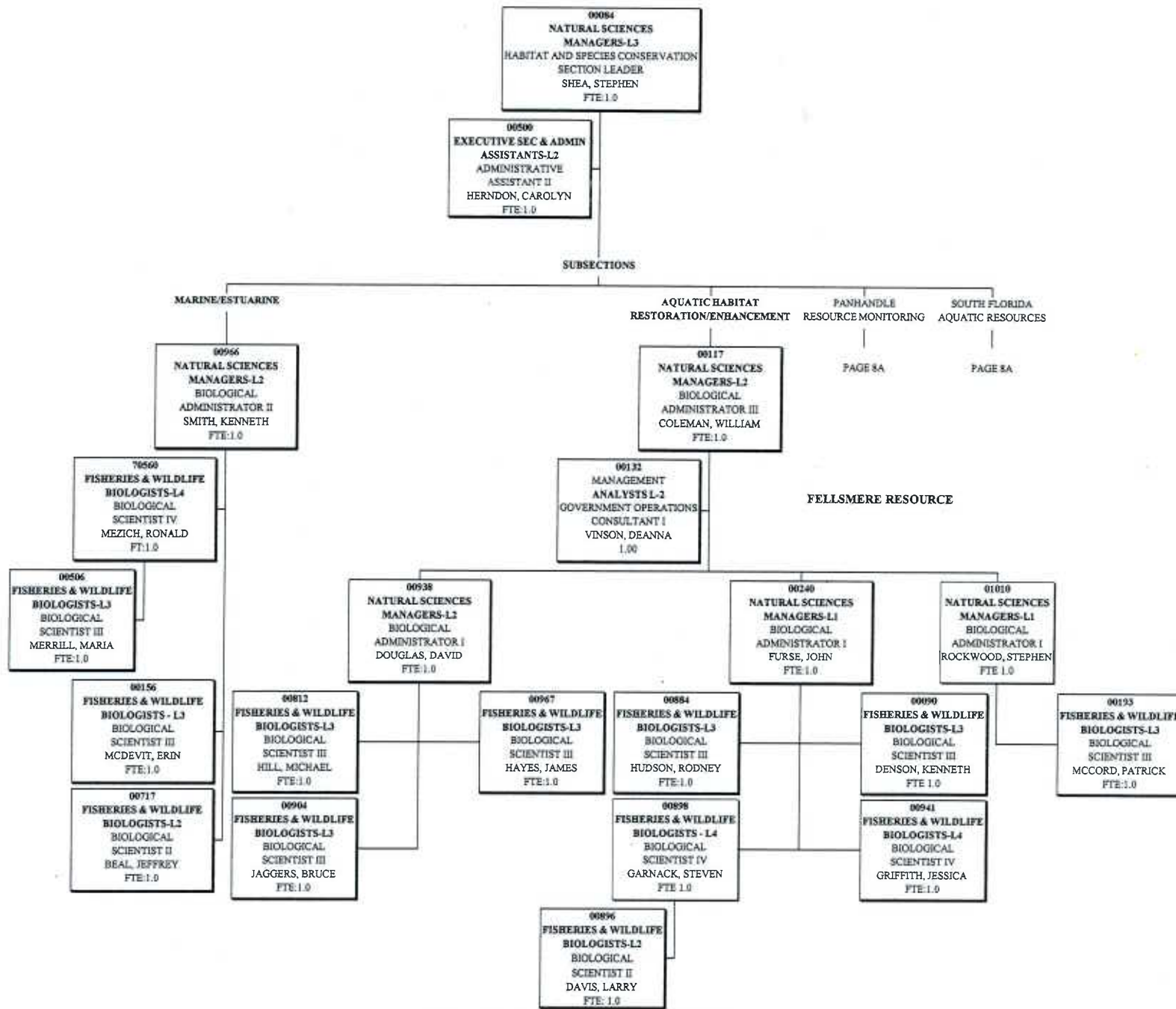


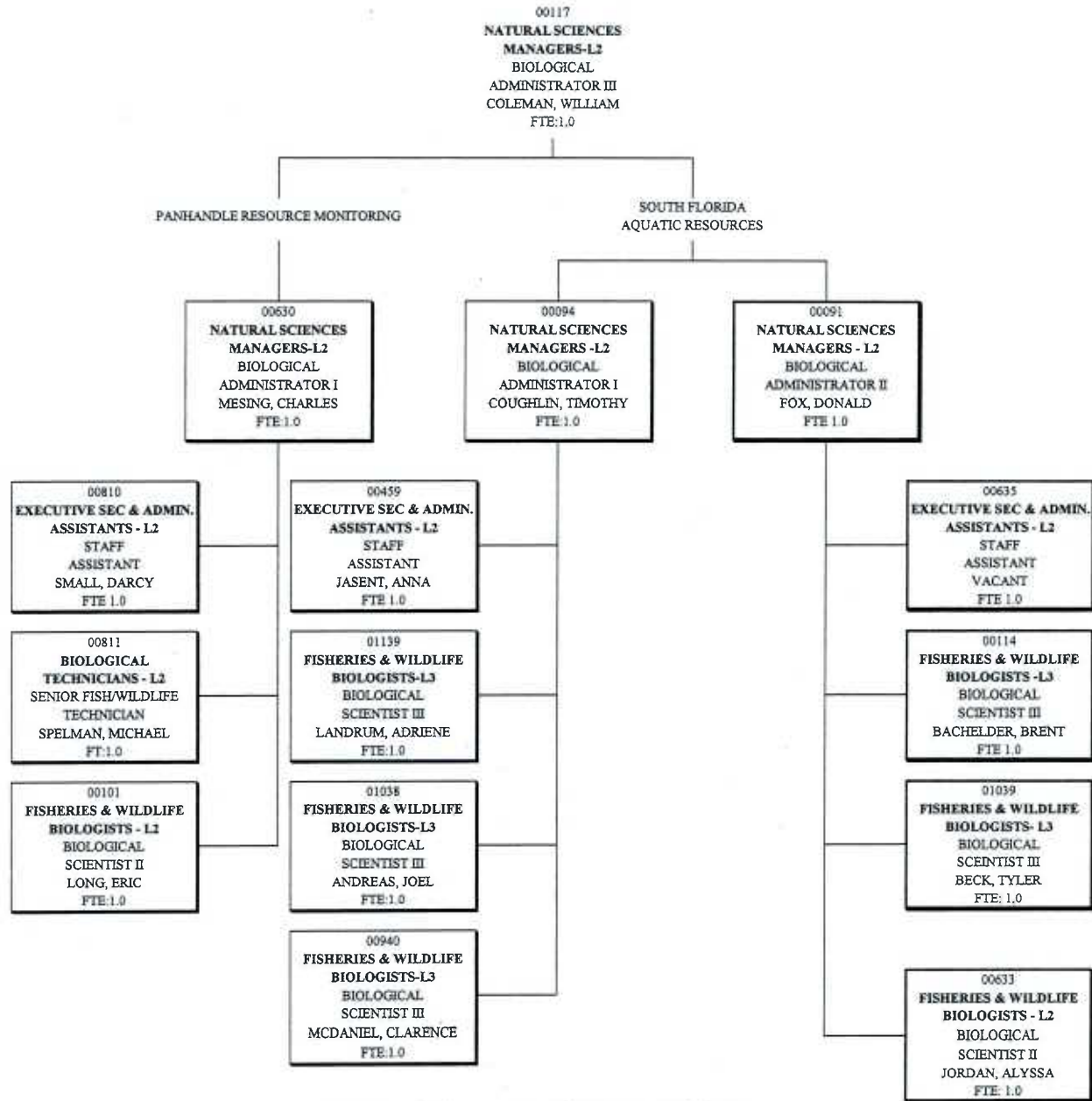
DIVISION OF HABITAT AND SPECIES CONSERVATION
 TERRESTRIAL HABITAT CONSERVATION AND RESTORATION SECTION
 NORTH CENTRAL REGION
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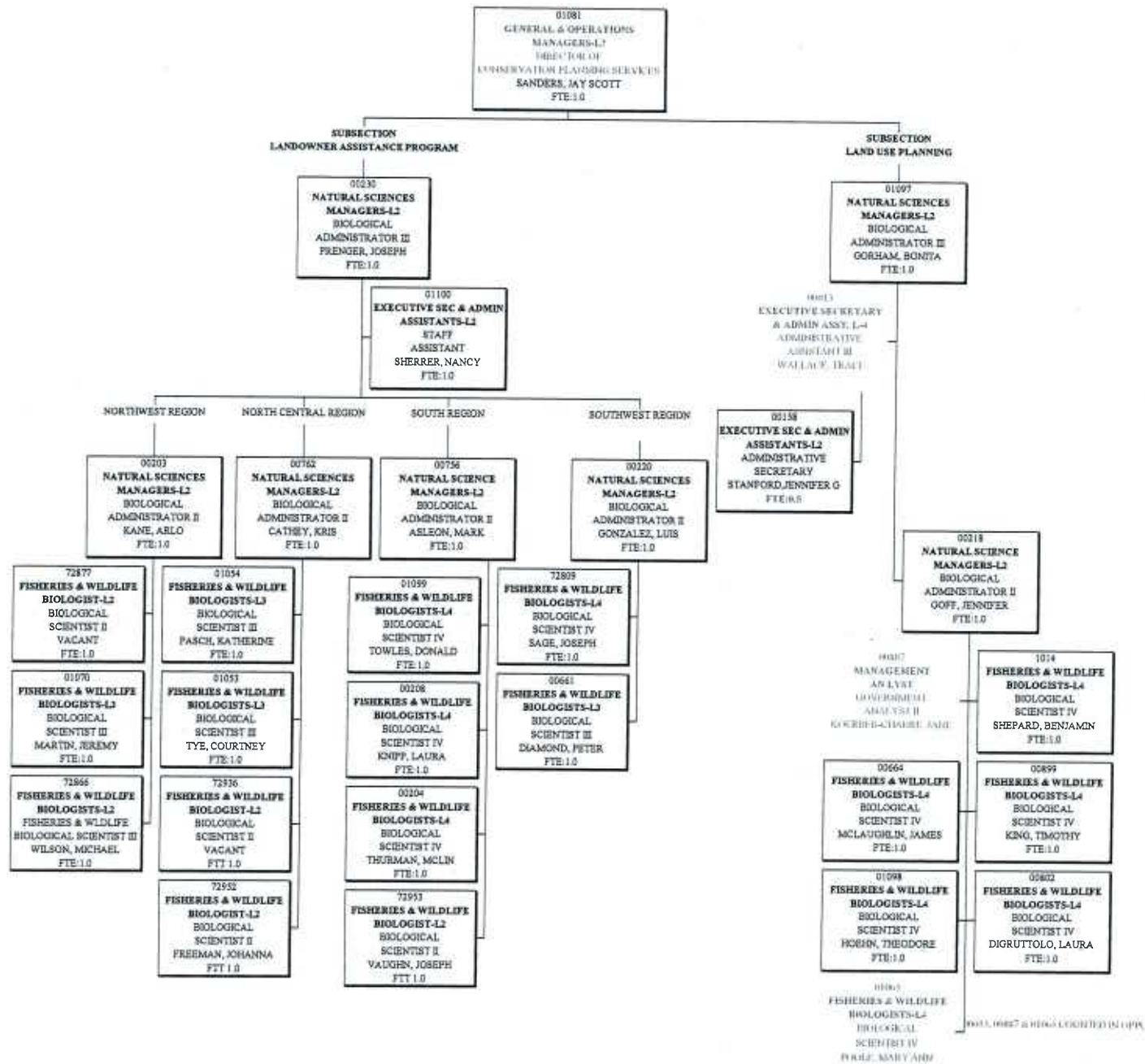


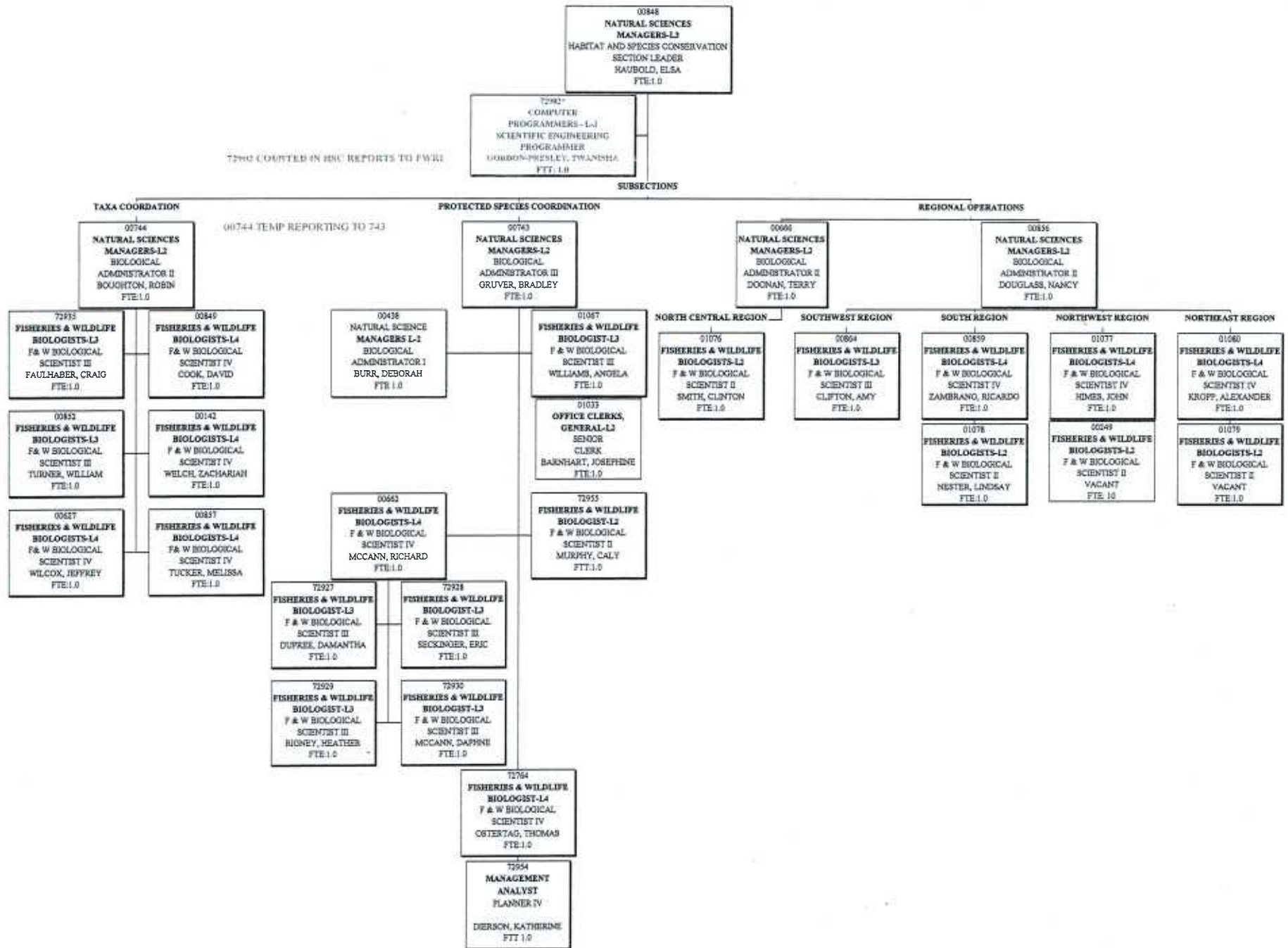






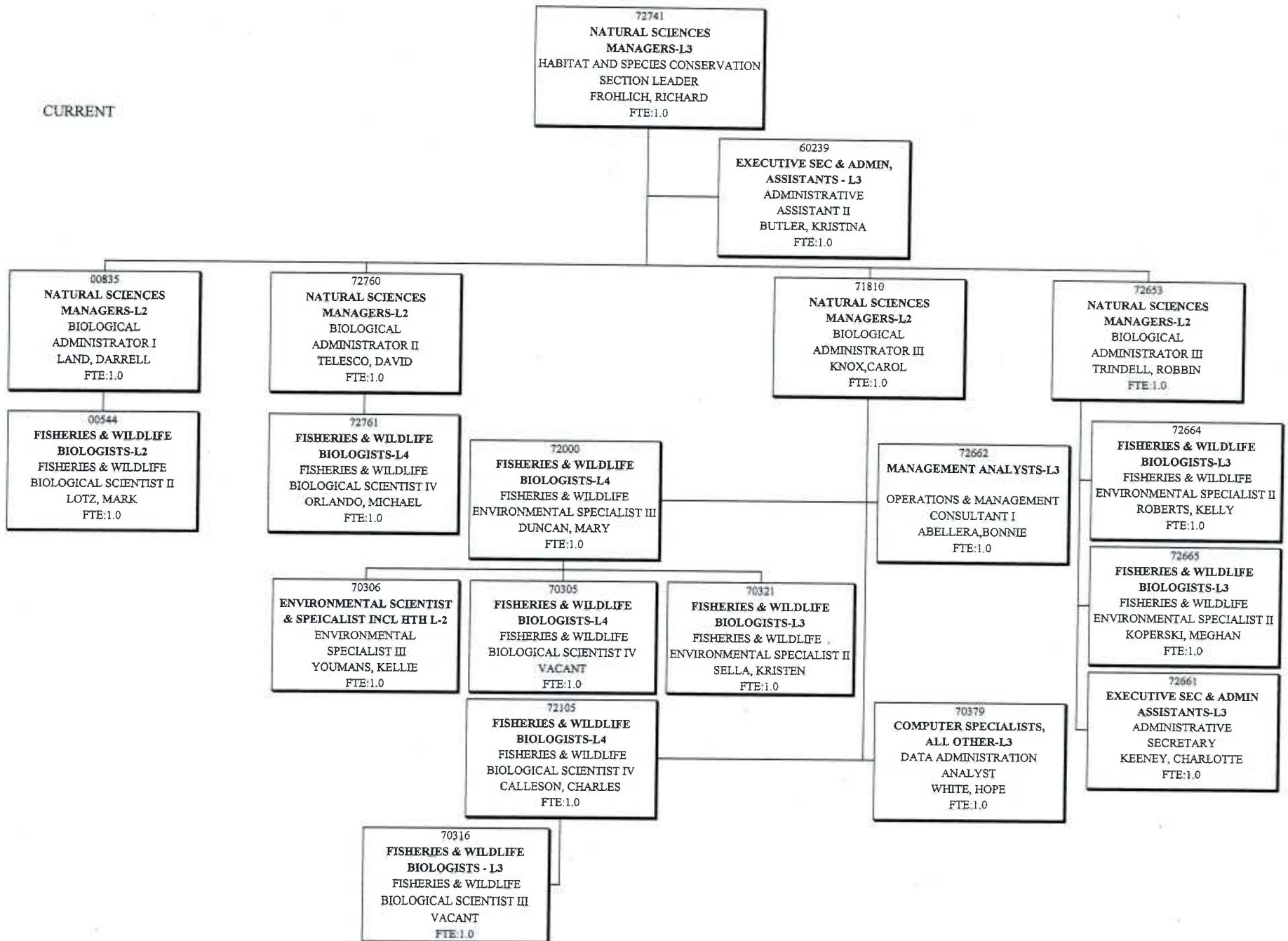


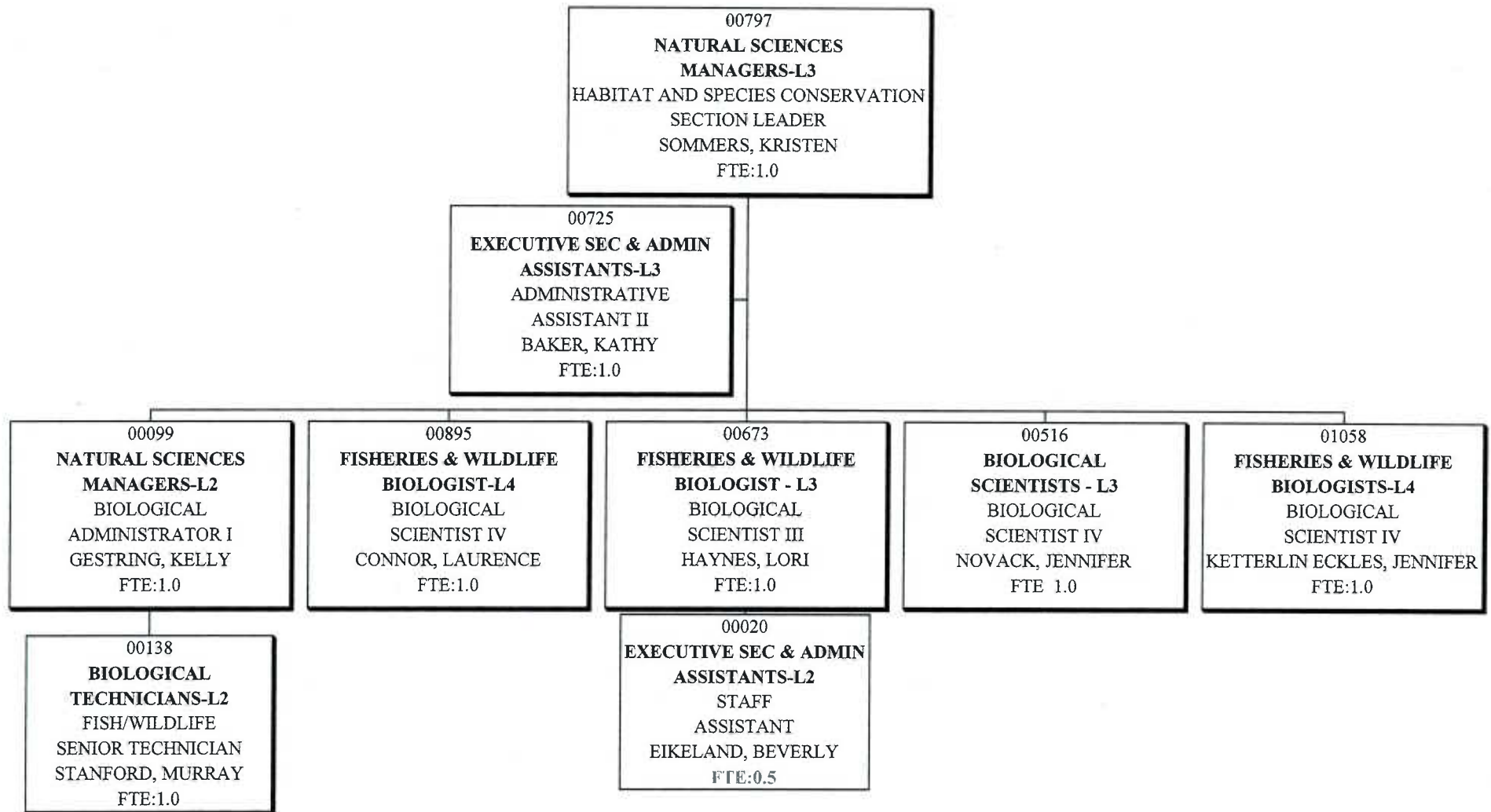


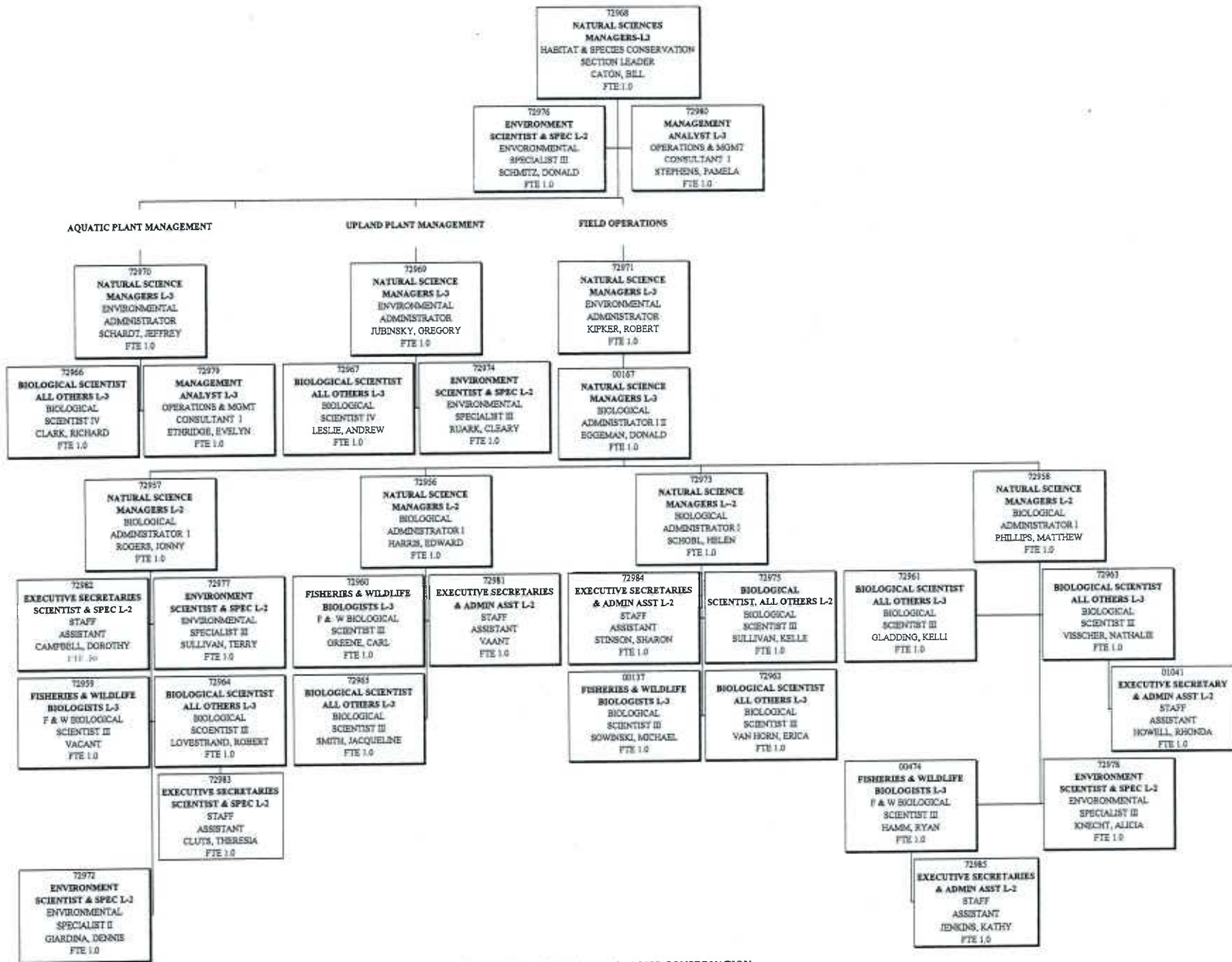


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CURRENT







DIVISION OF HABITAT AND SPECIES CONSERVATION
 INVASIVE PLANT MANAGEMENT SECTION
 ESTABLISHED F.T.E 33.5

00082
**NATURAL SCIENCES
 MANAGERS-L1**
 DIRECTOR OF
 FRESHWATER FISHERIES MANAGEMENT
 CHAMPEAU, THOMAS
 FTE:1.0

00157
MANAGEMENT ANALYST-L4
 SENIOR MANAGEMENT
 ANALYST SUPV
 WHITFIELD, LORENE
 FTE:1.0

00110
**EXECUTIVE SEC & ADMIN
 ASSISTANTS-L3**
 ADMINISTRATIVE
 ASSISTANT II
 SWAIN, DORIS
 FTE: 1.0

SPECIAL PROJECTS

SECTIONS

00097
**NATURAL SCIENCES
 MANAGERS-L2**
 BIOLOGICAL
 ADMINISTRATOR III
 WATTENDORF, ROBERT
 FTE: 1.0

00964
**FISHERIES & WILDLIFE
 BIOLOGISTS-L3**
 BIOLOGICAL
 SCIENTIST III
 CIMBARO, JOHN
 FTE: 1.0

**FISHERIES MANAGEMENT
 SECTION**

00505
**NATURAL SCIENCES
 MANAGERS-L3**
 FRESHWATER FISHERIES MANAGEMENT
 SECTION LEADER
 JONES, MARION
 FTE:1.0

00883
**FISHERIES & WILDLIFE
 BIOLOGISTS-L4**
 BIOLOGICAL
 SCIENTIST IV
 RENFRO, DENNIS
 FTE: 1.0

**HATCHERY OPERATIONS AND STOCKING
 SECTION**

00093
**NATURAL SCIENCE
 MANAGERS L-3**
 FRESHWATER FISHERIES MANAGEMENT
 SECTION LEADER
 FURY, JON
 FTE 1.0

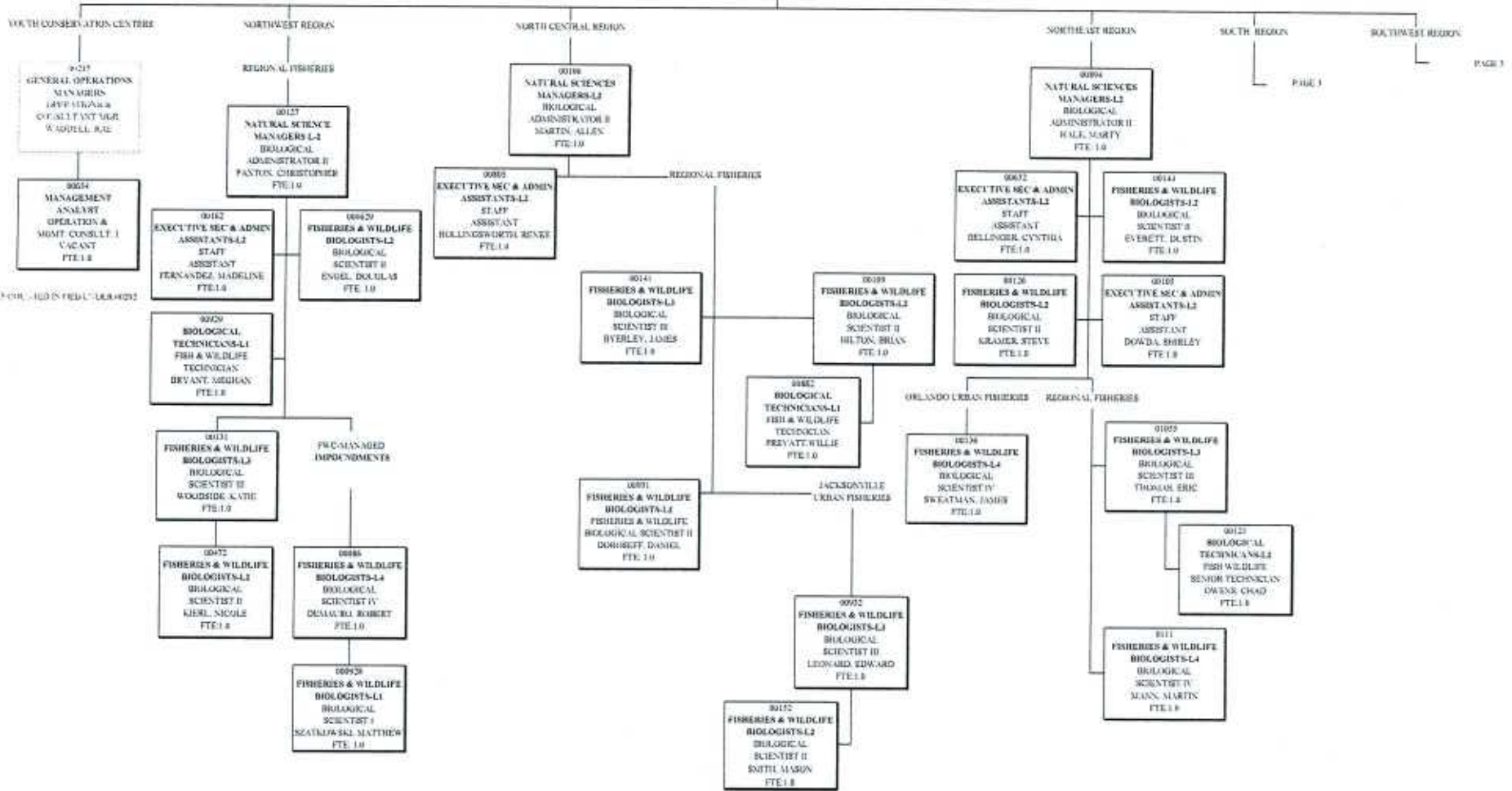
**FISHERIES
 MANAGEMENT SECTION
 SUBSECTION**
 REGIONAL FISHERIES MANAGEMENT
 SUBSECTION
 PAGE DFFM 2 & 3

**HATCHERY OPERATIONS
 AND STOCKING SECTION
 SUBSECTIONS**
 BLACKWATER FISH HATCHERY SUBSECTION
 RICHOLM FISH HATCHERY SUBSECTION
 DFFM PAGE 4

0000
NATURAL SCIENCES
MANAGERS-L3
FRESHWATER FISHERIES MANAGEMENT
SECTION LEADER
TURY, KIN
FTE: 1.0

SUBSECTIONS

REGIONAL FISHERIES MANAGEMENT



00093
**NATURAL SCIENCES
 MANAGERS-L3**
 FRESHWATER FISHERIES MANAGEMENT
 SECTION LEADER
 FURY, JON

SUBSECTIONS

REGIONAL FISHERIES MANAGEMENT

SOUTHWEST REGION

SOUTH REGION

00102
**NATURAL SCIENCES
 MANAGERS-L2**
 BIOLOGICAL
 ADMINISTRATOR II
 POWDER, WILLIAM
 FTE:1.0

00100
**NATURAL SCIENCES
 MANAGERS-L2**
 BIOLOGICAL
 ADMINISTRATOR II
 MOODY, BARRON
 FTE:1.0

000723
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 & ADMIN. ASSISTANTS-L3**
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00021
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 ASSISTANT
 POIROT, JAMIE
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SW URBAN FISHERIES

TENOROC FISH MANAGEMENT AREA

REGIONAL FISHERIES

AQUATIC STEWARDSHIP

URBAN FISHING

FISHERIES & WILDLIFE

FISHERIES & WILDLIFE

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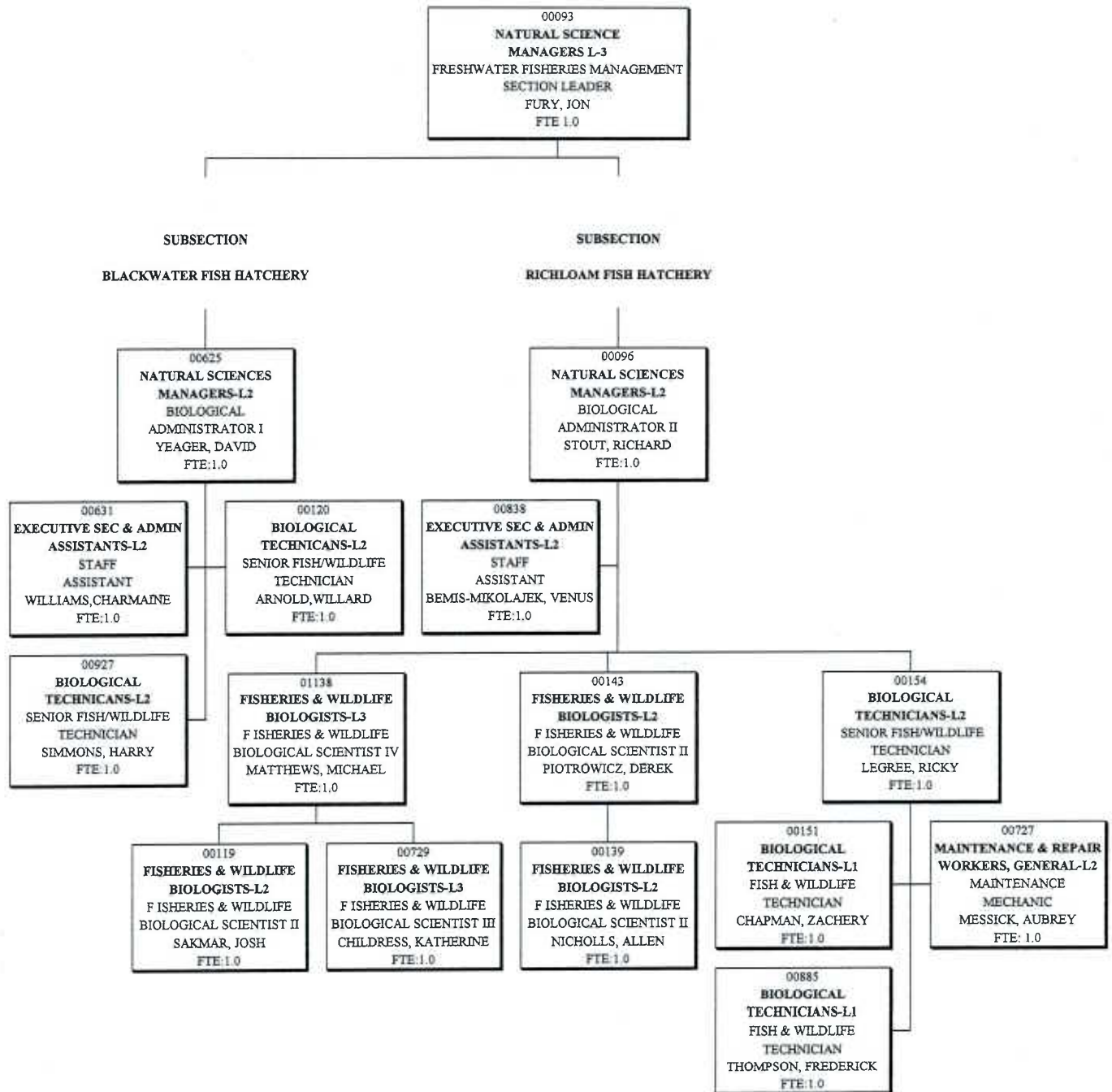
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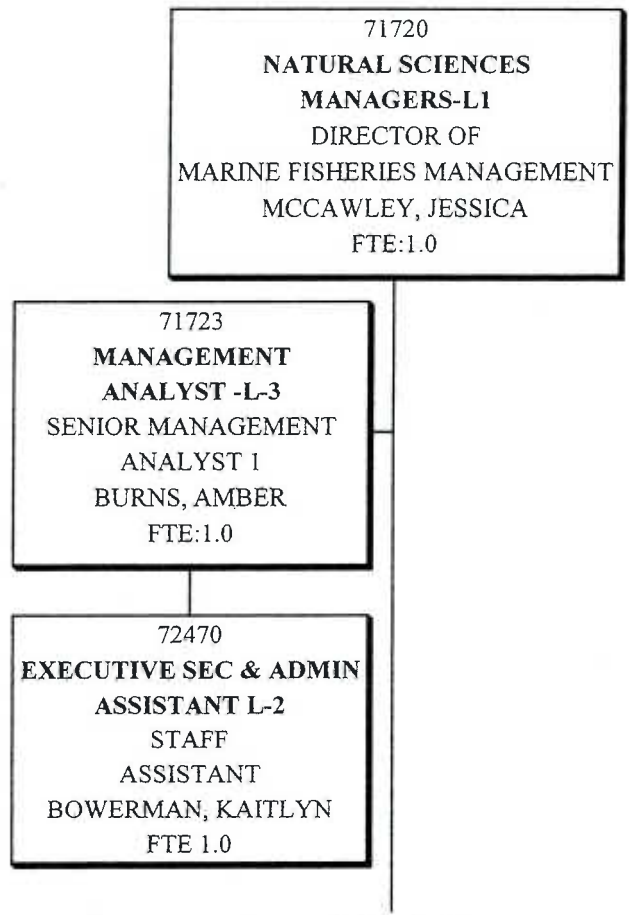
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 SCIENTIST II
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 TECHNICIANS-L1**
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SECTIONS

FISHERIES MANAGEMENT FISHERIES SERVICES
PAGE MFM2 PAGE MFM3

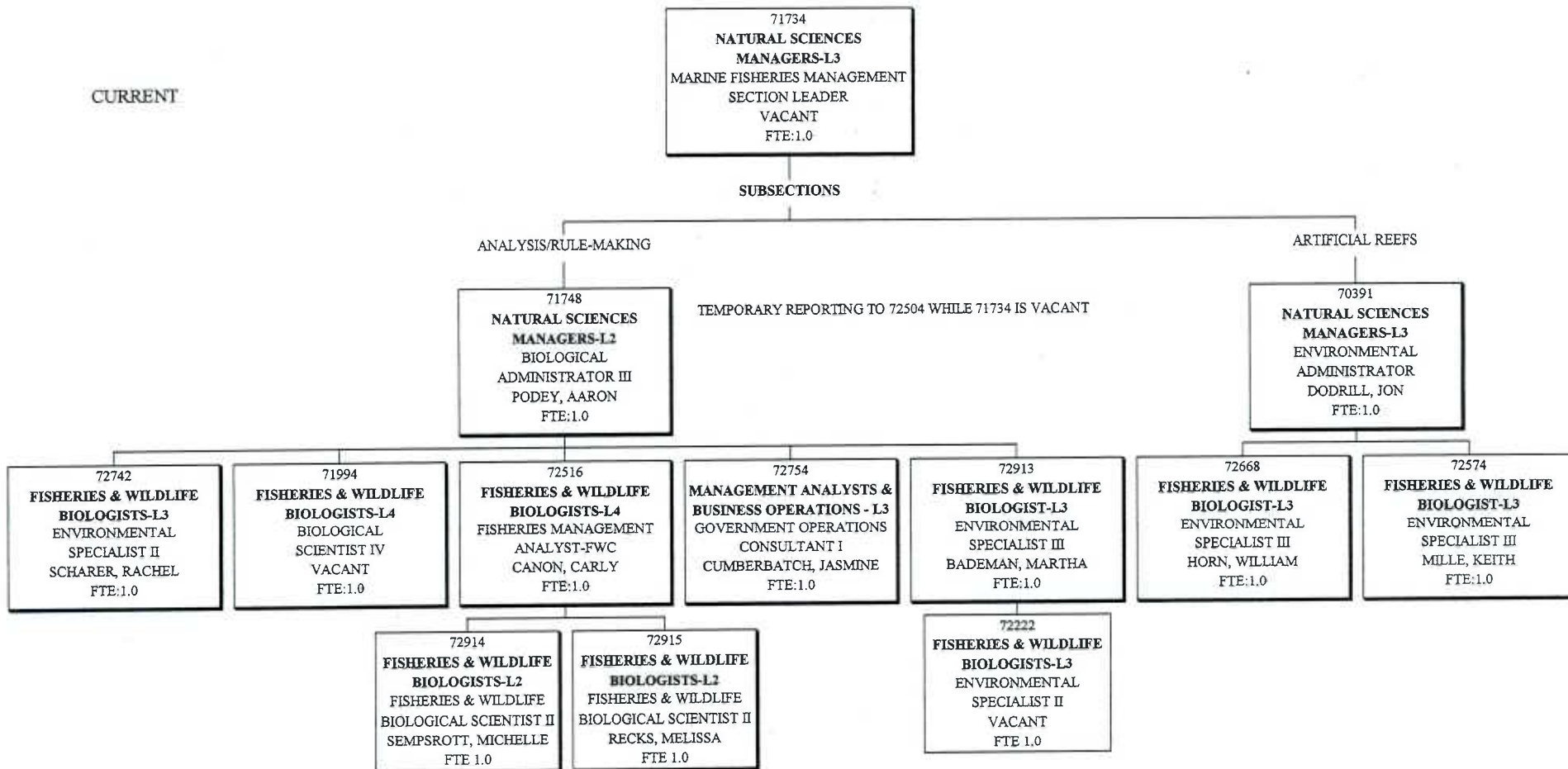
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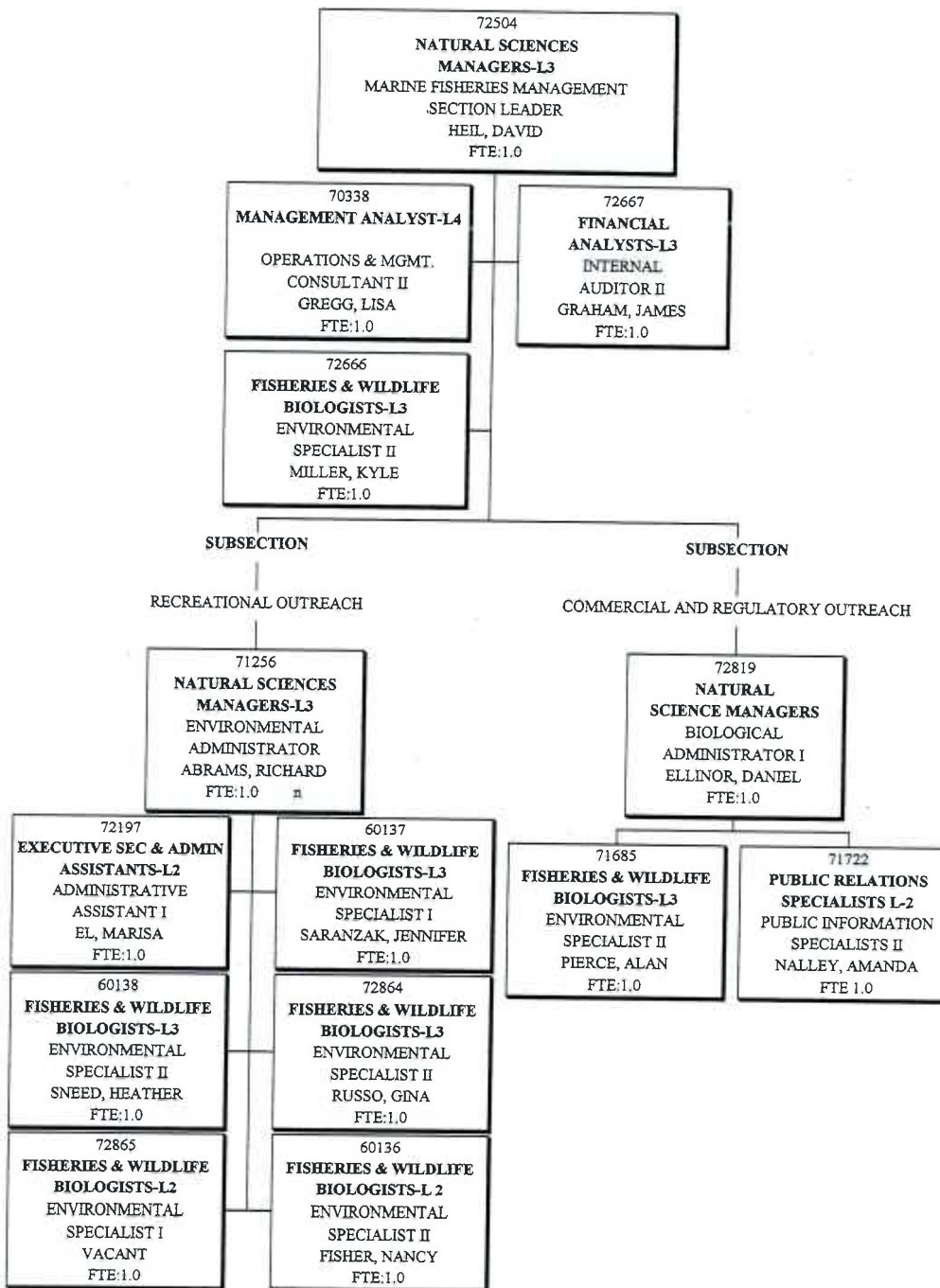
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12/31/2011**

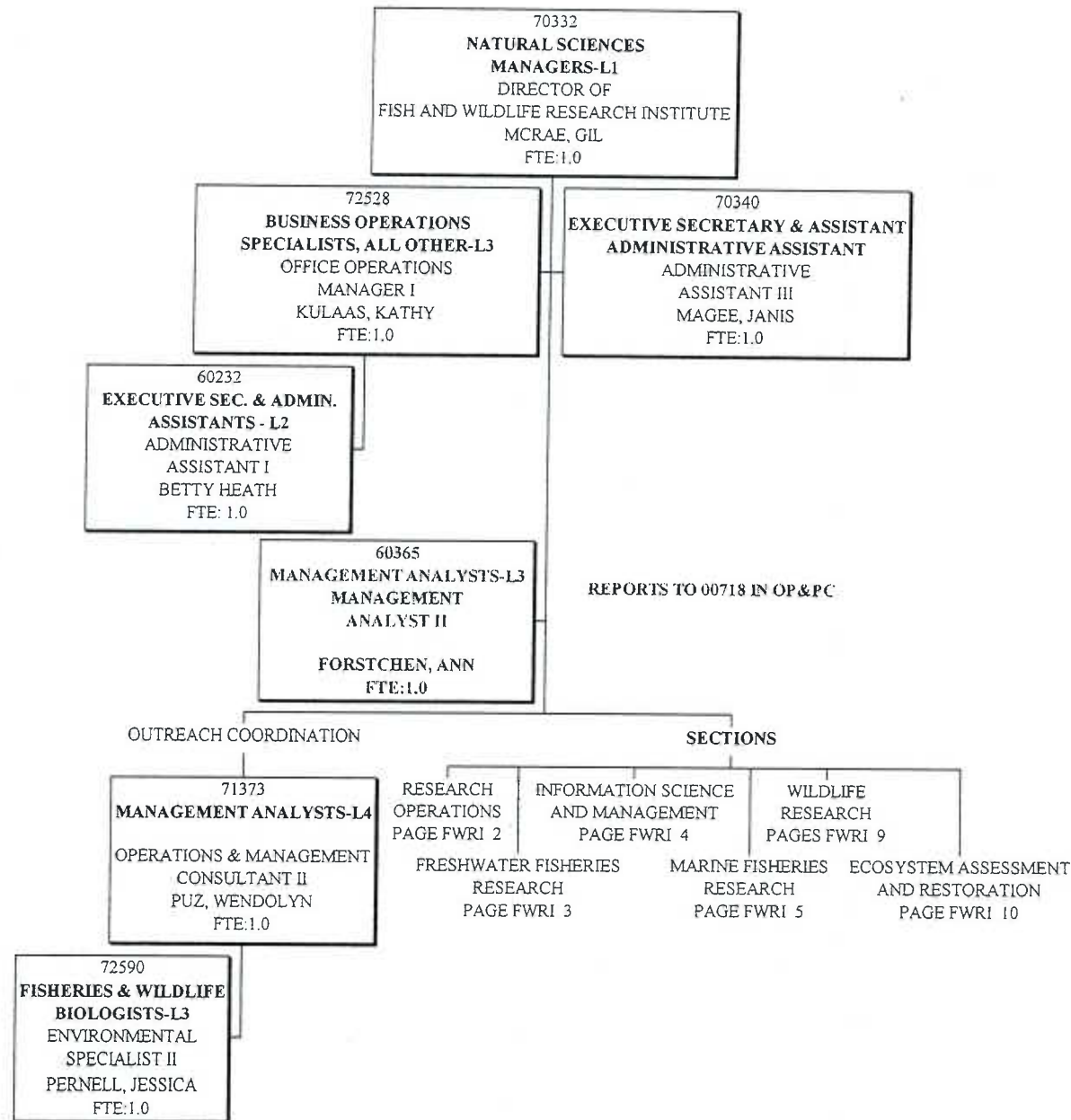
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CURRENT



CURRENT





FISH AND WILDLIFE RESEARCH INSTITUTE
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7097
NATURAL SCIENCE
MANAGERS L-3
FWRI SECTION LEADER
NGUYEN, TRANO
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POSITIONS NOT COUNTED IN F&BO

SUBSECTION OF FACILITIES MANAGEMENT

SUBSECTION OF COMPUTER AND NETWORK SUPPORT

BUDGET

7270
GENERAL & OPERATIONS
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OPERATIONS & MANAGEMENT
CONSULTANT
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79475
ADMINISTRATIVE
SERVICES MANAGERS L-2
BUSINESS
MANAGER
DUNFELT, SHERI

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CONSTRUCTION
MANAGERS L-3
MAINTENANCE
SUPERINTENDENT II
WAGNER, MICHAEL
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SYSTEMS MANAGERS L-2
NETWORK SYSTEMS
ADMINISTRATOR
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MANAGERS L-3
FINANCE & ACCOUNTING
DIRECTOR II
ROBERTSON, DOUG
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FINANCIAL SPECIALISTS
ALL OTHERS L-3
GRANTS
SPECIALISTS III
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PURCHASING AGENT III
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PURCHASING AGENT III
MATHIS, CHRISTINE
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MANAGERS L-3
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ADMINISTRATOR II
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LABORERS & FREIGHT, STOCK,
AND MAT MYRS L-3
LABORER
ROCKBROOK, DAVID
FTE 1.0

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DISTRIBUTED COMPUTER
SYSTEMS SPECIALISTS
HOOPER, JUSTIN
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72494
ACCOUNTANTS
& AUDITORS L-3
ACCOUNTING
SYSTEM ANALYST
KAUFFMAN, ROBERT
FTE 1.0

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FACILITIES SERVICES
CONSULTANT
EVANS, AMANDA
FTE 1.0

70386
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ALL OTHERS L-3
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SPECIALIST
MCDONALD, BOBBY
FTE 1.0

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COMPUTER SUPPORT
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OFFICE ADMINISTRATION
SPECIALIST II
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ASSISTANTS L-3
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& ADMIN. ASST.
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MCCARTER, LAWORRA

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ALL OTHERS L-3
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SPECIALISTS IV
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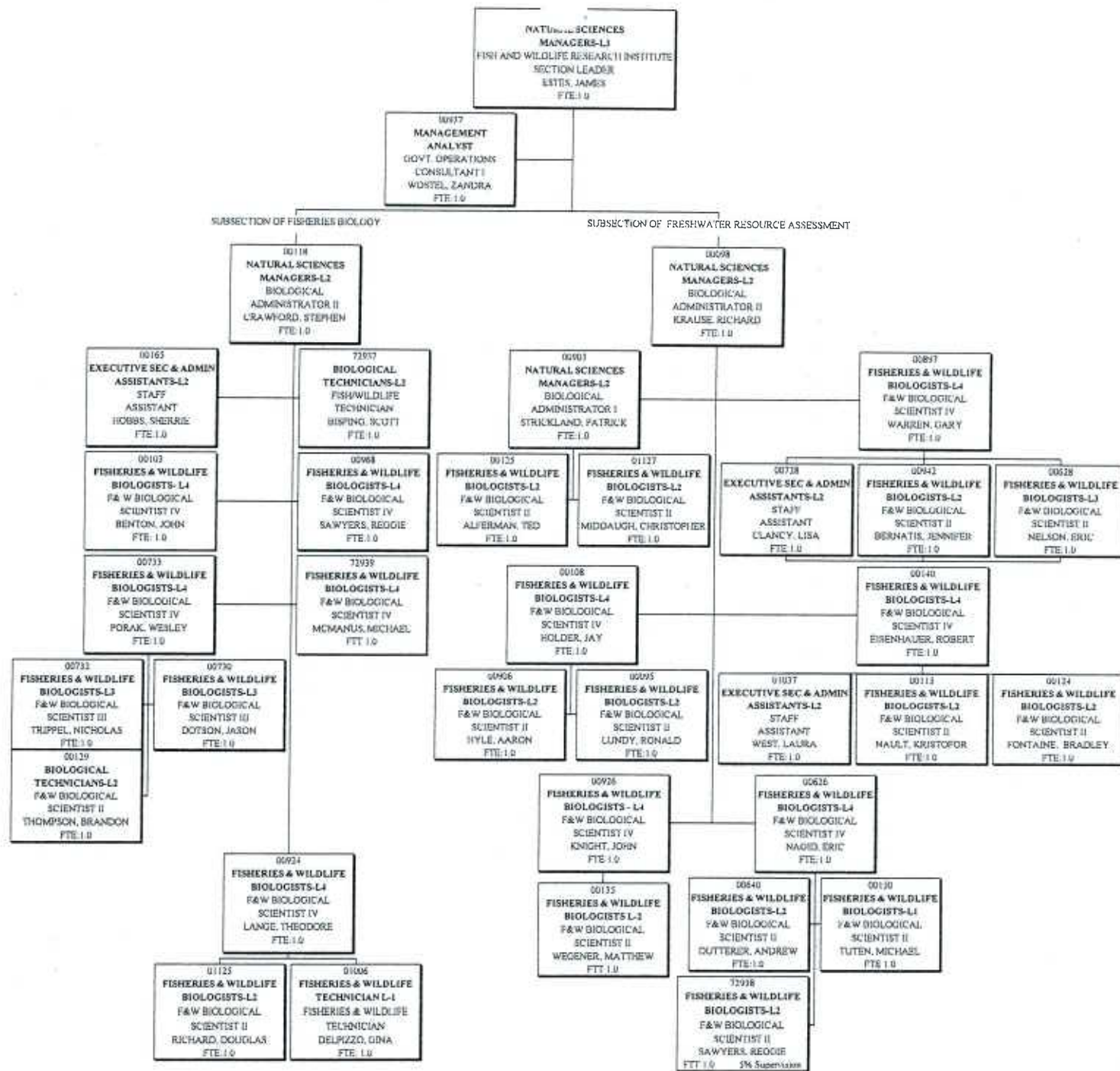
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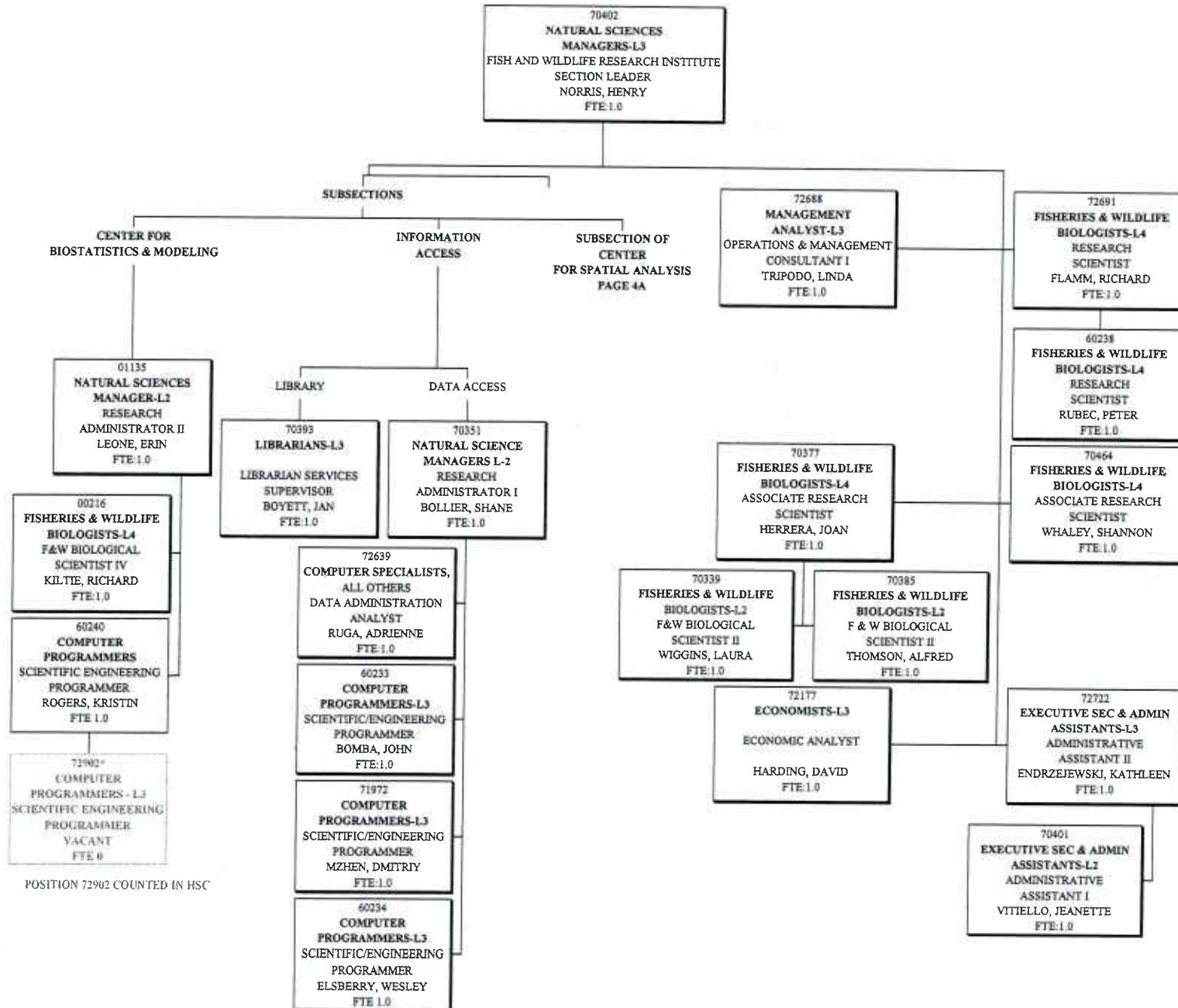
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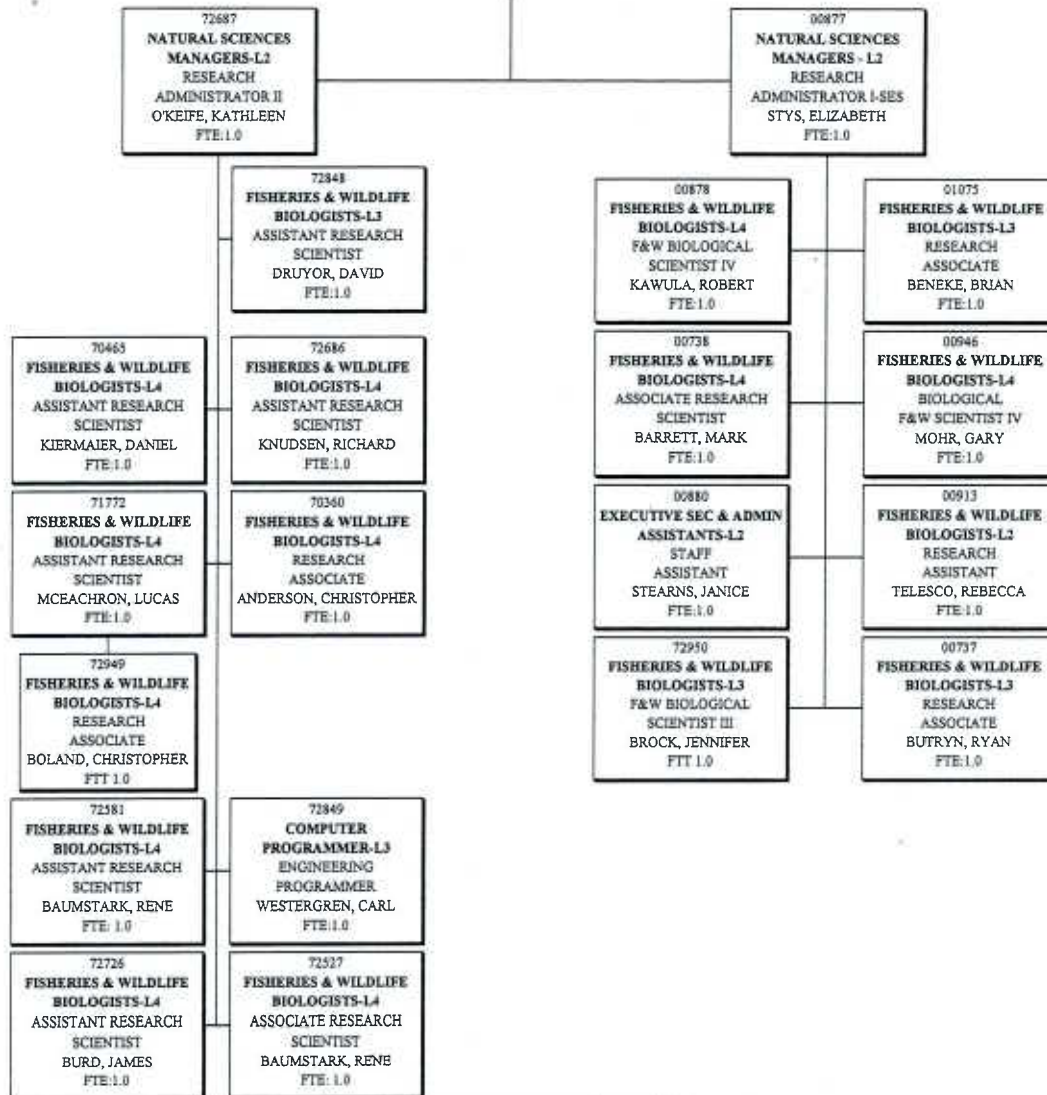
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 FISH AND WILDLIFE RESEARCH INSTITUTE
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SUBSECTION - CENTER FOR
 SPATIAL ANALYSIS



70332
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 DIRECTOR OF
 FISH AND WILDLIFE RESEARCH INSTITUTE
 MORAL, GE.

71752
 NATURAL SCIENCES
 MANAGERS-L3
 FISH AND WILDLIFE RESEARCH INSTITUTE
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REPORTS TO 70332

SUBSECTIONS

FISHERIES STOCK
 ASSESSMENT

KEYS FISHERIES
 RESEARCH
 PAGE FWRJ 5A

FISHERIES INDEPENDENT
 MONITORING
 PAGE FWRJ 7, 7A, 7B

FISHERIES
 BIOLOGY
 PAGE FWRJ 6

FISHERIES DEPENDENT
 MONITORING
 PAGE FWRJ 8

FISHERIES STOCK
 ENHANCEMENT RESEARCH

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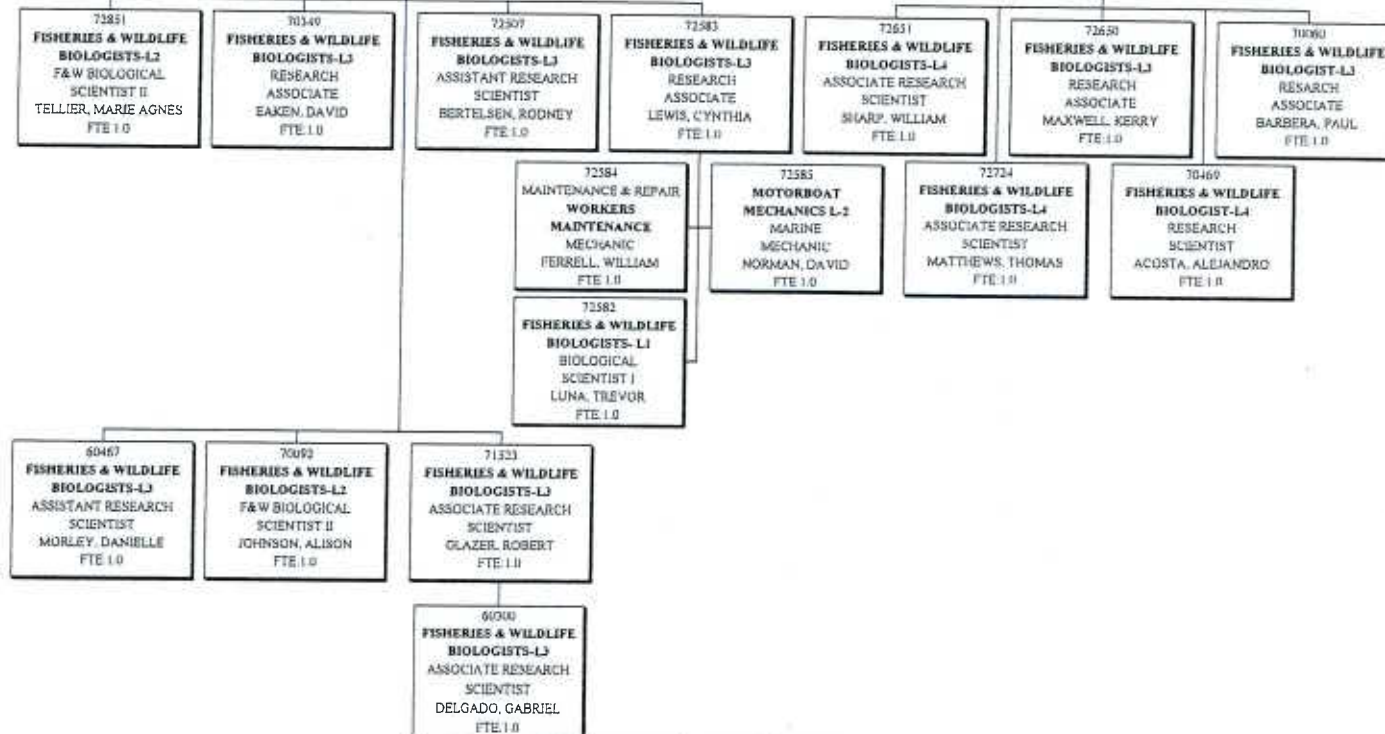
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 FISH AND WILDLIFE RESEARCH INSTITUTE
 MCFARL GIL

KEYS FISHERIES
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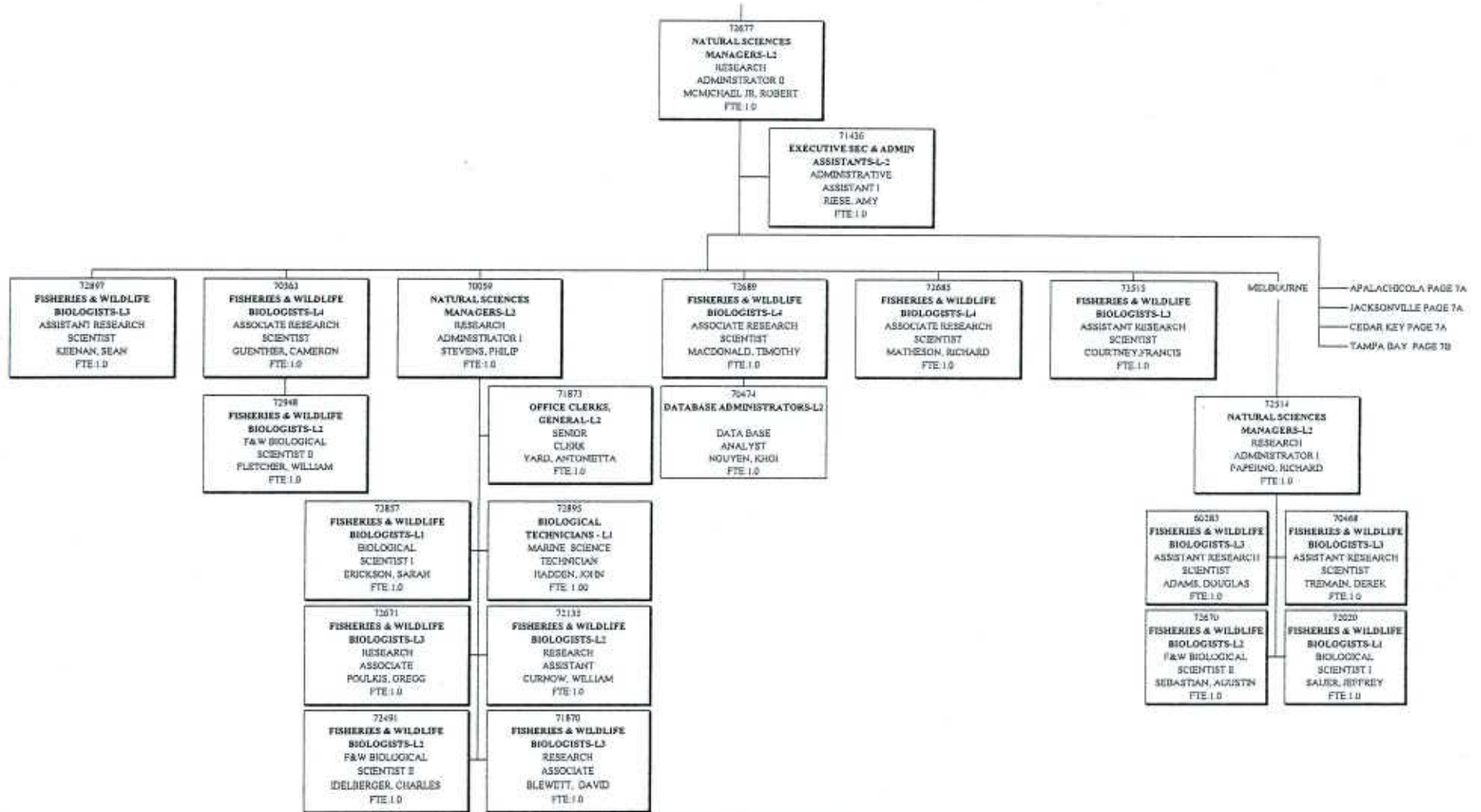
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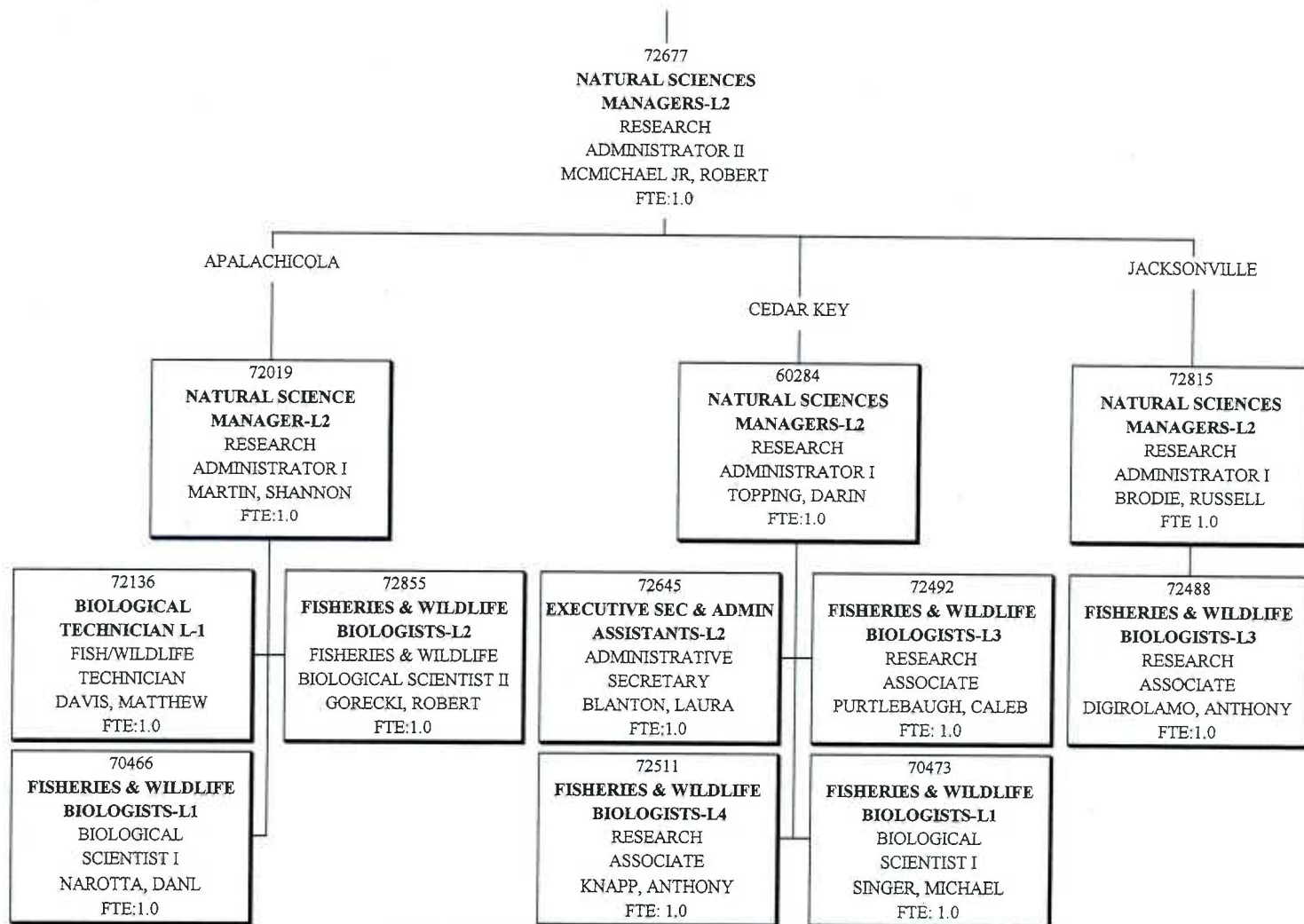
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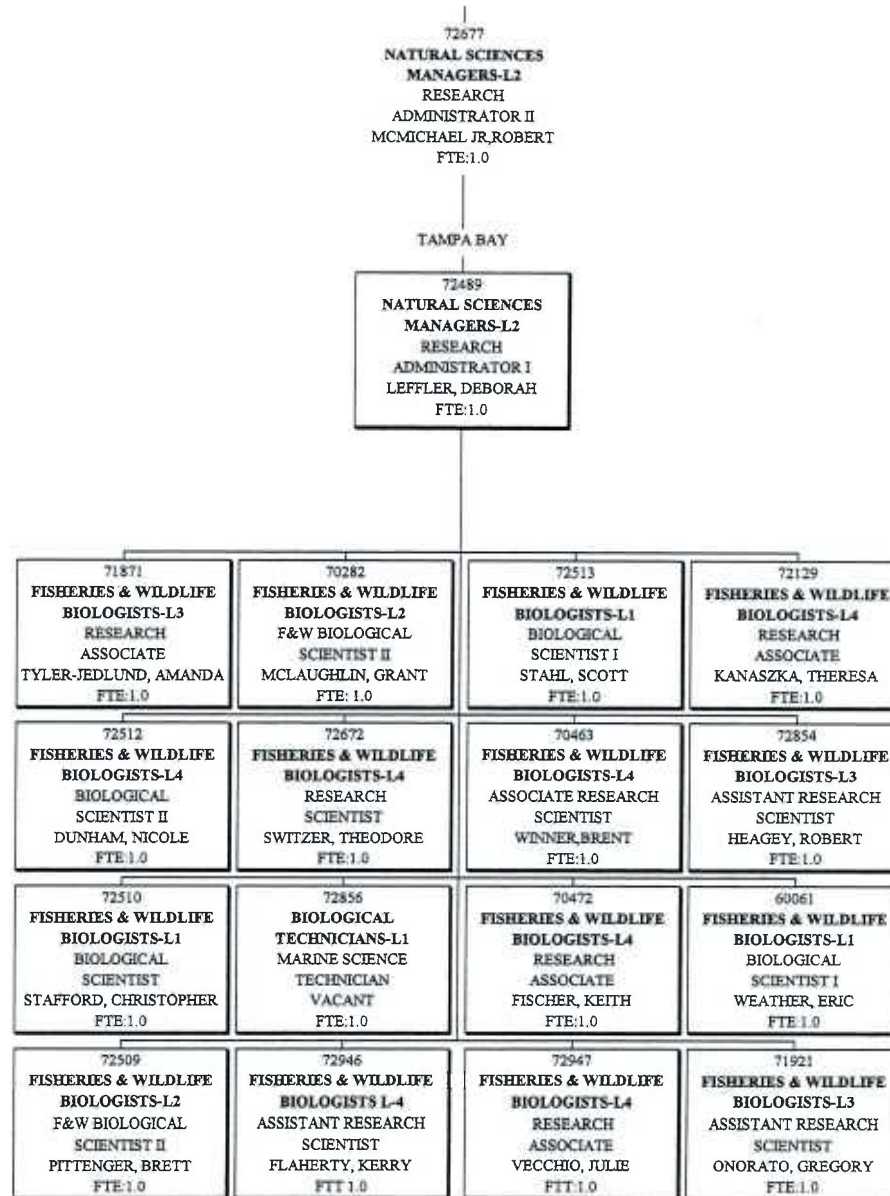
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FISHERIES INDEPENDENT MONITORING SUBSECTION



FISHERIES INDEPENDENT MONITORING SUBSECTION



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FISH AND WILDLIFE RESEARCH INSTITUTE
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FISHERIES DEPENDENT
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OFFICE & ADMIN -L2
 SENIOR CLERICAL
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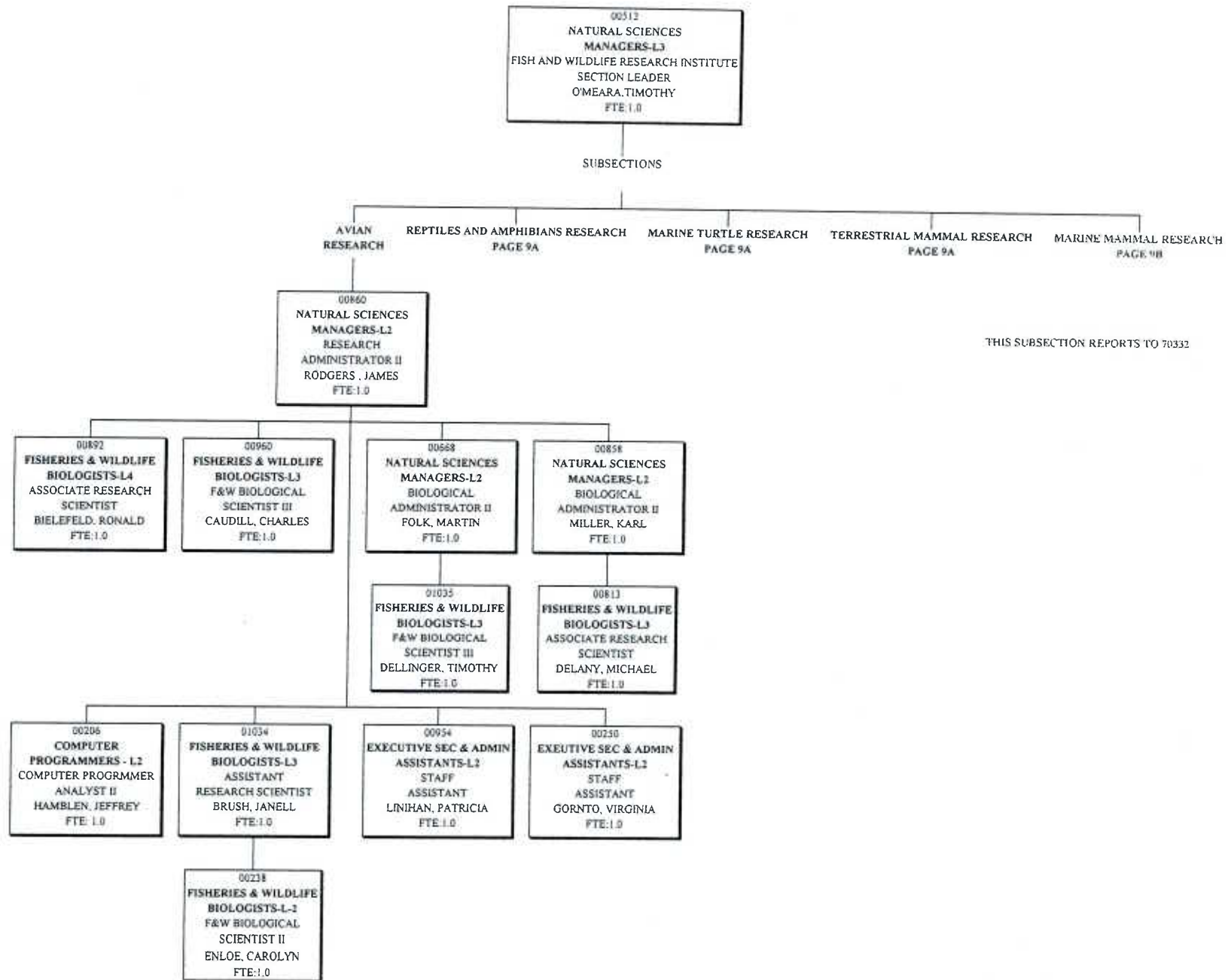
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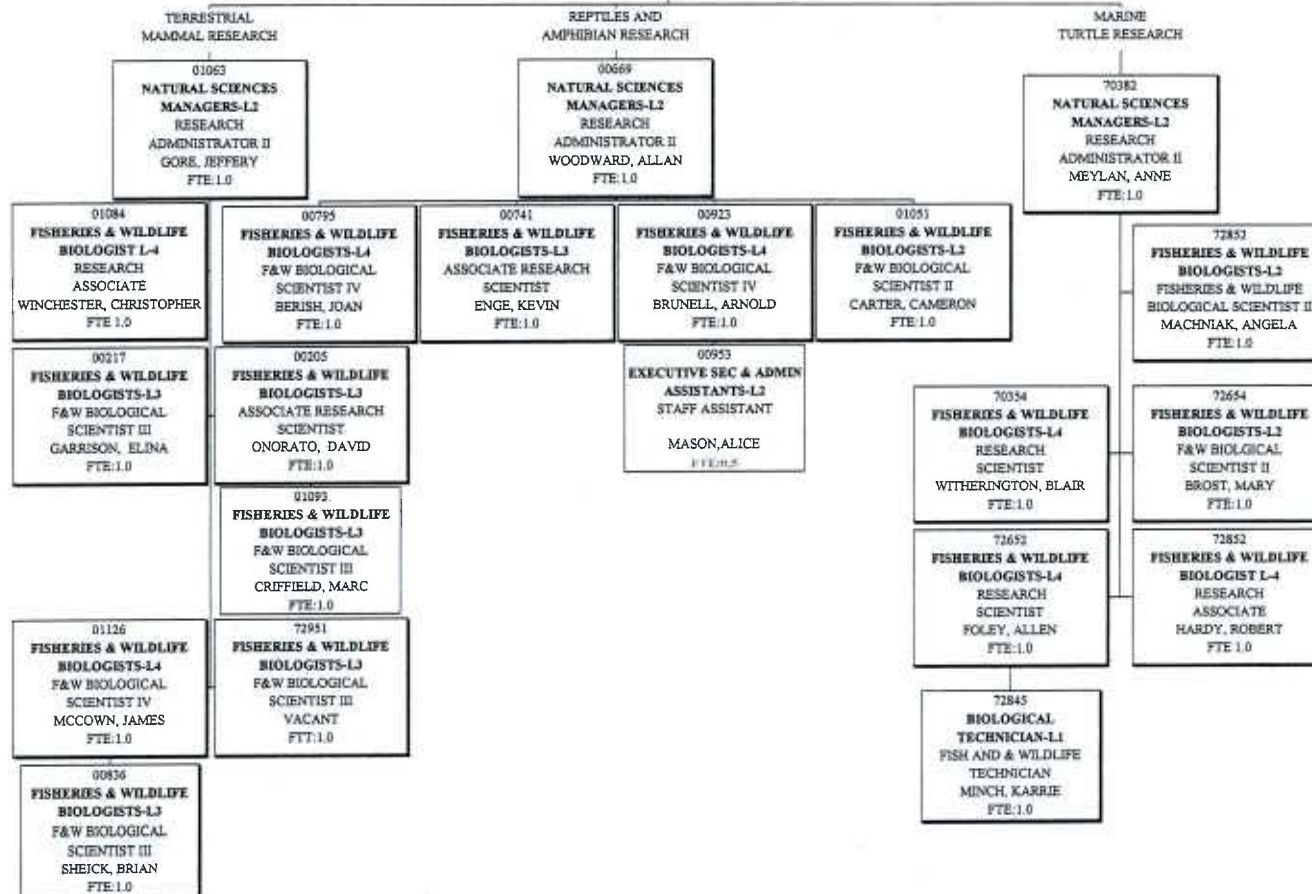
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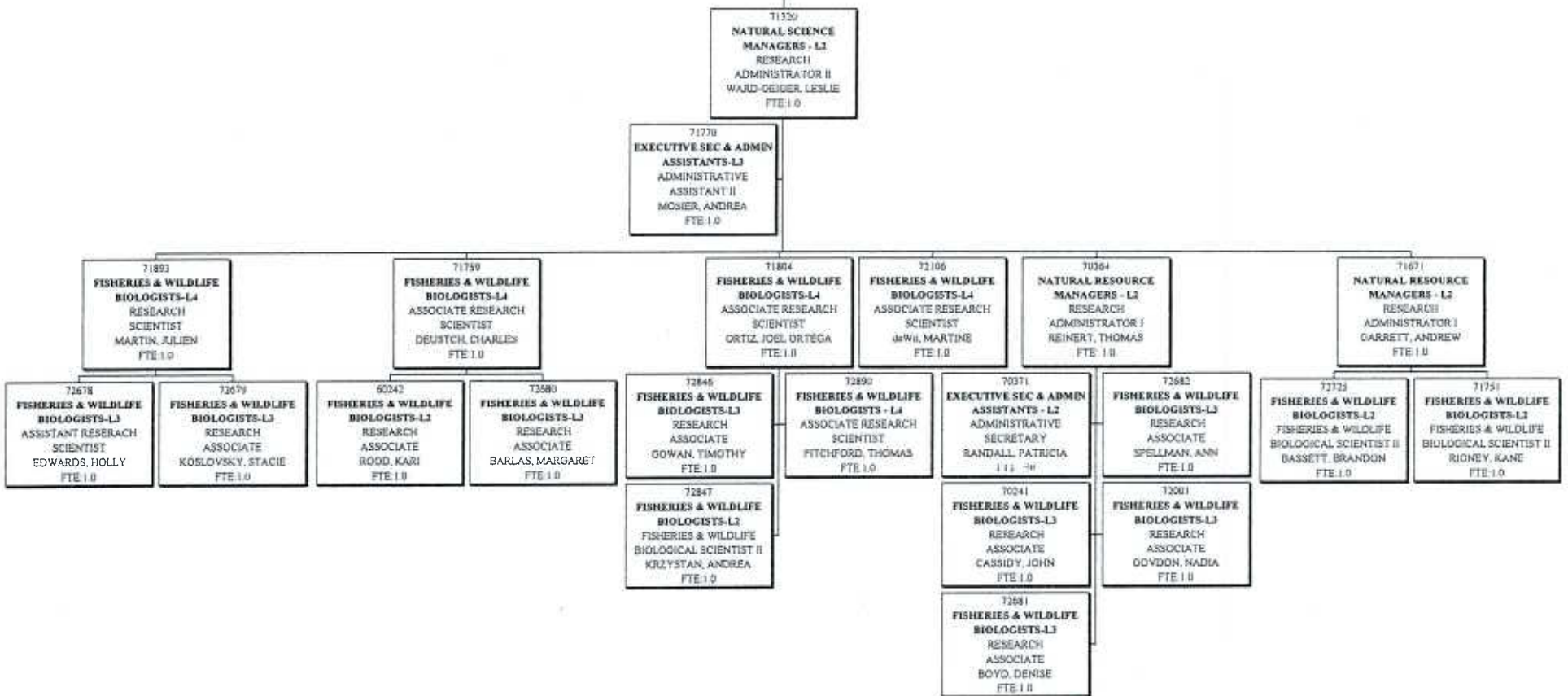
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 FISH AND WILDLIFE RESEARCH INSTITUTE
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SUBSECTIONS



70332
NATURAL SCIENCES MANAGERS -L-1
DIRECTOR OF
FISH AND WILDLIFE RESEARCH INSTITUTE
 MCRAE, OIL

SUBSECTION OF MARINE MAMMAL RESEARCH



70333
NATURAL SCIENCES
MANAGERS L-1
 DIRECTOR OF
 FISH & WILDLIFE RESEARCH INSTITUTE
 MCRAE, GILL

70356
NATURAL SCIENCES
MANAGERS-L2
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HABITAT RESEARCH

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SAV

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AQUATIC PLANTS

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01150
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FISH AND WILDLIFE CONSERVATION COMMISSION		FISCAL YEAR 2011-12			
		SECTION I: BUDGET		OPERATING	FIXED CAPITAL OUTLAY
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT				277,239,262	10,410,200
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)				-3,258,226	-975,000
FINAL BUDGET FOR AGENCY				273,981,036	9,435,200
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					0
Fisheries Assessment * Number of fisheries assessments and data summaries conducted		278,638	75.59	21,062,675	
Imperiled Species And Wildlife Assessments * Number of requests for status of endangered and threatened species and wildlife		120,923	65.31	7,898,040	
Harmful Algal Bloom And Aquatic Health Monitoring And Assessment * Number of red tide and aquatic health assessments completed		234,239	16.54	3,875,189	
Habitat Monitoring And Assessment * Number of requests for assessments or seagrass, saltmarsh, or mangrove, coral, aquatic, and upland habitat		13,384	221.77	2,968,126	
Gis Technical Support And Services * Number of technical and analytical GIS remote sensing requests completed and GIS oil spill training assistance provided		695,558	6.45	4,487,964	
Manatee Rehabilitation * Number of Manatees Rehabilitated		79	10,810.13	854,000	
Recreational Licenses And Permits * Number of Recreational Licenses and Permits Issued		2,400,000	1.13	2,718,393	
Commercial Licenses And Permits * Number Commercial fishing and wildlife licenses, permits and tags issued		2,100,000	0.58	1,219,264	
Conservation Stewardship: Educate Citizens About Fish And Wildlife Conservation * Number of people reached with conservation messages		3,207,930	0.03	106,585	
Hunter Safety And Ranges * Number of students graduating from Hunter Safety courses		13,679	139.69	1,910,866	
Media Relation - Inform And Educate Citizens About Fish And Wildlife Messages * Number of People reached with fish and wildlife messages		8,293,236	0.18	1,502,626	
Public Awareness And Economic Development * Number of counties counseled regarding use of nature-based recreation as an economic tool		51	519.98	26,519	
Land Acquisition * Acres of fish and wildlife habitat purchased		12,298	42.49	522,544	397,375
Conservation Coordination * Number of request from other agencies and the number of agency rules that are processed		1,141	272.17	310,544	
Uniform Patrol And Investigations * Number of patrol and investigation hours		1,071,402	66.84	71,610,305	
Inspections * Number of Inspections		4,331	252.65	1,094,241	
Aviation * Number of flight hours		2,742	885.65	2,428,450	
Boating And Waterways * Number of boating and waterway projects supported		433	9,487.47	4,108,076	5,635,200
Field Services * Number of service/repair hours		17,168	244.12	4,191,100	
Training * Hours of training completed		82,245	25.53	2,099,390	
Manage And Restore Public Lands * Number of acres managed for wildlife		5,905,988	3.58	21,132,265	
Game Management - Hunting Opportunities * Number of hunters served		169,422	22.51	3,813,379	
Plan And Coordinate Habitat And Land Use * Number of written technical assists provided		916	2,386.37	2,185,914	
Wildlife Viewing Recreation * Number of Floridians and visitors engaged in wildlife viewing		4,137,660	0.32	1,306,735	
Protect Manatees, Sea Turtles, Panthers And Black Bear * Number of recovery plan actions implemented		99	21,177.88	2,096,610	
Manage And Restore Freshwater And Marine Habitats * Number of water acres where habitat projects have been completed		74,488	71.98	5,361,279	2,000,000
Protect Nongame Fish And Wildlife * Number of native fish and wildlife species with stable or increasing populations		339	18,413.14	6,242,056	
Prevent Introduction Of And Eliminate Undesirable Exotic Species * Number of exotic species with management plans written		6	145,025.17	870,151	
Manage Invasive Aquatic Plants In Public Waterways * Number of acres of public water bodies managed		1,250,000	16.49	20,616,790	
Manage Invasive Exotic Upland Plants On Public Conservation Lands * Number of acres of invasive exotic upland plants managed		152,520	47.16	7,192,939	
Lakes And Rivers Freshwater Fisheries Management * Number of Water Bodies and Acres Managed to Improve Fishing		1,788,926	2.88	5,152,397	
Freshwater Fish Stocking * Number of Fishes Stocked		4,350,402	0.37	1,609,036	
Marine Fisheries Management * Number of Fishery Management Plans Reviewed and Analysis Conducted		56	13,498.70	755,927	
Marine Fisheries Education And Outreach * Number of Educational and Outreach Contacts		2,238,514	0.41	924,986	
Artificial Reef Management * Number of Reefs Created and/or Monitor		66	5,490.02	362,341	800,000
Marine Fisheries Commercial Services * Number of Marine Fisheries Service Contacts		398,646	1.46	583,573	
TOTAL				215,201,275	8,832,575
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER				10,478,050	
REVERSIONS				48,301,711	602,625
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				273,981,036	9,435,200

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.

NUCSSP03 LAS/PBS SYSTEM
BUDGET PERIOD: 2003-2014
STATE OF FLORIDA

SP 09/24/2012 11:51
SCHED XI: AGENCY-LEVEL UNIT COST SUMMARY
AUDIT REPORT FISH/WILDLIFE CONSERV COMM

ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

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

*** NO ACTIVITIES FOUND ***

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

*** NO OPERATING CATEGORIES FOUND ***

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

BE	PC	CODE	TITLE	EXPENDITURES	FCO
77650200	1406000000	ACT0650	FWRI - ADMINISTRATIVE SERVICES AND	4,400,334	
77200100	1202000000	ACT2500	LAW ENFORCEMENT ADMINISTRATION	1,753,144	
77350200	1406000000	ACT3550	HABITAT AND SPECIES CONSERVATION	3,762,578	
77300200	1406000000	ACT3900	HUNTING AND GAME MANAGEMENT	322,738	
77400200	1406000000	ACT4500	FRESHWATER FISHERIES ADMINISTRATION	120,683	
77500200	1406000000	ACT5400	MARINE FISHERIES ADMINISTRATION	118,573	

TOTALS FROM SECTION I AND SECTIONS II + III:

*** NO DISCREPANCIES FOUND ***

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Fish and Wildlife Conservation Commission Contact: Charlotte Jerrett, CFO (850) 617-9600

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 2012 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 2013-2014 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 2013-2014 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Lake Restoration	B	\$5.8 million	\$6.3 million
b	Non-CARL Wildlife Management	B	\$4.4 million	\$5.1 million
c	Invasive Plant Control - category 102334	B	\$31.7 million	\$31.8 million
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 agency is requesting an additional \$1 million recurring spending authority for lake restoration, \$1 million recurring for Non-CARL land management, and \$2 million recurring for invasive plant management based on recurring revenue availability in the host trust funds. These programs have taken heavy reductions in recurring budget due to the fall in documentary stamp tax revenues. Lake restoration was cut by half when it lost \$4 million recurring as was land management, which also lost \$4 million. Invasive plant management lost a net of \$15.7 million from its recurring budget since the recession began. The agency is asking to use available excess recurring revenues plus anticipated increases in the documentary stamp tax revenue stream to help buffer the impact of recent past reductions.

* R/B = Revenue or Budget Driver

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 14

Department: Fish and Wildlife Conservation Com

Chief Internal Auditor: Magen Naret

Budget Entity: _____

Phone Number: (727) 820-3397

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
2011-188 (Aud Gen)	Feb 2010	Licensing and Permitting	The Commission had not developed procedures for reconciling the licenses and permits sold and recorded in the Total Licensing System (TLS). The recommendation was made that the Commission enhance reconciliation procedures to include reconciling the amount of fees for each type of license and permit recorded as sold in TLS to the amount of funds electronically transmitted to the State Treasury and recorded in FLAIR.	The Commission has begun working with the new licensing system vendor to enhance reporting and reconciling of license revenues. Implementation of the new licensing system and reporting/reconciling enhancements is planned for October 2012. Corrective actions will be evaluated in a follow-up review this year.	
2011-188 (Aud Gen)	Feb 2010	Licensing and Permitting	The Commission assigned incompatible duties to a single employee handling no-fee disability licenses and permits and had a lack of controls over voided/misprinted licenses and permits. The recommendation was made that (1) the commission adopt procedures to appropriately separate incompatible duties or provide for independent review of licensing processes (2) implement a process for controlling pre-numbered license and blank permit stock, and to mark voided licenses and permits "void."	The Commission has begun the process of incorporating these licenses into a new web-based system that will replace the old FoxPro technology. Anticipated completion date: November 2012. Corrective actions will be evaluated in a follow-up review this year.	
2011-188 (Aud Gen)	Feb 2010	Licensing and Permitting	The Commission should study the cost-effectiveness of utilizing fewer systems to facilitate the processing of Commission-issued licenses and permits. The recommendation was made that the Commission conduct a feasibility study to determine the cost-effectiveness of utilizing a single licensing and permitting system or, as an alternative, reducing the number of systems used to process and account for licenses and permits issued by the Commission.	Corrective actions are currently being undertaken. Anticipated final completion date is December 2013. Corrective actions will be evaluated in a follow-up review this year.	

R-GR-FWS-006-2012 (US DOI)	May 2012	Finance & Budget Office	The Commission utilized an unauthorized method of reporting program income. It was recommended that the Commission resolve the questioned costs on grant W-5-18 and ensure staff receive adequate training regarding the methods of requesting and reporting program income	The agency reduced the reimbursement from the segment currently open by the amount questioned. The Agency has developed a mechanism for the divisions to inform the Office of Finance and Budget of the USFWS approved method for calculating Program Income whether the Additive or Deductive. Staff received training in May regarding the methods of requesting and reporting program income	
R-GR-FWS-006-2012 (US DOI)	May 2012	Hunting and Game Management	The Commission had unreported in-kind contributions. It was recommended that the Commission resolve the unsupported costs and ensure policies and procedures are implemented that require Hunter Education Regional Coordinators to review and approve the accuracy of volunteer hours.	Corrective actions are currently being undertaken and will be evaluated in a follow-up review this year.	
R-GR-FWS-006-2012 (US DOI)	May 2012	Division of Law Enforcement	The Commission had an ineligible boating access expense. It was recommended the Commission resolve the questioned costs on grant F-109-8 and develop land management policies and procedures to ensure federal funds are used for eligible purposes.	All necessary steps to correct ineligible activity were completed as of May 2012.	
R-GR-FWS-006-2012 (US DOI)	May 2012	Finance & Budget; FWRI	The Commission had out-of-period direct costs and was recommended to resolve the ineligible questioned cost on F-69-18.		
R-GR-FWS-006-2012 (US DOI)	May 2012	Finance & Budget	The Commission had inequitable allocation of Personnel Services. It was recommended the Commission resolve the questioned costs and implement changes and perform sufficient testing of the software interface program to ensure that personnel services are equitably allocated to benefiting projects.	Corrective actions are currently being undertaken and will be evaluated in a follow-up review this year.	
11/12 DFS Contract Review	Aug 2012	Finance & Budget Office	Two grant agreements and one contract did not clearly define all the tasks the provider/vendor was required to do	Corrective actions are currently being undertaken and will be evaluated in a follow-up review this year.	
11/12 DFS Contract Review	Aug 2012	Finance & Budget Office	The deliverables for five grant agreements and one contract did not have required levels of service or criteria for evaluating the successful completion of the deliverables.	Corrective actions are currently being undertaken and will be evaluated in a follow-up review this year.	
11/12 DFS Contract Review	Aug 2012	Finance & Budget Office	Six contracts did not have financial consequences that meet the requirements of Section 287.058 F.S.	Corrective actions are currently being undertaken and will be evaluated in a follow-up review this year.	

11/12 DFS Contract Review	Aug 2012	Finance & Budget Office	Three contracts and four grant agreements did not have documentation supporting that a required cost analysis had been completed.	Corrective actions are currently being undertaken and will be evaluated in a follow-up review this year.	
11/12 DFS Contract Review	Aug 2012	Finance & Budget Office	One grant agreement did not have all the required provisions related to the use of federal grant funds. The agreement did not require compliance with the cost principles in OMB Circular A-21 or the general administrative requirements in OMB Circular A-110.	Corrective actions are currently being undertaken and will be evaluated in a follow-up review this year.	
11/12 DFS Contract Review	Aug 2012	Finance & Budget Office	The contract management activity for one contract was not sufficient as the contract manager did not always verify that the required deliverables were received and approved prior to payment. The agreement was to fund a staff position and payments were approved prior to anyone being hired to fill the position.	Corrective actions are currently being undertaken and will be evaluated in a follow-up review this year.	
11/12 DFS Contract Review	Aug 2012	Finance & Budget Office	The contract manager for one contract approved payments based on a fixed rate per hour basis instead of the cost reimbursement basis specified in the terms of the contract.	Corrective actions are currently being undertaken and will be evaluated in a follow-up review this year.	
11/12 DFS Contract Review	Aug 2012	Finance & Budget Office	The contract managers for one grant agreement and five contracts did not adequately document the activities to verify the receipt of deliverables or services. Additionally, the agency did not document their review and approval of the services performed by these providers. The service provider for the last agreement was paid based on units of service; however, the agency did not validate the number of units billed were the actual number of units completed.	Corrective actions are currently being undertaken and will be evaluated in a follow-up review this year.	
11/12 DFS Contract Review	Aug 2012	Finance & Budget Office	The certification statement for one contract was signed by someone other than the contract manager.	Corrective actions are currently being undertaken and will be evaluated in a follow-up review this year.	

Fish and Wildlife Conservation Commission FY 2013-14 LBR – Vehicles Retained In Service

When an original vehicle exhausts its useful life for the purpose for which it was purchased, funding is requested to replace it with a new one. If approved, the old vehicle is replaced and normally it is retired and sold. Occasionally, when there is an emergency or major unforeseen need, the old vehicle may be retained in service to meet that need rather than sold. An example would be a law enforcement vehicle which is no longer suitable to meet the high demands required of it for patrol but might still have useful life left when used to support an unforeseen biological monitoring need. Significant savings are realized when a used vehicle is retained to meet such needs rather than purchasing a new one. The following vehicles have been retained in service:

Division of Habitat & Species Conservation

The following vehicles were retained to use for emergency rapid response to potential wildfires or escaped prescribed fires. These are heavy-duty trucks capable of carrying a large water tank, pump and other equipment critical for performing emergency wildfire suppression and prescribed burning. In addition, these vehicles are used to address unforeseen repairs/maintenance at remote sites such as invasive exotic plant control, infrastructure repair and maintenance on FWC's Wildlife Management Areas.

Wildlife and Habitat Management Program

- 2000 Dodge 1500 (#45815)
- 1996 Chevrolet Pumper Truck (#42570)
- 2003 Ford F250 ¾ Ton (#111074)
- 2004 Ford F250 ¾ Ton (#112737)
- 2003 Ford F250 ¾ Ton (#110345)
- 2000 Dodge Pickup Truck (#45959)
- 2001 Dodge Ram 2500 (#107289)
- 2002 Dodge 2500 Pickup (#110008)
- 2000 Dodge 2500 4WD Pickup (#46114)
- 1997 Ford ½ Ton Pickup (#42920)
- 2004 Ford F250 ¾ Ton (#112393)
- 1999 Dodge 2500 Pickup (#44939)
- 1999 Chevrolet Pickup Truck (#46352)
- 2001 Dodge Truck ½ Ton (#105684)
- 2003 Ford F250 ¾ Ton (#111122)
- 1999 Chevrolet ¾ Ton Pickup (#45335)

The following vehicles were retained to conduct imperiled species monitoring/management, to conduct invasive exotic plant and animal control, to collect biological data and manage game species, to conduct lake restoration activities/surveys, to provide rapid response to wildlife emergencies, and to provide maintenance of public use facilities. The need for a vehicle to meet these needs was unforeseen when the original funding supporting this program was initially requested and received. Required activities include driving in off-road conditions and the ability to trailer equipment. This is a critical part of FWC's mission, often requiring resources beyond standard staffing and equipment availability. These vehicles provide staff the ability to go into the field to conduct these activities.

Wildlife and Habitat Management Program

- 2004 Ford F250 ¾ Ton (#112877)
- 1993 Ford ½ Ton Pickup (#37941)
- 1995 GMC 1 Ton 4x4 (#40414)
- 1995 GMC 1 Ton 4x4 (#40415)
- 2000 Dodge 2500 Pickup (#46011)
- 1996 Ford Bronco 4x4 (#46642)
- 1997 Ford ½ Ton Pickup (#46674)
- 2003 Ford F250 ¾ Ton (#111013)
- 1998 Chevrolet ½ Ton (#43553)
- 1995 Dodge 2500 4x4 (#44848)
- 2002 GMC Sierra (#109285)
- 1998 Chevrolet ½ Ton (#43591)
- 1996 Ford Pickup F141 (#41408)
- 1997 Ford ¾ Ton Pickup (#42919)
- 2000 Dodge ½ Ton Pickup (#45938)
- 2004 Ford F250 ¾ Ton (#112644)
- 2004 Ford F250 ¾ Ton (#112868)
- 2004 Ford F250 ¾ Ton (#112643)
- 2002 Ford ¾ Ton 4x4 (#109115)

Aquatic Habitat Conservation Restoration Program

- 1997 Ford F250 (#43067)
- 2003 Ford F150 (#110969)

Species Conservation Planning Program

- 1998 Chevy C1500 ½ Ton (#43850)
- 2001 Dodge Ram 4x4 (#48839)
- 2000 Ford F150 (#47852)
- 2000 Ford F150 (#47853)
- 1999 Dodge Ram 2500 (#45129)
- 2000 Ford Taurus (#47657)
- 2002 Ford F150 (#108353)
- 1993 Ford Bronco 4x4 (#121724)

Imperiled Species Management Program

- 2003 Ford F250 ¾ Ton (#110331)

The following vehicles were retained to use for contract\ grant-funded activities where the need for a vehicle was unforeseen when the original grant funding was requested. We have contracts and grants with the Department of Military Affairs, University of Florida, South Florida Water Management District, Northwest Florida Water Management District, The Nature Conservancy, University of South Florida, National Wildlife Turkey Federation, and the USDA Natural Resource Conservation Service (FARM Bill). Once our obligation is over, we will not retain these vehicles.

Wildlife and Habitat Management Program

- 2006 Ford F250 ¾ Ton Pickup (#116252)
- 2004 Ford F150 ½ Ton (#112645)
- 2001 Dodge Ram 1500 ½ Ton (#107432)
- 2003 Ford F250 ¾ Ton (#110239)

- 2001 Dodge Ram 3500 1 Ton (#106529)
Conservation Planning Services Program
- 1999 Dodge Pickup 4x4 (#44888)
- 1998 Chevy Tahoe (#121709)
- 2003 Chevy Blazer (#110569)
- 2000 Ford F150 PU 4x4 (#47674)
Florida Wildlife Legacy Initiative
- 2003 Ford F250 (#111408)

Division of Hunting and Game Management

The following vehicles were retained to collect game species biological data, facilitate and coordinate game species management on public lands, and provide maintenance of public use facilities. Required activities include driving in off-road conditions and pulling trailers. The retained vehicles provide staff the ability to go into the field to conduct these activities. This work is a critical part of FWC's mission, often requiring resources beyond standard staffing and equipment availability. In all cases but one, the needs for vehicles were unforeseen when the agency originally requested and received funding for the programs. In one case (property #112384), unforeseen repair costs were so excessive that retaining a different vehicle to accomplish critical functions resulted in cost savings. Maintenance costs for each of the vehicles retained to serve Hunter Safety and Ranges are grant funded.

Game Species Management

- 1997 Ford F150 ½ Ton (#41448)
- 2001 Dodge ½ Ton 4x4 Pickup (#48539)
- 1999 Dodge ½ Ton 4x4 Pickup (#43789)

Public Hunting Areas

- 1999 Dodge ½ Ton 4x4 Pickup (#44903)

Hunter Safety and Ranges

- 2004 Ford F250 ¾ Ton 4x4 (#112384)
- 2004 Ford F250 ¾ Ton 4x4 (#112381)
- 2004 Ford F250 ¾ Ton 4x4 (#112413)

Division of Freshwater Fisheries Management

Florida Bass Conservation Center

2000 Dodge ½-Ton P/U (#046077) – This vehicle is retained in service to be utilized on-site only to pull the pond harvester trailer around the hatchery grounds. The need for a vehicle to meet these needs was unforeseen when the hatchery was expanded. Retaining this used vehicle for pond harvesting will allow the two existing 1-Ton trucks to be used for hauling production fish to statewide sites, which will streamline the hatchery's delivery system. Because of the critical but intermittent nature of these activities, the most cost effective means to serve this function is to rely on this retained in service vehicle.

Florida Youth Conservation Centers network (FYCCN)

Vehicles are retained in service for full-time use by three OPS staff to conduct programming throughout the state. The need for these vehicles was unforeseen when the program was developed because staffing needs were unknown at the time. However, these positions require dedicated vehicles for the transport of program equipment to partner locations and for staff to cultivate FYCCN partnerships across the state. Because these

OPS positions do not have vehicles assigned to their positions, and the critical nature of these activities, the most cost effective means to serve this function is to rely on the following retained in service vehicles:

2004 Ford F-250 ¾-Ton P/U (#112370) – Tallahassee
2004 Ford F-250 ¾-Ton P/U (#112426) – Tampa
1999 Chevy Tahoe (#121712) - Lakeland

Tenoroc Fish Management Area (FMA)

These vehicles are retained in service to use on grant-funded activities where the need developed after the grant was created. The following vehicles have been retained in service to meet this need:

1997 Ford ¾-Ton 4X4 (#046671) – This vehicle is used to meet on-going transportation needs by Department of Corrections (DOC) employees and volunteers to complete jobs in off road areas within the FMA. Without this vehicle, grant-funded maintenance and reclamation activities would be compromised.

2001 T4400 International Dump Truck (#107254) – This vehicle is used for road repairs and to transport tractors to vendors when in need of major repairs. Without use of this vehicle, grant-funded maintenance activities, angler access and recreational opportunities would be severely reduced at the FMA.

2004 Ford ½-Ton 4X4 (#112397) – This vehicle is used for a technician position that did not have an assigned vehicle with the position. It is needed to provide transportation of employees and volunteers, equipment such as boats and trailers, and supplies such as fish feed and fertilizers in order to complete on-going grant-funded project activities on the FMA.

Regional Freshwater Fisheries Management

These vehicles are retained in service for use by grant-funded OPS positions that are hired on a temporary basis to perform additional grant activities statewide. These needs developed after the grant was originally developed and allows for expanded scientific sampling and data gathering on angler use, lake and river fish populations, stakeholder development, as well as conducting youth fishing clinics and events. Required activities include driving in off road conditions, trailering a boat, and transporting scientific equipment. Because of the critical but intermittent nature of these activities, the most cost effective means to serve this function is to rely on these retained in service vehicles. The following vehicles have been retained in service to meet this need:

1999 Dodge 2500 4X4 (#044894) – Lake Okeechobee and regional FMA creel surveys.
2002 Ford F-150 4X4 (#108306) – Jacksonville fishing clinics and Rodman Lake creel surveys.
2002 Ford F-150 4X4 (#108329) – Tsala Apopka chain of lakes creel surveys.
2004 Ford F-250 4X4 (#112382) – Orange Lake creel surveys.
2004 Ford F-250 4X4 (#112395) – Lake Sampson/Rowell and Sante Fe creel surveys.
2005 Ford F-150 ½-Ton (#114174) – Peace River and tributaries field sampling.

Fish & Wildlife Research Institute

Fresh Water Fisheries Research

1999 Ford F250 PU Truck (# 45343) – This vehicle is retained in service for additional sampling commitments on the panhandle river project. This project is funded as part of the Florida Freshwater fisheries Research

Federal Aid Grant F-175. The need for this vehicle was unforeseen prior to the commencement of additional sampling and is needed to meet the sampling schedule (BLACKFSH-Jim Estes).

2002 Ford F150 PU Truck (# 108309) - This vehicle is retained in service to meet project goals associated with long-term monitoring and to meet major unforeseen vehicle problems. One project vehicle is inoperable, and another has a transmission that is currently slipping. Currently the project consists of a four-man crew with only one reliable vehicle. This project includes long-term monitoring activities on multiple rivers within the Florida Panhandle. This project is funded as part of the Florida Freshwater Fisheries Research Federal Aid Grant F-175. (JOBUDDFO-Jim Estes)

2005 Ford F250 ¾ Ton PU 4X4 (#114269) - This vehicle is retained in service to meet contracted study obligations by the Southwest Florida Water Management District (SWFWMD) in Gum Slough (Citrus County). Gum Slough is entirely bordered by private lands and Wildlife Management Area land. The study requires us to access the river through private property, where the property roads consist of sugar sand and bottom land hardwoods, and an unpaved access point to the river. Consequently, each trip to this point has required us to winch-out of various locations throughout the property. Currently, the vehicles assigned to our lab consist of only one four-wheel drive truck that is a regular cab. This study requires 3 people and gear that should remain in the vehicle during transport. Therefore, a four-wheel drive, extended cab truck is needed to complete our trips more efficiently. The necessity of this vehicle was unforeseen, since the location of the study and relations with the property owners were handled by the SWFWMD staff. (RESB230-Jim Estes)

Wildlife Research-Marine Mammals

1997 Ford Taurus Wagon (#42806) - This vehicle is retained in service at the Wildlife Research Laboratory in Gainesville to use for travel to field research sites, to meetings with FWRI staff in St. Petersburg, and to interagency meetings both local and throughout the state. The number of staff at WRL has increased substantially in recent years, resulting in potential usage conflicts for lab vehicles, especially during week-long trips. The need for an additional vehicle to meet these increased needs was unforeseen when a research biologist (and associated funding) from the marine mammal program was transferred to this site. (GNVRESLB-Leslie Ward).

2001 Dodge Pickup Truck (#107617) - This vehicle is retained in service for use in FWC's NOAA funded Right Whale Program at the Jacksonville Field Laboratory. Our Federal partners increased their commitment to the collection of biopsy samples from sighted whales. This effort requires pulling a boat and sending staff to more than one staging area simultaneously. For example, more than one departures from Fernandina, Jacksonville, and/or St Augustine. One truck was available, now two trucks are required. The need for a second vehicle was unforeseen when the original grant funding was provided. In addition, this vehicle is used for rapid response to potential emergency situations in the Right Whale Program such as strandings where our area of geographic coverage is large. (CHAHARLB-Leslie Ward).

2002 Ford ½ Ton PU Truck (#108686) - This vehicle is retained in service for the Right Whale program at the Jacksonville Field Laboratory. The vehicle that was currently being used by the program is no longer operable. The unanticipated and unforeseen loss of this vehicle will severely hamper the functioning of the program during the upcoming Right Whale season. Right Whale staff is located at both St. Augustine and Jacksonville and cover a wide geographic area. Two trucks are needed to cover this area to recover dead and/or stranded cetaceans. Without this vehicle, Right Whale staff response to stranded whales will be severely compromised. In addition, this vehicle was previously used by a program with similar needs, is well equipped, and would not require any upgrades (JAXFLDLB-Leslie Ward).

2003 Ford F250 ¾ ton PU (#111065) - This vehicle is retained in service because the Manatee Program at Tequesta lab lost one of their regular use pickup trucks (2008 Ford F-250, FWC tag #4541, Property #118726) to theft earlier this year. Although the vehicle will eventually be replaced, the unanticipated and unforeseen loss of this vehicle will greatly reduce the efficiency and function of the program during the interim while a replacement vehicle is approved and all the necessary paperwork is completed. Its loss has created a major unforeseen need for a replacement vehicle. Without this vehicle, Manatee staff response to stranded manatees may be compromised. The retention of the 2003 Ford truck at the Tequesta Field Laboratory will meet this unforeseen need and allow the Manatee staff to continue its mission effectively and without delay. (TEQFLDLB-Leslie Ward)

Wildlife Research-Avian Research

1997 Ford ½ Ton Pickup (# 43120) - This vehicle was retained to use for grant-funded activities, the effects of human induced habitat modification on shorebirds and seabirds in Florida (State Wildlife Grant) and American Oystercatcher Habitat Restoration (National Fish and Wildlife Federation) where the need for a vehicle was unforeseen when the original grant funding was requested. Currently, the grants need a vehicle to transport staff and equipment to field sites to collect data directly related to the objectives of the projects. Without the vehicle, the projects would be curtailed in scope and effectiveness. (GNVRESLB-Pat Linihan)

2003 Ford F150 ½ Ton PU (#111126) - This vehicle is retained in service for multiple research projects including the Shorebird Study (National Fish and Wildlife Foundation and State Wildlife Grant funded), Gull-billed Tern Study (NGTF), Wild Turkey-Coyote Research Project (SGTF), and the Southeastern Kestrel Study (NGTF). This vehicle was retained to use where the need for a vehicle was unforeseen when the original studies were designed and approved. Since that time, additional staff and field work were increased beyond the original design. Currently, these studies require a vehicle to transport additional staff and equipment in an expanded study design and statewide area of coverage for field sites to collect data directly related to the objectives of the projects. Without the vehicle, the projects would be curtailed in amount of field work, data collection, and reduced coverage of the state. This truck fills an unforeseen need to travel out-of-town and cover almost the entire state by multiple staff because of lack of safe and reliable vehicles in our inventory to carry out these field-intensive projects. (GNVRESLB-Pat Linihan).

Wildlife Research-Freshwater/Terrestrial Mammals

1997 Ford F150 ½ Ton Pickup (# 43021) - This vehicle is retained in service for biological fieldwork on small mammals throughout Florida. Work requires biologists to conduct studies at various locations across Florida, including areas where 4WD is needed. Projects require transporting equipment and occasionally towing ATVs and small boats. The position to which the vehicle would be assigned was not originally a field biologist position so the need for a vehicle was not foreseen. The position now requires regular work in the field and a vehicle is needed to conduct the work effectively and on time. (NW Regional Office-Chris Winchester).

Office of Information Technology

The following vehicles were retained to transport regional information technology support staff to various field offices throughout the state to address IT maintenance and repair needs. FWC regional IT technicians are located at each of our five regional offices and are required to travel to various field offices for some of the technical support services they provide. Retained in service vehicles have been assigned to them to support this requirement. Total maintenance cost for these vehicles last year was approximately \$3053.80. Total travel for these positions exceeded 50,000 miles. The need for a vehicle to meet these needs was unforeseen when

the original funding supporting this program was initially requested and received, due to an incorrect assumption that pool vehicles would be available.

- 2000 Ford Crown Victoria (#142)
- 2001 Chevrolet Blazer (#2417)
- 1999 Ford F150 2wd Pickup (#2201)
- 2002 Ford F150 4X4 (#3204)
- 2002 Chevrolet Impala (#3164)

Office of Community Relations

2005 Dodge Quad Pick Up (#3981) - This vehicle was retained to provide rapid response to emergency and other crisis situations occurring throughout the state. Following Hurricane Hugo and the four storms of 2005, the Agency formed and trained the Media Services Disaster Response Team (DRT), composed of a videographer, photographer and public information coordinator. This team is available to deploy with Agency Law Enforcement search and rescue teams, and enables the Agency to document our first response capabilities in natural and man-made disasters for public awareness and training opportunities. The creation of the DRT and its assigned task, created an unforeseen need, not originally contemplated when these positions were appropriated by the Legislature, and the need for a special duty 4x4 vehicle to be assigned to the incumbents to complete their job responsibilities,

Finance and Budget Office

The following vehicles were retained to transport regional property analysts to various field offices and other FWC locations throughout the state. In 2005, the Commission implemented Regional Support Centers to consolidate the administrative functions across the State and at that time positions were moved from the Divisions or from Finance and Budget Office, Accounting Services Section in Tallahassee to regional offices throughout the State. Six positions were reclassified to Property Analysts and are required to perform duties to facilitate the mission of the Asset Management Section (i.e. property management, facilities management, fleet management and risk management). Each position is assigned up to 17 counties which require traveling up to 50% of their time to fulfill their responsibilities. In addition, the Property Analysts frequently transport equipment or assets between locations both on-road and off-road, necessitating vehicles that are suitable for hauling and off-road conditions. Due to the reclassification of these positions, there arose an unforeseen need, not originally contemplated when the positions were appropriated by the Legislature, for vehicles which could be assigned to the incumbents to complete their job responsibilities.

- 2003 Ford F150 ½ Ton (#3315)
- 2004 Ford F250 ¾ Ton (#3694)
- 2002 Ford F150 4X4 (#3199)
- 2003 Ford F150 ½ Ton (#3373)

Fiscal Year 2013-14 LBR Technical Review Checklist

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

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong or Judy Sumner / Kim Cramer (OPB)

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	77	100	700		

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y				
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77	100	700		
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				
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				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		77	100	700		
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 2011-12 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.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				

		Program or Service (Budget Entity Code)				
Action		77	100	700		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
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 #13-003?	Y				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A				
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	Y				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y				
AUDIT:						
7.19	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				

		Program or Service (Budget Entity Code)				
Action		77	100	700		
7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 66 through 70 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 2012-13 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	N/A				

Action		Program or Service (Budget Entity Code)				
		77	100	700		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? 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?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	100	700		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						

		Program or Service (Budget Entity Code)				
Action		77	100	700		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y				
15. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				

		Program or Service (Budget Entity Code)				
Action		77	100	700		
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	Has the agency provided the necessary 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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
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?					

		Program or Service (Budget Entity Code)			
Action		77	100	700	
<p>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.</p>					
18. FLORIDA FISCAL PORTAL					
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Fish, Wildlife, and Boating Law Enforcement
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong or Judy Sumner / Kim Cramer (OPB)

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 Code)			
Action	77	200	100	

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y				
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77	200	100		
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				
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				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		77	200	100		
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 2011-12 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.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				

		Program or Service (Budget Entity Code)				
Action		77	200	100		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
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 #13-003?	Y				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A				
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y				
AUDIT:						
7.19	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				

		Program or Service (Budget Entity Code)				
Action		77	200	100		
7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 66 through 70 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 2012-13 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	N/A				

Action		Program or Service (Budget Entity Code)				
		77	200	100		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? 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?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	200	100		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						

		Program or Service (Budget Entity Code)				
Action		77	200	100		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y				
15. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				

		Program or Service (Budget Entity Code)				
Action		77	200	100		
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	Has the agency provided the necessary 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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
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?					

		Program or Service (Budget Entity Code)			
Action		77	200	100	
<p>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.</p>					
18. FLORIDA FISCAL PORTAL					
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			

Fiscal Year 2013-14 LBR Technical Review Checklist

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

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong or Judy Sumner / Kim Cramer (OPB)

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 Code)				
Action	77	300	200		

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y				
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77	300	200		
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				
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				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		77	300	200		
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 2011-12 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.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				

Action		Program or Service (Budget Entity Code)				
		77	300	200		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
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 #13-003?	Y				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A				
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y				
AUDIT:						
7.19	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				

		Program or Service (Budget Entity Code)				
Action		77	300	200		
7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 66 through 70 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 2012-13 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	N/A				

Action		Program or Service (Budget Entity Code)				
		77	300	200		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? 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?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	300	200		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						

		Program or Service (Budget Entity Code)				
Action		77	300	200		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y				
15. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				

		Program or Service (Budget Entity Code)				
Action		77	300	200		
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	Has the agency provided the necessary 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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
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?					

		Program or Service (Budget Entity Code)			
Action		77	300	200	
<p>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.</p>					
18. FLORIDA FISCAL PORTAL					
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			

Fiscal Year 2013-14 LBR Technical Review Checklist

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

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong or Judy Sumner / Kim Cramer (OPB)

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 Code)				
Action	77	350	200		

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y				
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77	350	200		
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				
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				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		77	350	200		
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 2011-12 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.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				

		Program or Service (Budget Entity Code)				
Action		77	350	200		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
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 #13-003?	Y				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A				
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y				
AUDIT:						
7.19	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				

		Program or Service (Budget Entity Code)				
Action		77	350	200		
7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 66 through 70 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.					
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TIP	If an appropriation made in the FY 2012-13 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	350	200		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? 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?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	350	200		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						

		Program or Service (Budget Entity Code)				
Action		77	350	200		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y				
15. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				

		Program or Service (Budget Entity Code)				
Action		77	350	200		
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	Has the agency provided the necessary 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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
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?					

		Program or Service (Budget Entity Code)			
Action		77	350	200	
<p>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.</p>					
18. FLORIDA FISCAL PORTAL					
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			

Fiscal Year 2013-14 LBR Technical Review Checklist

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

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong or Judy Sumner / Kim Cramer (OPB)

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 Code)			
Action	77	400	200	

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y				
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77	400	200		
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				
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				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		77	400	200		
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 2011-12 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.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				

		Program or Service (Budget Entity Code)				
Action		77	400	200		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
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 #13-003?	Y				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A				
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y				
AUDIT:						
7.19	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				

		Program or Service (Budget Entity Code)				
Action		77	400	200		
7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 66 through 70 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 2012-13 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	400	200		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? 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?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	400	200		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						

		Program or Service (Budget Entity Code)				
Action		77	400	200		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y				
15. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				

		Program or Service (Budget Entity Code)				
Action		77	400	200		
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	Has the agency provided the necessary 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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
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?					

		Program or Service (Budget Entity Code)			
Action		77	400	200	
<p>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.</p>					
18. FLORIDA FISCAL PORTAL					
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			

Fiscal Year 2013-14 LBR Technical Review Checklist

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

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong or Judy Sumner / Kim Cramer (OPB)

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 Code)				
Action	77	500	200		

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y				
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77	500	200		
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				
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				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		77	500	200		
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 2011-12 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.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				

		Program or Service (Budget Entity Code)				
Action		77	500	200		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
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 #13-003?	Y				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A				
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y				
AUDIT:						
7.19	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				

		Program or Service (Budget Entity Code)				
Action		77	500	200		
7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 66 through 70 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 2012-13 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	500	200		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? 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?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				

Action		Program or Service (Budget Entity Code)				
		77	500	200		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						

		Program or Service (Budget Entity Code)				
Action		77	500	200		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y				
15. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				

		Program or Service (Budget Entity Code)				
Action		77	500	200		
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	Has the agency provided the necessary 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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
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?					

		Program or Service (Budget Entity Code)			
Action		77	500	200	
<p>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.</p>					
18. FLORIDA FISCAL PORTAL					
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			

Fiscal Year 2013-14 LBR Technical Review Checklist

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

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong or Judy Sumner / Kim Cramer (OPB)

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	77	650	200		

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y				
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77	650	200		
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				
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				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		77	650	200		
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 2011-12 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.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				

		Program or Service (Budget Entity Code)				
Action		77	650	200		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
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 #13-003?	Y				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A				
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y				
AUDIT:						
7.19	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				

		Program or Service (Budget Entity Code)				
Action		77	650	200		
7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 66 through 70 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 2012-13 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	650	200		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? 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?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	650	200		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						

		Program or Service (Budget Entity Code)				
Action		77	650	200		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y				
15. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				

		Program or Service (Budget Entity Code)				
Action		77	650	200		
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	Has the agency provided the necessary 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				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
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?					

		Program or Service (Budget Entity Code)			
Action		77	650	200	
<p>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.</p>					
18. FLORIDA FISCAL PORTAL					
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			

Fiscal Year 2013-14 LBR Technical Review Checklist

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

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong or Linda Grove / Kim Cramer (OPB)

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 Code)			
77	000	000		

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	N/A				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	N/A				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	N/A				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	N/A				

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				
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				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77	000	000		
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")	N/A				
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")	N/A				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	N/A				
4.2	Is the program component code and title used correct?	N/A				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	N/A				
AUDITS						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	N/A				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	N/A				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	N/A				

		Program or Service (Budget Entity Code)				
Action		77	000	000		
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 2011-12 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.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	N/A				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	N/A				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	N/A				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				

		Program or Service (Budget Entity Code)				
Action		77	000	000		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	N/A				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A				
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	N/A				
AUDIT:						
7.19	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	N/A				
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				

		Program or Service (Budget Entity Code)				
Action		77	000	000		
7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 66 through 70 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 2012-13 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial	Y				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y				

		Program or Service (Budget Entity Code)				
Action		77	000	000		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	Y				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y				
8.10	Are the statutory authority references correct?	Y				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				

		Program or Service (Budget Entity Code)				
Action		77	000	000		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y				
8.25	Are current year September operating reversions appropriately shown in column A02?	Y				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This	Y				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						

		Program or Service (Budget Entity Code)				
Action		77	000	000		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	N/A				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	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 OADI or OADR to identify agency other salary amounts requested.	N/A				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	N/A				
15. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	N/A				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A				

		Program or Service (Budget Entity Code)			
Action		77	000	000	
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A			
15.6	Has the agency provided the necessary 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.)	N/A			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
17.5	Are the appropriate counties identified in the narrative?	N/A			
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			

		Program or Service (Budget Entity Code)			
Action		77	000	000	
<p>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.</p>					
18. FLORIDA FISCAL PORTAL					
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			

Fiscal Year 2013-14 LBR Technical Review Checklist

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

Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong or Judy Sumner / Kim Cramer (OPB)

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	77	000	000		

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	N/A				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	N/A				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	N/A				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	N/A				

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				
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				

AUDITS:

		Program or Service (Budget Entity Code)				
Action		77	000	000		
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")	N/A				
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")	N/A				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	N/A				
4.2	Is the program component code and title used correct?	N/A				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	N/A				
AUDITS						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	N/A				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	N/A				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	N/A				

		Program or Service (Budget Entity Code)				
Action		77	000	000		
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 2011-12 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.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	N/A				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	N/A				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	N/A				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				

		Program or Service (Budget Entity Code)				
Action		77	000	000		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	N/A				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A				
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	N/A				
AUDIT:						
7.19	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	N/A				
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				

		Program or Service (Budget Entity Code)				
Action		77	000	000		
7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 66 through 70 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 2012-13 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	000	000		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? 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?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				

		Program or Service (Budget Entity Code)				
Action		77	000	000		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						

		Program or Service (Budget Entity Code)				
Action		77	000	000		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	N/A				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	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 OADI or OADR to identify agency other salary amounts requested.	N/A				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	N/A				
15. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	N/A				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A				

		Program or Service (Budget Entity Code)				
Action		77	000	000		
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A				
15.6	Has the agency provided the necessary 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.)	N/A				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
17.5	Are the appropriate counties identified in the narrative?	Y				
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				

		Program or Service (Budget Entity Code)			
Action		77	000	000	
<p>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.</p>					
18. FLORIDA FISCAL PORTAL					
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			