



RICK SCOTT
GOVERNOR

STATE OF FLORIDA

Office of the Governor

THE CAPITOL
TALLAHASSEE, FLORIDA 32399-0001

www.flgov.com
850-488-7146
850-487-0801 fax

LEGISLATIVE BUDGET REQUEST

October 15, 2012

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

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

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Executive Office of the Governor and the Division of Emergency Management 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 Governor Rick Scott.

Chapter 2011-142, Laws of Florida, transferred the Division of Emergency Management (Division) to the Executive Office of the Governor effective October 1, 2011. Section 14.2016, Florida Statutes, tasks the Division with the responsibility for all "...professional, technical, and administrative functions necessary to carry out its responsibilities under part I Chapter 252..." The Division has a unique mission, as well as distinct goals and objectives. As such, the Division developed its own Legislative Budget Request. The Division's budget data is included with the Executive Office of Governor data for all agency level exhibits and schedules as prescribed in the budget instructions; however, due to the statutorily mandated separation, certain documents and exhibits are reported separately. The Division's budget information and Legislative Budget Request is attached herein, and has been approved by Bryan Koon, Executive Director.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kelley P. Sasso".

Kelley P. Sasso
Director of Finance and Accounting



State of Florida
Executive Office of the Governor

Department Level Exhibits and Schedules*

LEGISLATIVE BUDGET REQUEST
2013-2014

**Contains information and data related to the Executive Office of the Governor and the Division of Emergency Management*

**Executive Office of the Governor
& the Division of Emergency Management**

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Non- Strategic IT Service: Network Service					
Dept/Agency: Executive Office of the Governor		# of Assets & Resources Apportioned to this IT Service in FY 2013- 14			
Prepared by: Tom Doughty, Chief Information Officer					
Phone: (850) 717- 9200					
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			0.25		\$15,997
A-1.1	State FTE		0.25		\$15,997
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)	1	16	0	\$0
B-4	Online Storage for file and print (indicate GB of storage)		0		\$0
B-5	Archive Storage for file and print (indicate GB of storage)		0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software					\$0
D. External Service Provider(s)					\$0
D-1	MyFloridaNet				\$0
D-2	Other (Please specify in Footnote Section below)				\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$15,997
G. Please identify the number of users of the Network Service					0
H. How many locations currently host IT assets and resources used to provide LAN services?					0
I. How many locations currently use WAN services?					0
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	LAN switches - Capital Complex and Mansion				
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Non-Strategic IT
Service:

E- Mail, Messaging, and Calendaring Service

Agency: **Executive Office of the Governor**

Prepared by: **Tom Doughty, Chief Information Officer**

Phone: **(850) 717- 9200**

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				
A-1		0.75		\$47,993
A-1		0.75		\$47,993
A-2		0.00		\$0
A-3		0.00		\$0
B. Hardware				
B-1		0	0	\$0
B-2		0	0	\$0
B-3		0	0	\$0
B-4		0		\$0
B-5		0		\$0
B-6				\$0
C. Software				
D. External Service Provider(s)				
D-1	1			\$0
D-2				\$0
D-3				\$0
D-4				\$0
E. Other (Please describe in Footnotes Section below)				
F. Total for IT Service				\$47,993
G. Please provide the number of user mailboxes.				200
H. Please provide the number of resource mailboxes.				50
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
7	EOG email server consolidated at SSRC. Charges reflected on Data Center tab.			
2				
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Non- Strategic IT Service: Desktop Computing Service				
Agency: Executive Office of the Governor Prepared by: Tom Doughty, Chief Information Officer Phone: (850) 717- 9200			# 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		1.50		\$73,905
A-1 State FTE		1.50		\$73,905
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware		284	45	\$36,000
B-1 Servers		0	0	\$0
B-2 Server Maintenance & Support		0	0	\$0
B-3.1 Desktop Computers	1	218	30	\$21,000
B-3.2 Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	1	66	15	\$15,000
B-3.3 Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software				\$0
D. External Service Provider(s)		0	0	\$0
E. Other (Please describe in Footnotes Section below)				\$0
F. Total for IT Service				\$109,905
G. Please identify the number of users of this service.				200
H. How many locations currently use this service?				7
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Computer desktop / laptop refresh if funded.			
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Non-Strategic IT Service:		Helpdesk Service			
Agency: Executive Office of the Governor		# of Assets & Resources Apportioned to this IT Service in FY 2013- 14			
Prepared by: Tom Doughty, Chief Information Officer					
Phone: (850) 717- 9200					
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					\$20,426
A-1	State FTE		0.50		\$20,426
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$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					\$0
D. External Service Provider(s)					\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$20,426
G. Please identify the number of users of this service.					200
H. How many locations currently host IT assets and resources used to provide this service?					7
I. What is the average monthly volume of calls/cases/tickets?					500
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
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Non- Strategic IT Service:		IT Security/Risk Mitigation Service		
Agency: Executive Office of the Governor		# of Assets & Resources		
Prepared by: Tom Doughty, Chief Information Officer		Apportioned to this IT Service in FY 2013- 14		
Phone: (850) 717- 9200				
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		0.25		\$23,020
A-1 State FTE		0.25		\$23,020
A-2 OPS FTE		0.00		\$0
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				\$0
D. External Service Provider(s)		0	0	\$0
E. Other (Please describe in Footnotes Section below)				\$0
F. Total for IT Service				\$23,020
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
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Non- Strategic IT Service: Agency Financial and Administrative Systems Support Service					
Agency: Executive Office of the Governor Prepared by: Tom Doughty, Chief Information Officer Phone: (850) 717- 9200			# 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					
A-1	State FTE		1.00		\$51,722
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software					
D. External Service Provider(s)					
E. Other (Please describe in Footnotes Section below)					
F. Total for IT Service					
G. Please identify the number of users of this service.					
H. How many locations currently host agency financial/administrative systems?					
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
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Non-Strategic IT Service: IT Administration and Management Service				
Agency: Executive Office of the Governor Prepared by: Tom Doughty, Chief Information Officer Phone: (850) 717- 9200			# 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		0.75		\$69,060
A-1 State FTE		0.75		\$69,060
A-2 OPS FTE		0.00		\$0
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				\$0
D. External Service Provider(s)	1	0	0	\$8,500
E. Other (Please describe in Footnotes Section below)	2			\$35,000
F. Total for IT Service				\$112,560
G. How many locations currently host assets and resources used to provide this service?				0
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Printer break/fix contract. Cabling contract.			
2	IT operating budget.			
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Non-Strategic IT Service:		Web/Portal Service			
Dept/Agency: Executive Office of the Governor		# of Assets & Resources Apportioned to this IT Service In FY 2013-14			
Prepared by: Tom Doughty, Chief Information Officer					
Phone: (850) 717- 9200					
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			1.00		\$56,240
A-1.1	State FTE		1.00		\$56,240
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnotes Section below)		0	0	\$0
C. Software					\$0
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$56,240
G. Please identify the number of Internet users of this service.					0
H. Please identify the number of intranet users of this service.					0
I. How many locations currently host IT assets and resources used to provide this service?					0
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
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Non-Strategic IT Service: Data Center Service				
Dept/Agency: Executive Office of the Governor Prepared by: Tom Doughty, Chief Information Officer Phone: (850) 717- 9200		# 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 (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)		0.00		\$0
A-1.1 State FTE		0.00		\$0
A-2.1 OPS FTE		0.00		\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				\$0
B-1 Non-Mainframe Servers (including single-function logical servers not assigned to another service)		0	0	\$0
B-2 Servers - Mainframe		0	0	\$0
B-3 Server Maintenance & Support		0	0	\$0
B-4 Online or Archival Storage Systems (indicate GB of storage)		0		\$0
B-5 Data Center/ Computing Facility Internal Network				\$0
B-6 Other Hardware (Please specify in Footnotes Section below)				\$0
C. Software				\$0
D. External Service Provider(s)				\$100,000
D-1 Southwood Shared Resource Center (indicate # of Board votes)	1	0		\$100,000
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				\$0
E-1 Data Center/Computing Facilities Rent & Insurance				\$0
E-2 Utilities (e.g., electricity and water)				\$0
E-3 Environmentals (e.g., HVAC, fire control, and physical security)				\$0
E-4 Other (please specify in Footnotes Section below)				\$0
F. Other (Please describe in Footnotes Section below)				\$0
G. Total for IT Service				\$100,000
H. Please provide the number of agency data centers.				0
I. Please provide the number of agency computing facilities.				0
J. Please provide the number of single-server installations.				0
H. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	The EOG is fully consolidated at the SSRC. The EOG has ZERO board votes.			
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Agency: **Executive Office of the Governor**

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																					
											100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%											
											\$47,993	\$15,997	\$109,905	\$20,426	\$23,020	\$51,722	\$112,560	\$56,240	\$100,000												
1	General Office	31100100	160200000	Executive Direction and Support	090259	Lump Sum	1000	General Revenue	1	\$179,500											\$100,000										
2		31100100	160200000	Executive Direction and Support	010000	Salaries and Benefits	1000	General Revenue	1	\$358,363	\$47,993	\$15,997	\$73,905	\$20,426	\$23,020	\$51,722	\$69,060	\$56,240	\$0	\$0											
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29										\$0																					
30										\$0																					
Sum of IT Cost Elements Across IT Services																															
											State FTE (#)	6.00	0.75	0.25	1.50	0.50	0.25	1.00	0.75	1.00	0.00										
											State FTE (Costs)	\$358,363	\$47,993	\$15,997	\$73,905	\$20,426	\$23,020	\$51,722	\$69,060	\$56,240	\$0										
											OPS FTE (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00										
											OPS FTE (Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
											Vendor/Staff Augmentation (# Positions)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00										
											Vendor/Staff Augmentation (Costs)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
											Hardware	\$36,000	\$0	\$0	\$36,000	\$0	\$0	\$0	\$0	\$0	\$0										
											Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
											External Services	\$108,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$0	\$100,000									
											Plant & Facility (Data Center Only)	\$0										\$0									
											Other	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0										
											Budget Total	\$537,863	\$47,993	\$15,997	\$109,905	\$20,426	\$23,020	\$51,722	\$112,560	\$56,240	\$100,000										
											FTE Total	6.00	0.75	0.25	1.50	0.50	0.25	1.00	0.75	1.00	0.00										
											Users	250	0	0	200	200	25	0													
											Cost Per User	\$192	#DIV/0!	549.525	102.13	102.13	2068.88	#DIV/0!													
											(cost/all mailboxes) Help Desk Tickets: 500 Cost/Ticket: 3.40433333																				

IT Cost Element Data as entered on IT Service Worksheets

Personnel

Non-Strategic IT Service:		Network Service			
Dept/Agency: Executive Office of the Governor/SDD		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by: Michael A. Jones					
Phone: 850-488-6955					
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			2.00		\$176,329
A-1.1	State FTE		2.00		\$176,329
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$57,985
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		3	0	\$57,985
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)		47	0	\$0
B-4	Online Storage for file and print (indicate GB of storage)		3356		\$0
B-5	Archive Storage for file and print (indicate GB of storage)		1153		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software					\$0
D. External Service Provider(s)					\$13,900
D-1	MyFloridaNet	1			\$6,199
D-2	Other (Please specify in Footnote Section below)	2			\$7,701
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$248,214
G. Please identify the number of users of the Network Service					250
H. How many locations currently host IT assets and resources used to provide LAN services?					2
I. How many locations currently use WAN services?					2
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	One (1) State MAN connection provided by the Florida Department of Management Services.				
2	One (1) connection provided by Level 3 Communications.				
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Non-Strategic IT
Service:

E- Mail, Messaging, and Calendaring Service

Agency: **Executive Office of the Governor/SDD**

Prepared by: **Michael A. Jones**

Phone: **850- 488- 6955**

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		1.00		\$115,380
A-1 State FTE		1.00		\$115,380
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				\$0
B-1 Servers		3	0	\$0
B-2 Server Maintenance & Support		0	0	\$0
B-3 Wireless Communication Devices (e.g., Blackberries, iPhones, PDAs, etc.)		24	0	\$0
B-4 Online Storage (indicate GB of storage)		250		\$0
B-5 Archive Storage (indicate GB of storage)		0		\$0
B-6 Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software				\$0
D. External Service Provider(s)				\$0
D-1 Southwood Shared Resource Center				\$0
D-2 Northwood Shared Resource Center				\$0
D-3 Northwest Regional Data Center				\$0
D-4 Other Data Center External Service Provider (specify in Footnotes below)				\$0
E. Other (Please describe in Footnotes Section below)	1			\$13,740
F. Total for IT Service				\$129,120
G. Please provide the number of user mailboxes.				250
H. Please provide the number of resource mailboxes.				1
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
7	Monthly Unlimited Blackberry E-mail and Web service provided by Sprint/Nextel.			
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Non-Strategic IT Service: Desktop Computing Service						
Agency: Executive Office of the Governor/SDD Prepared by: Michael A. Jones Phone: 850-488-6955			# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Service Provisioning - - Assets & Resources (Cost Elements)				Footnote Number	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)	
A. Personnel						\$174,523
A-1	State FTE				\$174,523	
A-2	OPS FTE				\$0	
A-3	Contractor Positions (Staff Augmentation)				\$0	
B. Hardware						\$0
B-1	Servers				\$0	
B-2	Server Maintenance & Support				\$0	
B-3.1	Desktop Computers				\$0	
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)				\$0	
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)			1	\$0	
C. Software						\$0
D. External Service Provider(s)						\$0
E. Other (Please describe in Footnotes Section below)						\$0
F. Total for IT Service						\$174,523
G. Please identify the number of users of this service.						250
H. How many locations currently use this service?						4
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.						
1	Includes monitors.					
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Non-Strategic IT Service:		Helpdesk Service			
Agency: Executive Office of the Governor/SDD		# of Assets & Resources Apportioned to this IT Service in FY 2013- 14			
Prepared by: Michael A. Jones					
Phone: 850- 488- 6955					
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					\$174,523
A-1	State FTE		2.50		\$174,523
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$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					\$0
D. External Service Provider(s)					\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$174,523
G. Please identify the number of users of this service.					500
H. How many locations currently host IT assets and resources used to provide this service?					1
I. What is the average monthly volume of calls/cases/tickets?					> 800
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
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Non- Strategic IT Service:		IT Security/Risk Mitigation Service		
Agency: Executive Office of the Governor/SDD Prepared by: Michael A. Jones Phone: 850- 488- 6955		# 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		0.00		\$0
A-1 State FTE		0.00		\$0
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
B. 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				\$0
D. External Service Provider(s)		0	0	\$0
E. Other (Please describe in Footnotes Section below)				\$0
F. Total for IT Service				\$0
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
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Non- Strategic IT Service: Agency Financial and Administrative Systems Support Service					
Agency: Executive Office of the Governor/SDD Prepared by: Michael A. Jones Phone: 850- 488- 6955			# 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					
A-1	State FTE		0.00		\$0
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					
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					
D. External Service Provider(s)					
E. Other (Please describe in Footnotes Section below)					
F. Total for IT Service					
G. Please identify the number of users of this service.					
H. How many locations currently host agency financial/administrative systems?					
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
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Non-Strategic IT Service: IT Administration and Management Service				
Agency: Executive Office of the Governor/SDD Prepared by: Michael A. Jones Phone: 850-488-6955	# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Service Provisioning - - Assets & Resources <small>(Cost Elements)</small>	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				
A-1 State FTE		5.00		\$417,191
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				
B-1 Servers		0	0	\$0
B-2 Server Maintenance & Support		0	0	\$0
B-3 Other Hardware Assets <small>(Please specify in Footnote Section below)</small>		0	0	\$0
C. Software				
D. External Service Provider(s)				
E. Other <small>(Please describe in Footnotes Section below)</small>				
F. Total for IT Service				\$417,191
G. How many locations currently host assets and resources used to provide this service?				1
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
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Non-Strategic IT Service:		Web/Portal Service			
Dept/Agency: Executive Office of the Governor/SDD Prepared by: Michael A. Jones Phone: 850- 488- 6955		# 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			0.00		\$0
A-1.1	State FTE		0.00		\$0
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnotes Section below)		0	0	\$0
C. Software					\$0
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$0
G. Please identify the number of Internet users of this service.					Worldwide
H. Please identify the number of intranet users of this service.					Statewide
I. How many locations currently host IT assets and resources used to provide this service?					2
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
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Non-Strategic IT Service: Data Center Service					
Dept/Agency: Executive Office of the Governor/SDD		# of Assets & Resources Apportioned to this IT Service In FY 2013-14			
Prepared by: Michael A. Jones					
Phone: 850-488-6955					
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.)			2.00		\$176,329
A-1.1	State FTE		2.00		\$176,329
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Non-Mainframe Servers (including single-function logical servers not assigned to another service)		0	0	\$0
B-2	Servers - Mainframe		0	0	\$0
B-3	Server Maintenance & Support		0	0	\$0
B-4	Online or Archival Storage Systems (indicate GB of storage)		0		\$0
B-5	Data Center/ Computing Facility Internal Network				\$0
B-6	Other Hardware (Please specify in Footnotes Section below)				\$0
C. Software					\$0
D. External Service Provider(s)					\$0
D-1	Southwood Shared Resource Center (indicate # of Board votes)		0		\$0
D-2	Northwood Shared Resource Center (indicate # of Board votes)		0		\$0
D-3	Northwest Regional Data Center (indicate # of Board votes)		0		\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)				\$0
E. Plant & Facility					\$0
E-1	Data Center/Computing Facilities Rent & Insurance				\$0
E-2	Utilities (e.g., electricity and water)				\$0
E-3	Environmentals (e.g., HVAC, fire control, and physical security)				\$0
E-4	Other (please specify in Footnotes Section below)				\$0
F. Other (Please describe in Footnotes Section below)					\$0
G. Total for IT Service					\$176,329
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.					0
H.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
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Agency: **Executive Office of the Governor/SDD**

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									
									100.0000%	100.0000%	100.0000%	100.0000%	#DIV/0!	#DIV/0!	100.0000%	#DIV/0!	100.0000%		
									\$129,120	\$248,214	\$174,523	\$174,523	\$0	\$0	\$417,191	\$0	\$176,329		
1	LAS/PBS	31100500	1603000000	Information Technology	091010	Lump Sum	2535	Planning and Budgeting Trust Fund	1	\$85,625	\$13,740	\$71,885	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2			1603000000	Information Technology	010000	Salaries and Benefits	2535	Planning and Budgeting Trust Fund	1	\$1,234,275	\$115,380	\$176,329	\$174,523	\$174,523	\$0	\$0	\$417,191	\$0	\$176,329
3										\$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 (#)	15.00	1.00	2.00	2.50	2.50	0.00	0.00	5.00	0.00	2.00					
				State FTE (Costs)	\$1,234,275	\$115,380	\$176,329	\$174,523	\$174,523	\$0	\$0	\$417,191	\$0	\$176,329					
				OPS FTE (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
				OPS FTE (Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
				Vendor/Staff Augmentation (# Positions)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
				Vendor/Staff Augmentation (Costs)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
				Hardware	\$57,985	\$0	\$57,985	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
				Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
				External Services	\$13,900	\$0	\$13,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
				Plant & Facility (Data Center Only)	\$0									\$0					
				Other	\$13,740	\$13,740	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
				Budget Total	\$1,319,900	\$129,120	\$248,214	\$174,523	\$174,523	\$0	\$0	\$417,191	\$0	\$176,329					
		FTE Total	15.00	1.00	2.00	2.50	2.50	0.00	0.00	5.00	0.00	2.00							
		Users	251	251	250	500													
		Cost Per User	\$5.14	\$5.14	\$992.856	\$698.092	\$349.046												

(cost/all mailboxes)

Help Desk Tickets: >800

Cost/Ticket: #VALUE!

Schedule VII: Agency Litigation Inventory

Agency:	Executive Office of the Governor		
Contact Person:	Jesse Panuccio	Phone Number:	850-717-9310
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) COUNCIL 79 v. RICK SCOTT, in his official capacity as Governor of the State of Florida		
Court with Jurisdiction:	United District Court for the Southern District of Florida		
Case Number:	1:11-cv-21976-UU		
Summary of the Complaint:	Civil action seeking declaratory and injunctive relief barring drug testing of state employees pursuant to Executive Order 11-58. Plaintiffs seek attorneys' fees and litigation costs.		
Amount of the Claim:	\$		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Executive Order 11-58; also implicates section 944.474, Fla. Stat.		
Status of the Case:	The Final Judgment was entered on April 25, 2012, and appealed to the 11 th Circuit Court of Appeals on May 25, 2012. Appeal is still pending.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

Office of Policy and Budget – July 2012

Schedule VII: Agency Litigation Inventory

Agency:	Executive Office of the Governor		
Contact Person:	Jesse Panuccio	Phone Number:	850-717-9310
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<p>THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS, LOCAL UNION NO. 79, and ADOLPH BAUMANN v. RICK SCOTT, JEFF ATWATER, and PAM BONDI, in their capacities as the State Board of Administration, and JOHN P. MILES, Secretary of the Department of Management Services and Administrator of the Florida Retirement System, and the Citrus County School Board.</p> <p>*Note that the Governor is sued in his capacity as a trustee of the State Board of Administration and not as Executive Officer.</p>		
Court with Jurisdiction:	Circuit Court, 5 th Judicial Circuit, Citrus County		
Case Number:	2011-CA-2984		
Summary of the Complaint:	Civil action seeking declaratory, injunctive, and other relief from legislative changes to Florida Retirement System, effective July 1, 2011, requiring FRS employees to contribute 3 percent of salary to FRS on a prospective basis. The complaint alleges that this change constitutes an unconstitutional impairment of the collective-bargaining contract entered into by the Citrus County School Board and the Teamsters.		
Amount of the Claim:	If Plaintiffs prevailed on a certain theory of the case, it is possible the State would have to repay the 3% FRS contributions made by school employees from July 1, 2011 through present. The school board has not yet provided us with an estimate of that amount.		
Specific Statutes or Laws (including GAA) Challenged:	Chapter 2011-68, sections 5, 7, 11, 13, 24, 26, 29, 33, 40, Laws of Florida (2011).		
Status of the Case:	The Complaint was filed on August 15, 2011. Motion to Stay Pending Outcome of Williams v. Scott was filed on 6/28/12. No Order on pending motion has been entered.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

Schedule VII: Agency Litigation Inventory

Agency:	Executive Office of the Governor		
Contact Person:	Jesse Panuccio	Phone Number:	850-717-9310
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<p>MARZUQ AL-HAKIM v. RICK SCOTT, Governor, PAM BONDI, Attorney General, JEFF ATWATER, CFO, ADAM PUTNAM Commissioner, KURT BROWNING Secretary, Elected Class of Constitutional Officers of the State Cabinet, as Board of Executive Clemency.</p> <p>*Note that the Governor is sued in his capacity as a member of the Board of Clemency and not as Executive Officer.</p>		
Court with Jurisdiction:	Circuit Court, 2 nd Judicial Circuit, Leon County		
Case Number:	2011-CA-1719		
Summary of the Complaint:	<p>Petition for Writ of Mandamus against Defendant members of the Clemency Board—Governor Rick Scott, Attorney General Pam Bondi, Chief Financial Officer Jeff Atwater, and Commissioner of Agriculture Adam H. Putnam—as well as Defendant Secretary of State Kurt Browning. The Petition, purportedly brought under Section 5 of the Voting Rights Act, 42 U.S.C. § 1973c(a), seeks “to compel compliance to a ministerial duty owed to [him].” The Petition claims that Florida’s Attorney General has a ministerial obligation to submit to the United State Attorney General for approval of the Board’s March 9, 2011, amendments to the Rules of Executive Clemency insofar as they alter the process by which the civil rights of convicted felons may be restored.</p>		
Amount of the Claim:	\$		
Specific Statutes or Laws (including GAA) Challenged:			
Status of the Case:	<p>Plaintiff initially filed the Petition in the Florida Supreme Court, which on June 28, 2011, transferred the case to the Circuit Court of the Second Judicial Circuit in and for Leon County, Florida. On July 13, 2011, the circuit court issued an Order to Show Cause to the Defendants. Defendants have responded to that order and Plaintiff has requested oral argument before a three-judge panel. Case is still pending.</p>		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
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).			

Schedule VII: Agency Litigation Inventory

Agency:	Executive Office of the Governor, Office of the Attorney General		
Contact Person:	Jason Vail	Phone Number:	850-414-3300
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<p>KEVIN CAMM, ENNEIS HANEY, YUYUAN LUCY LU, individually and on behalf of all others similarly situated v. RICK SCOTT, as Governor of the State of Florida, Member of the Florida Cabinet, and Director of the Florida Department of Revenue, PAMELA JO BONDI, as Attorney General of the State of Florida, member of the Florida Cabinet and Director of the Florida Department of Revenue, JEFF ATWATER, as Chief Financial Officer, member of the Florida Cabinet and Director of the Florida Department of Revenue, ADAM PUTNAM, as Commissioner of Agriculture, member of the Florida Cabinet and Director of the Florida Department of Revenue</p> <p>*Note that the Governor is sued in his capacity as a member of the Cabinet and Director of Florida Department of Revenue and not as Executive Officer.</p>		
Court with Jurisdiction:	United District Court for the Middle District of Florida		
Case Number:	2:10-cv-656-FtM-29DNF		
Summary of the Complaint:	Declaratory judgment action by homeowners facing foreclosure who challenge § 28.241(1)(c)(2), Fla. Stat., requiring a graduated scale of filing fees for counterclaims.		
Amount of the Claim:	Plaintiffs seek injunctive relief that could amount to a decline in State revenue of greater than \$5 million.		
Specific Statutes or Laws (including GAA) Challenged:	Section 28.241(1)(c)(2), Fla. Stat.		
Status of the Case:	Motion to withdraw class claims and allegations was filed by all Plaintiffs and granted by Court. Bench trial scheduled for 1/7/13.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
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).			

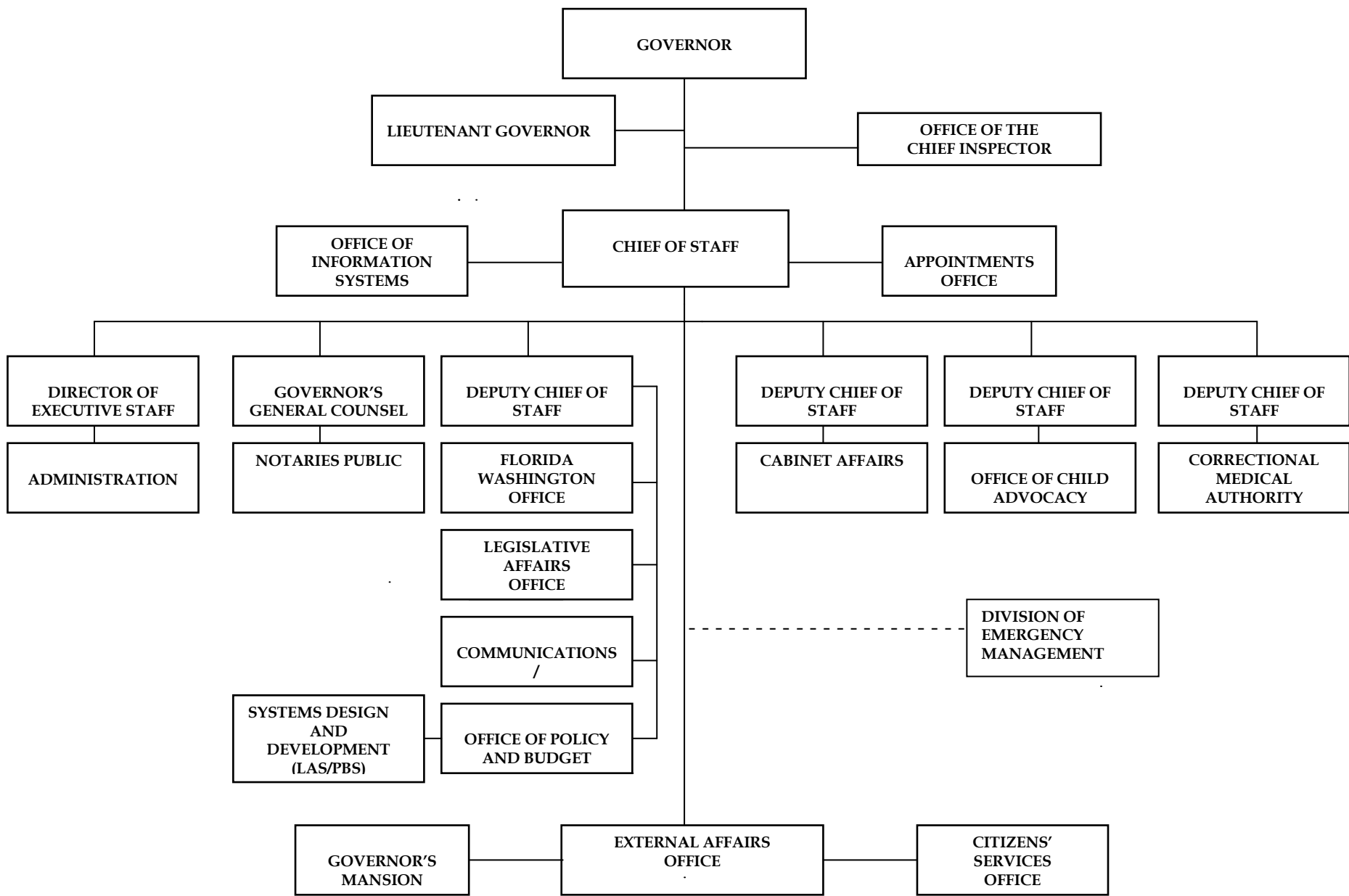
Schedule VII: Agency Litigation Inventory

Agency:	Executive Office of the Governor		
Contact Person:	Jesse Panuccio	Phone Number:	850-717-9310
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	KAREN MARCUS, as an individual and in her official capacity as a Palm Beach County Commissioner, SHELLEY VANA, as an individual and in her official capacity as a Palm Beach County Commissioner, BURT AARONSON, as an individual and in his official capacity as a Palm Beach County Commissioner, JESS R. SANTAMARIA, as an individual and in his official capacity as a Palm Beach County Commissioner, PRISCILLA A. TAYLOR, as an individual and in her official capacity as a Palm Beach county Commissioner, and PALLM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS v. RICK SCOTT, in his official capacity as the Governor of the State of Florida, PAM BONDI, in her official capacity as Attorney General for the State of Florida, and the STATE SENATE FOR THE STATE OF FLORIDA, STATE HOUSE OF REPRESENTATIVES FOR THE STATE OF FLORIDA		
Court with Jurisdiction:	Circuit Court, 2 nd Judicial Circuit, Leon County		
Case Number:	2012-CA-1260		
Summary of the Complaint:	Declaratory and injunctive relief action filed by Palm Beach County Commissioners requesting the entry of an order enjoining the imposition of the sanctions provided for in Chapter 2011-190, sections 3(c), (d), and (e) Laws of Florida (2011).		
Amount of the Claim:	\$ Award of costs		
Specific Statutes or Laws (including GAA) Challenged:	Chapter 2011-190, sections 3(c), (d), and (e), Laws of Florida (2011).		
Status of the Case:	Case was initially filed in Palm Beach County and transferred to Leon County. Hearing on Defendant's Motion to Dismiss is scheduled for 10/10/12.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
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).			

Schedule VII: Agency Litigation Inventory

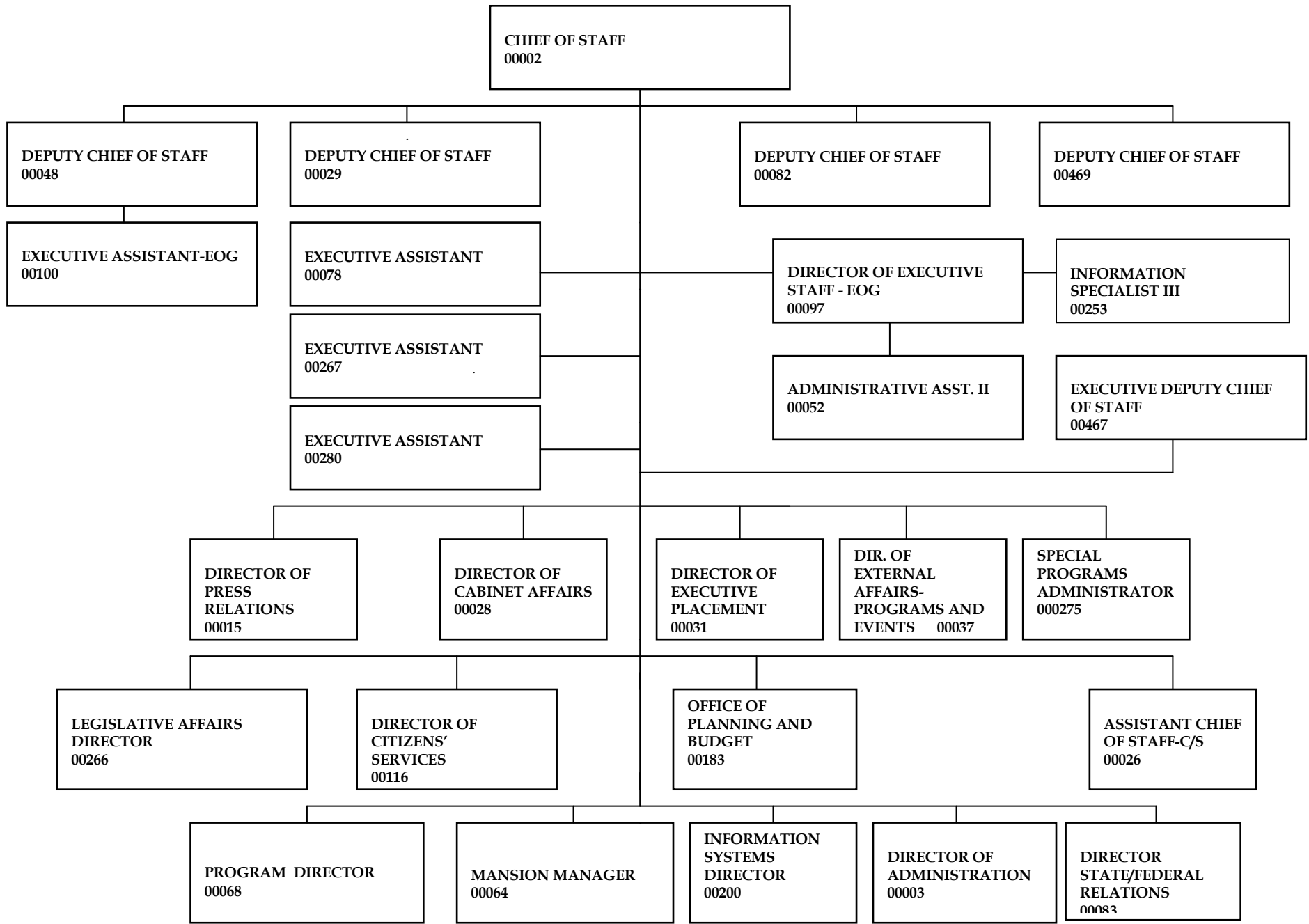
Agency:	Executive Office of the Governor		
Contact Person:	Jesse Panuccio	Phone Number:	850-717-9310
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<p>GEORGE WILLIAMS, MEGAN ALLEN, KEVIN DOYLE, LORI GOODWIN, ADAM TEICHNER, BRIAN ENGLAND, MARTHA BAKER, MAGALIE VANCOL PENA, ROLAND TABARES, ALLEN JONES, and JUAN BASO, individually and on behalf of all other individuals similarly situated v. RICK SCOTT, JEFF ATWATER, and PAM BONDI, in their capacities as the STATE BOARD OF ADMINISTRATION, JEFF ATWATER, as Chief Financial Officer of Florida, and JOHN P. MILES, Secretary of the Department of Management Services and Administrator of the Florida Retirement System</p> <p>*Note that the Governor is sued in his capacity as a member of the State Board of Administration and not as Executive Officer.</p>		
Court with Jurisdiction:	Circuit Court, 2 nd Judicial Circuit, Leon County and Florida Supreme Court		
Case Number:	2011-CA-1584 and SC12-520		
Summary of the Complaint:	Civil action seeking declaratory, injunctive, and other relief, arising from legislative changes to Florida Retirement System, effective July 1, 2011, requiring FRS employees to contribute 3 percent of salary to FRS, and changing cost of living adjustment to reduce it from 3 percent for FRS benefits based on labor services provided by FRS employees on or after July 1, 2011. The complaint alleges that these changes in FRS are unconstitutional (1) impairment of contract (Art. I, sec. 10); (2) takings (Art. X, sec. 6); and (3) abridgement of collective bargaining right (Art. I, sec. 6).		
Amount of the Claim:	approximately \$800 million per FY.		
Specific Statutes or Laws (including GAA) Challenged:	Chapter 2011-68, section 5, 7, 11, 13, 17, 17, 24, 26, 29, 33, 40, Laws of Florida (2011).		
Status of the Case:	Trial Court denied dismissal of the case; the case was appealed, and waived through the First District Court of Appeal. The matter has been briefed before the Florida Supreme Court and oral argument was heard in September, 2012.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Meyer, Brooks, Demma and Blohm, P.A.		

EXECUTIVE OFFICE OF THE GOVERNOR Organization Chart



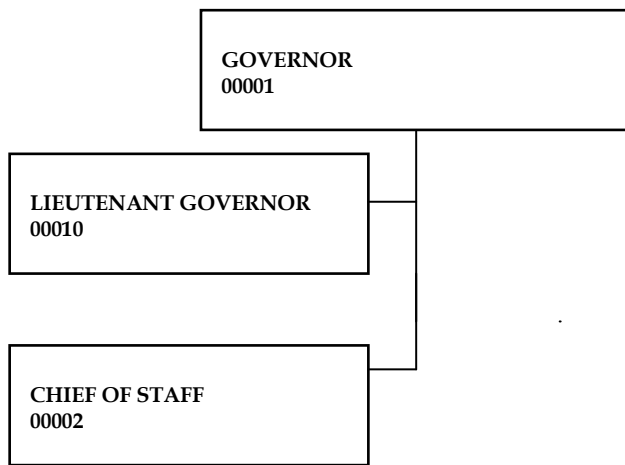
July 1, 2012

**EXECUTIVE OFFICE OF THE GOVERNOR
Chief of Staff**



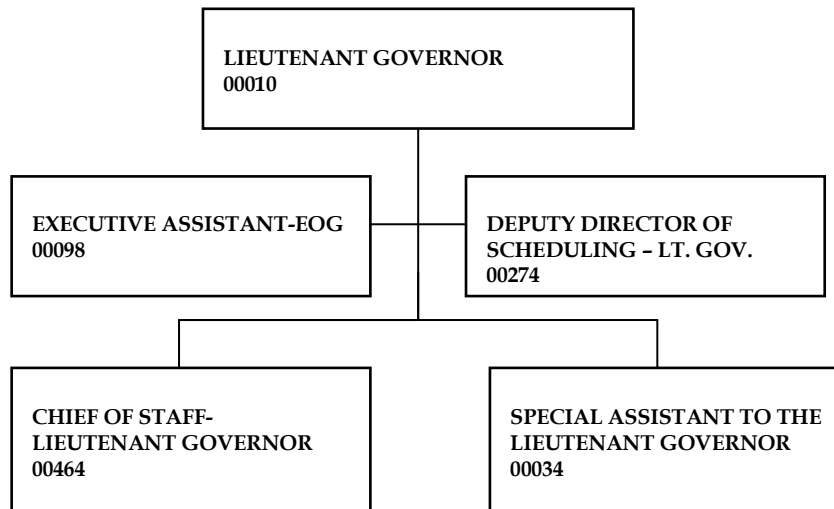
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR



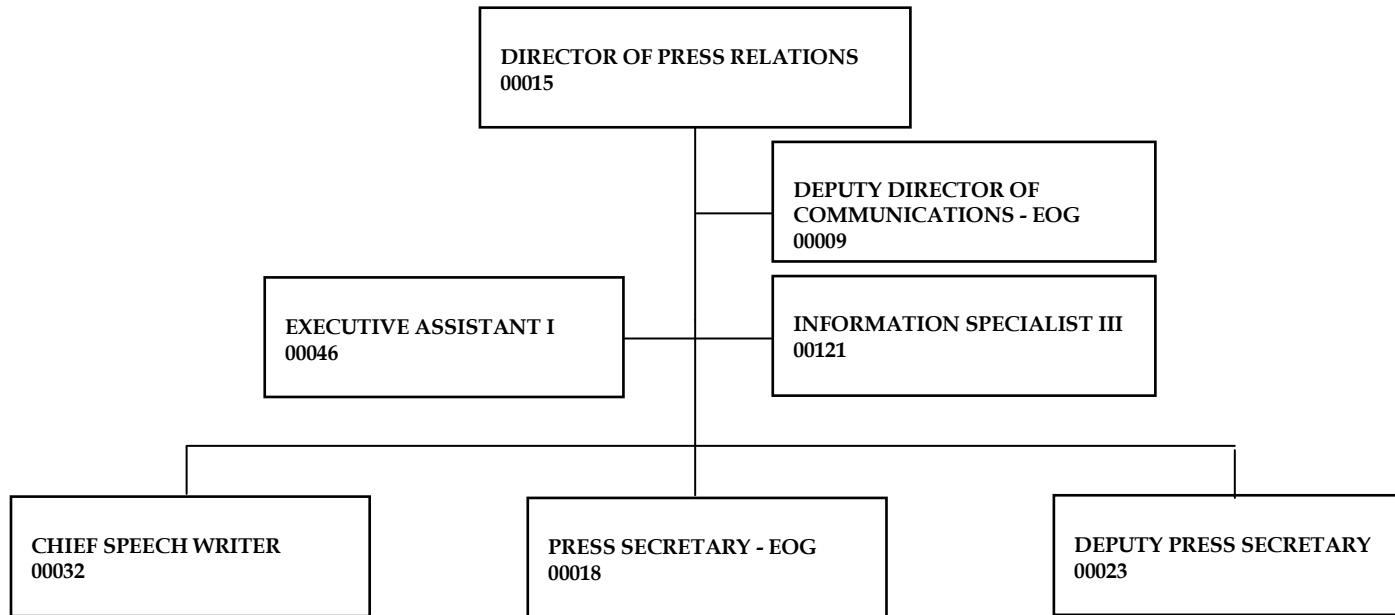
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Lieutenant Governor's Office



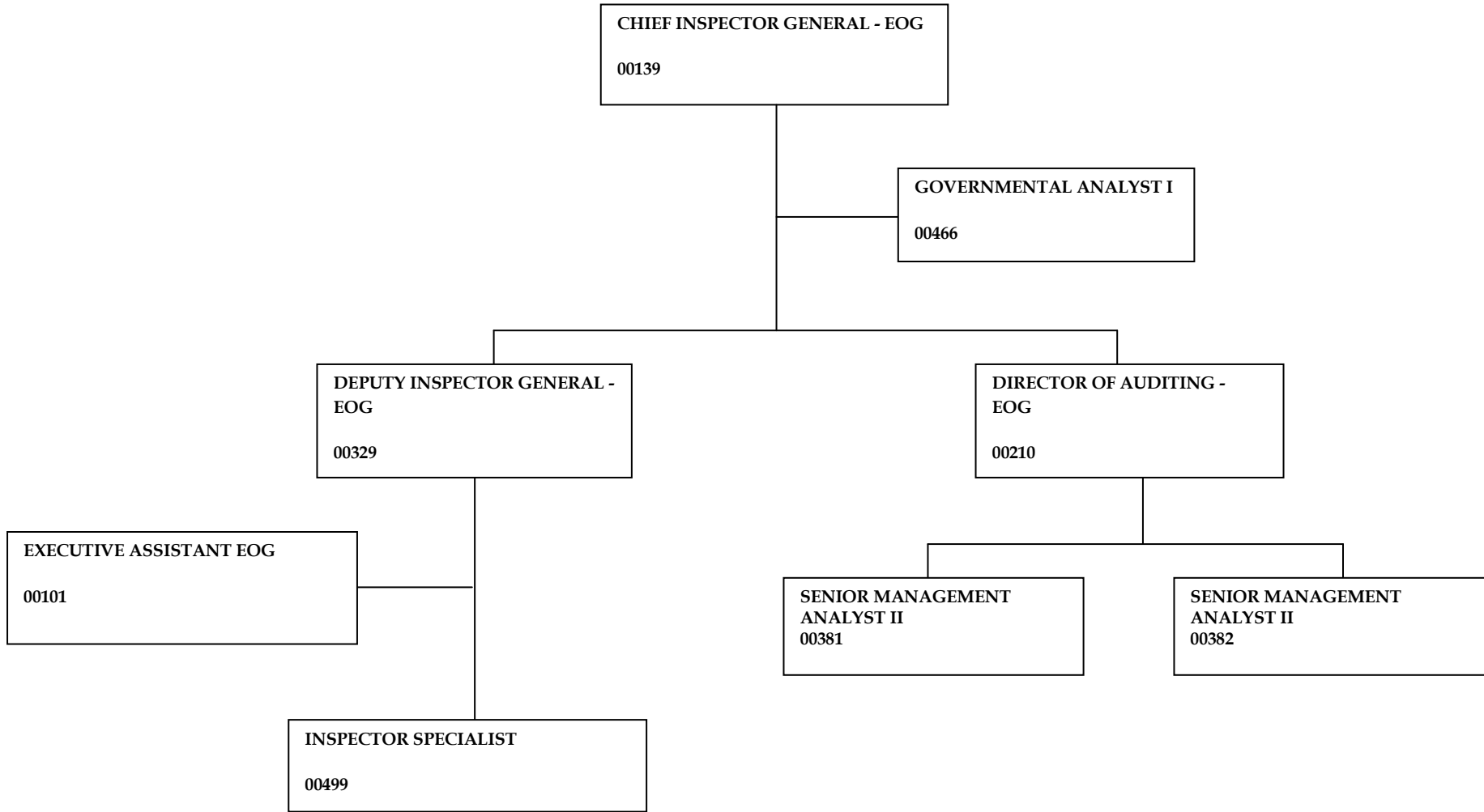
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Communications/Press Office



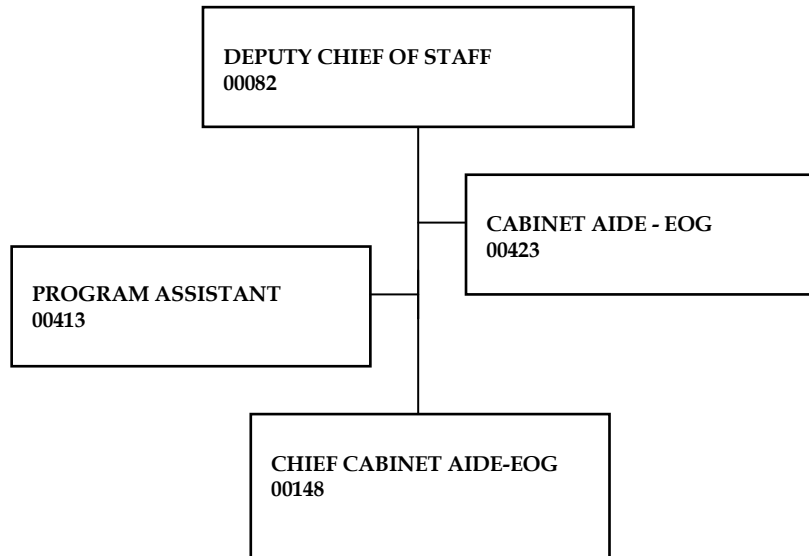
July 1, 2012

**EXECUTIVE OFFICE OF THE GOVERNOR
Office of the Chief Inspector General**



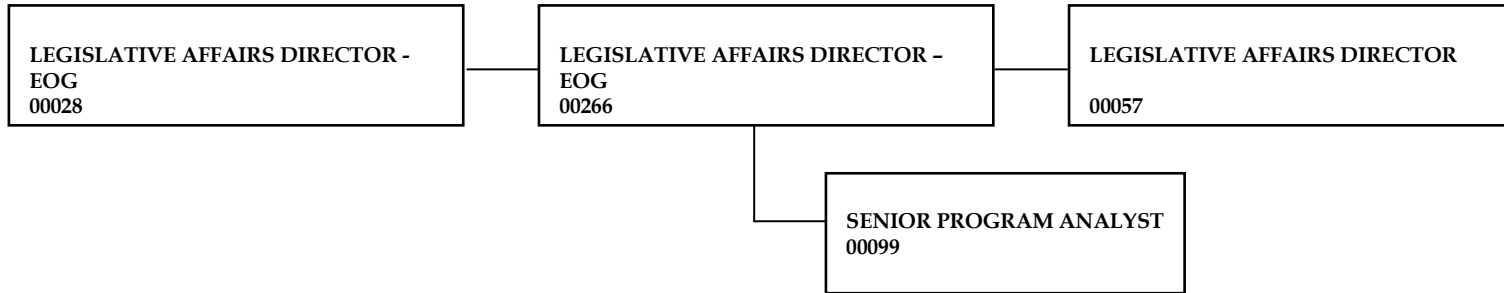
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Cabinet Affairs Office



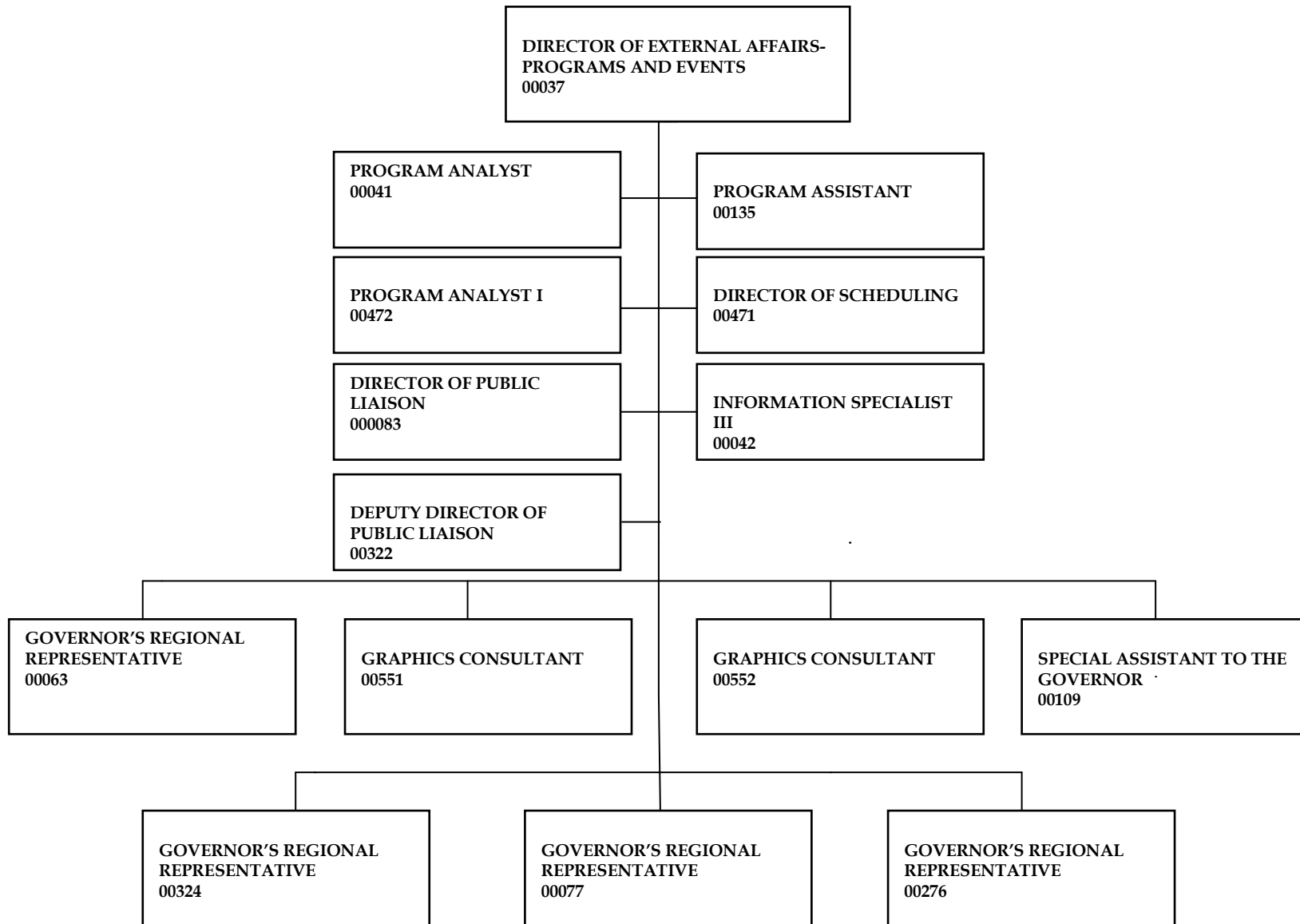
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Legislative Affairs Office



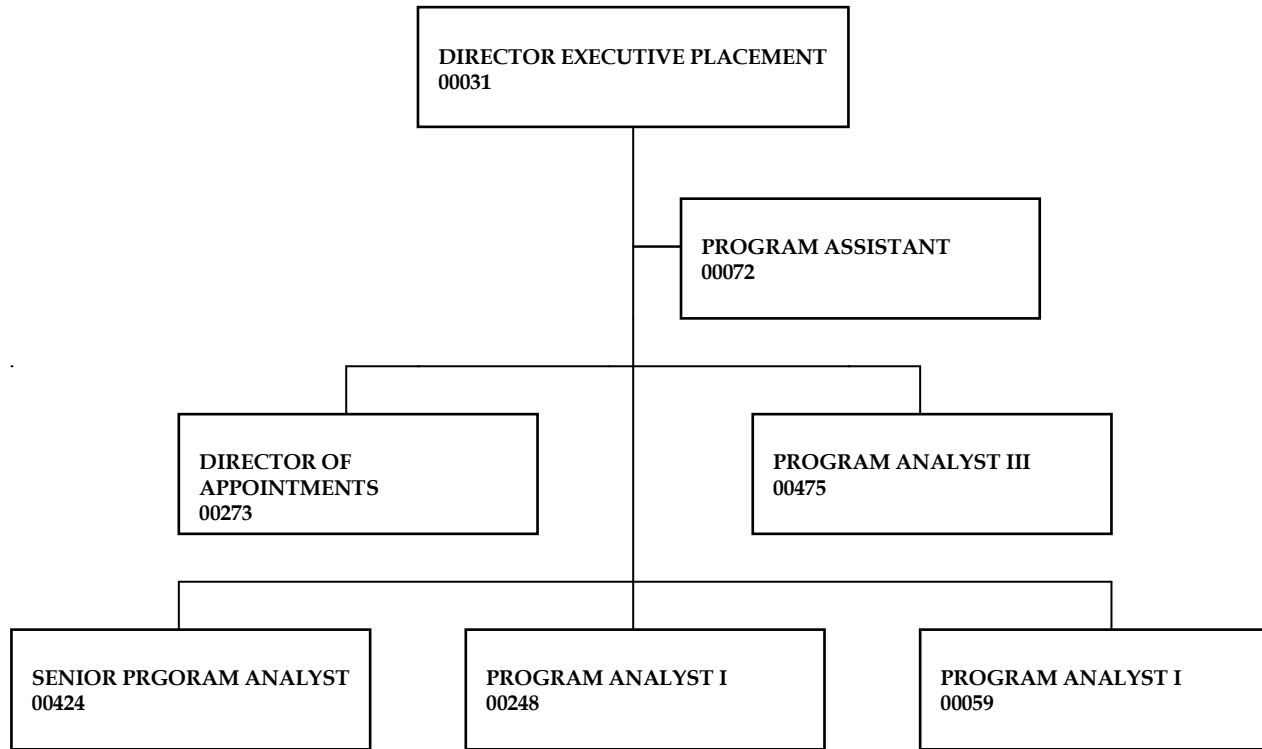
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
External Affairs Office



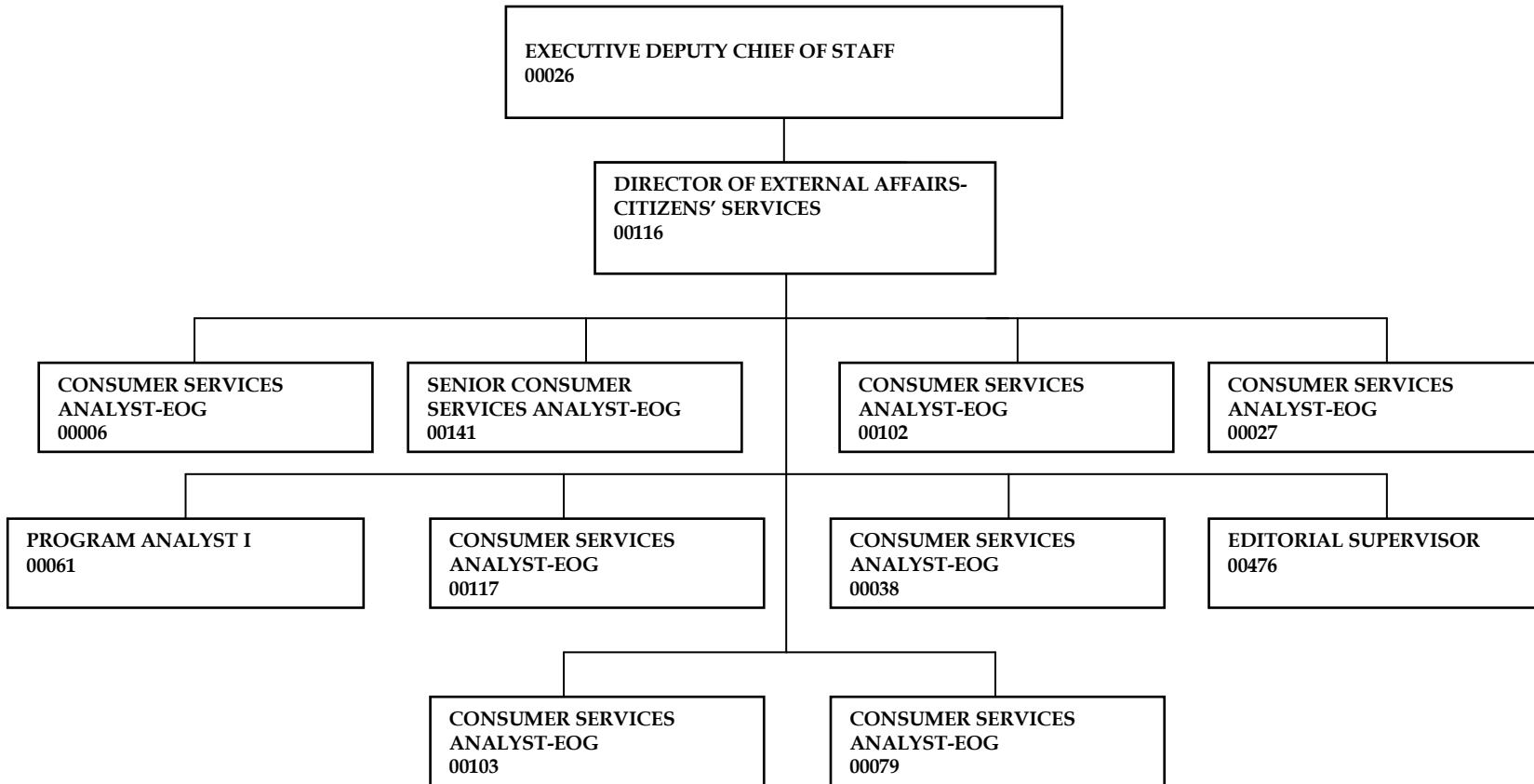
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Appointments Office



July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Citizens' Services Office



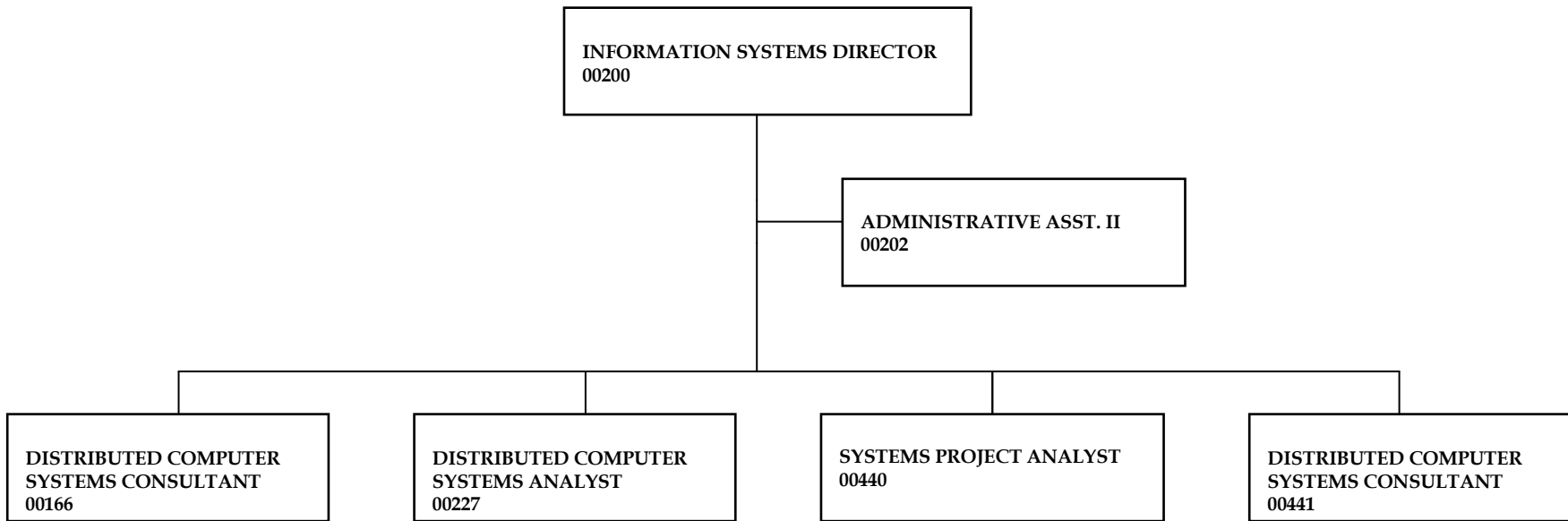
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Florida Washington Office

POLICY ANALYST I
00084

July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Information Systems



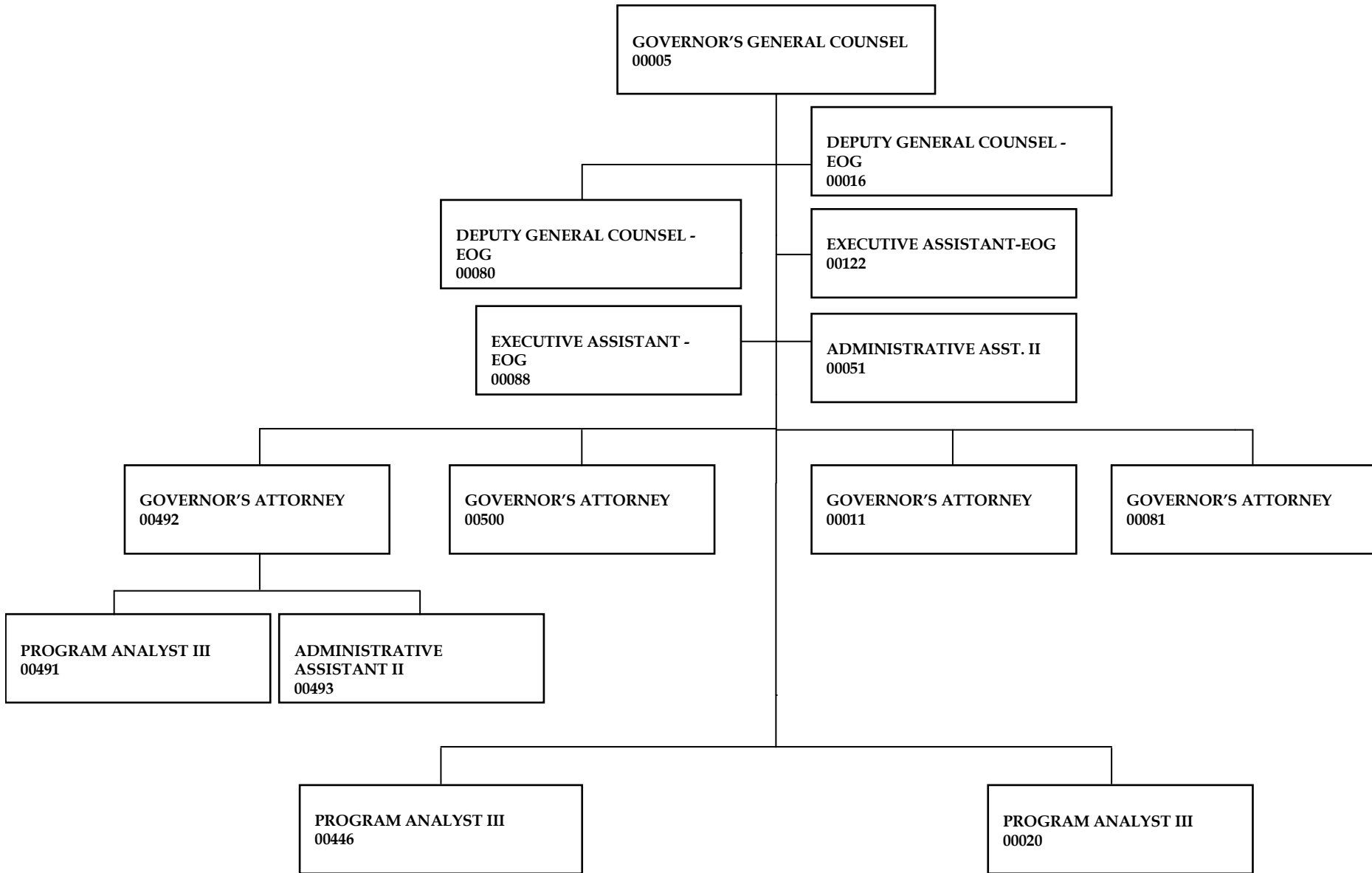
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Child Advocacy

SPECIAL PROGRAMS ADMINISTRATOR
00275

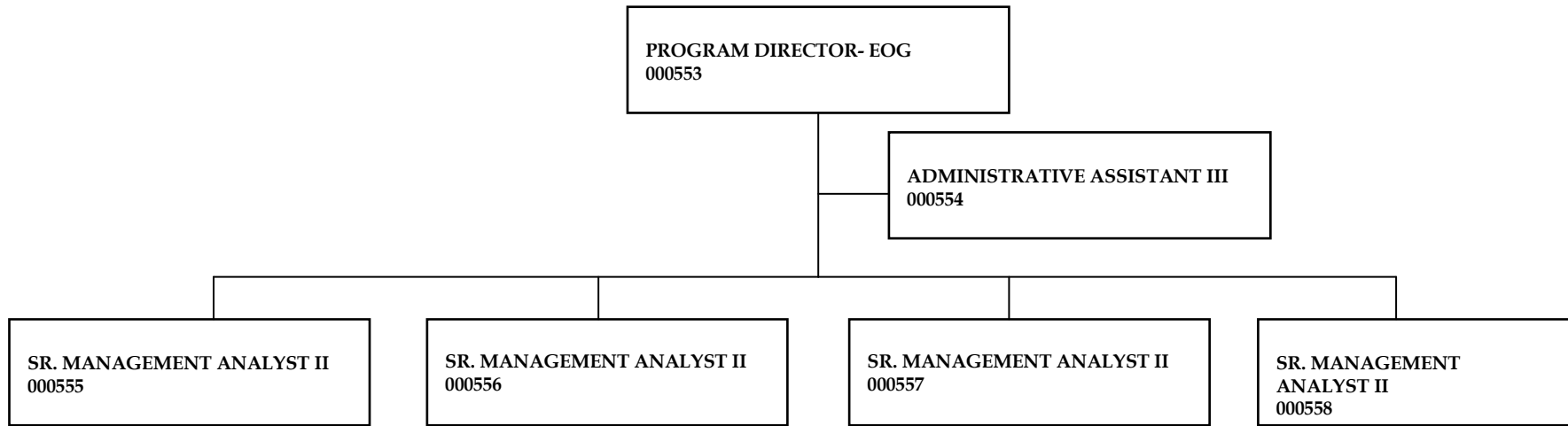
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Legal Affairs / Notaries Office



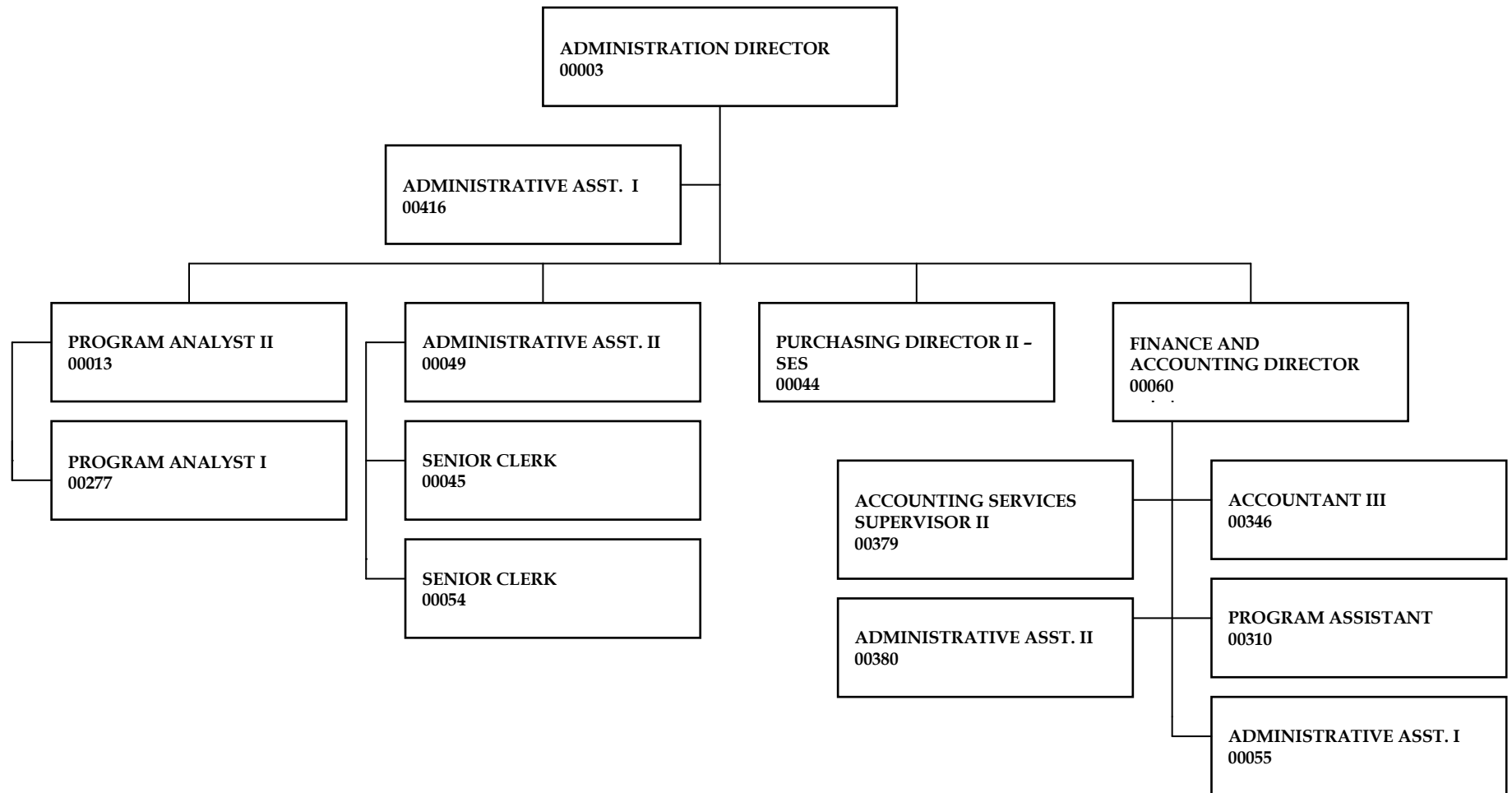
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Correctional Medical Authority



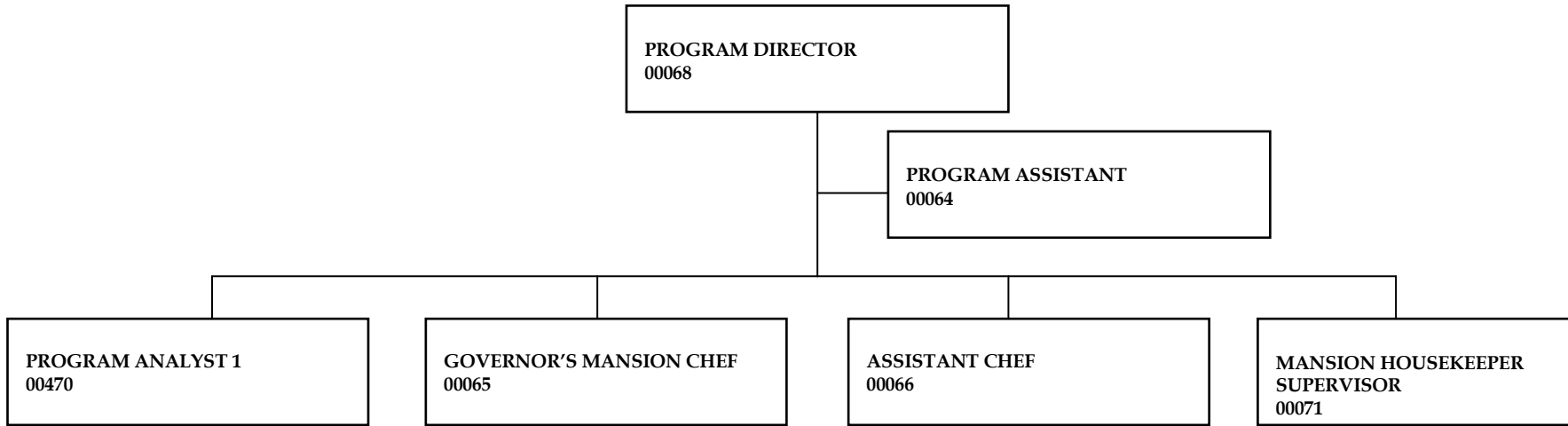
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Administration



July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Governor's Mansion



July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Reserve

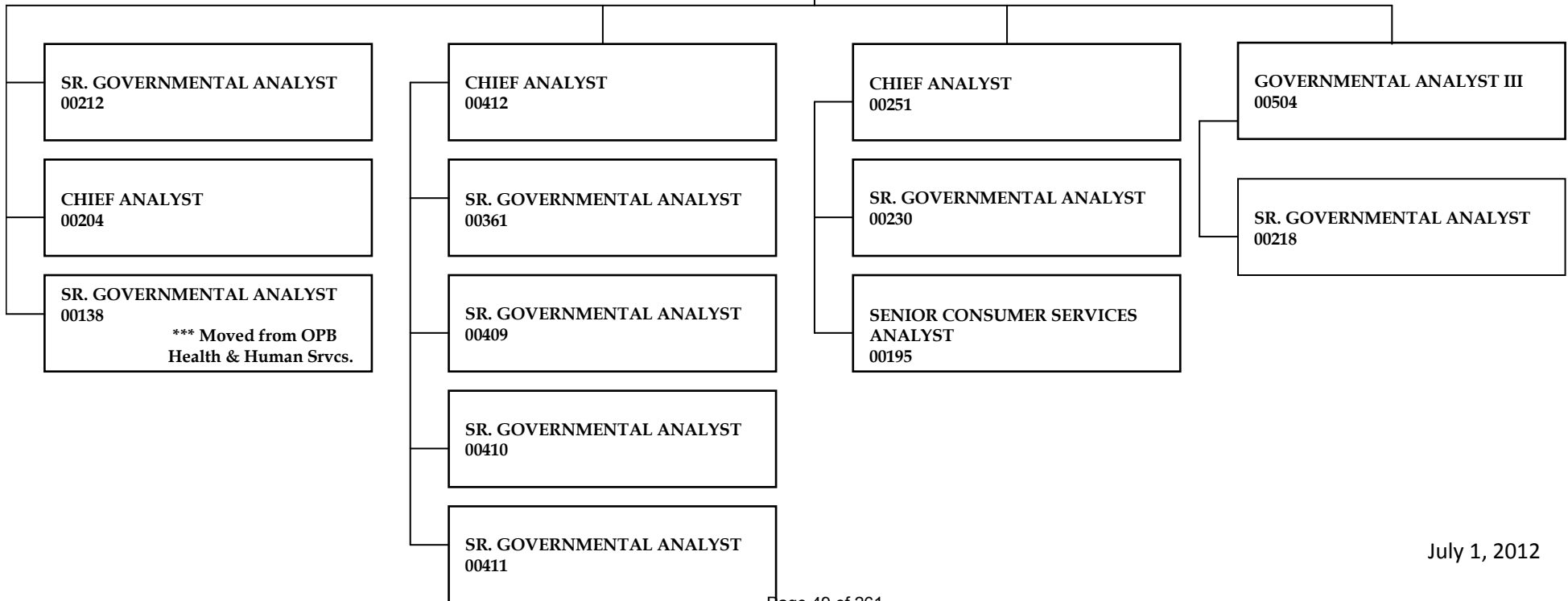
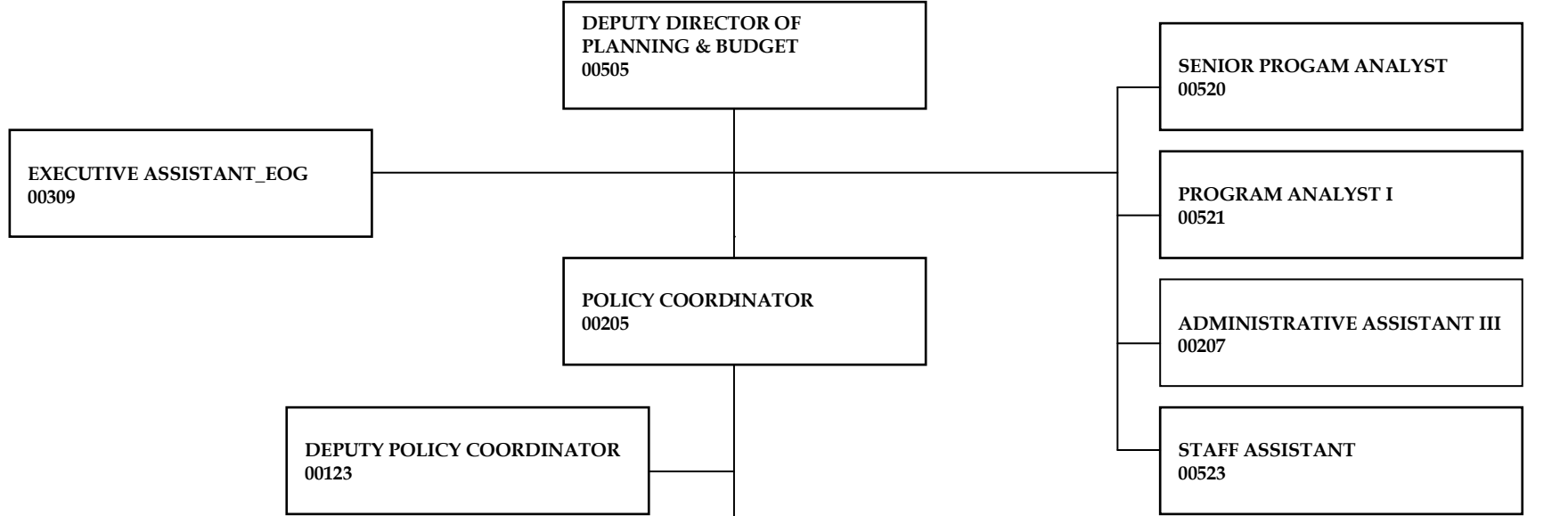
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DEPUTY CHIEF OF STAFF
00029

SPEECH WRITER
00033

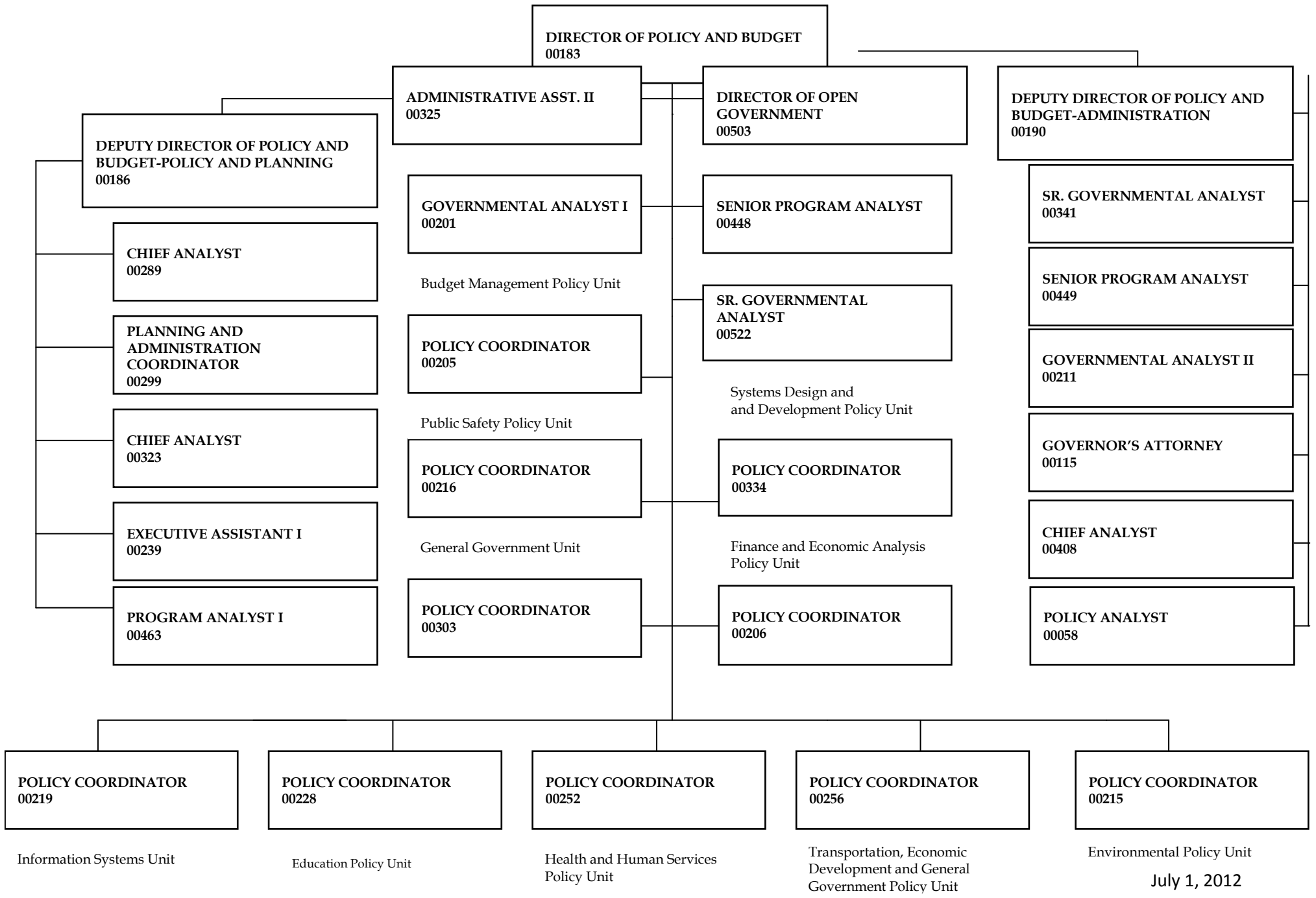
July 1, 2012

**EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Budget Management Policy Unit**



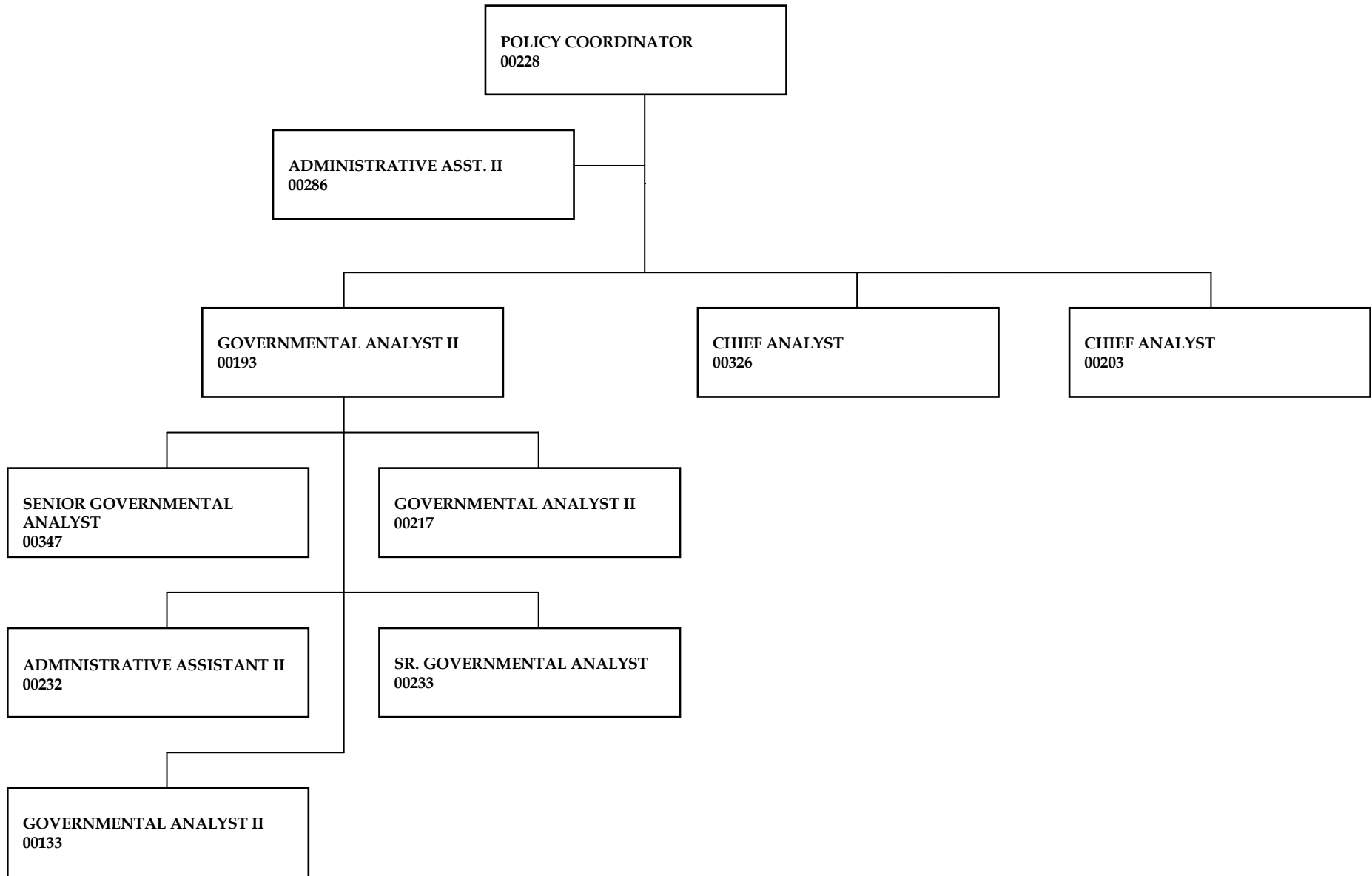
July 1, 2012

**EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget**



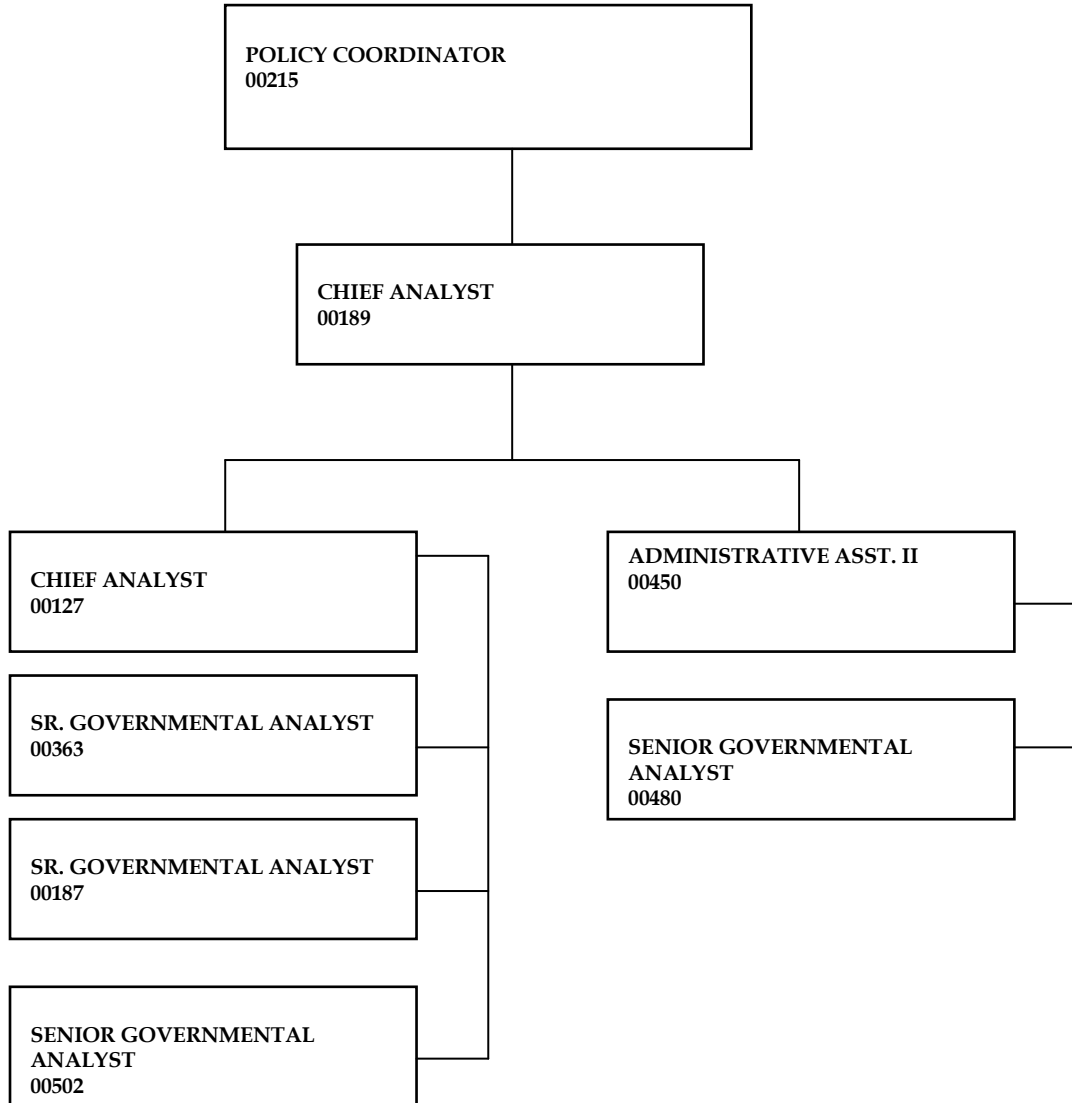
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Education Policy Unit



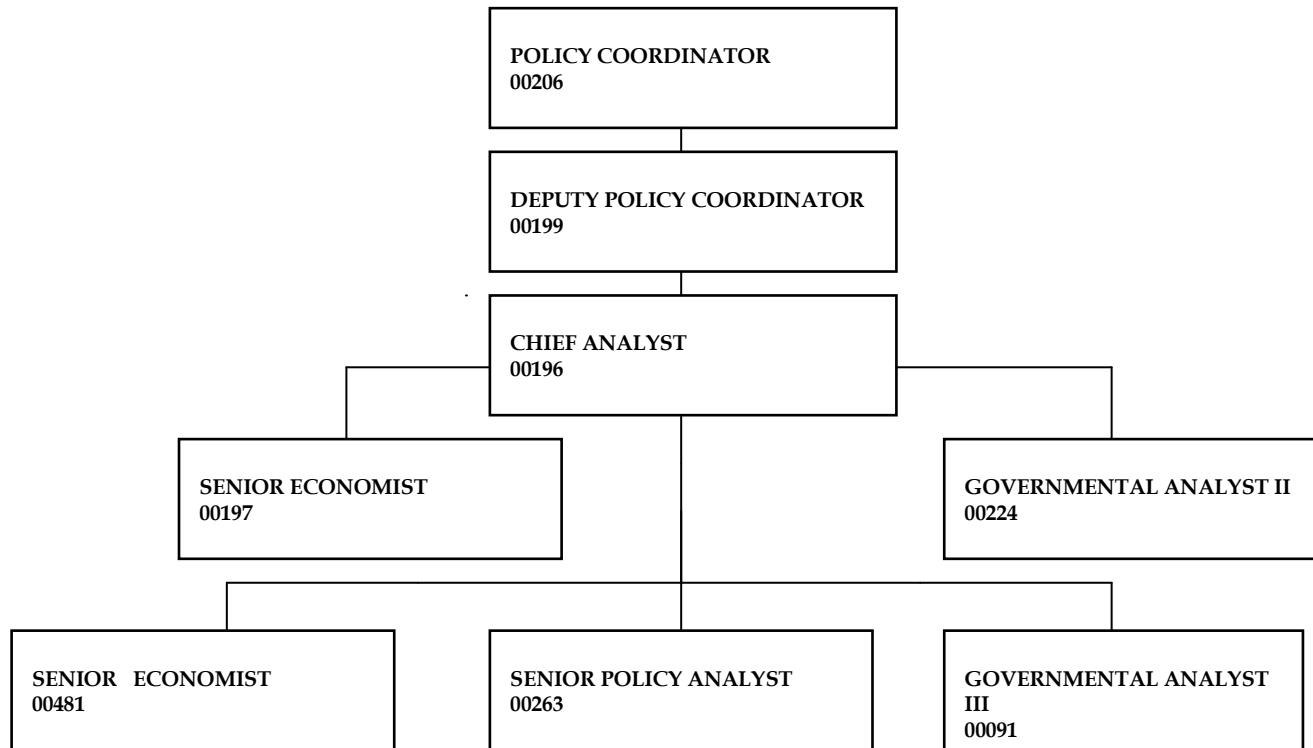
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Environmental Policy Unit



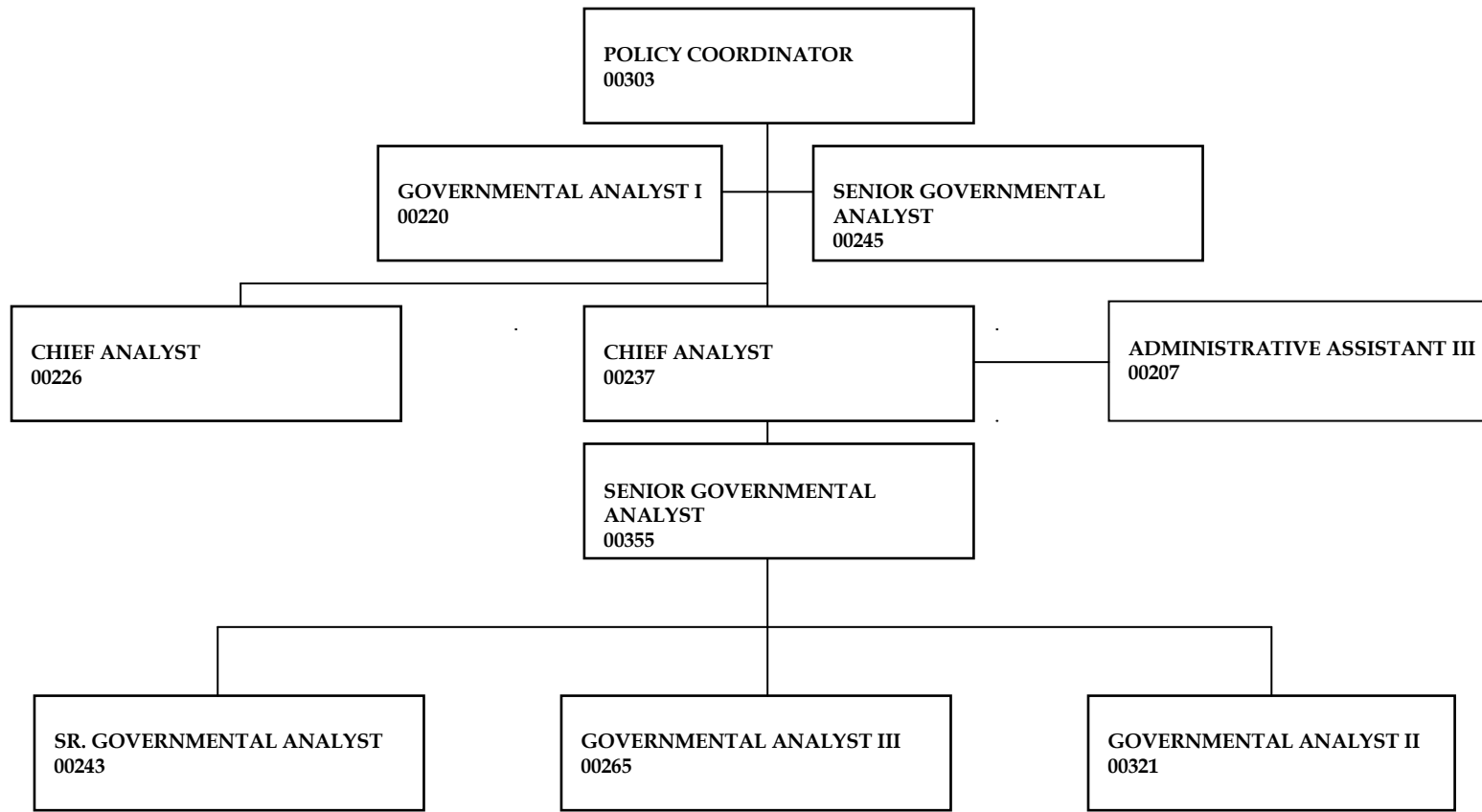
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Finance and Economic Analysis Policy Unit



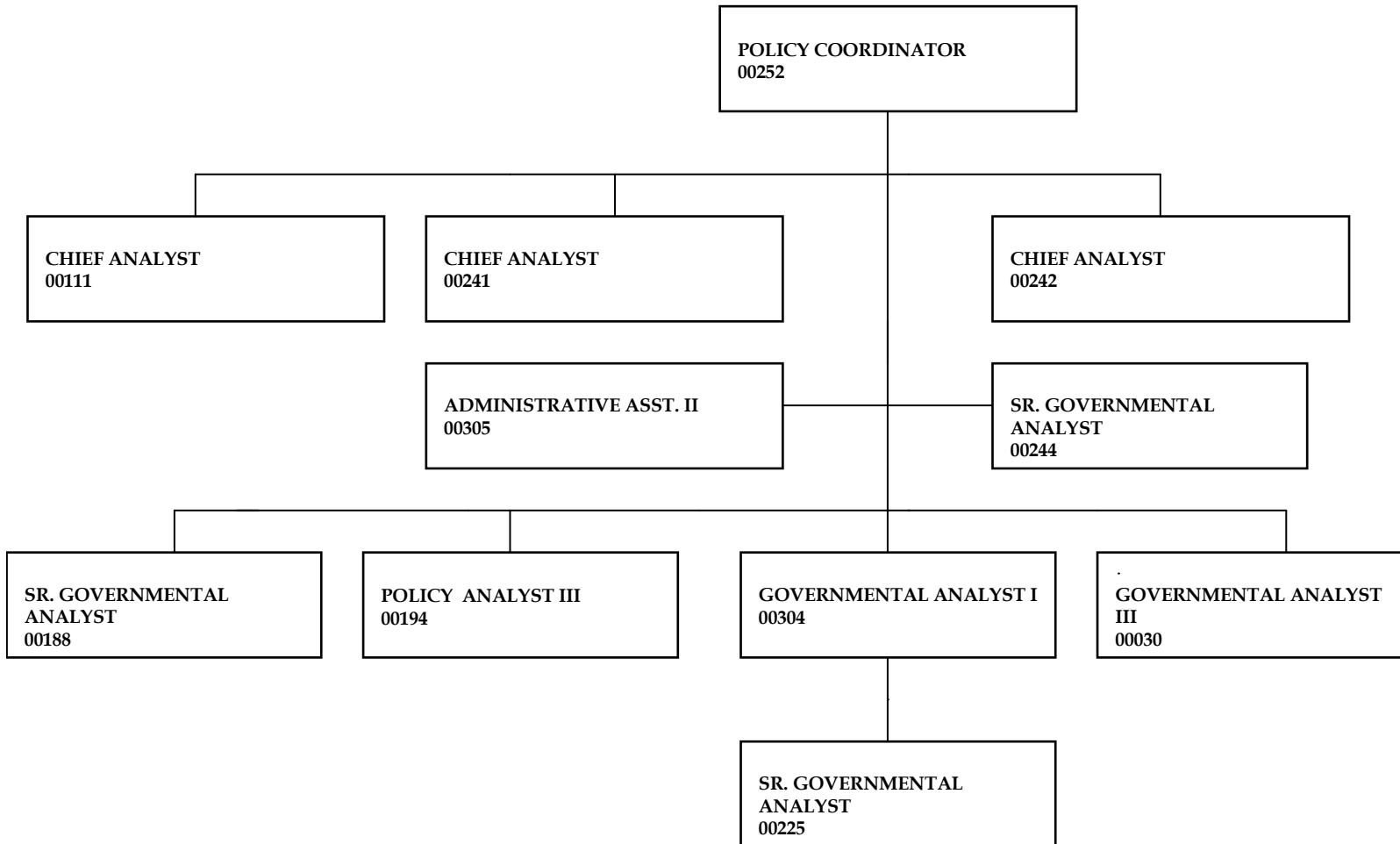
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
General Government Policy Unit



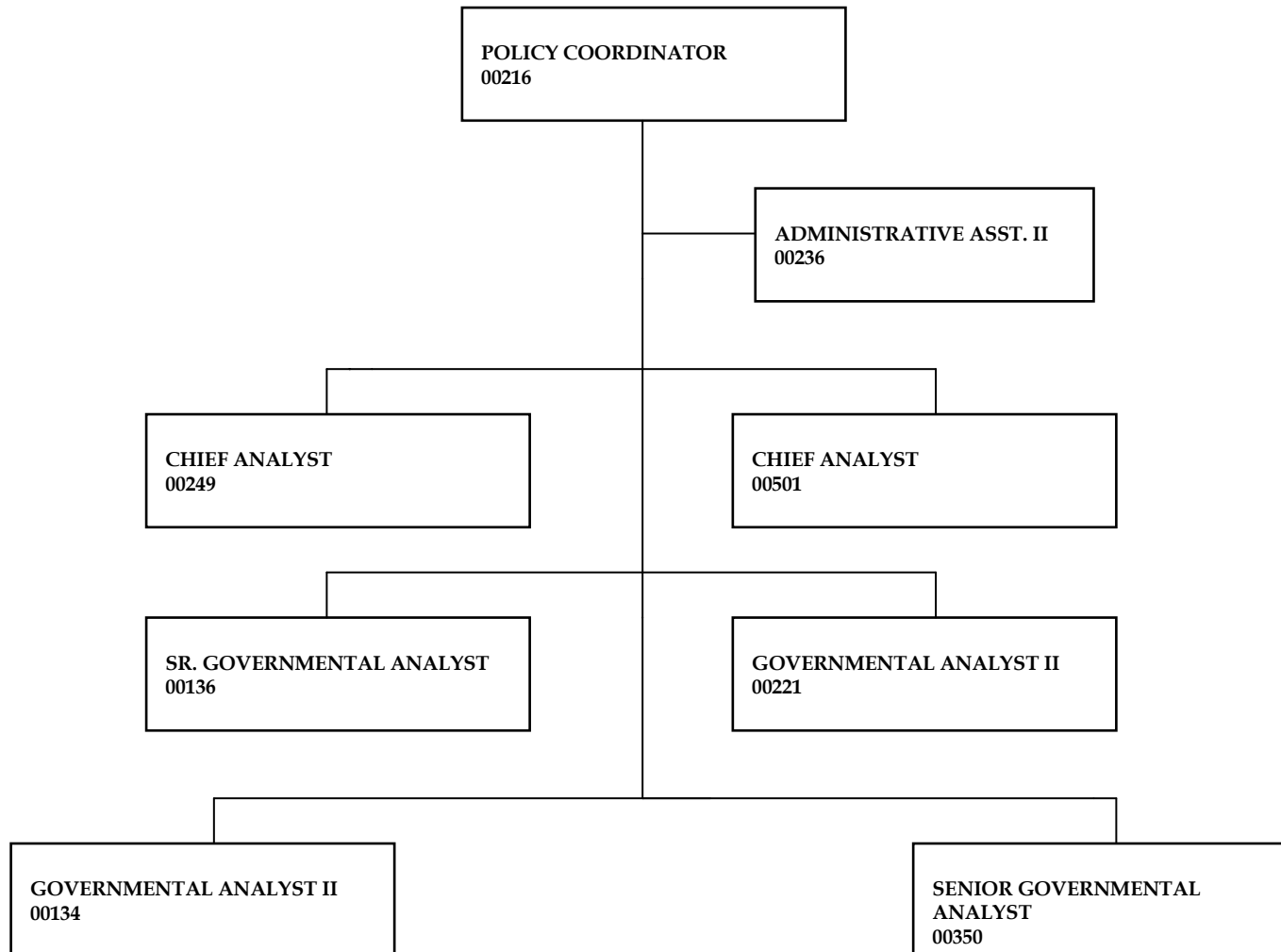
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Health and Human Services Policy Unit



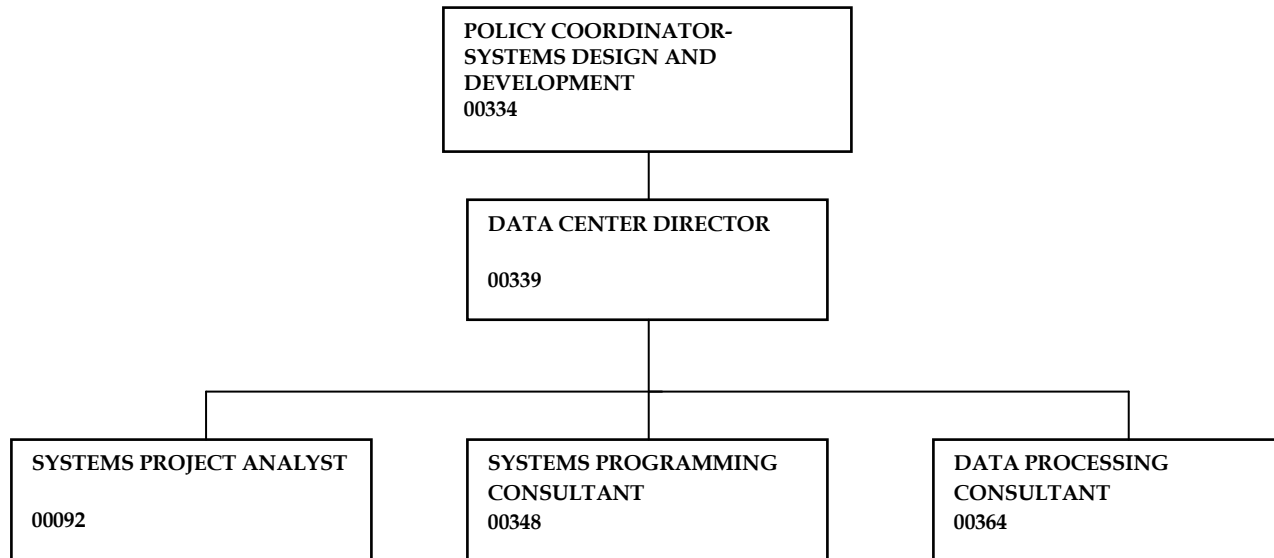
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Public Safety Policy Unit



July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Systems Design and Development

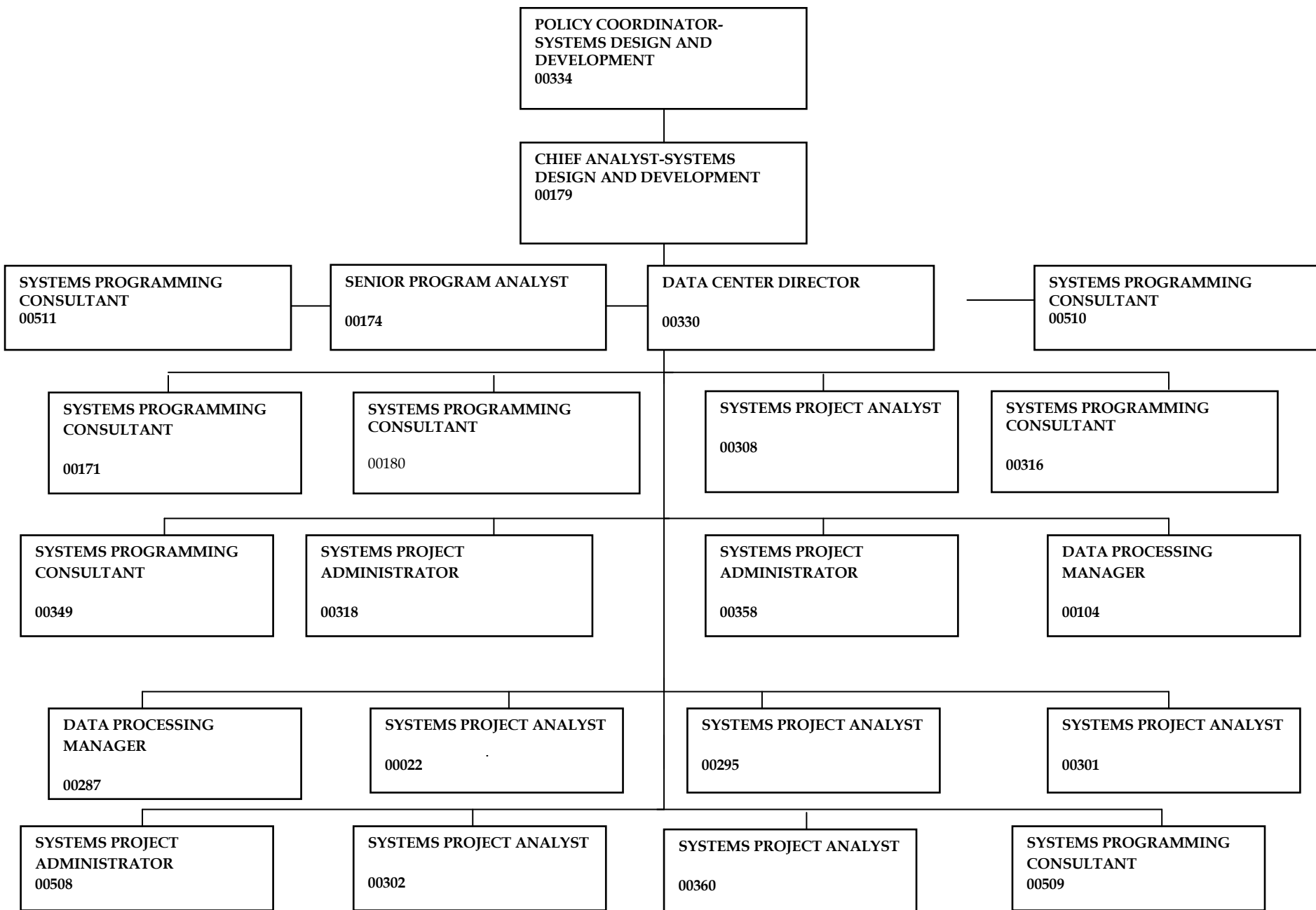


July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR

Office of Policy and Budget

Systems Design and Development

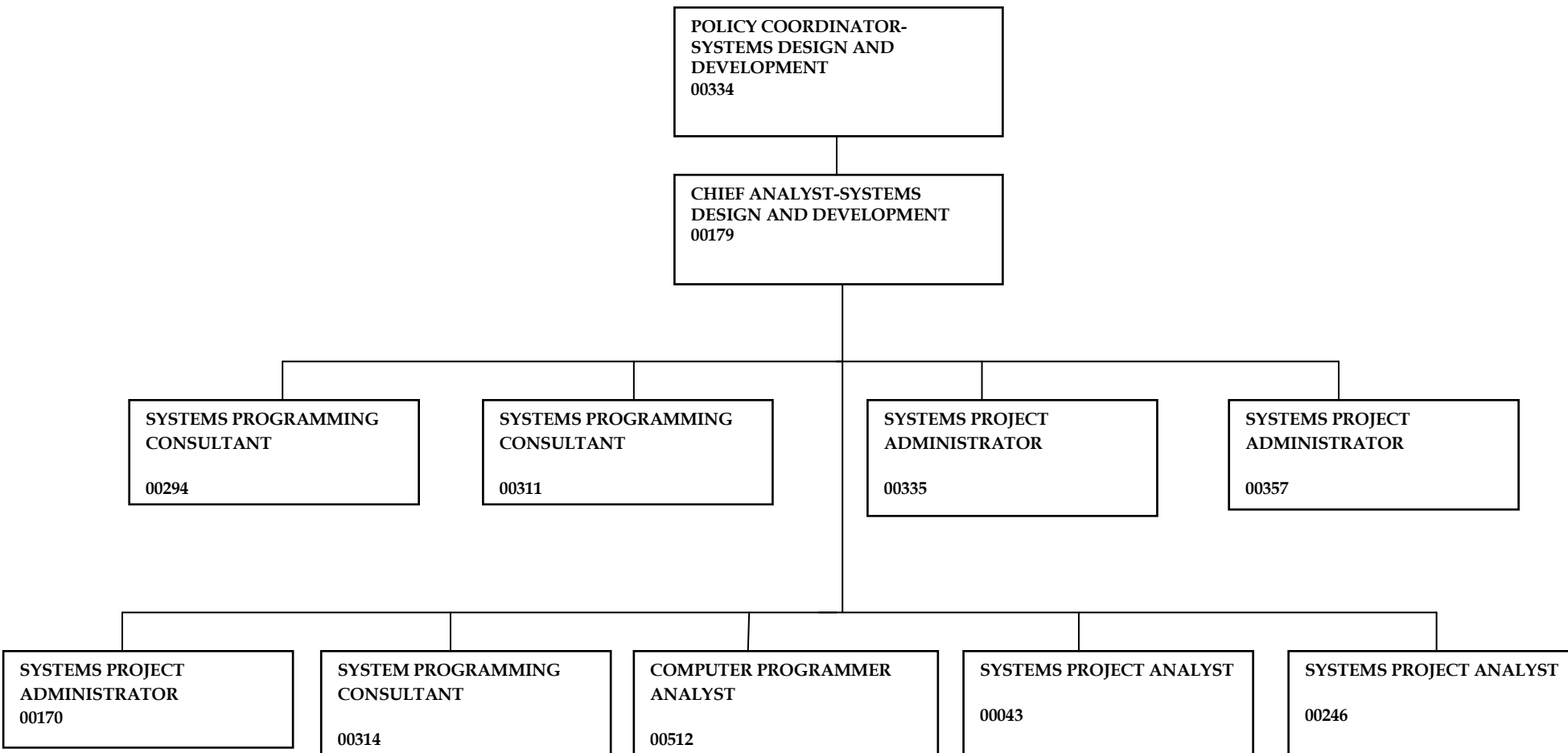


July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR

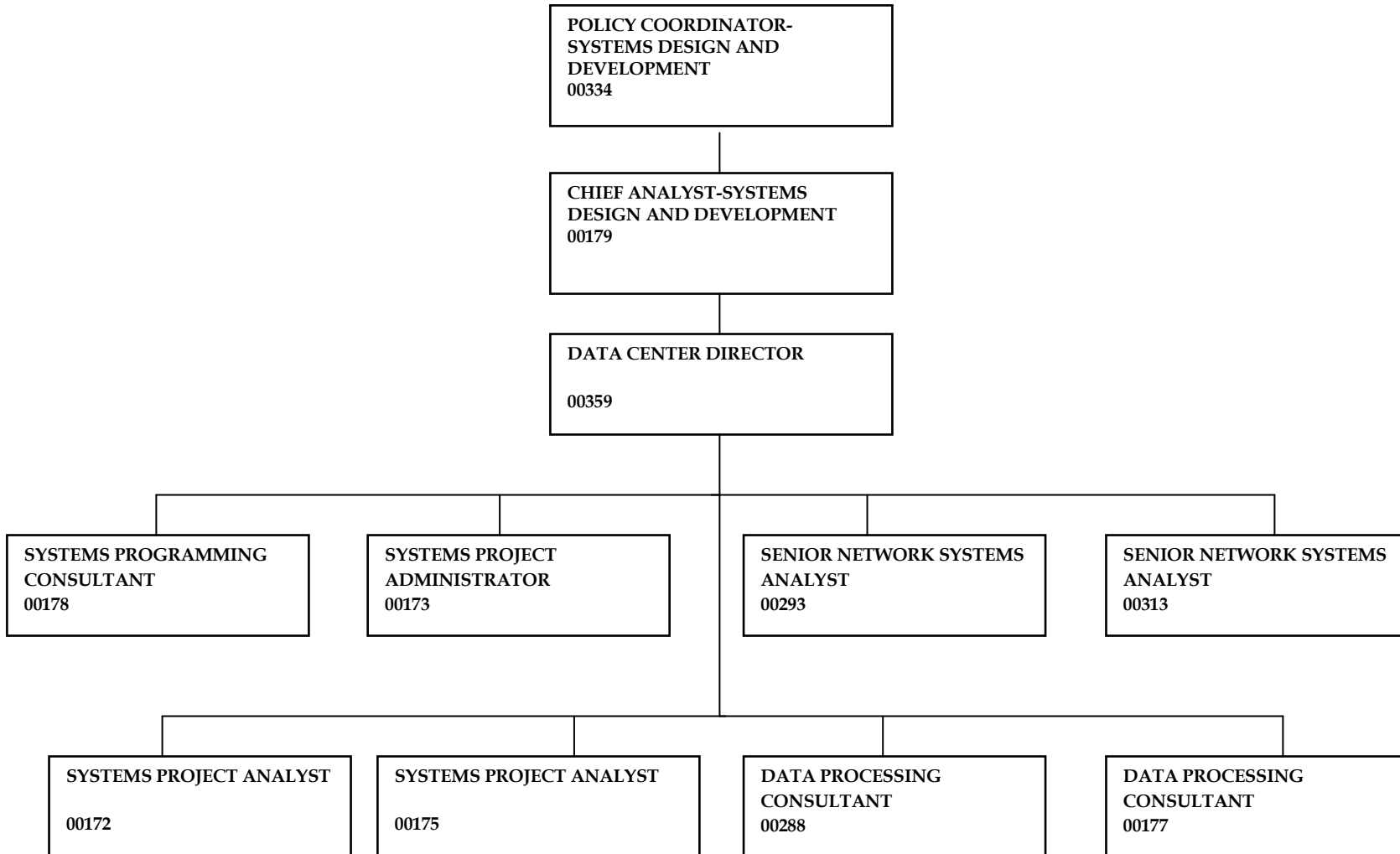
Office of Policy and Budget

Systems Design and Development



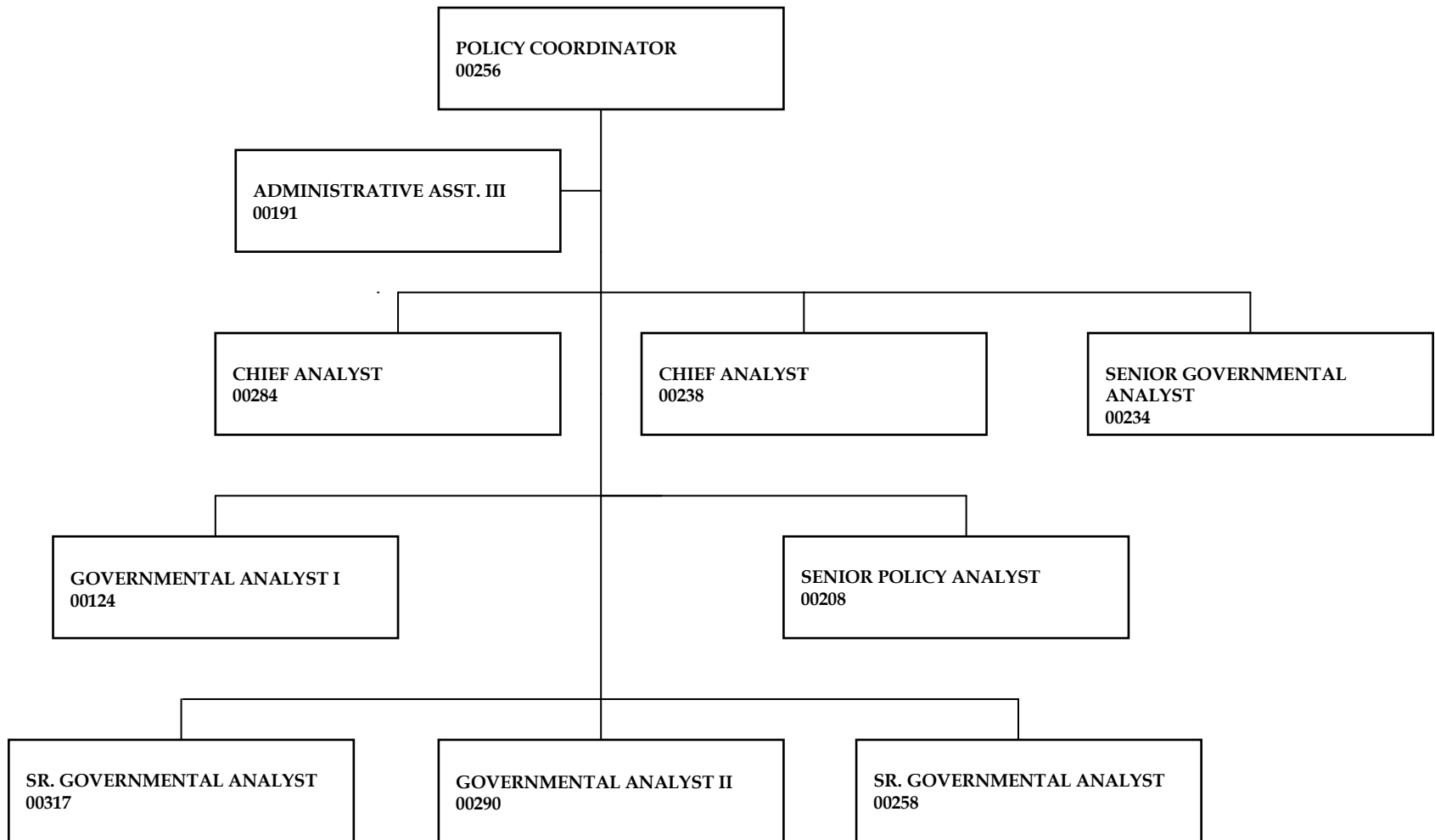
July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Systems Design and Development



July 1, 2012

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Transportation, Economic Development



July 1, 2012

Schedule XIV Variance from Long Range Financial Outlook

**Agency: Executive Office of the Governor Contact: Kelley Sasso
(Including Emergency Management)**

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				
b				
c				
d				
e				
f				

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

* R/B = Revenue or Budget Driver

**SCHEDULE XV:
CONTRACT INFORMATION FOR EACH CONTRACT IN WHICH THE
CONSIDERATION TO BE PAID TO THE AGENCY IS A PERCENTAGE OF
THE VENDOR REVENUE AND IN EXCESS OF \$10 MILLION**

Contact Information
Agency: Executive Office of the Governor (including the Division of Emergency Management)
Name: Kelley Sasso
Phone: 850-717-9410
E-mail address: Kelley.Sasso@eog.myflorida.com

1. Vendor Name		
N/A – Nothing to report.		
2. Brief description of services provided by the vendor.		
3. Contract terms and years remaining.		
4. Amount of revenue generated		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
5. Amount of revenue remitted		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
6. Value of capital improvement		
7. Remaining amount of capital improvement		
8. Amount of state appropriations		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)



State of Florida
Executive Office of the Governor

Budget Entity Level Exhibits and Schedules

LEGISLATIVE BUDGET REQUEST
2013-2014



State of Florida
Executive Office of the Governor

Schedule I Series

LEGISLATIVE BUDGET REQUEST
2013-2014

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 1 000092 GOVERNOR-GENERAL OFFICE

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
13100 000000	UNEXPENDED GENERAL REVENUE RELEASES BALANCE BROUGHT FORWARD	14,622,530.84
15300 001800	INTEREST AND DIVIDENDS RECEIVABLE	0.00
15400 000000 000500 001800	LOANS AND NOTES RECEIVABLE BALANCE BROUGHT FORWARD	0.00 0.00 0.00
	** GL 15400 TOTAL	0.00
16300 010000	DUE FROM OTHER DEPARTMENTS SALARIES AND BENEFITS	0.00
31100 010000	ACCOUNTS PAYABLE SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	273.34-
040000	EXPENSES	3,604.42-
040000 CF	EXPENSES	29,137.53-
060000	OPERATING CAPITAL OUTLAY	0.00
060000 CF	OPERATING CAPITAL OUTLAY	9,879.40-
100236	G/A-BLK BUS INVEST BOARD	0.00
100236 CF	G/A-BLK BUS INVEST BOARD	0.00
100259 CF	QUICK ACTION CLOSING FUND	0.00
100454 CF	G/A ADVOCATING INT'L RELATIONSHIPS	0.00
100562 CF	ECONOMIC DEVELOPMENT PROJ	0.00
100777	CONTRACTED SERVICES	366.07-
100777 CF	CONTRACTED SERVICES	15,199.20-
100958	SUNSHINE STATE GAMES	0.00
100963	CONTINGENT-DISCRETIONARY	0.00
100963 CF	CONTINGENT-DISCRETIONARY	404.90-
102003 CF	G/A-ENTERPRISE FLORIDA PRG	0.00
102016 CF	G/A-EFI/FL OPPRTNTY FD OPR	0.00
102024 CF	G/A-EFI/FL OPPORTUNITY FD	0.00
102026 CF	G/A MILITARY BASE PROTECTION	0.00
102031 CF	G/A-EFI/INST PUB RSRCH OPR	0.00
102622 CF	ECONOMIC RECOVERY ASSISTANCE PROGRAM	0.00
105029	CHILD ABUSE PREVENTION	0.00
105029 CF	CHILD ABUSE PREVENTION	344.79-
106055	FRONT PORCH FLORIDA	0.00
106055 CF	FRONT PORCH FLORIDA	0.00
107390	G/A QUALIFIED TARGET INDUSTRIES PROGRAM	0.00
107390 CF	G/A QUALIFIED TARGET INDUSTRIES PROGRAM	0.00
107470	FILM AND ENTERTAINMENT	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 1 000092 GOVERNOR-GENERAL OFFICE

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
107470	CF FILM AND ENTERTAINMENT	0.00
108325	CF G/A-BROWNFIELDS REDEVL PJT	0.00
108445	CF G/A - SPACE FLORIDA	0.00
109068	CF RURAL COMMUNITY DEVELOP	0.00
109625	CF G/A-HIPI	0.00
210020	EDU TECH/INFORMATION SRVCS	37.69-
210021	SOUTHWOOD SRC	0.00
210021	CF SOUTHWOOD SRC	8,048.70-
	** GL 31100 TOTAL	67,296.04-
31500	CURRENT INSURANCE LIABILITY	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	8,297.19-
	** GL 31500 TOTAL	8,297.19-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	20,593.94-
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	11,356.00-
	** GL 32100 TOTAL	31,949.94-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	3,604.42
040000	CF EXPENSES	21,654.35-
100777	CONTRACTED SERVICES	366.07
100777	CF CONTRACTED SERVICES	409.10-
105029	CHILD ABUSE PREVENTION	0.00
105029	CF CHILD ABUSE PREVENTION	1,574.53-
106055	CF FRONT PORCH FLORIDA	0.00
108375	G/A-LOCAL ECON DEV INITIAT	0.00
108375	CF G/A-LOCAL ECON DEV INITIAT	0.00
210020	EDU TECH/INFORMATION SRVCS	37.69
210020	CF EDU TECH/INFORMATION SRVCS	37.69-
	** GL 35300 TOTAL	19,667.49-
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	0.00
001800		0.00
040000	EXPENSES	0.00
	** GL 35600 TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 1 000092 GOVERNOR-GENERAL OFFICE

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
35700	DUE TO COMPONENT UNIT/PRIMARY	
102026	G/A MILITARY BASE PROTECTION	0.00
102026 CF	G/A MILITARY BASE PROTECTION	0.00
108345	G/A-SPACEPORT FL AUTHORITY	0.00
	** GL 35700 TOTAL	0.00
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	0.00
010000	SALARIES AND BENEFITS	0.00
	** GL 38600 TOTAL	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	14,408,085.01-
54901	BEGINNING FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	87,235.17-
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
030000	OTHER PERSONAL SERVICES	0.00
040000	EXPENSES	0.00
102026	G/A MILITARY BASE PROTECTION	0.00
	** GL 55100 TOTAL	0.00
55600	RESERVED FOR FCO AND GRANTS/AID - FCO	
143150 01	SPACE, DEFENSE, RURAL INFR	0.00
143150 02	SPACE, DEFENSE, RURAL INFR	0.00
143150 03	SPACE, DEFENSE, RURAL INFR	0.00
143150 05	SPACE, DEFENSE, RURAL INFR	0.00
	** GL 55600 TOTAL	0.00
94100	ENCUMBRANCES	
040000 CF	EXPENSES	21,335.24
060000 CF	OPERATING CAPITAL OUTLAY	26,158.07
100777 CF	CONTRACTED SERVICES	18,280.00
100963 CF	CONTINGENT-DISCRETIONARY	3,308.35
	** GL 94100 TOTAL	69,081.66
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000 CF	EXPENSES	21,335.24-
060000 CF	OPERATING CAPITAL OUTLAY	26,158.07-
100777 CF	CONTRACTED SERVICES	18,280.00-
100963 CF	CONTINGENT-DISCRETIONARY	3,308.35-
	** GL 98100 TOTAL	69,081.66-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 1 000196 EOG ADMINISTERED FUNDS

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
13100 000000	UNEXPENDED GENERAL REVENUE RELEASES BALANCE BROUGHT FORWARD	190,001.59
35300 105251 CF	DUE TO OTHER DEPARTMENTS CATEGORY NAME NOT ON TITLE FILE	0.00
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	190,001.59-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 10 1 000232 COMMUNITY AFFAIRS DEPT. PUBLIC SAFETY & PLANNING ASST

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
13100 000000	UNEXPENDED GENERAL REVENUE RELEASES BALANCE BROUGHT FORWARD	274,640.53
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	274,640.53-
94100	ENCUMBRANCES	
140525 10	LOCAL EMERGENCY MGT FAC	606,368.32
140527 07	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	397,168.34
	** GL 94100 TOTAL	1,003,536.66
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
140525 10	LOCAL EMERGENCY MGT FAC	606,368.32-
140527 07	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	397,168.34-
	** GL 98100 TOTAL	1,003,536.66-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 2 021007 ADMINISTRATIVE TRUST FUND DCA-MGT DIV.

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	513,230.65
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	369,832.40
15300 000000	INTEREST AND DIVIDENDS RECEIVABLE BALANCE BROUGHT FORWARD	781.46
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	829.16-
040000 CF	EXPENSES	157.50-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	16,419.00-
	** GL 31100 TOTAL	17,405.66-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	15,206.79-
	** GL 32100 TOTAL	15,206.79-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000 CF	EXPENSES	90.73-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	41.55-
	** GL 35300 TOTAL	132.28-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	79.07-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	851,020.71-
94100	ENCUMBRANCES	
030000 CF	OTHER PERSONAL SERVICES	7,175.16
040000 CF	EXPENSES	7,569.99
060000 CF	OPERATING CAPITAL OUTLAY	3,806.51
100777	CONTRACTED SERVICES	17,462.25
100777 CF	CONTRACTED SERVICES	2,634.00
	** GL 94100 TOTAL	38,647.91
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000 CF	OTHER PERSONAL SERVICES	7,175.16-
040000 CF	EXPENSES	7,569.99-
060000 CF	OPERATING CAPITAL OUTLAY	3,806.51-

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 2 021007 ADMINISTRATIVE TRUST FUND DCA-MGT DIV.

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
100777	CONTRACTED SERVICES	17,462.25-
100777 CF	CONTRACTED SERVICES	2,634.00-
	** GL 98100 TOTAL	38,647.91-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 9 000002 DIV OF EMERGENCY MGMT LONG TERM DEBT ACCT GROUP

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
38600 000000	CURRENT COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	147,598.10-
48600 000000	COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	956,869.16-
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	1,104,467.26
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
15 8 810002 FL SPACE AUTHORITY

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11100 000000	CASH ON HAND BALANCE BROUGHT FORWARD	0.00
11200 000000	CASH IN BANK BALANCE BROUGHT FORWARD	0.00
15100 000000	ACCOUNTS RECEIVABLE BALANCE BROUGHT FORWARD	0.00
16500 000000	DUE FROM OTHER GOVERNMENTAL UNITS BALANCE BROUGHT FORWARD	0.00
19100 000000	PREPAID ITEMS BALANCE BROUGHT FORWARD	0.00
19900 000000	OTHER CURRENT ASSETS BALANCE BROUGHT FORWARD	0.00
22200 000000	RESTRICTED CASH IN BANK BALANCE BROUGHT FORWARD	0.00
27200 000000	BUILDINGS AND BUILDING IMPROVEMENTS BALANCE BROUGHT FORWARD	0.00
27300 000000	ACC DEPR - BUILDINGS & BUILDING IMPROV BALANCE BROUGHT FORWARD	0.00
27600 000000	FURNITURE AND EQUIPMENT BALANCE BROUGHT FORWARD	0.00
27700 000000	ACC DEPR - FURNITURE & EQUIPMENT BALANCE BROUGHT FORWARD	0.00
31100 000000	ACCOUNTS PAYABLE BALANCE BROUGHT FORWARD	0.00
31400 000000	CLAIMS PAYABLE BALANCE BROUGHT FORWARD	0.00
32100 000000	ACCRUED SALARIES AND WAGES BALANCE BROUGHT FORWARD	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
15 8 810002 FL SPACE AUTHORITY

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
35500 000000	DUE TO OTHER GOVERNMENTAL UNITS BALANCE BROUGHT FORWARD	0.00
35700 000000	DUE TO COMPONENT UNIT/PRIMARY BALANCE BROUGHT FORWARD	0.00
38600 000000	CURRENT COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	0.00
38900 000000	DEFERRED REVENUES BALANCE BROUGHT FORWARD	0.00
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
15 8 810005 ENTERPRISE FLORIDA, INC.

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	20,713,636.00-
54901 000000	BEGINNING FUND BALANCE BALANCE BROUGHT FORWARD	20,713,636.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
15 8 810016 FLORIDA TOURISM IND. MARK. CORPORATION

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
38900 000000	DEFERRED REVENUES BALANCE BROUGHT FORWARD	0.00
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	85,061,902.00-
54901 000000	BEGINNING FUND BALANCE BALANCE BROUGHT FORWARD	85,061,902.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 175001 ECONOMIC DEVELOPMENT TRANSPORTATION TF-EOG

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	0.00
15100 000000	ACCOUNTS RECEIVABLE BALANCE BROUGHT FORWARD	0.00
144701	ECON DEV TRANSP PROJECTS	0.00
	** GL 15100 TOTAL	0.00
15300 000500	INTEREST AND DIVIDENDS RECEIVABLE	0.00
35300 040000	DUE TO OTHER DEPARTMENTS EXPENSES	0.00
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
55600 000000	RESERVED FOR FCO AND GRANTS/AID - FCO BALANCE BROUGHT FORWARD	0.00
144701	ECON DEV TRANSP PROJECTS	0.00
144701 01	ECON DEV TRANSP PROJECTS	0.00
144701 02	ECON DEV TRANSP PROJECTS	0.00
144701 03	ECON DEV TRANSP PROJECTS	0.00
144701 05	ECON DEV TRANSP PROJECTS	0.00
144701 95	ECON DEV TRANSP PROJECTS	0.00
144701 96	ECON DEV TRANSP PROJECTS	0.00
144701 98	ECON DEV TRANSP PROJECTS	0.00
144701 99	ECON DEV TRANSP PROJECTS	0.00
	** GL 55600 TOTAL	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 177001 ECONOMIC DEVELOPMENT TF EOG TRADE & TOURISM

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11308 000000	CASH WITH STATE BRD ADM INNOVATION BALANCE BROUGHT FORWARD	0.00
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	0.00
14208 000000	INVESTMENTS W STATE BRD OF ADM BALANCE BROUGHT FORWARD	0.00
15300 000500	INTEREST AND DIVIDENDS RECEIVABLE	0.00
15308 000000	INTEREST & DIVIDENDS RECEIVABLE BALANCE BROUGHT FORWARD	0.00
15400 000000 000500 002300	LOANS AND NOTES RECEIVABLE BALANCE BROUGHT FORWARD	0.00 0.00 0.00
	** GL 15400 TOTAL	0.00
24700 000000	OTHER INVESTMENTS BALANCE BROUGHT FORWARD	0.00
25400 002300	OTHER LOANS AND NOTES RECEIVABLE	0.00
31100	ACCOUNTS PAYABLE	
107390	CF G/A QUALIFIED TARGET INDUSTRIES PROGRAM	0.00
108325	CF G/A-BROWNFIELDS REDEVL PJT	0.00
181251	TR/GDTF/PROGRAM ADMIN.	0.00
	** GL 31100 TOTAL	0.00
31108 000000	ACCOUNTS PAYABLE BALANCE BROUGHT FORWARD	0.00
35300 000000	DUE TO OTHER DEPARTMENTS BALANCE BROUGHT FORWARD	0.00
35600 000000 310322	DUE TO GENERAL REVENUE BALANCE BROUGHT FORWARD SERVICE CHARGE TO GEN REV	0.00 0.00
	** GL 35600 TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 177001 ECONOMIC DEVELOPMENT TF EOG TRADE & TOURISM

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
39808 000000	OBLIG UNDER SECURITY LND TRANS SBA BALANCE BROUGHT FORWARD	0.00
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	134,551,832.90
54908 000000	FUND BALANCE UNRESERVED INNOVATION INC BALANCE BROUGHT FORWARD	134,551,832.90-
55500 000000	FB RESERVED FOR LONG-TERM RECEIVABLES BALANCE BROUGHT FORWARD	0.00
55600 143150	RESERVED FOR FCO AND GRANTS/AID - FCO 04 SPACE, DEFENSE, RURAL INFR	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 191001 EMERGENCY MANAGEMENT,PREPAREDNESS&ASSIST TF DCA

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	1,470,255.95
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	7,054,963.64
15300 000000	INTEREST AND DIVIDENDS RECEIVABLE BALANCE BROUGHT FORWARD	10,900.91
16300 000000 001600	DUE FROM OTHER DEPARTMENTS BALANCE BROUGHT FORWARD	115,199.55
	** GL 16300 TOTAL	2,098,155.55
31100 040000 040000 100777 100777	ACCOUNTS PAYABLE EXPENSES CF EXPENSES CONTRACTED SERVICES CF CONTRACTED SERVICES	0.00 7,858.49- 0.00 1,142.85-
	** GL 31100 TOTAL	9,001.34-
32100 010000 010000 030000 030000	ACCRUED SALARIES AND WAGES SALARIES AND BENEFITS CF SALARIES AND BENEFITS OTHER PERSONAL SERVICES CF OTHER PERSONAL SERVICES	0.00 14,546.85- 0.00 748.21-
	** GL 32100 TOTAL	15,295.06-
35300 030000 030000 040000 040000 105009 105009 310403	DUE TO OTHER DEPARTMENTS OTHER PERSONAL SERVICES CF OTHER PERSONAL SERVICES EXPENSES CF EXPENSES STWIDE HURR PREP AND PLAN CF STWIDE HURR PREP AND PLAN ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	0.00 37.20- 22.41- 60,568.28- 0.00 2,546.20- 579.63-
	** GL 35300 TOTAL	63,753.72-
35600 310322	DUE TO GENERAL REVENUE SERVICE CHARGE TO GEN REV	2,176.99-
38600 000000	CURRENT COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	16,114.36-

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 191001 EMERGENCY MANAGEMENT, PREPAREDNESS & ASSIST TF DCA

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	10,527,934.58-
94100	ENCUMBRANCES	
030000 CF	OTHER PERSONAL SERVICES	8,016.00
040000 CF	EXPENSES	3,485.43
100067 CF	G/A-PYMT FL/CIVIL AIR PTRL	16,500.00
100777	CONTRACTED SERVICES	39,998.72
100777 CF	CONTRACTED SERVICES	5,877.78
101123 CF	G/A-EMERGENCY MGMT PRGS	2,877,745.74
103644 CF	COMM ON COMMUNITY SERVICE	70,987.72
109911 CF	G/A-CONTRAC SVCS-ARRA 2009	17,085.65
140525 08	LOCAL EMERGENCY MGT FAC	132,843.40
	** GL 94100 TOTAL	3,172,540.44
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000 CF	OTHER PERSONAL SERVICES	8,016.00-
040000 CF	EXPENSES	3,485.43-
100067 CF	G/A-PYMT FL/CIVIL AIR PTRL	16,500.00-
100777	CONTRACTED SERVICES	39,998.72-
100777 CF	CONTRACTED SERVICES	5,877.78-
101123 CF	G/A-EMERGENCY MGMT PRGS	2,877,745.74-
103644 CF	COMM ON COMMUNITY SERVICE	70,987.72-
109911 CF	G/A-CONTRAC SVCS-ARRA 2009	17,085.65-
140525 08	LOCAL EMERGENCY MGT FAC	132,843.40-
	** GL 98100 TOTAL	3,172,540.44-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 261037 FEDERAL GRANTS TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	241,587.57
16300 000000	DUE FROM OTHER DEPARTMENTS BALANCE BROUGHT FORWARD	1,386,950.55
16400 000700	DUE FROM FEDERAL GOVERNMENT	9,357,775.25
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000 CF	EXPENSES	15,556.67-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	4,855,722.22-
102350	G/A-REPTV FLOOD CLAIM PRG	0.00
102350 CF	G/A-REPTV FLOOD CLAIM PRG	1,747.73-
105009	STWIDE HURR PREP AND PLAN	0.00
105009 CF	STWIDE HURR PREP AND PLAN	6,168.85-
105264	G/A-PREDISASTER MITIGATION	0.00
105264 CF	G/A-PREDISASTER MITIGATION	20,120.53-
105865	G/A-FLOOD MITIGATION/PROG	2,252.46-
105865 CF	G/A-FLOOD MITIGATION/PROG	664,228.98-
	** GL 31100 TOTAL	5,565,797.44-
32100	ACCRUED SALARIES AND WAGES	
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	726.22-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	777.24-
102350	G/A-REPTV FLOOD CLAIM PRG	0.00
102350 CF	G/A-REPTV FLOOD CLAIM PRG	32.87-
102351	G/A-SEV REP LOSS PILOT PRG	0.00
102351 CF	G/A-SEV REP LOSS PILOT PRG	24.65-
105264	G/A-PREDISASTER MITIGATION	0.00
105264 CF	G/A-PREDISASTER MITIGATION	28.76-
105865	G/A-FLOOD MITIGATION/PROG	0.00
105865 CF	G/A-FLOOD MITIGATION/PROG	28.75-
	** GL 32100 TOTAL	1,618.49-
35200 185080	DUE TO STATE FUNDS, WITHIN DEPARTMENT TR TO ADMIN TF	398,448.99-
35300	DUE TO OTHER DEPARTMENTS	
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	10.80-
040000	EXPENSES	38.87-
040000 CF	EXPENSES	10,974.35-

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 261037 FEDERAL GRANTS TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
103534	G/A-ST/FED DIS RELIEF-ADMN	29,870.14-
105009	STWIDE HURR PREP AND PLAN	0.00
105009 CF	STWIDE HURR PREP AND PLAN	5,715.66-
181020	TR/FUNDS/DOMESTIC SECURITY	5,953,767.29-
210021	SOUTHWOOD SRC	0.00
210021 CF	SOUTHWOOD SRC	5,476.44-
	** GL 35300 TOTAL	6,005,853.55-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	16,482.18-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	1,474,481.63-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	2,476,368.91
94100	ENCUMBRANCES	
040000 CF	EXPENSES	25,768.96
050385 CF	DISASTER PREP PLAN & ADMIN	2,621,825.40
100777 CF	CONTRACTED SERVICES	14,389.00
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	101,611,915.64
102350 CF	G/A-REPTV FLOOD CLAIM PRG	818,853.76
102351	G/A-SEV REP LOSS PILOT PRG	30,689.47
102351 CF	G/A-SEV REP LOSS PILOT PRG	1,522,480.04
103534	G/A-ST/FED DIS RELIEF-ADMN	1,395,714.94
105009 CF	STWIDE HURR PREP AND PLAN	75,590.63
105264	G/A-PREDISASTER MITIGATION	1,752,287.51
105264 CF	G/A-PREDISASTER MITIGATION	2,302,622.98
105865	G/A-FLOOD MITIGATION/PROG	33,101.16
107889 CF	HAZARDOUS/EMERGENCY/GRANT	286,189.99
181020	TR/FUNDS/DOMESTIC SECURITY	41,993,939.39
	** GL 94100 TOTAL	154,485,368.87
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000 CF	EXPENSES	25,768.96-
050385 CF	DISASTER PREP PLAN & ADMIN	2,621,825.40-
100777 CF	CONTRACTED SERVICES	14,389.00-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	101,611,915.64-
102350 CF	G/A-REPTV FLOOD CLAIM PRG	818,853.76-
102351	G/A-SEV REP LOSS PILOT PRG	30,689.47-
102351 CF	G/A-SEV REP LOSS PILOT PRG	1,522,480.04-
103534	G/A-ST/FED DIS RELIEF-ADMN	1,395,714.94-
105009 CF	STWIDE HURR PREP AND PLAN	75,590.63-
105264	G/A-PREDISASTER MITIGATION	1,752,287.51-
105264 CF	G/A-PREDISASTER MITIGATION	2,302,622.98-

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 261037 FEDERAL GRANTS TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
105865	G/A-FLOOD MITIGATION/PROG	33,101.16-
107889 CF	HAZARDOUS/EMERGENCY/GRANT	286,189.99-
181020	TR/FUNDS/DOMEestic SECURITY	41,993,939.39-
	** GL 98100 TOTAL	154,485,368.87-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 338002 FLORIDA INTERNATIONAL TRADE & PROMOTION TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	0.00
15100 001500	ACCOUNTS RECEIVABLE	0.00
15300 000000 000500	INTEREST AND DIVIDENDS RECEIVABLE BALANCE BROUGHT FORWARD	0.00 0.00
	** GL 15300 TOTAL	0.00
16300 001500 040000	DUE FROM OTHER DEPARTMENTS EXPENSES	0.00 0.00
	** GL 16300 TOTAL	0.00
31100 040000 100777 102003	ACCOUNTS PAYABLE CF EXPENSES CF CONTRACTED SERVICES CF G/A-ENTERPRISE FLORIDA PRG	0.00 0.00 0.00
	** GL 31100 TOTAL	0.00
35300 310018	DUE TO OTHER DEPARTMENTS DIST OF DONATE ORG-PASS IT ON LIC PLATE FUN	0.00
35600 000000 310322	DUE TO GENERAL REVENUE BALANCE BROUGHT FORWARD SERVICE CHARGE TO GEN REV	0.00 0.00
	** GL 35600 TOTAL	0.00
35700 102003	DUE TO COMPONENT UNIT/PRIMARY CF G/A-ENTERPRISE FLORIDA PRG	0.00
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
99100 000000	BUDGETARY FUND BALANCE BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339028 GRANTS & DONATIONS TF EOG

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	1,244,585.96
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	2,200,773.78
15100 001500 001510	ACCOUNTS RECEIVABLE	0.00 0.00
	** GL 15100 TOTAL	0.00
15300 000000 000500	INTEREST AND DIVIDENDS RECEIVABLE BALANCE BROUGHT FORWARD	3,918.82 0.00
	** GL 15300 TOTAL	3,918.82
16300 001100 001500 001510	DUE FROM OTHER DEPARTMENTS	0.00 0.00 0.00
	** GL 16300 TOTAL	0.00
16400 000000	DUE FROM FEDERAL GOVERNMENT BALANCE BROUGHT FORWARD	1,755,963.01
31100 030000 030000 CF 040000 040000 CF 100777 100777 CF 100829 100829 CF 100853 100853 CF 105028 CF	ACCOUNTS PAYABLE OTHER PERSONAL SERVICES OTHER PERSONAL SERVICES EXPENSES EXPENSES CONTRACTED SERVICES CONTRACTED SERVICES IT INCIDENT RESPONSE IT INCIDENT RESPONSE SUSTAIN/MON CTR/SECUR TOOL SUSTAIN/MON CTR/SECUR TOOL ENFORCING UNDERAGE DRINKING LAWS	0.00 3,224.00- 13.24- 5.00- 0.00 48.00- 0.00 23,500.00- 0.00 7,599.84- 0.00
	** GL 31100 TOTAL	34,390.08-
35300 040000 040000 CF 180200 CF 310018	DUE TO OTHER DEPARTMENTS EXPENSES EXPENSES TR/GENERAL REVENUE-SWCAP DIST OF DONATE ORG-PASS IT ON LIC PLATE FUN	206.83- 13.24- 0.00 0.00
	** GL 35300 TOTAL	220.07-

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339028 GRANTS & DONATIONS TF EOG

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
35600	DUE TO GENERAL REVENUE	
001800		0.00
310322	SERVICE CHARGE TO GEN REV	908.51-
	** GL 35600 TOTAL	908.51-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	1,344,486.06
54901	BEGINNING FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
57300	RESTRICTED BY GRANTORS AND CONTRIBUTOR	
000000	BALANCE BROUGHT FORWARD	75,818,764.55
082333	11 ARRA SS ST BLDG INITIATIVE	5,835,259.32-
140021	10 G/A-SEP-ARRA 2009	56,918,464.97-
142333	10 G/A ECBG - ARRA 2009	16,733,294.06-
142333	11 G/A ECBG - ARRA 2009	1,236,277.00-
146556	09 US DEPT OF ENERGY/PROJECTS	254,387.78-
146558	07 FL ENERGY TECHNOLOGY PROJ	643,996.21-
146558	11 FL ENERGY TECHNOLOGY PROJ	711,294.18-
	** GL 57300 TOTAL	6,514,208.97-
94100	ENCUMBRANCES	
100777	CF CONTRACTED SERVICES	59,320.00
100829	IT INCIDENT RESPONSE	23,500.00
	** GL 94100 TOTAL	82,820.00
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
100777	CF CONTRACTED SERVICES	59,320.00-
100829	IT INCIDENT RESPONSE	23,500.00-
	** GL 98100 TOTAL	82,820.00-
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339047 GRANTS & DONATIONS TRUST FUND DCA-PUB SFY DIV.

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	7,224,777.36
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	20,635,981.29
14110 000000	MONIES INVESTED CURRENT YEAR BALANCE BROUGHT FORWARD	0.00
14120 000000	SALE OF INVESTMENTS- CURRENT YEAR BALANCE BROUGHT FORWARD	0.00
14130 000000	EARNINGS REINVESTED - CURRENT YEAR BALANCE BROUGHT FORWARD	0.00
15300 000000	INTEREST AND DIVIDENDS RECEIVABLE BALANCE BROUGHT FORWARD	39,819.77
16100 101028	DUE FROM STATE FUNDS, WITHIN DIVISION PUBLIC ASST/04 HURR-ST OP	0.00
16200 000000	DUE FROM STATE FUNDS, WITHIN DEPART. BALANCE BROUGHT FORWARD	330,339.76
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000 CF	EXPENSES	5,592.26-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	1,050.00-
101028	PUBLIC ASST/04 HURR-ST OP	0.00
101028 CF	PUBLIC ASST/04 HURR-ST OP	5,647.99-
101030	HAZARD MITIG/04 HURR-ST OP	0.00
101030 CF	HAZARD MITIG/04 HURR-ST OP	3,520.42-
101031	G/A-PUB ASST/04 HUR-PASTHR	0.00
101031 CF	G/A-PUB ASST/04 HUR-PASTHR	39,809.03-
101046	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	0.00
101046 CF	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	634.66-
101051	HAZ MIT/07 MAJOR DIS/ST OP	0.00
101051 CF	HAZ MIT/07 MAJOR DIS/ST OP	541.77-
105860	G/A-HURRICANE LOSS MITIG	0.00
105860 CF	G/A-HURRICANE LOSS MITIG	1,198,110.89-
109856	G/A-M/D 06-07-HAZARD-SO	0.00
109856 CF	G/A-M/D 06-07-HAZARD-SO	91.72-
109870	G/A-2008-09 HURRICANES-PT	0.00
109870 CF	G/A-2008-09 HURRICANES-PT	99,423.55-
	** GL 31100 TOTAL	1,354,422.29-

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339047 GRANTS & DONATIONS TRUST FUND DCA-PUB SFY DIV.

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
32100	ACCRUED SALARIES AND WAGES	
107100	NON-FED REIMB DISASTR ACTV	0.00
107100	CF NON-FED REIMB DISASTR ACTV	119.84-
	** GL 32100 TOTAL	119.84-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	446.97-
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	7.80-
040000	EXPENSES	10.53-
040000	CF EXPENSES	878.34-
101028	PUBLIC ASST/04 HURR-ST OP	0.00
101028	CF PUBLIC ASST/04 HURR-ST OP	3,135.83-
101030	HAZARD MITIG/04 HURR-ST OP	0.00
101030	CF HAZARD MITIG/04 HURR-ST OP	806.36-
101046	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	0.00
101046	CF HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	52.11-
107100	NON-FED REIMB DISASTR ACTV	0.00
107100	CF NON-FED REIMB DISASTR ACTV	472.98-
109852	G/A-08-09 SEV WEATHER - PT	0.00
109852	CF G/A-08-09 SEV WEATHER - PT	4,178.27-
109870	G/A-2008-09 HURRICANES-PT	0.00
109870	CF G/A-2008-09 HURRICANES-PT	1,023.05-
210021	SOUTHWOOD SRC	0.00
210021	CF SOUTHWOOD SRC	4,189.03-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	1,670.36-
	** GL 35300 TOTAL	16,871.63-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	9,020.38-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	26,850,484.04-
94100	ENCUMBRANCES	
040000	CF EXPENSES	5,169.75
100777	CF CONTRACTED SERVICES	625.00
101030	HAZARD MITIG/04 HURR-ST OP	139,995.52
101030	CF HAZARD MITIG/04 HURR-ST OP	83,052.26
101031	G/A-PUB ASST/04 HUR-PASTHR	2,045,813.34
101031	CF G/A-PUB ASST/04 HUR-PASTHR	233,084.10
101042	G/A-PUBLIC ASST-PASS THRU	74,412.64
101046	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	69,997.76
101046	CF HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	40,375.55
101051	CF HAZ MIT/07 MAJOR DIS/ST OP	541.77

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339047 GRANTS & DONATIONS TRUST FUND DCA-PUB SFY DIV.

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
105860	G/A-HURRICANE LOSS MITIG	32,383.67
105860 CF	G/A-HURRICANE LOSS MITIG	1,315,881.65
107100 CF	NON-FED REIMB DISASTR ACTV	3,375.00
109852	G/A-08-09 SEV WEATHER - PT	1,142,786.37
109852 CF	G/A-08-09 SEV WEATHER - PT	51,494.53
109857	G/A-M/D 06-07/HAZARDOUS WEATHER-PASSTHRU	302,893.22
109870	G/A-2008-09 HURRICANES-PT	2,707,781.04
109870 CF	G/A-2008-09 HURRICANES-PT	85,042.00
140527 08	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	355.00
140527 10	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	211,655.24
140527 11	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,333,630.00
	** GL 94100 TOTAL	9,880,345.41
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000 CF	EXPENSES	5,169.75-
100777 CF	CONTRACTED SERVICES	625.00-
101030	HAZARD MITIG/04 HURR-ST OP	139,995.52-
101030 CF	HAZARD MITIG/04 HURR-ST OP	83,052.26-
101031	G/A-PUB ASST/04 HUR-PASTHR	2,045,813.34-
101031 CF	G/A-PUB ASST/04 HUR-PASTHR	233,084.10-
101042	G/A-PUBLIC ASST-PASS THRU	74,412.64-
101046	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	69,997.76-
101046 CF	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	40,375.55-
101051 CF	HAZ MIT/07 MAJOR DIS/ST OP	541.77-
105860	G/A-HURRICANE LOSS MITIG	32,383.67-
105860 CF	G/A-HURRICANE LOSS MITIG	1,315,881.65-
107100 CF	NON-FED REIMB DISASTR ACTV	3,375.00-
109852	G/A-08-09 SEV WEATHER - PT	1,142,786.37-
109852 CF	G/A-08-09 SEV WEATHER - PT	51,494.53-
109857	G/A-M/D 06-07/HAZARDOUS WEATHER-PASSTHRU	302,893.22-
109870	G/A-2008-09 HURRICANES-PT	2,707,781.04-
109870 CF	G/A-2008-09 HURRICANES-PT	85,042.00-
140527 08	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	355.00-
140527 10	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	211,655.24-
140527 11	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,333,630.00-
	** GL 98100 TOTAL	9,880,345.41-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339947 GRANTS AND DONATIONS-DEEPWATER HORIZON

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	1,606,220.04
35200 108039	DUE TO STATE FUNDS, WITHIN DEPARTMENT G/A - DEEPWATER HORIZON-PT	330,339.76-
35300 108039	DUE TO OTHER DEPARTMENTS G/A - DEEPWATER HORIZON-PT	248,733.25-
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	1,027,147.03-
94100 108039	ENCUMBRANCES CF G/A - DEEPWATER HORIZON-PT	693,880.48
98100 108039	BUDGETARY FND BAL RESERVED/ENCUMBRANCE CF G/A - DEEPWATER HORIZON-PT	693,880.48-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 373001 FUND NOT ON TITLE FILE

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	0.00
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	0.00
15300 000500 002000	INTEREST AND DIVIDENDS RECEIVABLE	0.00 0.00
	** GL 15300 TOTAL	0.00
31100 040000 040000	ACCOUNTS PAYABLE EXPENSES CF EXPENSES	0.00 0.00
	** GL 31100 TOTAL	0.00
35600 310322	DUE TO GENERAL REVENUE SERVICE CHARGE TO GEN REV	0.00
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
55100 000000	FUND BALANCE RESERVED FOR ENCUMBRANCES BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 535001 PLANNING AND BUDGETING SYSTEM TRUST FUND-EOG

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	3,378,601.26
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	21.70
040000 CF	EXPENSES	1,489.38
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	1,511.08-
	** GL 31100 TOTAL	0.00
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	8,517.58-
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	2,417.00-
	** GL 32100 TOTAL	10,934.58-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	33.84
040000 CF	EXPENSES	1,931.92-
	** GL 35300 TOTAL	1,898.08-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	3,365,768.60-
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
	** GL 55100 TOTAL	0.00
94100	ENCUMBRANCES	
040000 CF	EXPENSES	11,126.15
100777 CF	CONTRACTED SERVICES	4,543.79
210021	SOUTHWOOD SRC	0.02
	** GL 94100 TOTAL	15,669.96
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000 CF	EXPENSES	11,126.15-
100777 CF	CONTRACTED SERVICES	4,543.79-
210021	SOUTHWOOD SRC	0.02-
	** GL 98100 TOTAL	15,669.96-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 551001 PROFESSIONAL SPORTS DEVELOPMENT TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	0.00
15100 001500	ACCOUNTS RECEIVABLE	0.00
16300 001500	DUE FROM OTHER DEPARTMENTS	0.00
31100 101485	ACCOUNTS PAYABLE CF G/A-FL SPORTS FOUNDATION	0.00
35600 310322	DUE TO GENERAL REVENUE SERVICE CHARGE TO GEN REV	0.00
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 595001 BROWNFIELD PROPERTY OWNERSHIP CLEAR ASSIT REVOLV

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	0.00
15300 000000 000500	INTEREST AND DIVIDENDS RECEIVABLE BALANCE BROUGHT FORWARD	9,817.44
	** GL 15300 TOTAL	9,817.44- 0.00
35300 310018	DUE TO OTHER DEPARTMENTS DIST OF DONATE ORG-PASS IT ON LIC PLATE FUN	0.00
35600 310322	DUE TO GENERAL REVENUE SERVICE CHARGE TO GEN REV	0.00
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 722001 TOURISM PROMOTION TF EOG

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	98.11
15100 001500	ACCOUNTS RECEIVABLE	0.00
15300 000000 000500	INTEREST AND DIVIDENDS RECEIVABLE BALANCE BROUGHT FORWARD	0.00 0.00
	** GL 15300 TOTAL	0.00
16300 001500	DUE FROM OTHER DEPARTMENTS	0.00
31100 040000 105703	ACCOUNTS PAYABLE CF EXPENSES CF G/A-FLORIDA COMM/TOURISM	0.00 0.00
	** GL 31100 TOTAL	0.00
35300 040000 182156 310018	DUE TO OTHER DEPARTMENTS CF EXPENSES TR/FUNDS SB 2156 REORG DIST OF DONATE ORG-PASS IT ON LIC PLATE FUN	0.00 98.11- 0.00
	** GL 35300 TOTAL	98.11-
35600 310322	DUE TO GENERAL REVENUE SERVICE CHARGE TO GEN REV	0.00
35700 105703	DUE TO COMPONENT UNIT/PRIMARY CF G/A-FLORIDA COMM/TOURISM	0.00
38600 000000	CURRENT COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	0.00
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
98100 107570	BUDGETARY FND BAL RESERVED/ENCUMBRANCE CATEGORY NAME NOT ON TITLE FILE	0.00
99100 000000	BUDGETARY FUND BALANCE BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 750001 U.S. CONTRIBUTIONS TRUST FUND DCA

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	559,309.80
16300 000000	DUE FROM OTHER DEPARTMENTS BALANCE BROUGHT FORWARD	40,020.06
16400 000700	DUE FROM FEDERAL GOVERNMENT	7,043,707.98
101028	PUBLIC ASST/04 HURR-ST OP	0.00
	** GL 16400 TOTAL	7,043,707.98
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000 CF	EXPENSES	877.43-
101028	PUBLIC ASST/04 HURR-ST OP	0.00
101028 CF	PUBLIC ASST/04 HURR-ST OP	50,831.87-
101030	HAZARD MITIG/04 HURR-ST OP	0.00
101030 CF	HAZARD MITIG/04 HURR-ST OP	10,655.63-
101031	G/A-PUB ASST/04 HUR-PASTHR	0.00
101031 CF	G/A-PUB ASST/04 HUR-PASTHR	787,730.27-
101032	G/A-HZ MIT/04 HUR-PASS THR	0.00
101032 CF	G/A-HZ MIT/04 HUR-PASS THR	4,451,159.17-
101046	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	0.00
101046 CF	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	1,904.62-
101047	G/A-HAZ MIT/05 HUR-PAS THR	0.00
101047 CF	G/A-HAZ MIT/05 HUR-PAS THR	233,195.76-
101051	HAZ MIT/07 MAJOR DIS/ST OP	0.00
101051 CF	HAZ MIT/07 MAJOR DIS/ST OP	1,625.27-
101090	HAZARD MIT/08-09 STATE OPS	0.00
101090 CF	HAZARD MIT/08-09 STATE OPS	110.00-
101091	G/A-HAZ MIT/08-09-PASS THR	0.00
101091 CF	G/A-HAZ MIT/08-09-PASS THR	50,266.71-
109845	GRANTS AND AIDS - 2005 HURRICANES - STATE O	0.00
109845 CF	GRANTS AND AIDS - 2005 HURRICANES - STATE O	53,216.14-
109846	GRANTS AND AIDS - 2005 HURRICANES - STATE O	0.00
109846 CF	GRANTS AND AIDS - 2005 HURRICANES - STATE O	128,327.40-
109851	G/A-2008-09 SEVERE WEATHER AND FLOODING-SO	0.00
109851 CF	G/A-2008-09 SEVERE WEATHER AND FLOODING-SO	1,194.90-
109856	G/A-M/D 06-07-HAZARD-SO	0.00
109856 CF	G/A-M/D 06-07-HAZARD-SO	275.14-
109869	G/A-2008-09 HURRICANES-SO	0.00
109869 CF	G/A-2008-09 HURRICANES-SO	3,717.24-
109870	G/A-2008-09 HURRICANES-PT	0.00
109870 CF	G/A-2008-09 HURRICANES-PT	596,541.34-
	** GL 31100 TOTAL	6,371,628.89-

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 750001 U.S. CONTRIBUTIONS TRUST FUND DCA

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
32100	ACCRUED SALARIES AND WAGES	
101028	PUBLIC ASST/04 HURR-ST OP	0.00
101028 CF	PUBLIC ASST/04 HURR-ST OP	987.25-
101030	HAZARD MITIG/04 HURR-ST OP	0.00
101030 CF	HAZARD MITIG/04 HURR-ST OP	705.73-
101046	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	0.00
101046 CF	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	22.72-
109845	GRANTS AND AIDS - 2005 HURRICANES - STATE O	0.00
109845 CF	GRANTS AND AIDS - 2005 HURRICANES - STATE O	1,298.81-
109851	G/A-2008-09 SEVERE WEATHER AND FLOODING-SO	0.00
109851 CF	G/A-2008-09 SEVERE WEATHER AND FLOODING-SO	220.48-
109869	G/A-2008-09 HURRICANES-SO	0.00
109869 CF	G/A-2008-09 HURRICANES-SO	139.02-
	** GL 32100 TOTAL	3,374.01-
35300	DUE TO OTHER DEPARTMENTS	
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	64.20-
040000	EXPENSES	16.74-
040000 CF	EXPENSES	5,683.32-
101028	PUBLIC ASST/04 HURR-ST OP	0.00
101028 CF	PUBLIC ASST/04 HURR-ST OP	27,479.97-
101030	HAZARD MITIG/04 HURR-ST OP	0.00
101030 CF	HAZARD MITIG/04 HURR-ST OP	2,419.07-
101031	G/A-PUB ASST/04 HUR-PASTHR	507,799.74-
101046	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	0.00
101046 CF	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	156.34-
109801	HAZARD MITIGATION FOR 08-09 SEVERE WEATHER	0.00
109801 CF	HAZARD MITIGATION FOR 08-09 SEVERE WEATHER	138.97-
109845	GRANTS AND AIDS - 2005 HURRICANES - STATE O	0.00
109845 CF	GRANTS AND AIDS - 2005 HURRICANES - STATE O	31,667.00-
109852	G/A-08-09 SEV WEATHER - PT	0.00
109852 CF	G/A-08-09 SEV WEATHER - PT	12,534.82-
109856	G/A-M/D 06-07-HAZARD-SO	0.00
109856 CF	G/A-M/D 06-07-HAZARD-SO	247.50-
109857	G/A-M/D 06-07/HAZARDOUS WEATHER-PASSTHRU	23,948.09-
109870	G/A-2008-09 HURRICANES-PT	161,318.71-
109870 CF	G/A-2008-09 HURRICANES-PT	3,069.16-
	** GL 35300 TOTAL	776,543.63-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	6,346.80-

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 750001 U.S. CONTRIBUTIONS TRUST FUND DCA

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
38900 000700	DEFERRED REVENUES	485,144.51-
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
94100	ENCUMBRANCES	
040000	CF EXPENSES	3,573.24
101030	HAZARD MITIG/04 HURR-ST OP	419,986.56
101030	CF HAZARD MITIG/04 HURR-ST OP	249,157.39
101031	G/A-PUB ASST/04 HUR-PASTHR	32,181,433.29
101031	CF G/A-PUB ASST/04 HUR-PASTHR	5,338,766.18
101032	CF G/A-HZ MIT/04 HUR-PASS THR	83,523.09
101042	G/A-PUBLIC ASST-PASS THRU	330,688.02
101046	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	209,993.28
101046	CF HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	121,126.79
101047	CF G/A-HAZ MIT/05 HUR-PAS THR	12,921,829.24
101051	CF HAZ MIT/07 MAJOR DIS/ST OP	1,625.27
101091	G/A-HAZ MIT/08-09-PASS THR	426,240.00
101091	CF G/A-HAZ MIT/08-09-PASS THR	180,275.62
109802	CF G/A-HZ MIT/08-09/SW/FLD-PT	54,688.50
109846	GRANTS AND AIDS - 2005 HURRICANES - STATE O	91,320,309.71
109846	CF GRANTS AND AIDS - 2005 HURRICANES - STATE O	34,450,314.86
109852	G/A-08-09 SEV WEATHER - PT	6,302,738.70
109852	CF G/A-08-09 SEV WEATHER - PT	146,203.54
109857	G/A-M/D 06-07/HAZARDOUS WEATHER-PASSTHRU	2,770,206.84
109870	G/A-2008-09 HURRICANES-PT	16,195,079.01
109870	CF G/A-2008-09 HURRICANES-PT	1,245,167.07
140527	07 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	5,824,641.00
	** GL 94100 TOTAL	210,777,567.20
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	3,573.24-
101030	HAZARD MITIG/04 HURR-ST OP	419,986.56-
101030	CF HAZARD MITIG/04 HURR-ST OP	249,157.39-
101031	G/A-PUB ASST/04 HUR-PASTHR	32,181,433.29-
101031	CF G/A-PUB ASST/04 HUR-PASTHR	5,338,766.18-
101032	CF G/A-HZ MIT/04 HUR-PASS THR	83,523.09-
101042	G/A-PUBLIC ASST-PASS THRU	330,688.02-
101046	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	209,993.28-
101046	CF HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	121,126.79-
101047	CF G/A-HAZ MIT/05 HUR-PAS THR	12,921,829.24-
101051	CF HAZ MIT/07 MAJOR DIS/ST OP	1,625.27-
101091	G/A-HAZ MIT/08-09-PASS THR	426,240.00-
101091	CF G/A-HAZ MIT/08-09-PASS THR	180,275.62-

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 750001 U.S. CONTRIBUTIONS TRUST FUND DCA

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
109802 CF	G/A-HZ MIT/08-09/SW/FLD-PT	54,688.50-
109846	GRANTS AND AIDS - 2005 HURRICANES - STATE O	91,320,309.71-
109846 CF	GRANTS AND AIDS - 2005 HURRICANES - STATE O	34,450,314.86-
109852	G/A-08-09 SEV WEATHER - PT	6,302,738.70-
109852 CF	G/A-08-09 SEV WEATHER - PT	146,203.54-
109857	G/A-M/D 06-07/HAZARDOUS WEATHER-PASSTHRU	2,770,206.84-
109870	G/A-2008-09 HURRICANES-PT	16,195,079.01-
109870 CF	G/A-2008-09 HURRICANES-PT	1,245,167.07-
140527 07	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	5,824,641.00-
	** GL 98100 TOTAL	210,777,567.20-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
50 2 510060 OPERATING TRUST FUND DCA

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	1,443,753.79
27600 060000 109655	FURNITURE AND EQUIPMENT OPERATING CAPITAL OUTLAY G/A-TECHNICAL/PLNG ASSIST	30,297.74 655.14
	** GL 27600 TOTAL	30,952.88
27700 060000 109655	ACC DEPR - FURNITURE & EQUIPMENT OPERATING CAPITAL OUTLAY G/A-TECHNICAL/PLNG ASSIST	30,297.74- 655.14-
	** GL 27700 TOTAL	30,952.88-
31100 107888 107888	ACCOUNTS PAYABLE FL HAZARDOUS MATERIALS P P CF FL HAZARDOUS MATERIALS P P	0.00 6,000.84-
	** GL 31100 TOTAL	6,000.84-
35300 040000 040000 100777 100777 210021 210021	DUE TO OTHER DEPARTMENTS EXPENSES CF EXPENSES CONTRACTED SERVICES CF CONTRACTED SERVICES SOUTHWOOD SRC CF SOUTHWOOD SRC	63.99- 111.31- 0.00 31.00- 0.00 10.08-
	** GL 35300 TOTAL	216.38-
35600 310322	DUE TO GENERAL REVENUE SERVICE CHARGE TO GEN REV	22,846.06-
38600 000000	CURRENT COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	22,114.35-
48600 000000	COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	70,725.08-
53900 000000	NET ASSETS UNRESTRICTED BALANCE BROUGHT FORWARD	1,321,851.08-
94100 040000 107888	ENCUMBRANCES CF EXPENSES CF FL HAZARDOUS MATERIALS P P	5.26 118,756.82
	** GL 94100 TOTAL	118,762.08

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
50 2 510060 OPERATING TRUST FUND DCA

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	5.26-
107888	CF FL HAZARDOUS MATERIALS P P	118,756.82-
	** GL 98100 TOTAL	118,762.08-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
74 8 310002 TRAVEL REVOLVING FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11200 000000	CASH IN BANK BALANCE BROUGHT FORWARD	10,000.00
16800 000000	DUE FROM STATE FUNDS - REVOLVING FUND BALANCE BROUGHT FORWARD	0.00
45100 000000	ADVANCES FROM OTHER FUNDS BETWEEN DEPA BALANCE BROUGHT FORWARD	10,000.00-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
74 8 310003 TRAVEL REVOLVING FUND-EMERGENCY MANAGEMENT

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
16800 000000	DUE FROM STATE FUNDS - REVOLVING FUND BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 80 9 000001 EXECUTIVE OFFICE OF THE GOVERNOR GEN FIXED ASSETS

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	950,235.32
060000	OPERATING CAPITAL OUTLAY	1,754,222.27
	** GL 27600 TOTAL	2,704,457.59
27700	ACC DEPR - FURNITURE & EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	943,025.66-
060000	OPERATING CAPITAL OUTLAY	936,125.01-
	** GL 27700 TOTAL	1,879,150.67-
28200	LIBRARY RESOURCES	
000000	BALANCE BROUGHT FORWARD	0.00
28800	OTHER CAPITAL ASSETS	
000000	BALANCE BROUGHT FORWARD	0.00
060000	OPERATING CAPITAL OUTLAY	18,400.00
	** GL 28800 TOTAL	18,400.00
28900	ACC DEPR - OTHER CAPITAL ASSETS	
060000	OPERATING CAPITAL OUTLAY	5,520.06-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	838,186.86-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 80 9 000232 FIXED ASSETS EM GENERAL REVENUE

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	1,744.48
040000	EXPENSES	995.18
060000	OPERATING CAPITAL OUTLAY	12,341.69
105000	CATEGORY NAME NOT ON TITLE FILE	2,099.00
105009	STWIDE HURR PREP AND PLAN	57,480.06
	** GL 27600 TOTAL	74,660.41
27700	ACC DEPR - FURNITURE & EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	1,744.48-
040000	EXPENSES	995.18-
060000	OPERATING CAPITAL OUTLAY	11,718.64-
105000	CATEGORY NAME NOT ON TITLE FILE	2,099.00-
105009	STWIDE HURR PREP AND PLAN	56,829.75-
	** GL 27700 TOTAL	73,387.05-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	1,273.36-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 80 9 021007 FIXED ASSET ADMINISTRATIVE TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
030000	OTHER PERSONAL SERVICES	3,432.95
040000	EXPENSES	4,285.33
060000	OPERATING CAPITAL OUTLAY	388,472.55
105000	CATEGORY NAME NOT ON TITLE FILE	2,975.00
106055	FRONT PORCH FLORIDA	1,150.00
	** GL 27600 TOTAL	400,315.83
27700	ACC DEPR - FURNITURE & EQUIPMENT	
030000	OTHER PERSONAL SERVICES	3,432.95-
040000	EXPENSES	3,074.13-
060000	OPERATING CAPITAL OUTLAY	360,592.73-
105000	CATEGORY NAME NOT ON TITLE FILE	2,975.00-
106055	FRONT PORCH FLORIDA	1,150.00-
	** GL 27700 TOTAL	371,224.81-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	29,091.02-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
80 9 191001 FIXED ASSETS EM EMPA TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
040000	EXPENSES	1,110.00
060000	OPERATING CAPITAL OUTLAY	239,017.45
100777	CONTRACTED SERVICES	57,495.32
101124	G/A-EMER MGMT RELIEF ASST	62,579.24
102042	G/A-M/D 99-2000-FLOYD-PT	3,000.00
103534	G/A-ST/FED DIS RELIEF-ADMN	307,168.87
105009	STWIDE HURR PREP AND PLAN	233,571.68
107100	NON-FED REIMB DISASTR ACTV	1,174.28
	** GL 27600 TOTAL	905,116.84
27700	ACC DEPR - FURNITURE & EQUIPMENT	
040000	EXPENSES	1,036.00-
060000	OPERATING CAPITAL OUTLAY	201,693.65-
100777	CONTRACTED SERVICES	43,625.60-
101124	G/A-EMER MGMT RELIEF ASST	57,589.43-
102042	G/A-M/D 99-2000-FLOYD-PT	3,000.00-
103534	G/A-ST/FED DIS RELIEF-ADMN	293,578.45-
105009	STWIDE HURR PREP AND PLAN	230,867.79-
107100	NON-FED REIMB DISASTR ACTV	880.65-
	** GL 27700 TOTAL	832,271.57-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	72,845.27-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
80 9 261037 FIXED ASSETS EM FEDERAL GRANTS TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
040000	EXPENSES	11,036.21
060000	OPERATING CAPITAL OUTLAY	437,520.26
100021	ACQUISITION/MOTOR VEHICLES	650,929.85
100172	CATEGORY NAME NOT ON TITLE FILE	20,708.00
101123	G/A-EMERGENCY MGMT PRGS	108,043.00
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	1,425,456.37
103534	G/A-ST/FED DIS RELIEF-ADMN	1,906,980.91
	** GL 27600 TOTAL	4,560,674.60
27700	ACC DEPR - FURNITURE & EQUIPMENT	
040000	EXPENSES	6,348.77-
060000	OPERATING CAPITAL OUTLAY	265,042.71-
100021	ACQUISITION/MOTOR VEHICLES	453,511.37-
100172	CATEGORY NAME NOT ON TITLE FILE	20,708.00-
101123	G/A-EMERGENCY MGMT PRGS	106,631.50-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	993,949.35-
103534	G/A-ST/FED DIS RELIEF-ADMN	872,586.66-
	** GL 27700 TOTAL	2,718,778.36-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	1,841,896.24-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
80 9 339047 FIXED ASSETS EM GRANTS & DONATIONS TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
040000	EXPENSES	2,541.07
060000	OPERATING CAPITAL OUTLAY	242,414.59
101030	HAZARD MITIG/04 HURR-ST OP	2,238.00
102082	G/A-M/D 99-2000-IRENE-PT	4,388.00
103534	G/A-ST/FED DIS RELIEF-ADMN	21,087.46
103535	G/A-ST/FED DISASTER RELIEF	7,768.00
105268	G/A-HURRICANE OPAL	1,288.33
107100	NON-FED REIMB DISASTR ACTV	2,048.62
108037	G/A-DEEPWATER HORIZON/SO	2,245.05
109655	G/A-TECHNICAL/PLNG ASSIST	95,760.84
109825	G/A-MD-WILDFIRES/97-98-OP	12,961.50
109845	GRANTS AND AIDS - 2005 HURRICANES - STATE O	699.00
109846	GRANTS AND AIDS - 2005 HURRICANES - STATE O	19,878.23
109869	G/A-2008-09 HURRICANES-SO	42,762.24
109870	G/A-2008-09 HURRICANES-PT	39,333.04
140965	N/R HURR ANDREW - 1994-95	33,781.20
	** GL 27600 TOTAL	531,195.17
27700	ACC DEPR - FURNITURE & EQUIPMENT	
040000	EXPENSES	2,541.07-
060000	OPERATING CAPITAL OUTLAY	177,617.21-
101030	HAZARD MITIG/04 HURR-ST OP	1,911.48-
102082	G/A-M/D 99-2000-IRENE-PT	4,388.00-
103534	G/A-ST/FED DIS RELIEF-ADMN	20,986.20-
103535	G/A-ST/FED DISASTER RELIEF	7,768.00-
105268	G/A-HURRICANE OPAL	1,288.33-
107100	NON-FED REIMB DISASTR ACTV	2,048.62-
108037	G/A-DEEPWATER HORIZON/SO	823.24-
109655	G/A-TECHNICAL/PLNG ASSIST	95,760.84-
109825	G/A-MD-WILDFIRES/97-98-OP	11,741.23-
109845	GRANTS AND AIDS - 2005 HURRICANES - STATE O	699.00-
109846	GRANTS AND AIDS - 2005 HURRICANES - STATE O	19,666.70-
109869	G/A-2008-09 HURRICANES-SO	31,893.97-
109870	G/A-2008-09 HURRICANES-PT	31,716.93-
140965	N/R HURR ANDREW - 1994-95	33,781.20-
	** GL 27700 TOTAL	444,632.02-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	86,563.15-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
80 9 750001 FIXED ASSETS EM US CONTRIBUTIONS TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
060000	OPERATING CAPITAL OUTLAY	7,009.75
101028	PUBLIC ASST/04 HURR-ST OP	21,820.32
101030	HAZARD MITIG/04 HURR-ST OP	70,070.78
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	4,999.00
102042	G/A-M/D 99-2000-FLOYD-PT	2,430.00
102082	G/A-M/D 99-2000-IRENE-PT	17,355.64
102095	G/A-M/D-SOUTH FL FLOODS/PT	7,158.00
103534	G/A-ST/FED DIS RELIEF-ADMN	1,848.99
103535	G/A-ST/FED DISASTER RELIEF	2,553.00
105009	STWIDE HURR PREP AND PLAN	94,793.00
105255	G/A-HURRICANE ANDREW-ADMIN	113,412.37
105268	G/A-HURRICANE OPAL	170,204.12
109722	CATEGORY NAME NOT ON TITLE FILE	3,040.80
109836	G/A MD JEANNE ST OP 04/05	5,166.00
109845	GRANTS AND AIDS - 2005 HURRICANES - STATE O	184,549.60
109846	GRANTS AND AIDS - 2005 HURRICANES - STATE O	6,125.00
109924	G/A-M/D 98-99-GEORGES-PT	62,126.84
	** GL 27600 TOTAL	774,663.21
27700	ACC DEPR - FURNITURE & EQUIPMENT	
060000	OPERATING CAPITAL OUTLAY	7,009.75-
101028	PUBLIC ASST/04 HURR-ST OP	19,033.30-
101030	HAZARD MITIG/04 HURR-ST OP	69,850.29-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	3,776.93-
102042	G/A-M/D 99-2000-FLOYD-PT	2,430.00-
102082	G/A-M/D 99-2000-IRENE-PT	17,355.64-
102095	G/A-M/D-SOUTH FL FLOODS/PT	7,158.00-
103534	G/A-ST/FED DIS RELIEF-ADMN	1,848.99-
103535	G/A-ST/FED DISASTER RELIEF	1,872.12-
105009	STWIDE HURR PREP AND PLAN	94,793.00-
105255	G/A-HURRICANE ANDREW-ADMIN	95,887.04-
105268	G/A-HURRICANE OPAL	169,323.38-
109722	CATEGORY NAME NOT ON TITLE FILE	1,875.18-
109836	G/A MD JEANNE ST OP 04/05	5,166.00-
109845	GRANTS AND AIDS - 2005 HURRICANES - STATE O	175,979.50-
109846	GRANTS AND AIDS - 2005 HURRICANES - STATE O	6,125.00-
109924	G/A-M/D 98-99-GEORGES-PT	46,614.16-
	** GL 27700 TOTAL	726,098.28-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	48,564.93-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

310000 EXECUTIVE OFFICE OF THE GOVERNOR
90 9 101010 LONG TERM DEBT

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
38600 000000	CURRENT COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	515,054.61-
48600 000000	COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	2,684,893.39-
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	3,199,948.00
	*** FUND TOTAL	0.00 E

Executive Office of the Governor
Schedule I Narratives
Legislative Budget Request for Fiscal Year 2013-14

Schedule I Narrative: 2175 Economic Development Transportation Trust Fund

Revenue Estimating Methodology:

Effective October 1, 2011, the Office of Tourism Trade & Economic Development (OTTED) was transferred to the Department of Economic Opportunity (DEO) pursuant to Chapter 2011-142 (SB2156) Laws of Florida. Section 4 transferred all OTTED trust funds and all appropriate balances to DEO per Budget Amendment Number 2012-144. Therefore, there is minimal activity to report for fiscal year 2011-2012. There were no revenues recorded for fiscal year 2011-2012. This fund is no longer valid/active for fiscal year 2012-2013 in the Executive Office of the Governor.

**Executive Office of the Governor
Inter-Agency Transfers Reported on Schedule I**

Executive Office of the Governor

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number : Economic Development Transportation 2175

Transfers In <i>(Provide Agency and Fund Number Received From)</i>	Transfer In Revenue Category	Amount			Transfer Out Expenditure Category	Confirmed By/Date
		FY 11-12 (A01)	FY 12-13 (A02)	FY 13-14 (A03)		

Transfers Out (Operating and Non-Operating) <i>(Provide Agency and Fund Number Transferred To)</i>	Transfer Out Expenditure Category	Amount			Transfer In Revenue Category	Confirmed By/Date
		FY 11-12 (A01)	FY 12-13 (A02)	FY 13-14 (A03)		
Dept. of Economic Opportunity 400000202175001	182156	7,916,291.73			001500	Marvin Rumsey /10/10/12

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of The Govern **Budget Period: 2013-14**
Program: Economic Development Prog & Proj
Fund: 2175-Economic Development Transportation Trust Fund (31800000)
Specific Authority: 288.063, Florida Statutes
Purpose of Fees Collected: To fund transportation projects as defined in Section 288.063, FL Statutes.

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2011-12	FY 2012-13	FY 2013-14

<u>Receipts:</u>			
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Fee Collection to Line (A) - Section III	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Personal Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operating Capital Outlay	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Fixed Capital Outlay</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Contracted Services</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Indirect Costs Charged to Trust Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Full Costs to Line (B) - Section III	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>
TOTAL SECTION II	(B)	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>
TOTAL - Surplus/Deficit	(C)	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013-14
Trust Fund Title:	Executive of the Governor's Office
Budget Entity:	Economic Development Transportation TF
LAS/PBS Fund Number:	3180000
	2175

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00		
ADD: Other Cash (See Instructions)			
ADD: Investments			
ADD: Outstanding Accounts Receivable	0.00		
ADD:			
Total Cash plus Accounts Receivable	0.00		
LESS Allowances for Uncollectibles			
LESS Approved "A" Certified Forwards	-		
Approved "B" Certified Forwards			
Approved "FCO" Certified Forwards	-		
LESS: Other Accounts Payable (Nonoperating)			
LESS: _____			
Unreserved Fund Balance, 07/01/12	0.00		

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2013-14

Department Title: Executive Office of the Governor
Trust Fund Title: Economic Development Transportation TF
LAS/PBS Fund Number: 2175

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12

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

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment (C)

SWFS Adjustment (C)

Add/Subtract Other Adjustment(s):

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

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

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

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: (E)

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

DIFFERENCE: (G)*

***SHOULD EQUAL ZERO.**

Executive Office of the Governor
Schedule I Narratives
Legislative Budget Request for Fiscal Year 2013-14

Schedule I Narrative: 2177 Economic Development Trust Fund

Revenue Estimating Methodology:

Effective October 1, 2011, the Office of Tourism Trade & Economic Development (OTTED) was transferred to the Department of Economic Opportunity (DEO) pursuant to Chapter 2011-142 (SB2156) Laws of Florida. Section 4 transferred all OTTED trust funds and all appropriate balances to DEO per Budget Amendment Number 2012-144. Therefore, there is minimal activity to report for fiscal year 2011-2012. This fund is no longer valid/active for fiscal year 2012-2013 in the Executive Office of the Governor.

Fiscal Year 2011-2012 revenues in this fund consisted of local financial support received from local governments as a component of the Qualified Targeted Industries Tax Refund (QTI) program Qualified Defense Contractors Incentive Tax Refund (QDC) and Brownfield Bonus Refunds. Additionally, Rural Community Development Loans and Grants are funded in this trust fund by transfers from General Revenue or other trust funds. Rural loans also have an interest component which generates additional revenue for the continued administration of the loan program.

**Executive Office of the Governor
Inter-Agency Transfers Reported on Schedule I**

Executive Office of the Governor

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number : Economic Development TF 2177

Transfers In <i>(Provide Agency and Fund Number Received From)</i>	Transfer In Revenue Category	Amount			Transfer Out Expenditure Category	Confirmed By/Date
		FY 11-12 (A01)	FY 12-13 (A02)	FY 13-14 (A03)		

Transfers Out (Operating and Non-Operating) <i>(Provide Agency and Fund Number Transferred To)</i>	Transfer Out Expenditure Category	Amount			Transfer In Revenue Category	Confirmed By/Date
		FY 11-12 (A01)	FY 12-13 (A02)	FY 13-14 (A03)		
Dept. of Economic Opportunity 400000202177001	182156	6,919,520.24			001500	Marvin Rumsey /10/10/12

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2013-14

Department Title:

Executive Office of
the Governor

Trust Fund Title:

Economic Development Development TF Trade & Tourism

Budget Entity:

31800000

LAS/PBS Fund Number:

2177

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00		
ADD: Other Cash (See Instructions)			
ADD: Investments			
ADD: Outstanding Accounts Receivable			
ADD: Other Investments			
Total Cash plus Accounts Receivable			
LESS Allowances for Uncollectibles			
LESS Approved "A" Certified Forwards			
Approved "B" Certified Forwards			
Approved "FCO" Certified Forwards			
LESS: Other Accounts Payable (Nonoperating)			
LESS: Oblig under Security Land Trans SBA			
Unreserved Fund Balance, 07/01/12	0.00		**

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2013-14

Department Title: Executive Office of the Governor
Trust Fund Title: Economic Development Trade and Tourism TF
LAS/PBS Fund Number: 2177

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12

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

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS adjustment (C)
SWFS adjustment

SWFS adjustment
SWFS adjustment (C)

Add/Subtract Other Adjustment(s):

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

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

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

Long Term other investment (D)

Long term other loans and notes receivable (D)

Other adjustment: Restriction of Fund Balance (D)

ADJUSTED BEGINNING TRIAL BALANCE: (E)

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

DIFFERENCE: (G)*

***SHOULD EQUAL ZERO.**

Schedule I Narrative: 2338 International Trade and Promotion Trust Fund

Revenue Estimating Methodology

Effective October 1, 2011, the Office of Tourism Trade & Economic Development (OTTED) was transferred to the Department of Economic Opportunity (DEO) pursuant to Chapter 2011-142 (SB2156) Laws of Florida. Section 4 transferred all OTTED trust funds and all appropriate balances to DEO per Budget Amendment Number 2012-144. Therefore, there is minimal activity to report for fiscal year 2011-2012. This fund is no longer valid/active for fiscal year 2012-2013 in the Executive Office of the Governor.

The revenues recorded to this fund were rental car surcharge receipts collected on each car rented in the State.

**Executive Office of the Governor
Inter-Agency Transfers Reported on Schedule I**

Executive Office of the Governor

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number : Florida International Trade 2338

Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 11-12 (A01)	Amount FY 12-13 (A02)	Amount FY 13-14 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Revenue 730000-20-2-494001	001500	877,288.00			310157	Joseph Young 10/8/12

Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)	Transfer Out Expenditure Category	Amount FY 11-12 (A01)	Amount FY 12-13 (A02)	Amount FY 13-14 (A03)	Transfer In Revenue Category	Confirmed By/Date
Dept. of Economic Opport 400000-20-2-338002	182156	1,302,203.33			001500	Marvin Rumsey 10/10/12

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of The Govern **Budget Period: 2013-14**
Program: Economic Development Prog & Proj
Fund: 2338-International Trade and Promotion TF (31800000)

Specific Authority: 288.26, Florida Statutes
Purpose of Fees Collected: To fund international trade/economic development activities in Florida.

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2011-12	FY 2012-13	FY 2013-14

Receipts:

Transfers from Department of Revenue	877,288		
(rental car surcharge)			
Total Fee Collection to Line (A) - Section III	877,288	-	-

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	118,055		
Other Personal Servies	229		
Lump Sum			
Expenses	27,677		
<u>Contracted Services</u>			
<u>Enterprise Florida</u>			
Risk Mgt & Statewide HR Contract	1,916		
Total Full Costs to Line (B) - Section III	147,877	-	-

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	877,288		
TOTAL SECTION II	(B)	147,877		
TOTAL - Surplus/Deficit	(C)	1,025,165	-	-

EXPLANATION of LINE C:

_____ \

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013-14
Trust Fund Title:	Executive Office of the Governor
Budget Entity:	Florida International Trade and Promotion Trust Fund
LAS/PBS Fund Number:	318000000
	2338

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00		0.00
ADD: Other Cash (See Instructions)			
ADD: Investments			0
ADD: Outstanding Accounts Receivable			0.00
ADD: Interest and Dividends Receivable			0
Total Cash plus Accounts Receivable			0.00
LESS Allowances for Uncollectibles			
LESS Approved "A" Certified Forwards			0.00
Approved "B" Certified Forwards			
Approved "FCO" Certified Forwards			
LESS: Other Accounts Payable (Nonoperating)			0.00
LESS: Due to other departments			
Unreserved Fund Balance, 07/01/11	0.00	0.00	0.00**

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2013-14

Department Title: Executive Office of the Governor
Trust Fund Title: Florida Int'l Trade & Promotion TF
LAS/PBS Fund Number: 2338

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12

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

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

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

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

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

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: (E)

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

DIFFERENCE: (G)*

***SHOULD EQUAL ZERO.**

Executive Office of the Governor
Schedule I Narratives
Legislative Budget Request for Fiscal Year 2013-14

Schedule I Narrative: 2339 Grants and Donations Trust Fund.

Revenue Estimating Methodology:

Fiscal Year 2010-2011, revenues in this fund consist of the following Federal grants for the Office of Drug Control and the Governor's Energy Office: U.S. DOE Administration Formula, U.S. DOE Umbrella, Enforcing Underage Drinking Laws, Smart Grid Technology American Recovery and Reinvestment Act (ARRA), State Energy Program (ARRA), Energy Efficiency Block Grant (ARRA) and Energy Appliance Rebates (ARRA). Revenues for the aforementioned Federal awards are for reimbursements from the Federal government that were not received during the fiscal year the dollars were expended. Additional revenues included in this fund are Notary Fee collections transferred from Department of State as required in Section 117.01, Florida Statutes.

Effective July 1, 2011, the Office of Drug Control Federal awards were transferred to the Department of Business and Professional Regulation and the Florida Energy office was transferred to the Department of Agriculture and Consumer Services.

Effective October 1, 2011, the Office of Tourism Trade & Economic Development (OTTED) was transferred to the Department of Economic Opportunity (DEO) pursuant to Chapter 2011-142 (SB2156) Laws of Florida. Section 4 transferred all OTTED trust funds and all appropriate balances to DEO per Budget Amendment Number 2012-144.

Adjustments:

Receivable-Statewide Financial Statement Adjustment \$1,755,963: The adjustment is necessary to reverse a prior year receivable due from Department of Agriculture and Consumer Services. Other adjustments were posted to account for all reorganization budget amendments to the other state agencies.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of The Governor **Budget Period: 2013-14**
Program: Executive Direction
Fund: 2339-Grants and Donations Trust Fund (31000000)

Specific Authority: 216 Florida Statutes
Purpose of Fees Collected: To fund contract, grant and notary activities.

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

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

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2011-12	FY 2012-13	FY 2013-14
Receipts:			
Transfers from Dept of State (notary)	354,346	397,440	397,440
Employee and Employer Contributions	2,698		
Repayment of Bridge Loans	410,364		
Enforcing underage drinking laws	82,844		
Interest on Loan	65,958		
Refund	12,225		
Transfer from FDLE	97,446		
State Energy Program ARRA	12,113		
Energy Efficient Blk Grant ARRA	60,866		
Transfer from DACS	1,670,150		
Transfer from DEM	12,264		
Total Fee Collection to Line (A) - Section III	2,781,274	397,440	397,440

SECTION II - FULL COSTS

Direct Costs:			
Transfer to DMS	1,147		
Transfer to DEO	31,033		
Salaries and Benefits	240,688		
Other Personal Servies	13,681		
Transfer to FDLE			
Expenses	16,832		
Transfer to DACS	2,421,375		
Contracted Services	24,968		
Enforcing underage drinking laws			
Total Full Costs to Line (B) - Section III	2,749,724	-	-

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	2,781,274	397,440	397,440
TOTAL SECTION II	(B)	2,749,724		
TOTAL - Surplus/Deficit	(C)	31,550	397,440	397,440

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013-14
Trust Fund Title:	Executive Office of the Governor
Budget Entity:	Grants and Donations Trust Fund
LAS/PBS Fund Number:	31800000
	2339

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,244,585.96		1,244,585.96
ADD: Other Cash (See Instructions)			
ADD: Investments	2,200,773.78		2,200,773.78
ADD: Outstanding Accounts Receivable	1,759,881.83	-1,718,273.37	41,608.46
ADD: Anticipated Grant Revenue			
Total Cash plus Accounts Receivable	5,205,241.57	-1,718,273.37	3,486,968.20
LESS Allowances for Uncollectibles			
LESS Approved "A" Certified Forwards	-34,390.08	8.24	-34,381.84
Approved "B" Certified Forwards	-59,320.00		-59,320.00
Approved "FCO" Certified Forwards			0.00
LESS: Other Accounts Payable (Nonoperating)	-908.51		-908.51
LESS: AP not CF			0.00
Unreserved Fund Balance, 07/01/11	5,110,622.98	-1,718,265.13	3,392,357.85 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2013-14
Department Title: Executive Office of the Governor
Trust Fund Title: Grants and Donations TF
LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12

Total all GLC's 5XXXX for governmental funds;	(5,169,722.91)	(A)
GLC 539XX for proprietary and fiduciary funds		

Subtract Nonspendable Fund Balance (GLC 56XXX)		(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment - Receivable from Federal gov't	1,718,273.37	(C)
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SWFS Adjustment # and Description	(8.24)	(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	59,320.00	(D)
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Approved "C" Carry Forward Total (FCO) per LAS/PBS		(D)
--	--	-----

Anticipated Grant Revenue		(D)
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Accounts Payable Adjustment (not Carried Forward)	(220.07)	(D)
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		(D)
--	--	-----

		(D)
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ADJUSTED BEGINNING TRIAL BALANCE:	(3,392,357.85)	(E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	(3,392,357.85)	(F)
--	-----------------------	-----

DIFFERENCE:	0.00	(G)*
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***SHOULD EQUAL ZERO.**

Schedule I Narrative: 2535 Planning and Budgeting System Trust Fund

Revenue Estimating Methodology:

All revenues are based on a transfer from the Legislature's General Revenue fund to the Executive Office of the Governor. The revenues are determined by the Legislature's approved budget each fiscal year.

Adjustments: The \$16,438 adjustment to beginning fund balance is required to balance to beginning fund balance after an incorrect CFO adjustment was recorded in fiscal year 2010-2011. The adjustment improperly eliminated carry forward payables recorded to this fund. The \$16,438 is the net of \$19,872 adjustment to fund balance minus \$3,434 that affected payables in 2011-2012.

The \$19,816 adjustment for Carry Forward encumbrances is to reflect a reservation of fund balance for encumbrances at year (FY 10-11) that would not be otherwise accommodated for an unreserved fund balance.

**Executive Office of the Governor
Inter-Agency Transfers Reported on Schedule I**

Agency Name Executive Office of The Governor

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number : Planning and Budgeting System Trust 2535

Transfers In <small>(Provide Agency and Fund Number Received From)</small>	Transfer In Revenue Category	Amount			Transfer Out Expenditure Category	Confirmed By/Date
		FY 11-12 (A01)	FY 12-13 (A02)	FY 13-14 (A03)		
Florida Legislature(110000-10-1-000013)	001500	5,121,092.00	5,454,782.00	Unknown	103921	Mike Mentillo

Transfers Out (Operating and Non-Operating) <small>(Provide Agency and Fund Number Transferred To)</small>	Transfer Out Expenditure Category				Transfer In Revenue Category	Confirmed By/Date

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of The Govern **Budget Period: 2013-14**
Program: Information Technology
Fund: 2535-Planning and Budgeting System TF (31100000)

Specific Authority: CH 216(02-133, Laws of Florida)
Purpose of Fees Collected: To fund activities related to the development, enhancement, and support of the LAS/PBS.

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2011-12	FY 2012-13	FY 2013-14

Receipts:

Transfers from the Legislature	5,121,092	5,200,000	5,200,000
Total Fee Collection to Line (A) - Section III	5,121,092	5,200,000	5,200,000

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	3,632,743		
Other Personal Servies	31,418		
Lump Sum			
Expenses	518,317		
<u>Contracted Services</u>	218,196		
<u>Operating Capital Outlay</u>	145,000		
Risk Mgt & Statewide HR Contract			
Total Full Costs to Line (B) - Section III	4,545,674	-	-

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	5,121,092	5,200,000	5,200,000
TOTAL SECTION II	(B)	4,545,674	-	-
TOTAL - Surplus/Deficit	(C)	575,418	5,200,000	5,200,000

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2013-14

Department Title:	Executive Office of the Governor
Trust Fund Title:	Planning and Budgeting System Trust Fund
Budget Entity:	3180000
LAS/PBS Fund Number:	2535

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	3,378,601.26 (A)	[]	3,378,601.26
ADD: Other Cash (See Instructions)	[] (B)	[]	[]
ADD: Investments	[] (C)	[]	[]
ADD: Outstanding Accounts Receivable	[] (D)	[]	[]
ADD: _____	[] (E)	[]	[]
Total Cash plus Accounts Receivable	3,378,601.26 (F)	[]	3,378,601.26
LESS Allowances for Uncollectibles	[] (G)	[]	[]
LESS Approved "A" Certified Forwards	(16,266.83) (H)	[]	(16,266.83)
Approved "B" Certified Forwards	(15,669.96) (H)	[]	(15,669.96)
Approved "FCO" Certified Forwards	[] (H)	[]	[]
LESS: Other Accounts Payable (Nonoperating)	[] (I)	[]	-
LESS: Adjustment of beginning fund balance CY payables	3434.17 (J)	[]	3434.17
Unreserved Fund Balance, 07/01/12	3,350,098.64 (K)	-	3,350,098.64 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2013-14

Department Title: Executive Office of the Governor
Trust Fund Title: Planning and Budgeting System TF
LAS/PBS Fund Number: 2535

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12

Total all GLC's 5XXXX for governmental funds; [(3,365,768.60)] (A)
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # [] (C)

SWFS Adjustment # and Description [] (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS [15,669.96] (D)

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

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

[] (D)

[] (D)

[] (D)

ADJUSTED BEGINNING TRIAL BALANCE: [(3,350,098.64)] (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) [-3,350,098.64] (F)

DIFFERENCE: [0.00] (G)*

***SHOULD EQUAL ZERO.**

Schedule I Narrative: 2551 Professional Sports Development

Revenue Estimating Methodology Narrative:

Effective October 1, 2011, the Office of Tourism Trade & Economic Development (OTTED) was transferred to the Department of Economic Opportunity (DEO) pursuant to Chapter 2011-142 (SB2156) Laws of Florida. Section 4 transferred all OTTED trust funds and all appropriate balances to DEO per Budget Amendment Number 2012-144. Therefore, there is minimal activity to report for fiscal year 2011-2012. This fund is no longer valid/active for fiscal year 2012-2013 in the Executive Office of the Governor.

Revenues in this fund were transfers from the Department of Highway Safety and Motor Vehicles (DHSMV) pursuant to law from the sales of specific sports related vehicle tags. All tag revenues collected (less service charge to General Revenue) were transferred to the Florida Sports Foundation, and no transfers could be made in excess of funds collected-regardless of spending authority.

**Executive Office of the Governor
Inter-Agency Transfers Reported on Schedule I**

Executive Office of the Governor

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number : Professional Sports Develop TF 2551

Transfers In <small>(Provide Agency and Fund Number Received From)</small>	Transfer In Revenue Category	Amount FY 11-12 (A01)	Amount FY 12-13 (A02)	Amount FY 13-14 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
760000-20-2-488001	001520	638,264.00			310125	Terri Mulkey 10/8/12

Transfers Out (Operating and Non-Operating) <small>(Provide Agency and Fund Number Transferred To)</small>	Transfer Out Expenditure Category	Amount FY 11-12 (A01)	Amount FY 12-13 (A02)	Amount FY 13-14 (A03)	Transfer In Revenue Category	Confirmed By/Date
Dept. of Economic Opportunity 400000202551001	182156	702,986.00			001500	Marvin Rumsey 10/10/12

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of The Govern **Budget Period: 2013-14**
Program: Economic Development Prog and Proj
Fund: 2551-Professional Sports Development Trust Fund (31800000)

Specific Authority: 320.0858 Florida Statutes
Purpose of Fees Collected: To fund sports related economic development programs in Florida

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2011-12	FY 2012-13	FY 2013-14

Receipts:

Transfers from DMSMV	638,264		
Transfer from DEO	54,567		
Total Fee Collection to Line (A) - Section III	692,831	-	-

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits			
Other Personal Servies			
Lump Sum			
Expenses			
<u>Florida Sports Foundation</u>			
<u>Operating Capital Outlay</u>			
Risk Mgt & Statewide HR Contract			
Total Full Costs to Line (B) - Section III	-	-	-

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	692,831	-	-
TOTAL SECTION II	(B)	-	-	-
TOTAL - Surplus/Deficit	(C)	692,831	-	-

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013-14
Trust Fund Title:	Executive Office of the Governor
Budget Entity:	Professional Sports Development Trust Fund
LAS/PBS Fund Number:	31800000
	2551

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	0.00	(D)		0.00
ADD: _____		(E)		
Total Cash plus Accounts Receivable	0.00	(F)		0.00
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	0.00	(H)		0.00
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)		0.00
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/11	0.00	(K)		0.00**

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2013-14

Department Title: Executive Office of the Governor
Trust Fund Title: Professional Sports Development Trust Fund
LAS/PBS Fund Number: 2551

BEGINNING TRIAL BALANCE:

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

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

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

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

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

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

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: (E)

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

DIFFERENCE: (G)*

***SHOULD EQUAL ZERO.**

Executive Office of the Governor
Schedule I Narratives
Legislative Budget Request for Fiscal Year 2013-14

Schedule I Narrative: 2722 Tourism Promotion Trust Fund

Revenue Estimating Methodology:

Effective October 1, 2011, the Office of Tourism Trade & Economic Development (OTTED) was transferred to the Department of Economic Opportunity (DEO) pursuant to CH. 2011-142 (SB2156) Laws of Florida. Section four transferred all OTTED trust funds and all appropriate balances to DEO per Budget Amendment 2012-144. A refund of \$98.11 was received and posted after the transfer of all balances to the DEO. We are working with DEO accounting office to transfer this cash. Therefore, there is minimal activity to report for fiscal year 2011-2012. This fund is no longer valid/active for fiscal year 2012-2013 in the Executive Office of the Governor.

The revenues recorded to this fund were rental car surcharge receipts collected on each car rented in the State.

**Executive Office of the Governor
Inter-Agency Transfers Reported on Schedule I**

Executive Office of the Governor

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number : Tourism Promotional TF 2722

Transfers In <small>(Provide Agency and Fund Number Received From)</small>	Transfer In Revenue Category	Amount			Transfer Out Expenditure Category	Confirmed By/Date
		FY 11-12 (A01)	FY 12-13 (A02)	FY 13-14 (A03)		
<u>Department of Revenue 730000-20-2-494001</u>	<u>001500</u>	<u>3,251,127.71</u>			<u>310174</u>	<u>Joseph Young /10/8/12</u>

Transfers Out (Operating and Non-Operating) <small>(Provide Agency and Fund Number Transferred To)</small>	Transfer Out Expenditure Category	Amount			Transfer In Revenue Category	Confirmed By/Date
		FY 11-12 (A01)	FY 12-13 (A02)	FY 13-14 (A03)		
<u>Dept. of Economic Opportunity 400000202722001</u>	<u>182156</u>	<u>5,951,992.00</u>			<u>001500</u>	<u>Marvin Rumsey /10/10/12</u>

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of The Govern **Budget Period: 2013-14**
Program: Economic Development Prog and Proj
Fund: 2722-Tourism Promotion Trust Fund (31800000)

Specific Authority: 288.122 Florida Statutes
Purpose of Fees Collected: To fund tourism/economic development programs in Florida.

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2011-12	FY 2012-13	FY 2013-14

Receipts:

Transfers from Department of Revenue	3,251,128		
Total Fee Collection to Line (A) - Section III	3,251,128	-	

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	138,567		
Other Personal Servies	633		
Lump Sum			
Expenses	29,103		
<u>Fl Commission on Tourism</u>			
<u>Contracted services</u>	638		
Risk Mgt & Statewide HR Contract	1,655		
Total Full Costs to Line (B) - Section III	170,596	-	

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	3,251,128		
TOTAL SECTION II	(B)	170,596		
TOTAL - Surplus/Deficit	(C)	3,080,532	-	

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2013-14

Department Title:	Executive Office of the Governor
Trust Fund Title:	Tourism Promotion TF
Budget Entity:	3180000
LAS/PBS Fund Number:	2722

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	98.11 (A)		
ADD: Other Cash (See Instructions)			
ADD: Investments			
ADD: Outstanding Accounts Receivable			
ADD: _____			
Total Cash plus Accounts Receivable	98.11 (F)		
LESS Allowances for Uncollectibles			
LESS Approved "A" Certified Forwards			
Approved "B" Certified Forwards			
Approved "FCO" Certified Forwards			
LESS: Other Accounts Payable (Nonoperating)	-98.11 (I)		
LESS: Due to other departments			
Unreserved Fund Balance, 07/01/11	0.00 (K)	0.00	0.00 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	Budget Period: 2013-14 Executive of the Governor
Trust Fund Title:	Tourism Promotion Trust Fund
LAS/PBS Fund Number:	2722

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="0.00"/> (A)
--	---------------------------------------

Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
---	--------------------------

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description	<input type="text"/> (C)
-----------------------------------	--------------------------

SWFS Adjustment # and Description	<input type="text"/> (C)
-----------------------------------	--------------------------

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
---	--------------------------

Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
--	--------------------------

A/P not C/F-Operating Categories	<input type="text"/> (D)
----------------------------------	--------------------------

<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
----------------------	-----

ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="0.00"/> (E)
--	---------------------------------------

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="0.00"/> (F)
--	---------------------------------------

DIFFERENCE:	<input type="text" value="0.00"/> (G)*
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***SHOULD EQUAL ZERO.**

Executive Office of the Governor
LBR
Sch I Reserve Calculation
2013-2014

	2175	2177	2338	2339	2535	2551	2722
Total Revenue 2012-13				397,440.00	5,454,782.00		
Less Repymt Hurr Loan Principle							
Less Nonoperating Transfers							
Less Federal Grants							
Less Funds held in Fid Capacity							
Total Subject to Reserves	0.00	0.00	0.00	397,440.00	5,454,782.00	0.00	0.00
Reserve				19,872.00	272,739.10		

NOTE: Funds without a reserve were moved to DEO effective 10/1/11

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013-2014

Department: Executive Office of the Governor

Chief Internal Auditor: Kim Mills

Budget Entity: 31100100-Executive Direction and Support

Phone Number: (850) 717-9264

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Chief Inspector General Report 2010-17, dated June 30, 2011	May 2011	Audit of the Ethics Program	<p>Finding: Our audit disclosed that guidance is not provided in the Code of Ethics or training materials specifying to whom unethical conduct should be reported and identifying the process for reporting anonymously.</p> <p>Recommendation: We recommend that management enhance the current policy to include how to report suspected ethical violations and to whom. The enhancement should also be included in the ethics training materials.</p>	The EOG Code of Ethics was revised in December 2011 to include a section titled "Reporting Violations of this Ethics Code". Employees are instructed to contact the General Counsel to report ethics code violations and a phone number is provided. The revised Code was posted on the EOG intranet website. In January 2012, the Director of Administration sent an email to all EOG staff advising them to review the changes in the Code of Ethics. The ethics training materials have also been updated to include information on how and where to report violations.	
Auditor General Report No. 2011-196, dated June 30, 2011	June 30, 2010	Local Government Financial Reporting System - Operational Audit	<p>Finding: Current law does not authorize EOG to release certain entities deemed to be in a state of financial emergency prior to 2004 when they have been determined not to need State assistance.</p> <p>Recommendation: The Legislature should consider authorizing EOG to release entities deemed in a state of financial emergency prior to 2004 for which EOG determines that the entities do not need State assistance. EOG should determine whether the 15 entities that have not been reported as meeting a condition specified in Section 218.503(1), Florida Statutes, since the 2006-07 fiscal year and the Town of Yankeetown have established and are operating effective financial accounting and reporting systems and, if so, consider releasing them from their financial emergency status.</p>	In July 2012, eight entities were released from financial emergency status. The other entities identified by the Auditor General's staff either did not meet the criteria for release (Section 218.504, Florida Statutes) or did not provide the information necessary to determine eligibility for release. Hereafter, on an annual basis, we will analyze financial information related to entities in financial emergency status to determine which entities should be considered for release.	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Chief Inspector General Report No. 2012-12, dated June 27, 2012	May 30, 2012	Audit of the Contract Management Process	<p>Finding: While we determined that written guidelines provided to contract managers regarding defining scope of services and contract deliverables were comprehensive and detailed, our review of other written guidelines disclosed that some key aspects of contract management were not addressed. Those key areas included right to audit clause, closeout procedures and use of memoranda of agreement/understanding.</p> <p>Recommendation: Current guidelines should be enhanced and consolidated into comprehensive written policies and procedures which include all aspects of contract management.</p>	Current policies and procedures address the recommendations as applicable. Should the need arise for additional contract management guidelines, the contract management guidelines will be expanded accordingly.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013-2014

Department: Executive Office of the Governor

Chief Internal Auditor: Kim Mills

Budget Entity: N/A - Florida Commission on Community Service (Volunteer Florida)

Phone Number: (850) 717-9264

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Chief Inspector General Report No. 2011-12, dated February 2012	September 30, 2011	Florida Commission on Community Service (Volunteer Florida)	<p>Finding 1: Volunteer Florida's (VF) operating structure is unlike any other state entity administratively housed within the Executive Office of the Governor (EOG). Their independent nature does not take advantage of the benefits gained through the state's fiscal oversight.</p> <p>Recommendation: EOG, in consultation with staff of the Department of Financial Services, should analyze VF's current operating structure to determine if it is appropriate, effective and in the best interest of the state. Steps should be taken to implement actions necessary to address the results of the analysis.</p>	EOG Representatives from the Executive Staff, Legal Office and Administration Office formed a team to address this issue. Meetings/conference calls were held periodically. Staff from the EOG Chief Inspector General's Office and the Department of Financial Services' Bureau of Auditing were included as needed to gain their perspective. Options for addressing Volunteer Florida's operating structure were discussed. In April 2012, EOG's Chief of Staff determined that, at that time, it was in the best interest of the state to continue the organizational structure in its current form. A new Executive Director for VF was appointed in May 2012. He will brief the new EOG Chief of Staff on the present structure and discuss what future actions may need to be taken to better align the current structure with Florida Statutes.	
			<p>Finding 2A: Volunteer Florida's current policies and procedures continue to refer to Tallahassee Community College's (TCC) forms, approval process and operating structure even though TCC no longer functions as the fiscal agency. VF had begun, but not completed, updating the policies to document their current practices and processes.</p> <p>Recommendation: VF should complete the update of the policies and procedures to reflect current processes and remove all references to TCC. VF should ensure that the updated policies and procedures are in accordance with governing laws and rules.</p>	Policies were developed and completed on December 31, 2011 and went into effect on March 1, 2012.	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Chief Inspector General Report No. 2011-12, dated February 2012 (continued)	September 30, 2011	Florida Commission on Community Service (Volunteer Florida)	<p>Finding 2B: A clear audit trail was not always available to allow verification that expenditures were properly recorded. Also, indirect costs were allocated to various grants and operating accounts, but the methodology was to be based on benefits received. Additionally, we noted that the cost allocation plan was not consistently applied resulting in expenditures being allocated in different percentages through the year.</p> <p>Recommendation: VF should implement procedures to ensure that there is a clear audit trail for tracing expenditures into the accounting records. We also recommended that VF consult with their federal grantor, the Corporation for National and Community Service, to determine the best methodology for developing a cost allocation plan. If the new cost allocation plan varies significantly from the current plan, staff should determine and make the necessary accounting adjustments to correct the accounting records and revise federal expenditure reports accordingly.</p>	<p>All of the Commission's accounting transactions, including the 62 items the auditors and VF staff could not previously locate in the accounting records, have been accounted for. As experience with the new accounting system increases, so does the ease with which expenditures are tracked within the system. With regards to the cost allocation plan, the Commission will be utilizing a time and motion study approach to allocate costs. The Commission plans to continue to utilize a variety of methods that are thoroughly documented in Commission records, until staff are confident they have the correct alignment of effort with funding.</p>	
			<p>Finding 2C: Adequate cash controls were not in place. We noted instances where checks were written on the checking account with insufficient cash in the account to meet these obligations. Additionally, we noted that reconciliations of the accounting system records and the bank statements were not performed in a timely manner from May through October 2011, due to the CFO position being vacant.</p> <p>Recommendation: VF should implement effective cash management procedures to ensure cash is available at the time needed to pay vendors and sub-grantees. Steps should be taken to ensure that bank account reconciliations are performed timely.</p>	<p>The incident leading to the cash management finding was a single, isolated occurrence due to employee error. The applicable federal funds were available but drawdown of the funds was not completed in a timely manner. Appropriate procedures have been established and are in place to guide staff regarding both bank reconciliations and ensuring correct amounts are available in the Commission's accounts.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Chief Inspector General Report No. 2011-12, dated February 2012 (continued)	September 30, 2011	Florida Commission on Community Service (Volunteer Florida)	<p>Finding 2D: Positions of special trust had not been designated and the appropriate level of background checks, including fingerprinting, had not been performed in compliance with Section 110.1127(1), Florida Statutes, and Rule 71A-1.004, Florida Administrative Code.</p> <p>Recommendation: VF should re-evaluate the applicability of Section 110.1127(1), F.S., for all positions to determine if any should be designated as special trust. As applicable, the appropriate level of background screening, including fingerprinting, of individuals occupying those positions should be conducted.</p>	VF staff indicated this was not legally required of the Commission but acknowledged it is a prudent practice to employ, if lawfully permitted. VF identified three employees that appear to meet the threshold criteria for such designation. The Florida Department of Law Enforcement was contacted by VF staff and the Department's initial findings concur with the VF Staff review. Additional research into this matter would be conducted by FDLE Staff. To date, a response has not been received from FDLE, so VF staff is currently consulting with the Governor's Legal Office to obtain a determination regarding the applicability of the statute to the Commission staff.	
			<p>Finding 2E: We found that there was not always an adequate segregation of duties for receiving, recording and depositing revenue receipts.</p> <p>Recommendation: VF should establish written procedures and implement adequate controls for receiving and processing revenue. The procedures should emphasize the importance of an adequate separation of duties.</p>	Once the office was fully staffed, the roles and responsibilities of the staff in the Finance and Accounting Department were identified and are included in the policies and procedures.	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Chief Inspector General Report No. 2011-12, dated February 2012 (continued)	September 30, 2011	Florida Commission on Community Service (Volunteer Florida)	<p>Finding 2F: We noted that all trips reviewed were allowable; however, staff did not always follow applicable laws and procedures related to travel and supervisors did not always perform an adequate review of travel documentation to ensure compliance with those laws and procedures.</p> <p>Recommendation: VF should provide training to employees to ensure they are aware of the requirements and procedures for travel. We also recommended that VF implement controls to ensure adequate supervisory oversight of travel, which should include proper reviewing and approving of travel authorizations and reimbursement requests prior to payment. Further, we recommended that, as VF revises and updates its policies and procedures, consideration be given to including the guidance in the Department of Financial Services' <i>Reference Guide for State Expenditures</i>.</p>	The Commission has adopted new policies and procedures and had several trainings on the travel process. The Commission will continue to do so when a pattern arises that needs to be addressed. A lack of oversight due to a lack of staff in the Finance and Accounting Department has been resolved with adequate staffing. Travel is approved in advance by the supervisor and the Director of Finance and Accounting.	
			<p>Finding 2G: Evidence of prior approval of transactions was not consistently documented in the American Express Credit Card payment file. Staff did not always submit supporting documentation for credit card charges in a timely manner.</p> <p>Recommendation: VF should revise their policies and procedures to include requirements for appropriate supervisor review and approval of all credit card transactions prior to payment. Also, staff should receive periodic training on their responsibilities as cardholders and be required to follow the published policy to ensure that only allowable expenditures are incurred by cardholders.</p>	VF has developed a new policy requiring approval prior to credit card purchases. The Finance Department is to ensure that all necessary documentation is submitted prior to the purchase and, once the purchase is made, that all necessary documents are provided for review. Monthly staff meetings are used to provide training on this and other areas of the new policies and procedures.	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Chief Inspector General Report No. 2011-12, dated February 2012 (continued)	September 30, 2011	Florida Commission on Community Service (Volunteer Florida)	<p>Finding 2 - Overall: Prior to becoming their own fiscal agent, VF did not complete a comprehensive transition plan and did not implement adequate procedures, controls and processes to ensure that they were ready to assume fiscal agent responsibilities.</p> <p>Recommendations: In addition to the recommendations in findings 2A through 2G, we recommended that VF's management contact staff at state agencies with oversight responsibilities (such as the Department of Financial Services, Auditor General and the Department of Management Services) for assistance in determining if there are any additional functions and processes required by law or rules to be in place at a state entity which would lead to greater operational efficiency and effectiveness. We also recommended that management request a federal compliance audit and institute procedures to seek an annual independent audit of internal controls and financial operations by the Auditor General or an independent accounting firm to provide assurance that actions taken and transactions processed are in compliance with applicable laws, rules, policies and procedures.</p>	VF has been in touch with other agencies as needed and have several meetings with EOG staff to make sure they are meeting applicable requirements. A contract has been awarded to an independent CPA firm to perform an audit beginning in November 2012.	
			<p>Finding 3: Commissioners' expectations for the use of undesignated (unrestricted) funds were not always documented in the approved operating budget or Commission meeting minutes.</p> <p>Recommendation: VF should develop and implement procedures requiring that the expected use of undesignated funds be documented in Commission meeting minutes and included in the approved operating budget.</p>	The Commission has implemented a policy requiring that all Commission funds are included in the operating budget approved by the Commission at their June meeting. At the October meeting, any changes to the operating budget will be discussed with the Commission.	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Chief Inspector General Report No. 2011-12, dated February 2012 (continued)	September 30, 2011	Florida Commission on Community Service (Volunteer Florida)	<p>Finding 4: Staff did not always document compliance with the Administrative Procedures Act.</p> <p>Recommendation: Employees of VF should receive training concerning the Administrative Procedures Act, including the requirements for proper noticing of emergency meetings of the Commission and its committees. Additionally, VF should retain documentation of compliance with the requirements to post on their website the agendas and materials for all future Commission and committee meetings.</p>	VF managers have scheduled staff training on the Administrative Procedures Act. The current policies and procedures include instructions for providing public notice of meetings.	
			<p>Finding 5: Amounts reported in the 2010-11 Schedule of Expenditures of Federal Awards (SEFA) were not accurate for some grants.</p> <p>Recommendation: VF should implement procedures to ensure that SEFA data is accurately reported and verified by a supervisor prior to submission to the Executive Office of the Governor (EOG) for financial reporting purposes.</p>	The 2011-2012 SEFA was prepared by VF's senior accountant and verified by the Finance Director prior to submission to EOG	
			<p>Finding 6: Budget categories in the accounting system did not always align with the categories in the federal grant budgets.</p> <p>Recommendation: VF should take the steps necessary to ensure that the budget categories in the federal grant awards and in the accounting system are aligned to provide proper budget control.</p>	VF has aligned budget categories in the accounting system as much as possible with the federal grant award categories. VF staff indicated the category changes were explained to the Commission prior to approval of the 2012-2013 budget.	
			<p>Finding 7: VF's monitoring of the timely submission of sub-grantees' request for reimbursement needed improvement.</p> <p>Recommendation: VF should implement procedures to enforce the contractual requirement for timely submission and implement a system to monitor the timely submission of sub-grantees' reimbursement requests.</p>	Sub-grantee contracts now provide that VF has the right not to reimburse a sub-grantee's expenditures if the invoices are not received on a timely basis. All invoices are now being reviewed and staff are available to contact sub-grantees, making the process more manageable. Also, timely submission of invoices is one of the criteria for determining funding of continuation grants.	

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Office of the Governor - General Office

Agency Budget Officer/OPB Analyst Name: Kelley Sasso/Brea Gelin

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

	Program or Service (Budget Entity Codes)			
Action	311	318	319	

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

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

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

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

Action		Program or Service (Budget Entity Codes)				
		311	318	319		
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y		
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y	Y	Y		
4.2	Is the program component code and title used correct?	Y	Y	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y		
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2011-12 approved budget. Amounts should be positive.					

Action		Program or Service (Budget Entity Codes)				
		311	318	319		
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	Y	Y		
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y	Y	Y		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y	Y	Y		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y	Y	Y		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	Y	Y	Y		
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	Y	Y	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y		

Action		Program or Service (Budget Entity Codes)				
		311	318	319		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y		
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	Y	Y	Y		
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	Y	Y	Y		
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y		
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	Y	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	Y	Y		
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y		
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y		
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y		
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	Y	Y		
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 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.					

Action		Program or Service (Budget Entity Codes)				
		311	318	319		
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	Y	Y		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y		
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	Y		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y		
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y		
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	Y	Y	Y		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y		
8.10	Are the statutory authority references correct?	Y	Y	Y		
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	Y		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y		

Action		Program or Service (Budget Entity Codes)				
		311	318	319		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y		
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y		
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y		
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y		
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	Y	Y		
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y		
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y		
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y		
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y		
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line 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 Report")	Y	Y	Y		
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y		
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					

		Program or Service (Budget Entry Codes)				
Action		311	318	319		
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y		
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	Y	Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y		
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Y	Y		
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
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	Y	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	Y	Y		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y		
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y		

Action		Program or Service (Budget Entity Codes)				
		311	318	319		
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y		
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y		
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y		
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y		
17.5	Are the appropriate counties identified in the narrative?	Y	Y	Y		
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	Y	Y		
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
18. FLORIDA FISCAL PORTAL						
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y		



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

LEGISLATIVE BUDGET REQUEST

Division of Emergency Management
Tallahassee, Florida

October 15, 2012

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

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

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Division of Emergency Management 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. As Director of the Division of Emergency Management, I have approved this submission.

Sincerely,

Bryan W. Koon
Director

BWK/sfm



**State of Florida
Executive Office of the Governor**

**Legislative Budget Request
2013-2014**

**31700100
Division of Emergency Management**

Exhibits and Schedules

Division of Emergency Management

Table of Contents

Exhibit D-3A: Expenditures by Issue and Appropriation Category

Schedule I: Department Level - Related Documents

Schedule I Series

Schedule I	Narratives.....	
Inter-Agency Transfer Form.....		
Schedule IA	Detail of Fees and Related Program Costs.....	
Schedule IA – Part I: Examination of Regulatory Fees.....		
Schedule IA – Part II: Examination of Regulatory Fees.....		
Schedule IC	Reconciliation of Unreserved Fund Balance	
	Reconciliation of Beginning Trial Balance to Schedule IC	
Schedule ID	Request for Creation, Re-Creation, Retention, Termination or Modification of a Trust Fund.....	N/A
Analysis of Trust Fund Creation Form.....		N/A

Schedule VIII B-1: Priority Listing of Agency Budget Issues for Possible reduction for Current Year (not applicable for budget year 2013-2014)

Schedule VIII B-2: Priority Listing of Agency Budget Issues for Possible Reduction for Legislative Budget Request Year

Manual Exhibits, Schedules and Supporting Documents

Letter of Transmittal

Department Level Exhibits and Schedules

Schedule I	Narratives.....	
Schedule IV-C	Recurring Information Technology Budget Planning....	
Schedule VII	Agency Litigation Inventory.....	
Schedule X	Organization Structure.....	
Schedule XII	Outsourcing or Privatization of a Service or Activity....	
Schedule XIII	Proposed Consolidated Financing of Deferred-Payment Commodity Contracts.....	N/A
Schedule XIV	Variance from Long Range Financial Outlook.....	
Schedule XV	Contract Reporting.....	

Program Name and/or Budget Entity Level Exhibits or Schedules

Schedule I Series

Schedule IA	Detail of Fees and Related Program Costs.....
Schedule IB	Detail of Unreserved Fund Balances.....
Schedule IC	Reconciliation of Unreserved Fund Balance.....
	Reconciliation of Beginning Trial Balance to Schedule IC
Schedule IV-B	Information Technology Projects..... N/A
Schedule VI	Detail of Debt Service..... N/A
Schedule IX	Major Audit Findings and Recommendations.....

Technical Checklist LBR Review

Completed checklist used to review the Legislative Budget Request (LBR) for technical compliance with the Checklist budget instructions

Non-Strategic IT Service:		Network Service			
Dept/Agency: Division of Emergency Management				# of Assets & Resources Apportioned to this IT Service in FY 2013-14	
Prepared by: Kevin Smith					
Phone: 850-922-9921					
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		\$86,264
A-1.1	State FTE	3, 4	0		\$11,138
A-2.1	OPS FTE	2, 3	1.25		\$75,126
A-3.1	Contractor Positions (Staff Augmentation)	5	0.00		\$0
B. Hardware					\$63,500
B-1	Servers		9	0	\$0
B-2	Server Maintenance & Support	6	5	5	\$1,500
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)	6	87	87	\$62,000
B-4	Online Storage for file and print (indicate GB of storage)	6	0		\$0
B-5	Archive Storage for file and print (indicate GB of storage)	6	0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software		5			\$5,889
D. External Service Provider(s)					\$357,785
D-1	MyFloridaNet	6			\$233,000
D-2	Other (Please specify in Footnote Section below)	7			\$124,785
E. Other (Please describe in Footnotes Section below)		1			\$8,708
F. Total for IT Service					\$522,146
G. Please identify the number of users of the Network Service					525
H. How many locations currently host IT assets and resources used to provide LAN services?					6
I. How many locations currently use WAN services?					6
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Position(s) expenses per published LBR Instructions				
2	No allocation from FY 2013-14 DEM Recurring Base Budget				
3	Personnel costs estimated as position(s) not yet filled.				
4	Small fraction of position's time, considerably below 25% reporting threshold				
5	Costs allocated from non-recurring Federal monies.				
6	Estimated costs extrapolated from current charges, dependent upon disaster response requirements.				
7	Redundent Satellite connections for State Emergency Operations Center (\$12,432) & Field Operations (\$102,456) and aircards (\$9,897)				
8					
9					
10					
11					
12					
13					
14					
15					

Non-Strategic IT Service:		E-Mail, Messaging, and Calendaring Service		
Agency: Division of Emergency Management		# of Assets & Resources		
Prepared by: Kevin Smith		AppORTioned to this IT Service in FY		
Phone: 850-922-9921		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		0.00		\$11,138
A-1 State FTE	3, 4	0.00		\$11,138
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				\$81,621
B-1 Servers	2, 5	2	0	\$0
B-2 Server Maintenance & Support		0	0	\$0
B-3 Wireless Communication Devices (e.g., Blackberries, iPhones, PDAs, etc.)		86	0	\$81,621
B-4 Online Storage (indicate GB of storage)		0		\$0
B-5 Archive Storage (indicate GB of storage)		0		\$0
B-6 Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software				\$0
D. External Service Provider(s)				\$127,680
D-1 Southwood Shared Resource Center	7			\$127,680
D-2 Northwood Shared Resource Center				\$0
D-3 Northwest Regional Data Center				\$0
D-4 Other Data Center External Service Provider (specify in Footnotes below)				\$0
E. Other (Please describe in Footnotes Section below)	1			\$667
F. Total for IT Service				\$221,105
G. Please provide the number of user mailboxes.				515
H. Please provide the number of resource mailboxes.				30
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Position(s) expenses per published LBR Instructions			
2	No allocation from FY 2013-14 DEM Recurring Base Budget			
3	Personnel costs estimated, dependent upon disaster response requirements or position(s) not yet filled.			
4	Small fraction of position's time, considerably below 25% reporting threshold			
5	Internal SMTP relays			
6	Estimated costs extrapolated from current charges, dependent upon disaster response requirements.			
7	Return to SSRC STE Email, costs estimated for 500 total mailboxes, 80 mobile devices			
8				
9				

Non-Strategic IT Service:		Desktop Computing Service			
Agency: Division of Emergency Management		# of Assets & Resources AppORTioned to this IT Service in FY 2013-14			
Prepared by: Kevin Smith					
Phone: 850-922-9921					
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			4.25		\$160,741
A-1	State FTE		0.00		\$0
A-2	OPS FTE	2, 3	4.25		\$160,741
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			607	134	\$3,600
B-1	Servers	2	3	0	\$0
B-2	Server Maintenance & Support	2, 5	3	3	\$3,600
B-3.1	Desktop Computers	4, 6	30	6	\$0
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	4, 6	571	125	\$0
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		2, 5, 7			\$117,485
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)		1			\$27,340
F. Total for IT Service					\$309,166
G. Please identify the number of users of this service.					525
H. How many locations currently use this service?					6
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Position(s) expenses per published LBR Instructions				
2	No allocation from FY 2013-14 DEM Recurring Base Budget				
3	Personnel costs estimated, dependent upon disaster response requirements.				
4	Costs allocated from non-recurring Federal monies.				
5	Estimated costs extrapolated from current charges, dependent upon disaster response requirements.				
6	Approximate of Agency's target 20% desktop refresh per year.				
7	Includes Microsoft EA (\$73,485), ESRI (est\$28,000), support for other standard software (est\$16,000)				
8					
9					
10					
11					
12					
13					
14					
15					

Non-Strategic IT Service:		Helpdesk Service			
Agency:	Division of Emergency Management	# of Assets & Resources			
Prepared by:	Kevin Smith	AppORTioned to this IT Service in FY 2013-14			
Phone:	850-922-9921	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)			
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			0.00		\$0
A-1	State FTE	1	0.00		\$0
A-2	OPS FTE	1	0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			0	0	\$0
B-1	Servers	1	0	0	\$0
B-2	Server Maintenance & Support	1	0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)	1	0	0	\$0
C. Software		1			\$0
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)		1			\$0
F. Total for IT Service					\$0
G. Please identify the number of users of this service.					0
H. How many locations currently host IT assets and resources used to provide this service?					0
I. What is the average monthly volume of calls/cases/tickets?					0
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	The Agency does not currently employ a tier 1 helpdesk system. An average of 252 issues per month are routed directly to the admin & technical staff. Software for entering/tracking issues is a part of				
2	an overall Agency administrative system and costs are captured in that section.				
3					
4					
5					
6					
7					
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9					
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11					
12					
13					
14					
15					

Non-Strategic IT Service:		IT Security/Risk Mitigation Service			
Agency: Division of Emergency Management		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by: Kevin Smith					
Phone: 850-922-9921					
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			0.75		\$52,298
A-1	State FTE	3, 4	0.00		\$11,138
A-2	OPS FTE	2, 3	0.75		\$41,160
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			35	0	\$0
B-1	Servers	5, 7	15	0	\$0
B-2	Server Maintenance & Support	5, 7	15	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)	5, 6	5	0	\$0
C. Software					\$28,000
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)		1			\$5,492
F. Total for IT Service					\$85,789
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Position(s) expenses per published LBR Instructions				
2	No allocation from FY 2013-14 DEM Recurring Base Budget				
3	Personnel costs estimated, dependent upon disaster response requirements or position not yet filled.				
4	Small fraction of position's time, considerably below 25% reporting threshold				
5	Costs allocated from non-recurring Federal monies.				
6	Includes redundant SANs and backup/deduplication systems at CBJTF COOP site				
7	Denotes logical servers, hosted on 3 physical servers at CBJTF COOP site				
8					
9					
10					
11					
12					
13					
14					
15					

Non-Strategic IT Service: Agency Financial and Administrative Systems Support Service					
Agency: Division of Emergency Management Prepared by: Kevin Smith Phone: 850-922-9921			# 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			0.50		\$23,100
A-1	State FTE		0.00		\$0
A-2	OPS FTE		0.50		\$23,100
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		2, 3, 4			\$30,000
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)		1			\$3,217
F. Total for IT Service					\$56,317
G. Please identify the number of users of this service.					515
H. How many locations currently host agency financial/administrative systems?					1
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Position(s) expenses per published LBR Instructions				
2	No allocation from FY 2013-14 DEM Recurring Base Budget				
3	Costs allocated from non-recurring Federal monies.				
4	Enterprise & RAS systems development of approximately \$30,000				
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Non-Strategic IT Service: IT Administration and Management Service							
Agency: Division of Emergency Management Prepared by: Kevin Smith Phone: 850-922-9921			# 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					0.75		\$75,234
A-1	State FTE			2	0.75		\$75,234
A-2	OPS FTE				0.00		\$0
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							\$0
D. External Service Provider(s)					0	0	\$0
E. Other (Please describe in Footnotes Section below)				1			\$5,002
F. Total for IT Service							\$80,236
G. How many locations currently host assets and resources used to provide this service?							3
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.							
1	Position(s) expenses per published LBR Instructions						
2	Personnel costs estimated, dependent upon disaster response requirements, or position not yet filled.						
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Non-Strategic IT Service:		Web/Portal Service			
Dept/Agency: Division of Emergency Management		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by: Kevin Smith					
Phone: 850-922-9921					
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			4.00		\$212,466
A-1.1	State FTE		0.50		\$49,218
A-2.1	OPS FTE	3	3.50		\$163,247
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Servers	4, 6	26	0	\$0
B-2	Server Maintenance & Support	4, 6	26	0	\$0
B-3	Other Hardware Assets (Please specify in Footnotes Section below)	4, 7	4	0	\$0
C. Software		2, 5, 8			\$16,244
D. External Service Provider(s)		9	5	5	\$164,091
E. Other (Please describe in Footnotes Section below)		1			\$25,850
F. Total for IT Service					\$418,651
G. Please identify the number of Internet users of this service.					1,800,000
H. Please identify the number of intranet users of this service.					635
I. How many locations currently host IT assets and resources used to provide this service?					2
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Position(s) expenses per published LBR Instructions				
2	No allocation from FY 2013-14 DEM Recurring Base Budget				
3	Personnel costs estimated, dependent upon disaster response requirements, or position(s) not yet filled.				
4	Costs allocated from non-recurring Federal monies.				
5	Estimated costs extrapolated from current charges, dependent upon disaster response requirements.				
6	Denotes 24 logical servers, hosted on 4 physical servers locally + resources provisioned at SSRC, all costs captured in Data Center section				
7	Includes SANs and backup/deduplication systems				
8	Includes maintenance for all server-side applications				
9	Includes all contractor supported websites				
10					
11					
12					
13					
14					
15					

Non-Strategic IT Service:		Data Center Service		
Dept./Agency: Division of Emergency Management		# of Assets & Resources Apportioned to this IT Service in FY 2013-14		
Prepared by: Kevin Smith				
Phone: 850-922-9921				
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.)		0.50		\$34,961
A-1.1 State FTE	3, 4	0.00		\$11,138
A-2.1 OPS FTE	2, 3	0.50		\$23,823
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				\$0
B-1 Non-Mainframe Servers (including single-function logical servers not assigned to another service)	5, 6	12	0	\$0
B-2 Servers - Mainframe		0	0	\$0
B-3 Server Maintenance & Support		0	0	\$0
B-4 Online or Archival Storage Systems (Indicate GB of storage)	6	6000		\$0
B-5 Data Center/ Computing Facility Internal Network				\$0
B-6 Other Hardware (Please specify in Footnotes Section below)				\$0
C. Software				\$0
D. External Service Provider(s)				\$274,887
D-1 Southwood Shared Resource Center (indicate # of Board votes)	6	0		\$274,887
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				\$63,612
E-1 Data Center/Computing Facilities Rent & Insurance	6, 7			\$63,612
E-2 Utilities (e.g., electricity and water)				\$0
E-3 Environmentals (e.g., HVAC, fire control, and physical security)				\$0
E-4 Other (please specify in Footnotes Section below)				\$0
F. Other (Please describe in Footnotes Section below)	1			\$3,884
G. Total for IT Service				\$377,343
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.				0
H. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Position(s) expenses per published LBR Instructions			
2	No allocation from FY 2013-14 DEM Recurring Base Budget			
3	Personnel costs estimated, dependent upon disaster response requirements, or positions not yet filled.			
4	Small fraction of position's time, considerably below 25% reporting threshold			
5	Costs allocated from non-recurring Federal monies.			
6	Estimated costs extrapolated from current charges, dependent upon disaster response requirements.			
7	Combined 310 sq. ft.			
8				
9				

Agency: **Division of Emergency Management**

E-Mail, Messaging, and
Calendaring Service

Network Service

Budget Entry 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
									Line Item Total	Funding Identified for IT Service		
	3170 0100								\$2,060,753		\$211,105	\$522,146
1									\$0			
2									\$0			
3									\$0			
4									\$0			
5									\$0			
6									\$0			
7									\$0			
8									\$0			
9									\$0			
10									\$0			
11									\$0			
12									\$0			
13									\$0			
14									\$0			
15									\$0			
16									\$0			
17									\$0			
18									\$0			
19									\$0			
20									\$0			
21									\$0			
22									\$0			
23									\$0			
24									\$0			
25									\$0			
26									\$0			
27									\$0			
28									\$0			
29									\$0			
30									\$0			

Sum of IT Cost Elements
Across IT Services

IT Cost Element Data as entered on IT Service Worksheets	Personnel	State FTE (#)	1.25	0.00	0.00
		State FTE (Costs)	\$169,003	\$11,138	\$11,138
		OPS FTE (#)	10.75	0.00	1.25
		OPS FTE (Cost)	\$487,198	\$0	\$75,126
		Vendor/Staff Augmentation (# Positions)	0.00	0.00	0.00
		Vendor/Staff Augmentation (Costs)	\$0	\$0	\$0
	Hardware	Hardware	\$148,721	\$81,621	\$63,500
		Software	\$197,618	\$0	\$5,889
		External Services	\$924,443	\$127,680	\$357,785
		Plant & Facility (Data Center Only)	\$63,612		
		Other	\$80,159	\$667	\$8,708
		Budget Total	\$2,070,753	\$221,105	\$522,146
	FTE Total	12.00	0.00	1.25	
	Users			545	525
Cost Per User			\$406	\$994.5640571	

(cost/all mailboxes) He

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:	Executive Office of the Governor/Division of Emergency Management		
Contact Person:	Heather Stearns	Phone Number:	850-922-1676
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	N/A		
Court with Jurisdiction:	N/A		
Case Number:	N/A		
Summary of the Complaint:	N/A		
Amount of the Claim:	\$ N/A		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	N/A		
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).	N/A		

**DIVISION OF EMERGENCY MANAGEMENT
OFFICE OF THE DIRECTOR
DIRECTOR'S OFFICE
04/01/2012 (DEM1.OPX)**

General & Operations Managers
Chief Inspector General - EOG
Pos #: 000139
Class Code: 8566/10-1021-2
FTE: 1.0

General & Operations Managers
Deputy Inspector General - SES
Pos #: 001220
Class Code: 7998/11-1021-4
FTE: 1.0

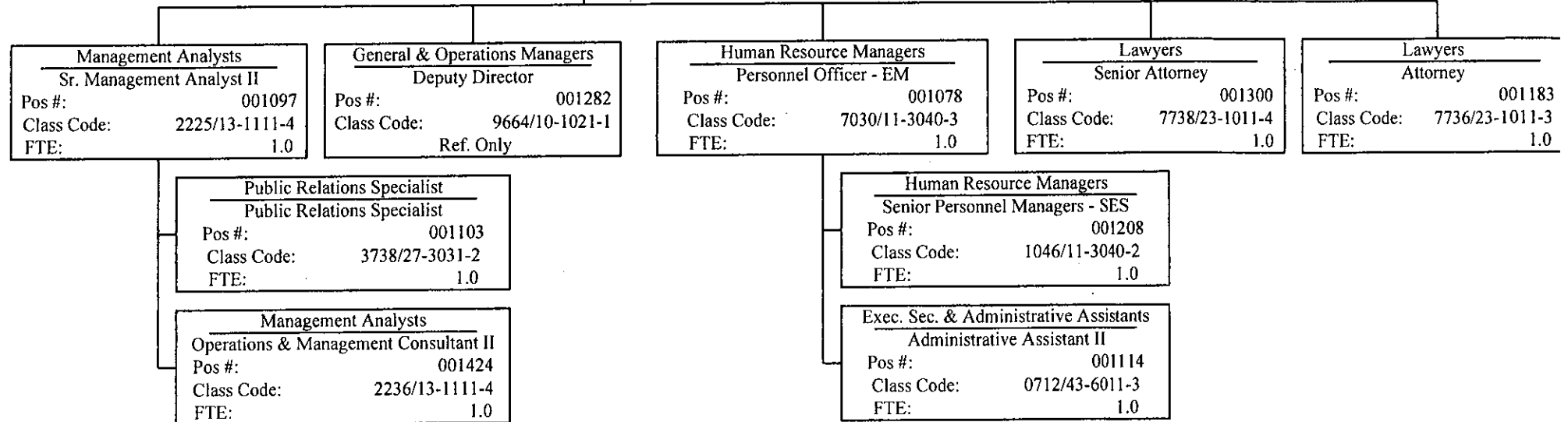
Accountants and Auditors
Audit & Evaluation Review Analyst
Pos #: 001296
Class Code: 1668/13-2011-3
FTE: 1.0

Governor

General & Operations Managers
Director
Pos #: 001145
Class Code: 9708/10-1021-1
FTE: 1.0

Exec. Secretaries & Admin. Assistants
Administrative Assistant I
Pos #: 001118
Class Code: 0108/43-6011-2
FTE: 1.0

General & Operations Manager
Operations Manager C - SES
Pos #: 001666
Class Code: 9119/11-1021-2
FTE: 1.0



Management Analysts
Sr. Management Analyst II
Pos #: 001097
Class Code: 2225/13-1111-4
FTE: 1.0

General & Operations Managers
Deputy Director
Pos #: 001282
Class Code: 9664/10-1021-1
Ref. Only

Human Resource Managers
Personnel Officer - EM
Pos #: 001078
Class Code: 7030/11-3040-3
FTE: 1.0

Lawyers
Senior Attorney
Pos #: 001300
Class Code: 7738/23-1011-4
FTE: 1.0

Lawyers
Attorney
Pos #: 001183
Class Code: 7736/23-1011-3
FTE: 1.0

Public Relations Specialist
Public Relations Specialist
Pos #: 001103
Class Code: 3738/27-3031-2
FTE: 1.0

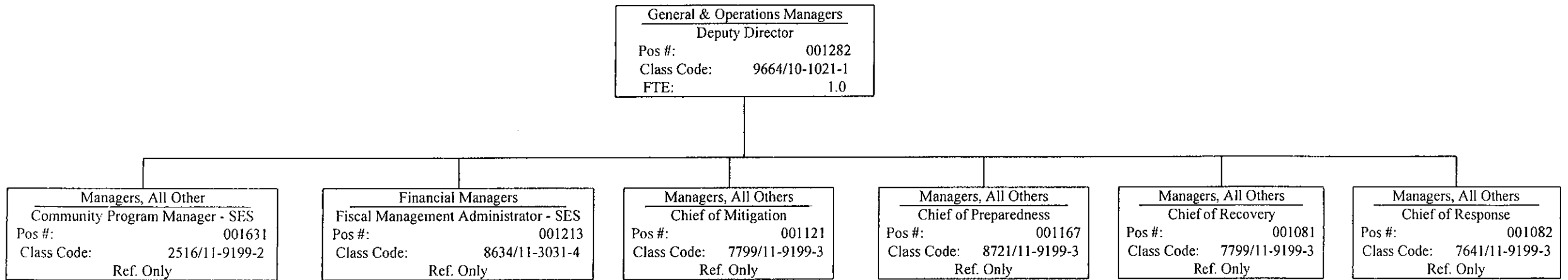
Management Analysts
Operations & Management Consultant II
Pos #: 001424
Class Code: 2236/13-1111-4
FTE: 1.0

Human Resource Managers
Senior Personnel Managers - SES
Pos #: 001208
Class Code: 1046/11-3040-2
FTE: 1.0

Exec. Sec. & Administrative Assistants
Administrative Assistant II
Pos #: 001114
Class Code: 0712/43-6011-3
FTE: 1.0

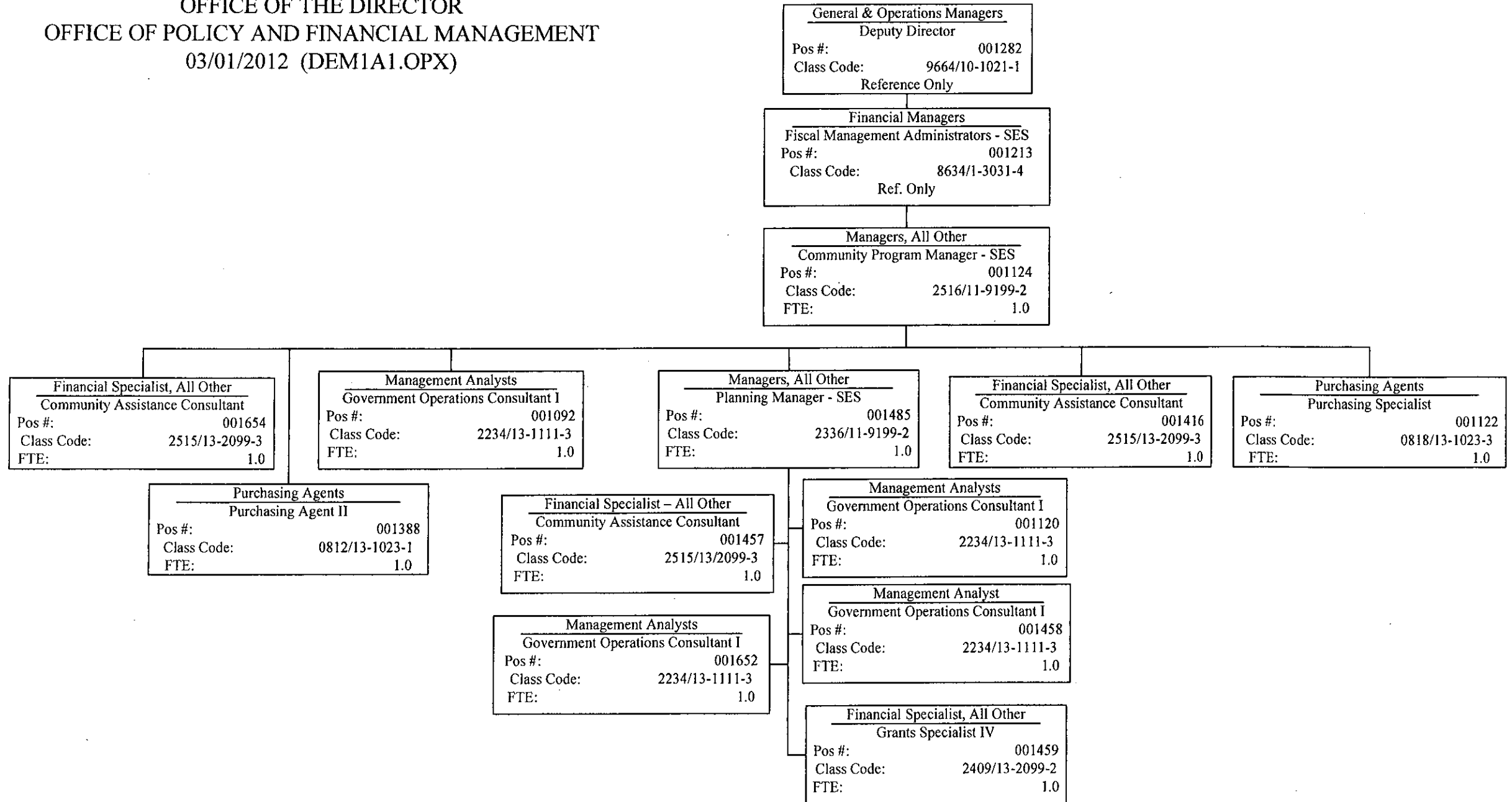
DIVISION OF EMERGENCY MANAGEMENT
OFFICE OF THE DIRECTOR
OFFICE OF POLICY AND FINANCIAL MANAGEMENT
10/01/2011 (DEM1A.OPX)

OFFICE OF POLICY & FINANCIAL MANAGEMENT



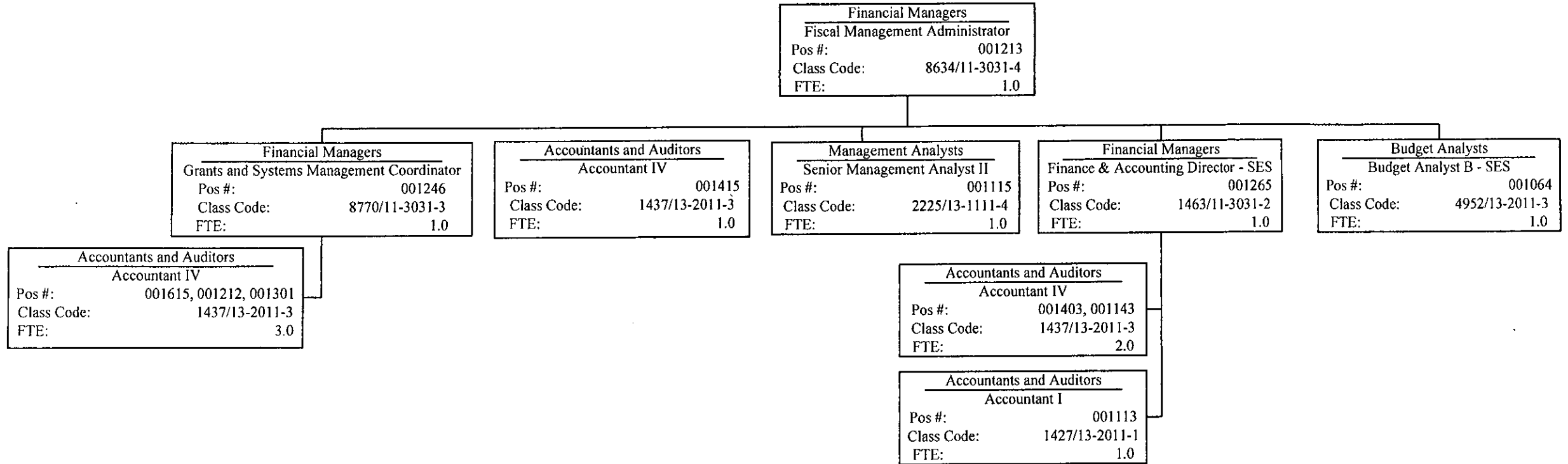
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 OFFICE OF THE DIRECTOR
 OFFICE OF POLICY AND FINANCIAL MANAGEMENT
 03/01/2012 (DEM1A1.OPX)

OFFICE OF POLICY & FINANCIAL MANAGEMENT



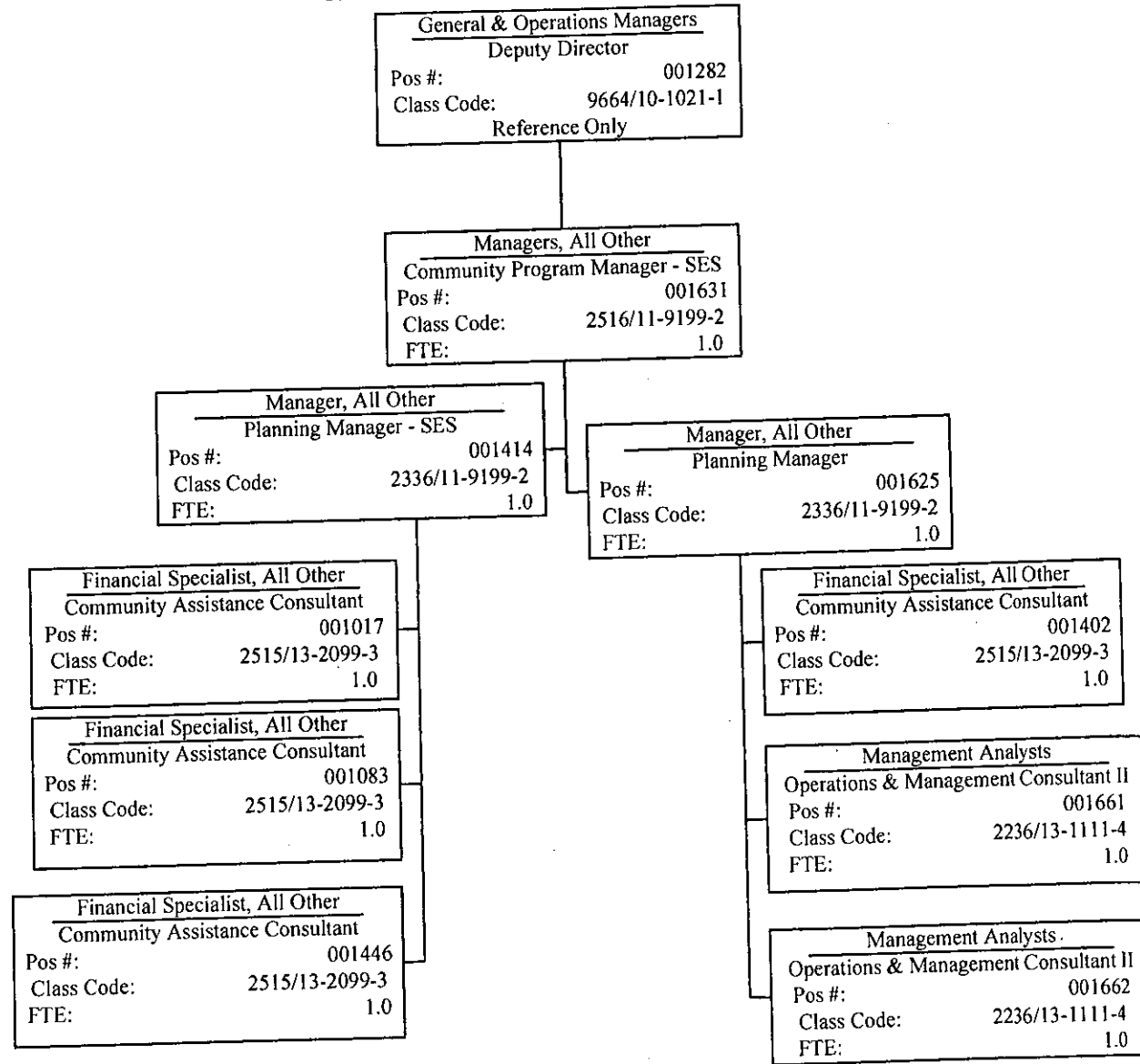
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 OFFICE OF POLICY AND FINANCIAL MANAGEMENT
 04/01/2012 (DEM1A2.OPX)

OFFICE OF POLICY & FINANCIAL MANAGEMENT

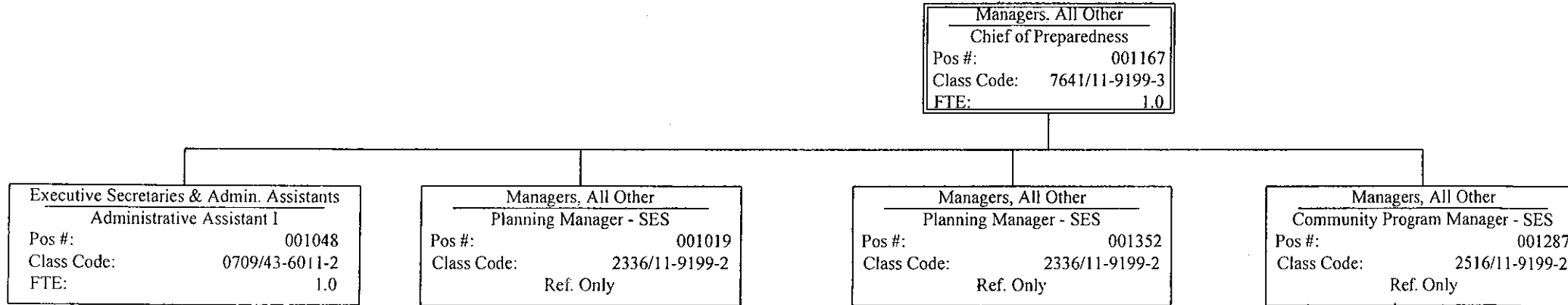


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 OFFICE OF THE DIRECTOR
 OFFICE OF POLICY AND FINANCIAL MANAGEMENT
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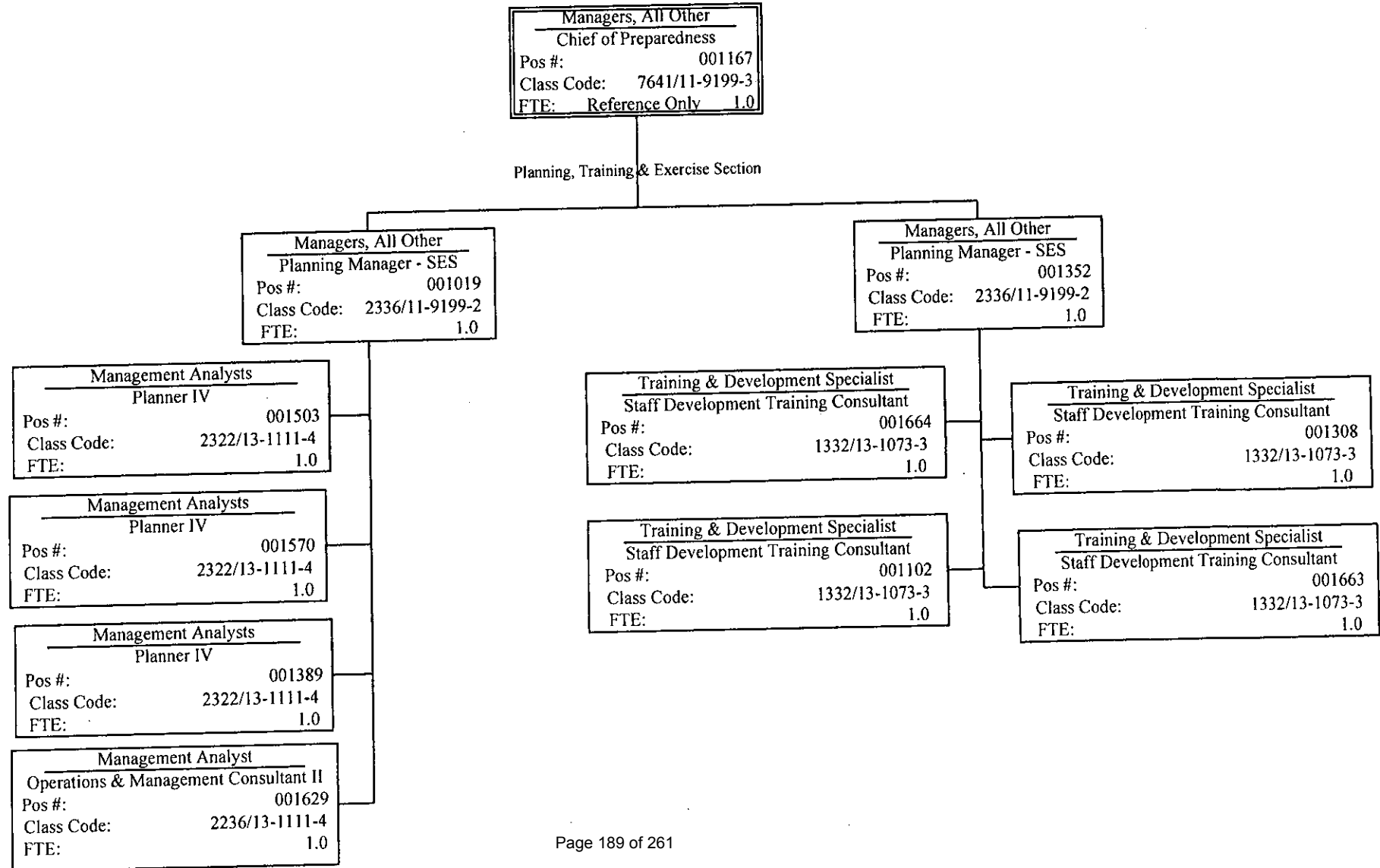
OFFICE OF POLICY & FINANCIAL MANAGEMENT



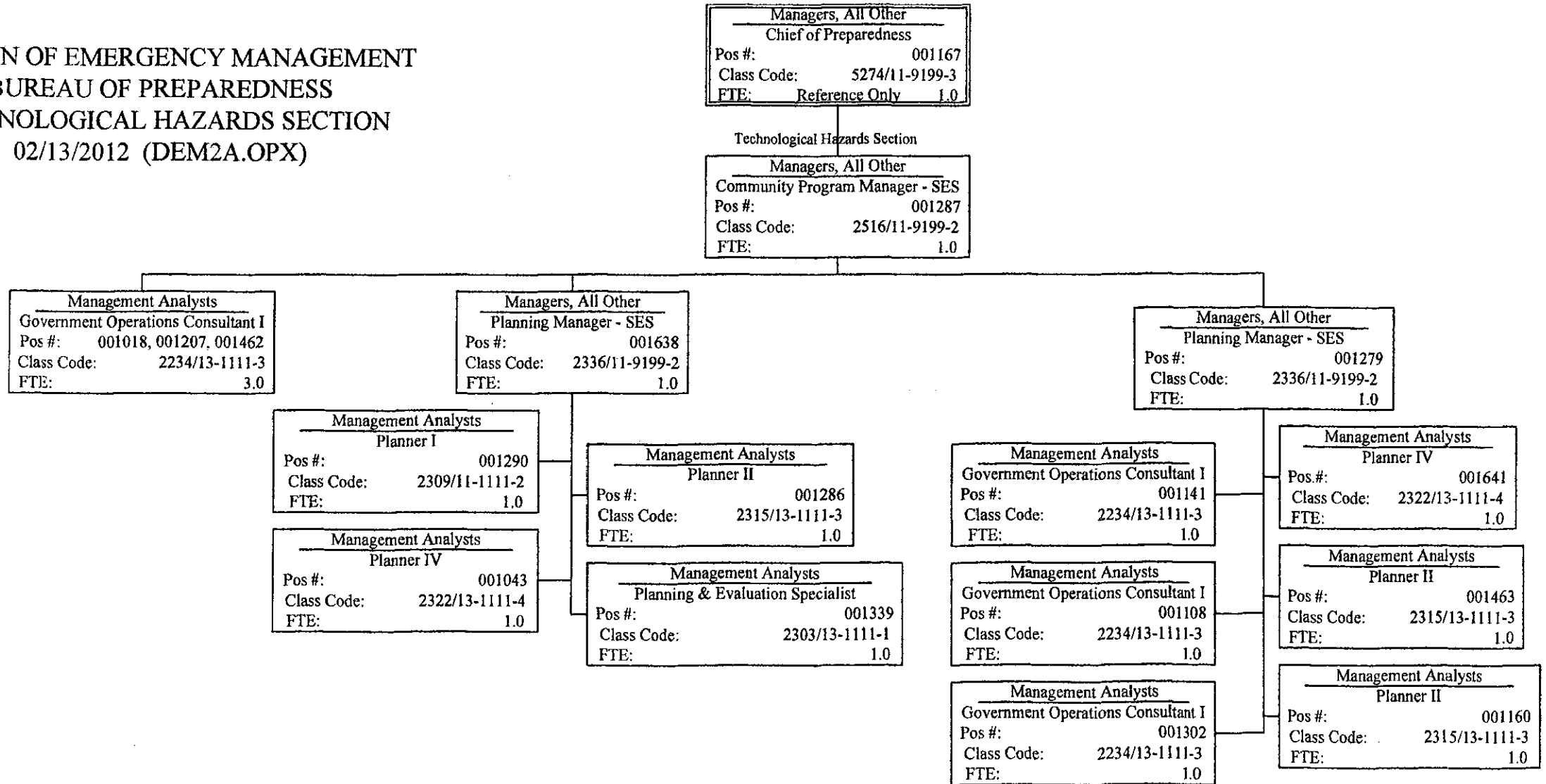
DIVISION OF EMERGENCY MANAGEMENT
 BUREAU OF PREPAREDNESS
 OFFICE OF BUREAU CHIEF
 02/13/12 (DEM3A1.OPX)



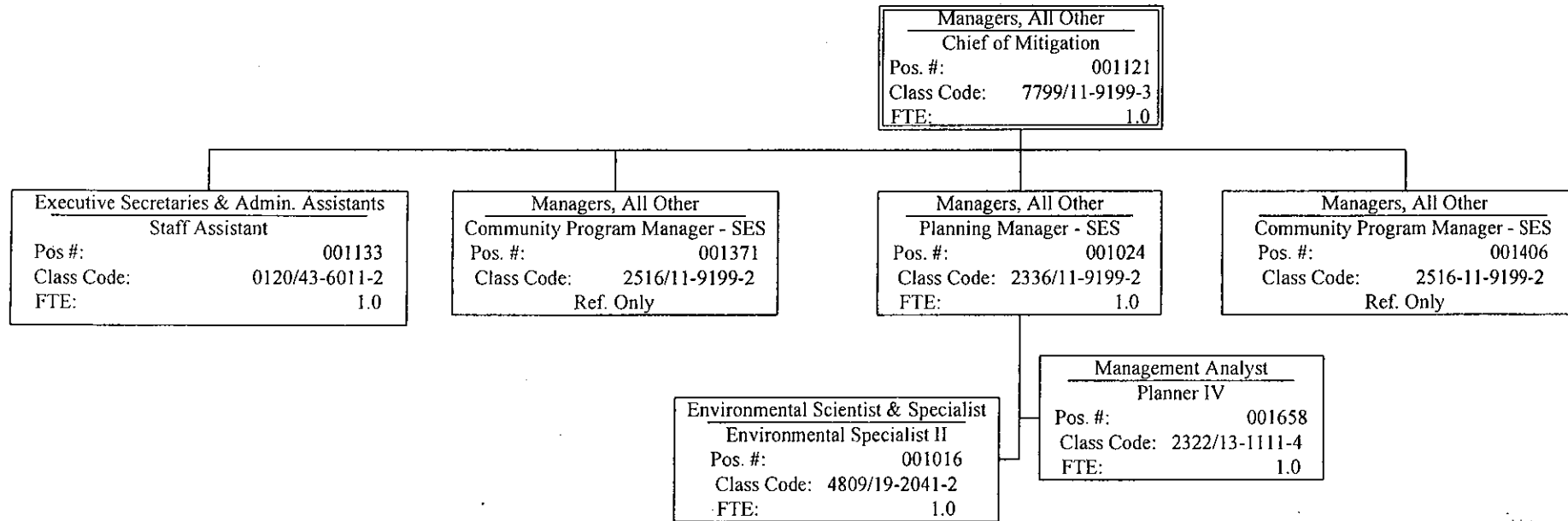
DIVISION OF EMERGENCY MANAGEMENT
 BUREAU OF PREPAREDNESS
 PLANNING, TRAINING & EXERCISE SECTION
 03/01/2012 (DEM3A.OPX)



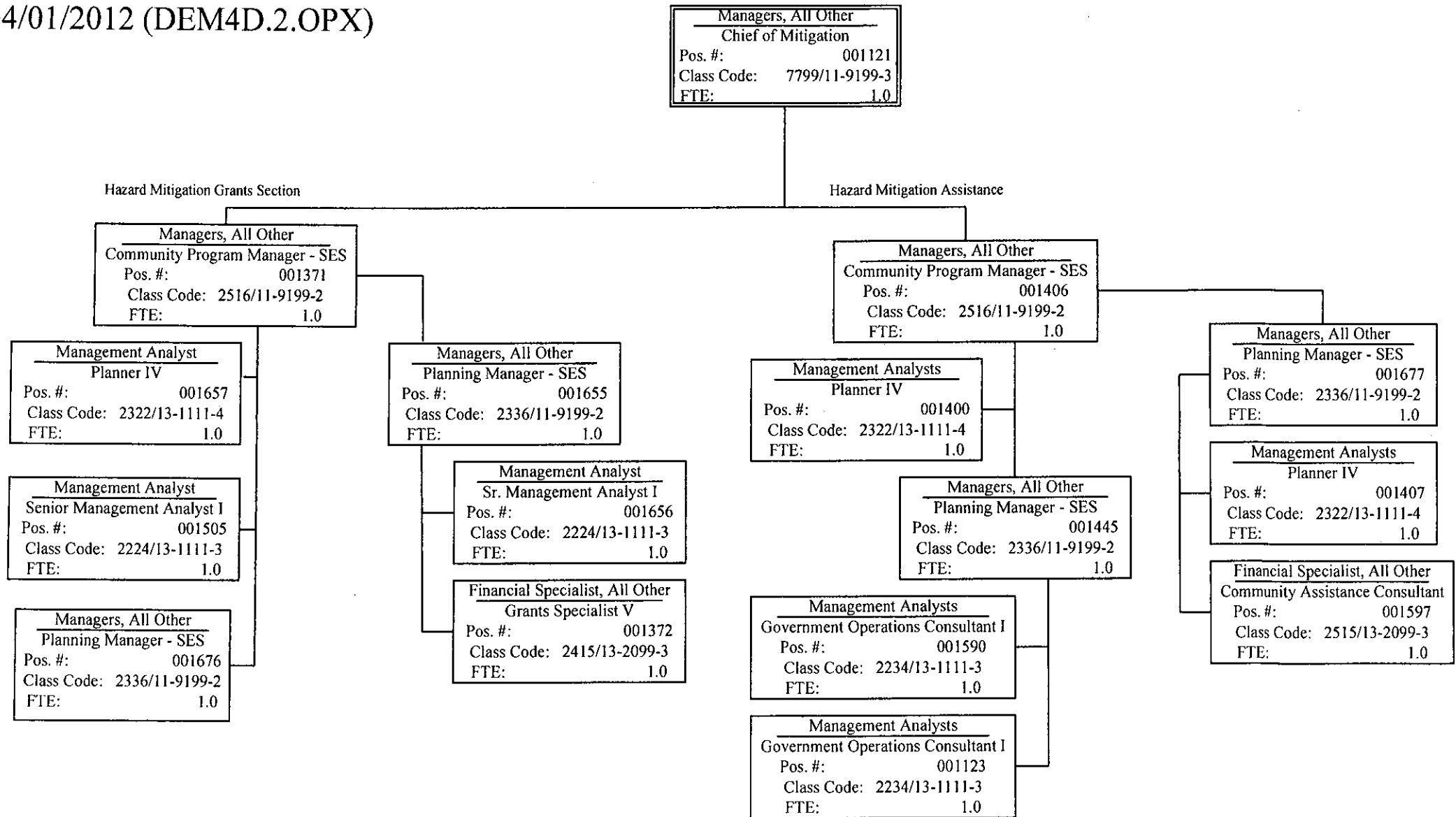
DIVISION OF EMERGENCY MANAGEMENT
 BUREAU OF PREPAREDNESS
 TECHNOLOGICAL HAZARDS SECTION
 02/13/2012 (DEM2A.OPX)



DIVISION OF EMERGENCY MANAGEMENT
 BUREAU OF MITIGATION
 OFFICE OF THE BUREAU CHIEF
 01/01/2012 (DEM4D.OPX)



DIVISION OF EMERGENCY MANAGEMENT
 BUREAU OF MITIGATION
 04/01/2012 (DEM4D.2.OPX)



DIVISION OF EMERGENCY MANAGEMENT
BUREAU OF RECOVERY
03/01/2012 (DEM4E.OPX)

Managers, All Other
Chief of Recovery
Pos. #: 001081
Class Code: 7799/11-9199-3
FTE: 1.0

Exec. Secretaries & Administrative Assistants
Administrative Assistant I
Pos. #: 001309
Class Code: 0709/46-6011-2
FTE: 1.0

Recovery Coordination Section

Managers, All Other
Community Program Manager - SES
Pos. #: 001425
Class Code: 2516/11-9199-2
FTE: 1.0

Regional Recovery Assistance Section

Managers, All Other
Community Program Manager - SES
Pos. #: 001033
Class Code: 2516/11-9199-2
FTE: 1.0

Managers, All Other
Planning Manager - SES
Pos. #: 001620
Class Code: 2336/11-9199-2
FTE: 1.0

Managers, All Other
Planning Manager - SES
Pos. #: 001659
Class Code: 2336/11-9199-2
FTE: 1.0

Managers, All Other
Planning Manager - SES
Pos. #: 001681
Class Code: 2336/11-9199-2
FTE: 1.0

Financial Specialist, All Other
Comm. Assist. Consult.
Pos. #: 001456
Class Code: 2515/13-2099-3
FTE: 1.0

Managers, All Other
Planning Manager
Pos. #: 001417
Class Code: 2336/11-9199-2
FTE: 1.0

Managers, All Other
Planning Manager - SES
Pos. #: 001679
Class Code: 2336/11-9199-2
FTE: 1.0

Financial Specialist, All Other
Grants Spec. Supv. II - SES
Pos. #: 001411
Class Code: 2417/13-2099-4
FTE: 1.0

Managers, All Other
Planning Manager - SES
Pos. #: 001680
Class Code: 2336/11-9199-2
FTE: 1.0

Financial Specialist, All Other
Grants Spec. V
Pos. #: 001405
Class Code: 2415/13-2099-3
FTE: 1.0

Management Analysts
Senior Management Analyst I
Pos. #: 001404
Class Code: 2224/13-1111-4
FTE: 1.0

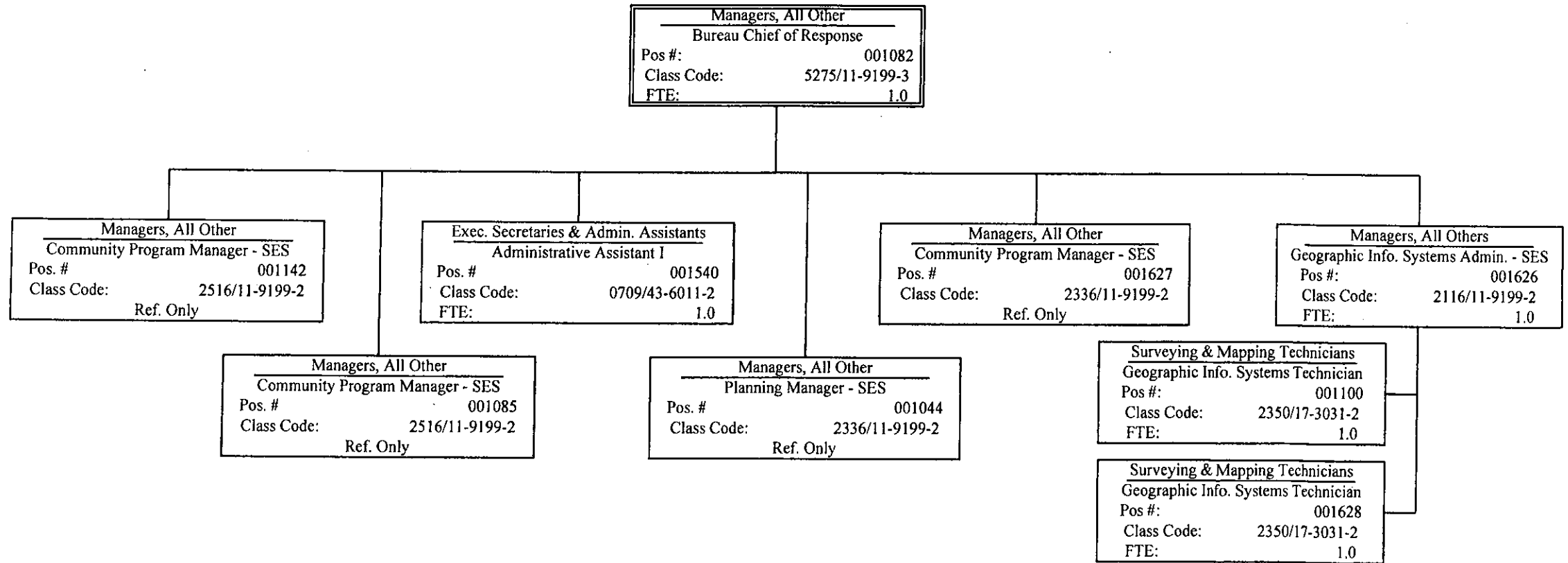
Financial Specialist, All Other
Grants Specialist V
Pos #: 001653
Class Code: 2415/13-2099-3
FTE: 1.0

Managers, All Other
Planning Manager - SES
Pos. #: 001678
Class Code: 2336/11-9199-2
FTE: 1.0

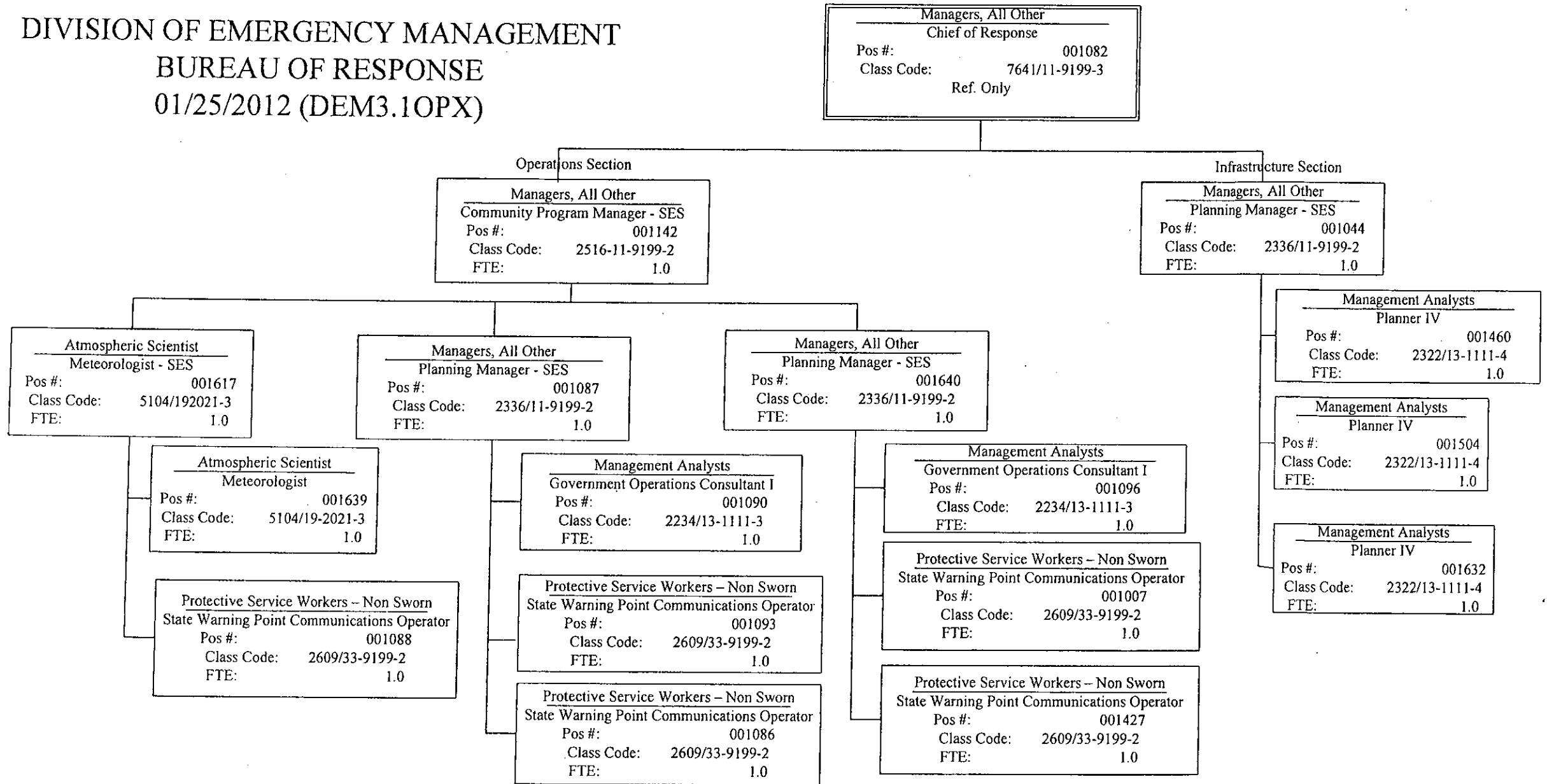
Environmental Scientist & Specialists
Environmental Specialist II
Pos. #: 001660
Class Code: 4809/19-2041-2
FTE: 1.0

Financial Specialist, All Other
Grants Specialist V
Pos #: 001455
Class Code: 2415/13-2099-3
FTE: 1.0

DIVISION OF EMERGENCY MANAGEMENT
 BUREAU OF RESPONSE
 OFFICE OF BUREAU CHIEF
 04/01/2012 (DEM3B.OPX)



DIVISION OF EMERGENCY MANAGEMENT
 BUREAU OF RESPONSE
 01/25/2012 (DEM3.1OPX)



**DIVISION OF EMERGENCY MANAGEMENT
BUREAU OF RESPONSE
03/01/2012 (DEM3.OPX)**

Managers, All Other
Chief of Response
Pos #: 001082
Class Code: 7641/11-9199-3
FTE: Reference Only

Regional Coordination Section

Managers, All Other
Community Program Manager - SES
Pos #: 001085
Class Code: 2516-11-9199-2
FTE: 1.0

Management Analysts
Government Operations Consultant I
Pos #: 001635
Class Code: 2234/13-1111-3
FTE: 1.0

Management Analysts
Government Operations Consultant I
Pos #: 001557
Class Code: 2234/13-1111-3
FTE: 1.0

Management Analysts
Government Operations Consultant I
Pos #: 001109
Class Code: 2234/13-1111-3
FTE: 1.0

Management Analysts
Government Operations Consultant I
Pos #: 001634
Class Code: 2234/13-1111-3
FTE: 1.0

Management Analysts
Government Operations Consultant I
Pos #: 001111
Class Code: 2234/13-1111-3
FTE: 1.0

Management Analysts
Government Operations Consultant I
Pos #: 001091
Class Code: 2234/13-1111-3
FTE: 1.0

Management Analysts
Government Operations Consultant I
Pos #: 001112
Class Code: 2234/13-1111-3
FTE: 1.0

Logistics Section

Managers, All Other
Community Program Manager - SES
Pos #: 001627
Class Code: 2516-11-9199-2
FTE: 1.0

Computer & Information Systems Managers
Systems Project Administrator
Pos #: 001105
Class Code: 2109/11-3021-2
FTE: 1.0

Computer Support Specialist
Office Automation Analyst
Pos. # 001671
Class Code: 2047/15-1041-2
FTE: 1.0

Telecomm Equipment Install Repair
Radio-Television Engineering Technologist
Pos #: 001098
Class Code: 4602/49-2022-3
FTE: 1.0

Managers, All Other
Planning Manager - SES
Pos #: 001665
Class Code: 2336/11-9199-2
FTE: 1.0

Business Operation Specialist, All Other
Facilities Services Consultant
Pos #: 001139
Class Code: 0836/13-1199-3
FTE: 1.0

Management Analysts
Government Operations Consultant I
Pos #: 001667
Class Code: 2234/13-1111-3
FTE: 1.0

Logisticians
Property Specialist
Pos #: 001006
Class Code: 0939/13-1081-1
FTE: 1.0

Schedule XIV
Variance from Long Range Financial Outlook

Agency: _ Executive Office of the Governor/Division of Emergency Management

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				
b				
c				
d				
e				
f				

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

* R/B = Revenue or Budget Driver

**SCHEDULE XV:
CONTRACT INFORMATION FOR EACH CONTRACT IN WHICH THE
CONSIDERATION TO BE PAID TO THE AGENCY IS A PERCENTAGE OF
THE VENDOR REVENUE AND IN EXCESS OF \$10 MILLION**

Contact Information
Agency: Executive Office of the Governor/Division of Emergency Management
N/A – Nothing to Report
Name:
Phone:
E-mail address:

1. Vendor Name		
2. Brief description of services provided by the vendor.		
3. Contract terms and years remaining.		
4. Amount of revenue generated		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
5. Amount of revenue remitted		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
6. Value of capital improvement		
7. Remaining amount of capital improvement		
8. Amount of state appropriations		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)



**State of Florida
Executive Office of the Governor**

**31700100
Division of Emergency Management**

Exhibits and Schedules



**State of Florida
Executive Office of the Governor**

**31700100
Division of Emergency Management**

Schedule I Series *

* Please see Beginning Trial Balance Report included in the
Executive Office of the Governor - Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013 - 2014
Trust Fund Title:	Executive Office of the Governor/Division of Emergency Management
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	31700100
	2021

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 513,231 (A)		\$ 513,231
ADD: Other Cash (See Instructions)	\$ - (B)		\$ -
ADD: Investments	\$ 369,832 (C)		\$ 369,832
ADD: Outstanding Accounts Receivable	\$ 781 (D)	\$ 398,449	\$ 399,230
ADD: _____	(E)		\$ -
Total Cash plus Accounts Receivable	\$ 883,844 (F)	\$ 398,449	\$ 1,282,293
LESS Allowances for Uncollectibles	\$ - (G)		\$ -
LESS Approved "A" Certified Forwards	\$ 31,874 (H)		\$ 31,874
Approved "B" Certified Forwards	\$ 21,186 (H)		\$ 21,186
Approved "FCO" Certified Forwards	\$ - (H)		\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ 121 (I)		\$ 121
LESS:	\$ - (J)		\$ -
Unreserved Fund Balance, 07/01/12	\$ 830,663 (K)	\$ 398,449	\$ 1,229,112 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	<u>Budget Period: 2013 - 2014</u>
Trust Fund Title:	<u>Executive Office of the Governor/Division of Emergency Management</u>
LAS/PBS Fund Number:	<u>Administrative Trust Fund</u>
	<u>2021</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	\$ 851,021 (A)
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Subtract Nonspendable Fund Balance (GLC 56XXX)

\$ - (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B3100010 - Due From State Funds, within Department	\$ 257,858 (C)
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SWFS Adjustment #B3100011 - Due From State Funds, within Department	\$ 140,591 (C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	\$ (21,186) (D)
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Approved "C" Carry Forward Total (FCO) per LAS/PBS	\$ - (D)
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A/P not C/F-Operating Categories	\$ 829 (D)
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ADJUSTED BEGINNING TRIAL BALANCE:

\$ 1,229,112 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

\$ 1,229,112 (F)

DIFFERENCE:

\$ - (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2013 - 2014

Department Title:	Executive Office of the Governor/Division of Emergency Management
Trust Fund Title:	Emergency Management Preparedness and Assistance Trust Fund
Budget Entity:	31700100
LAS/PBS Fund Number:	2191

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 1,470,256 (A)	-	\$ 1,470,256
ADD: Other Cash (See Instructions)	\$ - (B)	-	\$ -
ADD: Investments	\$ 7,054,964 (C)	-	\$ 7,054,964
ADD: Outstanding Accounts Receivable	\$ 2,109,057 (D)	-	\$ 2,109,057
ADD: _____	\$ - (E)	-	\$ -
Total Cash plus Accounts Receivable	\$ 10,634,277 (F)	\$ -	\$ 10,634,277
LESS Allowances for Uncollectibles	\$ - (G)	-	\$ -
LESS Approved "A" Certified Forwards	\$ 87,448 (H)	-	\$ 87,448
Approved "B" Certified Forwards	\$ 2,999,698 (H)	-	\$ 2,999,698
Approved "FCO" Certified Forwards	\$ 132,843 (H)	-	\$ 132,843
LESS: Other Accounts Payable (Nonoperating)	\$ 2,757 (I)	-	\$ 2,757
LESS:	\$ - (J)	-	\$ -
Unreserved Fund Balance, 07/01/12	\$ 7,411,531 (K)	\$ -	\$ 7,411,531 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	<u>Budget Period: 2013 - 2014</u>
Trust Fund Title:	<u>Executive Office of the Governor/Division of Emergency Management</u>
LAS/PBS Fund Number:	<u>Emergency Management Preparedness and Assistance Trust Fund</u>
	<u>2191</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	\$ 10,527,935 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	\$ - (B)
Add/Subtract Statewide Financial Statement (SWFS)Adjustments :	
SWFS Adjustment # and Description	\$ - (C)
SWFS Adjustment # and Description	\$ - (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	\$ (2,999,698) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	\$ (132,843) (D)
A/P not C/F-Operating Categories	\$ 16,136 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	\$ 7,411,531 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	\$ 7,411,531 (F)
DIFFERENCE:	\$ - (G)*

*SHOULD EQUAL ZERO.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013 - 2014
Trust Fund Title:	Executive Office of the Governor/Division of Emergency Management
Budget Entity:	Federal Grants Trust Fund
LAS/PBS Fund Number:	31700100
	2261

	Balance as of 6/30/2012		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 241,588	(A)			\$ 241,588
ADD: Other Cash (See Instructions)	\$ -	(B)			\$ -
ADD: Investments	\$ -	(C)			\$ -
ADD: Outstanding Accounts Receivable	\$ 10,744,726	(D)	\$ 2,879,154		\$ 13,623,880
ADD: <u>Anticipated Receivable</u>	\$ 5,238,946	(E)	\$ (2,879,154)		\$ 2,359,792
Total Cash plus Accounts Receivable	\$ 16,225,260	(F)	\$ -		\$ 16,225,260
LESS Allowances for Uncollectibles	\$ -	(G)			\$ -
LESS Approved "A" Certified Forwards	\$ 730,841	(H)			\$ 730,841
Approved "B" Certified Forwards	\$ 7,667,721	(H)			\$ 7,667,721
Approved "FCO" Certified Forwards	\$ -	(H)			\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ 6,352,216	(I)			\$ 6,352,216
<u>Due to State Funds Within/Other</u>					
LESS: <u>Department(s)/Unearned Revenue</u>	\$ 1,474,482	(J)			\$ 1,474,482
Unreserved Fund Balance, 07/01/12	\$ -	(K)	\$ -		\$ - **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	<u>Budget Period: 2013 - 2014</u>
Trust Fund Title:	<u>Executive Office of the Governor/Division of Emergency Management</u>
LAS/PBS Fund Number:	<u>Federal Grants Trust Fund</u>
	<u>2261</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	\$ (2,476,369) (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	\$ - (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #B3100006 - Due from Federal Government	\$ 2,476,369 (C)
SWFS Adjustment #B3100024 - Due from Federal Government	\$ 402,785 (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	\$ (7,667,721) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	\$ - (D)
A/P not C/F-Operating Categories	\$ 4,888,660 (D)
Current Compensated Absences Liability	\$ 16,482 (D)
Anticipated Grant Receivable	\$ 2,359,792 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	\$ - (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	\$ - (F)
DIFFERENCE:	\$ - (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013 - 2014
Trust Fund Title:	Executive Office of the Governor/Division of Emergency Management
Budget Entity:	Grants and Donations Trust Fund
LAS/PBS Fund Number:	31700100
	2339

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 8,830,997	(A)		\$ 8,830,997
ADD: Other Cash (See Instructions)	\$ -	(B)		\$ -
ADD: Investments	\$ 20,635,981	(C)		\$ 20,635,981
ADD: Outstanding Accounts Receivable	\$ 370,160	(D)		\$ 370,160
ADD:		(E)		\$ -
Total Cash plus Accounts Receivable	\$ 29,837,138	(F)	\$ -	\$ 29,837,138
LESS Allowances for Uncollectibles	\$ -	(G)		\$ -
LESS Approved "A" Certified Forwards	\$ 1,369,286	(H)		\$ 1,369,286
Approved "B" Certified Forwards	\$ 2,512,522	(H)		\$ 2,512,522
Approved "FCO" Certified Forwards	\$ 5,643,765	(H)		\$ 5,643,765
LESS: Other Accounts Payable (Nonoperating)	\$ 11,137	(I)	\$ (234)	\$ 10,903
LESS:	\$ -	(J)		\$ -
Unreserved Fund Balance, 07/01/12	\$ 20,300,428	(K)	\$ 234	\$ 20,300,662 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	Budget Period: 2013 - 2014
Trust Fund Title:	Executive Office of the Governor/Division of Emergency Management
LAS/PBS Fund Number:	Grants and Donations Trust Fund
	2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12	
Total all GLC's 5XXXX for governmental funds;	\$ 27,877,631 (A)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	\$ - (B)
Add/Subtract Statewide Financial Statement (SWFS)Adjustments :	
SWFS Adjustment #B3100004 - Due to Other Departments	\$ 234 (C)
SWFS Adjustment # and Description	\$ - (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	\$ (2,512,522) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	\$ (5,643,765) (D)
A/P not C/F-Operating Categories	\$ 579,084 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	\$ 20,300,662 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	\$ 20,300,662 (F)
DIFFERENCE:	\$ - (G)*

*SHOULD EQUAL ZERO.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013 - 2014
Trust Fund Title:	Executive Office of the Governor/Division of Emergency Management
Budget Entity:	Operating Trust Fund
LAS/PBS Fund Number:	31700100
	2510

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 1,443,754	(A)		\$ 1,443,754
ADD: Other Cash (See Instructions)	\$ -	(B)		\$ -
ADD: Investments	\$ -	(C)		\$ -
ADD: Outstanding Accounts Receivable	\$ -	(D)		\$ -
ADD:	\$ -	(E)		\$ -
Total Cash plus Accounts Receivable	\$ 1,443,754	(F)	\$ -	\$ 1,443,754
LESS Allowances for Uncollectibles	\$ -	(G)		\$ -
LESS Approved "A" Certified Forwards	\$ 6,153	(H)		\$ 6,153
Approved "B" Certified Forwards	\$ 118,762	(H)		\$ 118,762
Approved "FCO" Certified Forwards	\$ -	(H)		\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ 22,846	(I)	\$ (2,402)	\$ 20,444
LESS:	\$ -	(J)		\$ -
Unreserved Fund Balance, 07/01/12	\$ 1,295,993	(K)	\$ 2,402	\$ 1,298,395 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	<u>Budget Period: 2013 - 2014</u>
Trust Fund Title:	<u>Executive Office of the Governor/Division of Emergency Management</u>
LAS/PBS Fund Number:	<u>Operating Trust Fund</u>
	<u>2510</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12

Total all GLC's 5XXXX for governmental funds;	\$	1,321,851	(A)
GLC 539XX for proprietary and fiduciary funds			

Subtract Nonspendable Fund Balance (GLC 56XXX)

\$	-	(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B3100008 - Due to Other Departments	\$	2,402	(C)
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SWFS Adjustment # and Description	\$		(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	\$	(118,762)	(D)
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Approved "C" Carry Forward Total (FCO) per LAS/PBS	\$	-	(D)
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A/P not C/F-Operating Categories	\$	64	(D)
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Current/Compensated Absences Liability	\$	92,839	(D)
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Anticipated Receivable	\$	-	(D)
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ADJUSTED BEGINNING TRIAL BALANCE:	\$	1,298,395	(E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	\$	1,298,395	(F)
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DIFFERENCE:	\$	-	(G)*
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***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013 - 2014
Trust Fund Title:	Executive Office of the Governor/Division of Emergency Management
Budget Entity:	U.S. Contributions Trust Fund
LAS/PBS Fund Number:	31700100
	2750

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 559,310	(A)		\$ 559,310
ADD: Other Cash (See Instructions)	\$ -	(B)		\$ -
ADD: Investments	\$ -	(C)		\$ -
ADD: Outstanding Accounts Receivable	\$ 7,083,728	(D)		\$ 7,083,728
ADD: <u>Anticipated Receivable</u>	\$ 59,921,462	(E)		\$ 59,921,462
Total Cash plus Accounts Receivable	\$ 67,564,500	(F)	\$ -	\$ 67,564,500
LESS Allowances for Uncollectibles	\$ -	(G)		\$ -
LESS Approved "A" Certified Forwards	\$ 6,458,463	(H)		\$ 6,458,463
Approved "B" Certified Forwards	\$ 54,796,251	(H)		\$ 54,796,251
Approved "FCO" Certified Forwards	\$ 5,824,641	(H)		\$ 5,824,641
LESS: Other Accounts Payable (Nonoperating)	\$ -	(I)		\$ -
LESS: <u>Deferred Revenues</u>	\$ 485,145	(J)		\$ 485,145
Unreserved Fund Balance, 07/01/12	\$ -	(K)	\$ -	\$ - **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	<u>Budget Period: 2013 - 2014</u>
Trust Fund Title:	<u>Executive Office of the Governor/Division of Emergency Management</u>
LAS/PBS Fund Number:	<u>U.S. Contributions Trust Fund</u>
	<u>2750</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12	
Total all GLC's 5XXXX for governmental funds;	\$ - (A)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	\$ - (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	(C)
SWFS Adjustment # and Description	(C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	\$ (54,796,251) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	\$ (5,824,641) (D)
A/P not C/F-Operating Categories	\$ 693,084 (D)
Current/Compensated Absences Liability	\$ 6,347 (D)
Anticipated Receivable	\$ 59,921,462 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	\$ - (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	\$ - (F)
DIFFERENCE:	\$ - (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**Budget Period: 2013 - 2014****Department:** DEM**Chief Internal Auditor:** CASSI BEEBE**Budget Entity:** _____**Phone Number:** 850.922.1610

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
AUDITOR GENERAL 12-142 11-078	3/20/2012	DEM/MITIGATION	FDEM management had not established appropriate internal controls regarding user access for the Hazard Mitigation System. RECOMMENDATIONS: Auditor General recommended FDEM should enhance security controls to ensure access privileges are appropriately controlled.	FDEM acknowledges and agrees with the finding. FDEM in accordance with the recommendations provided will ensure that all necessary enhancements to the Hazard Mitigation System (Mit.org) are implemented to ensure that access privileges are appropriately controlled.	
AUDITOR GENERAL 12-142 11-076	3/20/2012	DEM/FINANCE	FDEM did not appropriately allocate salary and benefit costs charged to multiple Federal programs. RECOMMENDATIONS: Auditor General recommended that FDEM correct the salary and benefits allocation inaccuracies and make appropriate adjustments to cash draws and Federal reports as applicable.	FDEM concurs with the finding and is in the process of making the appropriate adjustments to correct inaccuracies in salary and benefit allocations.	
AUDITOR GENERAL 12-142 11-077	3/20/2012	DEM/Recovery	Our audit tests disclosed a subgrantee payment that included an unallowable amount. RECOMMENDATION: We recommend that FDEM continue its efforts to ensure that costs are allowable and reasonable. We also recommend that FDEM recover the amount of the overpayment.	A version has been submitted to FEMA to reduce the total obligated amount of PW-9266 by \$64,716.06. Upon de-obligation of funding by FEMA, an invoice will be sent to the applicant to recover the overpayment. A summary of this error has been distributed to all Recovery Office closeout specialists and financial specialists as a learning tool.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: DEM

Chief Internal Auditor: CASSI BEEBE

Budget Entity: _____

Phone Number: 850.922.1610

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
AUDITOR GENERAL 12-142 11-080	3/20/2012	DEM/Community Program	FDEM did not always maintain sufficient documentation to evidence during-the-award monitoring of subrecipients. RECOMMENDATIONS: Auditor General recommended that FDEM maintain appropriate documentation of monitoring activities of subrecipients to ensure that subrecipients are utilizing Federal awards for authorized purposes and in compliance with laws, regulations, and provisions of contracts and grant agreements.	The Homeland Security Grants unit has created a place in the Monitoring tracking spreadsheet for Federal Fiscal Year 2011-12 and previous Fiscal Years for subgrants to record monitoring data in addition to the individual subgrant files. For each agreement executed after October 1, 2011 the completion of an on-site and/or desk monitoring, any findings, documentation placement in the file, and the grant monitor's name will be recorded to facilitate future audit requests.	
AUDITOR GENERAL 12-142 11-079	3/20/2012	DEM/Community Program	FDEM did not always require adequate documentation be submitted by subgrantees to substantiate amounts requested for reimbursement. Additionally, prior to approving subgrantee reimbursements, FDEM did not require subgrantees to submit indirect cost allocation plans and fringe benefit rates for approval. RECOMMENDATIONS: Auditor General recommended that FDEM ensure subgrantee requests for reimbursement are adequately supported and that the amounts paid are in accordance with OMB Circular A-87.	FDEM concurs with the finding and is in the process of taking the appropriate corrective action.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: DEM

Chief Internal Auditor: CASSI BEEBE

Budget Entity: _____

Phone Number: 850.922.1610

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
AUDITOR GENERAL 098-01	3/1/2012		<p>Finding 1: Division procurement controls did not reasonably ensure compliance with applicable laws, rules, regulations, and grant agreement provisions.</p> <p>RECOMMENDATIONS: Auditor General recommended that management more closely monitor staff compliance with applicable purchasing laws, rules, regulations, grant agreement provisions and related Division procedures.</p>	<p>FDEM will take steps to review internal business processes to more closely monitor staff compliance with applicable purchasing laws, rules, regulations, and grant provisions.</p>	
AUDITOR GENERAL 098-02	3/1/2012		<p>Finding 2: The Division did not always obtain and review supporting documentation to ensure that prior to payment, procured goods or services were received in accordance with contractual terms and conditions.</p> <p>RECOMMENDATION: Auditor General recommended the Division should obtain and review supporting documntation to ensure that goods or services are received in accordance with all contractual terms and conditions. Additionally, we recommend that the Divison process PO amendments when needed to authorize the purchase of additional needed goods or services.</p>	<p>FDEM will take steps to review internal business processes to ensure that goods and services are received in accordance with contractual terms and conditions. FDEM has furnished affidavits for February and March 2010 that radio station commercials aired in accordance with the terms and conditions of the service deliverables.</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: DEM

Chief Internal Auditor: CASSI BEEBE

Budget Entity: _____

Phone Number: 850.922.1610

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
AUDITOR GENERAL 098-03	3/1/2012		Finding 3: Division employees with vendor selection responsibilities were not required to attest in writing as to their independence and impartiality with respect to the entities evaluated and selected. RECOMMENDATIONS: Auditor General recommended that the Division take steps to ensure that for procurements valued in excess of \$35, 000, all staff involved in the contractor selection process, attest in writing as to their independence and impartiality.	FDEM has corrected this finding and attestation forms are being completed by all staff involved in the contractor selection process	
AUDITOR GENERAL 098-04	3/1/2012		Finding 4: Annual physical inventory procedures were not timely completed. RECOMMENDATIONS: Auditor General recommended that Division management take steps to ensure that all aspects of an annual physical inventory are timely completed.	FDEM was not the property record custodian during the period of this audit and annual inventory was the requirement of the Department of Community Affairs (DCA). Since FDEM was transitioned under the Executive Office of the Governor and has the responsibility for annual inventory compliance, FDEM has conducted an annual property inventory in conjunction with EOG administration staff. FDEM will ensure annual inventories are timely completed.	
AUDITOR GENERAL 098-05	3/1/2012		Finding 5: Adequate documentation was not maintained to evidence that all property classified as surplus property had been properly approved or disposed. RECOMMENDATIONS: Auditor General recommended that Division management monitor staff compliance with procedures for certification and disposition of surplus property.	Auditor General recommended that Division management monitor staff compliance with procedures for certification and disposition of surplus property.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: DEM

Chief Internal Auditor: CASSI BEEBE

Budget Entity: _____

Phone Number: 850.922.1610

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
AUDITOR GENERAL 098-06	3/1/2012		<p>Finding 6: Tangible personal property (property) was not always recorded in FLAIR property records. For example, our audit disclosed numerous Division-acquired property items that had not been recorded in FLAIR, including a 320GB digital video recorder (\$4,399), 2 security cameras (\$4,202), a conference table (\$2,410), a dishwasher (\$5,403), and a convection oven (\$8,655). In addition, when property items were recorded, the items were often not recorded timely or accurately. Division staff were unable to locate 80 of 95 property items that we selected for physical inspection, including a mobile communication device (\$148,800), video editing equipment (\$162,070), and 18 laptop computers (\$30,416).</p> <p>RECOMMENDATION: Auditor General recommended that management take steps to ensure that property acquisitions are recorded in the Property Records in a timely accurate and complete manner. We also recommend that further investigations be made to determine the location of the missing property items.</p>	<p>Again, FDEM was not the property record custodian during the period of this audit and recording property records in a timely, accurate, and complete manner was the requirement of the Department of Community Affairs (DCA). In addition, since the Division has taken control of the property records, a coordinated effort with the EOG to locate and update property records is on-going. The Division has located all but one purchase of the missing property list identified by the audit. FDEM is taking steps to ensure property acquisitions are recorded in the property record timely, accurately and in a complete manner.</p>	

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AUDITOR GENERAL 098-07	3/1/2012		Finding No. 7: The Division had not since December 2006 updated its inventory of State and local government- owned generators that are to be available for use during major disasters. RECOMMENDATION: Auditor General recommended that the Division establish procedures to ensure that the generator inventory is periodically updated to accurately account for generators owned by State and local governments capable of operating during a major disaster.	FDEM will seek Legal and/or Legislative clarity as to the interpretation of Section 252.35(2) (s) and (t). FDEM interprets this Section of the Florida Statutes as being vague as to the requirement that the Division update the inventory list of generators on any recurring basis	
AUDITOR GENERAL 098-08	3/1/2012		Finding 8: Weaknesses continued to exist in the processes for review, approval, and documentation of Division travel expenditures. RECOMMENDATIONS: Auditor General recommended DEM facilitate a demonstration of compliance with applicable laws, rules, regulations and policies and procedures, we recommend that the Division take steps to ensure that required documentation is completed and maintained for travel expenditures.	FDEM is in the process of reviewing travel business processes to ensure the required documentation is completed and maintained for travel expenditures.	

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AUDITOR GENERAL 099-01	3/1/2012		Finding 1: The Division provided advances to State agencies, local governments, and not-for-profit organizations. The Division's administrative processing and accountability of these advances needed improvement. RECOMMENDATIONS: Auditor General recommended the Division should ensure that agreements include proper provisions (including an agreement period and a timeframe for submitting supporting expenditure documentation). The Division should also document the receipt and review of expenditure documentation and accurately code and record in FLAIR amount advanced.	In the future, the Division will ensure that agreements include the timeframe for submitting supporting expenditure documentation. The coding used to process these payments was clearly an oversight due to the timing required for the release of payments. The Division will take the necessary steps to accurately code advance payments in the future.	
AUDITOR GENERAL 099-02	3/1/2012		Finding 2: The Division did not always obtain and properly review expenditure documentation supporting reimbursements to State agencies. RECOMMENDATION: Auditor General recommended that the Division follow the Committee's guidance for validation of claimed expenses and the Division procedures for documentation of methodology used to select expenses to validation.	The Division has addressed reimbursements to State Agencies in a memo dated September 14, 2010. The meeting following the receipt of this memo, the committee discussed and approved these changes. The meeting was held principally by conference call.	

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AUDITOR GENERAL 099-03	3/1/2012		Finding 3: The Division's management of the Florida BP Grants System access privileges needed improvement. RECOMMENDATION: Auditor General recommended that the Division periodically review System access privileges and ensure that the access privileges of former employees and users no longer requiring access are timely removed.	All security concerns relating to access privileges of former employees and users no longer requiring access have been corrected	
AUDITOR GENERAL 099-04	3/1/2012		Finding 4: Certain Division security controls protecting the Florida BP Grants System data and IT resources needed improvement. RECOMMENDATION: Auditor General recommended DEM ensure the confidentiality and availability of Division data and IT resources, the Division should enhance System security controls.	FDEM concurs and will correct this finding. This issue will be resolved with the next version of the software. The vendor is currently working with Division IT staff to begin the testing and upgrading to the system.	
AUDITOR GENERAL FA 10-075	3/29/2011		FDEM was continuing its efforts to reconcile the payments made to one subgrantee to the final costs of closed projects.	We again recommend that FDEM recover any amounts paid on completed projects in excess of the subgrantee's final eligible costs, together with any interest due, and restore the amounts recovered to the Program and appropriate State matching fund sources. FDEM should also ensure that interest earned on advances is restored to the Program. We also recommend that, as additional projects are approved by FEMA, FDEM, as soon as practicable, allocate the necessary resources to facilitate the completion of the reconciliation and final payments and refunds.	

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AUDITOR GENERAL FA 10-076	3/29/2011		FDEM management had not established appropriate internal controls regarding user access for the Florida Public Assistance (FloridaPA) System. RECOMMENDATION: We recommend that FDEM continue to implement corrective actions to address the general and application control weaknesses noted above.	Access controls specified in the FDEM Recovery Bureau, Standard Operating Guideline, Administrative Procedures for Floridapa.org, section VII, are now in place. Additionally, the software developer is implementing the standards outlined in the FDCA Security Officer memorandum, FloridaPA.org Password Policy, Standards, and Procedure, July 16, 2010.	

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AUDITOR GENERAL FA 10-078	3/29/2011		<p>FDEM had not developed reporting policies, as of June 30, 2010, to provide for the subgrantees' submission of information on projects through the final closeout payment. Additionally, our audit disclosed that FDEM had excluded from the Quarterly Reports submitted to the Federal Emergency Management Agency (FEMA) project information for some subgrantees.</p> <p>RECOMMENDATION: The procedures implemented by FDEM on July 12, 2010, require subgrantees to submit quarterly reports until all financial matters have been resolved, In addition on June 10, 2010, FDEM posted an article on FloridaPA notifying all subgrantees that quarterly reports should be submitted until all financial matters had been resolved. We recommend that FDEM monitor and require compliance with the quarterly reporting procedures established July 12, 2010. In addition, we recommend that FDEM modify quarterly report monitoring procedures to ensure staff appropriately review subgantee quarterly reports for completeness and accuracy.</p>	<p>FDEM is continuing to monitor and require compliance with the quarterly report procedures established July 12, 2010. Paragraph 2.b, under Procedures, requires review for completeness and accuracy.</p>	

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DEM OIG PDM ACN 10-A307	07/29/11	Mitigation	<p>Finding 1: The Program needs to improve internal controls. Although the Program has some controls in place to ensure adherence to Program requirements, the following weaknesses were noted:</p> <ul style="list-style-type: none"> • The Program does not have Policies and Procedures or training in place to assist staff or Subgrantees in recognizing, preventing, and/or reporting potential fraud. • The current Standard Operating Guidelines (SOG) do not clearly describe the duties of Program staff. The procedures in place are identified as 'Bureau of Recovery and Mitigation, Mitigation Section Standard Operating Guidelines' and many of the procedures listed do not apply to the Program. • The Program does not have a formal monitoring process. <p>RECOMMENDATION: Update policies and procedures and provide training to assist staff and subgrantees in recognizing, preventing, and reporting potential fraud. Ensure policies and procedures that apply to the program are clearly identified in the SOG. Implement formal monitoring process, which could include pre and post project inspections as well as interim inspections for some of the longer projects.</p>	<p>The Mitigation unit is currently updating the Standard Operating Guide (SOG) to comprise of all policies and procedures pertaining to mitigation programs. A draft of the monitoring process has been developed to include procedures on desk monitoring, site visits, monthly monitoring, quarterly reporting, and technical assistance. All SOG information will be updated by June 2012, and training will be provided to program staff.</p>	

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DEM OIG PDM ACN 10-A307	7/29/2011	Mitigation	<p>Finding 2: The Program should ensure that the scope of work in the Subgrant Agreement agrees with the scope of work in the FEMA obligation.</p> <p>When a pre-disaster mitigation grant is awarded by FEMA the entire application, including the scope of work, is made part of the obligation. The Program is then required to use the information from the application to incorporate the approved scope of work and budget into the Subgrant Agreement. FEMA guidance requires any change in the scope of work to be approved in advance by FEMA. In one of fifteen files reviewed, the scope of work did not match the FEMA obligation and approval for the change was not obtained from FEMA.</p> <p>RECOMMENDATION: We recommend that the Program ensure that FEMA approval is obtained for all changes in approved scopes of work.</p>	<p>Corrective actions have been taken to include different review levels of the scope of work for contract development. Each reviewer, including the project manager, a member of the technical staff and the environmental specialist, must compare the scope of work draft to the FEMA award letter to ensure the scope of work is accurate and includes all necessary requirements. All reviewers are required to sign off on the scope of work prior to the development of the contract.</p>	

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DEM OIG PDM ACN 10-A307	7/29/2011	Mitigation	<p>Finding 3: The Program should improve their review of reimbursement requests to ensure grant funds are spent in accordance with the Subgrant Agreements. According to the Subgrant Agreement, requests for reimbursement must be submitted with the Summary of Documentation form and all supporting documentation. Eleven of fifteen subgrantee files reviewed contained reimbursement requests. In six of eleven (54%) files, the Program did not follow payment procedures.</p> <p>RECOMMENDATION: We recommend the Program review the procedures that are in place for reimbursement requests, quality control, and payment processing and ensure that program staff is following the approved procedures. Additionally, since a line item budget is not required by FEMA, the Program should consider removing this provision from the Subgrant Agreements.</p>	<p>PDM staff will continue to require sufficient documentation to ensure that scopes of work are complete and financial transactions are valid prior to approving payments. Training will be provided to reiterate the procedures and roles of staff involved in the payment processes. The unit has also implemented a new payment application called Mitigation.org and a new review process to track payments and review the invoice detail before processing. The system was shown to the Internal Auditors and received quite well during the audit review. In addition, the period of the audit review included payments prior to the implementation of Mitigation.org.</p>	

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DEM OIG PDM ACN 10-A307	7/29/2011	Mitigation	<p>Finding 4: Subgrantee monitoring controls are inadequate to ensure that subgrantees are fully complying with the terms of the Subgrant Agreement.</p> <p>Subgrantee monitoring is a process of providing oversight of Subgrant Agreements, which includes tracking and verifying compliance with program requirements. It should include, but not be limited to, onsite visits, a review of fiscal and performance data, and evaluations of compliance with program requirements. The Program is currently utilizing desk monitoring, including the requirement to submit 100% of supporting documentation for all reimbursement requests and a review of quarterly reports, in lieu of on-site monitoring. • There was no evidence in the file that the Program contacted the subgrantees regarding the missing documentation.</p> <p>RECOMMENDATION: We recommend that the Program ensure that all quarterly reports and supporting documentation are received, reviewed, and that the subgrantees are contacted when documentation is missing.</p>	<p>The Mitigation unit has developed a draft of the monitoring process to include procedures on desk monitoring, site visits, monthly monitoring, quarterly reporting, and technical assistance to be implemented for all mitigation programs. PDM staff will be required to submit quarterly report reminders to subgrantees 15 days prior to the end of each quarter. Reminders will be placed in the project file.</p> <p>PDM program staff currently uses the Quarterly Reports Guidance Tool to ensure all quarterly reports are received, reviewed, and initialed by the project managers. The project manager is required to indicate any action required and request additional documentation from subgrantees, if applicable. The quarterly report is an item on the request for reimbursement/advance checklist and will be enforced and required for payment.</p>	

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DEM OIG PDM ACN 10-A307	7/29/2011	Mitigation	<p>Finding 5: Adherence to reporting procedures should be improved to ensure that quarterly FEMA reports are submitted timely and accurately.</p> <p>Per the Hazard Mitigation Assistance Unified Guidance, the Program is required to submit quarterly financial and performance reports for all subgrantees to FEMA. Sixteen quarterly reports should have been submitted to FEMA during the audit period. The following exceptions were noted:</p> <ul style="list-style-type: none"> • The Program did not provide evidence that two of the required quarterly reports were submitted. • Five of the quarterly reports were submitted late. • Eight of the quarterly reports contained inaccurate information. These reports indicated that quarterly reports were received from the subgrantees when the subgrantees had actually failed to submit the required reports to the Program. <p>RECOMMENDATION: We recommend the Program take decisive steps to ensure that all reports are submitted to FEMA. We also recommend that a supervisor review quarterly reports to ensure the Program submitted accurate and timely information to FEMA.</p>	<p>The Mitigation Bureau has implemented a new system application, (Mitigation.org) that requires project managers to enter quarterly report updates into the system. The Quarterly Reports submitted to FEMA are generated from the system and submitted for all active projects for non-disaster and disaster programs. There is a financial and progress report submitted to FEMA each quarter. This new process enhances quarterly reporting and has reduced submission errors. In addition, FEMA now sends the Bureau a federal Data Warehouse dump of project obligations and period of performance dates for comparison prior to report submittal. This has significantly reduced reporting errors.</p>	

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DEM OIG PDM ACN 10-A307	7/29/2011	Mitigation	<p>Finding 6: The Program should maintain a copy of all required documentation in the subgrantee files, as required by the SOG. Per the Mitigation SOG, the project manager is required to review the quarterly reports, initial and date in the upper right corner of each report, and file it in the subgrantee file. Nine of ten (90%) subgrantee files were missing copies of the required quarterly reports. Additionally, none of the quarterly reports that were located in the file contained proof that the reports had been reviewed as required by the SOG.</p> <p>RECOMMENDATION: We recommend the Program take decisive steps to ensure that all reports are stamped with the received date, initialed by the project manager and placed in the file as required by the SOG.</p>	<p>The program manager(s) will be reminded to use the Quarterly Reports Guidance Tool for the review of all quarterly reports. Quarterly reports received via mail require a date stamp. If the subgrantee submits the report via email, a copy of the email (with the date highlighted) will accompany the quarterly report in the file. The Division recognizes the need to keep a printed copy of each quarterly report in the physical grant file.</p>	

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DEM OIG PDM ACN 10-A307	7/29/2011	Mitigation	<p>Finding 7: The Program should ensure that subgrantees have met all of the requirements of the Subgrant Agreement prior to submitting to FEMA for closeout.</p> <p>The Program requires a closeout report from the subgrantee and utilizes a closeout checklist to ensure that all required elements are met prior to submitting to FEMA for closeout. Nine of the fifteen files (60%) reviewed were listed as 'closed', we noted the following instances where program staff did not follow closeout procedures:</p> <ul style="list-style-type: none"> • None of the files contained all of the information required for a request for closeout. • The closeout checklist was missing in one file and three checklists were filled out incorrectly. • The project manager had certified that all documents required for the closeout were located in the file; however, eight of nine (88%) files were missing documentation. <p>RECOMMENDATION: We recommend the Program review the closeout procedures and ensure that staff are adhering to the established procedures. We also recommend that a supervisor review closed files to ensure all documentation is present.</p>	<p>The Mitigation Bureau will review the closeout policies with project managers and ensure that all required documents are in the closeout package and/or state project file prior to submitting the closeout package to FEMA. As recommended, supervisors will review closeout packages prior to internal review and submittal to FEMA</p>	

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DEM OIG PDM ACN 10-A307	7/29/2011	Mitigation	<p>Finding 8: Subgrantees that are utilizing subcontractors are not following the requirements of the Subgrant Agreement. Eleven of fifteen Subgrantees utilized subcontractors during the audit period. We noted the following:</p> <ul style="list-style-type: none"> • Ten of eleven (91%) Subgrantees failed to submit copies of subcontract agreements as required by the Subgrant Agreement. • We found two subcontractor contracts in the Subgrantee files and one of them did not contain the language stating that 'any subcontractors are bound by the terms of the Subgrant Agreement, by applicable laws and regulations, and shall hold the Department harmless against all claims. <p>RECOMMENDATION: We recommend the Program take decisive steps to ensure that Subgrantees are submitting the subcontracts for review in accordance with the Subgrant Agreement. All subcontract agreements should be reviewed for the required language and, if it is not contained in the subcontract agreement, the Subgrantee should be notified that the subcontract agreement should be modified.</p>	<p>The Mitigation Bureau will conduct contract training for project managers pertaining to subgrantee, sub-contract requirements addressed in the Subgrant Agreement. In addition, we will conduct a review of existing subgrantee agreements to determine compliance with this provision.</p>	

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DEM OIG PDM ACN 10-A307	7/29/2011	Mitigation	<p>Finding 9: Program staff should ensure that subgrantees submit all of the required documentation.</p> <p>Pursuant to the Subgrant Agreement, if the subgrantee meets the threshold for that fiscal year, they are required to provide the Department with the results of a single or project-specific audit in accordance with OMB Circular A-133. Additionally, all contractors are required to submit certification attesting that they are not debarred from participation by any Federal Department or agency. All subcontractors or employees are also required to have all current licenses and permits and, in the closeout checklist, the project manager certifies that a copy of all permits is located in the project file.</p> <p>Eleven of fifteen subgrantees should have submitted certificates of debarment, construction permits, and single audit reports during the audit period.</p> <p>RECOMMENDATION: We recommend that Program take decisive steps to ensure that all contractually required documentation is received and maintained in the centralized contract file. Additionally, we recommend the Program ensure that copies of the OIG's technical assistance memorandums are maintained in the subgrantee file.</p>	<p>Project managers will be reminded to collect debarment from subgrantees for subcontractors performing work. The debarment form is a required document on the program reimbursement checklist and will be received prior to reimbursing funds related to subcontractors.</p>	

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DEM OIG Contract Monitoring ACN 12-A001		F & A	<p>Finding 1: Contract management guidance could be improved through updating contract and procurement policies and procedures to include all required elements: The policies and procedures did not include all of the responsibilities of Division personnel:</p> <ul style="list-style-type: none"> • The policies and procedures did not include all requirements for training of Division personnel: • The policies and procedures did not include all required elements for the scope of work: • The policies and procedures did not include all of the requirements for convicted vendors. • The policies and procedures did not include contract monitoring requirements; although staff stated that they refer to the Department of Financial Services (DFS) Contract and Grant User guide there is no mention of this in the Policies and Procedures and the process has not been formalized. • The policies and procedures did not include dispute resolution or corrective action. • The policies and procedures did not include contingency plans for interruption of service or contractor failure. <p>RECOMMENDATION: We recommend the Division update their Policies and procedures for "Routing of grants, subgrants, contracts and other such agreements" and "Procurement along with any related contract forms to include all required elements</p>	<p>The Division concurs with the auditor's finding and recommendation. The following Division policies have been amended to incorporate by reference the Department of Financial Services Contract and Grant Management User Guide with regard to training, invoicing, monitoring and close out procedures, as well as the Division's agreement templates:</p> <ul style="list-style-type: none"> • Procurement Policy; • Disbursement of State Funds Policy; and • Routing of Grants, Subgrants, Contracts and Other Such Agreements <p>Additionally, the Division's agreement templates have been posted on the Division's intranet website for use by the Division.</p>	

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DEM OIG Contract Monitoring ACN 12-A001		F & A	<p>Finding 2: Payment and invoicing guidance could be improved through updating payment and invoicing policies and procedures to include all required elements. We noted the following:</p> <ul style="list-style-type: none"> • The policies and procedures did not include all of the requirements for payment and invoicing as required by Section 215.422, Florida Statutes, Rule 69I-40.002, Florida Administrative Code and Rule 69I-24.003, Florida Administrative Code. o Policies and procedures did not include a requirement to review invoices for accuracy and adequate supporting documentation. o Policies and procedures did not include a requirement to review invoices to ensure invoiced amount is in compliance with the terms of the agreement. o Policies and procedures did not include a process for incentive/disincentive adjustments. • Although staff stated that they refer to the DFS Contract and Grant User guide there is no mention of this in the Policies and Procedures and the process has not been formalized. <p>RECOMMENDATION: The Division update their Policies and Procedures for "Disbursement of State Funds" along with any related payment and invoicing forms to include all required elements.</p>	<p>The Division concurs with the auditor's finding and recommendation. The following Division policies have been amended to incorporate by reference the Department of Financial Services Contract and Grant Management User Guide with regard to training, invoicing, monitoring and close out procedures, as well as the Division's agreement templates:</p> <ul style="list-style-type: none"> • Procurement Policy; • Disbursement of State Funds Policy; and • Routing of Grants, Subgrants, Contracts and Other Such Agreements <p>Additionally, the Division's agreement templates have been posted on the Division's intranet website for use by the Division.</p>	

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DEM OIG Contract Monitoring ACN 12-A001		F & A	<p>Finding 3: Contract management guidance could be improved through formalizing closeout procedures to include all required elements. We noted the following:</p> <ul style="list-style-type: none"> • The Division does not currently have any written closeout procedures. While they follow the guidance found in the DFS Contract and Grant User guide, there is no mention of this in the Policies and Procedures and the process has not been formalized. <p>RECOMMENDATION: A clearly defined closeout procedure should be formulated and implemented. If the Division intends to continue to follow DFS Guidelines then they should thoroughly review the requirements and implement a policy based upon this guidance.</p>	<p>The Division concurs with the auditor's finding and recommendation. The following Division policies have been amended to incorporate by reference the Department of Financial Services Contract and Grant Management User Guide with regard to training, invoicing, monitoring and close out procedures, as well as the Division's agreement templates:</p> <ul style="list-style-type: none"> • Procurement Policy; • Disbursement of State Funds Policy; and • Routing of Grants, Subgrants, Contracts and Other Such Agreements <p>Additionally, the Division's agreement templates have been posted on the Division's intranet website for use by the Division.</p>	

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DEM OIG Contract Monitoring ACN 12-A001		F & A	<p>Finding 4: Contract Manager training and development could be improved by centralizing and/or formalizing contract manager training. We noted the following:</p> <ul style="list-style-type: none"> • The Division does not currently offer any specific training for contract managers; they require contract managers to attend DFS contract manager training (Advancing Accountability); however, this is not formalized in the policies and procedures. • For the sections reviewed, we found that there is no formal on-the-job training or desk manual provided for contract managers. <p>RECOMMENDATION: A clearly defined training and development procedure, which includes requirements for contract manager training and development, should be formulated and implemented. If the Division intends to continue to follow DFS Guidelines then they should thoroughly review the requirements and implement a policy based upon this guidance.</p>	<p>The Division concurs with the auditor's finding and recommendation. The following Division policies have been amended to incorporate by reference the Department of Financial Services Contract and Grant Management User Guide with regard to training, invoicing, monitoring and close out procedures, as well as the Division's agreement templates:</p> <ul style="list-style-type: none"> • Procurement Policy; • Disbursement of State Funds Policy; and • Routing of Grants, Subgrants, Contracts and Other Such Agreements <p>Additionally, the Division's agreement templates have been posted on the Division's intranet website for use by the Division.</p>	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: DEM

Chief Internal Auditor: CASSI BEEBE

Budget Entity: _____

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DA-11-03 A	10/19/2010		<p>Project Accounting. Federal regulation 44 CFR 13.20(a) requires a State and its subgrantees to provide accounting records that permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of restrictions and prohibitions of applicable statutes. The School Board's grant accounting system did not identify expenditures by project and did not reflect invoice numbers or other such identifiable information to permit the tracing of expenditure transactions to source documents. As a result, the eligibility of project expenditures could not be readily validated.</p> <p>RECOMMENDATION: We recommend that the Regional Administrator, FEMA Region IV, in coordination with the DCA:</p> <p>Recommendation #1. Instruct the School Board to separately account for project costs on a project-by project basis and to maintain supporting documentations that facilitates the tracing of project expenditures in its accounting system, as required by federal regulation.</p>	<p>We discussed the audit results with School Board, FEMA, and DCA officials during our audit. We provided written summaries of our findings and recommendations in advance to these officials and discussed them at an exit conference held on July 13, 2010. School Board officials agreed with our findings. They said that they are working with their various departments and technical assistance contractor to obtain the documentation needed to resolve the findings. Their comments, where appropriate, have been incorporated into the body of this report.</p>	

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DA-11-03 B	10/19/2010		<p>Contract Charges. The School Board did not comply with federal procurement requirements when awarding a contract totaling \$997,833 for roof repairs to portable classrooms damaged during Hurricane Wilma.</p> <p>RECOMMENDATION 1) Inform the School Board that it must comply with federal regulations and FEMA guidelines when procuring goods and services under FEMA awards.</p> <p>RECOMMENDATION: 2) Disallow \$195,419 of excessive contract charges for roof repairs.</p>	<p>We discussed the audit results with School Board, FEMA, and DCA officials during our audit. We provided written summaries of our findings and recommendations in advance to these officials and discussed them at an exit conference held on July 13, 2010. School Board officials agreed with our findings. They said that they are working with their various departments and technical assistance contractor to obtain the documentation needed to resolve the findings. Their comments, where appropriate, have been incorporated into the body of this report.</p>	
DA-11-03 C	10/19/2010		<p>Supporting Documentation. The School Board received \$14,672,709 of FEMA funds under several projects for debris removal and emergency protective measures based on estimated project costs. However, we could not validate the eligibility of the \$14.7 million because the School Board did not provide source documentation to support the costs.</p> <p>RECOMMENDATION: Disallow \$14,672,709 of unsupported project funding and instruct the School Board to maintain adequate source documentation for all charges under FEMA awards. The questioned costs could be reduced if the School Board can provide adequate source documentation to the State/FEMA closeout team to support eligible activities funded under the projects.</p>	<p>We discussed the audit results with School Board, FEMA, and DCA officials during our audit. We provided written summaries of our findings and recommendations in advance to these officials and discussed them at an exit conference held on July 13, 2010. School Board officials agreed with our findings. They said that they are working with their various departments and technical assistance contractor to obtain the documentation needed to resolve the findings. Their comments, where appropriate, have been incorporated into the body of this report.</p>	

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DA-11-03 D	10/19/2010		Project Charges. The School Board claimed \$68,783 to remove and repair portable classroom roofs that had been previously improperly installed by a contractor. Because the School Board did not properly monitor and inspect the roof repairs made by the original contractor and did not obtain a warranty for such work, the School Board had to hire another contractor to remove and repair the improperly installed roofs. We question the \$68,783 of unnecessary project charges. RECOMMENDATION: Disallow \$68,783 of unnecessary project charges	We discussed the audit results with School Board, FEMA, and DCA officials during our audit. We provided written summaries of our findings and recommendations in advance to these officials and discussed them at an exit conference held on July 13, 2010. School Board officials agreed with our findings. They said that they are working with their various departments and technical assistance contractor to obtain the documentation needed to resolve the findings. Their comments, where appropriate, have been incorporated into the body of this report.	
DA-11-03 E	10/19/2010		Labor Charges. Under Project 1013 (Hurricane Katrina), the School Board claimed \$50,600 for overtime labor of facilities department employees based on employee timesheets. However, the hours on the timesheets did not agree with the School Board's official payroll registers. Therefore, we question the \$50,600. RECOMMENDATION: Disallow \$50,600 of excess labor charges	We discussed the audit results with School Board, FEMA, and DCA officials during our audit. We provided written summaries of our findings and recommendations in advance to these officials and discussed them at an exit conference held on July 13, 2010. School Board officials agreed with our findings. They said that they are working with their various departments and technical assistance contractor to obtain the documentation needed to resolve the findings. Their comments, where appropriate, have been incorporated into the body of this report.	

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DA-11-03 F	10/19/2010		<p>Project Funding. Under Project 1014 (Hurricane Katrina), the School Board claimed \$259,931 for clearing and moving debris to the edge of the right-of-way to facilitate school inspector crews in determining the safety of reopening school facilities. A FEMA document dated April 27, 2010, recommended that the School Board be reimbursed \$261,994 for such activity based on a project close-out review. However, the School Board had documentation to support only \$259,931, or \$2,603 less than the amount FEMA reimbursed. Therefore, we question the \$2,603 of excess funding.</p> <p>RECOMMENDATION: Disallow the \$2,603 of excess project funding</p>	<p>We discussed the audit results with School Board, FEMA, and DCA officials during our audit. We provided written summaries of our findings and recommendations in advance to these officials and discussed them at an exit conference held on July 13, 2010. School Board officials agreed with our findings. They said that they are working with their various departments and technical assistance contractor to obtain the documentation needed to resolve the findings. Their comments, where appropriate, have been incorporated into the body of this report.</p>	
DA-12-15 A			<p>Costs Covered by Insurance: The City's claim under multiple permanent repair projects included \$1,573,592 of costs that were covered by insurance.</p> <p>RECOMMENDATION: Disallow \$1,573,592 of ineligible costs claimed for activities covered by insurance (finding A).</p>	<p>We discussed the audit results with FEMA, City, and State officials during the course of our audit. We also provided written summaries of our findings and recommendations in advance to these officials and discussed them at an exit conference on September 7, 2011. FEMA, City, and State officials withheld comments pending receipt of the final report.</p>	

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DA-12-15 B			<p>Unsupported and Duplicate Debris Removal Costs: The City's claim under debris removal Project 2615 included \$2,336,953 of unsupported and duplicated charges. RECOMMENDATION: Disallow \$1.5 million of debris removal charges that were not adequately supported.</p>	<p>We discussed the audit results with FEMA, City, and State officials during the course of our audit. We also provided written summaries of our findings and recommendations in advance to these officials and discussed them at an exit conference on September 7, 2011. FEMA, City, and State officials withheld comments pending receipt of the final report.</p>	
DA-12-15 C			<p>Time-and-Materials Contract Costs: The City's claim for debris removal activities under Project 2615 included \$877,944 of unreasonable and ineligible time-and-materials contract costs. Federal regulation 44 CFR 13.36(b)(10) allows a grant recipient to use time-and-materials contracts only after a determination has been made that no other form of contracting is suitable and with a contract ceiling price that the contractor exceeds at its own risk. FEMA guidelines generally limit time-and-materials contracts to a maximum of 70 hours of actual emergency debris clearance. In addition, 2 CFR 225, Appendix A, subsection C.1, requires that a cost be necessary and reasonable to be allowable under a federal award. RECOMMENDATION: Disallow \$836,953 of ineligible duplicate debris removal charges.</p>	<p>We discussed the audit results with FEMA, City, and State officials during the course of our audit. We also provided written summaries of our findings and recommendations in advance to these officials and discussed them at an exit conference on September 7, 2011. FEMA, City, and State officials withheld comments pending receipt of the final report.</p>	

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DA-12-15 D			<p>Ineligible Project Costs: The City's claim included \$311,144 of ineligible project costs. 1) The City claimed \$523,814 (\$335,554 under Project 3027 and \$188,260 under Project 2615) for debris, tree, and stump removal on vacant land known as Butler Farms. 2)The City claimed \$29,315 of contract charges under Project 3027 for the restoration of a canal. However, according to a City official, the City did not own the canal and no work was performed. 3) The City claimed \$78,000 under Project 3027 for the extraction and removal of standing trees that it said posed a public safety hazard. A City official told us that the standing trees were removed after their hazardous nature was discussed in a meeting with the contractor. However, FEMA never inspected the standing trees, and the City could not provide evidence that FEMA authorized their removal.</p> <p>RECOMMENDATION: Disallow \$311,144 of ineligible project costs.</p>	<p>We discussed the audit results with FEMA, City, and State officials during the course of our audit. We also provided written summaries of our findings and recommendations in advance to these officials and discussed them at an exit conference on September 7, 2011. FEMA, City, and State officials withheld comments pending receipt of the final report.</p>	
DA-12-15 E			<p>Eligibility of Project Costs: The City's claim included \$171,892 for debris removal activities that FEMA had not determined to be eligible when the project was closed out in October 2010.</p> <p>RECOMMENDATION: Disallow \$171,892 of project costs that had not been determined to be eligible for reimbursement by FEMA</p>	<p>We discussed the audit results with FEMA, City, and State officials during the course of our audit. We also provided written summaries of our findings and recommendations in advance to these officials and discussed them at an exit conference on September 7, 2011. FEMA, City, and State officials withheld comments pending receipt of the final report.</p>	

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DA-11-17 A	5/3/2011		<p>Contracting Procedures: For debris removal activities, FEMA has determined that time and material contracting is an appropriate method for emergency debris clearance, but that unit price or lump sum contracts should be used after 70 hours of actual emergency debris clearance has been reached (FEMA 325, April 1999, p.28). The use of time-and-material contracting is restricted because it does not encourage effective cost controls by the contractor. The University claimed \$1.2 million of time-and-material contract costs for debris removal activities. The time-and-material work, which was performed under a competitively bid pre-disaster grounds maintenance contract, continued beyond the 70-hour limit determined to be acceptable by FEMA.</p> <p>RECOMMENDATION: Instruct the University to comply with FEMA debris removal guidance, which reflect the best interest of the Public Assistance program, when contracting for debris removal work under FEMA awards</p>	<p>University officials said that the costs claimed for the contract work, albeit through a time-and material type contract, were based on bona-fide paid invoices for actual work performed. They also said they believed the costs were fair and reasonable considering the emergency situation they faced in the aftermath of the disaster.</p>	

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DA-11-17 B	5/3/2011		<p>Costs Covered by Insurance The University's claims under Hurricane Katrina and Wilma included \$927,446 of charges for repairs to buildings such as roofing, light fixtures, doors, air conditioning equipment, etc. that were covered by insurance. Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, prohibits the receipt of public assistance funds with respect to any part of such loss as to which it received assistance from insurance. As such, grant recipients are responsible for pursuing full insurance recoveries and crediting FEMA projects with insurance proceeds that apply to such projects. RECOMMENDATION: Disallow \$927,446 of costs covered by insurance, which are ineligible for FEMA funding</p>	<p>University officials said that they followed the directions provided by the Florida Division of Risk Management and that this finding represents an administrative issue that needs to be addressed by the Florida Division of Emergency Management and FEMA.</p>	

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DA-12-17 A	5/11/2012		<p>Debris Removal Charges: The City's claim contained \$150,668 of excessive debris removal charges. The City claimed \$581,141 to collect and haul vegetative and construction and demolition (C&D) debris citywide. The debris work was divided into two phases. Phase I consisted of collecting and hauling the debris from the rights-of-way to a staging area, and Phase II consisted of hauling the debris from the staging area to a final disposal site. The debris was reduced at the final disposal site (landfill). During phase I, the City claimed that 23,123 cubic yards of vegetative and C&D debris was collected and hauled to the staging area by the City's force account and a contractor. Under phase II, the City claimed that 33,290 cubic yards of debris was transported by the contractor from the staging area to the landfill. However, this amount is 10,167 cubic yards more than what was collected under phase I..</p> <p>RECOMMENDATION: #1: We recommend that the Regional Administrator, FEMA Region IV: Disallow \$150,668 of ineligible debris removal costs claimed (finding A).</p>	<p>We discussed the audit results with City, State, and FEMA officials during our audit. We also provided written summaries of our findings and recommendations in advance to these officials and discussed them at an exit conference held on February 24, 2012. City officials did not concur with our findings at the exit conference and requested additional time to review and/or locate documentation to support the questioned costs. On March 7, 2012, City officials provided additional documentation for our consideration. However, the documentation did not contain any new information to cause us to revise our findings.</p>	

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DA-12-17 B	5/11/2012		Supporting Documentation: The City's claim under Project 502 included \$80,312 of unsupported costs. The City claimed \$80,312 for the use of force account equipment (trash trucks, loaders, vehicles, and a boat) to collect debris from the rights-of-way and haul it to a staging area. However, the City did not have equipment activity logs to support the use of the equipment. Cost Principles in Code of Federal Regulation (CFR) 225, Cost Principles for State, Local, and Indian Tribal Governments, Appendix A, Section c.1.j, state that a cost must be adequately documented to be allowable under federal awards. ² therefore, we question the \$80,312 of unsupported costs. RECOMMENDATION: Recommendation #2: Disallow \$80,312 of unsupported charges (finding B).	We discussed the audit results with City, State, and FEMA officials during our audit. We also provided written summaries of our findings and recommendations in advance to these officials and discussed them at an exit conference held on February 24, 2012. City officials did not concur with our findings at the exit conference and requested additional time to review and/or locate documentation to support the questioned costs. On March 7, 2012, City officials provided additional documentation for our consideration. However, the documentation did not contain any new information to cause us to revise our findings.	

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DA-10-18 A	8/13/2010		<p>Grant Accounting. Federal regulation 44 CFR 13.20(a) requires a State and its subgrantees to provide accounting records that permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of restrictions and prohibitions of applicable statutes. The Department's grant-related financial transactions were captured within different divisions set up within its accounting system with no means to trace to source documents. As a result, project expenditures could not be readily validated.</p> <p>RECOMMENDATION: Inform the Department that they must comply with federal regulations when accounting for FEMA funds.</p>	<p>The audit results were discussed with FEMA, DCA, and Department officials on June 2, 2010. Department officials had no comment regarding Finding A, and did not concur with Findings B and C. Their comments, where appropriate, have been incorporated into the body of this report.</p>	

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DA-10-18 B	8/13/2010		<p>Administrative Costs. Under the Stafford Act, the Department is entitled to an administrative allowance based on a statutory formula to cover the costs associated with requesting, obtaining, and administering FEMA awards. FEMA regulation (44 CFR 206.228) limits funding for administrative costs to the allowance. The Department claimed \$1,182,893 (equipment, fuel, and operator charges) for helicopters used to perform aerial surveys to facilitate damage assessments by Federal and State officials and national and local media. We question these charges because damage assessments are conducted for the purpose of documenting the need for and requesting financial assistance and, as such are covered by the statutory administrative allowance.</p> <p>RECOMMENDATION: Disallow the \$1,182,893 of excessive administrative costs.</p>	<p>Department officials disagreed with our findings and conclusion. They said the activities were for operational purposes related to the disaster and, therefore, the charges should be allowable for FEMA reimbursement. However, the supporting documentation indicated that the charges were for damage assessment activities. The audit results were discussed with FEMA, DCA, and Department officials on June 2, 2010. Department officials had no comment regarding Finding A, and did not concur with Findings B and C. Their comments, where appropriate, have been incorporated into the body of this report.</p>	

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DA-10-18 C	8/13/2010		<p>Mutual Aid Costs. Under Project 39 for emergency protective measures, the Department claimed \$109,844 for mutual aid costs associated with aircraft usage. Under a mutual aid agreement, the Department requested two helicopters from the State of Texas. According to Department officials, the helicopters were requested after Hurricane Frances to ensure that there were enough helicopters available for potential emergency response missions. When the helicopters arrived in Florida, Department officials decided they were not needed and sent them back to Texas. However, the mobilization costs of \$109,844 were charged to the project.</p> <p>RECOMMENDATION: Disallow the \$109,844 of mobilization costs</p>	<p>Department officials said the helicopters were staged for an emergency response and should be eligible for reimbursement. According to Office of Management and Budget Circular A-87, Attachment A, Section C.3, a cost is allocable to a particular cost objective if the goods and services involved are chargeable or assignable to such cost objective in accordance with the relative benefits received.</p> <p>The audit results were discussed with FEMA, DCA, and Department officials on June 2, 2010. Department officials had no comment regarding Finding A, and did not concur with Findings B and C. Their comments, where appropriate, have been incorporated into the body of this report.</p>	

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DA-12-01 A	11/8/2011		Contracting Procedures: Rebuild did not fully comply with federal administrative grant requirements when awarding contract work totaling \$2.7 million. As a result, we concluded that \$878,200 of the charges were excessive. RECOMMENDATION: Recommendation #1: Disallow \$878,200 (federal share \$658,650) of excessive contract costs that are ineligible (finding A).	Rebuild officials disagreed with the finding. They said that the \$620 per house construction management fee was reasonable because the scope of services actually performed by the contractor far exceeded the scope set forth in both the original RFP and the contractor's November 2006 proposal. They said that at the time of the original RFP in October 2006, it was unclear what the construction management requirements were and what the proper compensation should be. Rebuild and the contractor wanted to expedite the process, so they verbally agreed to modify the fee, after completion of several projects, to cover any reasonable additional scope modifications. Rebuild officials also said that, regrettably, the change in scope of services and justification of the increase were not well documented.	

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DA-12-01 B	11/8/2011		<p>Cash Management. The State did not consolidate working capital advances and did not analyze Rebuild's cash needs before disbursing advances.</p> <p>RECOMMENDATION: Recommendation #1: Instruct Rebuild to develop written procedures to minimize the time elapsing between receipt of federal funds and the disbursement of those funds, and instruct the State to reimburse Rebuild in a timely manner (finding B).</p> <p>Recommendation #2: Instruct the State to review the amount of working capital advances needed by Rebuild and to consolidate such advances whenever possible (finding B).</p> <p>Recommendation #3: Instruct the State to require Rebuild to keep advanced funds in an interest-bearing account (finding B).</p> <p>Recommendation #4: Impute interest that would have been earned on the advanced funds, and instruct Rebuild to remit the interest to FEMA to be put to better use.</p>	<p>Rebuild officials said that the State is familiar with its cash flow constraints and needs and is much more knowledgeable of the requirements for working capital advances. Rebuild plans to work with the State to manage the working capital advances better.</p>	

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DA-12-01 C	11/8/2011		<p>Wind Retrofit Measures. Certain homes modified according to the wind retrofit measures designed by Rebuild's engineer of record may not be able to withstand a wind speed of 130 miles per hour, as required by the grant awards.</p> <p>Recommendation #1: Instruct the State to conduct an independent assessment of the engineer of record's design specifications for gable end bracing for homes over one story in height, or with a gable end wall width of more than 20 feet, to determine if they are adequate to withstand wind loads certified by Rebuild's engineer (finding C).</p> <p>Recommendation #2: Instruct Rebuild to implement corrective measures on homes where any gable end design specifications are identified as deficient during the independent assessment conducted as a result of Recommendation #1 (finding C).</p>	<p>Rebuild officials disagreed with this finding, saying that they had not seen the independent engineer's report on their engineer's design specifications. They said that the retrofit measures had been investigated by FEMA, expert engineers, building officials, the Florida Building Commission, and other construction professionals.</p>	
<i>Office of Policy and Budget - July 2012</i>					

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): **Executive Office of the Governor/Division of Emergency Management**

Agency Budget Officer/OPB Analyst Name: **Sherie Carrington/Steven Burch**

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

	Program or Service (Budget Entity Codes)				
Action	31700100				

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

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	YES				
1.4 Has security been set correctly? (CSDR, CSA)	YES				
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?	YES				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	YES				
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?	YES				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	YES				

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:

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")	YES				
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		Program or Service (Budget Entity Codes)				
Action		31700100				
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")	YES				
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?	YES				
4.2	Is the program component code and title used correct?	YES				
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.)	YES				
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")	YES				
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.)	YES				
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.)	YES				
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.					

		Program or Service (Budget Entity Codes)			
Action		31700100			
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?	YES			
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.)	YES			
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.)	YES			
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.)	YES			
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.	YES			
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.	YES			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	YES			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	YES			
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?	YES			
7.14	Do the amounts reflect appropriate FSI assignments?	YES			

		Program or Service (Budget Entity Codes)				
Action		31700100				
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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	YES				
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?	YES				
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")	YES				
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				
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))	YES				
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).					

		Program or Service (Budget Entity Codes)				
Action		31700100				
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?	YES				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	YES				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	YES				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	YES				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	YES				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	YES				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	YES				
8.10	Are the statutory authority references correct?	YES				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	YES				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	YES				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	YES				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	YES				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	YES				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	YES				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	YES				

		Program or Service (Budget Entity Codes)			
Action		31700100			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	YES			
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	YES			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	YES			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	YES			
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	YES			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	YES			
8.24	Are prior year September operating reversions appropriately shown in column A01?	YES			
8.25	Are current year September operating reversions appropriately shown in column A02?	YES			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	YES			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	YES			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	YES			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	YES			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	YES			
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	YES			
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!				
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) 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.				

		Program or Service (Budget Entity Codes)				
Action		31700100				
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	YES				
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.	YES				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	YES				
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?	YES				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	N/A				
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?	YES				
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.)	YES				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	YES				
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)	YES				
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")	YES				
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")	YES				

		Program or Service (Budget Entity Codes)				
Action		31700100				
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.)	YES				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	YES				
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?	YES				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	YES				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	YES				
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?	YES				
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)?	YES				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	YES				
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?	YES				
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
18. FLORIDA FISCAL PORTAL						
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	YES				