

OFFICE OF THE COMMISSIONER
(850) 488-3022



THE CAPITOL
400 SOUTH MONROE STREET
TALLAHASSEE, FLORIDA 32399-0800

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

LEGISLATIVE BUDGET REQUEST

Department of Agriculture and Consumer Services

Tallahassee, Florida

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Agriculture and Consumer Services is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2013-14 Fiscal Year. This submission has been approved by Adam H. Putnam, Commissioner.

Sincerely,

A large, stylized handwritten signature of Adam H. Putnam.

Adam H. Putnam
Commissioner of Agriculture

State of Florida
Department of Agriculture
and Consumer Services

Department Level Exhibits
and Schedules

Temporary Special Duty – General Pay Additives Implementation Plan for Fiscal Year 2013-2014

Section 110.2035(7)(b), Florida Statutes, provides that each state agency shall include in its annual legislative budget request a proposed written plan for implementing temporary special duties—general pay additives during the next fiscal year. Pay additives are a valuable management tool which allows agencies to recognize and compensate employees for identified duties without providing a permanent pay increase. The Department of Agriculture and Consumer Services is requesting approval to implement temporary special duties—general as described below. The agency is not requesting any additional rate or appropriations for these additives.

Temporary Special Duties—General

Description: These temporary pay increases are used in a variety of circumstances such as:

- An employee performing additional duties of a higher level position when the other position is vacant for any reason other than absent coworker due to Family Medical Leave Act (FMLA) or military leave.
- An employee performing additional duties of a higher level position whose incumbent has been temporarily assigned other duties.
- An employee who meets the criteria for out of title work under the AFSCME collective bargaining agreement or acting ranks under the PBA contract.
- An employee continuing to perform additional duties of an absent coworker when the coworker has exhausted FMLA leave but has not yet returned to work.
- An employee performing additional duties of a coworker who is absent in accordance with s. 60L-34.0051, F.A.C., Family Supportive Work Program, of the Department of Management Services Personnel Rules, that does not meet the FMLA or military leave criteria.
- An employee performing additional duties of a significant nature and time regarding a special project or special assignment not normally assigned to the employee.

Justification:

As we are not able to always anticipate when a position will become vacant, there may be project deadlines or daily work activities (inspections, payroll processing, license issuance, etc.) that must be met and fulfilled. If it is not feasible for these duties to go undone while the recruitment and selection process is being performed, it will be necessary to assign these duties to another employee until the position is filled. We also may have special projects or special assignments of a temporary nature that may necessitate the use of additional staff to perform duties not normally assigned to their position.

Effective date of additive:

The additive will be in effect beginning the first day of the added duties or, when the temporary special duty is for an employee covered by the AFSCME contract or the PBA agreement, the additive must be effective no later than the 23rd day if the employee has been assigned duties of a higher level position for a period of more than 22 workdays within any six consecutive months.

Length of time additive will be used:

The additive will be in effect for the length of time the position is vacant or until such time as management decides that the additional duties can be removed from the employee receiving the additive, but in either case no longer than 90 days without agency review to decide if it should be sent to the Department of Management Services for an extension.

Additive Amount:

Up to 10% of the employee's base salary (or the option to go to the minimum of the higher level pay grade, if determined appropriate).

Classes/Positions affected:

Any Career Service classification could be affected by the provisions of this plan so it is not possible to predict exactly which temporary special duty additives will occur in FY 13/14. However, there were four temporary special duty additives (not including those for absent coworker for military/FMLA leave purposes) that were provided during the FY 11/12 and one (to date) that began during FY 12/13.

Historical data:

The provision for a temporary special duty additive has been in effect for many years dating back in the statutes to at least the year 1997. The number of persons for this type of additive for the prior fiscal year is shown in the paragraph above.

Estimated annual cost:

The last fiscal year's annual cost for temporary special duty additives (not including those for absent coworker for military/FMLA leave purposes) was \$6,655.00.

Collective Bargaining Units impacted:

AFSCME-Article 21-Out of Title Work

- (A) Each time an employee is designated by the employee's immediate supervisor to act in a vacant established position in a higher broadband level than the employee's current broadband level, and actually performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for a period of time more than 22 workdays within any six consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with the Personnel Rules, beginning with the 23rd day.

- (B) Employees being paid at a higher rate while temporarily filling a position in a higher broadband level will be returned to their regular rate of pay when the period of temporary employment in the higher broadband level is ended.

PBA-Law Enforcement Unit-Article 21-Acting Ranks

Section 1-Eligibility

Each time an employee is officially designated by the appropriate supervisor to act in a higher broadband level than the employee's permanent broadband level, and actually performs said duties for a period of more than twenty-two (22) workdays, within any six (6) consecutive months, the employee shall be eligible for a promotional pay increase to the higher broadband level as provided in the Rules of the State Personnel System.

Section 2-Method of Compensation

It is understood by the parties that, insofar as pay is concerned, employees temporarily filling a position in a higher broadband level shall be paid according to the same compensation method as permanent promotees under the Rules of the State Personnel System.

Section 3-Return to Regular Rate

Employees being paid at a higher rate while temporarily filling a position in a higher broadband level will be returned to their regular rate of pay when the period of temporary employment in the higher broadband level is ended.

Data Center Consolidation Cost Workbook
Summary Cost Spreadsheet

Agency: Florida Department of Agriculture and Consumer Services Prepared by: Michael Johnston Contact Info: 617- 7015, MICHAELJOHNSTON@FRESHFROMFLORIDA.COM Primary Data Center: Northwood Share Resource Center				Agency Data Center Assets & Resources		Input from PDC (after July 1)	For October 15 LBR Submission			
Required Cost Elements				Units	A	B	C	D	E	F
				Estimated Allocation of Recurring Base Budget	Items from Column A Requested as Exempt (must detail request & footnote)	Items from Column A Recommended by PDC as Exempt (must detail & footnote)	Deduct/Add Agency Data Center Services Funding FY2013- 14 (D- 3A Issues # 17C01C0/17C02C0)	Reductions from Data Center Service Consolidations FY2013- 14 (D- 3A Issue 33001C0)	Additional Resources Required to Support Consolidation of Data Center Services FY2013- 14 (D- 3A Issue 55C01C0)	
I. Personnel - (Includes Management and Administrative Positions)				3.72	\$ 229,721	\$ (191,809)	\$ (191,809)	\$ -	\$ -	\$ -
I-1	State FTE (Filled & Vacant)	1-3	3.72	\$ 229,721	\$ (191,809)	\$ (191,809)		\$ -	\$ -	\$ -
I-2	OPS (Filled & Vacant)		0.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
I-3	Contractor Positions (Staff Augmentation - Filled & Vacant)		0.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
I-4	Overtime and On- Call Pay			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
II. Hardware - Located in Agency Data Center					\$ 219,635	\$ (219,635)	\$ (219,635)	\$ -	\$ -	\$ -
II-1	Servers - (includes funds for refresh, financing, and unallocated maintenance)	4-6		\$ 87,169	\$ (87,169)	\$ (87,169)		\$ -	\$ -	\$ -
II-2	Current Server Maintenance & Support Agreements			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
II-3	Storage Systems (e.g. online & archival tape & disk systems)			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
II-4	Data Center/Computing Facility Internal Network (e.g., front end processors, routers, switches, etc.)			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
II-5	Other Hardware (please specify in Footnotes Section below)	4-6		\$ 132,466	\$ (132,466)	\$ (132,466)		\$ -	\$ -	\$ -
III. Software - Located in Agency Data Center					\$ 455,769	\$ (455,769)	\$ (455,769)	\$ -	\$ -	\$ -
III-1	Software - Systems Software	4-6		\$ 455,769	\$ (455,769)	\$ (455,769)		\$ -	\$ -	\$ -
III-2	Software - Database			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
III-3	Software - Other (please specify in Footnotes Section below)			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
IV. Hardware - Not Located in Agency Data Center					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IV-1	Servers - (includes funds for refresh, financing, and unallocated maintenance)			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
IV-2	Current Server Maintenance & Support Agreements			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
IV-3	Storage Systems (e.g. online & archival tape & disk systems)			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
IV-4	Data Center/Computing Facility Internal Network (e.g., front end processors, routers, switches, etc.)			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
IV-5	Other Hardware (please specify in Footnotes Section below)			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
V. Software - Not Located in Agency Data Center					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
V-1	Software - Systems Software			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
V-2	Software - Database			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
V-3	Software - Other (please specify in Footnotes Section below)			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
VI. Contracted Services or External Service Providers					\$ -	\$ -	\$ -	\$ 42,837	\$ -	\$ 388,502
VI-1	Northwood Shared Resource Center Billings	9-10		\$ -	\$ -	\$ -	\$ 42,837	\$ -	\$ -	\$ 313,502
VI-2	Southwood Shared Resource Center Billings			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VI-3	Northwest Regional Data Center Billings			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VI-4	Disaster Recovery Services (please specify in Footnotes Section below)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VI-5	DMS Network Line Costs Attributed to Consolidation (Not used for July 1 Submission)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VI-6	Other (Please specify in Footnotes Section below)	11		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
VII. Administrative Overhead (other personnel & data center/computing facility related costs)					\$ 24,422	\$ (19,497)	\$ (19,497)	\$ -	\$ -	\$ -
VII-1	Recurring FTE Standard Expense	7-8	3.72	\$ 23,105	\$ -	\$ (18,446)		\$ -	\$ -	\$ -
VII-2	Recurring Standard HR Assessment (FTE)	7-8	3.72	\$ 1,317	\$ -	\$ (1,051)		\$ -	\$ -	\$ -
VII-3	Recurring Standard HR Assessment (OPS)		0	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
VII-4	Data Centers/Computing Facilities - - Rent & Insurance		0	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -

Data Center Consolidation Cost Workbook
Summary Cost Spreadsheet

Agency: Florida Department of Agriculture and Consumer Services Prepared by: Michael Johnston Contact Info: 617- 7015, MICHAELJOHNSTON@FRESHFROMFLORIDA.COM Primary Data Center: Northwood Share Resource Center		Agency Data Center Assets & Resources		Input from PDC (after July 1)	For October 15 LBR Submission			
		A	B	C	D	E	F	
Required Cost Elements	Footnote Number	Units	Estimated Allocation of Recurring Base Budget	Items from Column A Requested as Exempt (must detail request & footnote)	Items from Column A Recommended by PDC as Exempt (must detail & footnote)	Deduct/Add Agency Data Center Services Funding FY2013- 14 (D- 3A Issues # 17C01C0/17C02C0)	Reductions from Data Center Service Consolidations FY2013- 14 (D- 3A Issue 33001C0)	Additional Resources Required to Support Consolidation of Data Center Services FY2013- 14 (D- 3A Issue 55C01C0)
VII-5		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VII-6			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VII-7	7-8		\$ -	\$ (19,497)	\$ -	\$ -	\$ -	\$ -
VIII. Other			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VIII-1		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VIII-2		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IX. Data Center Consolidation Totals			\$ 929,547	\$ (886,710)	\$ (886,710)	\$ 42,837	\$ -	\$ 388,502
X. Required Cost Elements Funded with Non- Recurring Budget (not included in Column A)			\$ -	\$ -				
Footnotes - Please be sure to indicate the footnote for the corresponding row above.								
1	The Department is not scheduled for consolidation until the fourth quarter of the 2013-14 fiscal year. As a result, the Department will incur 75% of these personnel costs prior to consolidation and the							
2	authority for this time period needs to remain in our budget. In addition, The Department requests that only three FTEs be removed from our budget. After discussion with the PDC,							
3	it was determined that a partial FTE was not needed and it would be impractical for the Department to hire an individual to the .28 FTE remaining in the Department if 3.72 FTEs were cut.							
4	Costs presented for hardware and software represent annual maintenance and support agreements as well as annual software licenses. These costs are paid at the beginning of each fiscal year							
5	and staff has confirmed with the PDC that these costs should be paid by FDACS during the transition year because the services will not be provided by the PDC for the fourth quarter of the 2013-14 fiscal year.							
6	As a result, the Department requests that these costs be exempted for the 2013-14 fiscal year. The costs will be reflected in the annualization column in the Department's budget request.							
7	The Administrative overhead costs included in spreadsheet above are based on 3.72 FTE and an entire year's worth of costs. Since the Department's request is for 3 FTE and the consolidation does not occur							
8	until the fourth quarter of the 2013-14 fiscal year, the Department requests that these additional costs be exempt. [(3 FTE x\$6,212 Recurring Expenses)+(3 FTE x\$354 HR Assmt)] x 25% one qtr = \$4,925							
9	Additional resources are needed in the NSRC billings category because data center staff have indicated that the fourth quarter billing for the 2013-14 fiscal is expected to be \$356,339. Our proposed reductions							
10	only total \$42,837, meaning an additional \$313,502 is needed to pay the fourth quarter billing.							
11	The Department requests an additional \$75,000 in non-recurring contracted services authority to fund moving costs and other one-time costs associated with the consolidation.							
12								

Data Center Consolidation Cost Workbook
Summary Cost Spreadsheet

Agency: Florida Department of Agriculture and Consumer Services Prepared by: Michael Johnston Contact Info: 617- 7015, MICHAEL.JOHNSTON@FRESHFROMFLORIDA.COM Primary Data Center: Northwood Share Resource Center		Agency Data Center Assets & Resources		Input from PDC (after July 1)	For October 15 LBR Submission				
Required Cost Elements		Footnote Number	Units	A	B	C	D	E	F
				Estimated Allocation of Recurring Base Budget	Items from Column A Requested as Exempt <i>(must detail request & footnote)</i>	Items from Column A Recommended by PDC as Exempt <i>(must detail & footnote)</i>	Deduct/Add Agency Data Center Services Funding FY2013- 14 (D- 3A Issues # 17C01C0/17C02C0)	Reductions from Data Center Service Consolidations FY2013- 14 (D- 3A Issue 33001C0)	Additional Resources Required to Support Consolidation of Data Center Services FY2013- 14 (D- 3A Issue 55C01C0)
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									

Data Center Consolidation Cost Workbook
Summary Cost Spreadsheet

Agency: Florida Department of Agriculture and Consumer Services Prepared by: Michael Johnston Contact Info: 617- 7015, MICHAELJOHNSTON@FRESHFROMFLORIDA.COM Primary Data Center: Northwood Share Resource Center		Agency Data Center Assets & Resources		Input from PDC (after July 1)	For October 15 LBR Submission				
			A	B	C	D	E	F	
Required Cost Elements		<i>Footnote Number</i>	<i>Units</i>	Estimated Allocation of Recurring Base Budget	Items from <i>Column A</i> Requested as Exempt <i>(must detail request & footnote)</i>	Items from <i>Column A</i> Recommended by PDC as Exempt <i>(must detail & footnote)</i>	Deduct/Add Agency Data Center Services Funding FY2013- 14 (D- 3A Issues # 17C01C0/17C02C0)	Reductions from Data Center Service Consolidations FY2013- 14 (D- 3A Issue 33001C0)	Additional Resources Required to Support Consolidation of Data Center Services FY2013- 14 (D- 3A Issue 55C01C0)
30									

Data Center Consolidation Cost Workbook

Personnel Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	
2	Personnel Cost Associated with Data Center Functions: \$ 229,721			3.72	Data Center Functional Responsibilities																							
3	Org Chart ID #	Position Title	Annual Cost	Personnel Type	FTE/OPS Position # or IT Contractor ID #	If Vacant, Enter Date Vacant	Required for On- Call Duty?	% Backup & Recovery	Backup & Recovery Cost	% Disaster Recovery	Disaster Recovery Cost	% Storage	Storage Cost	% Data Center Facility Management	Data Center Facility Management Cost	% Management & Administration	Management & Administration Cost	% Help Desk/Service Desk (Tier I)	Help Desk/Service Desk (Tier I) Cost	% Technical Support (Tier II & Tier III)	Technical Support (Tier II & Tier III) Cost	% System Administration	System Administration Cost	% Managed Services	Managed Services Cost	% Database Administration	Database Administration Cost	
4	AGMIC 1	Chief Technology Officer	\$ 96,365	FTE	00127		Yes	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 964	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
5	AGMIC 2	Senior Management Analyst II-SES	\$ 72,442	FTE	00530		No	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 724	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
6	AGMIC 3	Staff Assistant-SES	\$ 58,476	FTE	00556		No	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 585	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
7	AGMIC 4	Assistant Data Center Director-SES	\$ 106,290	FTE	00553		Yes	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 1,063	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
8	AGMIC 6	Systems Project Administrator-SES	\$ 90,409	FTE	00731		Yes	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
9	AGMIC 19	Computer Audit Analyst	\$ 51,573	FTE	01962		No	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	2%	\$ 1,031	0%	\$ -	0%	\$ -	
10	AGMIC 25	Distributed Computer Systems Analyst	\$ 56,501	FTE	00736		Yes	0.00%	\$ -	0%	\$ -	5%	\$ 2,825	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	25%	\$ 14,125	0%	\$ -	0%	\$ -	
11	AGMIC 26	Systems Project Analyst	\$ 54,230	FTE	05036		Yes	25.00%	\$ 13,558	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
12	AGMIC 27	Systems Project Consultant	\$ 59,454	FTE	4658	9/14/2012	Yes	0.00%	\$ -	0%	\$ -	5%	\$ 2,973	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	25%	\$ 14,864	0%	\$ -	0%	\$ -	
13	AGMIC 29	Computer Operator III	\$ 45,783	FTE	00423		No	50.00%	\$ 22,892	0%	\$ -	0%	\$ -	50%	\$ 22,892	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
14	AGMIC 30	Data Base Administrator-SES	\$ 103,600	FTE	00576		Yes	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	5%	\$ 5,180	
15	AGMIC 31	Senior Data Base Analyst	\$ 90,495	FTE			Yes	5.00%	\$ 4,525	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	5%	\$ 4,525	0%	\$ -	5%	\$ 4,525	
16	AGMIC 32	Senior Data Base Analyst	\$ 66,437	FTE			Yes	5.00%	\$ 3,322	0%	\$ -	5%	\$ 3,322	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	20%	\$ 13,287	0%	\$ -	0%	\$ -	
17	AGMIC 33	Systems Programmer II	\$ 67,054	FTE			No	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	5%	\$ 3,353	0%	\$ -	0%	\$ -	
18	AGMIC 34	Senior Data Base Analyst	\$ 82,370	FTE			Yes	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
19	AGMIC 35	Data Base Analyst	\$ 62,217	FTE			Yes	5.00%	\$ 3,111	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	2%	\$ 1,244	0%	\$ -	2%	\$ 1,244	
20	AGMIC 36	Data Processing Manager-SES	\$ 73,999	FTE			No	0.00%	\$ -	0%	\$ -	5%	\$ 3,700	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
21	DOL 1	Systems Programmer III - SES	\$ 89,781	FTE			Yes	4.00%	\$ 3,591	1%	\$ 898	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 898	0%	\$ -	4%	\$ 3,591	
22	DOL 2	Computer Programmer Analyst I	\$ 50,879	FTE			Yes	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
23	DOL 3	Systems Programmer III - SES	\$ 79,458	FTE	03633		Yes	4.00%	\$ 3,178	1%	\$ 795	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 795	0%	\$ -	4%	\$ 3,178	
24	DOL 4	Telecommunications Specialist I	\$ 42,736	FTE	03634		Yes	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
25	DOL 5	Distributed Computer Systems Analyst- SES	\$ 52,461	FTE	03636		Yes	0.00%	\$ -	2%	\$ 1,049	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	2%	\$ 1,049	0%	\$ -	0%	\$ -	
26	DOL 6	Systems Programming Administrator	\$ 83,490	FTE	03637		Yes	0.00%	\$ -	1%	\$ 835	0%	\$ -	2%	\$ 1,670	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
27	DOL 7	Systems Programmer I	\$ 51,638	FTE	03638		Yes	0.00%	\$ -	0%	\$ -	1%	\$ 516	0%	\$ -	10%	\$ 5,164	0%	\$ -	0%	\$ -	2%	\$ 1,033	0%	\$ -	0%	\$ -	
28	DOL 8	Computer Programmer Analyst	\$ 43,542	FTE	03656		Yes	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
29			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
30			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
31			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
32			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
33			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
34			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
35			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	
36			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	

Data Center Consolidation Cost Workbook

Personnel Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA		
2	Personnel Cost Associated with Data Center Functions: \$ 229,721							Data Center Functional Responsibilities																					
3	Org Chart ID #	Position Title	Annual Cost	Personnel Type	FTE/OPS Position # or IT Contractor ID #	If Vacant, Enter Date Vacant	Required for On- Call Duty?	% Backup & Recovery	Backup & Recovery Cost	% Disaster Recovery	Disaster Recovery Cost	% Storage	Storage Cost	% Data Center Facility Management	Data Center Facility Management Cost	% Management & Administration	Management & Administration Cost	% Help Desk/Service Desk (Tier I)	Help Desk/Service Desk (Tier I) Cost	% Technical Support (Tier II & Tier III)	Technical Support (Tier II & Tier III) Cost	% System Administration	System Administration Cost	% Managed Services	Managed Services Cost	% Database Administration	Database Administration Cost		
37			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -		
38			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -		
39			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -		
40			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -		
41			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -		
42			\$ -					0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -		
43	Total	Cost Identified by Position Title:	\$ 1,731,680						\$ 54,176		\$ 3,577		#####		\$ 24,561		\$ 8,500		\$ -		\$ -		\$ -		\$ 56,204		\$ 17,719		
44	25	FTE TOTAL	\$ 1,731,680					FTE \$	54,176	FTE \$	3,577	FTE	#####	FTE \$	24,561	FTE \$	8,500	FTE \$	-	FTE \$	-	FTE \$	-	FTE \$	56,204	FTE \$	-	FTE \$	17,719
45	0	OPS TOTAL	\$ -					OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-	OPS \$	-
46	0	Contracted Services TOTAL	\$ -					CS \$	-	CS \$	-	CS \$	-	CS \$	-	CS \$	-	CS \$	-	CS \$	-	CS \$	-	CS \$	-	CS \$	-	CS \$	-
48	** If the amount of the reduction is less than the annual cost of the position, identify the amount of the equivalent position to the nearest .25 fte.																												

Data Center Consolidation Cost Workbook

Personnel Detail

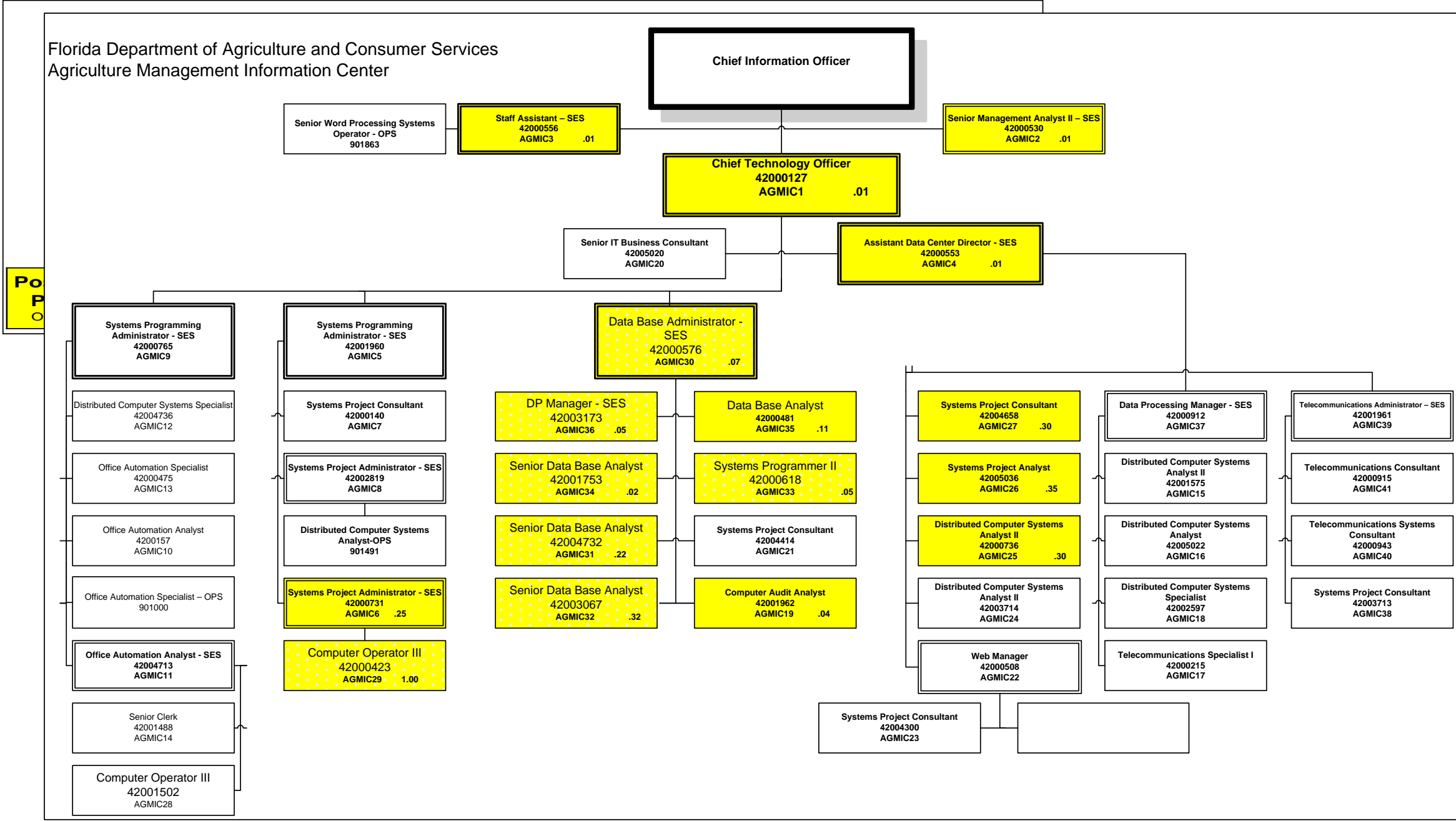
	A	B	C	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
2	Personnel Cost Associated with Data Center Functions: \$ 229,721			Data Center Functional Responsibilities									Data Validation				
3	Org Chart ID #	Position Title	Annual Cost	% Security	Security Cost	% Print Cost	Print Cost	% Production Control	Production Control Cost	% Job Control	Job Control Cost	% System Programming	System Programming Cost	% Allocated	Cost Allocated by Functional Responsibility	Difference	Position Differences
4	AGMIC 1	Chief Technology Officer	\$ 96,365	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 964	\$ (95,401)	
5	AGMIC 2	Senior Management Analyst II-SES	\$ 72,442	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 724	\$ (71,718)	
6	AGMIC 3	Staff Assistant-SES	\$ 58,476	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 585	\$ (57,891)	
7	AGMIC 4	Assistant Data Center Director-SES	\$ 106,290	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	1%	\$ 1,063	\$ (105,227)	
8	AGMIC 6	Systems Project Administrator-SES	\$ 90,409	25%	\$ 22,602	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	25%	\$ 22,602	\$ (67,807)	
9	AGMIC 19	Computer Audit Analyst	\$ 51,573	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	2%	\$ 1,031	4%	\$ 2,063	\$ (49,510)	
10	AGMIC 25	Distributed Computer Systems Analyst	\$ 56,501	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	30%	\$ 16,950	\$ (39,551)	
11	AGMIC 26	Systems Project Analyst	\$ 54,230	10%	\$ 5,423	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	35%	\$ 18,981	\$ (35,250)	
12	AGMIC 27	Systems Project Consultant	\$ 59,454	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	30%	\$ 17,836	\$ (41,618)	
13	AGMIC 29	Computer Operator III	\$ 45,783	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	100%	\$ 45,783	\$ -	
14	AGMIC 30	Data Base Administrator-SES	\$ 103,600	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	2%	\$ 2,072	7%	\$ 7,252	\$ (96,348)	
15	AGMIC 31	Senior Data Base Analyst	\$ 90,495	5%	\$ 4,525	0.00%	\$ -	0%	\$ -	0%	\$ -	2%	\$ 1,810	22%	\$ 19,909	\$ (70,586)	
16	AGMIC 32	Senior Data Base Analyst	\$ 66,437	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	2%	\$ 1,329	32%	\$ 21,260	\$ (45,177)	
17	AGMIC 33	Systems Programmer II	\$ 67,054	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	5%	\$ 3,353	\$ (63,701)	
18	AGMIC 34	Senior Data Base Analyst	\$ 82,370	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	2%	\$ 1,647	2%	\$ 1,647	\$ (80,723)	
19	AGMIC 35	Data Base Analyst	\$ 62,217	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	2%	\$ 1,244	11%	\$ 6,844	\$ (55,373)	
20	AGMIC 36	Data Processing Manager-SES	\$ 73,999	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	5%	\$ 3,700	\$ (70,299)	
21	DOL 1	Systems Programmer III - SES	\$ 89,781	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	10%	\$ 8,978	\$ (80,803)	
22	DOL 2	Computer Programmer Analyst I	\$ 50,879	0%	\$ -	1.00%	\$ 509	2%	\$ 1,018	1%	\$ 509	0%	\$ -	4%	\$ 2,035	\$ (48,844)	
23	DOL 3	Systems Programmer III - SES	\$ 79,458	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	10%	\$ 7,946	\$ (71,512)	
24	DOL 4	Telecommunications Specialist I	\$ 42,736	0%	\$ -	1.00%	\$ 427	1%	\$ 427	0%	\$ -	0%	\$ -	2%	\$ 855	\$ (41,881)	
25	DOL 5	Distributed Computer Systems Analyst- SES	\$ 52,461	1%	\$ 525	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	5%	\$ 2,623	\$ (49,838)	
26	DOL 6	Systems Programming Administrator	\$ 83,490	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	3%	\$ 2,505	\$ (80,985)	
27	DOL 7	Systems Programmer I	\$ 51,638	1%	\$ 516	0.00%	\$ -	0%	\$ -	0%	\$ -	10%	\$ 5,164	24%	\$ 12,393	\$ (39,245)	
28	DOL 8	Computer Programmer Analyst	\$ 43,542	0%	\$ -	0.00%	\$ -	1%	\$ 435	1%	\$ 435	0%	\$ -	2%	\$ 871	\$ (42,671)	
29			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
30			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
31			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
32			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
33			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
34			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
35			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
36			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	

Data Center Consolidation Cost Workbook

Personnel Detail

	A	B	C	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
2	Personnel Cost Associated with Data Center Functions:		\$ 229,721	Data Center Functional Responsibilities									Data Validation				
3	Org Chart ID #	Position Title	Annual Cost	% Security	Security Cost	% Print Cost	Print Cost	% Production Control	Production Control Cost	% Job Control	Job Control Cost	% System Programming	System Programming Cost	% Allocated	Cost Allocated by Functional Responsibility	Difference	Position Differences
37			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
38			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
39			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
40			\$ -	0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
41				0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
42				0%	\$ -	0.00%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	\$ -	
43	Total	Cost Identified by Position Title:	\$ 1,731,680		\$ 33,591		\$ 936		\$ 1,880		\$ 944		\$ 14,298	3.72	\$ 229,721	\$ (1,501,959)	
44	25	FTE TOTAL	\$ 1,731,680	FTE	\$ 33,591	FTE	\$ 936	FTE	\$ 1,880	FTE	\$ 944	FTE	\$ 14,298	3.72	#####		
45	0	OPS TOTAL	\$ -	OPS	\$ -	OPS	\$ -	OPS	\$ -	OPS	\$ -	OPS	\$ -	0.00	\$ -		
46	0	Contracted Services TOTAL	\$ -	CS	\$ -	CS	\$ -	CS	\$ -	CS	\$ -	CS	\$ -	0.00	\$ -		
48	** If the amount of the reduction is less than the annual cost of the position, identify the amount of the equivalent position to the nearest .25 fte.																

Cost Data Collection Workbook
Agency Organization Chart Example



DCC Definitions

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

DCC Definitions

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

DCC Definitions

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

Other Equipment Supplement

		(required for cost)	(required for cost)	(required for cost)	(required for cost)	(required for cost)	(required for cost)	(required for cost)	(required for cost)	(required for cost)
Location ID	Property ID	Equipment Type	Vendor	Model	Serial Number	Device Role	Acquisition Date	Acquisition Cost	Maintenance/Warranty Costs	FY Warranty Exp Date (mm/dd/yyyy)
001		Firewall	Cisco	ASA5520	JMX1028K1UA	Intrusion Detection/Prevention	8/8/2006	\$ 4,717.05	\$ 1,074.40	6/30/2011
001		Firewall	Cisco	ASA5520	JMX1028K1U9	Intrusion Detection/Prevention	8/8/2006	\$ 4,717.05	\$ 1,074.40	6/30/2011
001		SAN Replication	FalconStor	CDP	FS27331	Primary Storage	6/30/2010	\$ 53,187.24	\$ 5,477.53	6/30/2011
001		Gateway	Cisco	AS5350	JMX11253009	Terminal/Remote Access	6/28/2007	\$ 24,000.00	\$ 3,215.20	6/30/2011
001		Gateway	Cisco	Concentrator 3030	CNM92YOCRB	Terminal/Remote Access	10/28/2002	\$ 21,760.00	\$ 3,276.80	6/30/2011
001		Gateway	McAfee	IntruShield 2700	J009824079	Intrusion Detection/Prevention	6/27/2008	\$ 8,749.00	\$ 7,093.00	6/30/2011
001		Gateway	Cisco	IronPort C350	2DQ61D1	Messaging	1/14/2008	\$ 43,475.00	\$ 27,750.00	6/30/2011
001		Gateway	Cisco	IronPort S650	19B9C978104G414D1	Web	6/25/2007	\$ 22,675.00	\$65,575.00	6/30/2011
001		Switch	Cisco	MDS9124	FOX1413G3U5	Primary Storage	6/18/2010	\$ 3,352.00	\$ 350.81	6/30/2011
001		Switch	Cisco	MDS9124	FOX1413G3SJ	Primary Storage	6/18/2010	\$ 3,352.00	\$ 350.81	6/30/2011
001		Tape Backup Unit	Dell	PowerVault ML6000	19N3FN1	Backup	6/30/2010	\$ 54,923.17	\$ -	6/29/2013
001		Physical Server	Cyber-Ark	Password Vault	90140501	Authentication	6/9/2009	\$ 24,150.00	\$ 8,760.00	6/30/2011
001		WAN Optimization	Cisco	WAE-612-K9	KQFMRV0	Application	5/17/2007	\$ 11,852.00	\$ 1,412.80	6/30/2011
001		WAN Optimization	Cisco	WAE-674-K9	KQMHPYK	Application	4/1/2009	\$ 13,235.00	\$ 1,925.34	6/30/2011
001		Physical Server	Google	MINI-00220NA	M2-N2978CEL7JSJT	Utility	8/8/2008	\$ 2,990.00	\$ 2,565.00	6/30/2011
001		Physical Server	Google	MINI-00220NA	M2-N2978CEL7JAJJ	Utility	11/19/2010	\$ 2,565.76	\$ 2,565.00	6/30/2011
001		Physical Server	Cisco	Cisco UCS 5108	FOX1512G40M	Application				
									\$132,466.09	

Software Supplement

	(required for cost)	(required for cost)	(required for cost)	(required for cost)	(required for cost)	(required for cost)		(required for cost)
Location ID	Software Vendor**	Software Name**	Description	Software Version	Number of Licenses	Type of License	P.O. Number (FLAIR)	FY Maintenance Costs
001	Carahsoft	VMWARE, vSphere Ent Plus, vCenter Site Recovery	Virtualization			Per Device		\$20,204.12
001	IMMIXTECHNOLOGY	Oracle RDB	ORACLE DB	Various		Per Device		\$193,180.55
	Mythics	Oracle RDB	ORACLE DB	Standard		Per Device		\$6,072.00
001	Insight	ACE Firewall						\$40,452.88
001	McAfee	Intrushield Virus Scan	IPS	8.7		Per Device		\$28,166.56
001	OPSWAT	METASCAN Antivirus	Document Anti Malware			Per Device		\$2,200.00
001	Prosys	IronPort	Email Security			Per User		\$0.00
001	SHI	Backup Exec 2010	Enterprise Backup	2010	60	Per Device		\$11,129.64
001	Carahsoft	Axiom	SAN Licenses					\$16,000.00
001	Dyntek	Ironport Anti-spam, Anti-virus	Web filter		3500	Per User		\$0.00
001	Carahsoft	SAP Business Objects						\$40,764.77
036	HP	VMS	OS	8.3	3	Per Device		\$3,556.08
036	HP	ACMS		5.1A	2	Per Device		\$3,556.08
036	Oracle	Acorde		4.	2	Per Device		\$55,701.00
036	Oracle	RDB	Database	7.2-3.1.1	2	Per User		\$32,524.44
036	Prevelant	Quillix		3.2	2	Per Device		\$2,261.00
			Total to Transfer to DCC					\$455,769.12

Non-Strategic IT Service: Network Service					
Dept/Agency: Agriculture and Consumer Services		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by: Michael Johnston, Chief Information Officer					
Phone: 850-617-7015					
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			4.68		\$304,820
A-1.1	State FTE	1	4.68		\$304,820
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$63,458
B-1	Servers	2	101	0	\$0
B-2	Server Maintenance & Support		0	0	\$2,400
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)	3	422	0	\$61,058
B-4	Online Storage for file and print (indicate GB of storage)		0		\$0
B-5	Archive Storage for file and print (indicate GB of storage)		0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software		4			\$39,211
D. External Service Provider(s)					\$1,395,665
D-1	MyFloridaNet	5			\$1,379,240
D-2	Other (Please specify in Footnote Section below)	6			\$16,425
E. Other (Please describe in Footnotes Section below)		7			\$24,229
F. Total for IT Service					\$1,827,383
G. Please identify the number of users of the Network Service					5,000+
H. How many locations currently host IT assets and resources used to provide LAN services?					170
I. How many locations currently use WAN services?					160
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Annual salaries and benefits for the FTE's supporting this service area.				
2	Represents the number of physical and virtual servers used in this service area.				
3	Represents the number of switches used in this service area.				
4	Annual licenses and support for software related to this service area.				
5	Annual charges from the Department of Management Services for data communications circuits.				
6	Represents the annual cost of network connectivity from external service providers.				
7	Miscellaneous costs related to state personnel assessments, phones, vehicles, travel, supplies and other overhead activities.				
8					
9					
10					
11					
12					
13					
14					
15					

Non-Strategic IT Service:

E- Mail, Messaging, and Calendaring Service

Agency: **Agriculture and Consumer Services**

Prepared by: **Michael Johnston, Chief Information Officer**

Phone: **850- 617- 7015**

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					\$54,633
A-1	State FTE	1	0.70		\$54,633
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$4,224
B-1	Servers	2	6	0	\$4,224
B-2	Server Maintenance & Support		2	0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, iPhones, PDAs, etc.)		148	0	\$0
B-4	Online Storage (indicate GB of storage)		0		\$0
B-5	Archive Storage (indicate GB of storage)		0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software					\$0
D. External Service Provider(s)					\$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)					\$3,647
F. Total for IT Service					\$62,504
G. Please provide the number of user mailboxes.					3,699
H. Please provide the number of resource mailboxes.					383
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Annual salaries and benefits for the FTE's supporting this service area.				
2	Represents the number of physical and virtual servers used in this service area.				
3	Miscellaneous costs related to state personnel assessments, phones, vehicles, travel, supplies and other overhead activities.				
4					
5					
6					
7					
8					
9					

Non- Strategic IT Service: Desktop Computing Service				
Agency: Agriculture and Consumer Services Prepared by: Michael Johnston, Chief Information Officer Phone: 850- 617- 7015			# 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		19.85		\$1,141,889
A-1 State FTE	1	19.85		\$1,141,889
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware		4185	0	\$195,391
B-1 Servers		0	0	\$0
B-2 Server Maintenance & Support		0	0	\$0
B-3.1 Desktop Computers	2	2425	0	\$114,931
B-3.2 Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)		1760	0	\$0
B-3.3 Other Hardware Assets (Please specify in Footnote Section below)	3	0	0	\$80,460
C. Software	4			\$256,694
D. External Service Provider(s)	5	0	0	\$56,195
E. Other (Please describe in Footnotes Section below)	6			\$19,835
F. Total for IT Service				\$1,670,004
G. Please identify the number of users of this service.				4,100
H. How many locations currently use this service?				170
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Annual salaries and benefits for the FTE's supporting this service area.			
2	Projected costs of desktop refreshes and replacements.			
3	Projected costs of scanners, printers and related IT equipment			
4	Annual cost of licenses and software related to acquisition of new desktops.			
5	Annual cost of maintenance for desktop and mobile computers.			
6	Miscellaneous costs related to information technology supplies.			
7				
8				
9				
10				
11				
12				
13				
14				
15				

Non-Strategic IT Service:		Helpdesk Service			
Agency: Agriculture and Consumer Services Prepared by: Michael Johnston, Chief Information Officer Phone: 850-617-7015		# 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	5.25		\$289,475
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)					
		2			\$24,770
F. Total for IT Service					\$314,245
G. Please identify the number of users of this service.					5,000
H. How many locations currently host IT assets and resources used to provide this service?					1
I. What is the average monthly volume of calls/cases/tickets?					2,000
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Annual salaries and benefits for the FTE's supporting this service area.				
2	Miscellaneous costs related to state personnel assessments, phones, vehicles, travel, supplies and other overhead activities.				
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Non- Strategic IT Service: IT Security/Risk Mitigation Service				
Agency: Agriculture and Consumer Services Prepared by: Michael Johnston, Chief Information Officer Phone: 850- 617- 7015			# 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		6.56		\$481,683
A-1 State FTE	1	6.56		\$481,683
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware		12	0	\$0
B-1 Servers		12	0	\$0
B-2 Server Maintenance & Support		0	0	\$0
B-3 Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software	2			\$93,335
D. External Service Provider(s)	3	0	0	\$137,974
E. Other (Please describe in Footnotes Section below)	4			\$13,544
F. Total for IT Service				\$726,536
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Annual salaries and benefits for the FTE's supporting this service area.			
2	Annual licenses and support for software related to this service area.			
3	Annual cost of support for disaster recovery.			
4	Miscellaneous costs related to state personnel assessments, phones, vehicles, travel, supplies and other overhead activities.			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Non-Strategic IT Service: Agency Financial and Administrative Systems Support Service					
Agency: Agriculture and Consumer Services Prepared by: Michael Johnston, Chief Information Officer Phone: 850-617-7015			# 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			6.05		\$498,616
A-1	State FTE	1	5.05		\$403,236
A-2	OPS FTE	2	1.00		\$95,380
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		3			\$600
D. External Service Provider(s)		4	0	0	\$84,524
E. Other (Please describe in Footnotes Section below)					
F. Total for IT Service					\$583,740
G. Please identify the number of users of this service.					9,000
H. How many locations currently host agency financial/administrative systems?					1
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Annual salaries and benefits for the FTE's supporting this service area.				
2	Annual cost of one full-time contracted employee supporting this service area.				
3	Annual licenses and support for software related to this service area.				
4	Annual cost of support for agency administrative systems.				
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Non-Strategic IT Service: IT Administration and Management Service							
Agency: Agriculture and Consumer Services Prepared by: Michael Johnston, Chief Information Officer Phone: 850-617-7015			# 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					12.05		\$1,050,015
A-1	State FTE			1	12.05		\$1,050,015
A-2	OPS FTE				0.00		\$0
A-3	Contractor Positions (Staff Augmentation)				0.00		\$0
B. Hardware					0	0	\$3,888
B-1	Servers				0	0	\$0
B-2	Server Maintenance & Support				0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)			2	0	0	\$3,888
C. Software							\$6,468
D. External Service Provider(s)					4	0	\$103,146
E. Other (Please describe in Footnotes Section below)					5		\$55,924
F. Total for IT Service							\$1,219,441
G. How many locations currently host assets and resources used to provide this service?							1
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.							
1	Annual salaries and benefits for the FTE's supporting this service area.						
2	Represents cost of replacement copiers.						
3	Annual licenses and support for software related to this service area.						
4	Annual maintenance cost for IT administrative systems.						
5	Miscellaneous costs related to state personnel assessments, phones, vehicles, travel, supplies and other overhead activities.						
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Non-Strategic IT Service: Web/Portal Service				
Dept/Agency: Agriculture and Consumer Services Prepared by: Michael Johnston, Chief Information Officer Phone: 850-617-7015	# of Assets & Resources Apportioned to this IT Service In FY 2013-14			
Service Provisioning -- Assets & Resources <i>(Cost Elements)</i>	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				\$464,945
A-1.1 State FTE	1	7.10		\$464,945
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 <i>(Please specify in Footnotes Section below)</i>		0	0	\$0
C. Software				\$13,140
D. External Service Provider(s)				\$6,000
E. Other <i>(Please describe in Footnotes Section below)</i>				\$5,667
F. Total for IT Service				\$489,752
G. Please identify the number of Internet users of this service.				100,000/week
H. Please identify the number of intranet users of this service.				4,400
I. How many locations currently host IT assets and resources used to provide this service?				2
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.			
1	Annual salaries and benefits for the FTE's supporting this service area.			
2	Annual licenses and support for software related to this service area.			
3	Annual cost for external web hosting services.			
4	Miscellaneous costs related to state personnel assessments, phones, vehicles, travel, supplies and other overhead activities.			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Non-Strategic IT Service: Data Center Service				
Dept/Agency: Agriculture and Consumer Services Prepared by: Michael Johnston, Chief Information Officer Phone: 850-617-7015		# 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.)		3.72		\$229,721
A-1.1 State FTE	1	3.72		\$229,721
A-2.1 OPS FTE		0.00		\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				\$219,635
B-1 Non-Mainframe Servers (including single-function logical servers not assigned to another service)	2	16	0	\$0
B-2 Servers - Mainframe		0	0	\$0
B-3 Server Maintenance & Support		0	0	\$87,169
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)				\$132,466
C. Software				\$455,769
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	3			\$0
E-2 Utilities (e.g., electricity and water)	4			\$0
E-3 Environmentals (e.g., HVAC, fire control, and physical security)	5			\$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				\$905,125
H. Please provide the number of agency data centers.				2
I. Please provide the number of agency computing facilities.				6
J. Please provide the number of single-server installations.				22
H. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Annual salaries and benefits for the FTE's supporting this service area.			
2	Number of servers used by this service area.			
3	Mayo data center has 1,886 sf and Licensing data center has 520 sf.			
4	Estimate only as neither the Mayo nor the Licensing data center has a dedicated meter.			
5	Represents the annual costs related to maintenance and support of environmental systems (HVAC, fire suppression, generator) for the data center.			
6				
7				
8				
9				

Agency: **Agriculture and Consumer Services**

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									
									100.0016%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0001%	99.9998%	100.0000%	
									\$62,505	\$1,827,383	\$1,670,004	\$314,245	\$726,536	\$583,740	\$1,219,442	\$489,751	\$905,125		
1	42010100	Agric. Law Enforcement	1202000000	Office of the Commissioner and Administration						\$70,045									
2	42010200	Agric. Water Policy	1403000000	Office of the Commissioner and Administration						\$45,267	\$17,702	\$23,114		\$4,739	\$5,786	\$18,704			
3	42010300	Executive Director & Supp	1602000000	Office of the Commissioner and Administration						\$549,424	\$8,848	\$19,727		\$4,173				\$12,519	
4	42010400	Licensing	1204000000	Office of the Commissioner and Administration						\$346,497		\$7,294			\$380,217	\$161,913			
5	42110200	Wildfire Prevention	1402000000	Forest and Resource Protection						\$374,519		\$257,385				\$89,112			
6	42120100	Information Technology	1603000000	Agriculture Management Information Center						\$4,440,331	\$49,365	\$1,758,587	\$278,331	\$255,486	\$518,784	\$82,810	\$405,370	\$186,473	\$905,125
7	42150100	Dairy Industries	1205000000	Food Safety and Quality						\$0									
8	42150200	Food Safety Inspection	1205000000	Food Safety and Quality						\$348,064			\$250,020		\$4,851		\$87,317	\$5,876	
9	42160100	Agric. Environmental Serv	1204000000	Consumer Protection						\$266,866		\$106,243		\$30,772		\$63,381	\$66,470		
10	42160200	Consumer Protection	1204000000	Consumer Protection						\$247,843		\$67,247		\$32,697	\$20,035	\$72,936	\$54,928		
11	42160300	Standards and Petroleum	1204000000	Consumer Protection						\$0									
12	42170100	Fruit and Vegetables	1101000000	Agricultural Economic Development						\$299,596		\$8,685	\$137,914		\$56,021	\$52,950	\$33,185	\$10,841	
13	42170200	Agric. Products Marketing	1101000000	Agricultural Economic Development						\$249,197	\$4,264	\$8,528	\$45,192	\$12,792	\$4,264	\$112,792	\$57,101		
14	42170300	Aquaculture	1101000000	Agricultural Economic Development						\$120,892	\$3,315		\$32,212	\$26,505	\$11,045	\$19,726	\$28,089		
15	42170500	Animal Pest and Disease C	1101000000	Agricultural Economic Development						\$182,958	\$5,561	\$9,806	\$57,150	\$19,462	\$17,938	\$19,051	\$53,990		
16	42170600	Plant Pest and Disease Cor	1101000000	Agricultural Economic Development						\$178,971		\$8,927	\$122,097		\$17,192	\$30,755			
17	42010600	Office of Energy								\$78,261		\$47,967		\$15,147		\$9,583	\$5,564		
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 (#)	64.96	0.70	4.68	19.85	5.25	6.56	5.05	12.05	7.10	3.72
		State FTE (Costs)	\$4,420,417	\$54,633	\$304,820	\$1,141,889	\$289,475	\$481,683	\$403,236	\$1,050,015	\$464,945	\$229,721
		OPS FTE (#)	1.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00
		OPS FTE (Cost)	\$95,380	\$0	\$0	\$0	\$0	\$0	\$95,380	\$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	\$486,596	\$4,224	\$63,458	\$195,391	\$0	\$0	\$3,888	\$0	\$219,635	
		Software	\$865,217	\$0	\$39,211	\$256,694	\$0	\$93,335	\$600	\$6,468	\$13,140	\$455,769
		External Services	\$1,783,504	\$0	\$1,395,665	\$56,195	\$0	\$137,974	\$84,524	\$103,146	\$6,000	\$0
		Plant & Facility (Data Center Only)	\$0									\$0
Other	\$147,616	\$3,647	\$24,229	\$19,835	\$24,770	\$13,544	\$0	\$55,924	\$5,667	\$0		
Budget Total	\$7,798,730	\$62,504	\$1,827,383	\$1,670,004	\$314,245	\$726,536	\$583,740	\$1,219,441	\$489,752	\$905,125		
FTE Total	65.96	0.70	4.68	19.85	5.25	6.56	6.05	12.05	7.10	3.72		
Users	4,082	5,000+	4,100	5,000	9,000	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
Cost Per User	\$15	#VALUE!	407.3180488	62.849	64.86	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		

(cost/all mailboxes) Help Desk Tickets: 2,000 Cost/Ticket: 13.09354167

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	Pompano Beach, et al. v. DOACS (a/k/a In re Citrus Canker Litigation, Cox and Bogorff)		
Court with Jurisdiction:	Broward County Circuit Court		
Case Number:	00-18394		
Summary of the Complaint:	Lawsuit for damages for removal of canker-exposed citrus trees in Broward County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	See “Status of the Case.”		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Court certified class of Broward homeowners who lost canker-exposed citrus trees. Judgment for \$8,043,501 was entered on October 6, 2008, and interest at the official rate is running from that date. The judgment was affirmed by the Fourth District Court of Appeal, and the Florida Supreme Court, and the United States Supreme Court declined to review the decision. Judgment for attorneys’ fees and costs has been entered in the amount of \$4,584,147.30. That judgment has been appealed to the Fourth District.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Grossman Roth, P.A. Weiss, Serota et al. Lytal Reiter, P.A. Berman Devalerio P.A. Rubin & Barrar		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	Pompano Beach, et al. v. DOACS (a/k/a In re Citrus Canker Litigation and Brignoni) (transferred to Miami-Dade County Circuit Court) Martinez v. DOACS (a/k/a Grove Services)		
Court with Jurisdiction:	Miami-Dade County Circuit Court		
Case Number:	Pompano Beach: 02-24436 Miami-Dade: 03-8255 Martinez: 03-30110		
Summary of the Complaint:	Lawsuits for damages for removal of canker-exposed citrus trees in Miami-Dade County under theories of inverse condemnation and statutory liability. Pompano Beach covers residential trees removed after January 1, 2000, and Martinez covers other residential trees, and commercial trees.		
Amount of the Claim:	Unliquidated, but likely more than \$100 million, plus interest, costs, and attorneys’ fees.		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Certification of a class in Pompano Beach was granted in the trial court, and is on appeal to the Third District. Certification of a class in Martinez was denied by the trial court, was affirmed by the Third District, and the Florida Supreme Court declined to review the decision. The Martinez plaintiffs have recently renewed their motion to certify a class.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Grossman Roth, P.A. Weiss, Serota et al., P.A. Lytal Reiter, P.A. Berman Devalerio P.A. Law Offices of Malcolm Misuraca Nelson & Franklin, PLLC		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	Mendez v. DOACS		
Court with Jurisdiction:	Palm Beach County Circuit Court		
Case Number:			
Summary of the Complaint:	Lawsuit for damages for removal of canker-exposed citrus trees in Palm Beach County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	See “Status of the Case.”		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Court certified class of Broward County homeowners who lost canker-exposed citrus trees. Judgment for \$19,222,490 was entered on August 3, 2011, and interest at the official rate is running from that date. The agency has appealed the judgment to the Fourth District Court of Appeal. Attorneys’ fees and costs will also be assessed.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Grossman Roth, P.A. Weiss, Serota et al. Lytal Reiter, P.A. Berman Devalerio P.A.		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	Dellaselva v. DOACS		
Court with Jurisdiction:	Lee County Circuit Court		
Case Number:	03-1947		
Summary of the Complaint:	Lawsuit for damages for removal of canker-exposed citrus trees in Lee County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	Unliquidated, but likely more than \$10 million, plus interest, costs, and attorneys' fees.		
Specific Law(s) Challenged:	Fla. Stat. § 581.1845.		
Status of the Case:	Court certified class of Lee County homeowners who lost canker-exposed trees, and certification was affirmed by Second District Court of Appeal. A non-jury trial on liability will be scheduled.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Grossman Roth, P.A. Weiss, Serota et al. Lytal Reiter, P.A. Berman Devalerio P.A.		

Schedule VII: Agency Litigation Inventory

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

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

Schedule VII: Agency Litigation Inventory

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

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

Schedule VII: Agency Litigation Inventory

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

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

Schedule VII: Agency Litigation Inventory

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

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

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	John & Shelby Mahon v. DOACS		
Court with Jurisdiction:	Lake County Circuit Court		
Case Number:	11 CA 3036A		
Summary of the Complaint:	Lawsuit for damages for nursery citrus.		
Amount of the Claim:	Several million dollars, plus interest, costs, and attorneys’ fees.		
Specific Law(s) Challenged:	N/A		
Status of the Case:	No trial is scheduled. This case is not a class action.		
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
	X	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

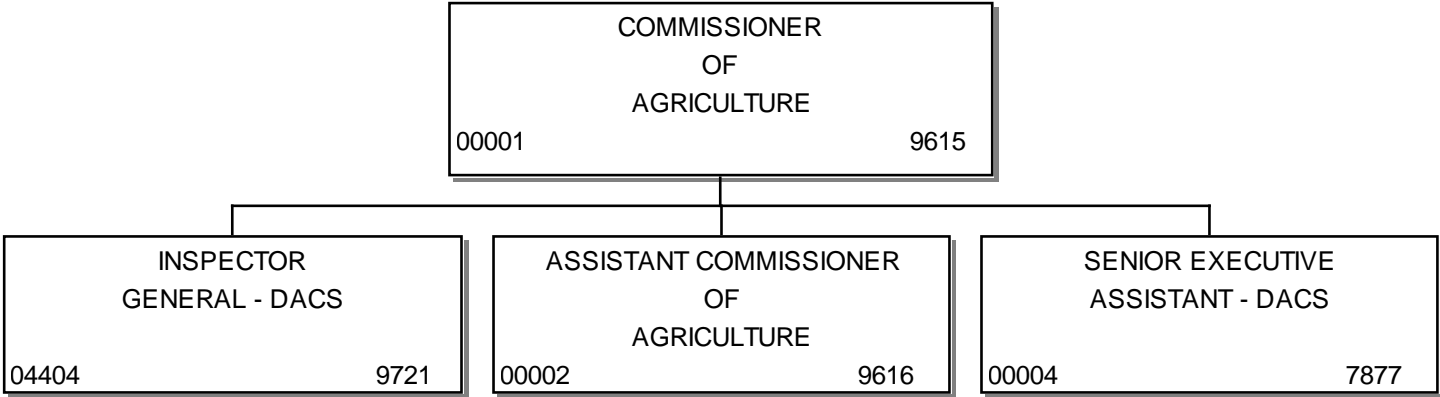
Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Parties:	Grapeyard Nursery v. DOACS		
Court with Jurisdiction:	Miami-Dade County Circuit Court		
Case Number:	04-16086		
Summary of the Complaint:	Lawsuit for damages for nursery citrus.		
Amount of the Claim:	Approximately several hundred thousand dollars, plus interest, costs, and attorneys' fees.		
Specific Law(s) Challenged:	N/A		
Status of the Case:	Settled by the DOACS, but settlement has not yet been consummated.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

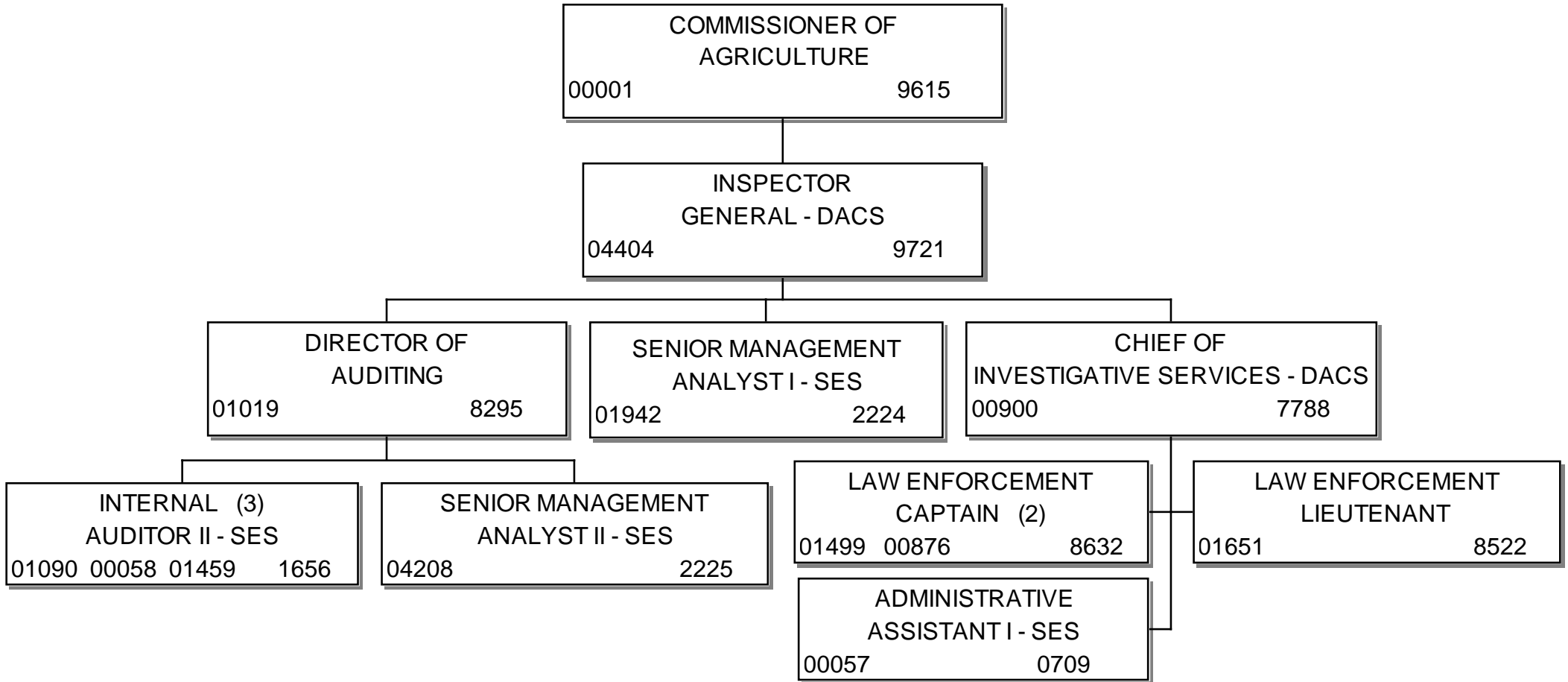
364342

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



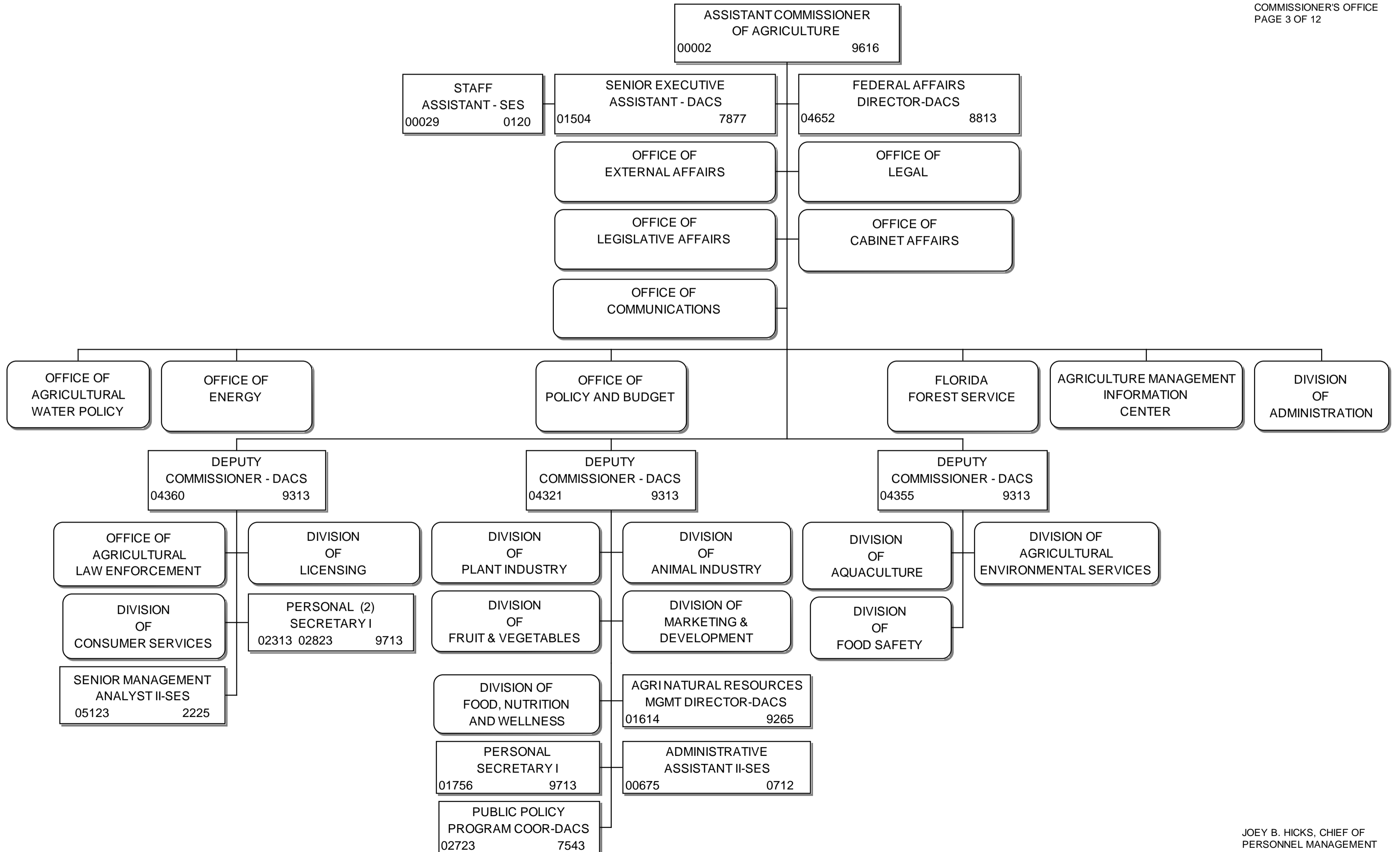
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

OFFICE OF INSPECTOR GENERAL
PAGE 2 OF 12



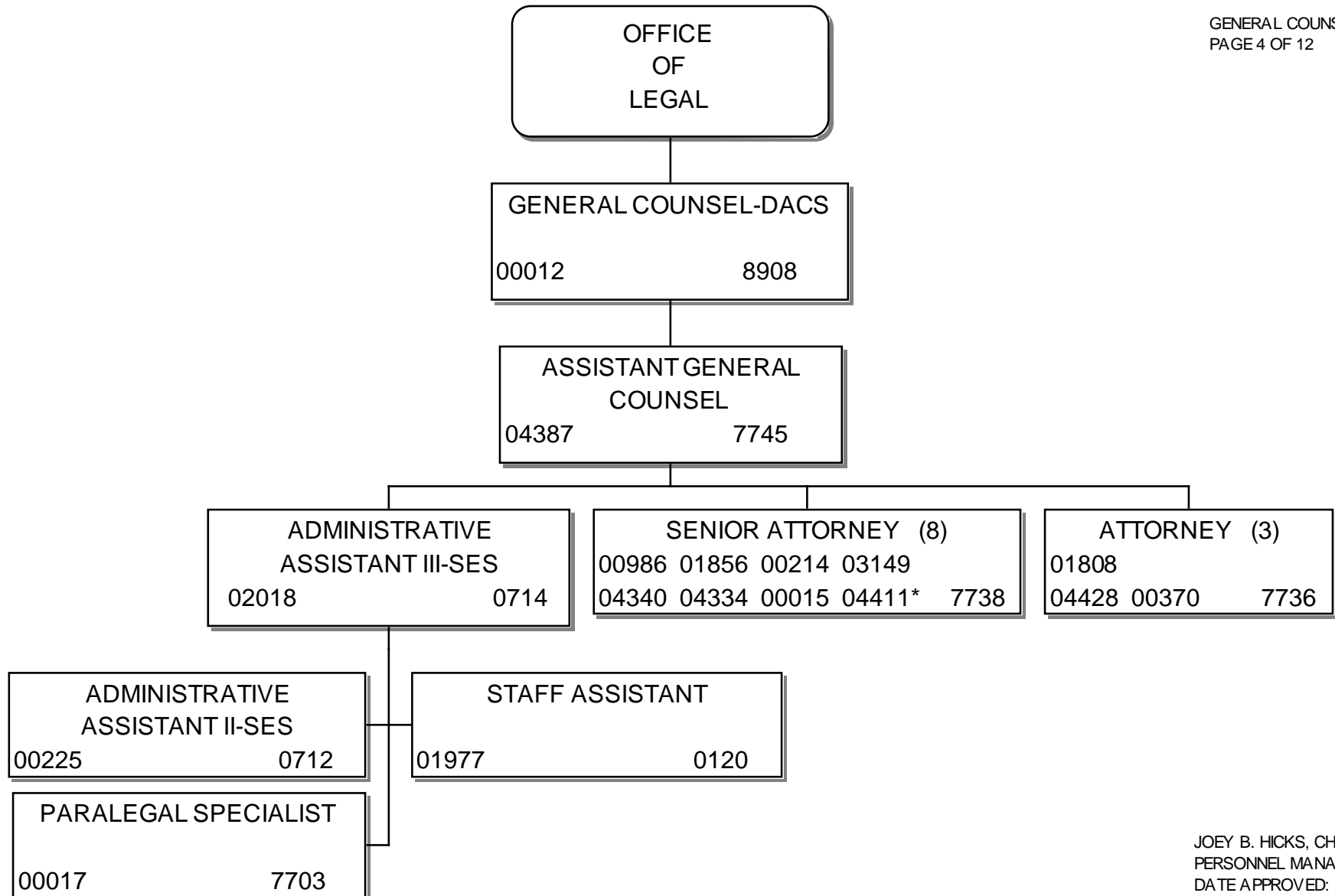
JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 6/24/2011

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES COMMISSIONER'S OFFICE



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

GENERAL COUNSEL
PAGE 4 OF 12

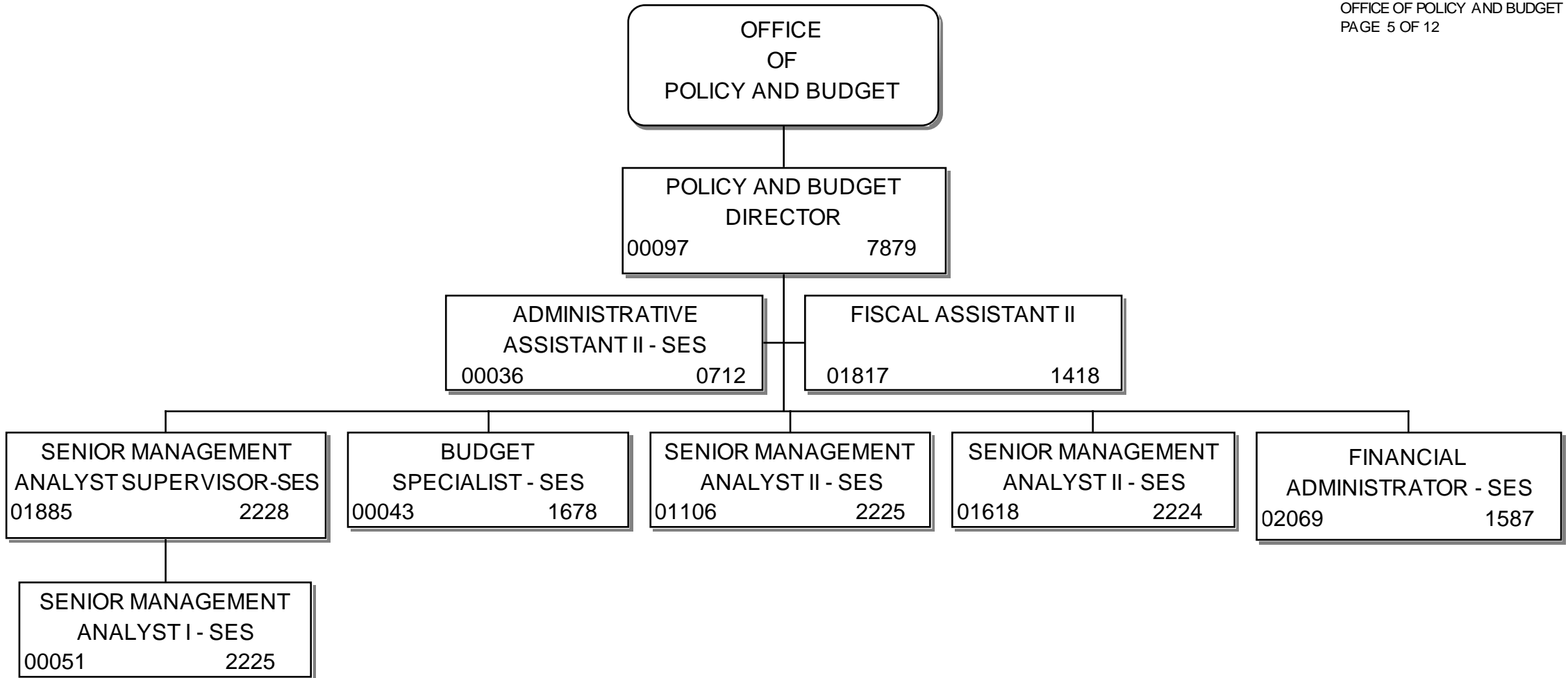


*POSITION FUNDED BY AES

JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 2/17/2012

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

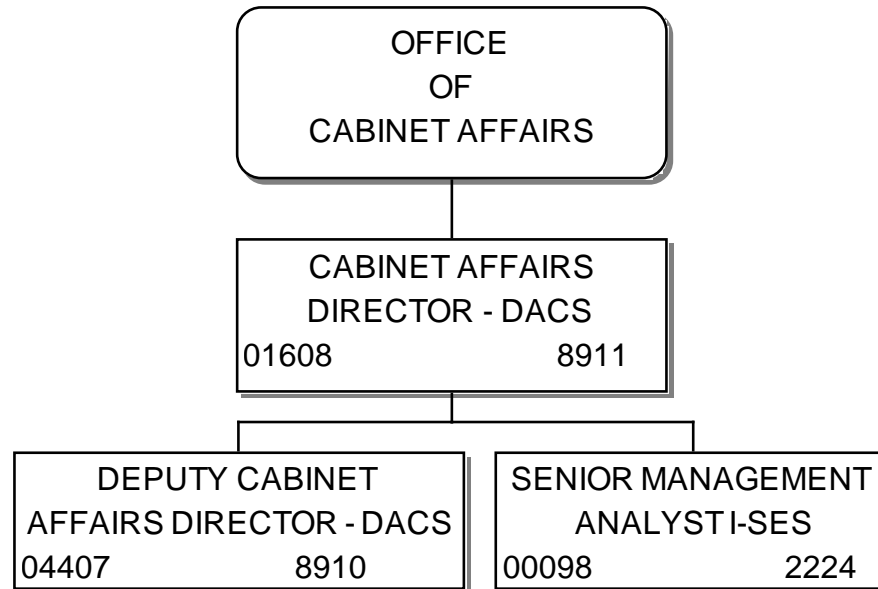
OFFICE OF POLICY AND BUDGET
PAGE 5 OF 12



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGMENT
DATE APPROVED: 12/9/2011

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

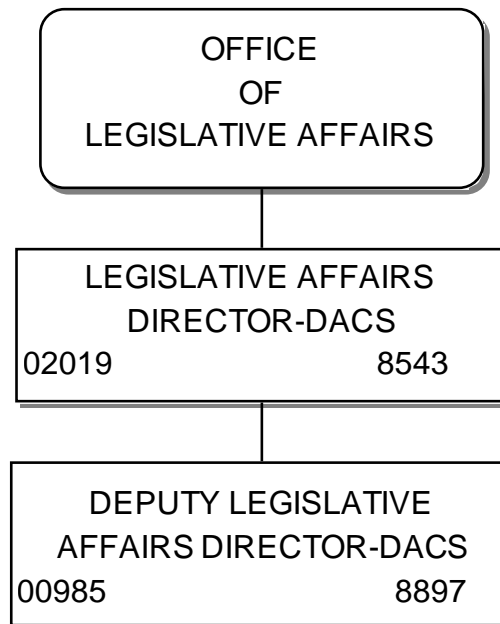
CABINET AFFAIRS
PAGE 6 OF 12



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 1/20/2012

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

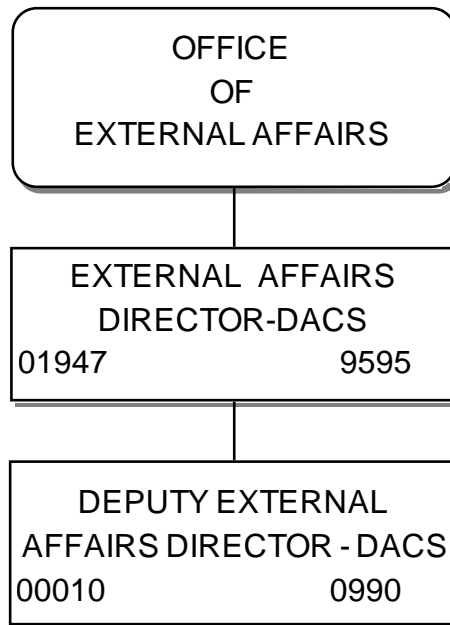
LEGISLATIVE AFFAIRS
PAGE 7 OF 12



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 1/4/2011

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

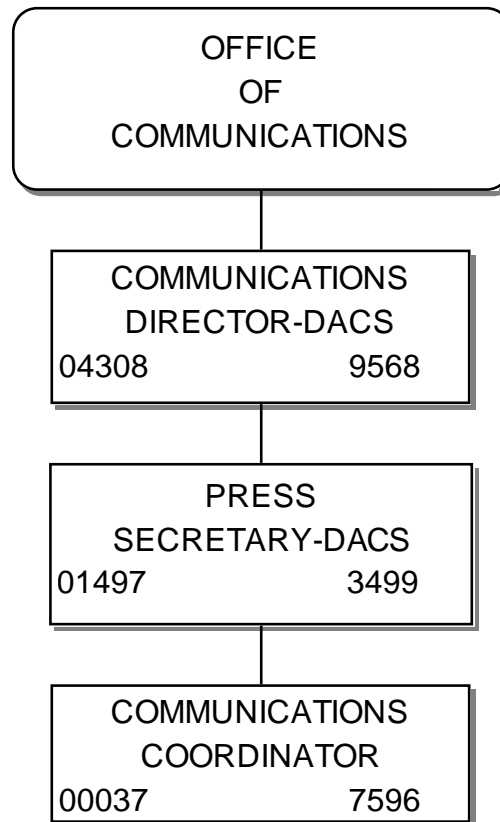
EXTERNAL AFFAIRS
PAGE 8 OF 12



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 1/4/2011

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

COMMUNICATIONS
PAGE 9 OF 12



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 1/4/2011

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

DIRECTOR OF AGRICULTURAL
WATER RESOURCE PROTECTION
AND CONSERVATION-DACS
05296 7842

ADMINISTRATIVE
ASSISTANT I-SES
01471 0709

ASSISTANT DIRECTOR
OF AGRICULTURAL
WATER POLICY-DACS
02011 7856

PROFESSIONAL
ENGINEER-III-SES
00299 4663

ENVIRONMENTAL
SPECIALIST II
03367 4809

SENIOR MANAGEMENT
ANALYST SUPERVISOR-SES
03372 2228

ENVIRONMENTAL
ADMINISTRATOR-SES
01983 4821

ENVIRONMENTAL
ADMINISTRATOR-SES
05408 4821

ENVIRONMENTAL
ADMINISTRATOR-SES
00879 4821

ENVIRONMENTAL
ADMINISTRATOR - SES
01198 4821

GOVERNMENT
ANALYST I (2)
01615 05204 2224

ENVIRONMENTAL
SPECIALIST II
05410 4809

ENVIRONMENTAL
SPECIALIST III - SES
03307 4812

ENVIRONMENTAL
SPECIALIST III
00964 4812

ENVIRONMENTAL
SPECIALIST III (2)
03370 01377 4812

ENVIRONMENTAL
MANAGER - SES
00166 4823

ENVIRONMENTAL
MANAGER-SES
03371 4823

STAFF
ASSISTANT
01616 0120

ENVIRONMENTAL
SPECIALIST I
03369 4806

GEOGRAPHIC INFORMATION
SYSTEM TECHNICIAN
03309 2350

ENVIRONMENTAL
SPECIALIST II
01514 4809

COMPUTER PROGRAMMER
ANALYST I
03308 2102

SYSTEMS PROJECT
ADMINISTRATOR-SES
03366 2109

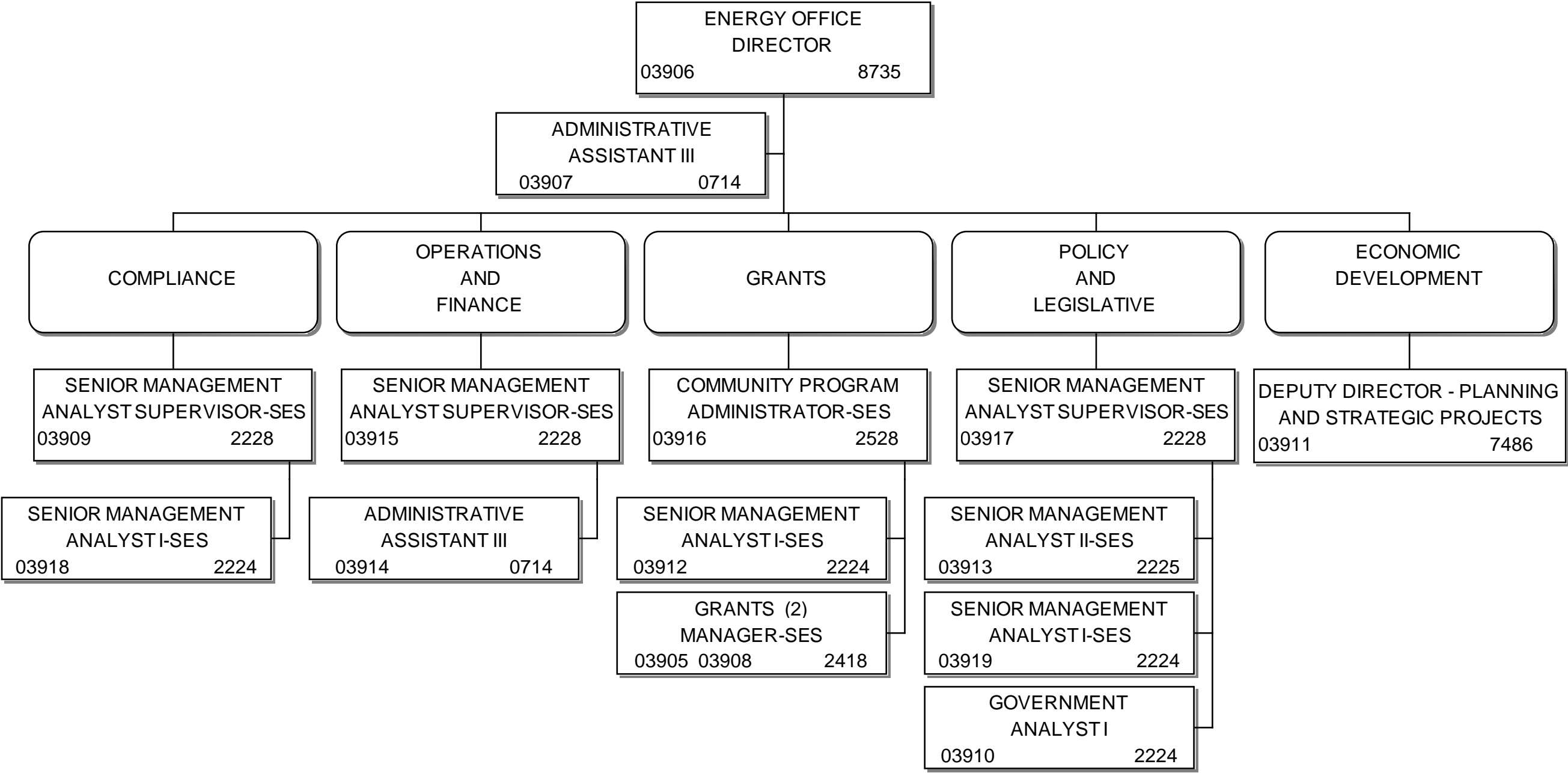
ENVIRONMENTAL
SPECIALIST III (3)
03368 05409 05045 4812

ENVIRONMENTAL
SPECIALIST III (4)
03306 05216 4812
03305 05244

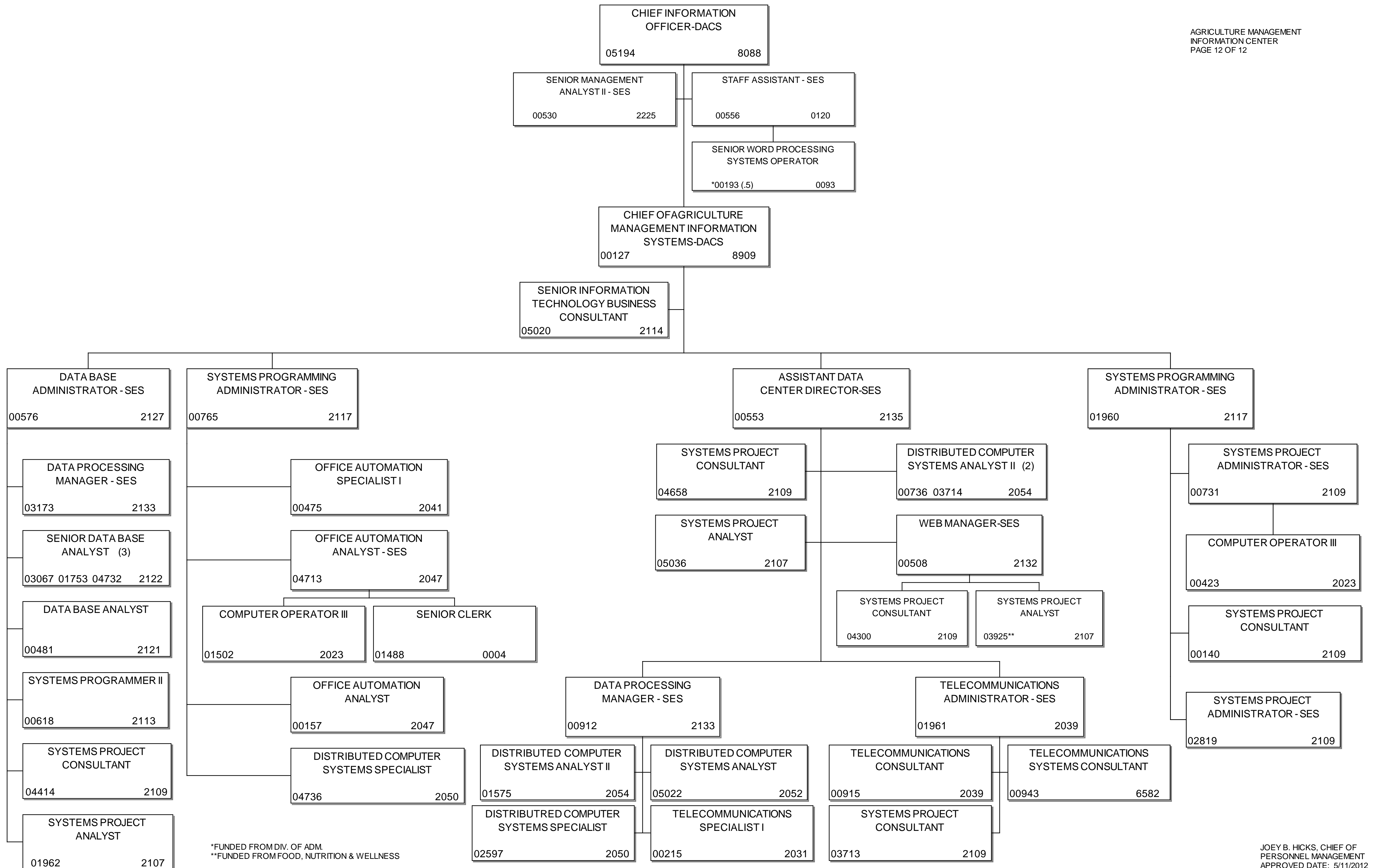
SENIOR MANAGEMENT
ANALYST II - SES
03146 2225

AGRICULTURAL
TECHNICIAN II
03304 7520

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



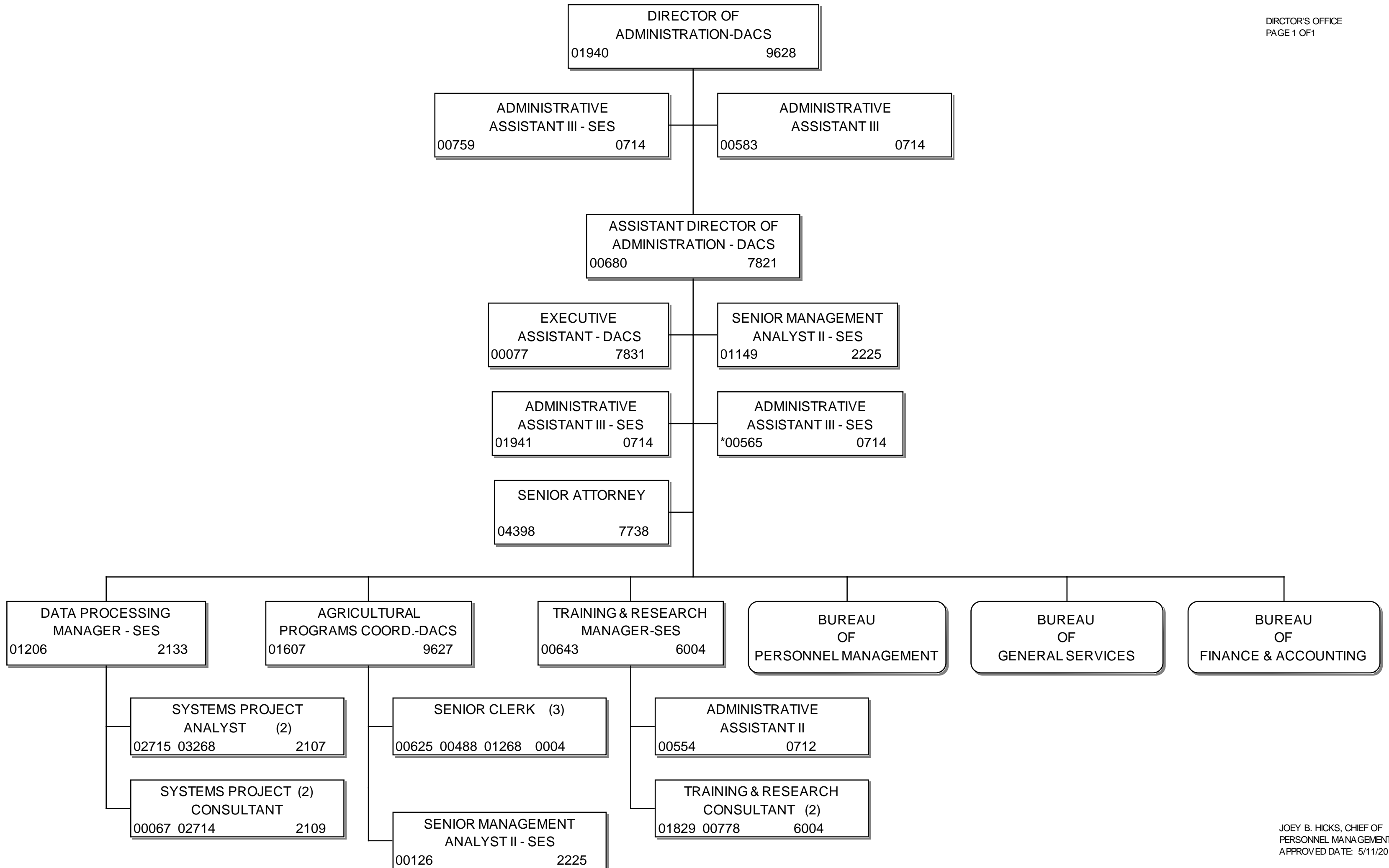
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**



*FUNDED FROM DIV. OF ADM.
**FUNDED FROM FOOD, NUTRITION & WELLNESS

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

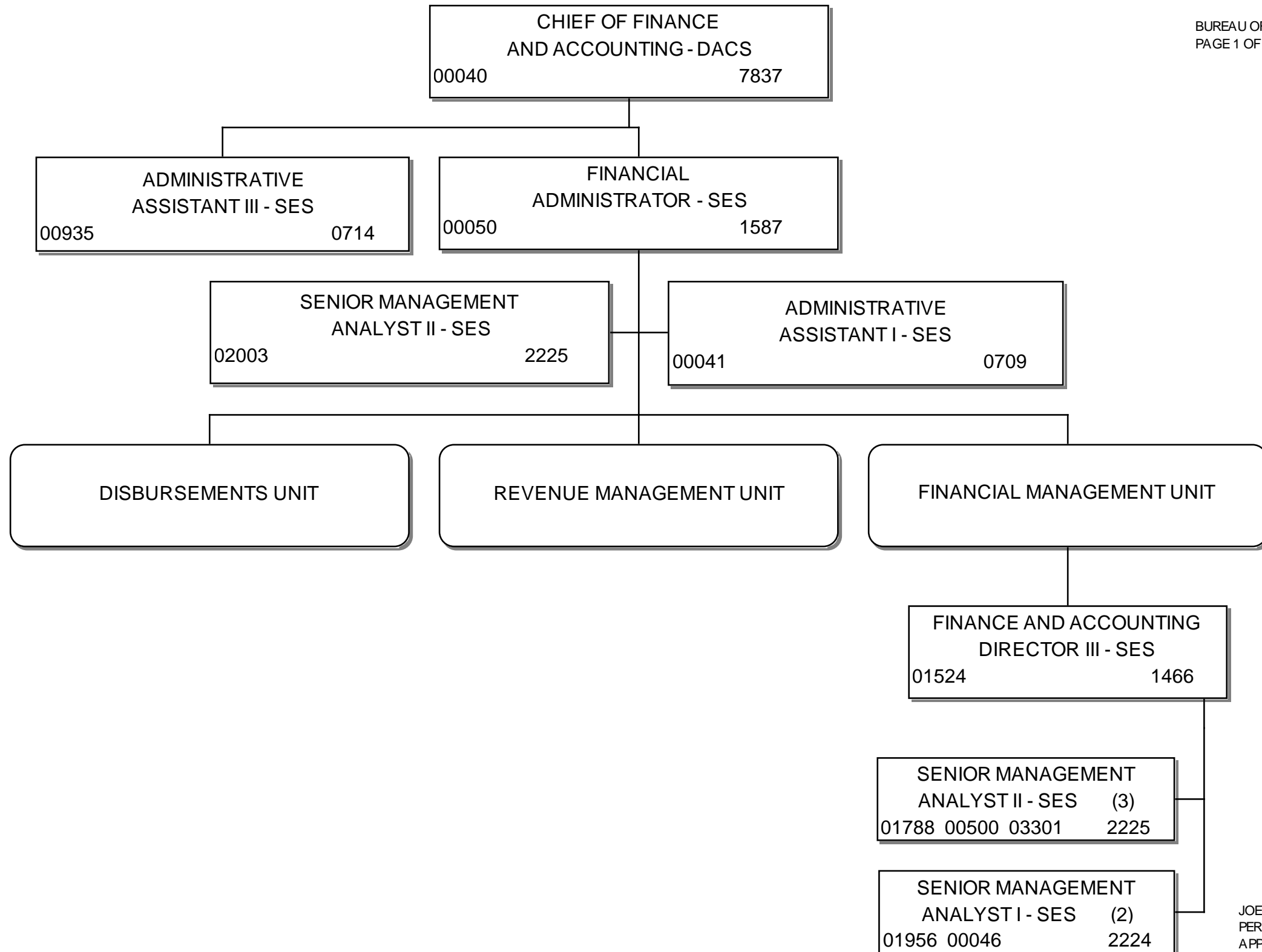
DIRCTOR'S OFFICE
PAGE 1 OF 1



*FUNDED FROM A GMIC

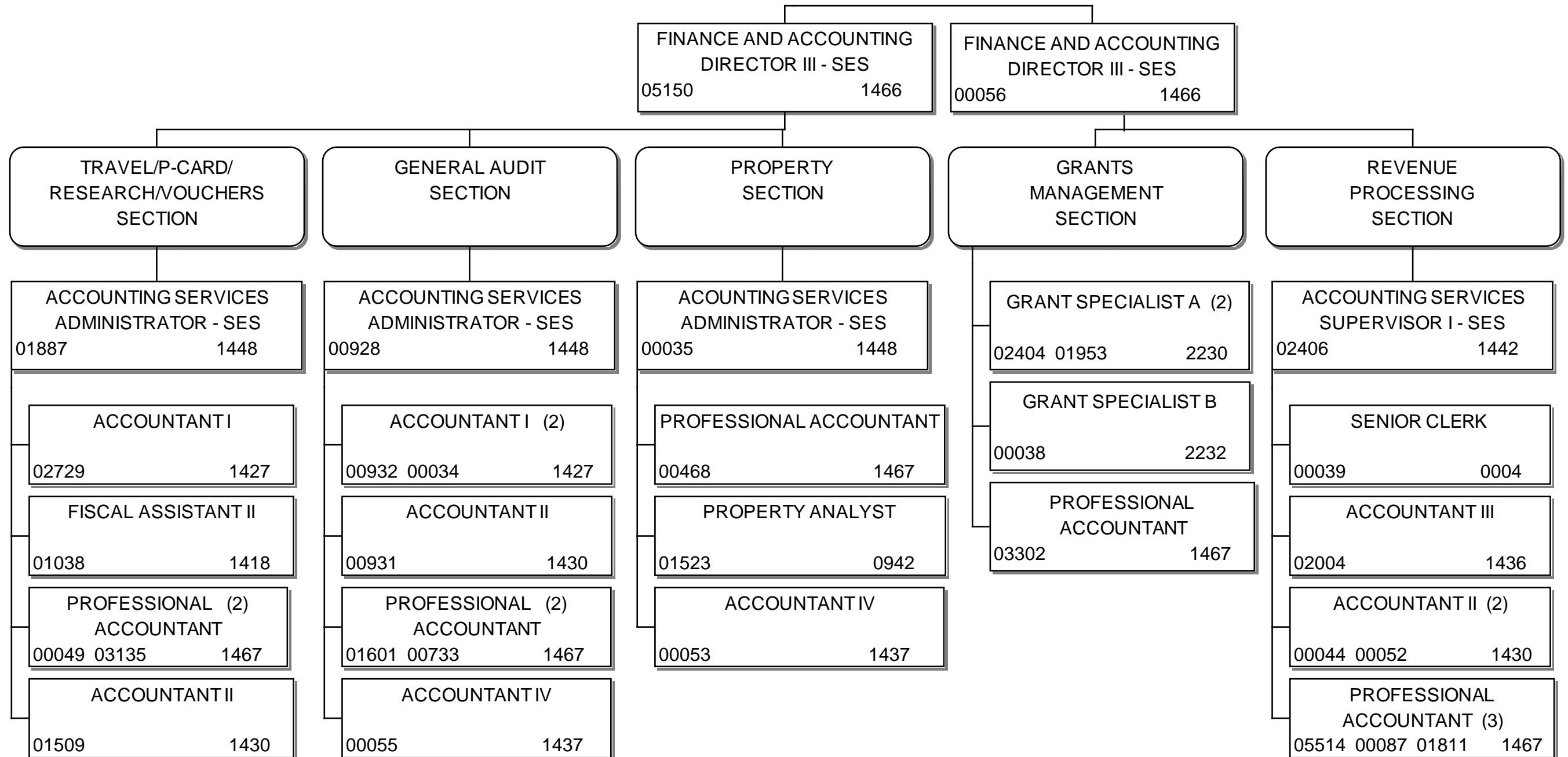
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ADMINISTRATION**

BUREAU OF FINANCE AND ACCOUNTING
PAGE 1 OF 2



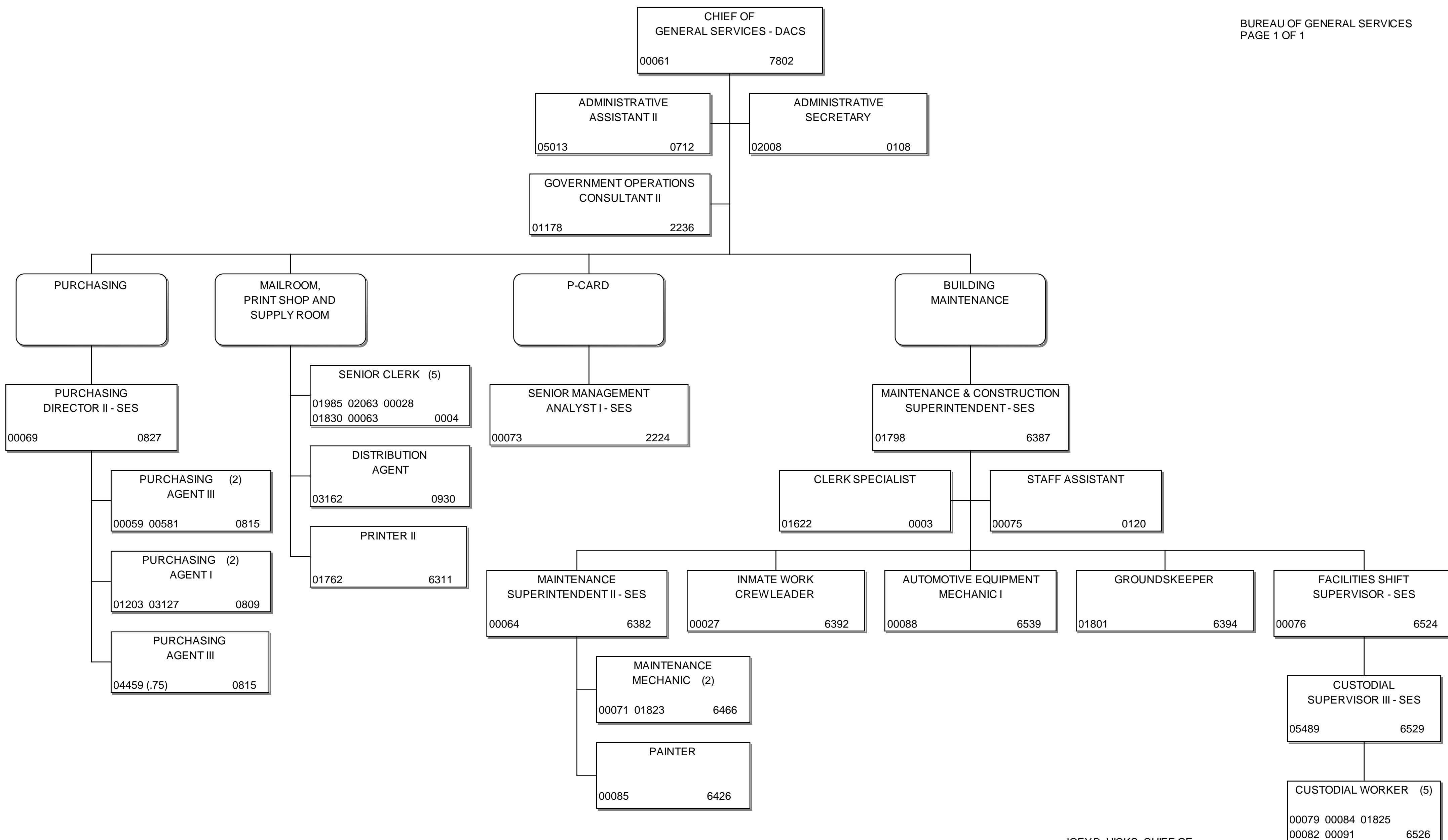
JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2011

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



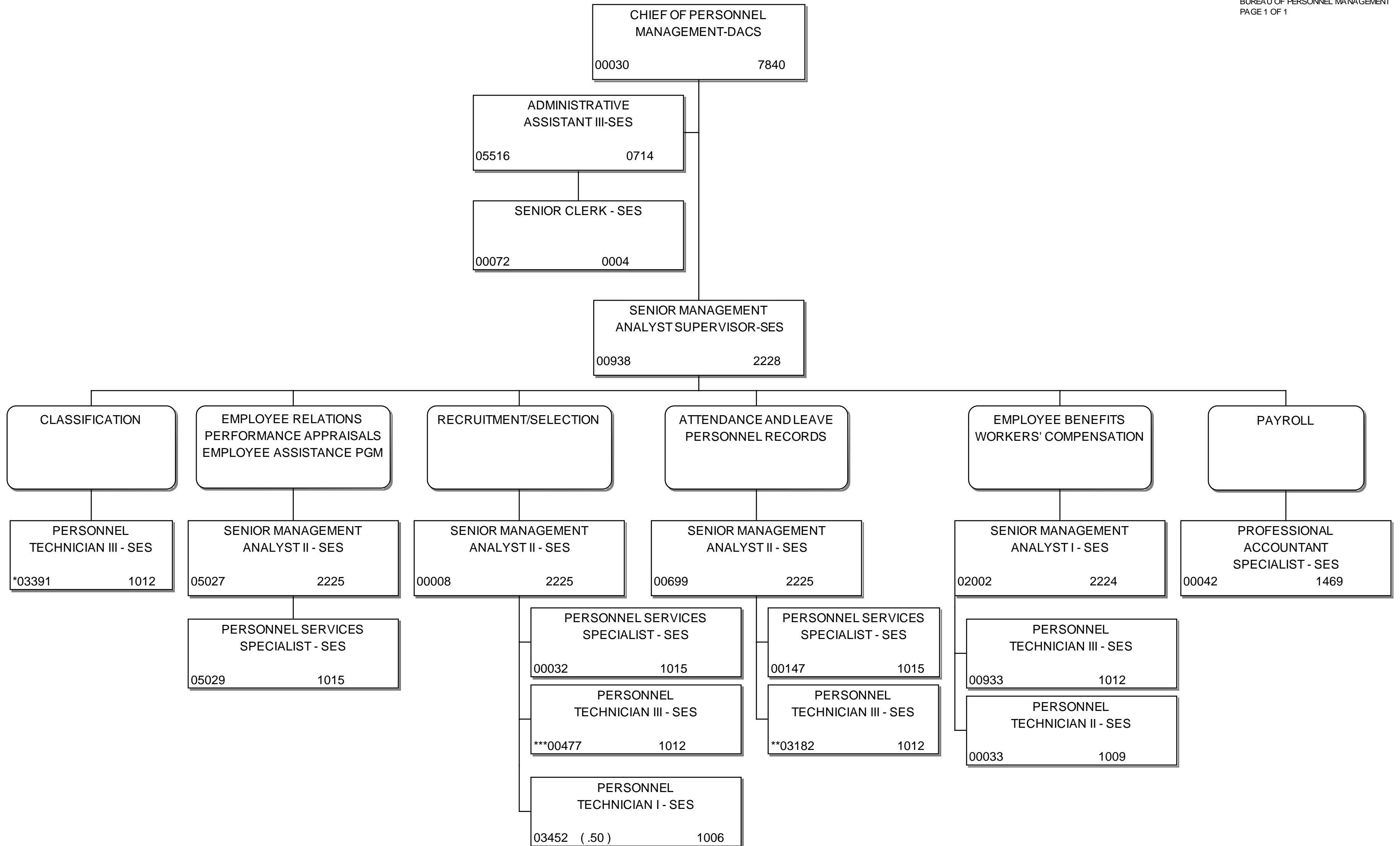
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF ADMINISTRATION

BUREAU OF GENERAL SERVICES
PAGE 1 OF 1



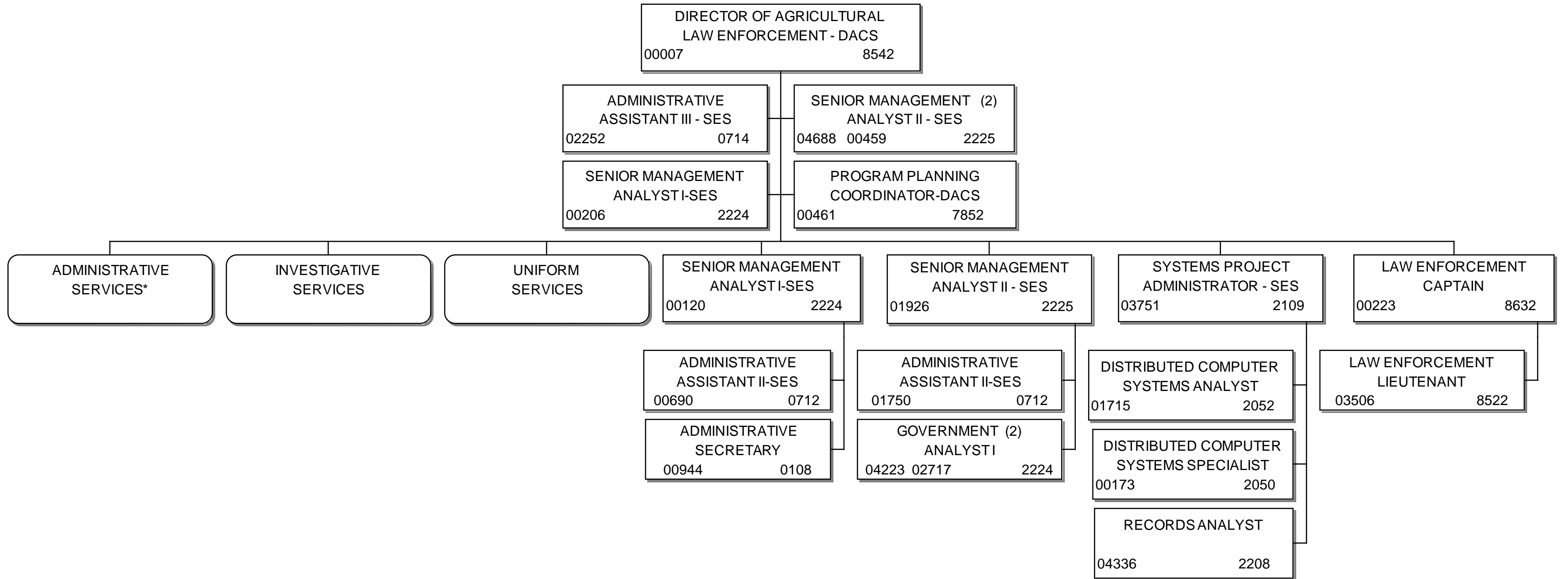
JOEY B. HICKS, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

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



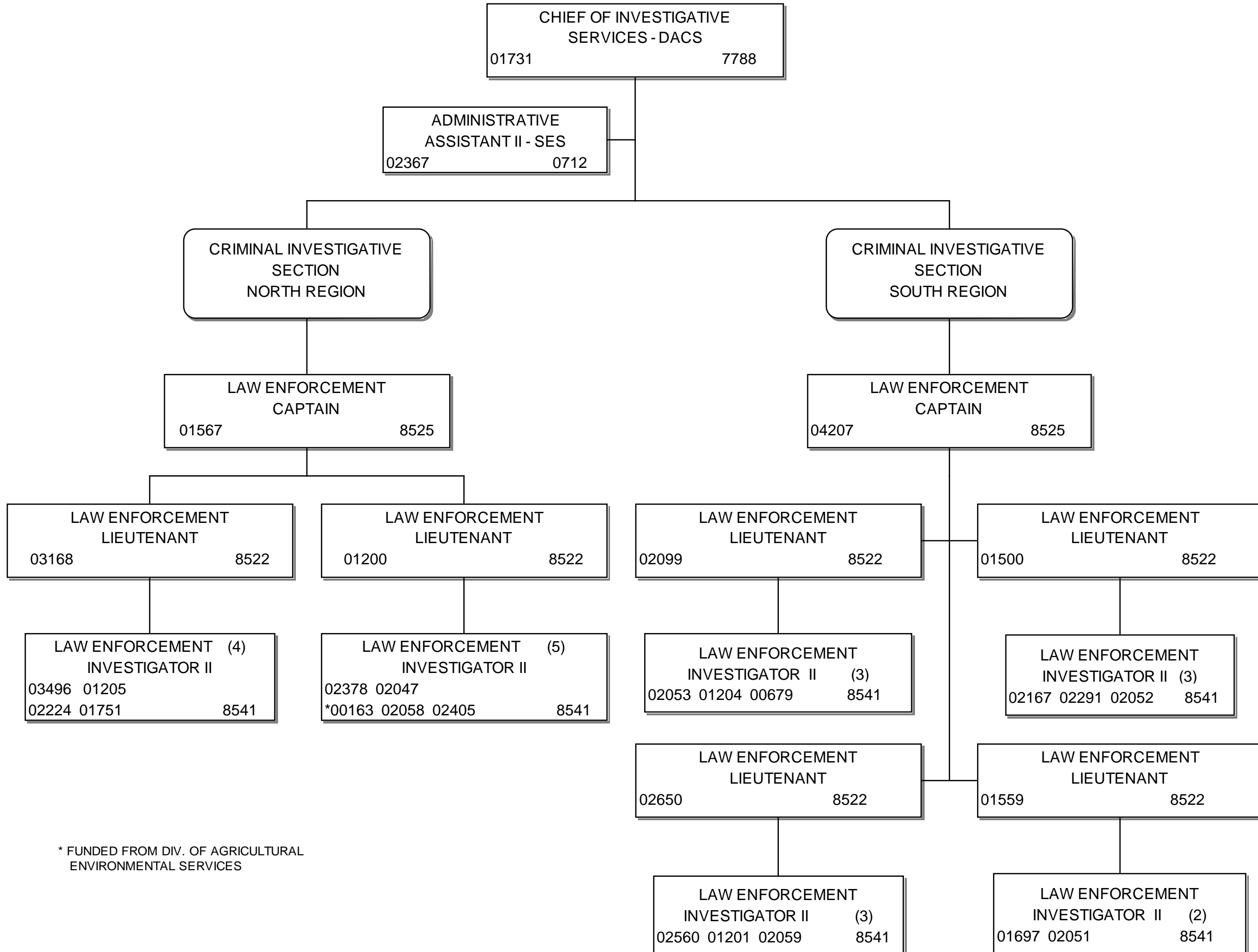
*Funded from Div. of Forestry
**Funded from Div. of Aquaculture
***Funded from Div. of Food Safety

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



* deleted 8/6/12

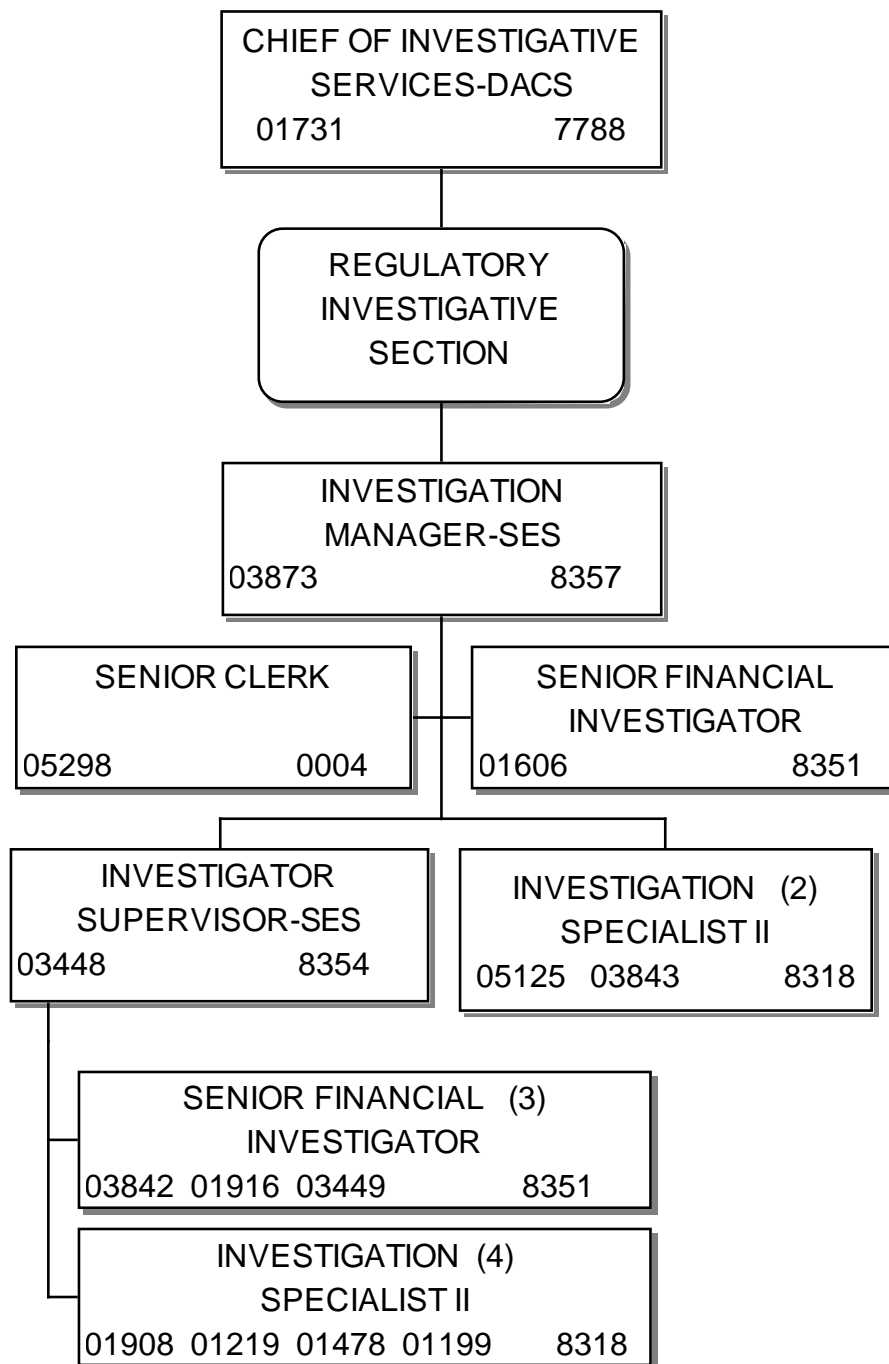
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**



* FUNDED FROM DIV. OF AGRICULTURAL ENVIRONMENTAL SERVICES

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

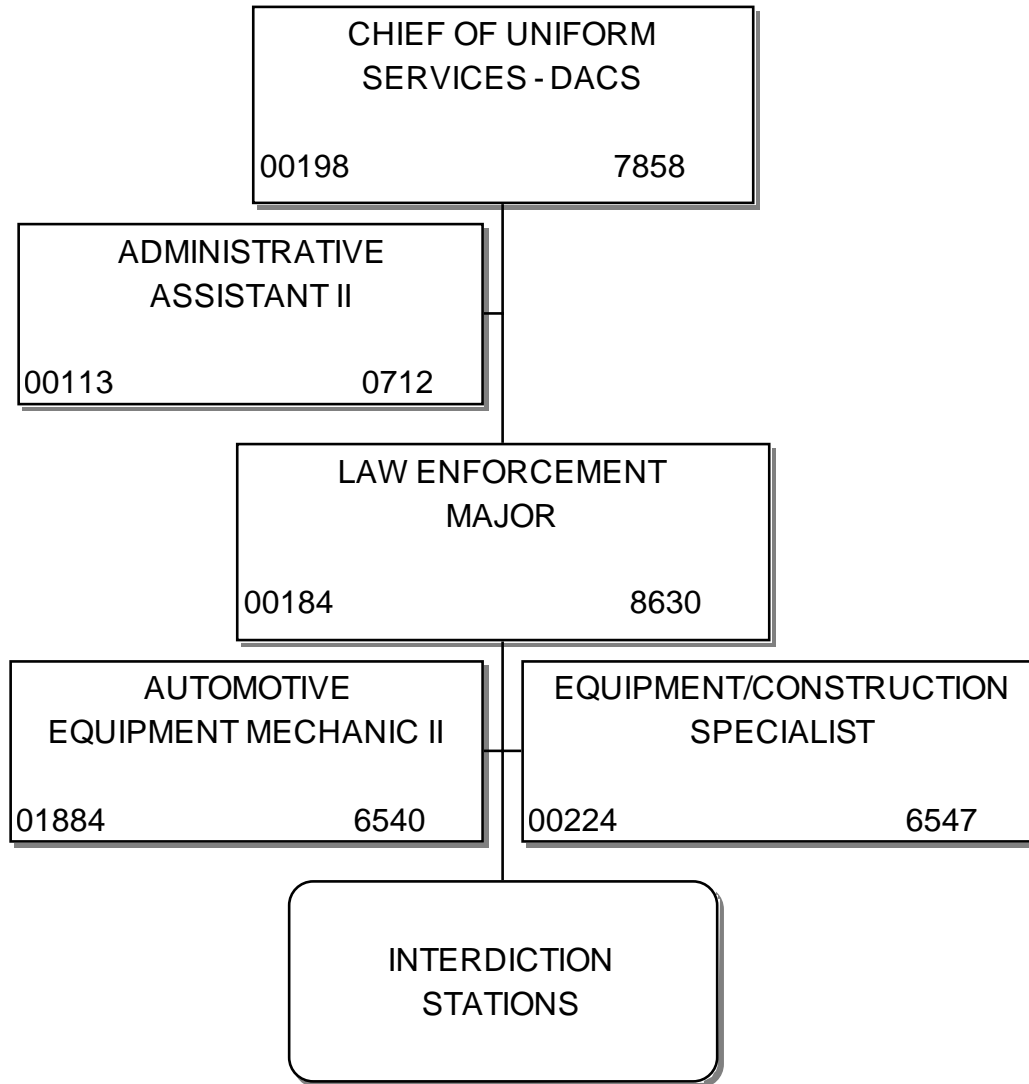
OFFICE OF AGRICULTURAL LAW ENFORCEMENT
PAGE 3 OF 8



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 7/1/2012

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

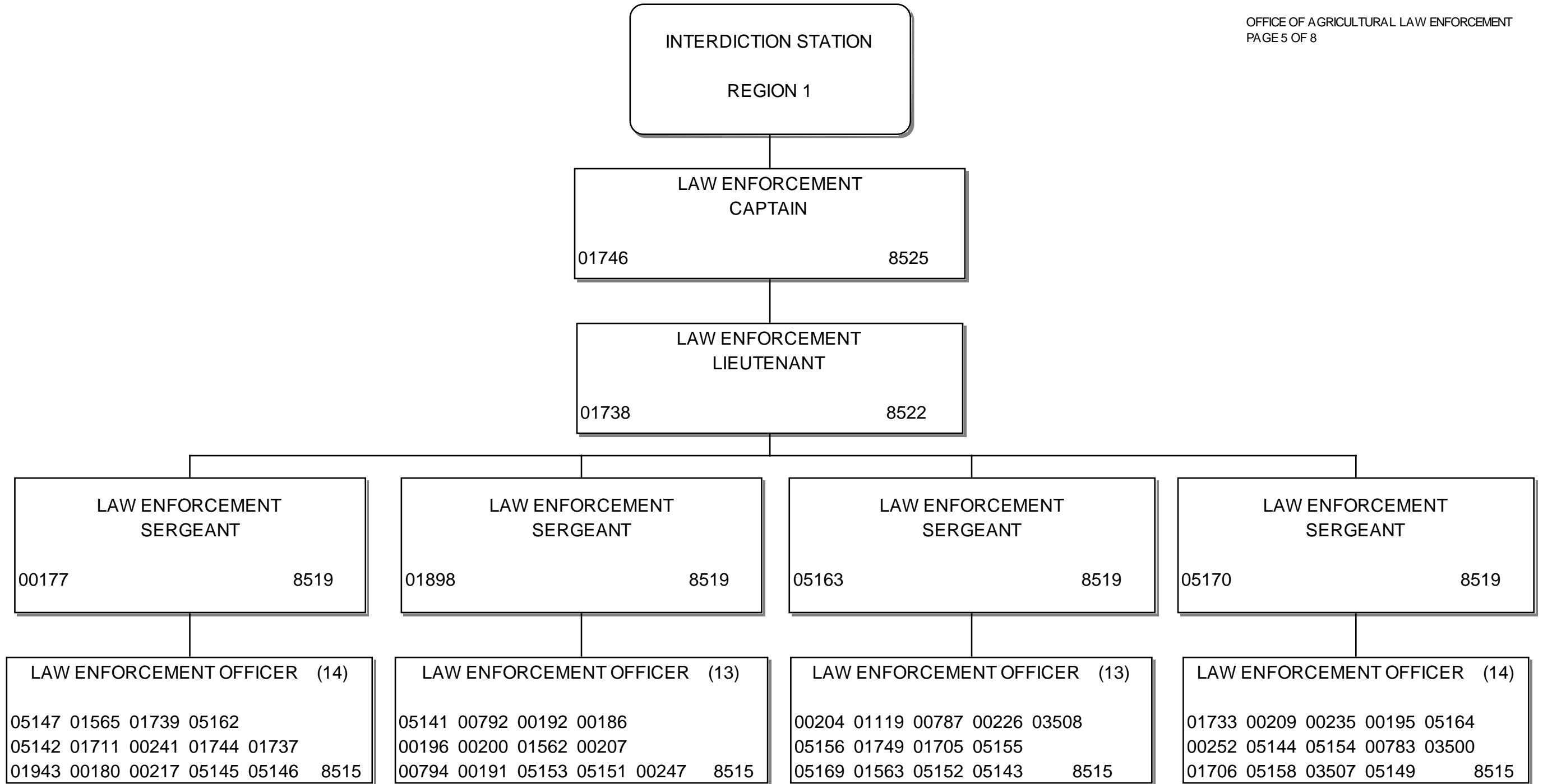
OFFICE OF AGRICULTURAL LAW ENFORCEMENT
PAGE 4 OF 8



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2012

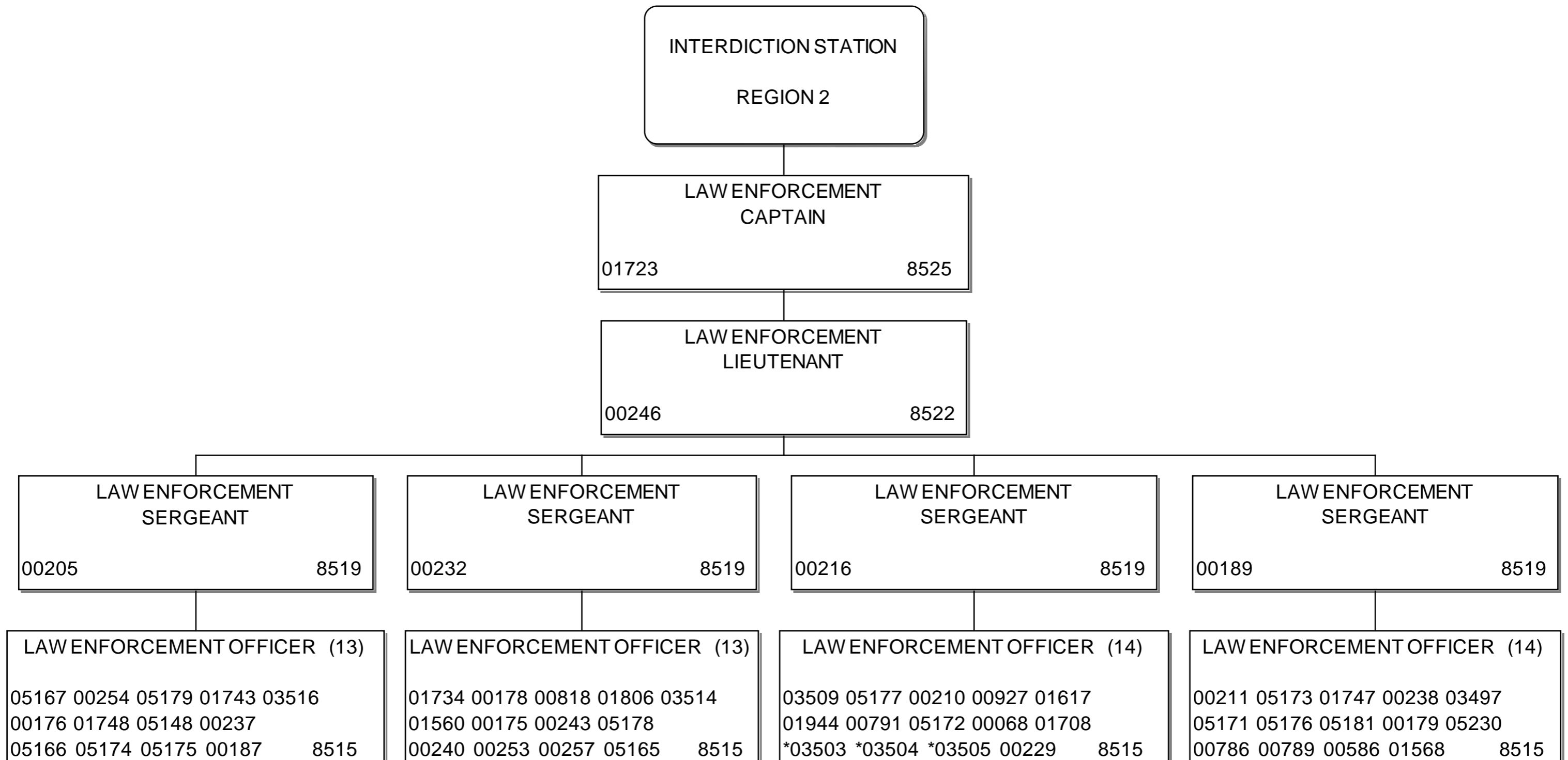
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

OFFICE OF AGRICULTURAL LAW ENFORCEMENT
PAGE 5 OF 8



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2012

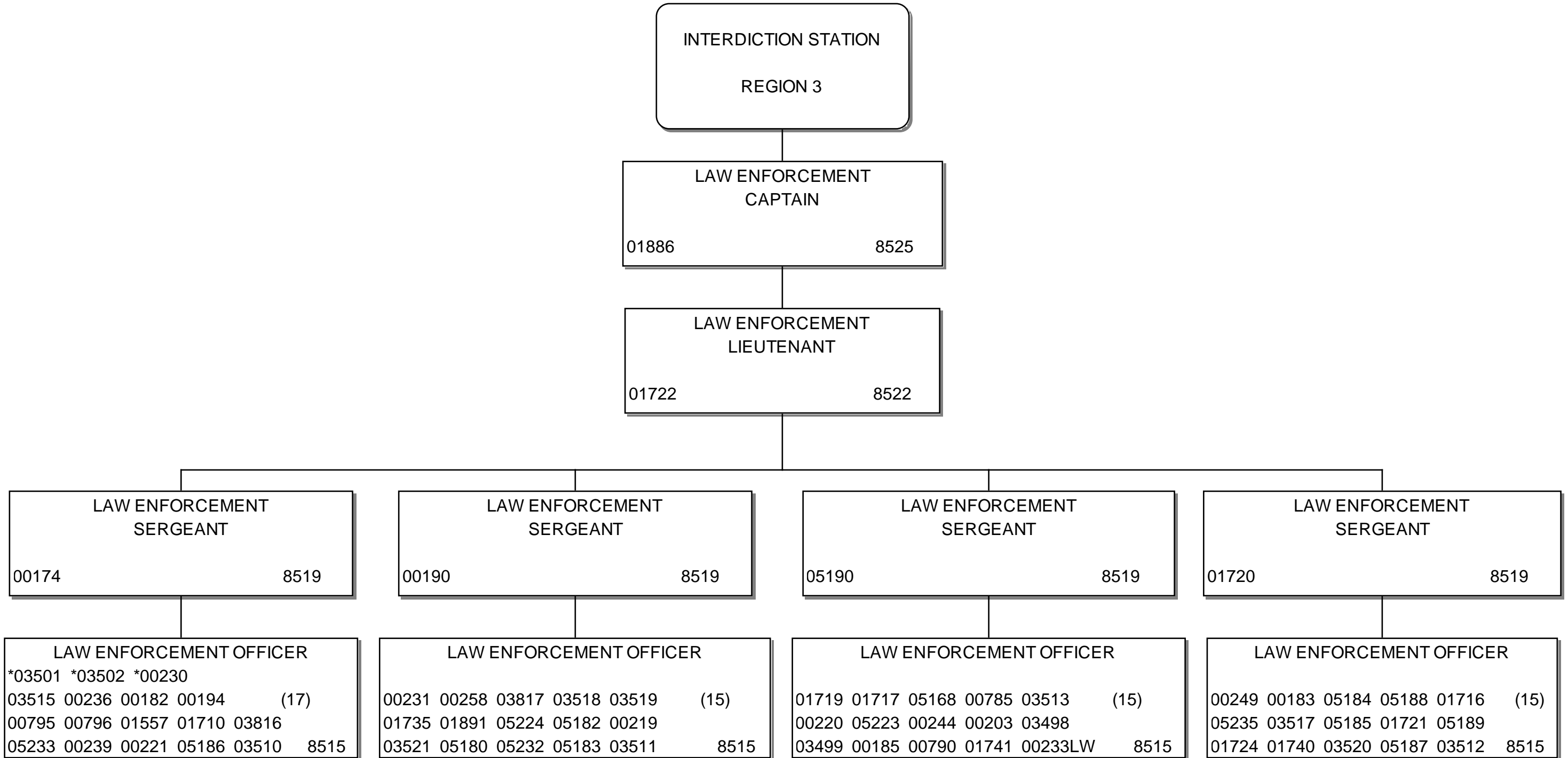
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**



*VACIS

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

OFFICE OF AGRICULTURAL LAW ENFORCEMENT
PAGE 7 OF 8

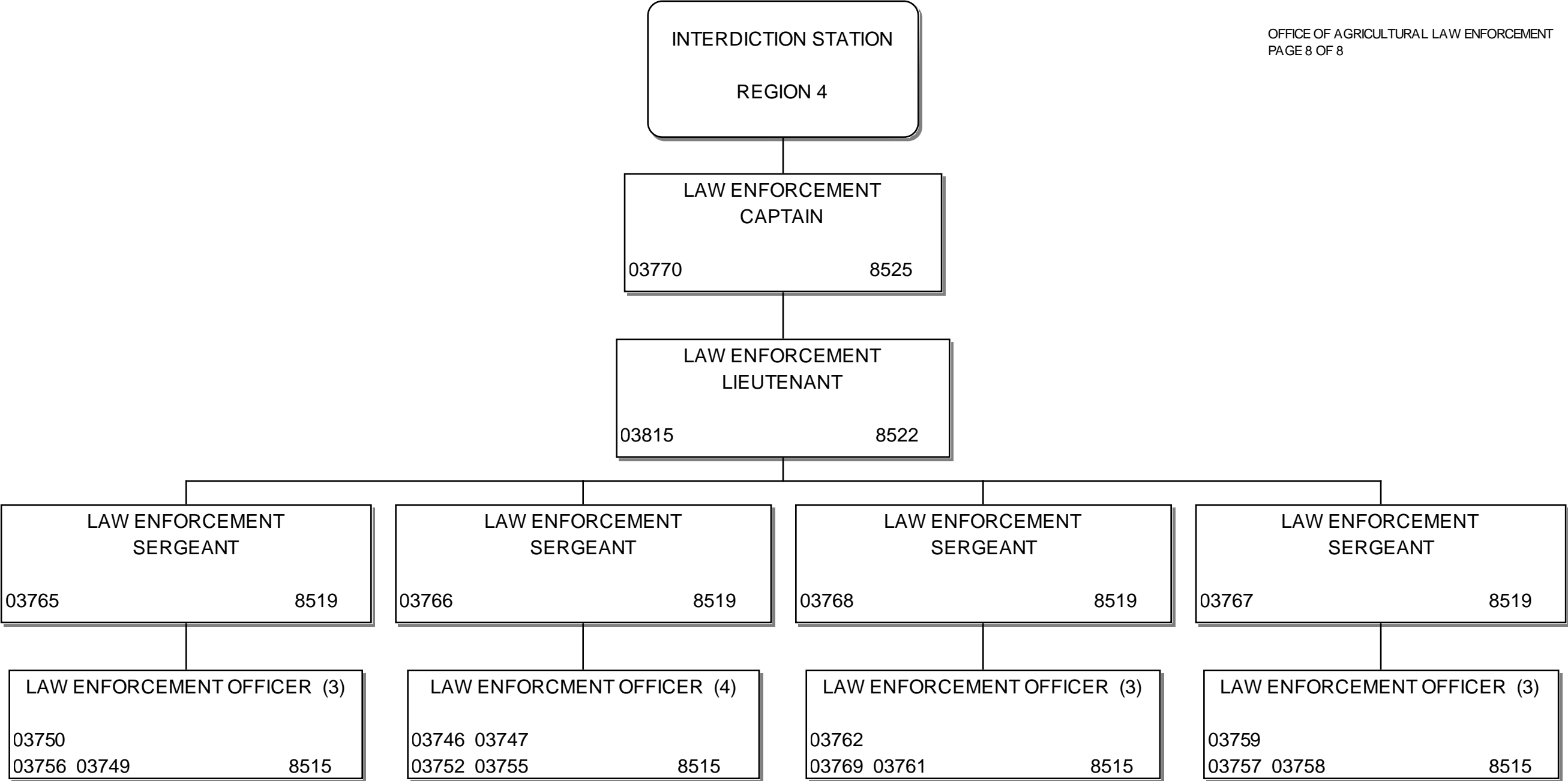


*VACIS Positions

JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVD DATE: 7/1/2012

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

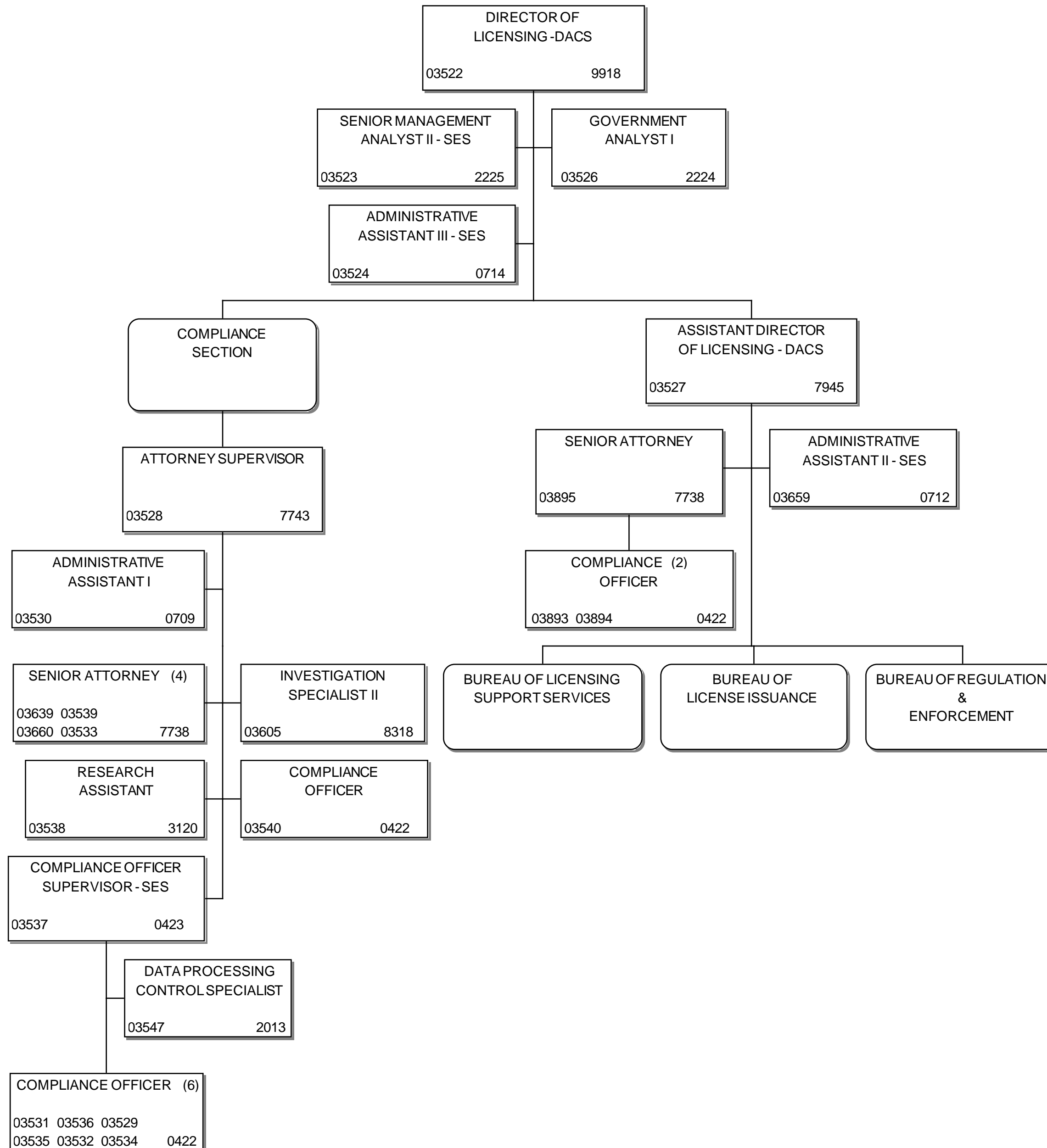
OFFICE OF AGRICULTURAL LAW ENFORCEMENT
PAGE 8 OF 8



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2012

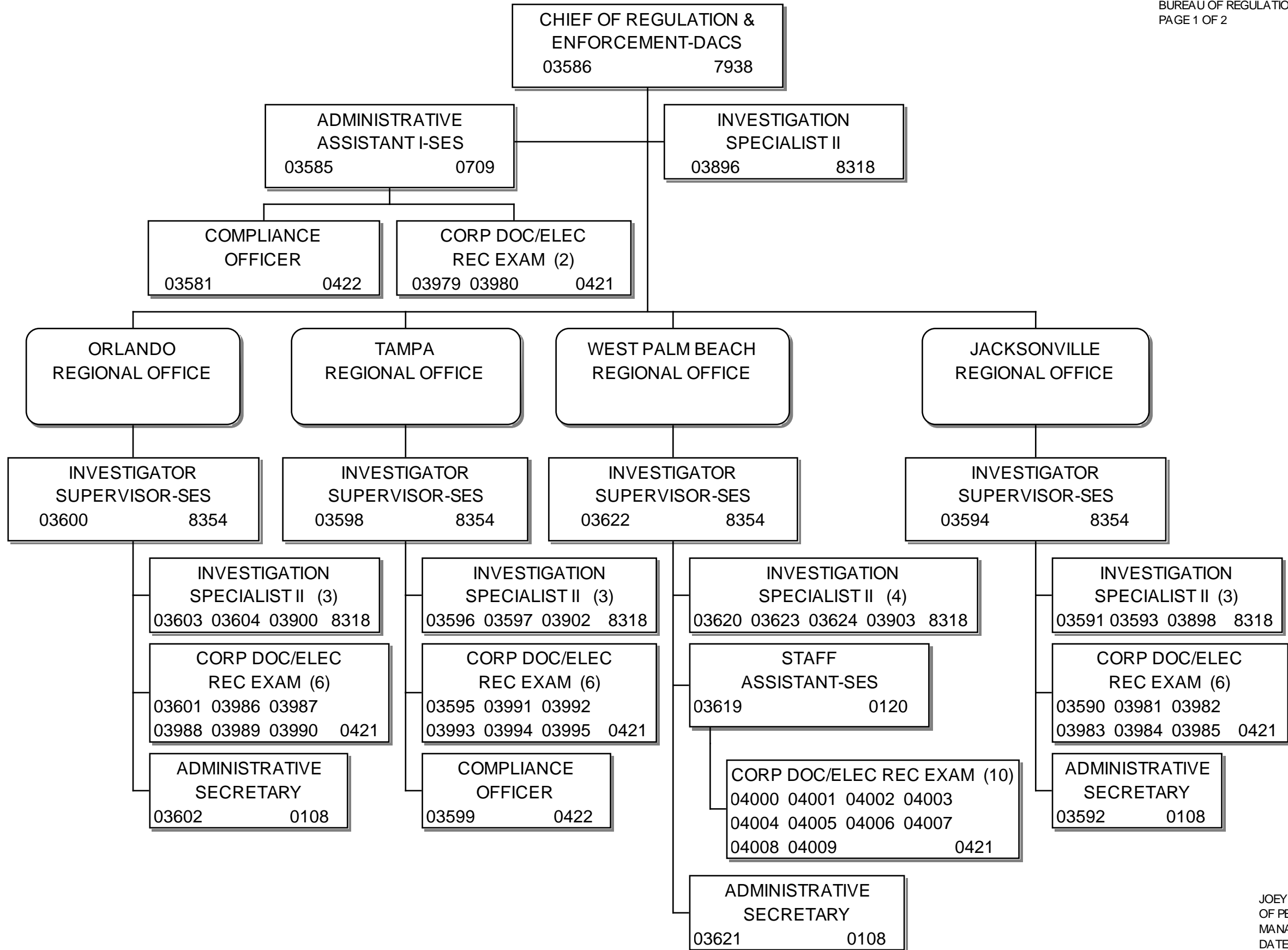
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF LICENSING**

ADMINISTRATIVE
F.T.E. 216
PAGE 1 OF 1



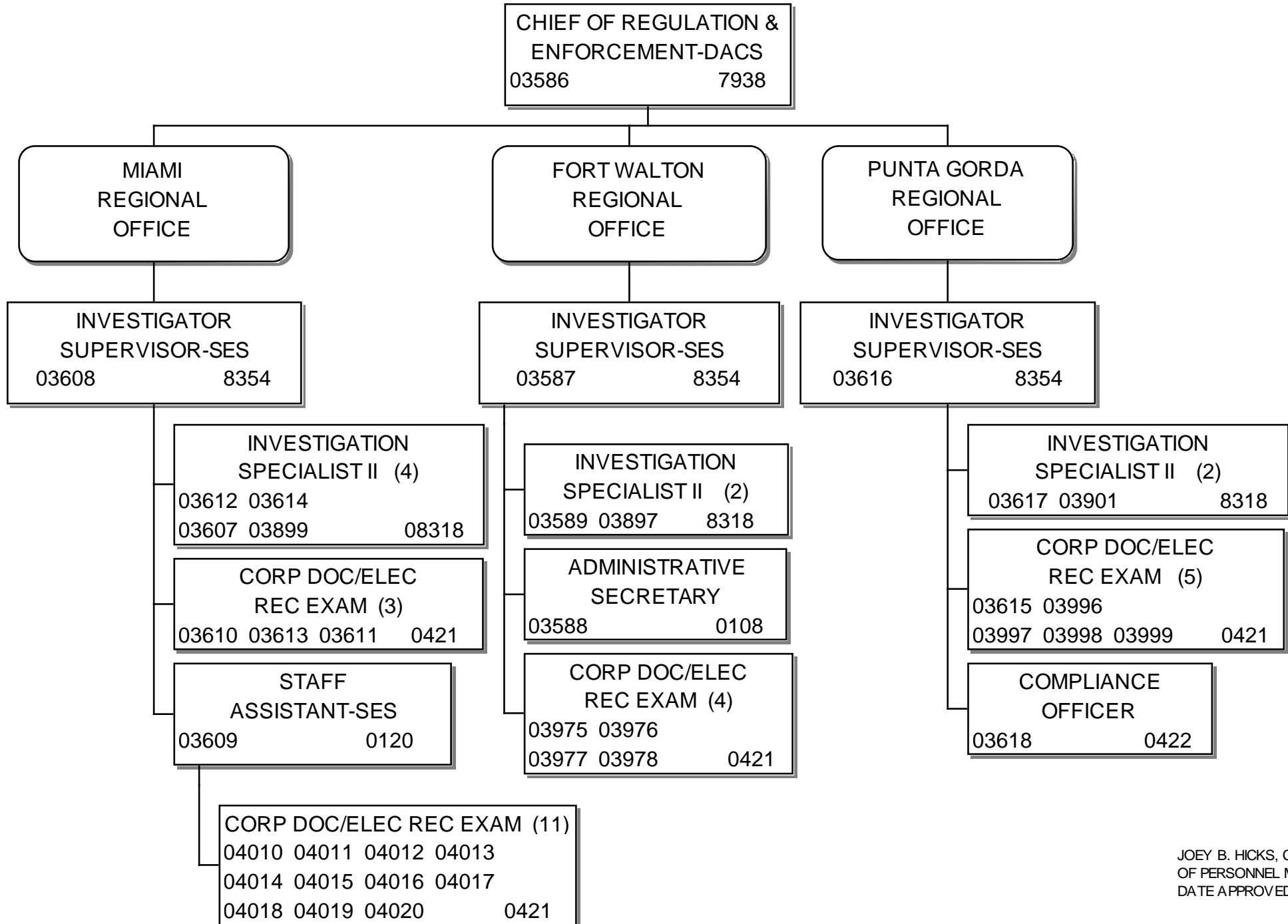
JOEY B. HICKS, CHIEF
PERSONNEL MANAGEMENT
DATE APPROVED: 7/1/2012

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



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

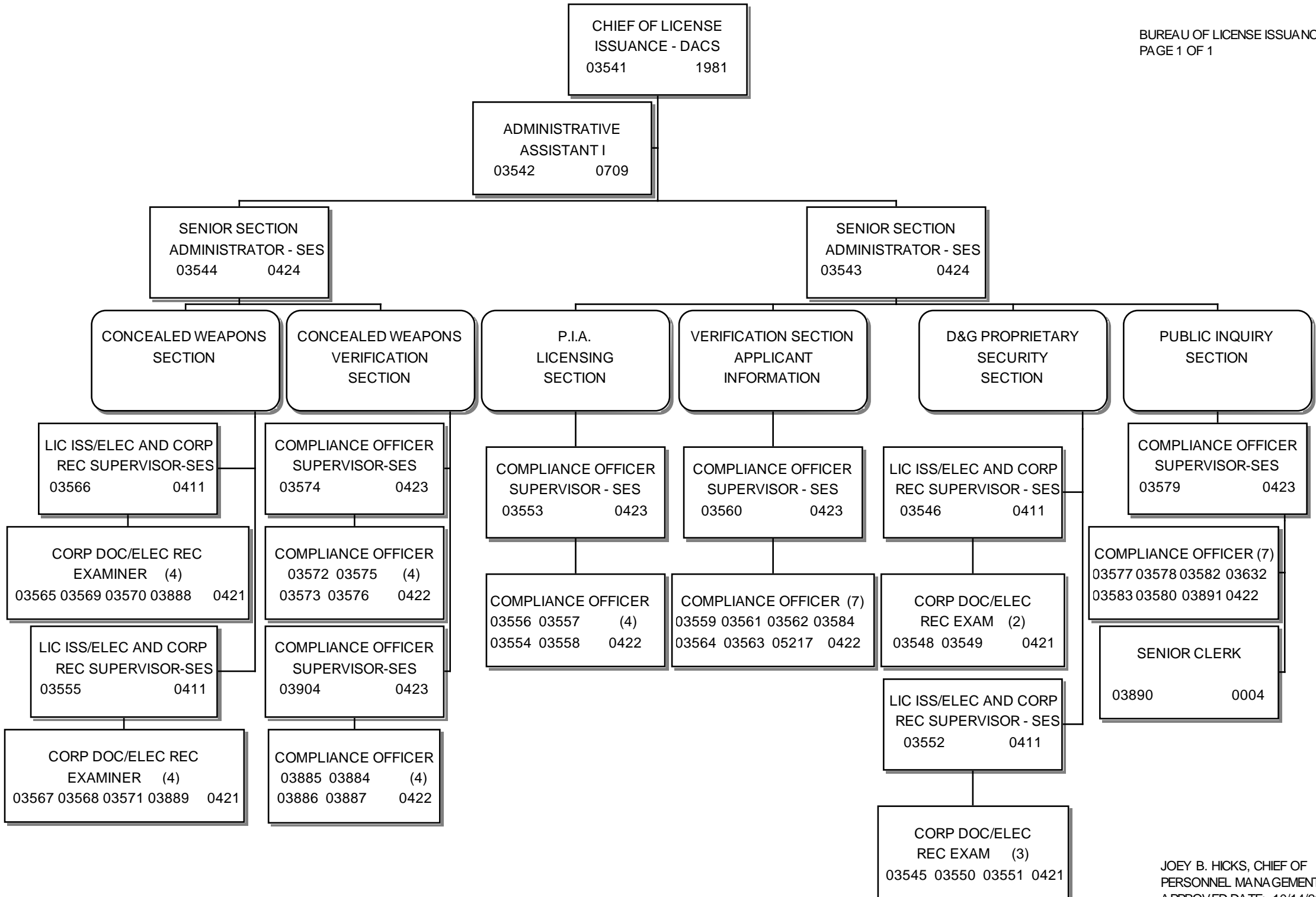
BUREAU OF REGULATION & ENFORCEMENT
PAGE 2 OF 2



JOEY B. HICKS, CHIEF
OF PERSONNEL MANAGEMENT
DATE APPROVED: 7/1/2012

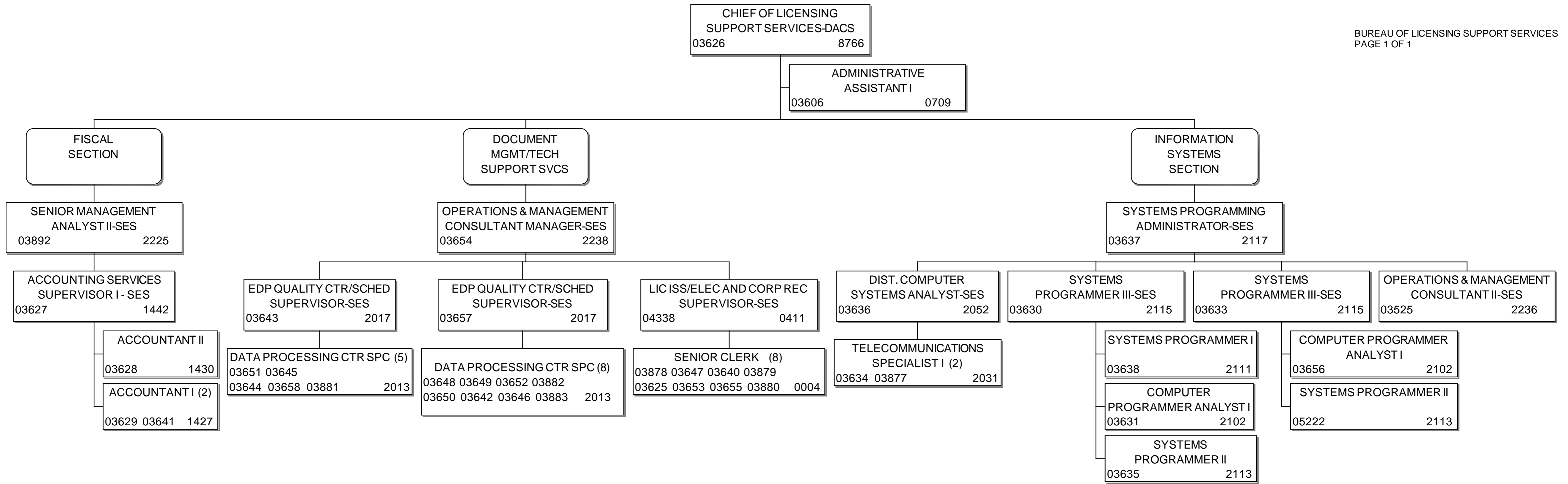
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF LICENSING**

BUREAU OF LICENSE ISSUANCE
PAGE 1 OF 1



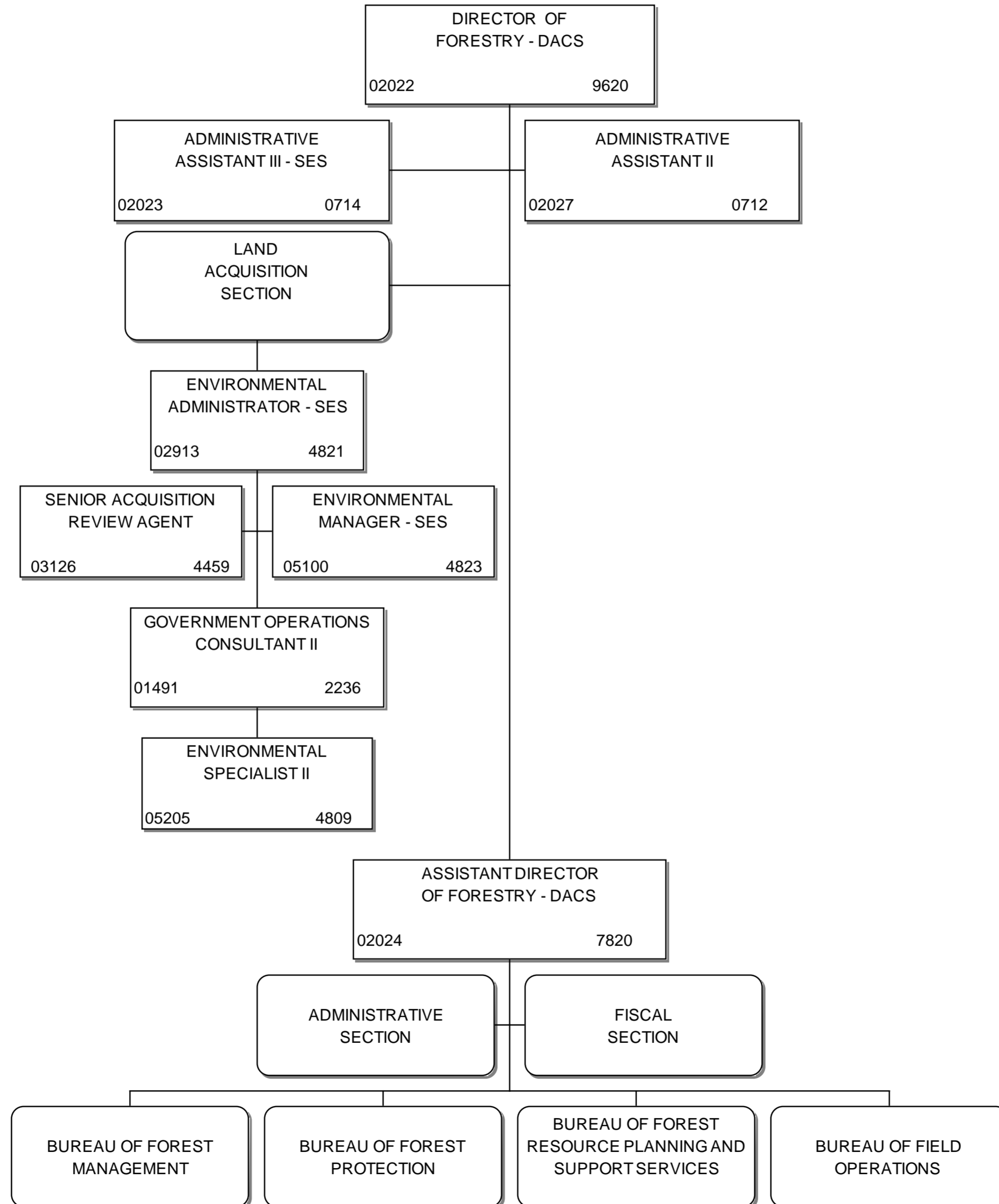
JOEY B. HICKS, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 10/14/2011

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



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

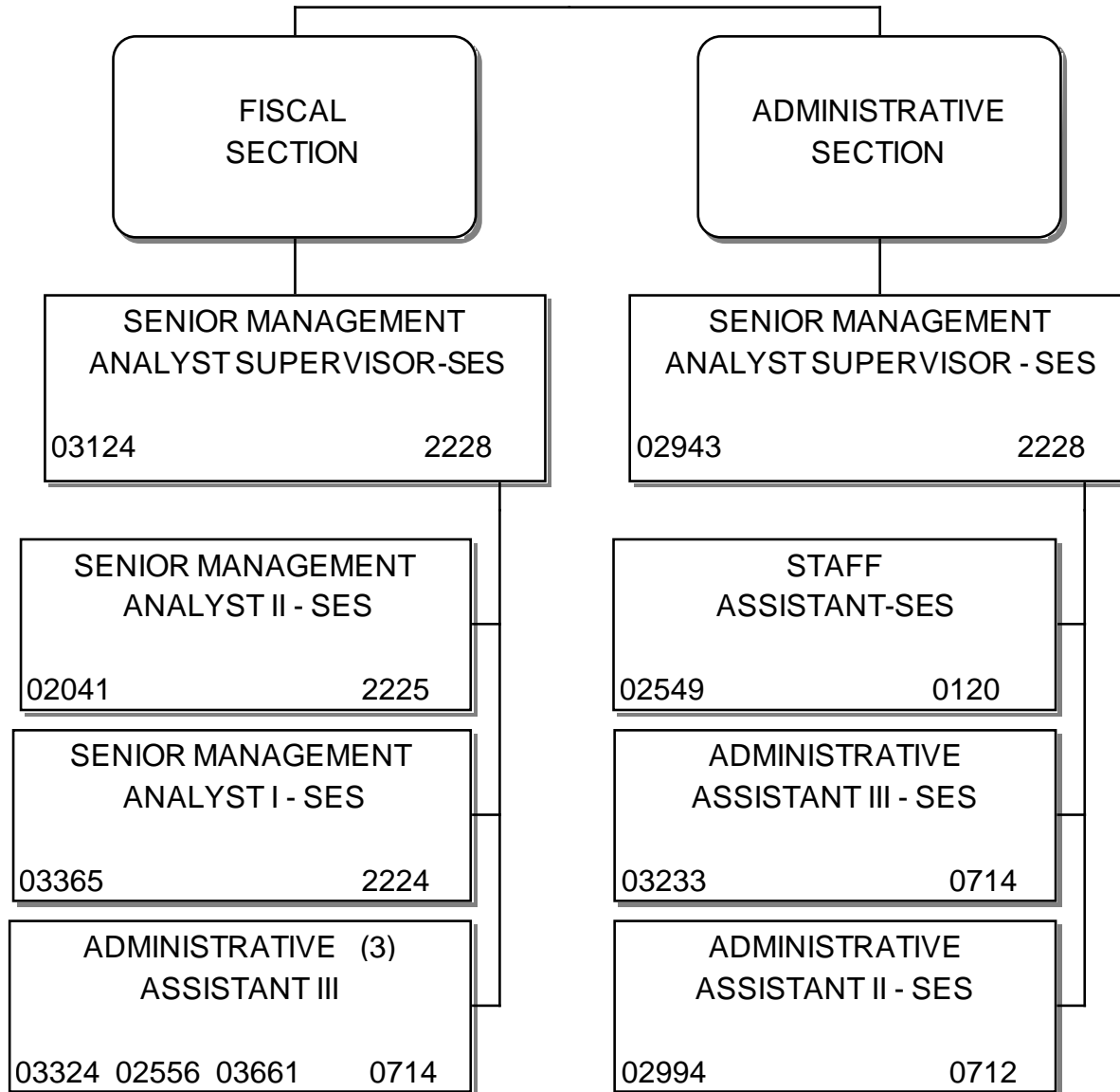
DIVISION F.T.E. 1,176.50
DIRECTOR'S OFFICE
PAGE 1 OF 2



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/22/2012

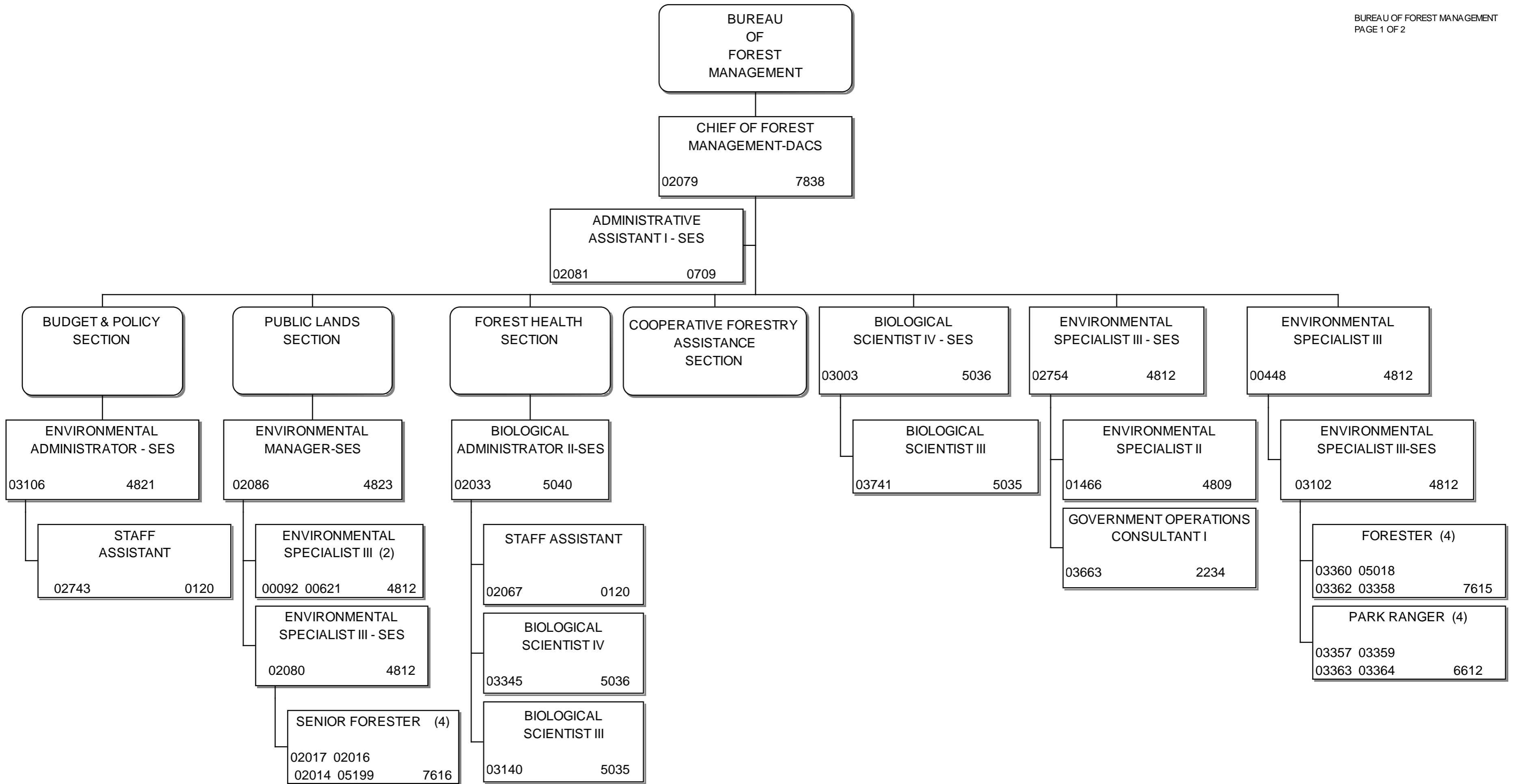
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

DIRECTOR'S OFFICE
PAGE 2 OF 2



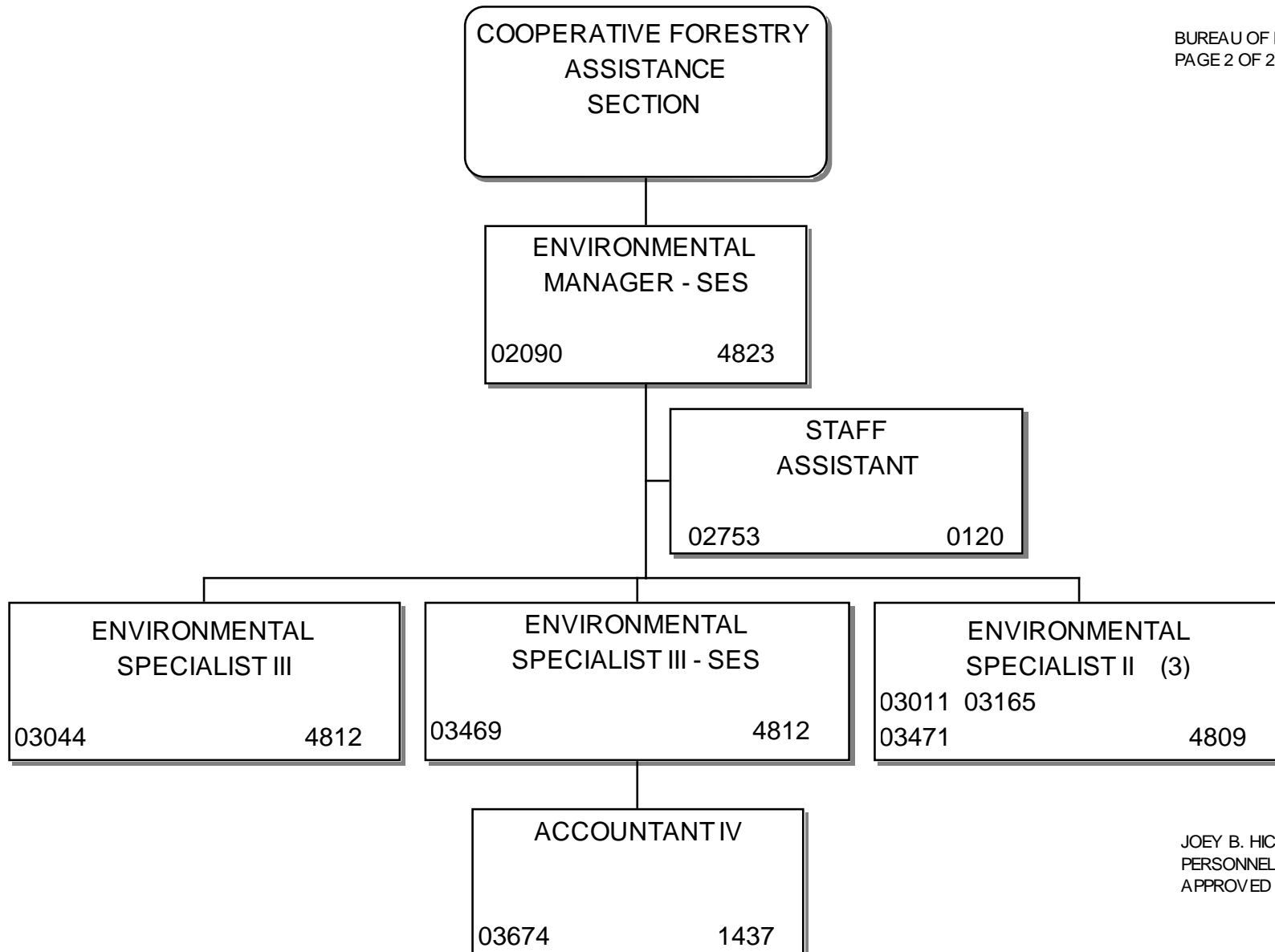
JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

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



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

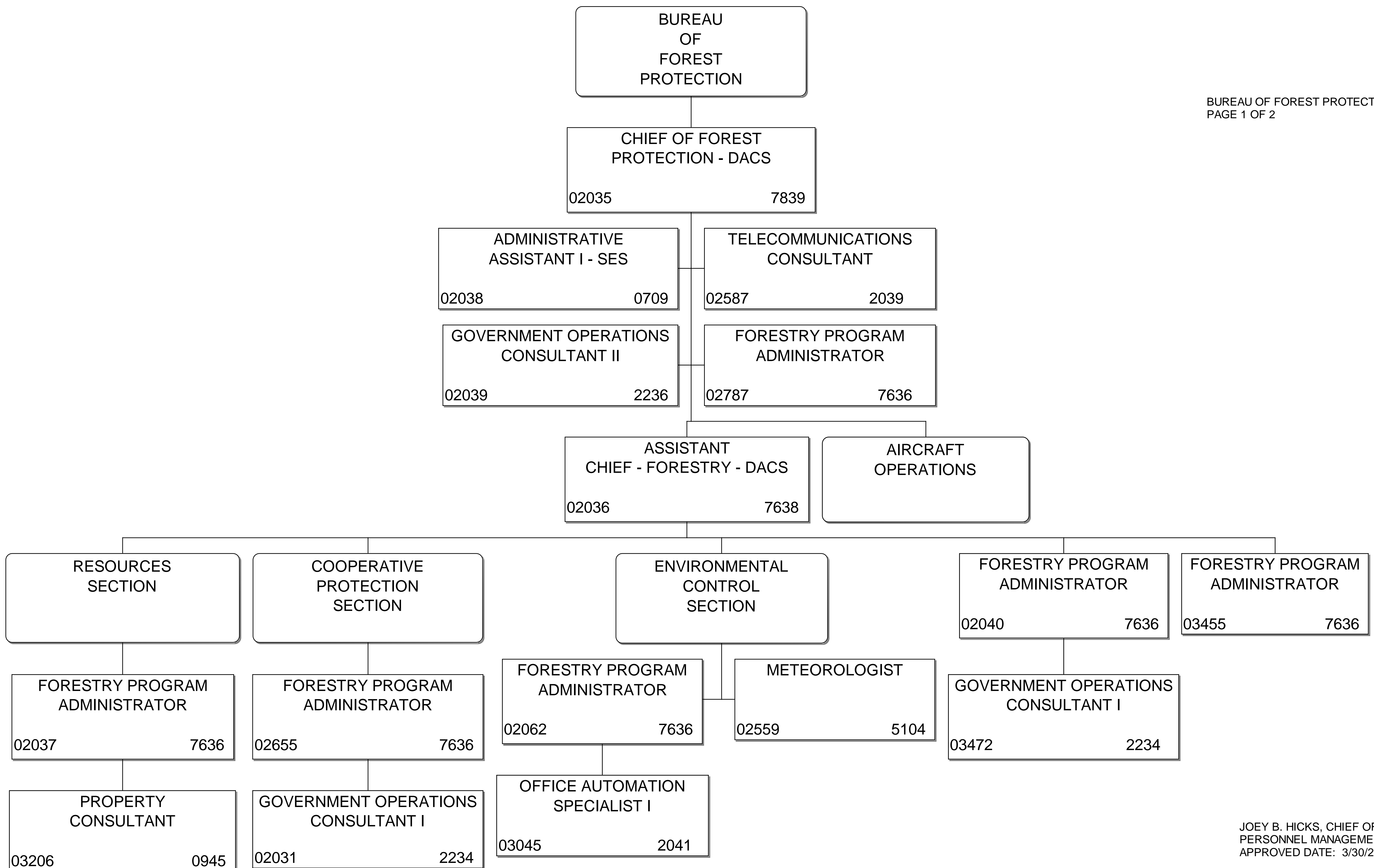
BUREAU OF FOREST MANAGEMENT
PAGE 2 OF 2



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 5/25/2012

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

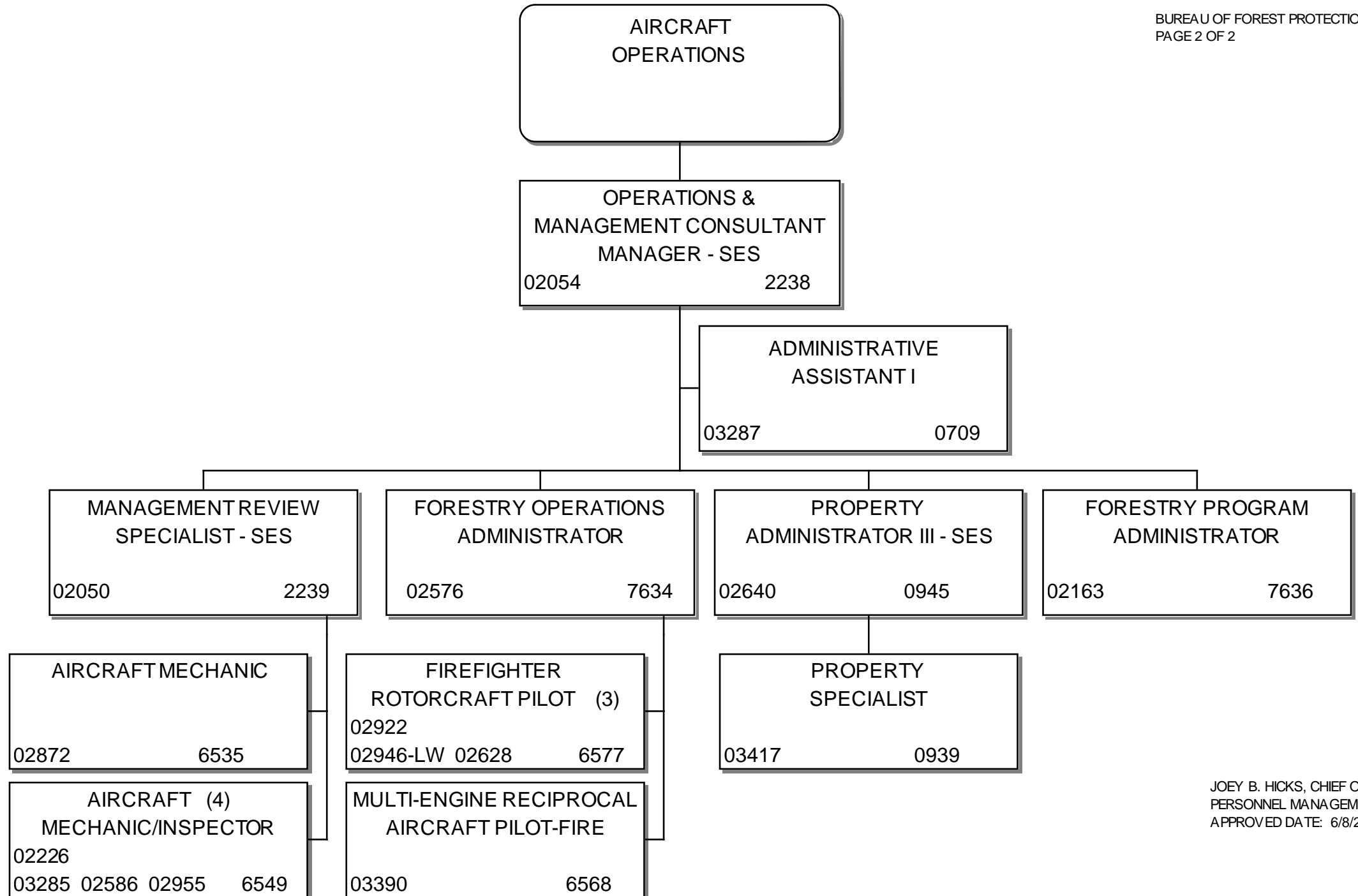
BUREAU OF FOREST PROTECTION
PAGE 1 OF 2



JOEY B. HICKS, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 3/30/2012

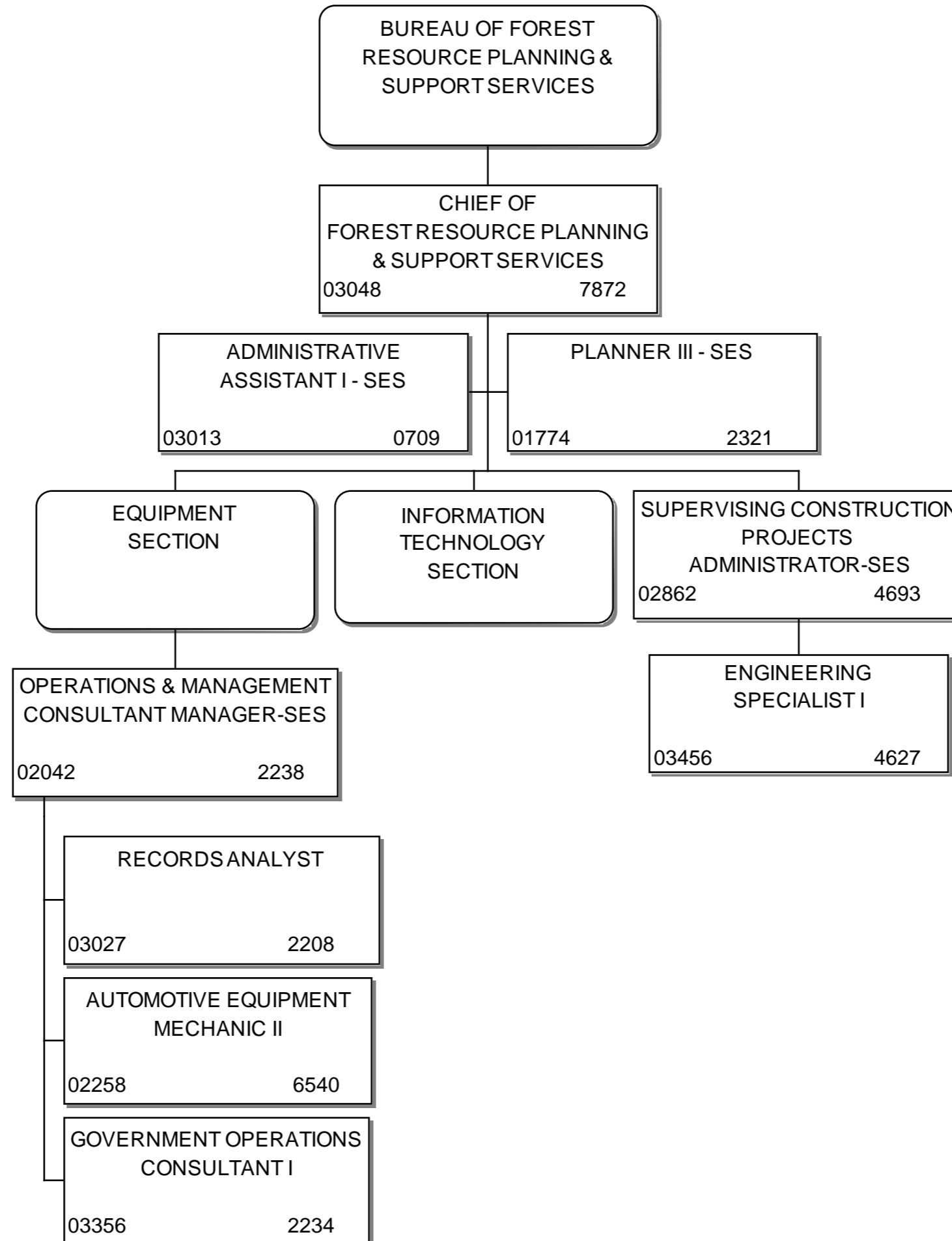
**DEPARTMENT OF AGRICULTURE AND CONSUMER
SERVICES - DIVISION OF FORESTRY
FLORIDA FOREST SERVICE
BUREAU OF FOREST PROTECTION**

BUREAU OF FOREST PROTECTION
PAGE 2 OF 2

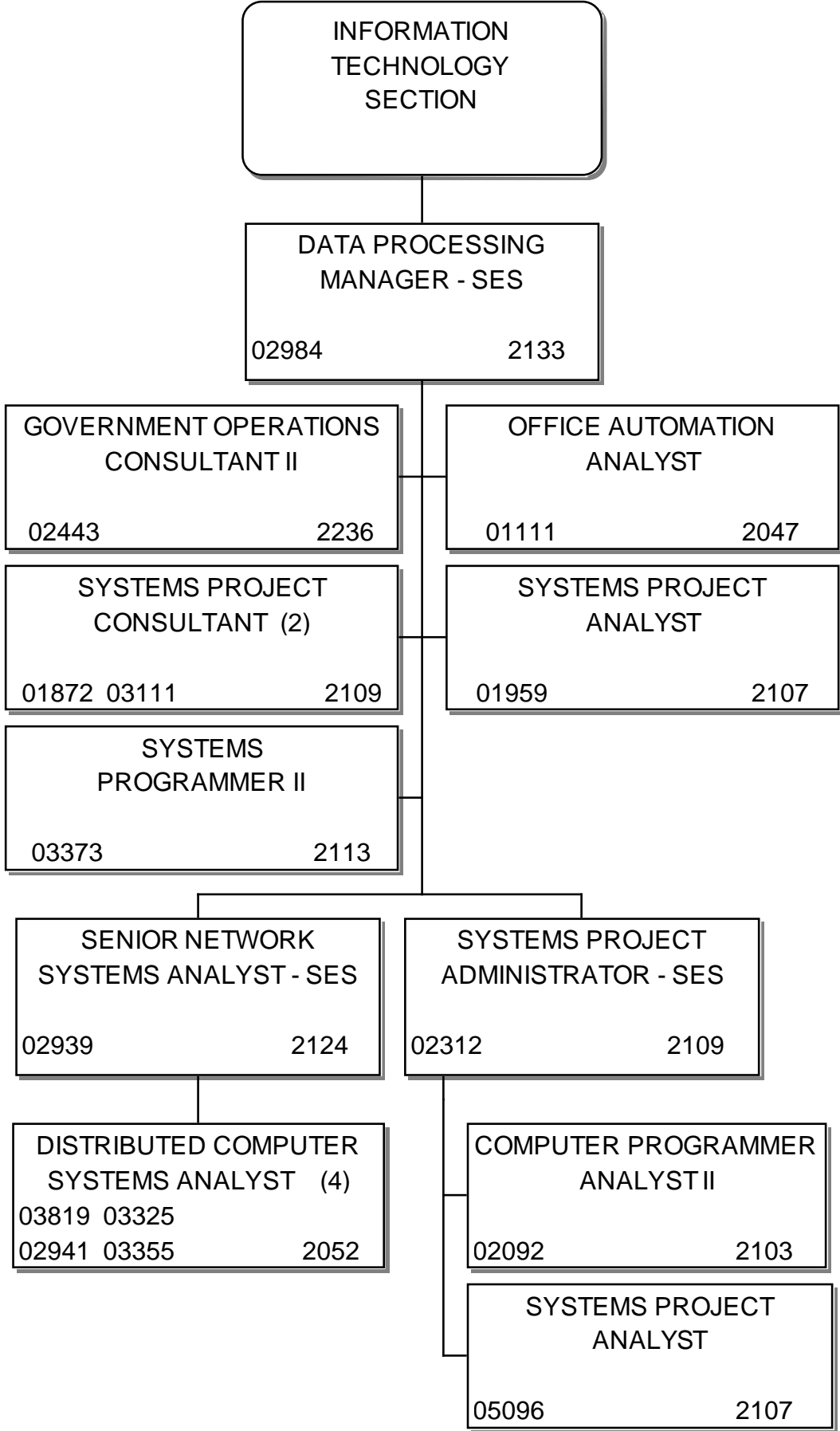


JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/8/2012

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

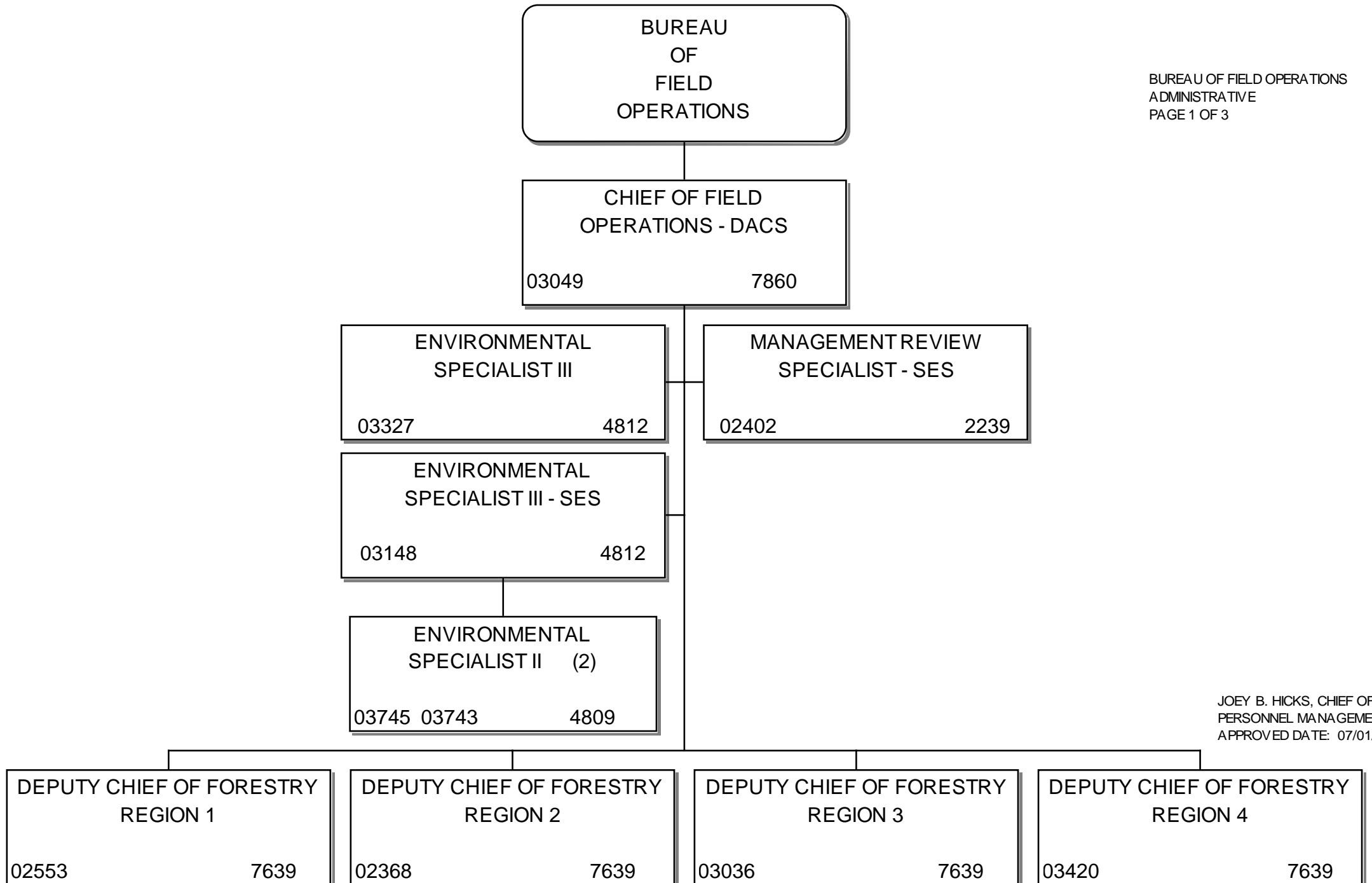


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**



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

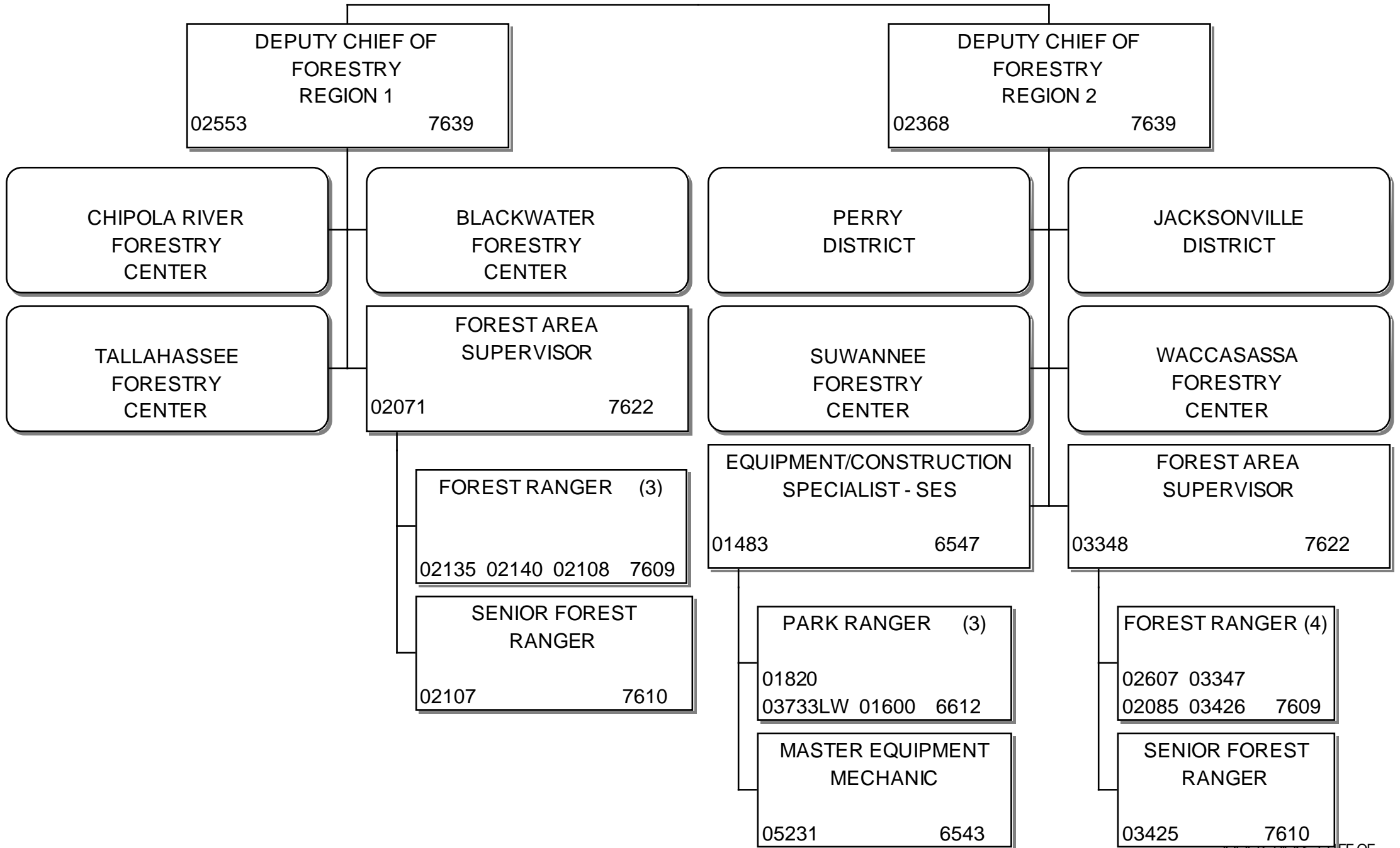
BUREAU OF FIELD OPERATIONS
ADMINISTRATIVE
PAGE 1 OF 3



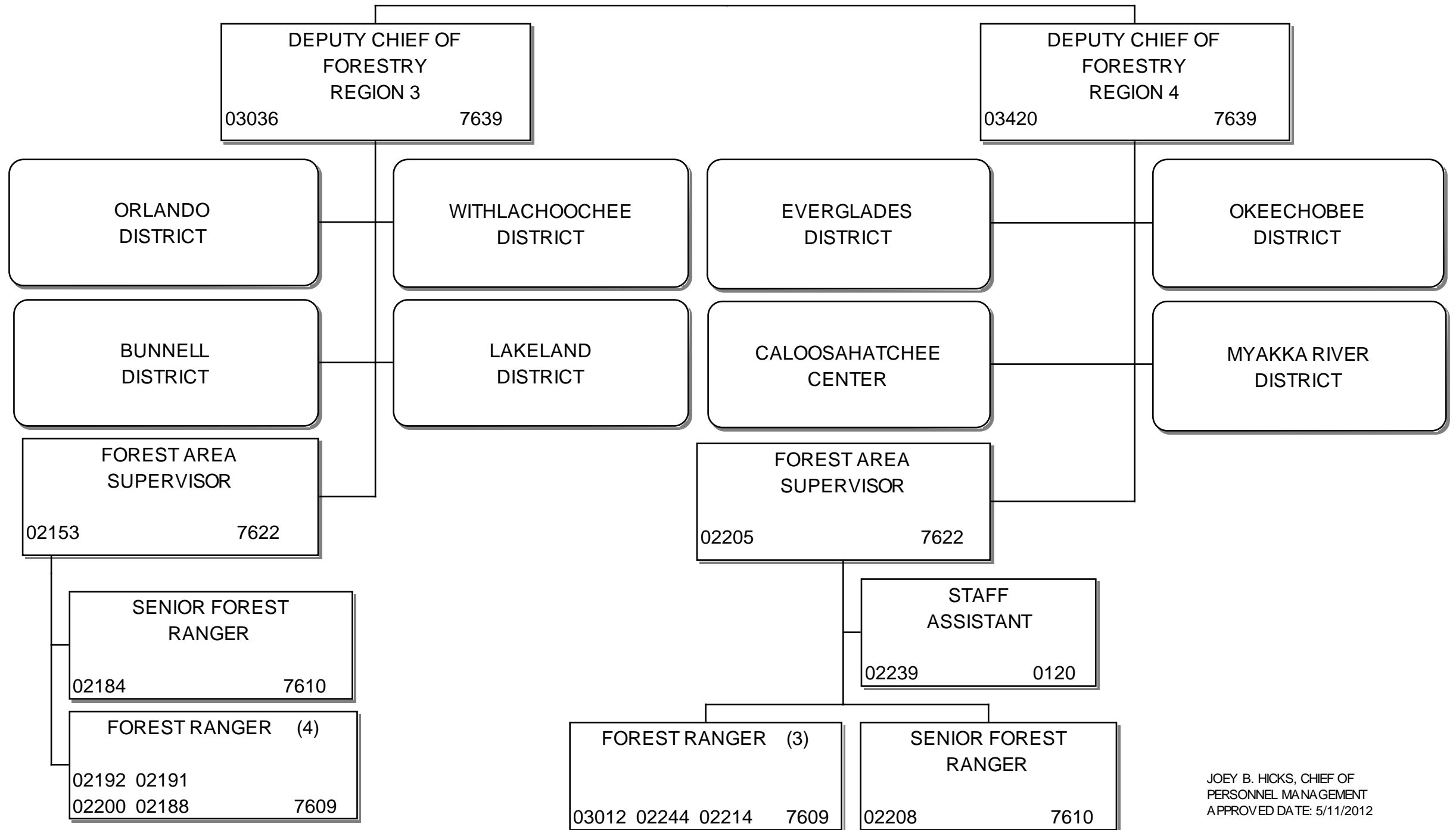
JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

DEPARTMENT OF AGRICULTURE AND COSUMER SERVICES FLORIDA FOREST SERVICE

BUREAU OF FIELD OPERATIONS
ADMINISTRATIVE
PAGE 2 OF 3

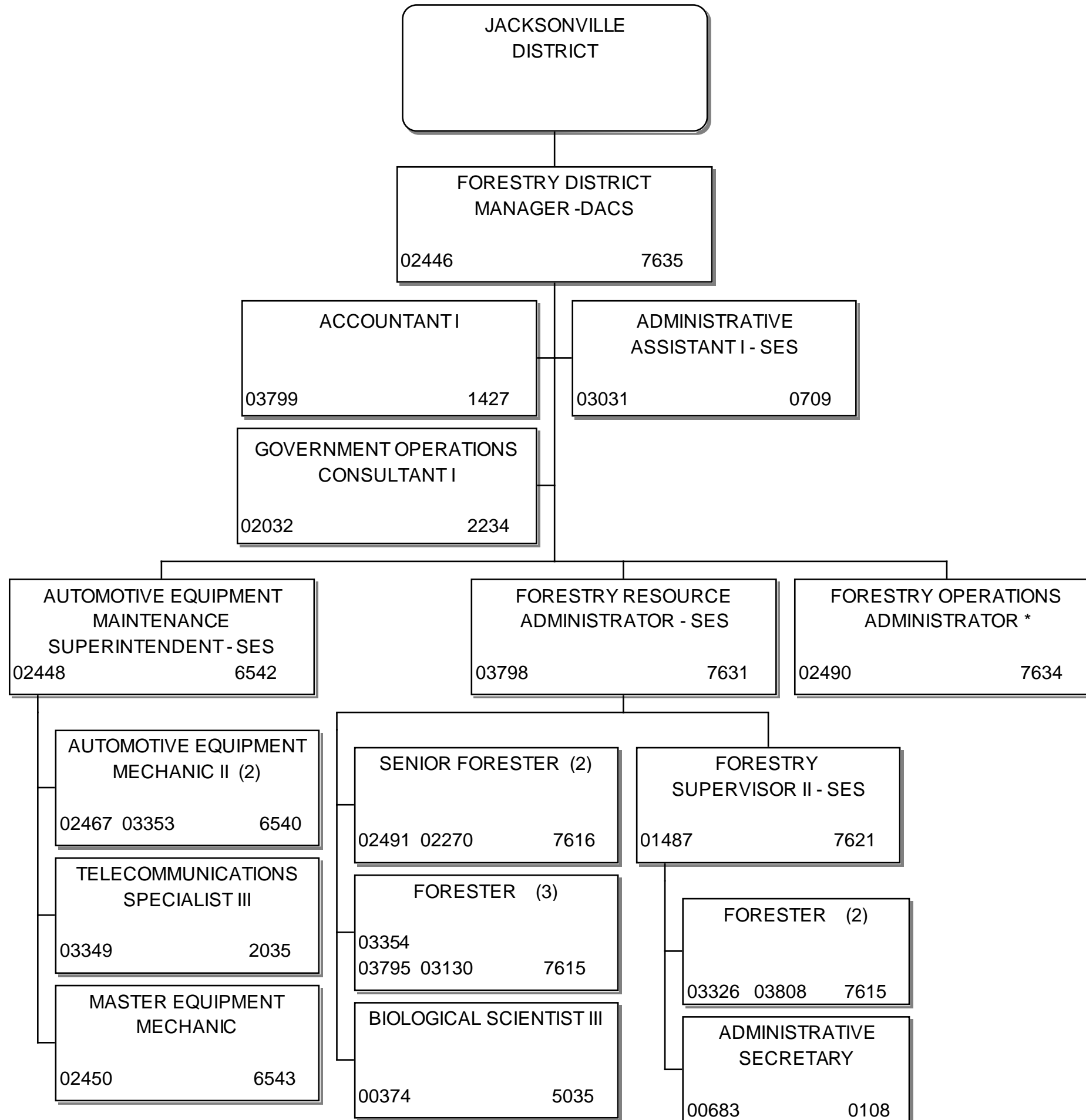


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**



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

BUREAU OF FIELD OPERATIONS
JACKSONVILLE DISTRICT
PAGE 1 OF 2

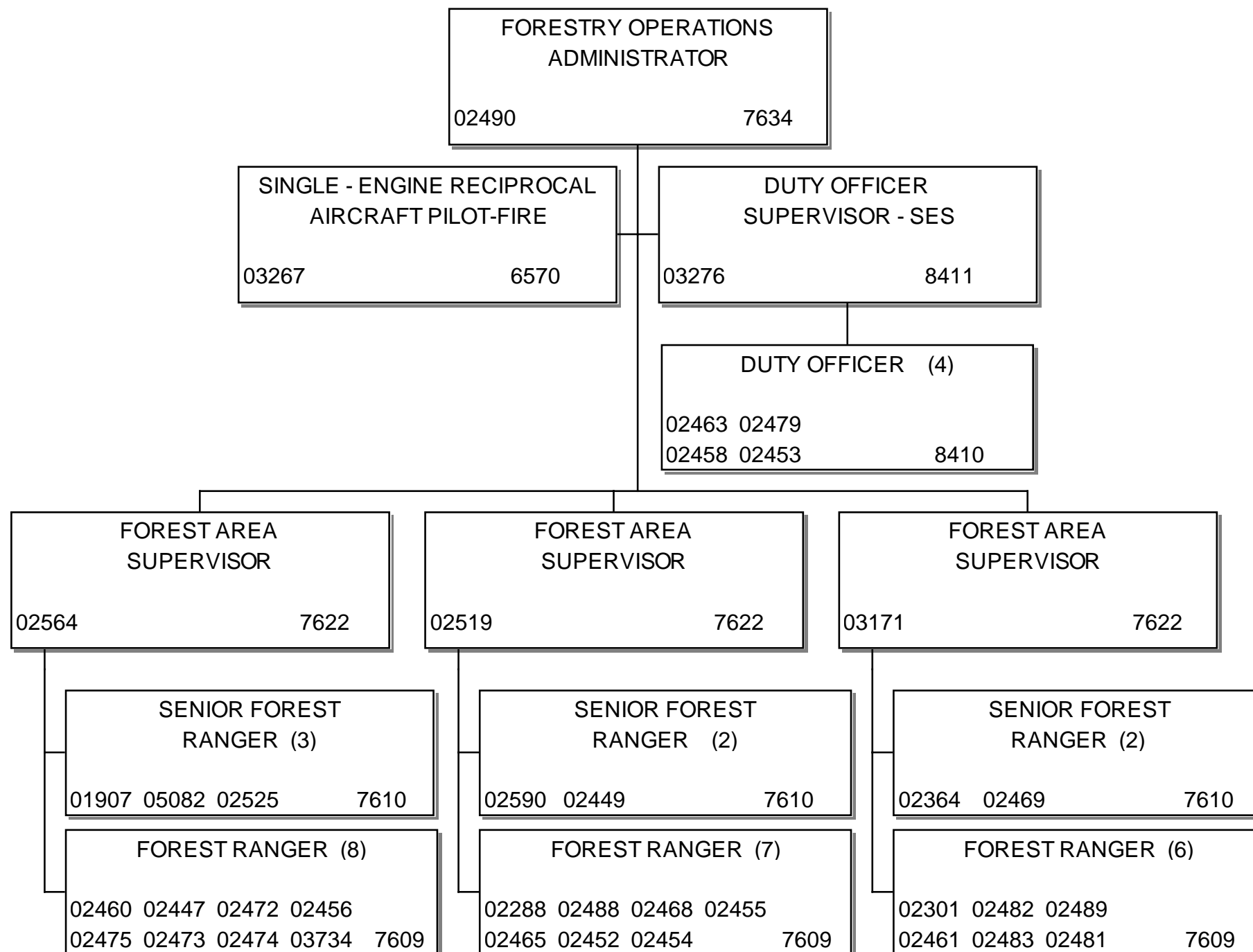


*SEE PAGE 2

JOEY B. HICKS, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 6/8/2012

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

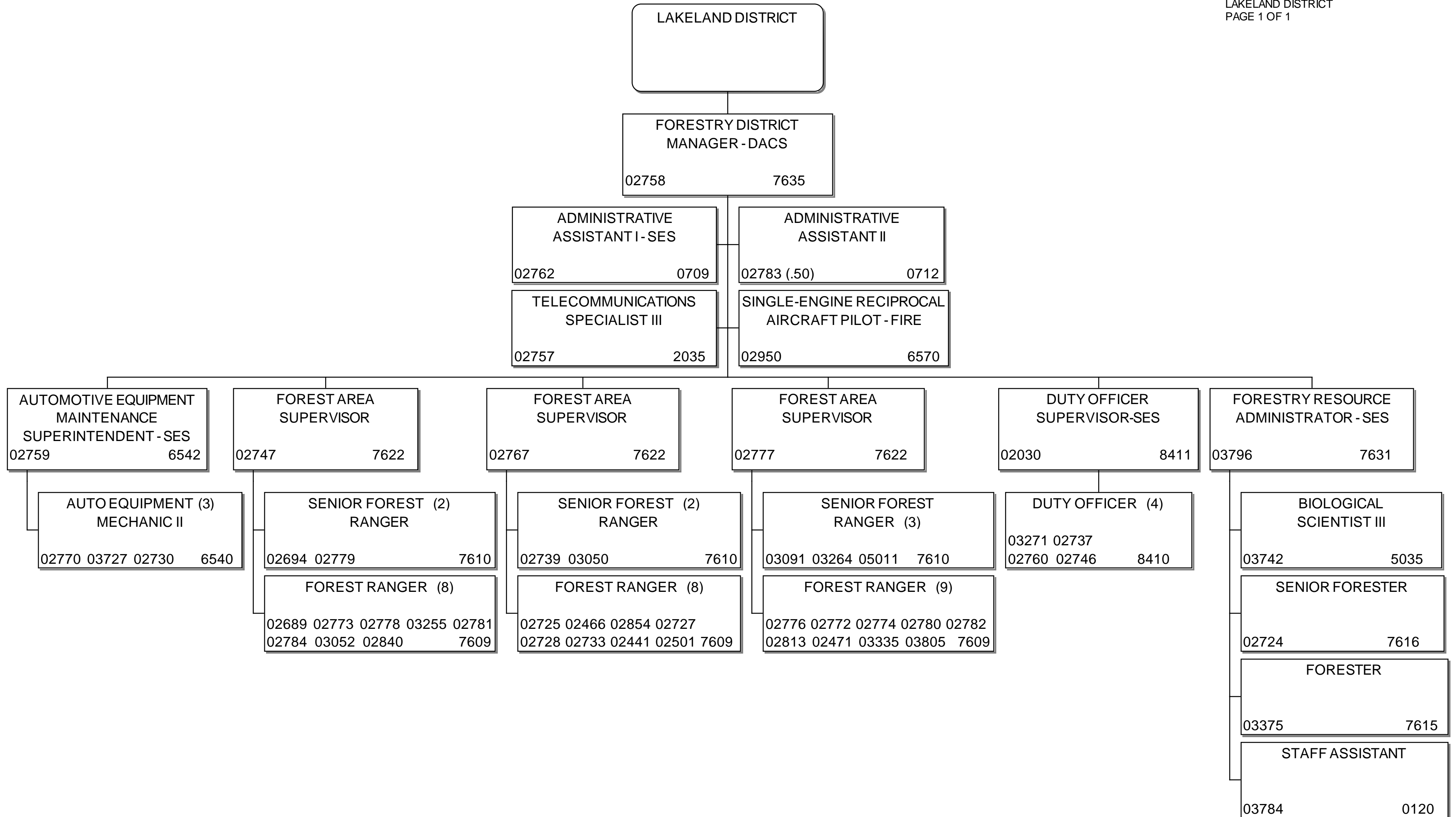
BUREAU OF FIELD OPERATIONS
JACKSONVILLE DISTRICT
PAGE 2 OF 2



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

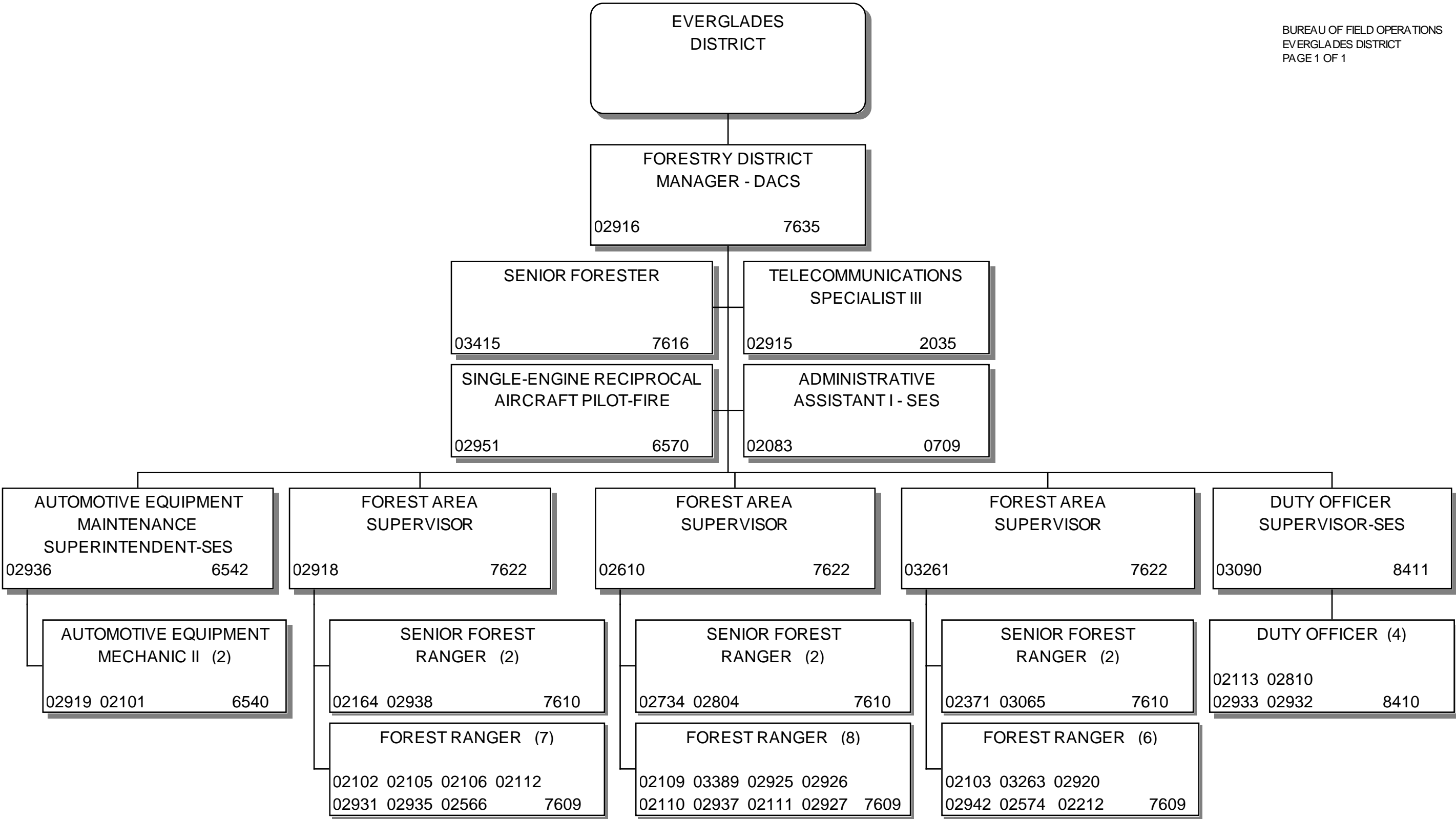
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
LAKELAND DISTRICT
PAGE 1 OF 1

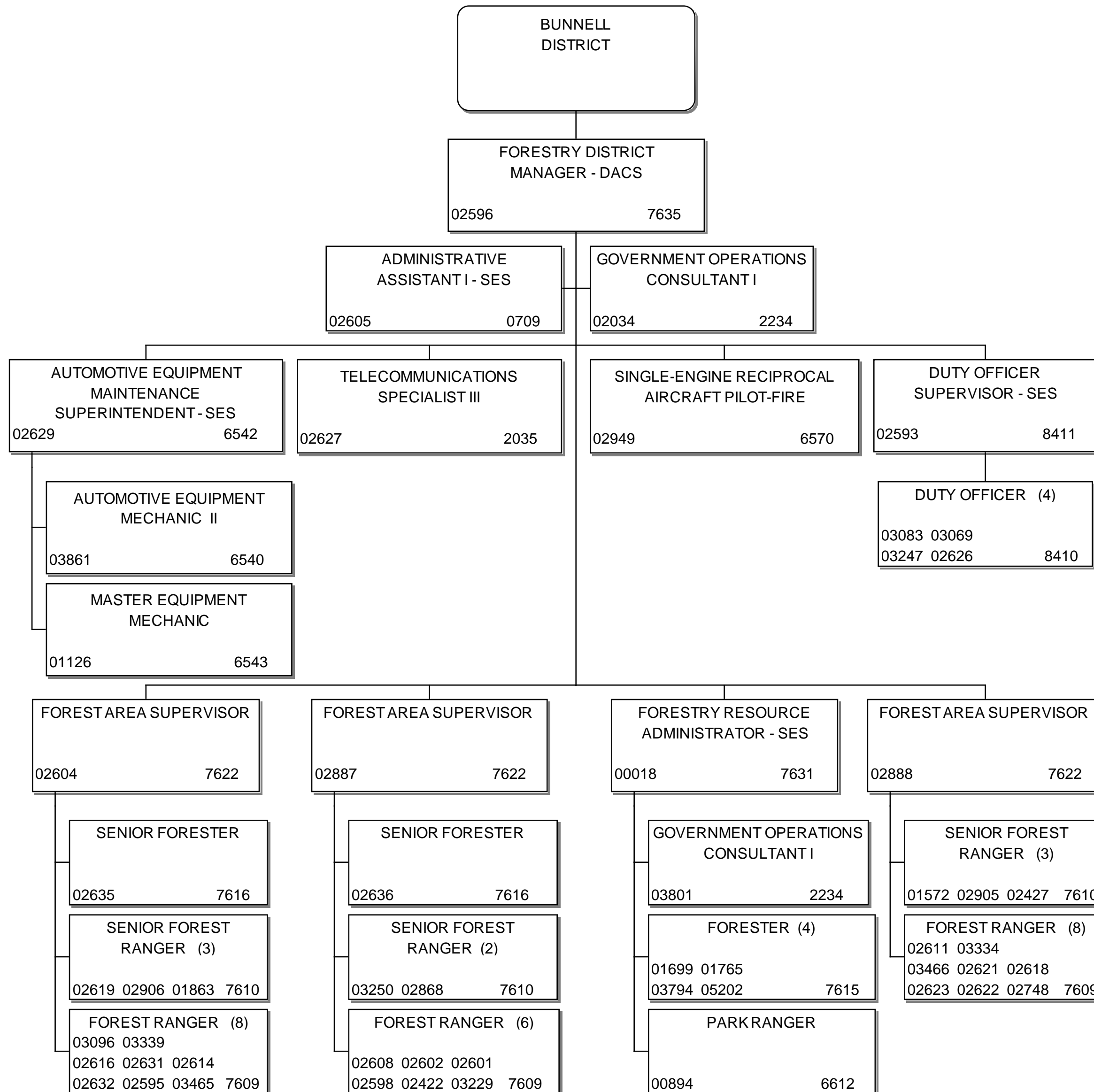


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

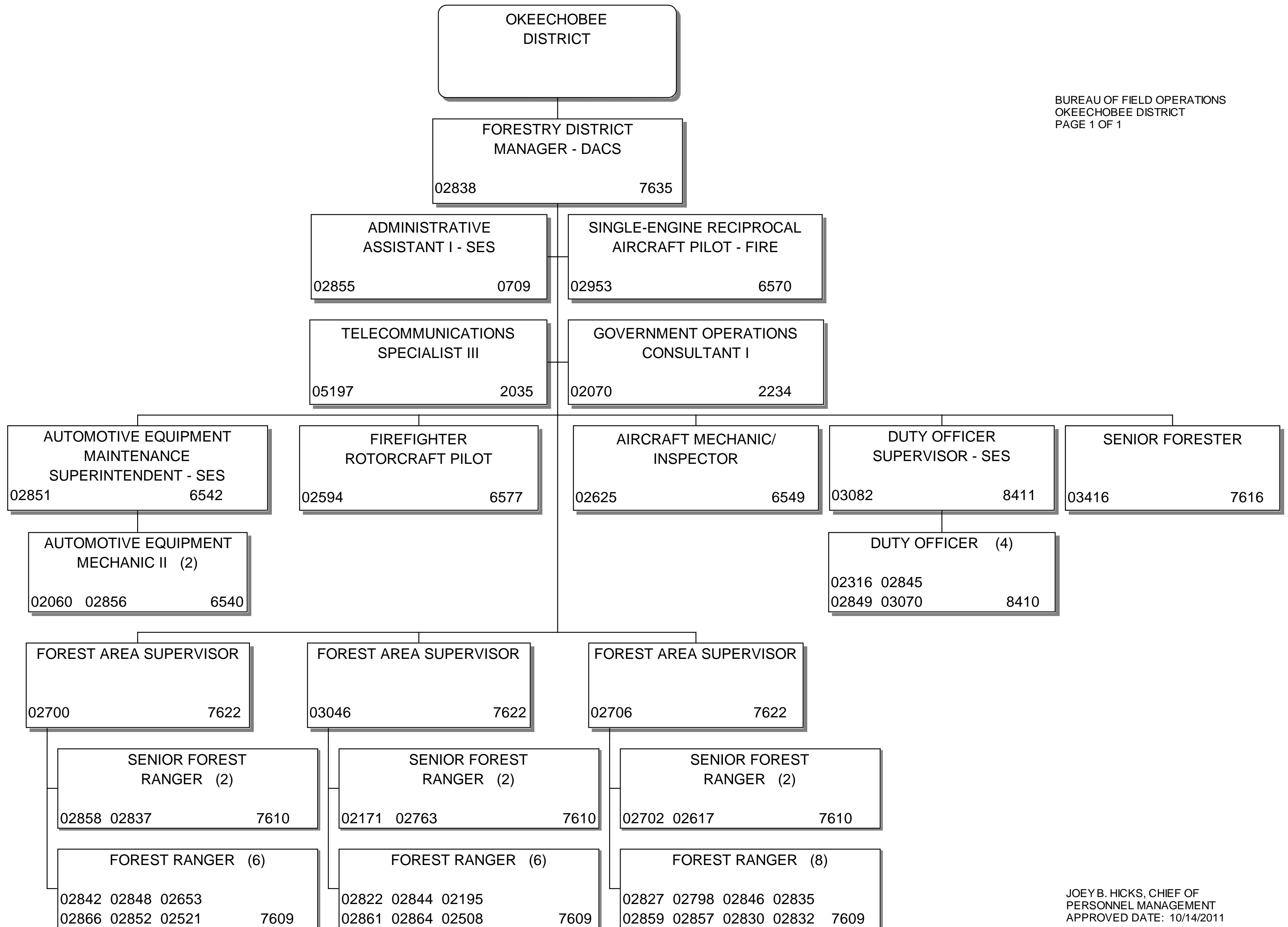
BUREAU OF FIELD OPERATIONS
EVERGLADES DISTRICT
PAGE 1 OF 1



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



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

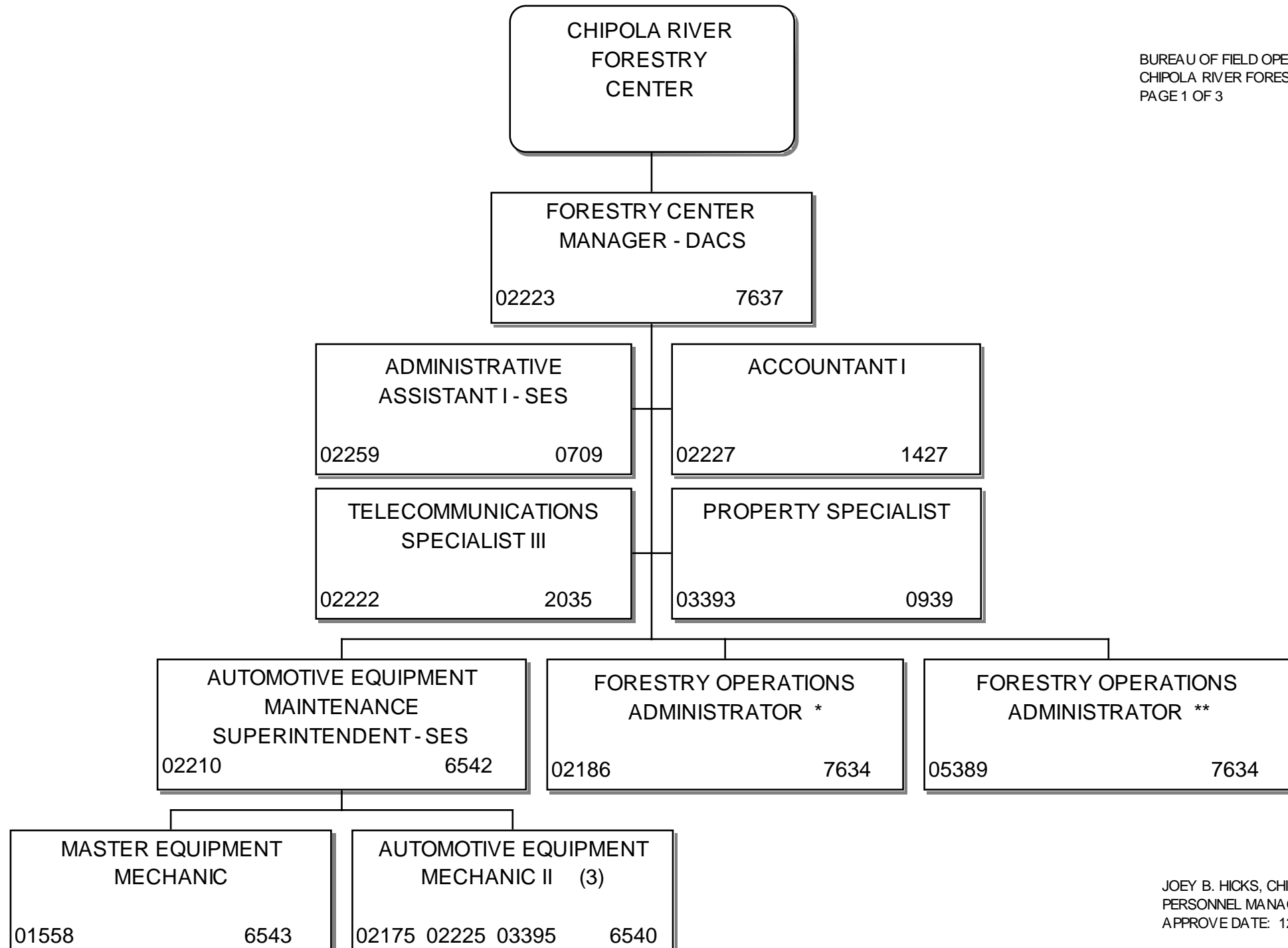


BUREAU OF FIELD OPERATIONS
OKEECHOBEE DISTRICT
PAGE 1 OF 1

JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 10/14/2011

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

BUREAU OF FIELD OPERATIONS
CHIPOLA RIVER FORESTRY CENTER
PAGE 1 OF 3

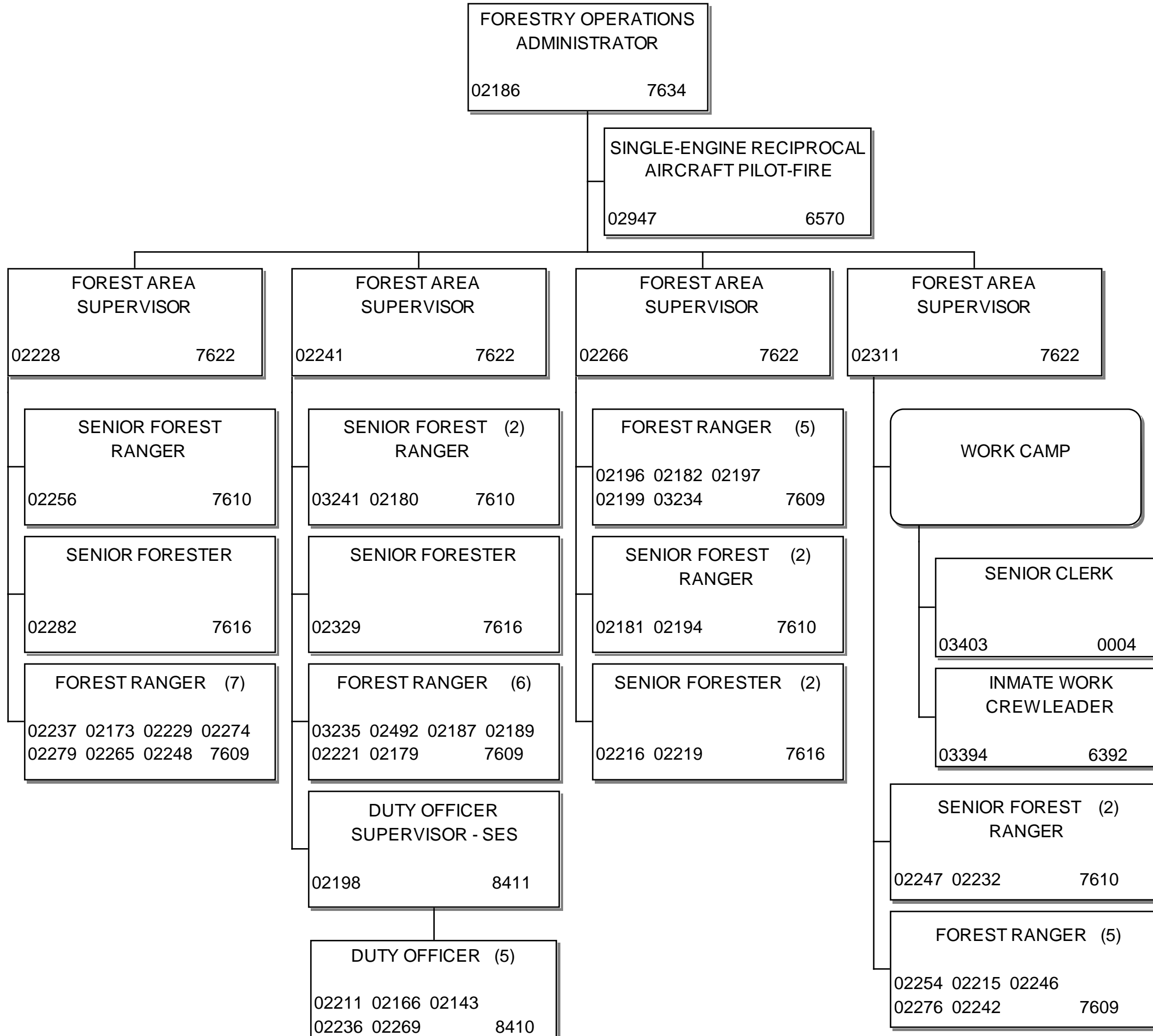


*SEE PAGE 2
**SEE PAGE 3

JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVE DATE: 12/23/2011

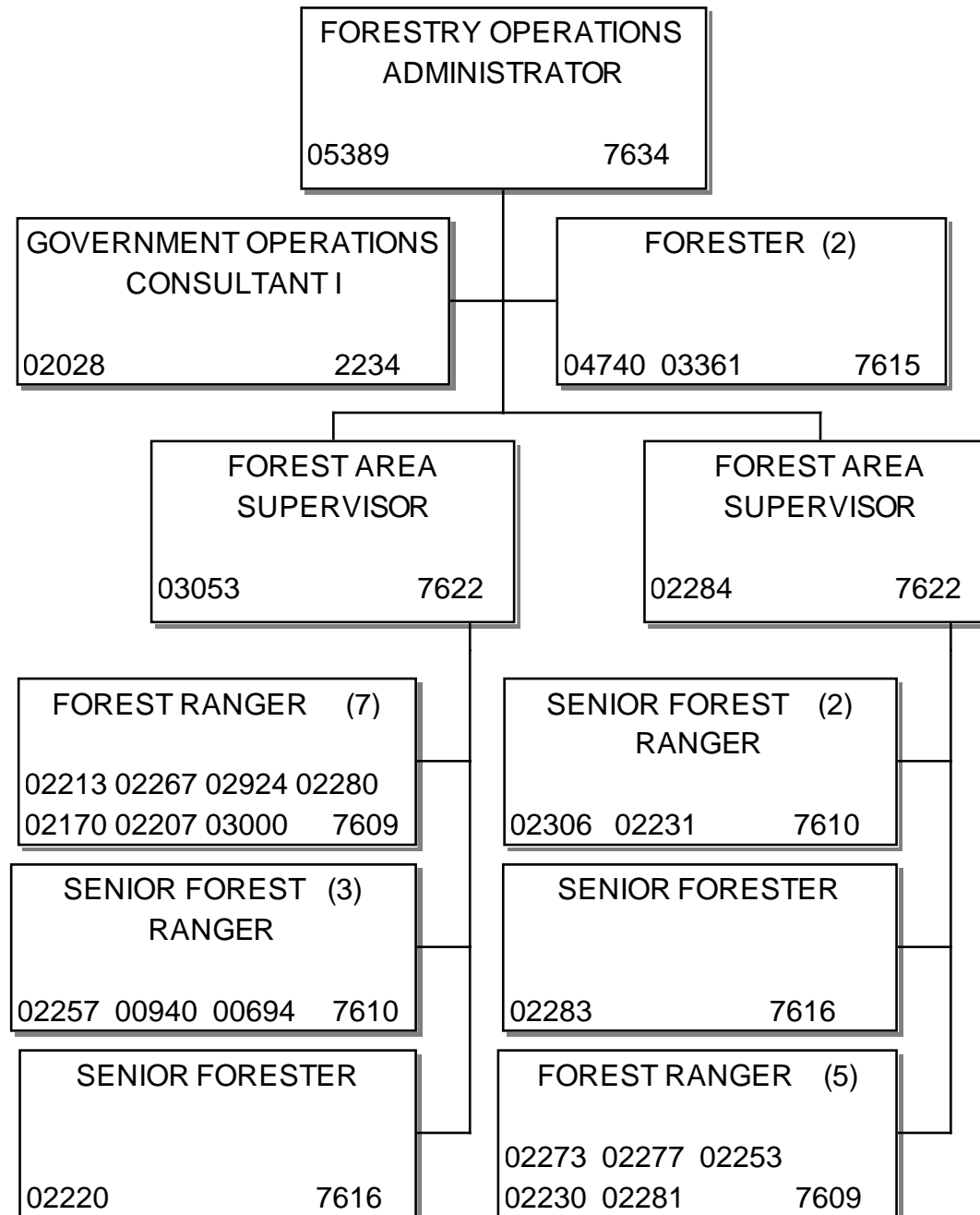
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
CHIPOLA RIVER FORESTRY CENTER
PAGE 2 OF 3



JOEY B. HICKS, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

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

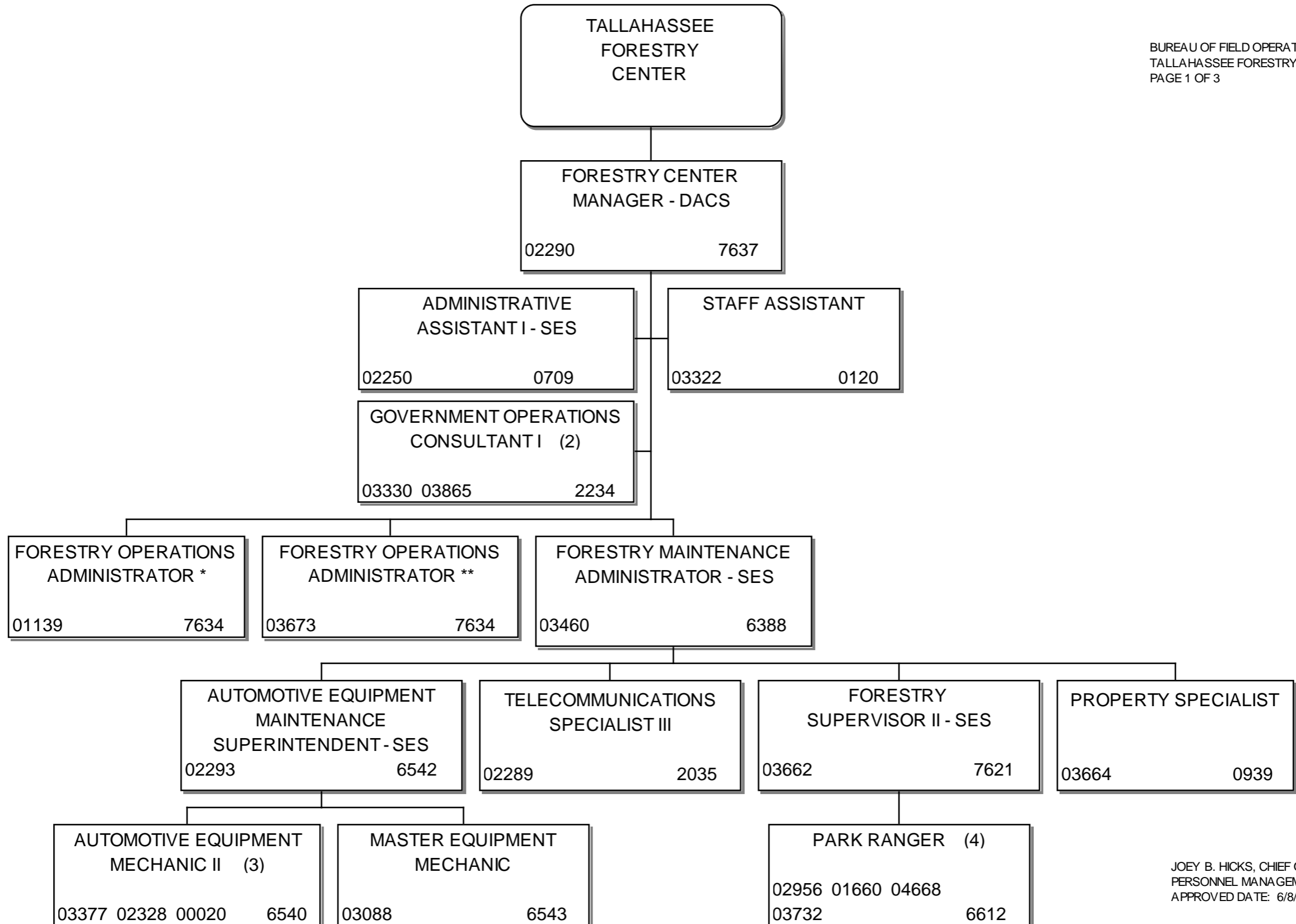


BUREAU OF FIELD OPERATIONS
CHIPOLA RIVER FORESTRY CENTER
PAGE 3 OF 3

JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 5/11/2012

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

BUREAU OF FIELD OPERATIONS
TALLAHASSEE FORESTRY CENTER
PAGE 1 OF 3

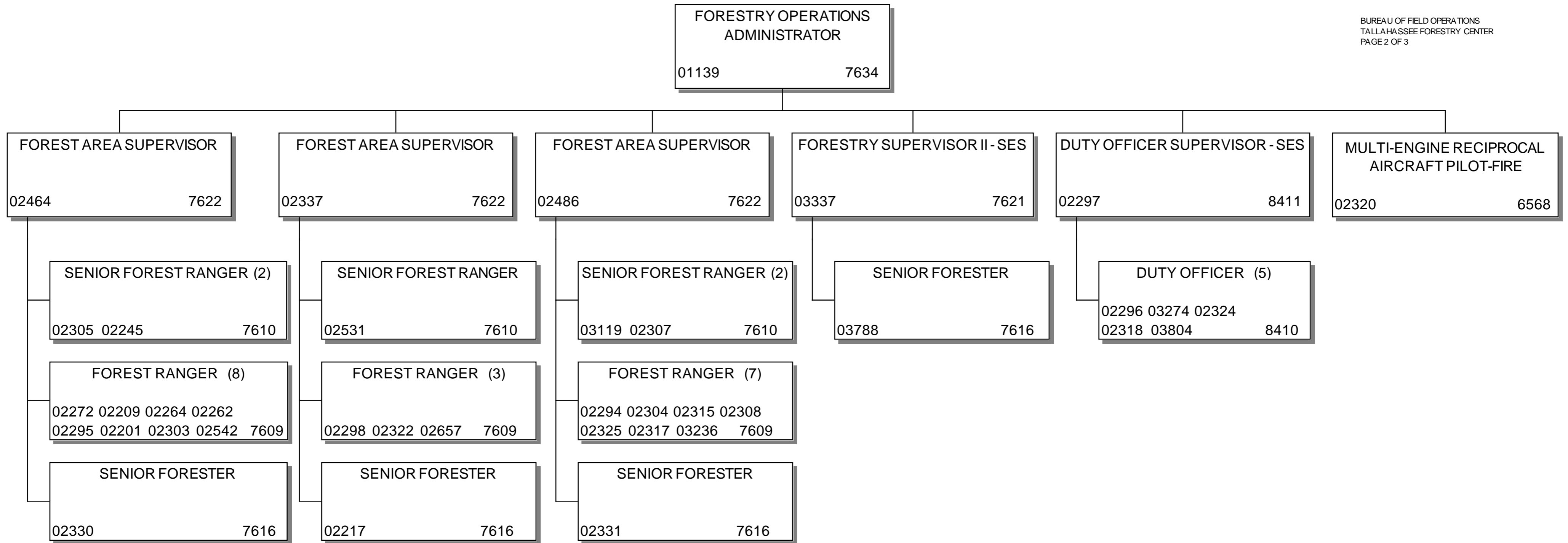


*SEE PAGE 2
**SEE PAGE 3

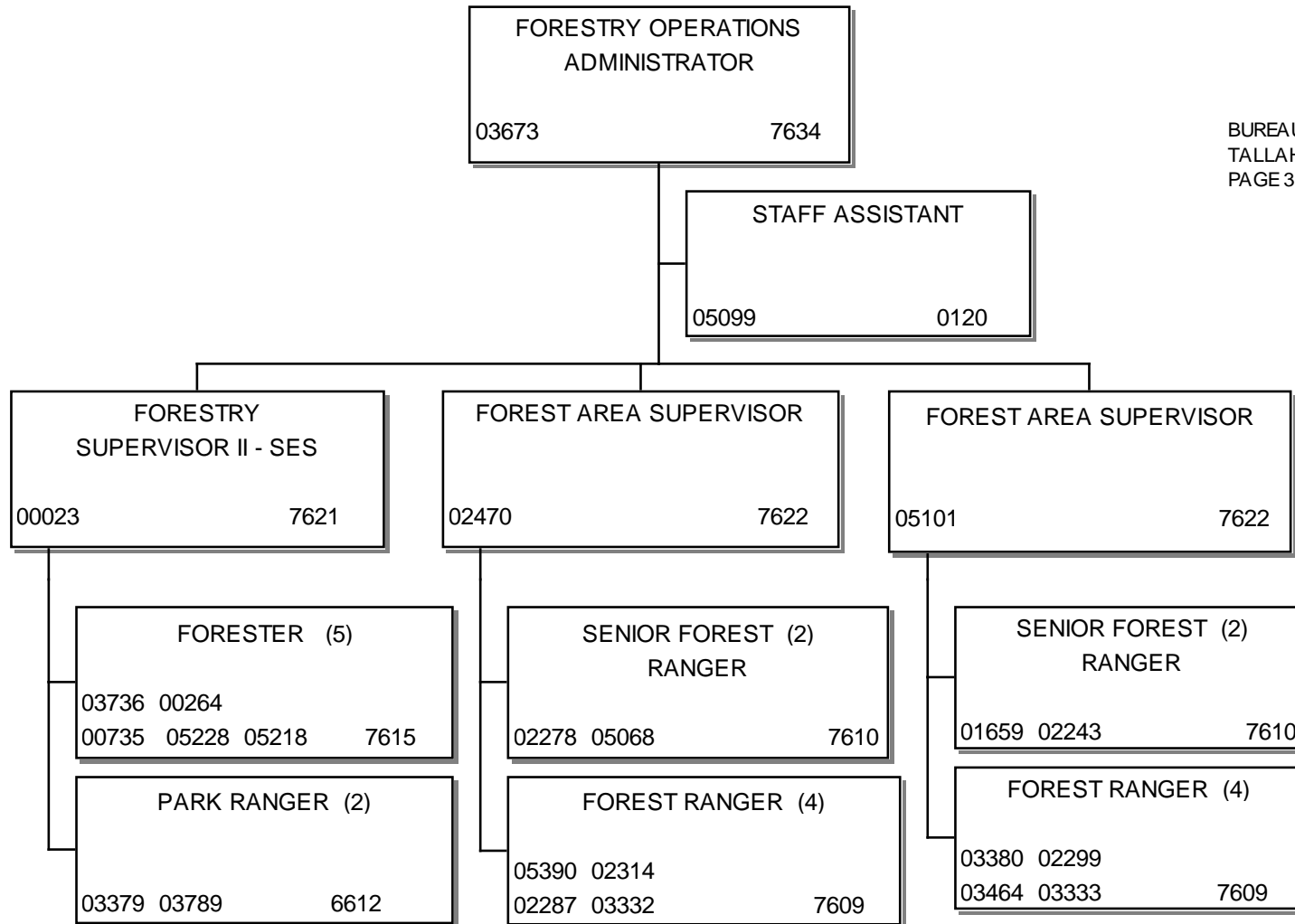
JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/8/2012

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

BUREAU OF FIELD OPERATIONS
TALLAHASSEE FORESTRY CENTER
PAGE 2 OF 3



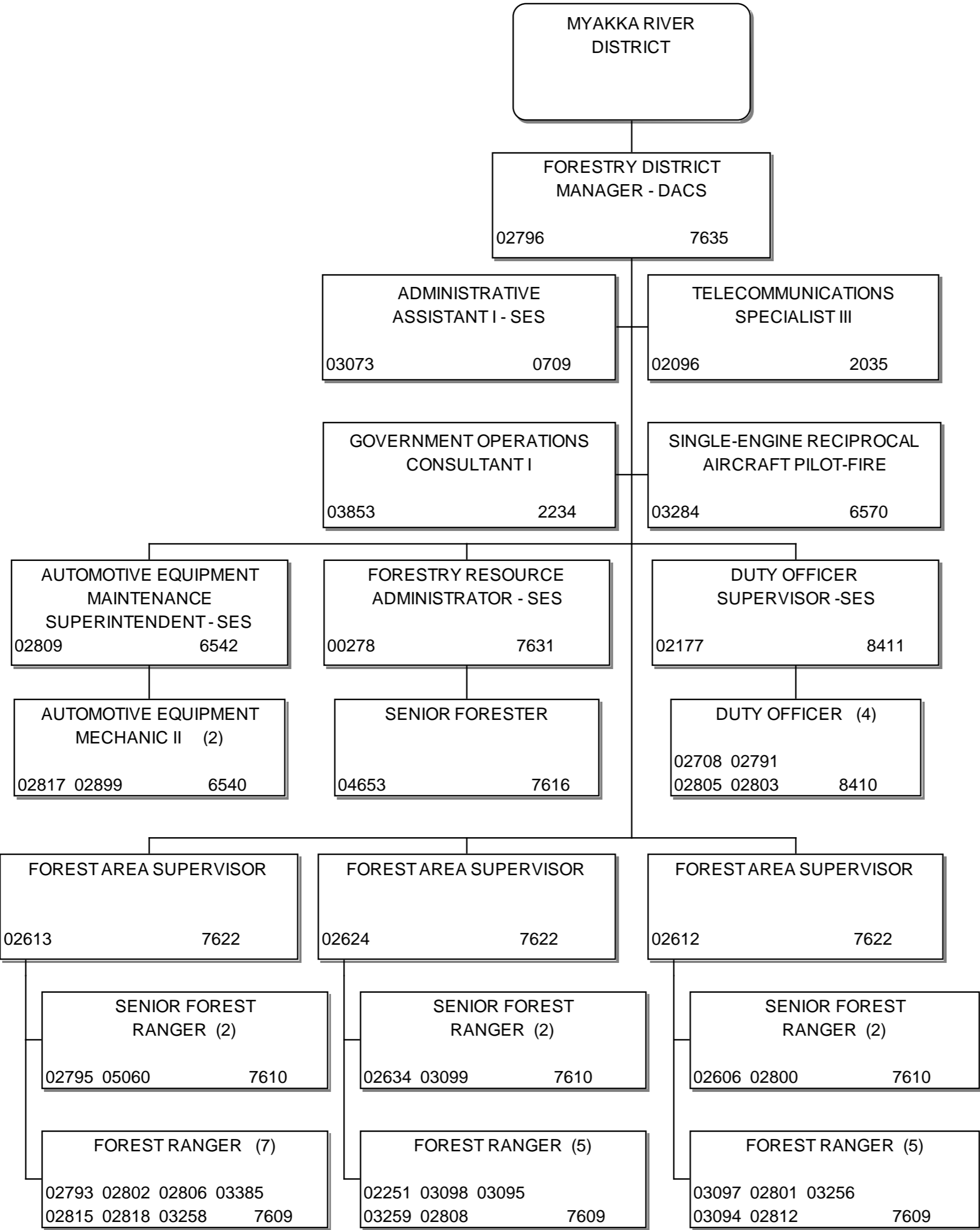
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**



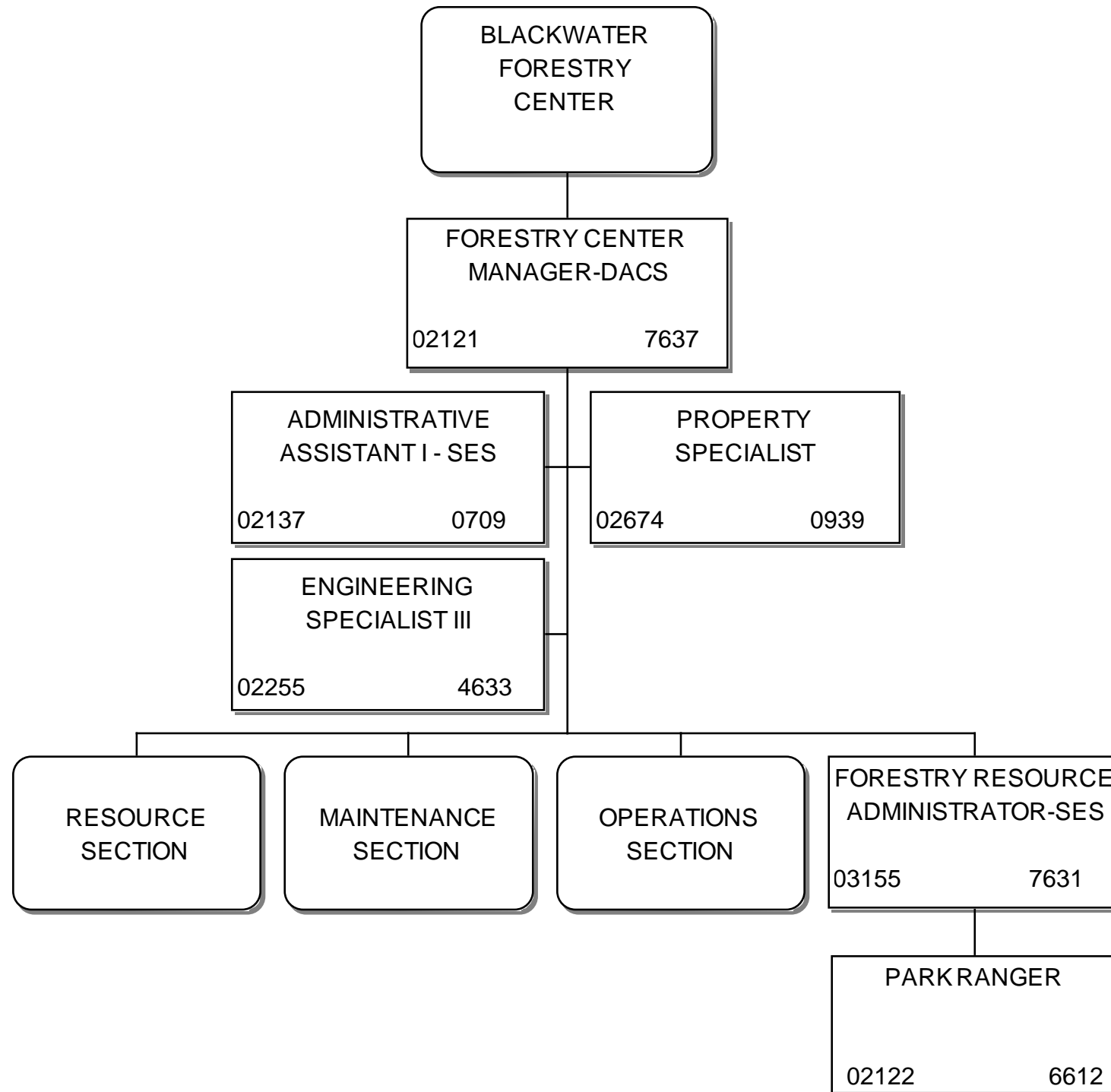
BUREAU OF FIELD OPERATIONS
TALLAHASSEE FORESTRY CENTER
PAGE 3 OF 3

JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/8/2012

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



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

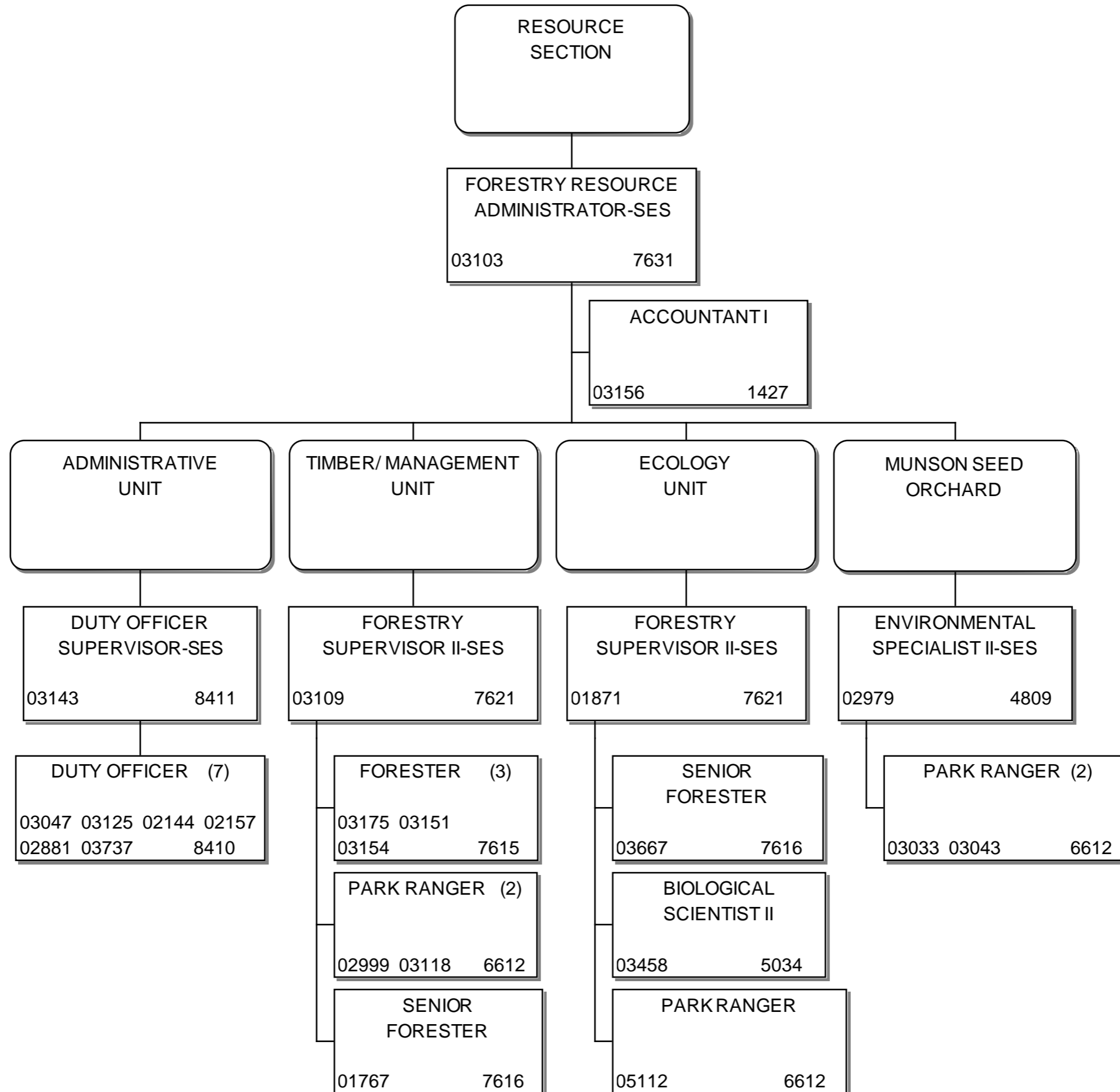


BUREAU OF FIELD OPERATIONS
BLACKWATER FORESTRY CENTER
PAGE 1 OF 4

JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/8/2012

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

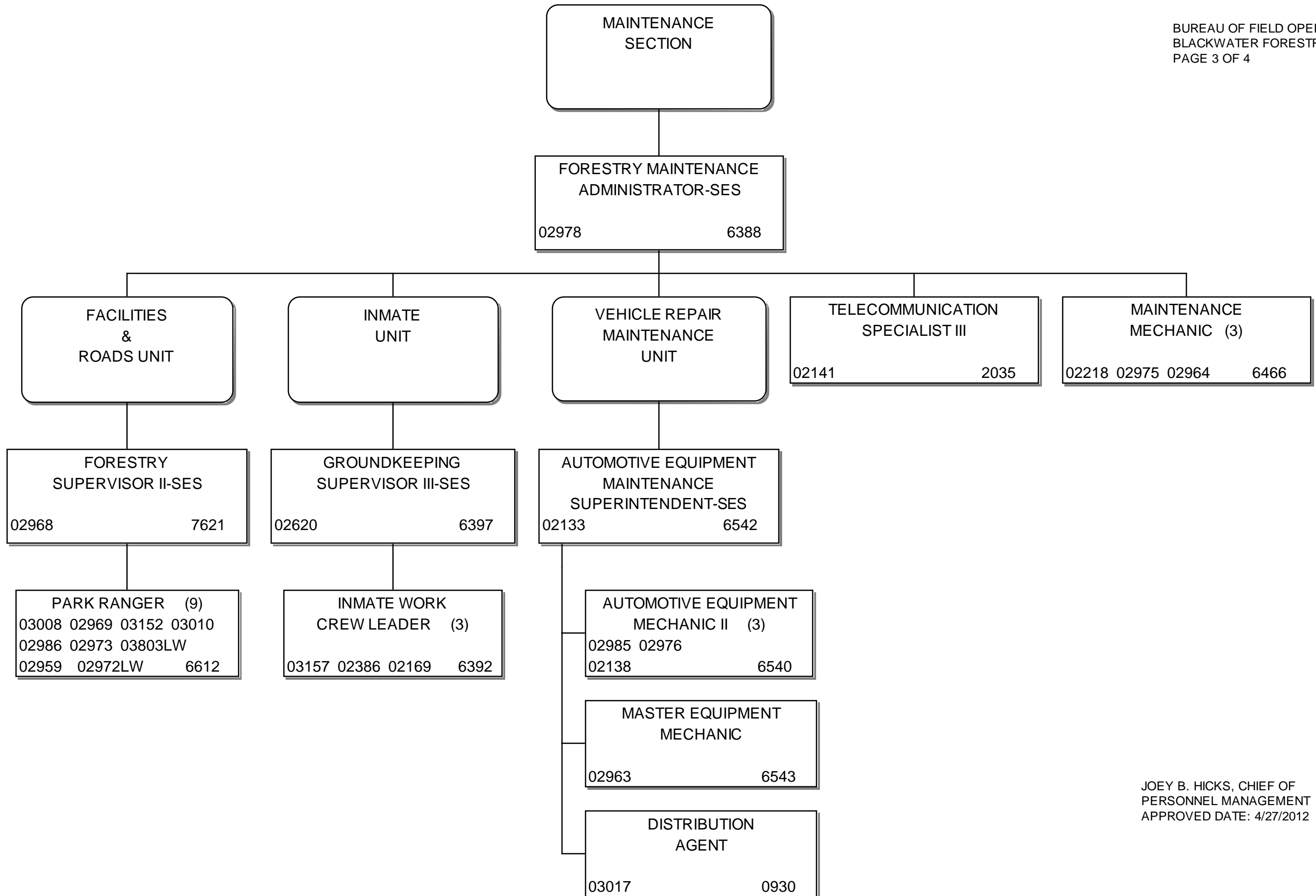
BUREAU OF FIELD OPERATIONS
BLACKWATER FORESTRY CENTER
PAGE 2 OF 4



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/22/2012

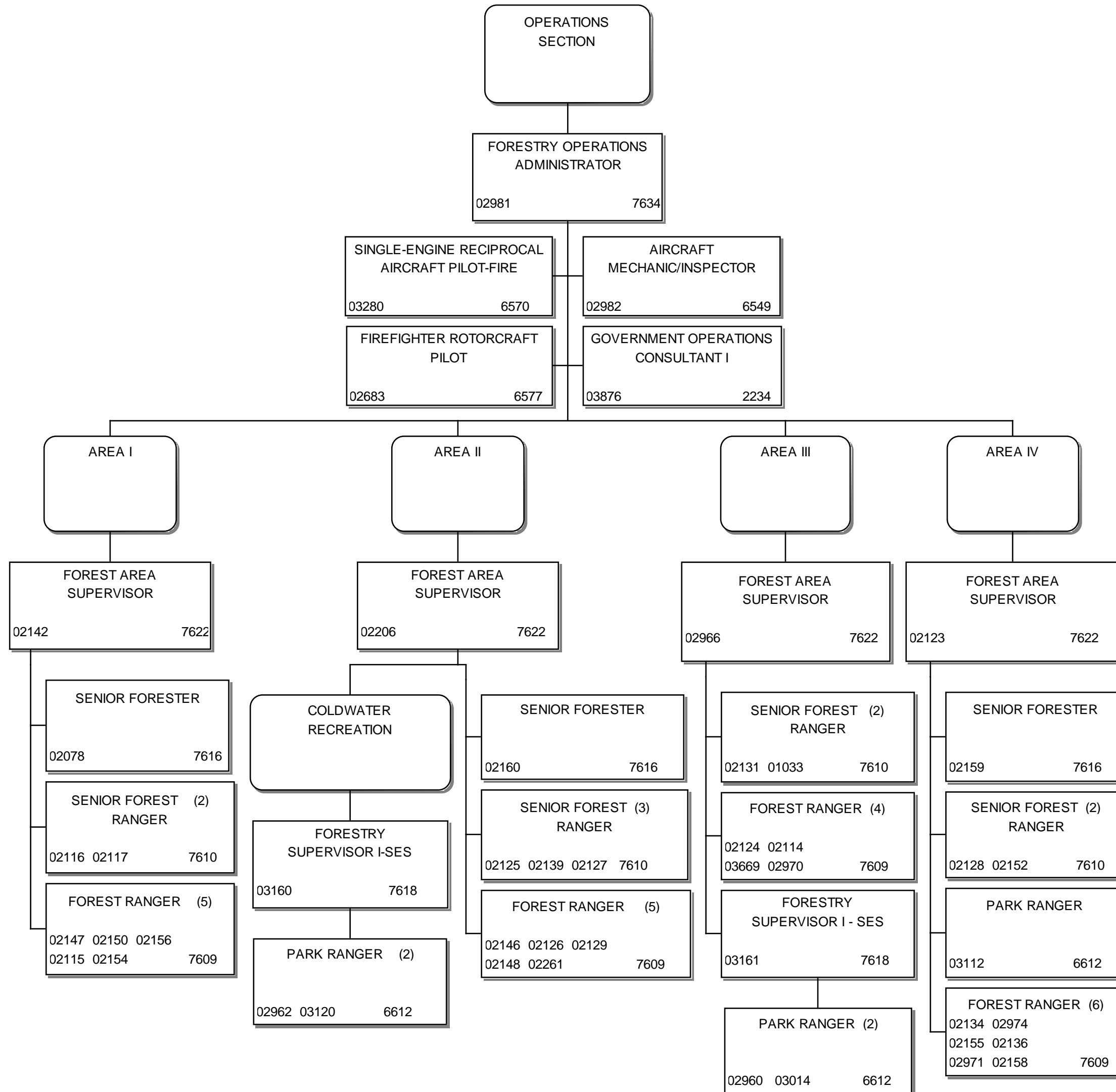
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
BLACKWATER FORESTRY CENTER
PAGE 3 OF 4

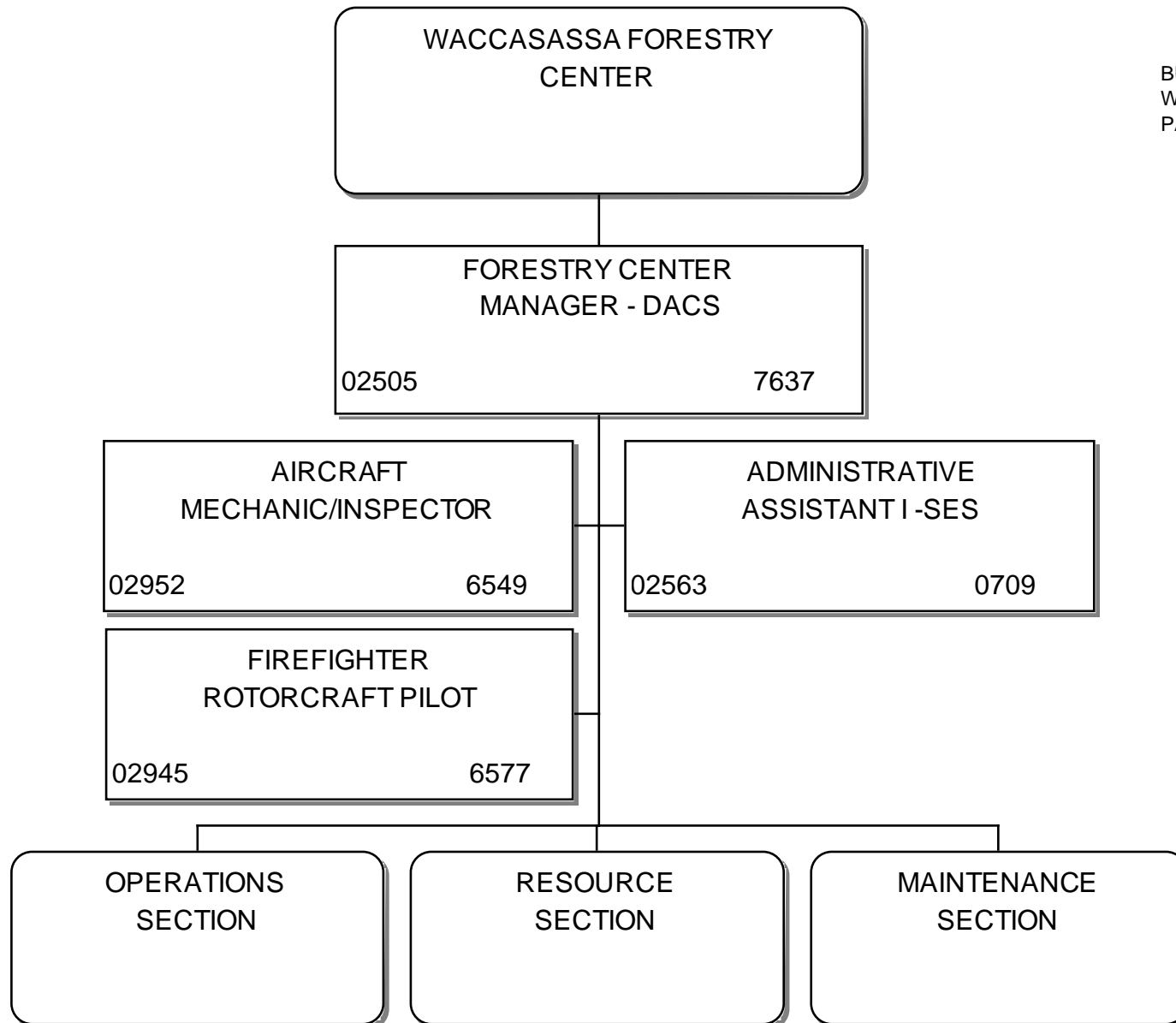


JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 4/27/2012

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



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

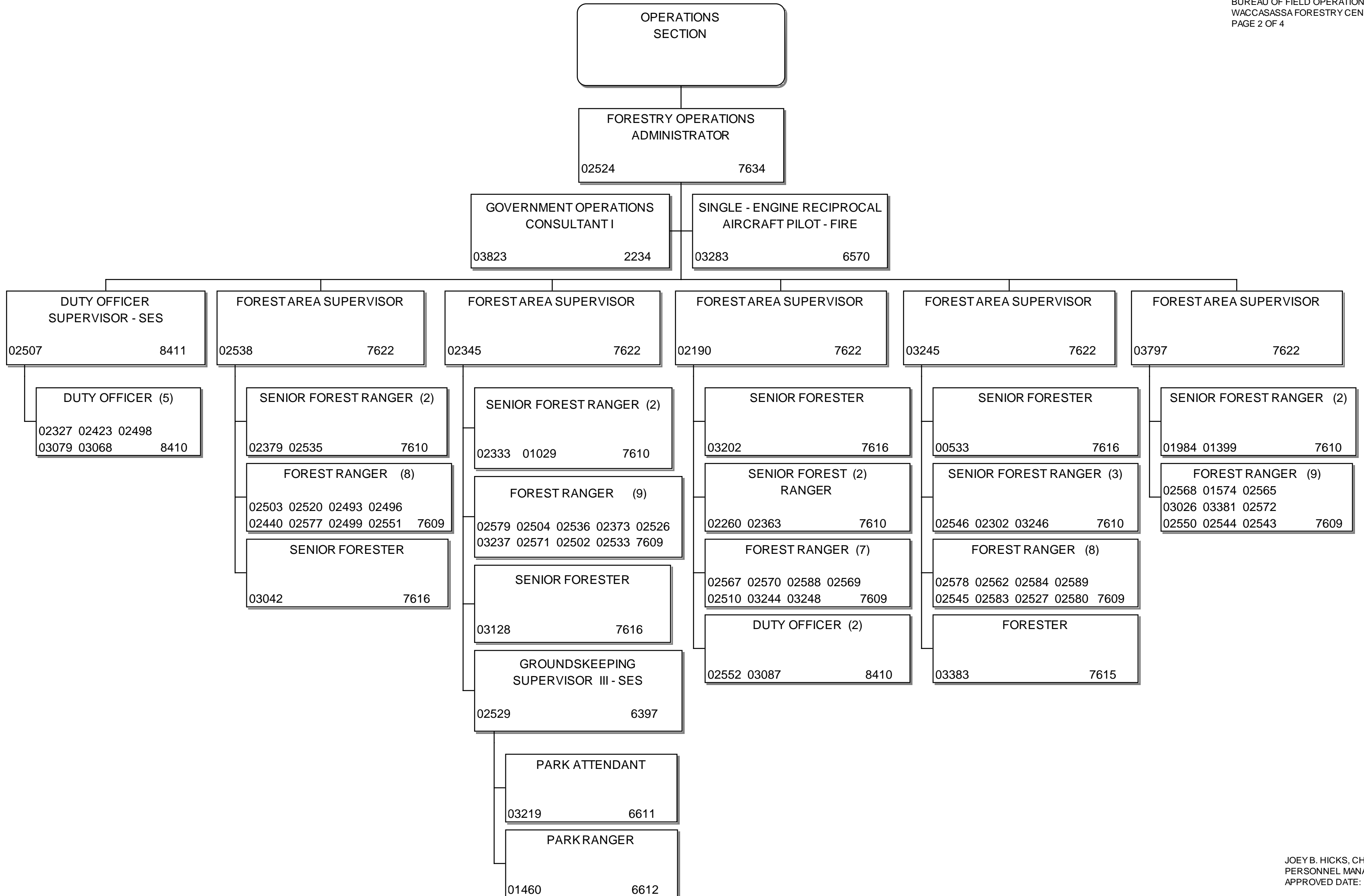


BUREAU OF FIELD OPERATIONS
WACCASASSA FORESTRY CENTER
PAGE 1 OF 4

JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

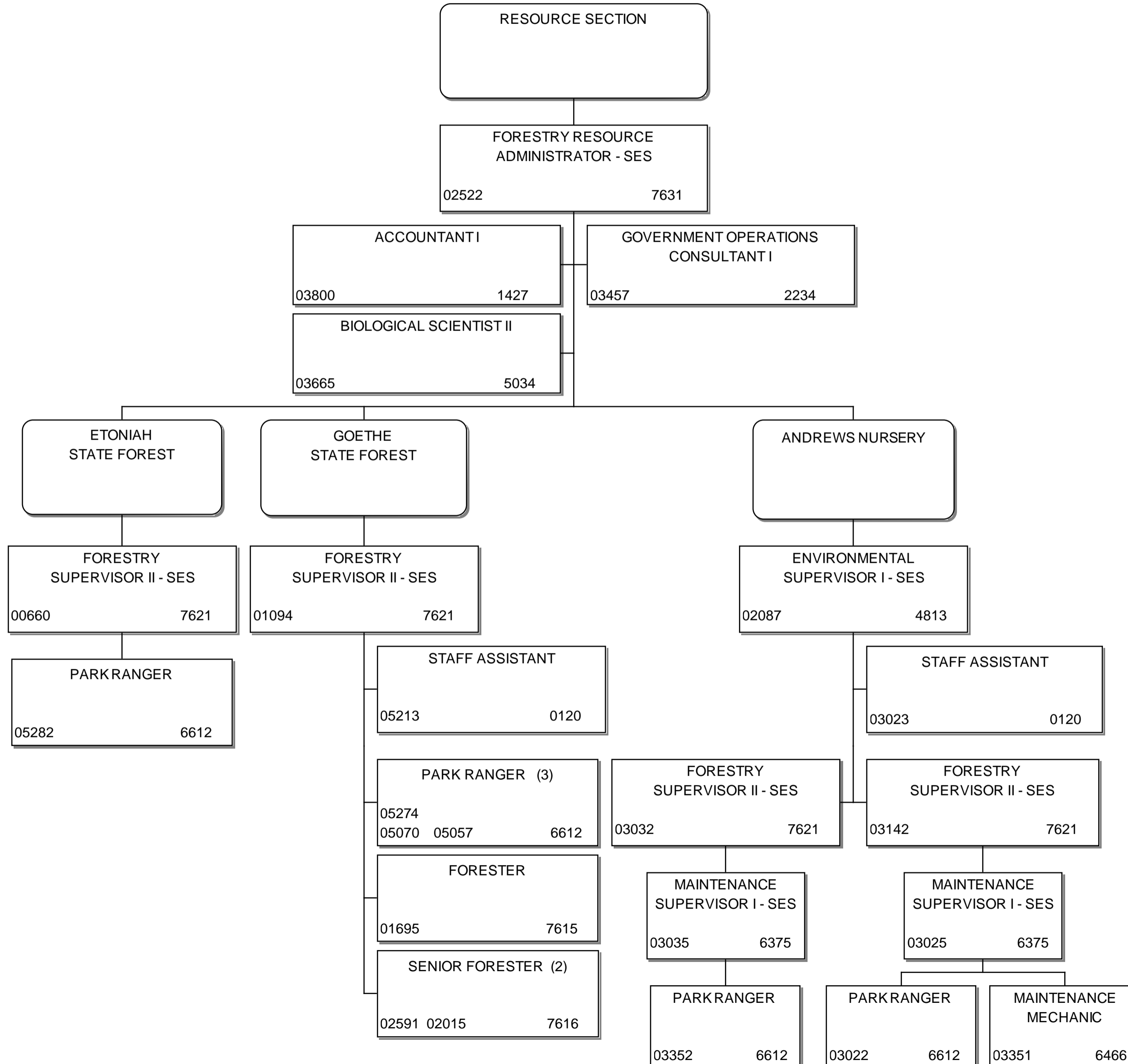
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
WACCASASSA FORESTRY CENTER
PAGE 2 OF 4



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

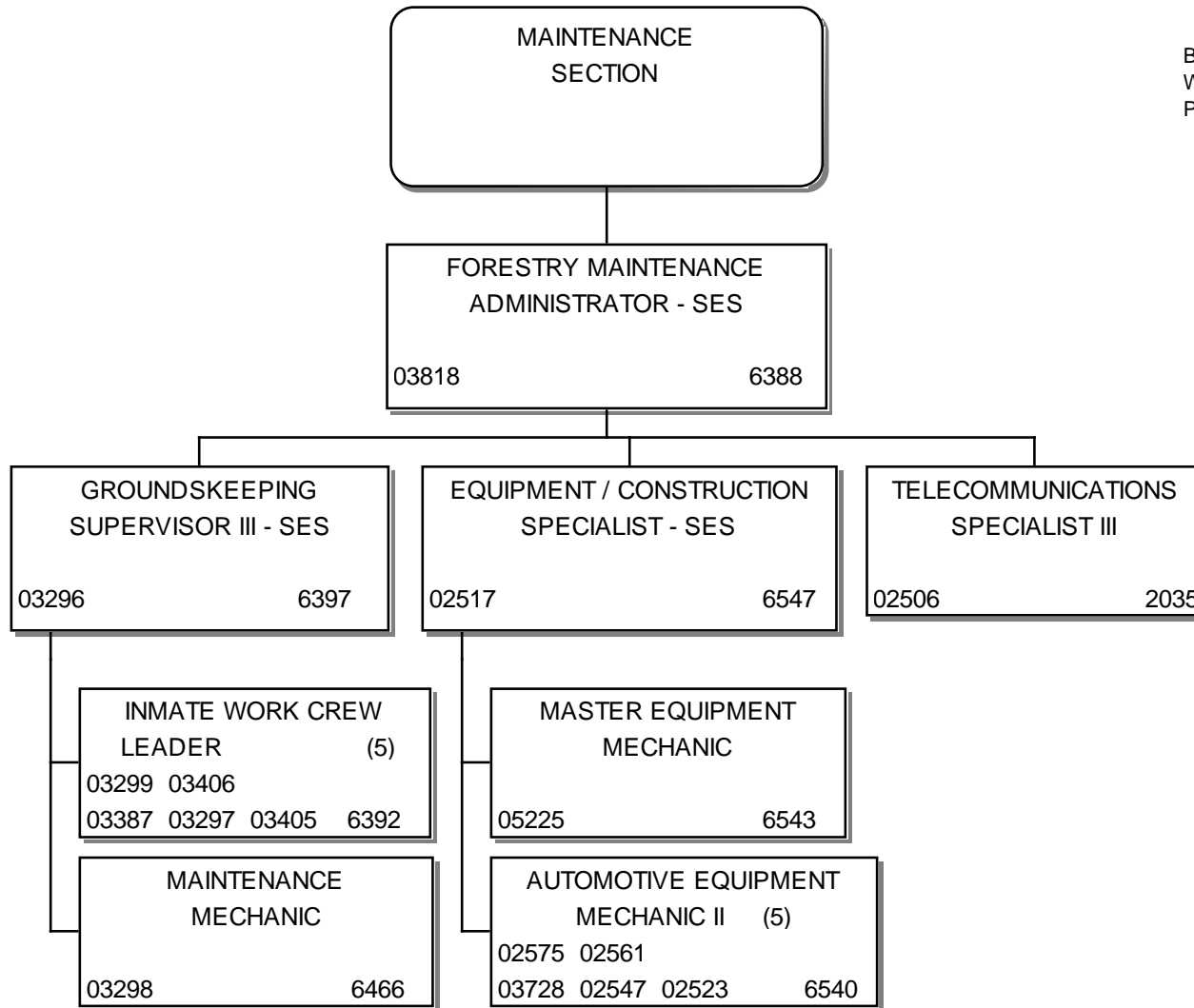
BUREAU OF FIELD OPERATIONS
WACCASASSA FORESTRY CENTER
PAGE 3 OF 4



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

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

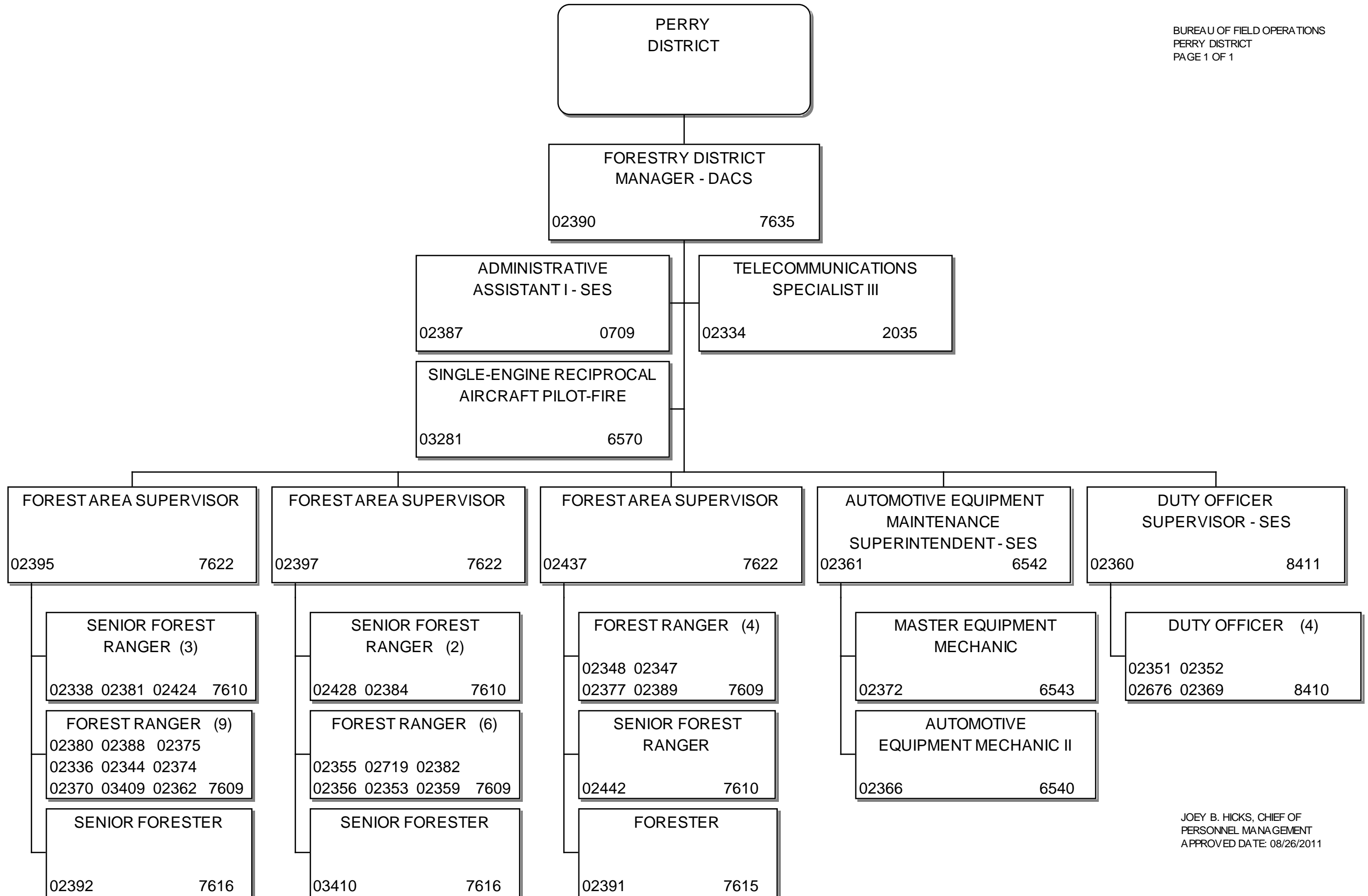
BUREAU OF FIELD OPERATIONS
WACCASSA FORESTRY CENTER
PAGE 4 OF 4



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 10/28/2011

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

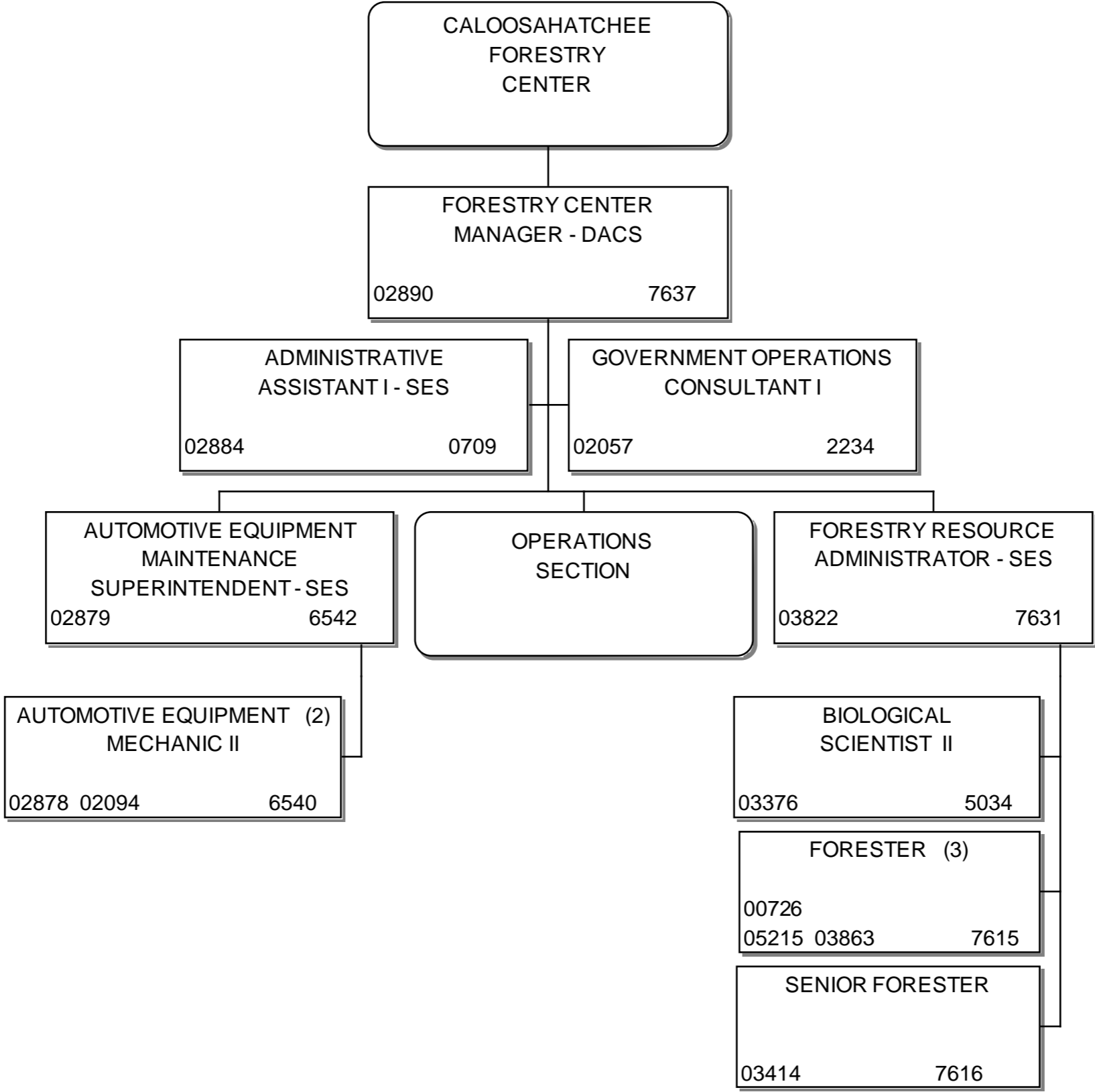
BUREAU OF FIELD OPERATIONS
PERRY DISTRICT
PAGE 1 OF 1



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 08/26/2011

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

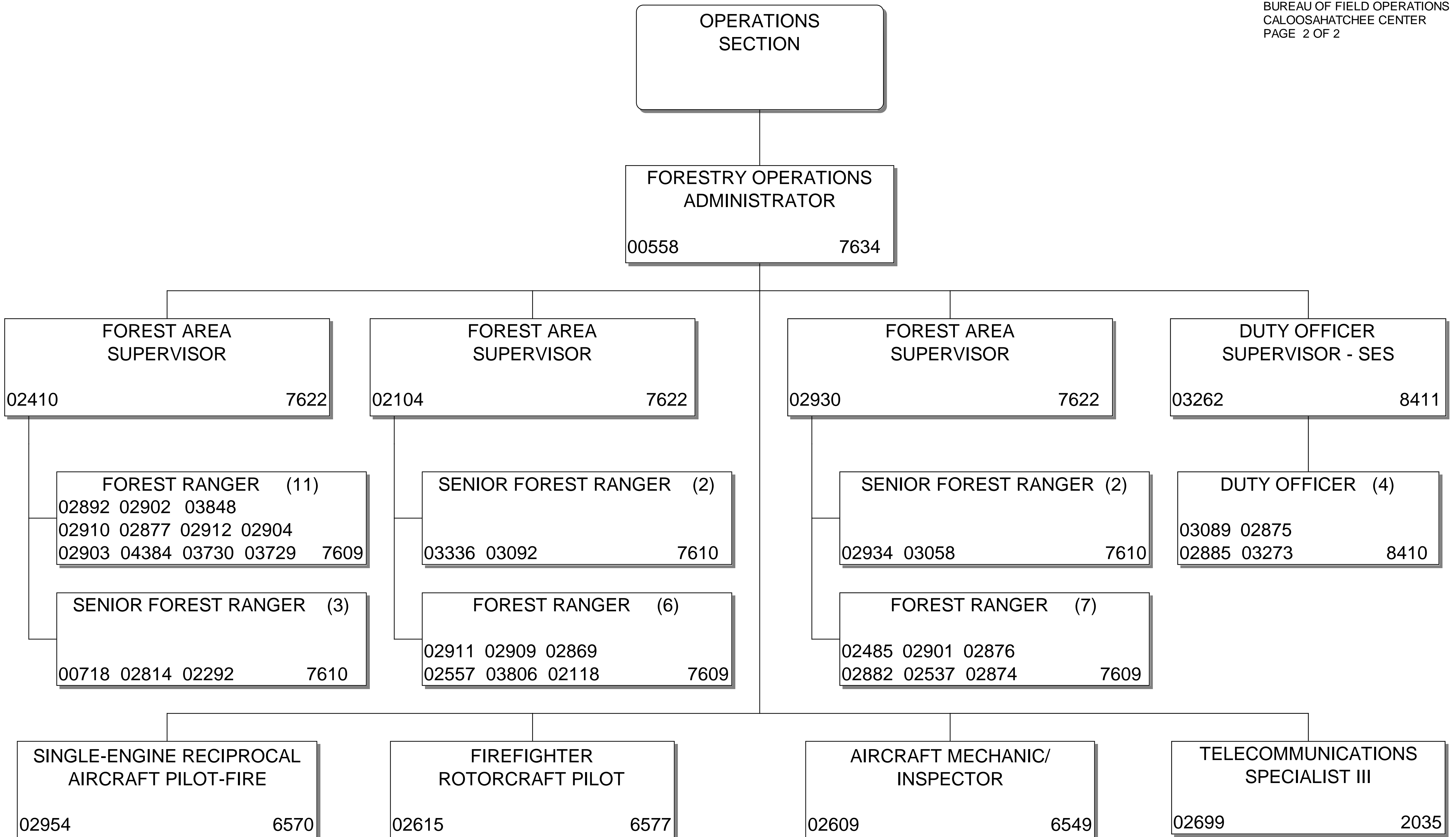
BUREAU OF FIELD OPERATIONS
CALOOSAHATCHEE CENTER
PAGE 1 OF 2



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 4/27/2012

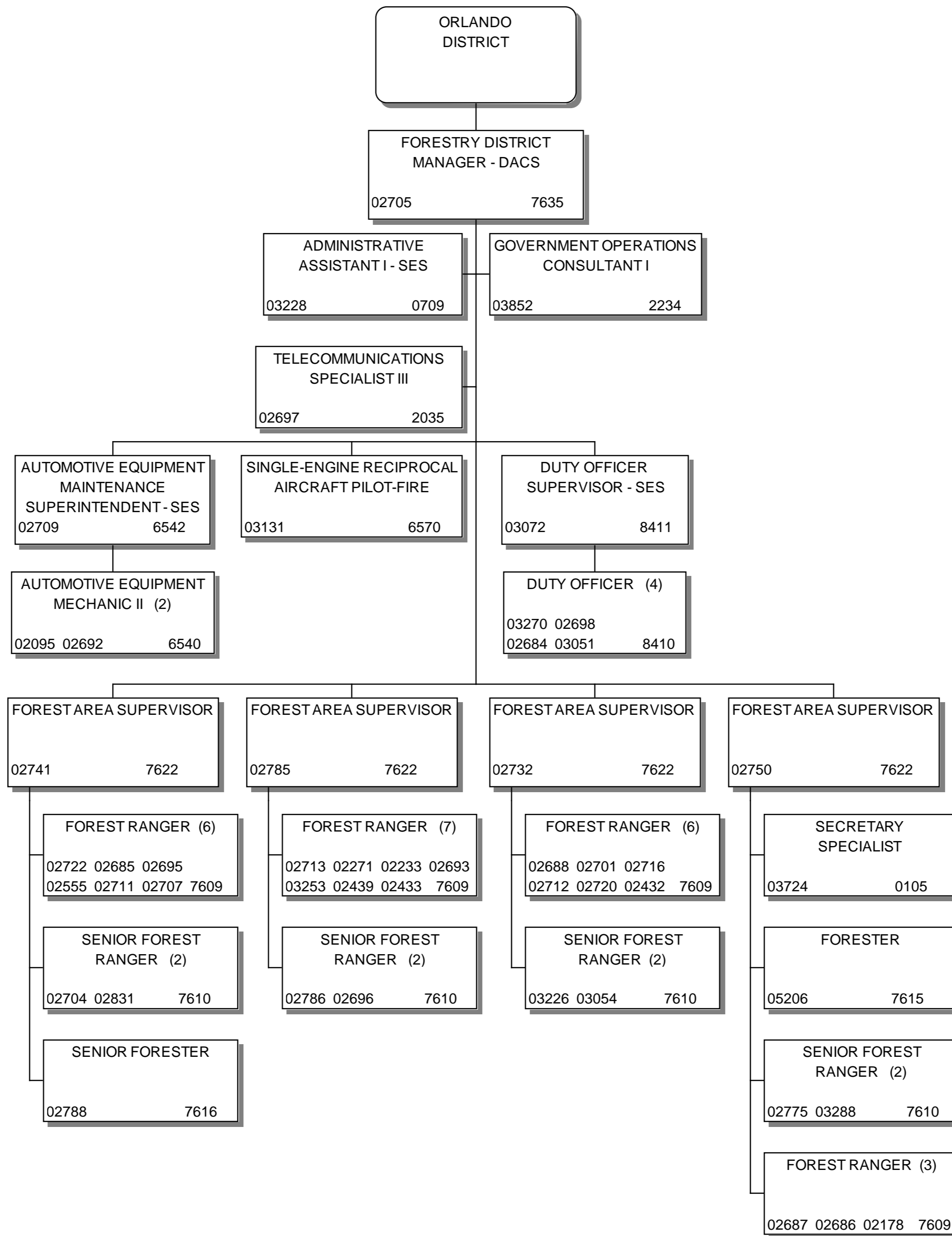
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
CALOOSAHATCHEE CENTER
PAGE 2 OF 2

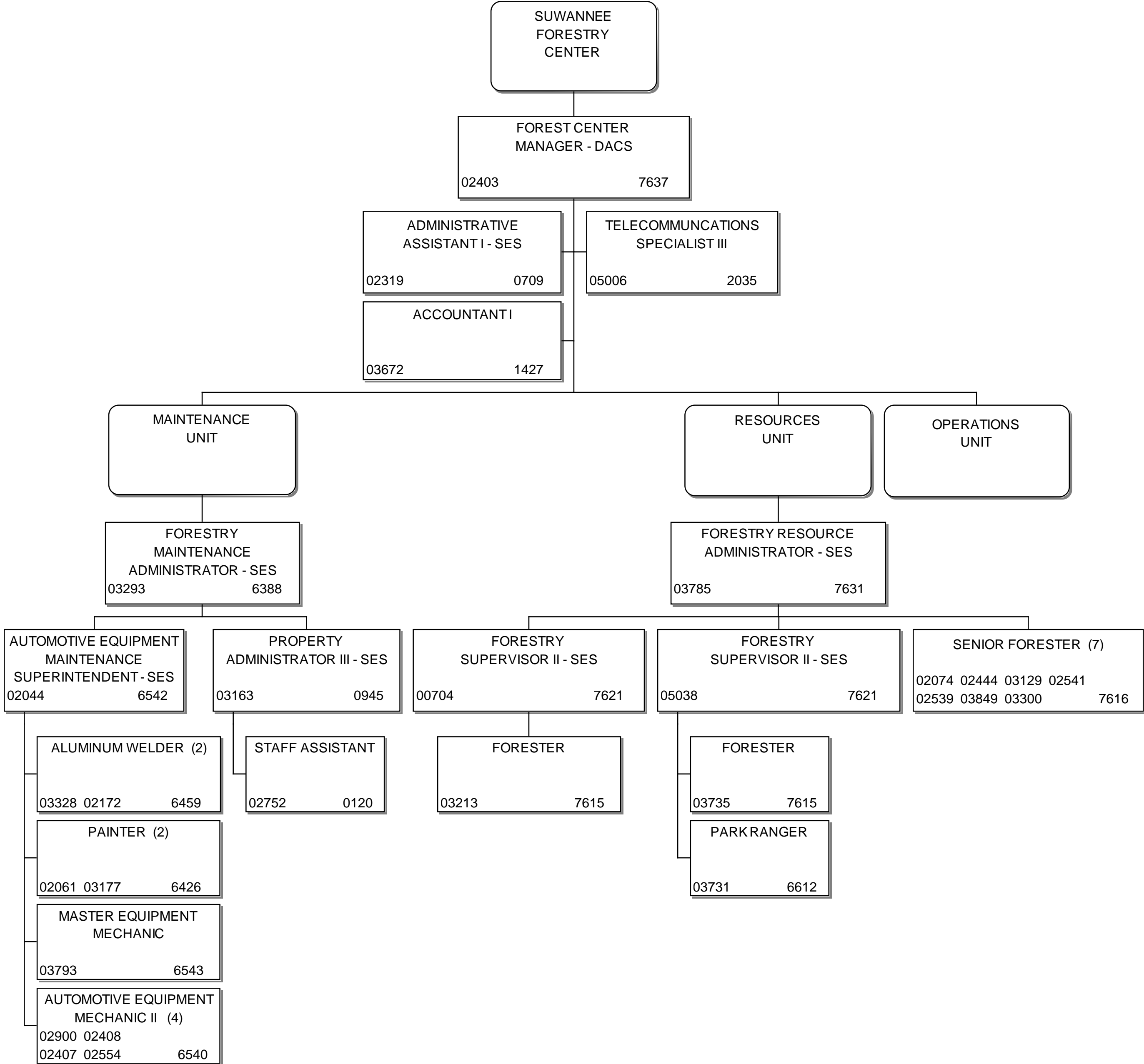


JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 4/27/2012

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

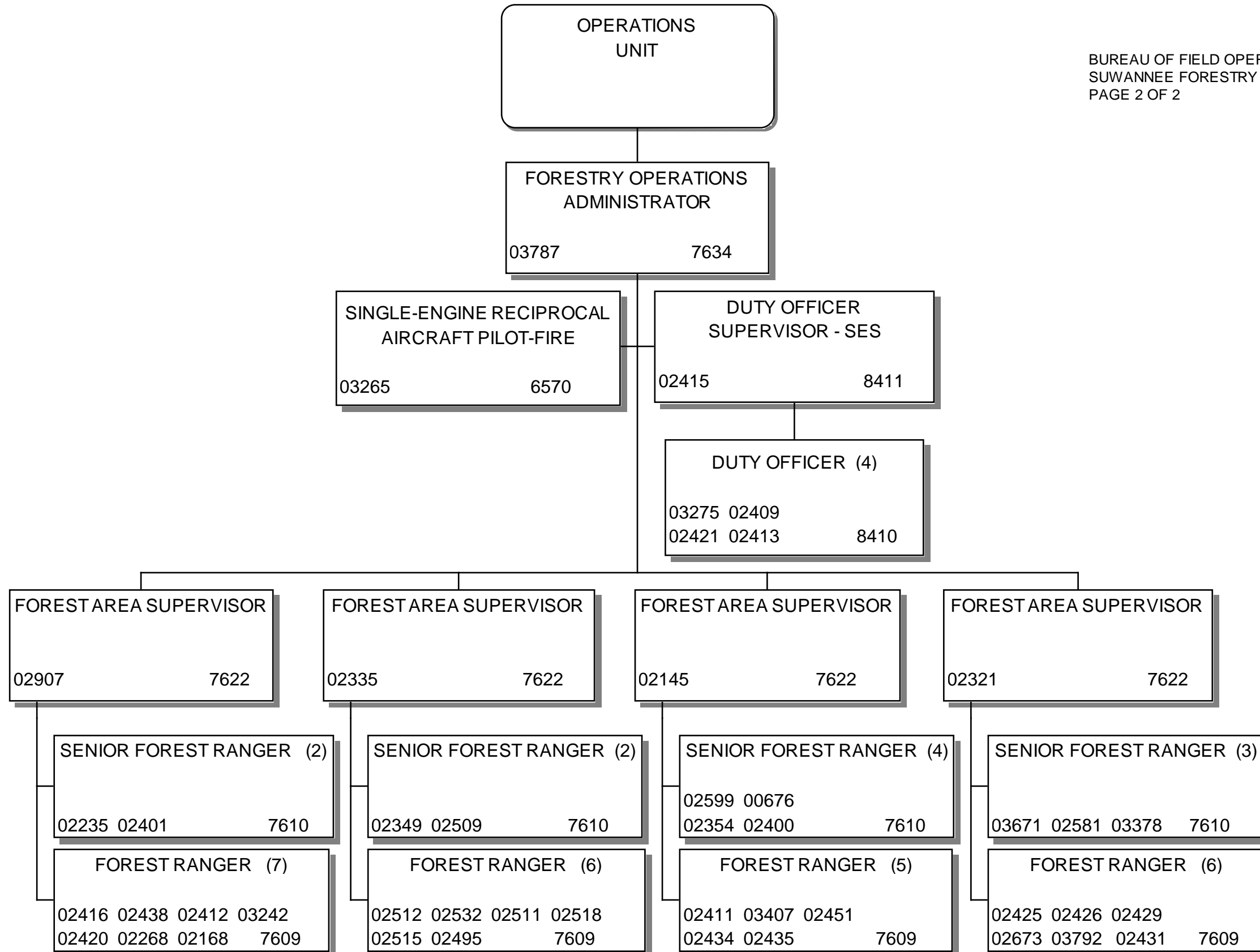


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**



DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES FLORIDA FOREST SERVICE

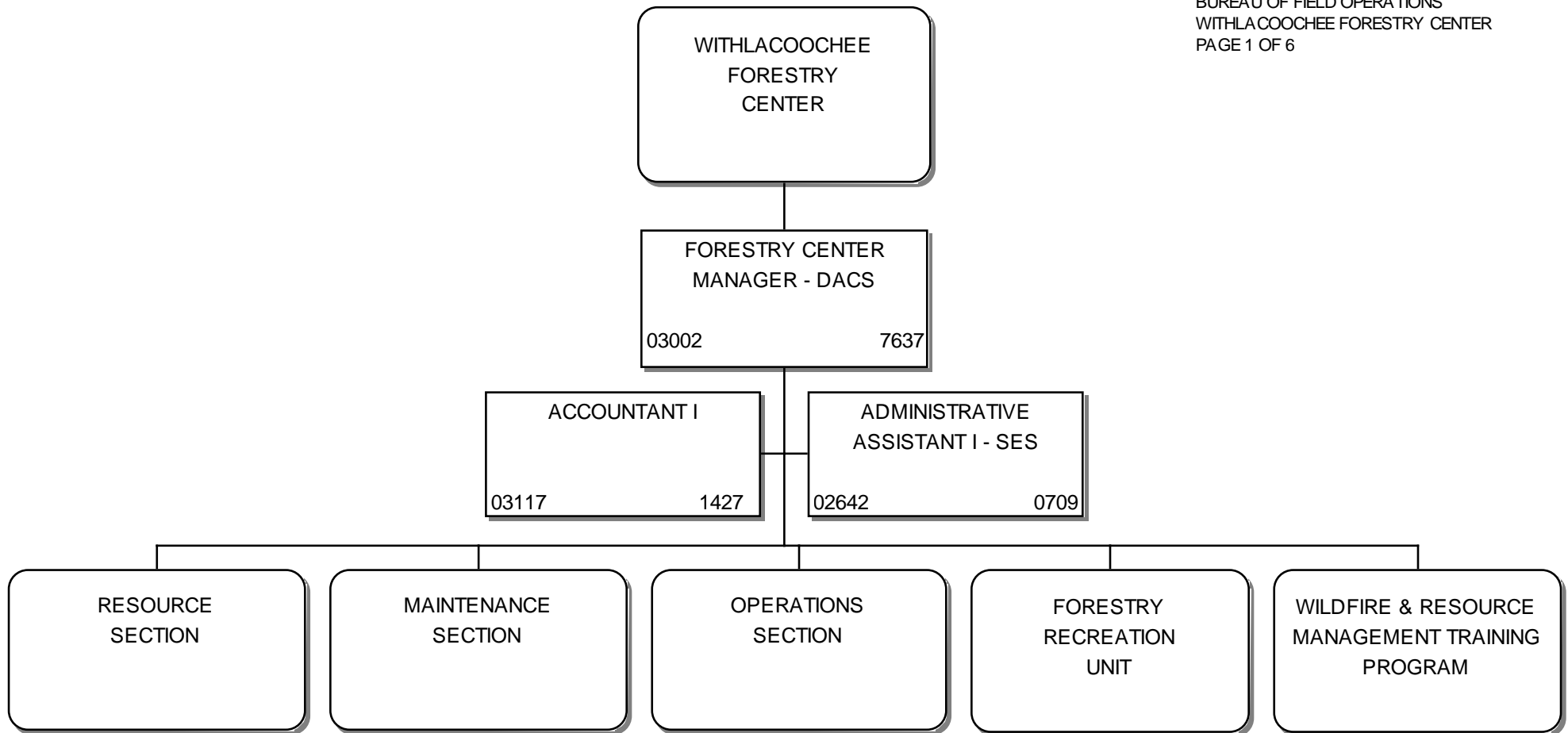
BUREAU OF FIELD OPERATIONS
SUWANNEE FORESTRY CENTER
PAGE 2 OF 2



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/8/2012

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

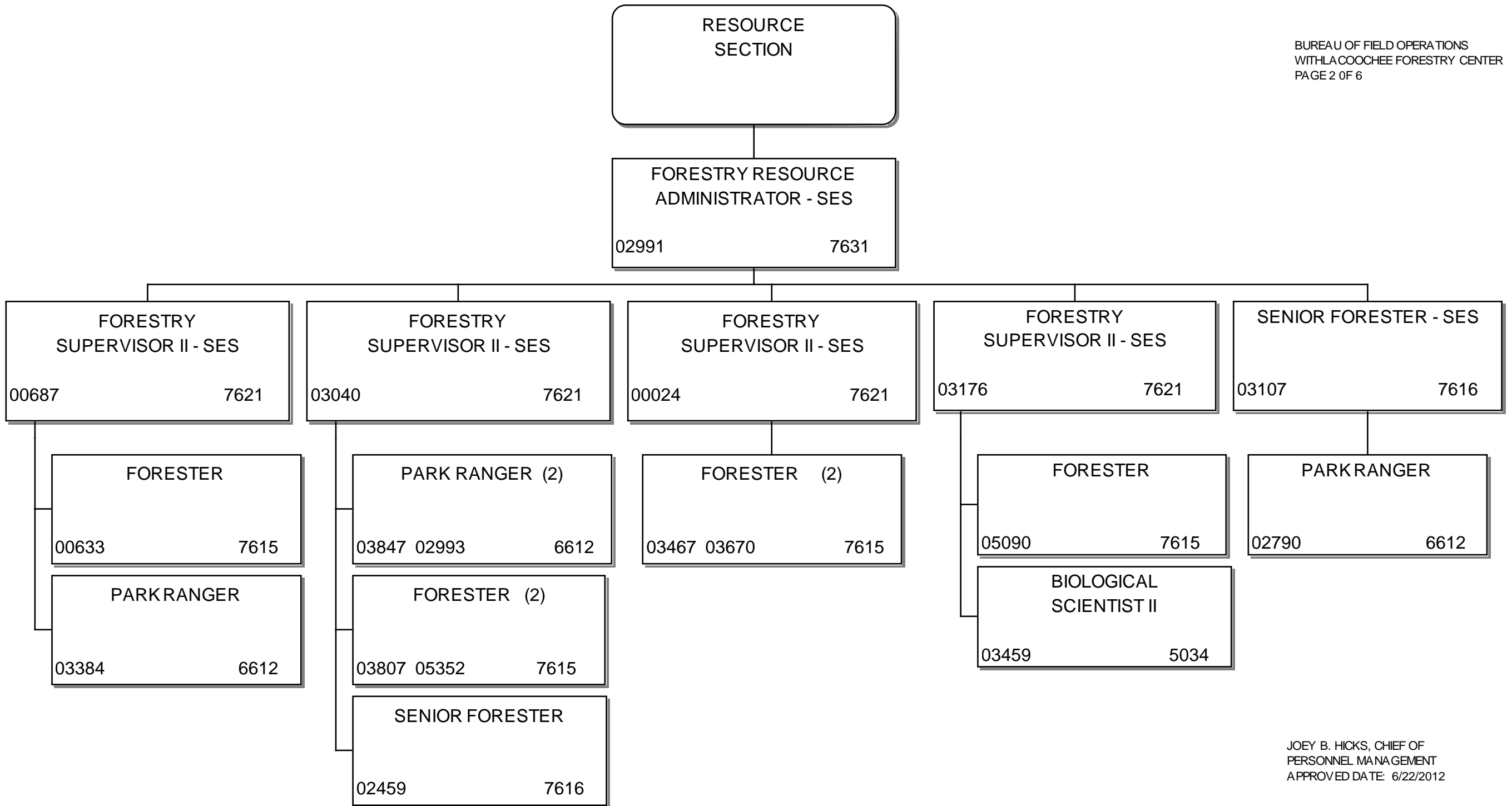
BUREAU OF FIELD OPERATIONS
WITHLACOOCHEE FORESTRY CENTER
PAGE 1 OF 6



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/22/2012

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

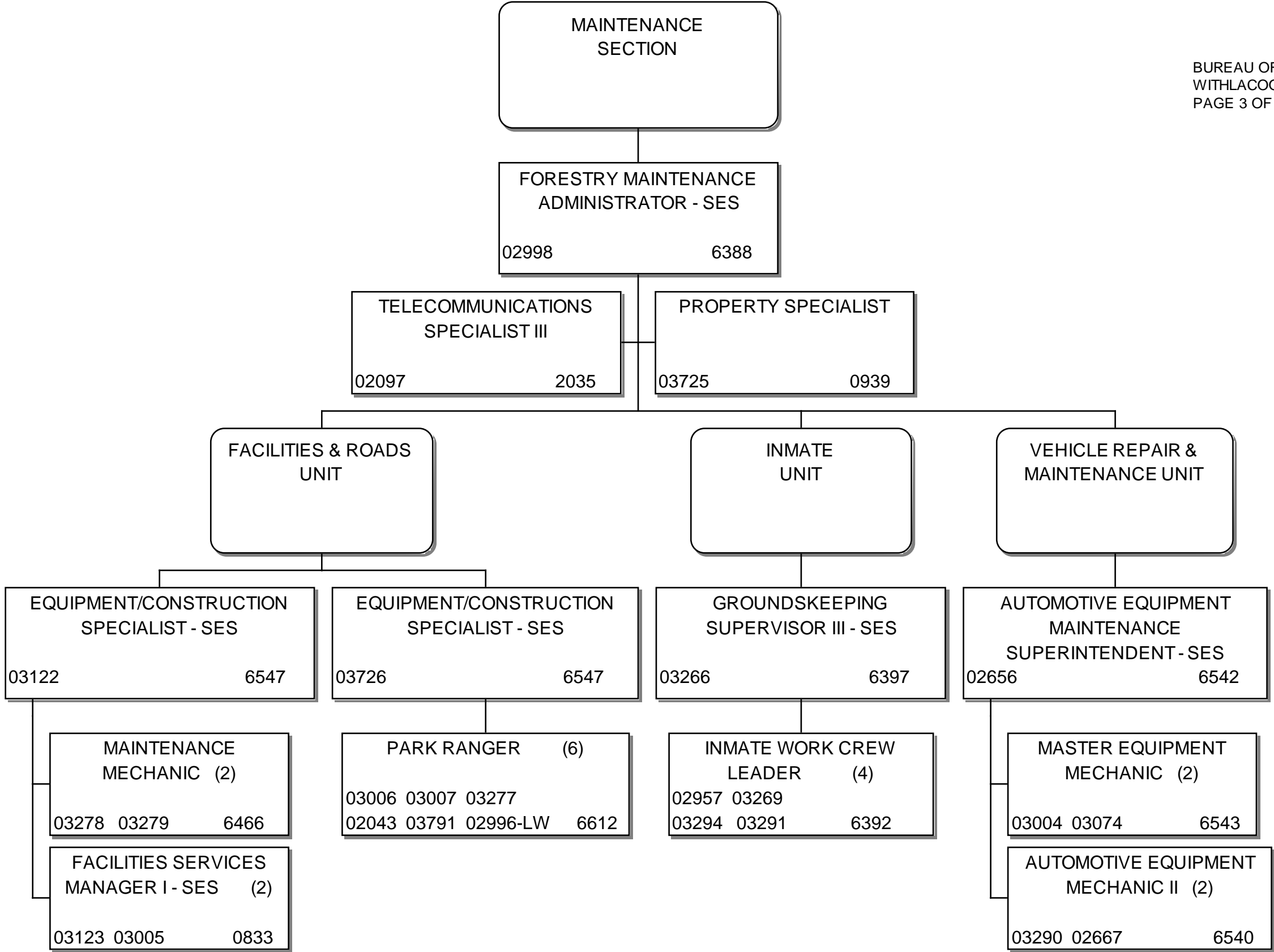
BUREAU OF FIELD OPERATIONS
WITHLACOCHEE FORESTRY CENTER
PAGE 2 OF 6



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/22/2012

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

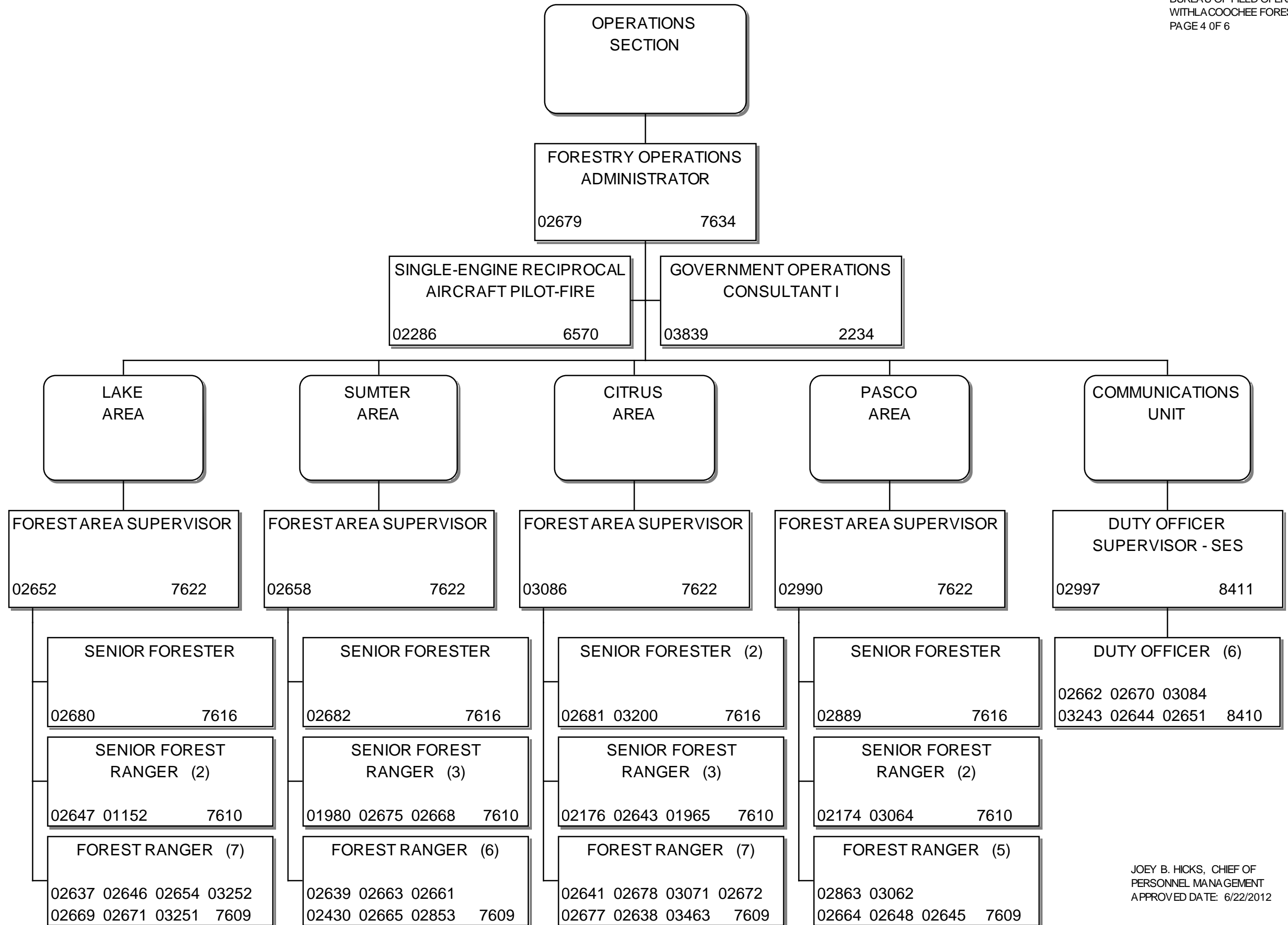
BUREAU OF FIELD OPERATIONS
WITHLACOOCHEE FORESTRY CENTER
PAGE 3 OF 6



JOEY B. HICKS, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 6/22/2012

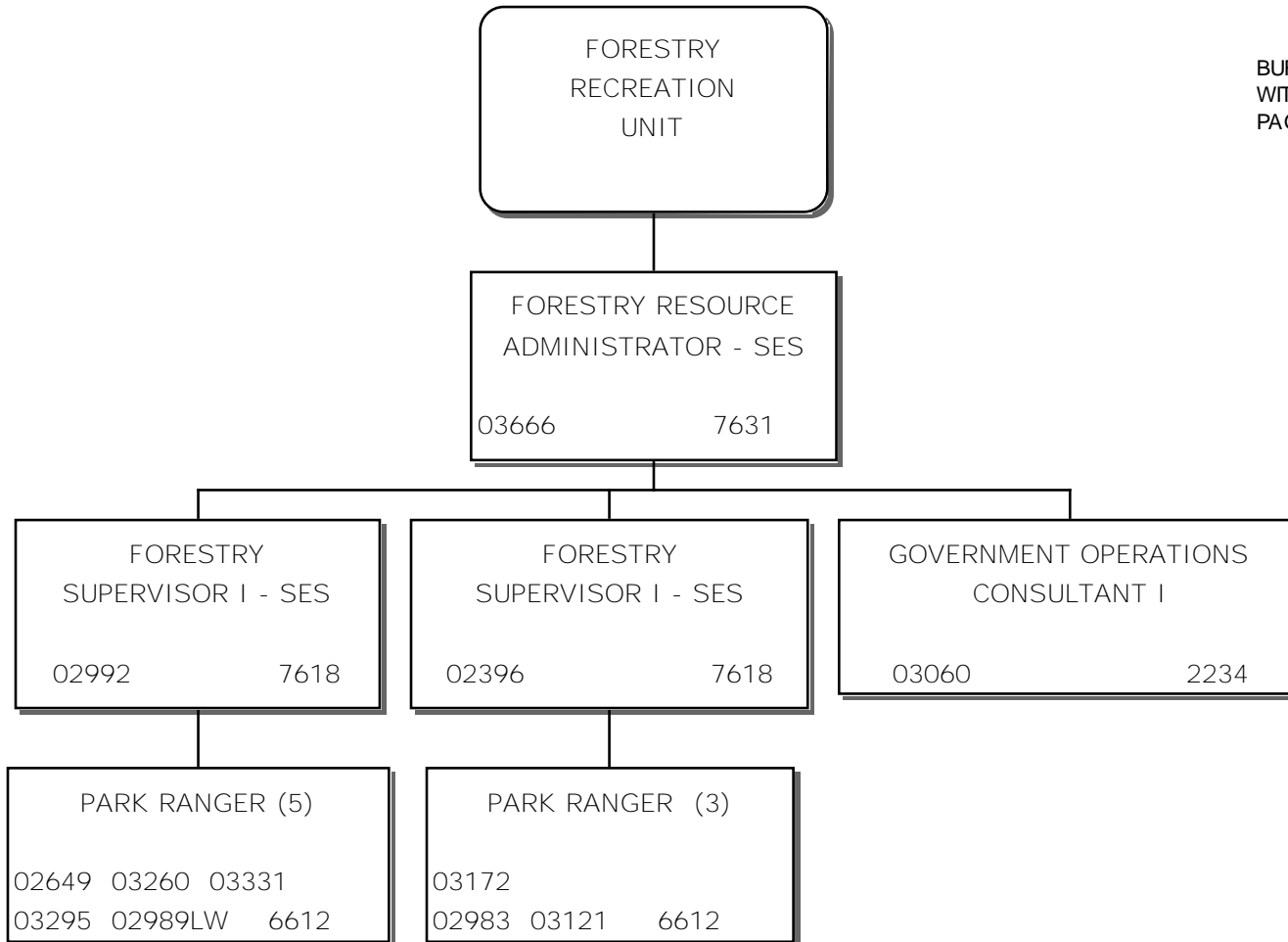
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
WITH LA COOCHEE FORESTRY CENTER
PAGE 4 OF 6



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/22/2012

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

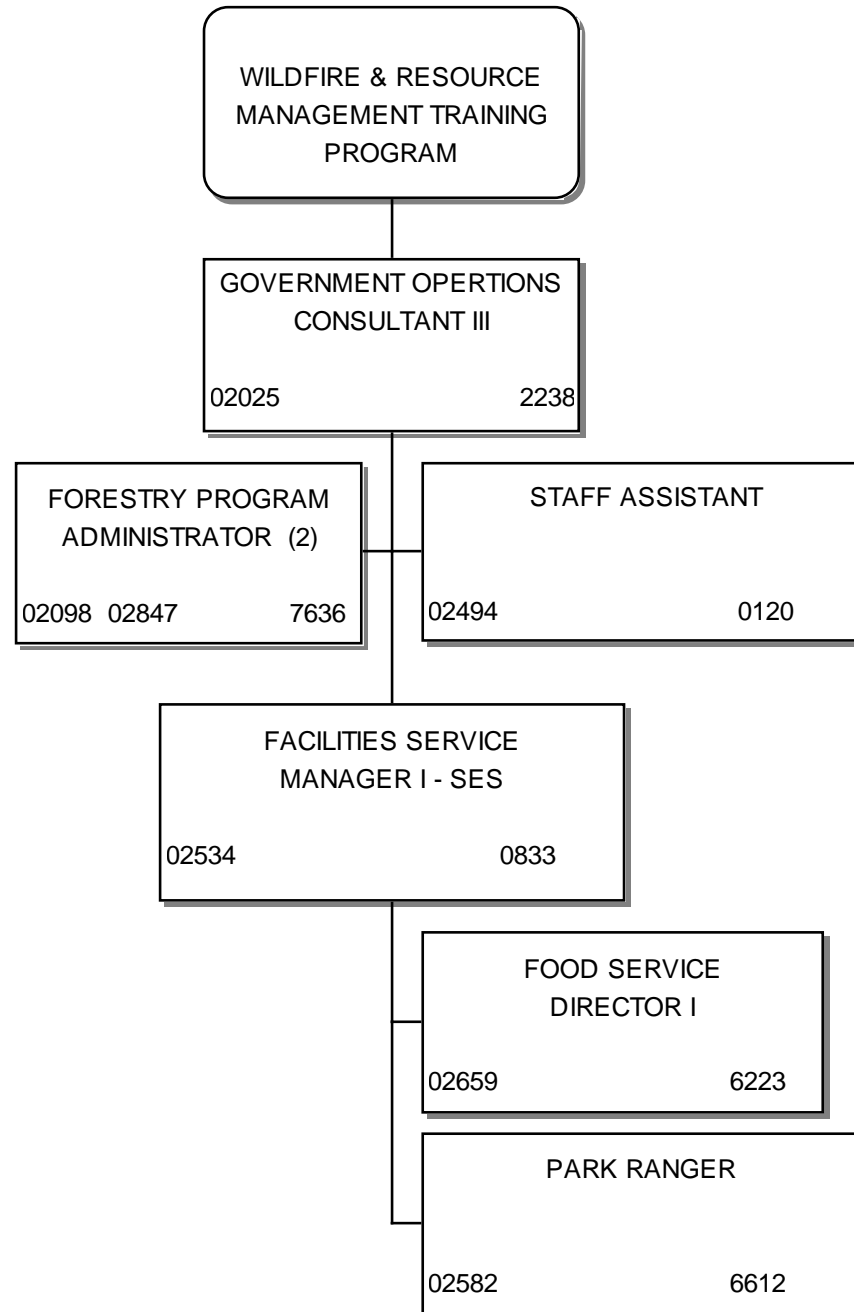


BUREAU OF FIELD OPERATIONS
WITHLACOCHEE FORESTRY CENTER
PAGE 5 OF 6

JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/22/2012

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

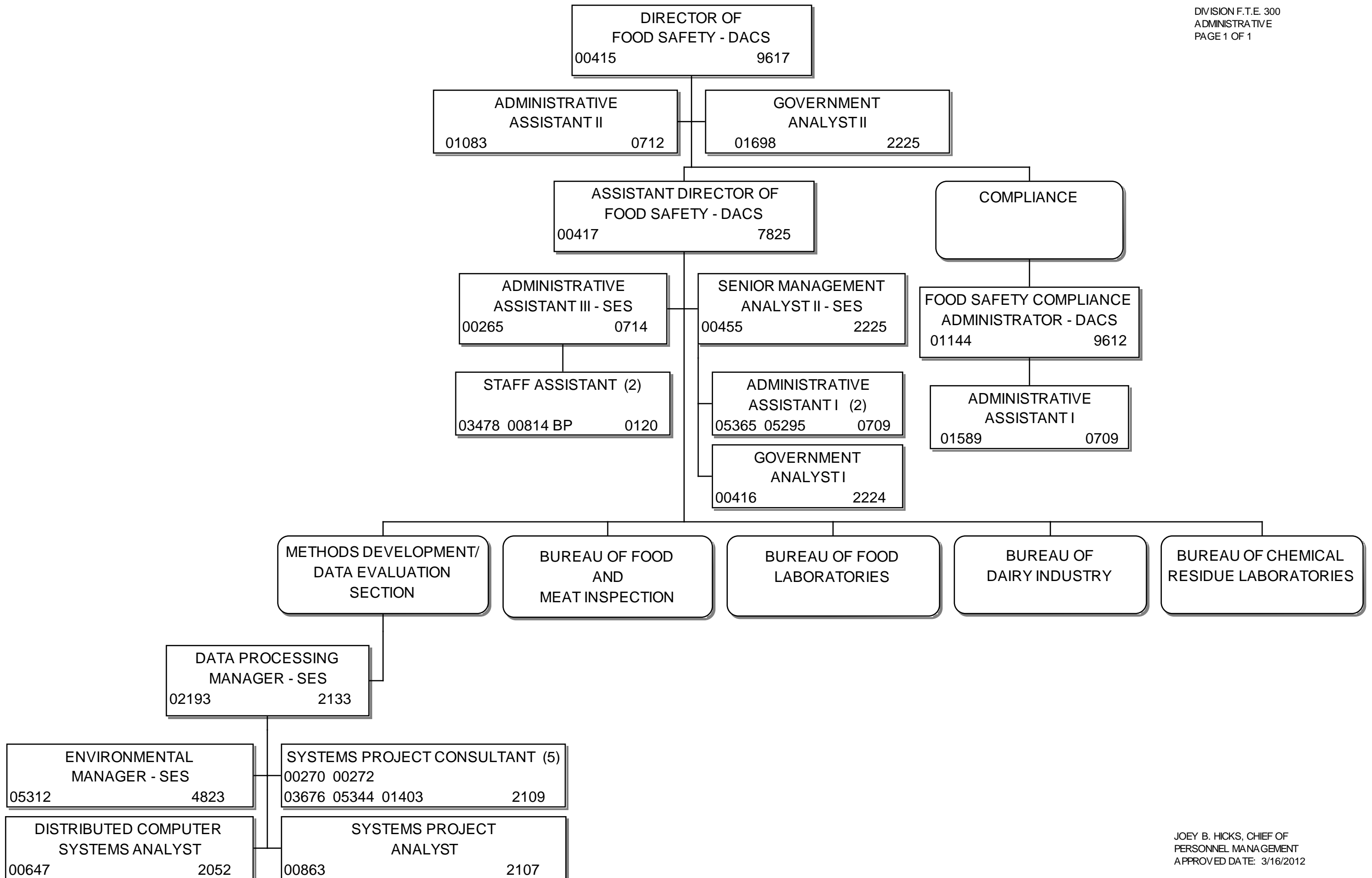
BUREAU OF FIELD OPERATIONS
WITHLA COOCHEE FORESTRY CENTER
PAGE 6 OF 6



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/22/2012

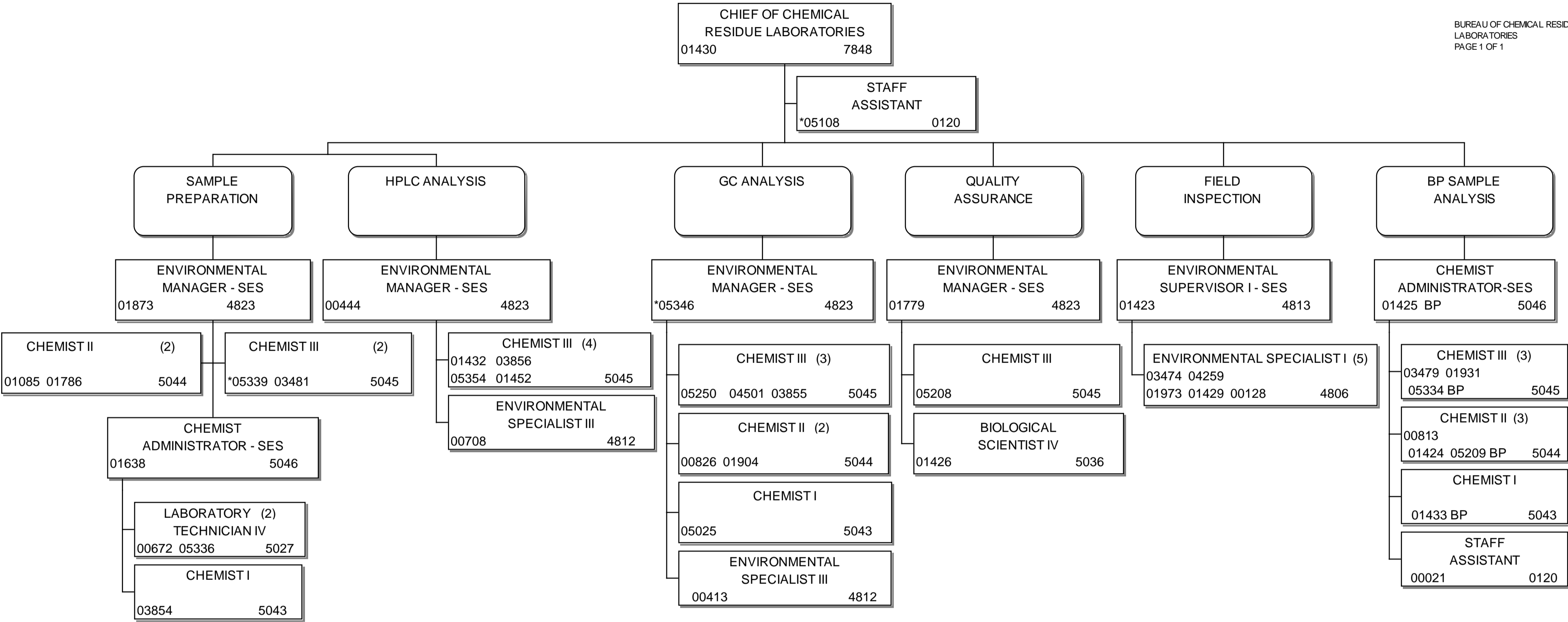
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FOOD SAFETY**

DIVISION F.T.E. 300
ADMINISTRATIVE
PAGE 1 OF 1



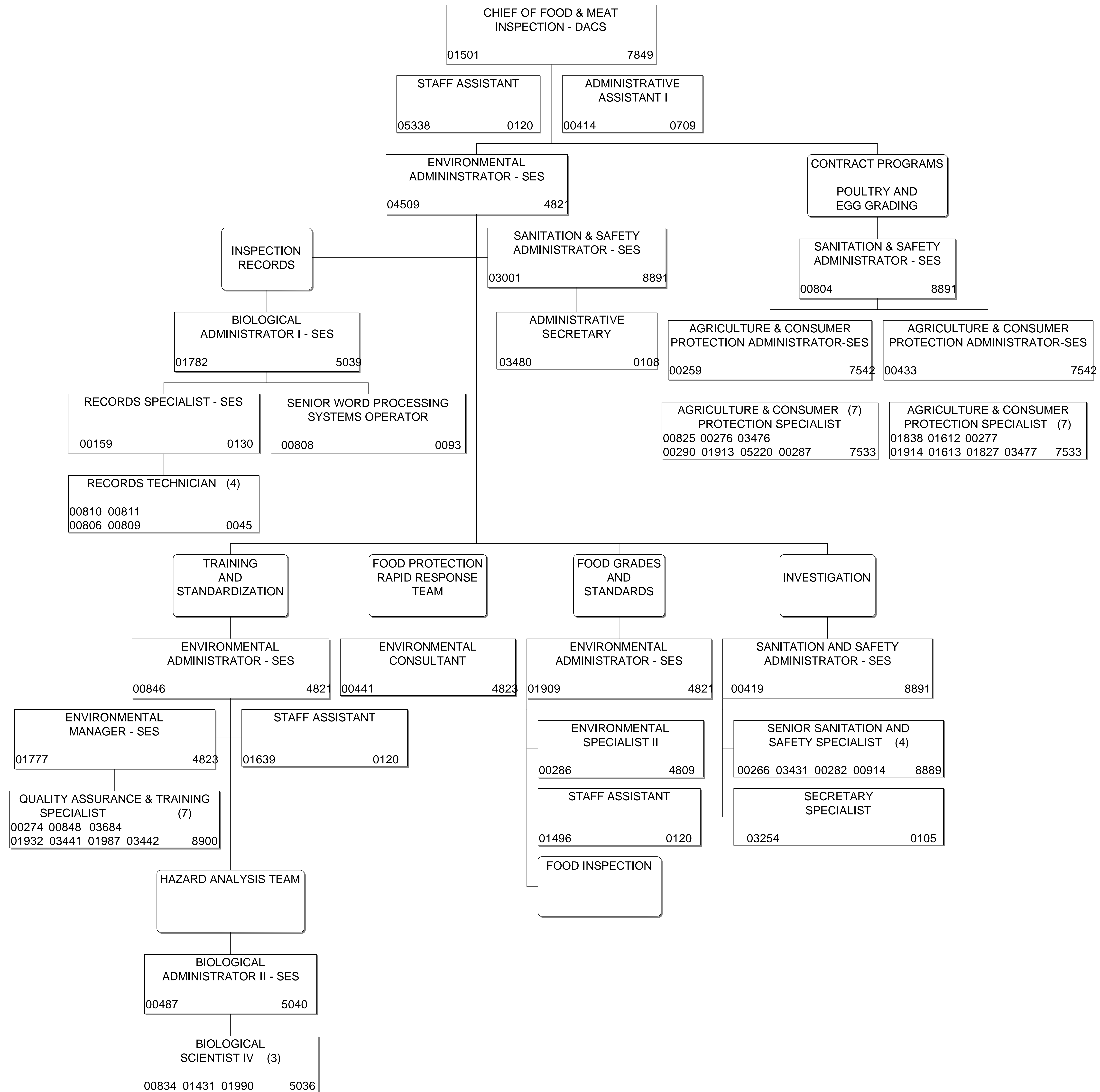
JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 3/16/2012

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

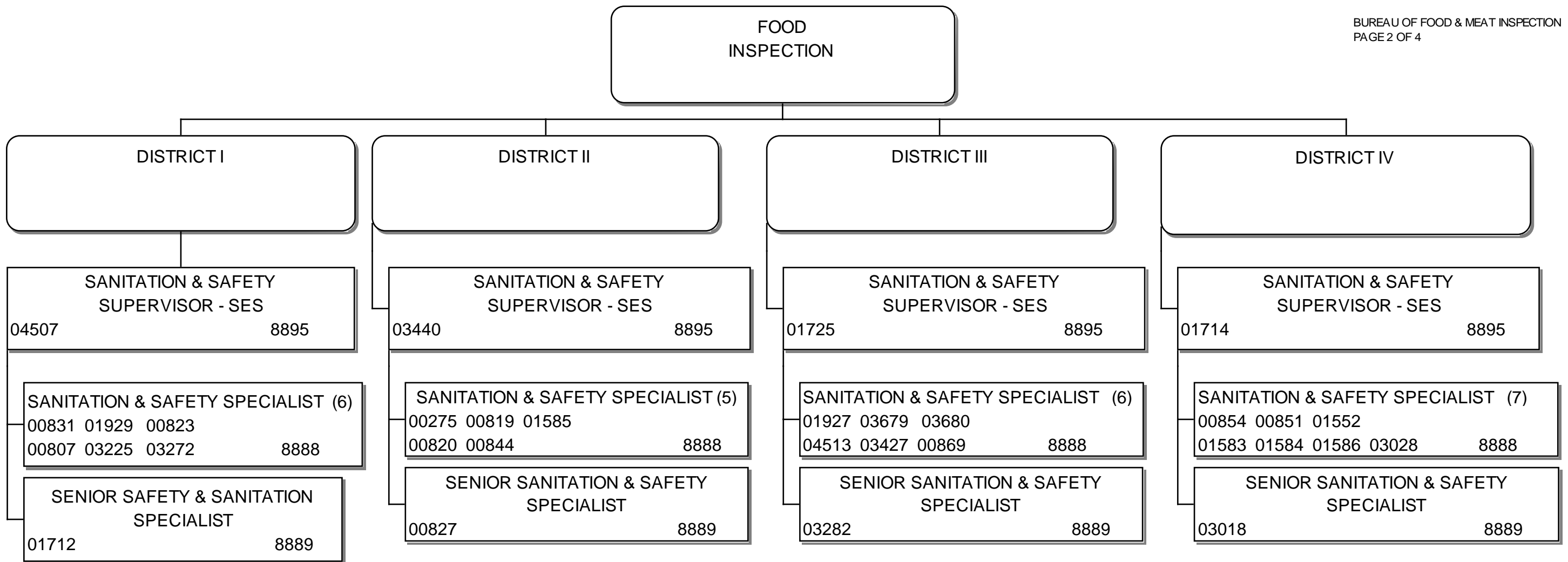


*USDA Funded Position

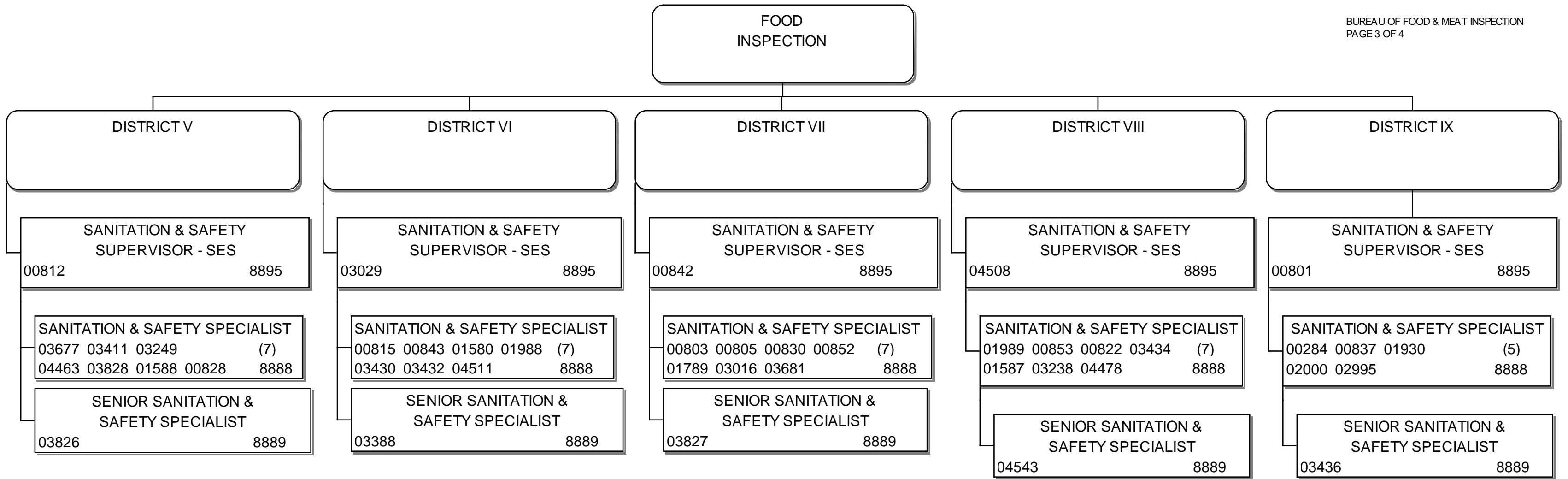
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FOOD SAFETY**



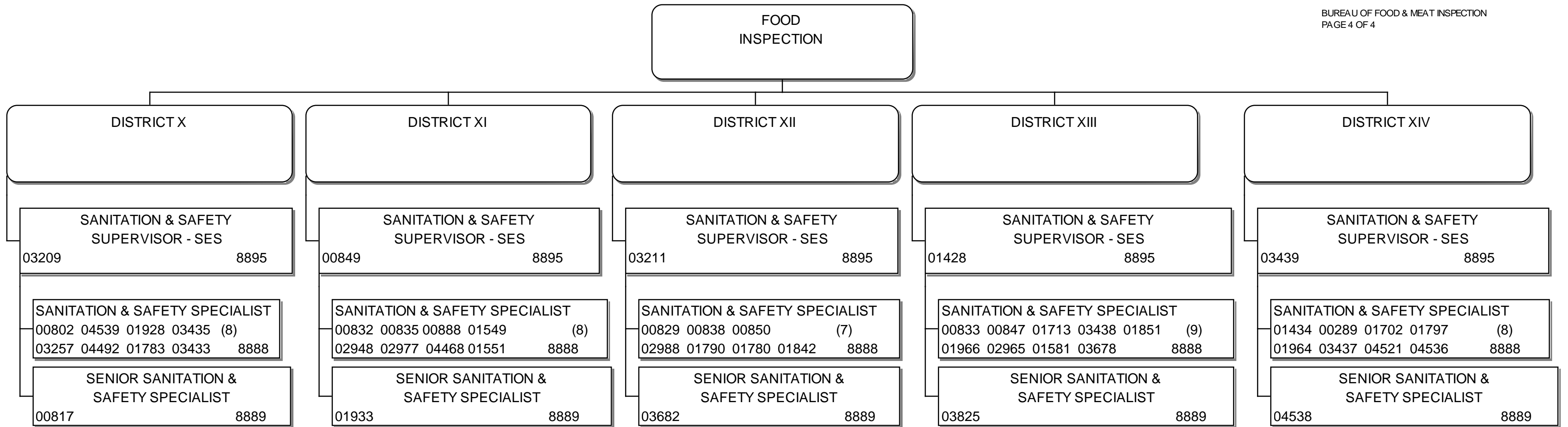
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FOOD SAFETY**



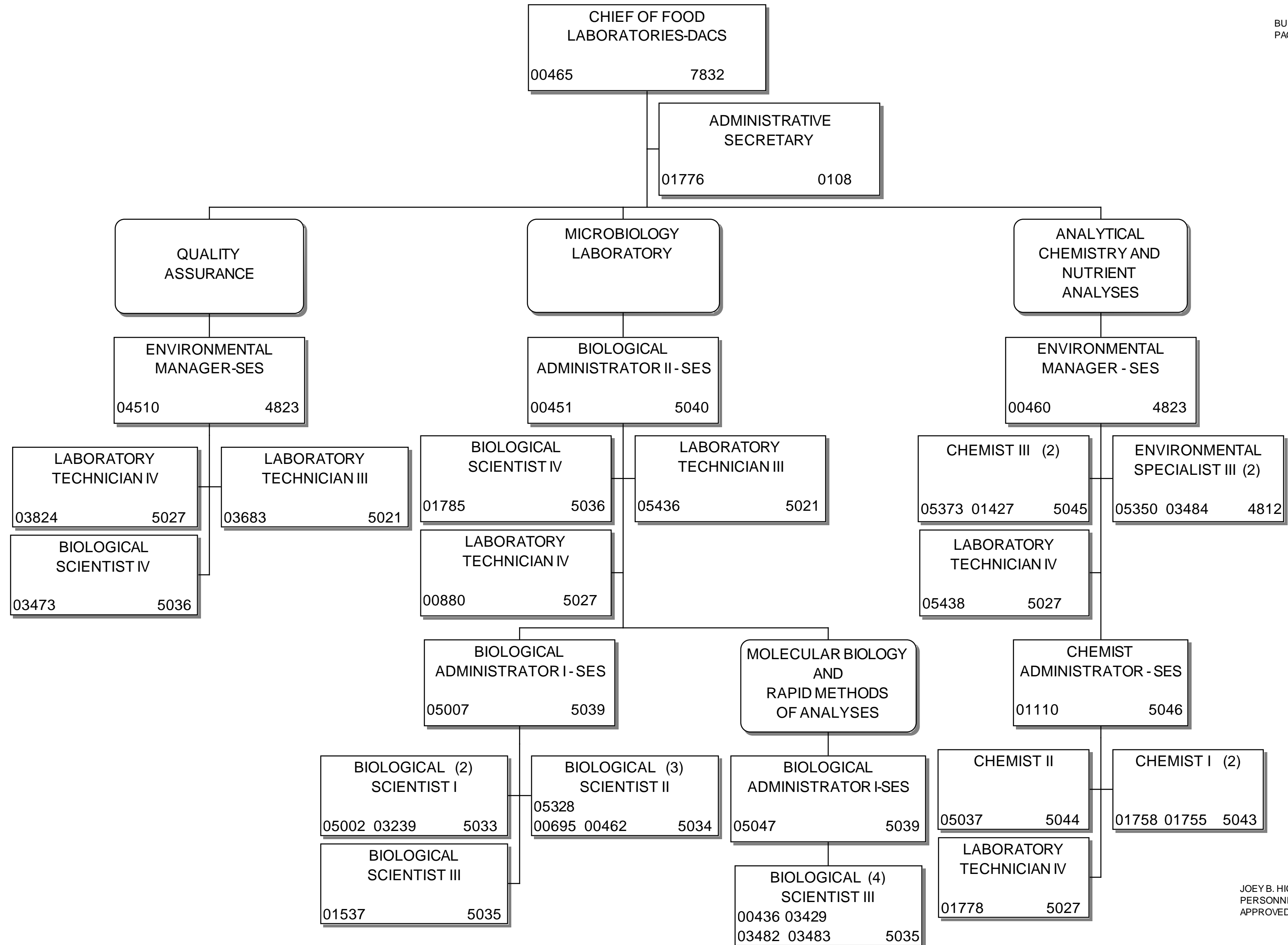
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FOOD SAFETY**



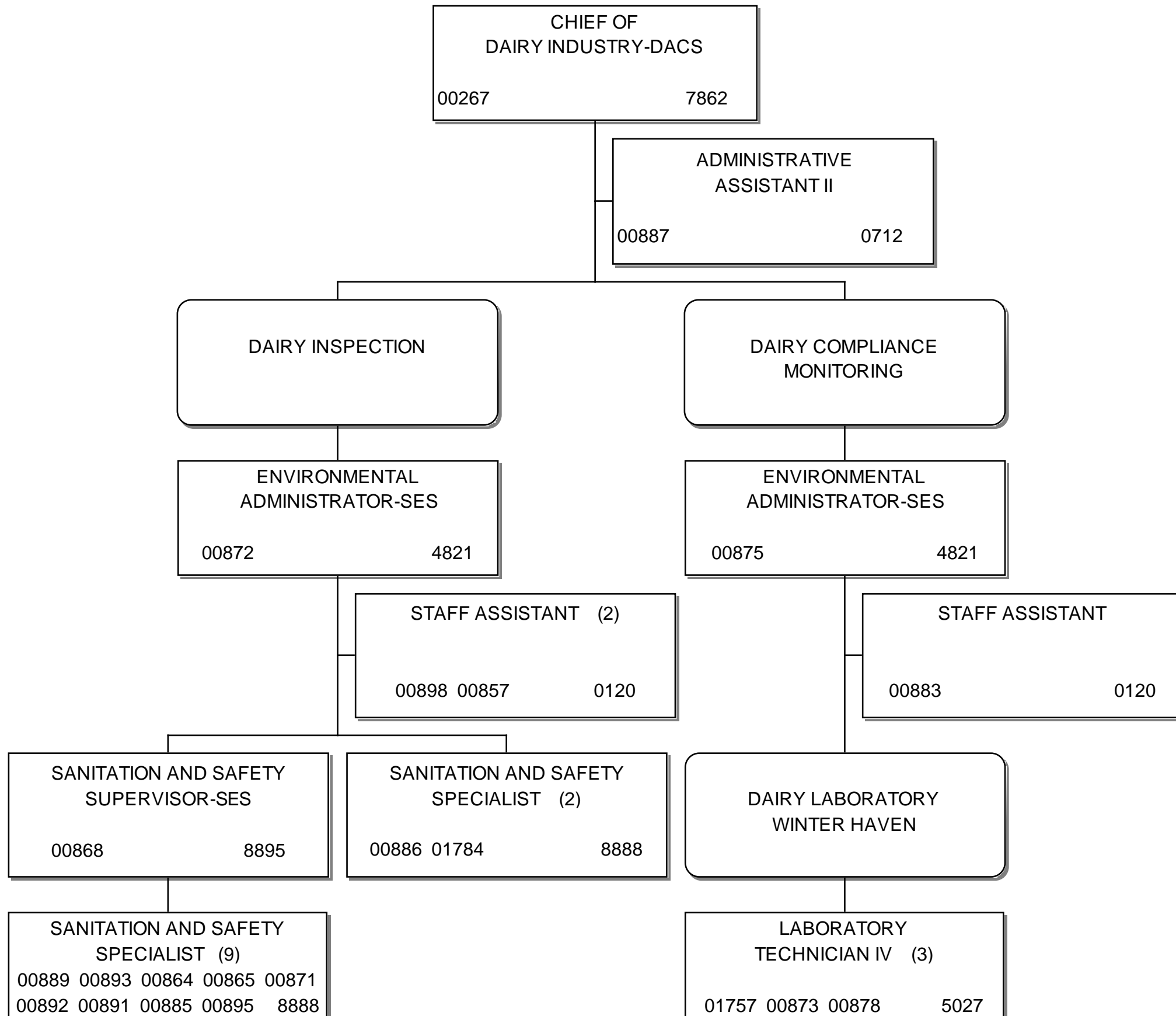
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FOOD SAFETY**



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

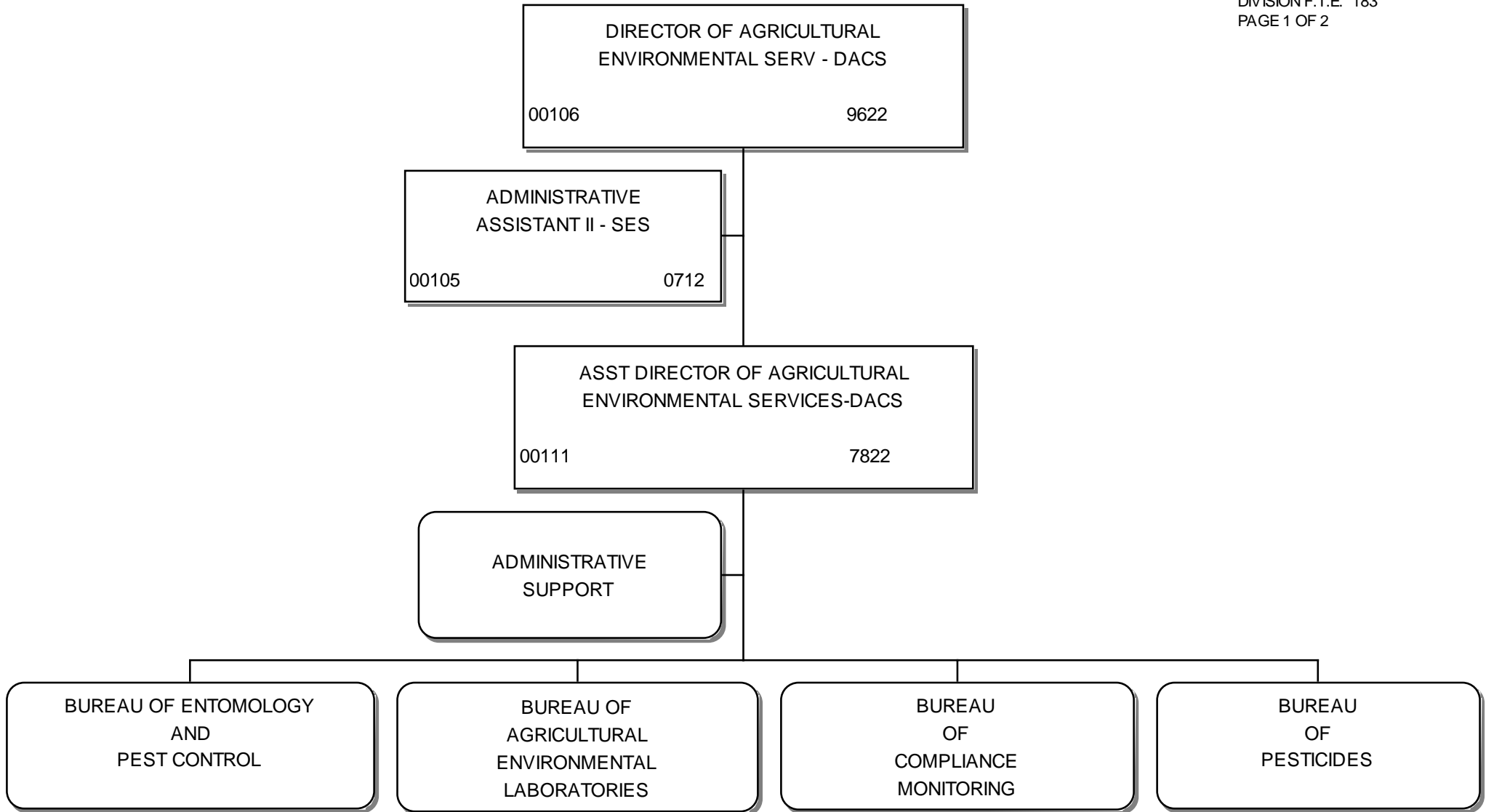


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FOOD SAFETY**



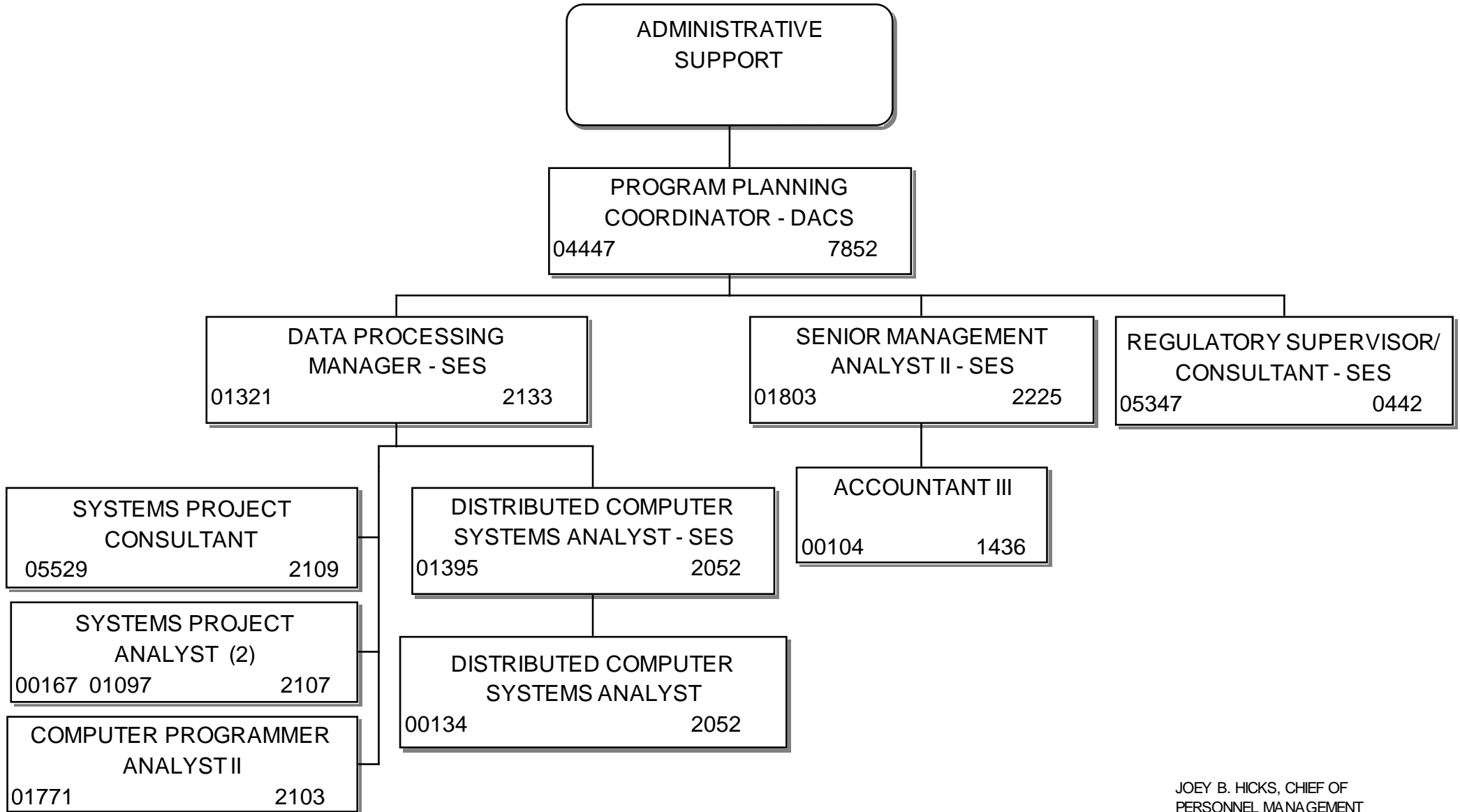
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

DIVISION F.T.E. 183
PAGE 1 OF 2



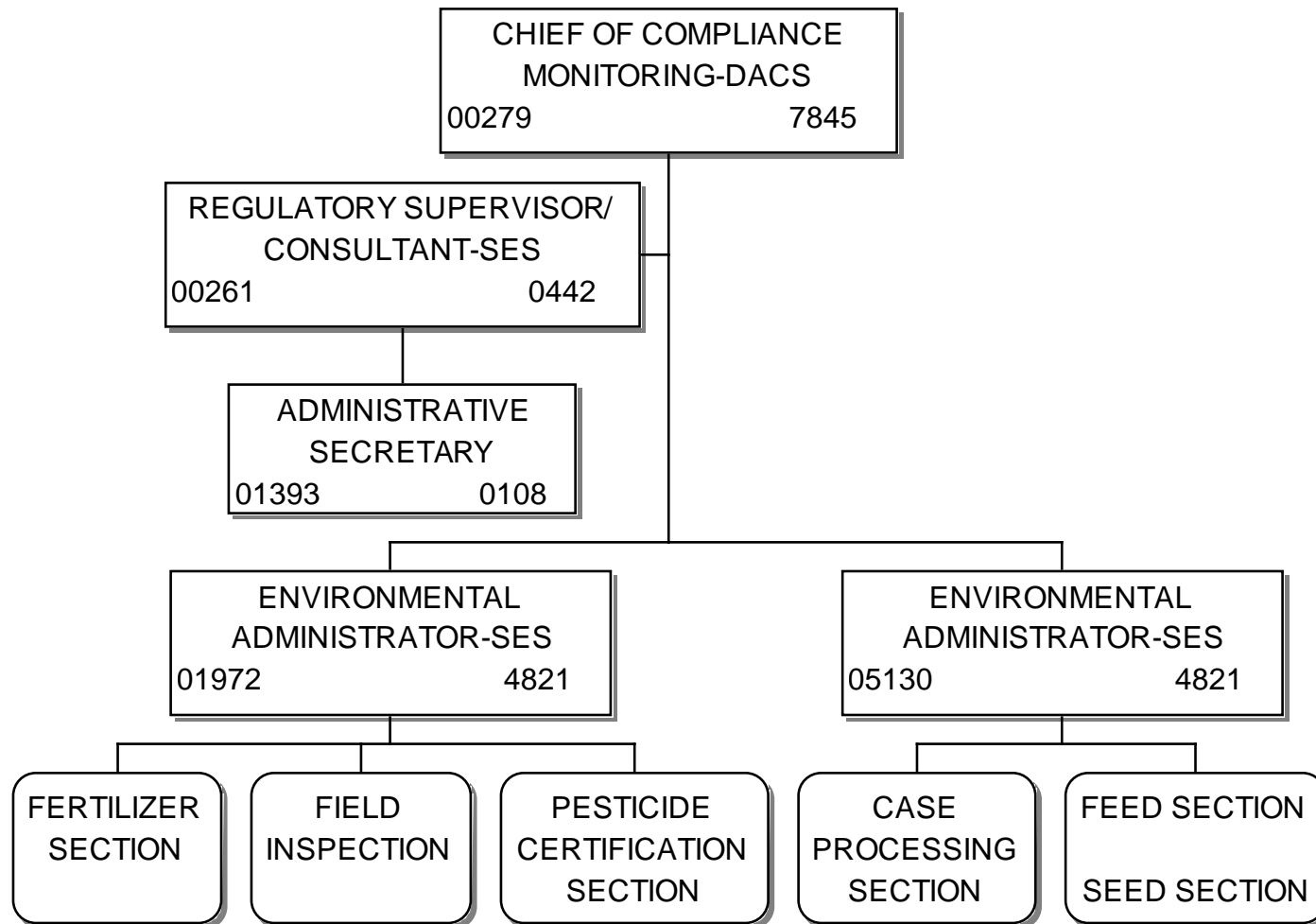
JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 2/17/2012

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



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

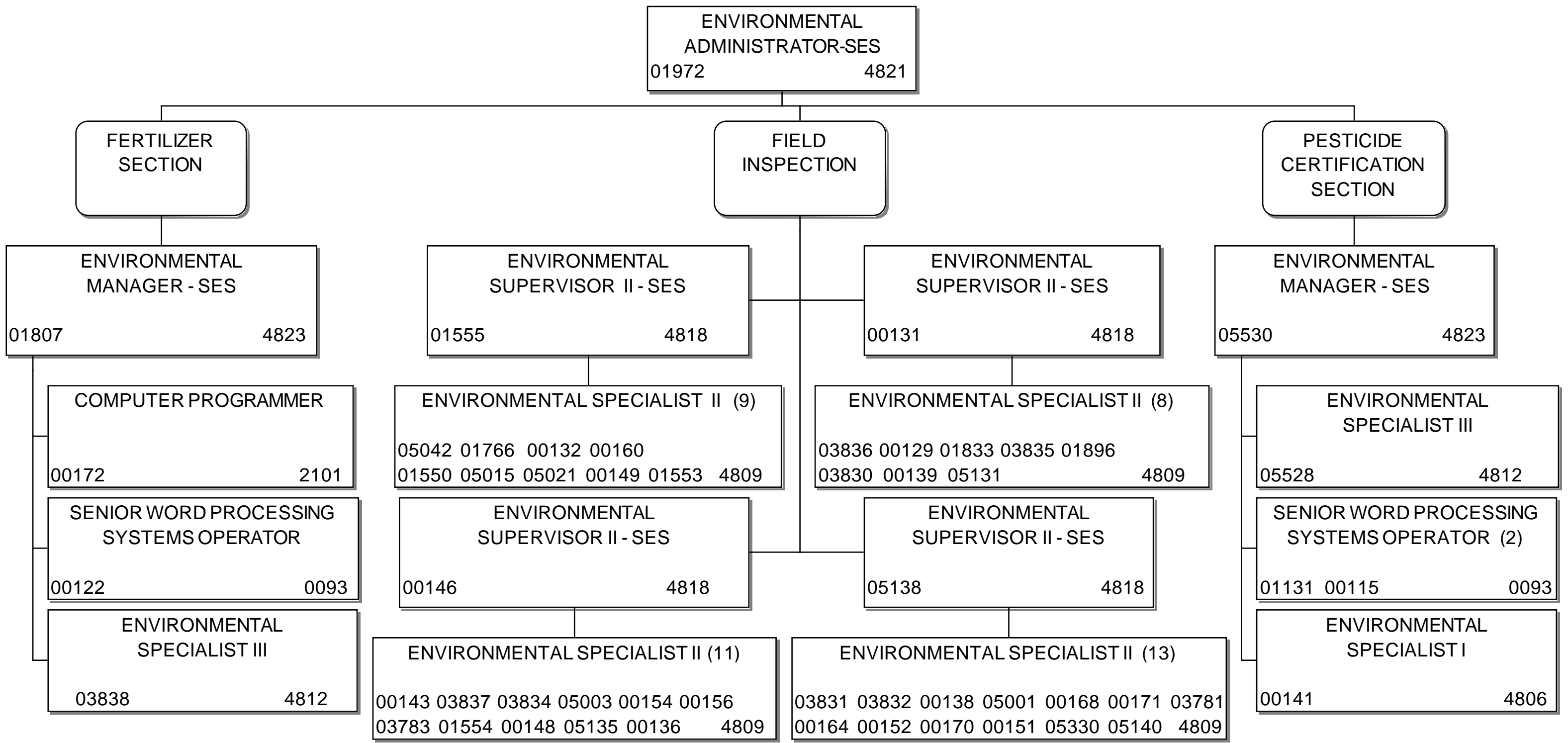
BUREAU OF COMPLIANCE MONITORING
PAGE 1 OF 3



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/8/2012

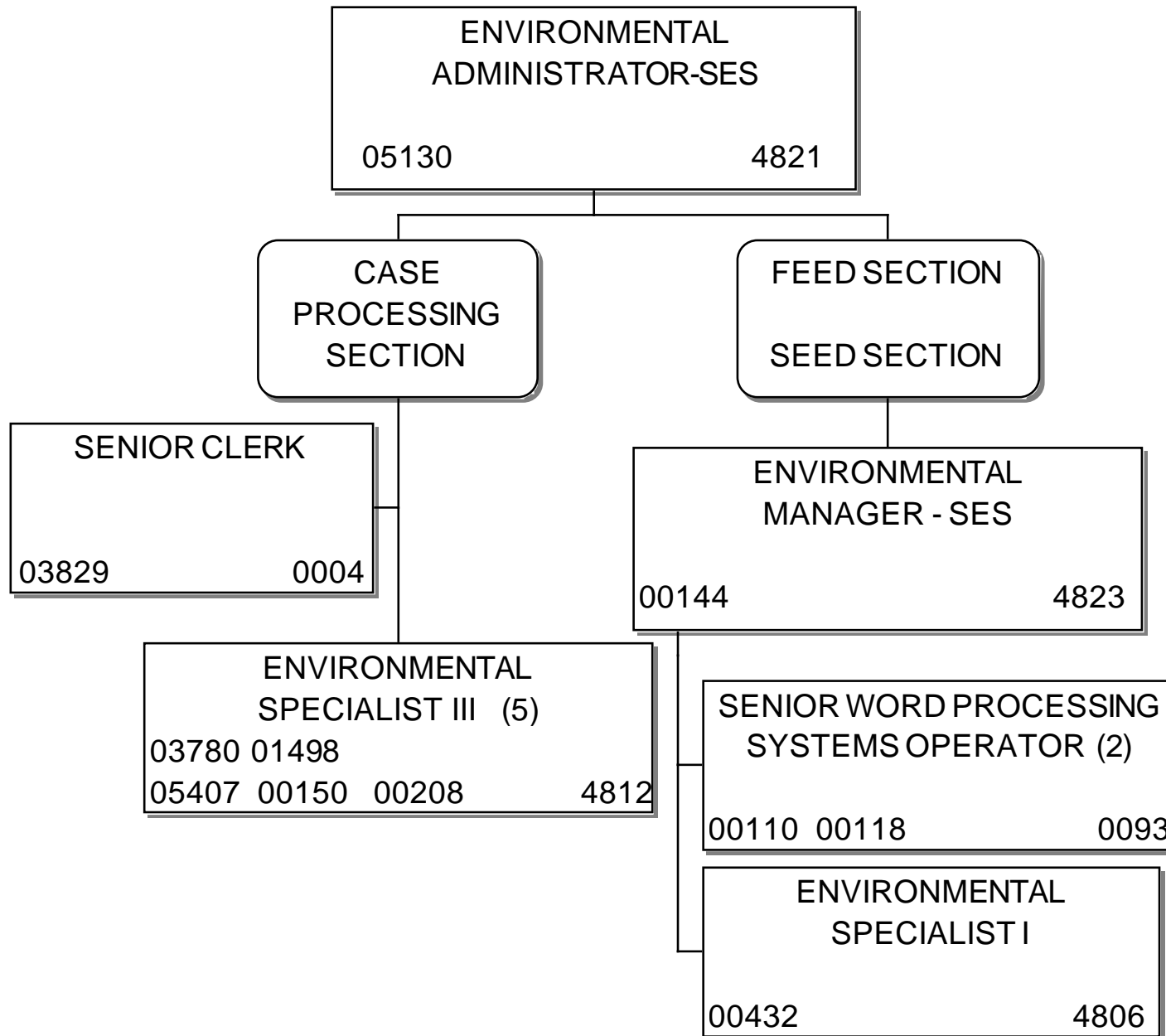
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

BUREAU OF COMPLIANCE MONITORING
PAGE 2 OF 3



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

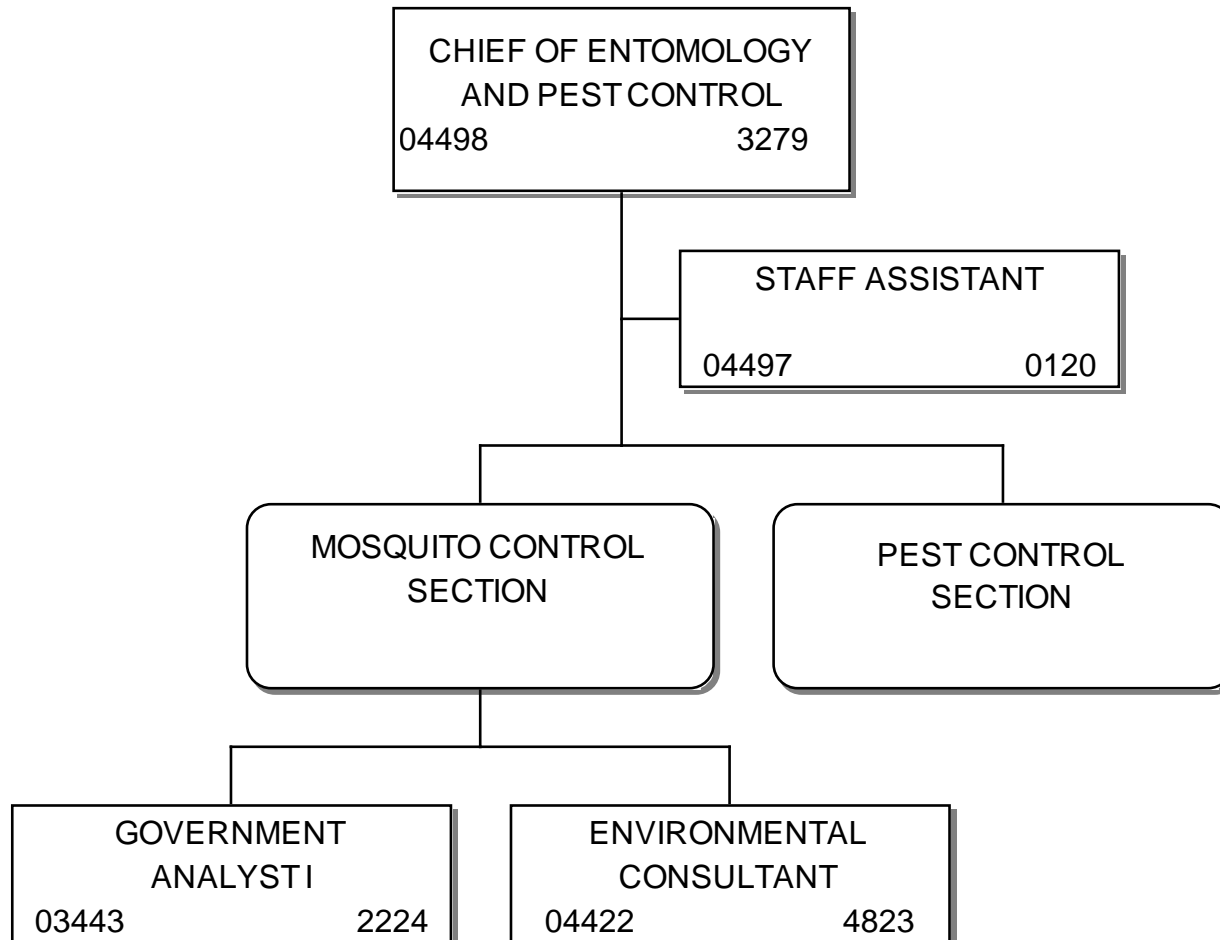
BUREAU OF COMPLIANCE MONITORING
PAGE 3 OF 3



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2012

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

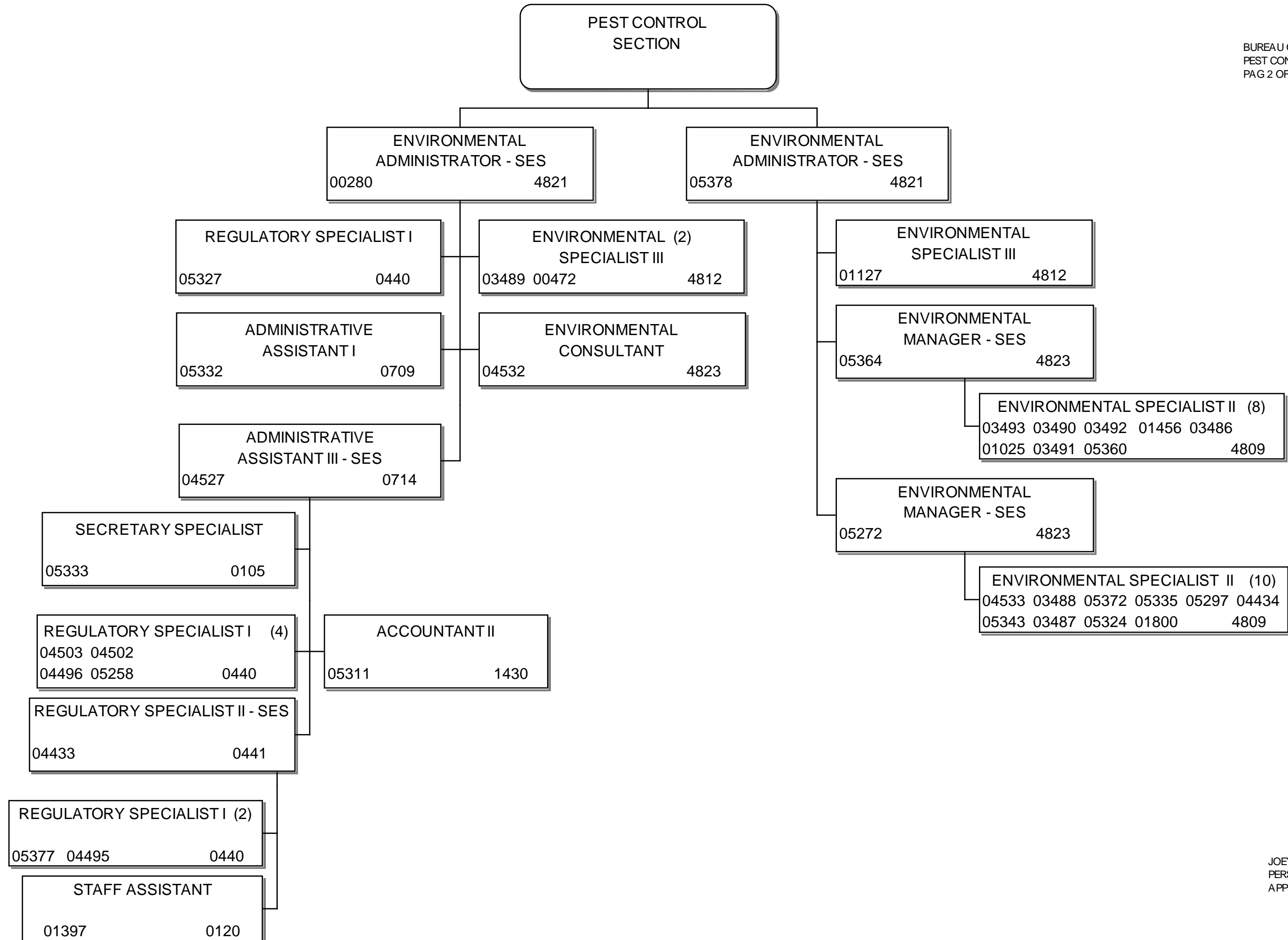
BUREAU OF ENTOMOLOGY AND
PEST CONTROL
PAGE 1 OF 2



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE : 7/1/2012

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

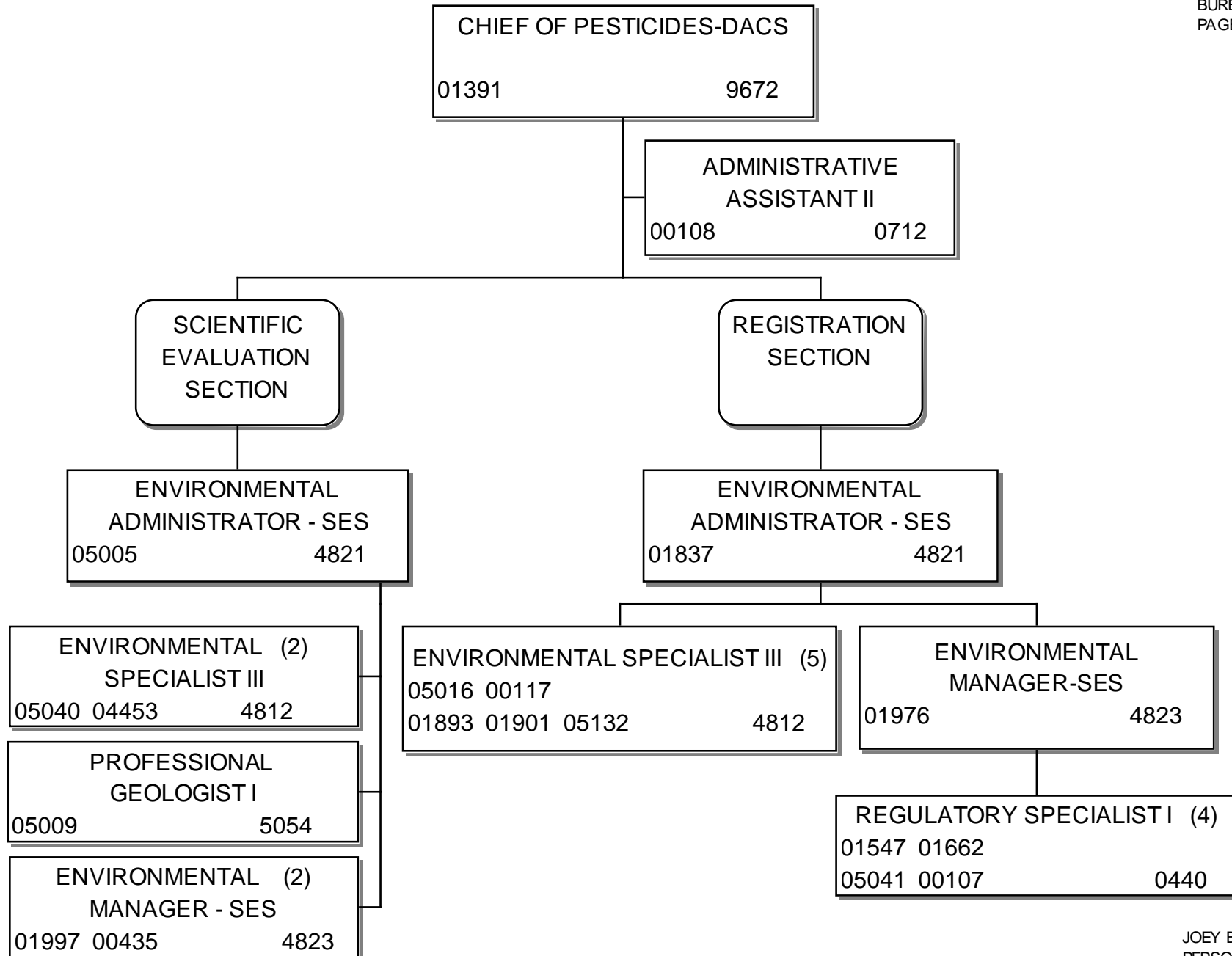
BUREAU OF ENTOMOLOGY AND
PEST CONTROL
PAG 2 OF 2



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE : 7/1/2012

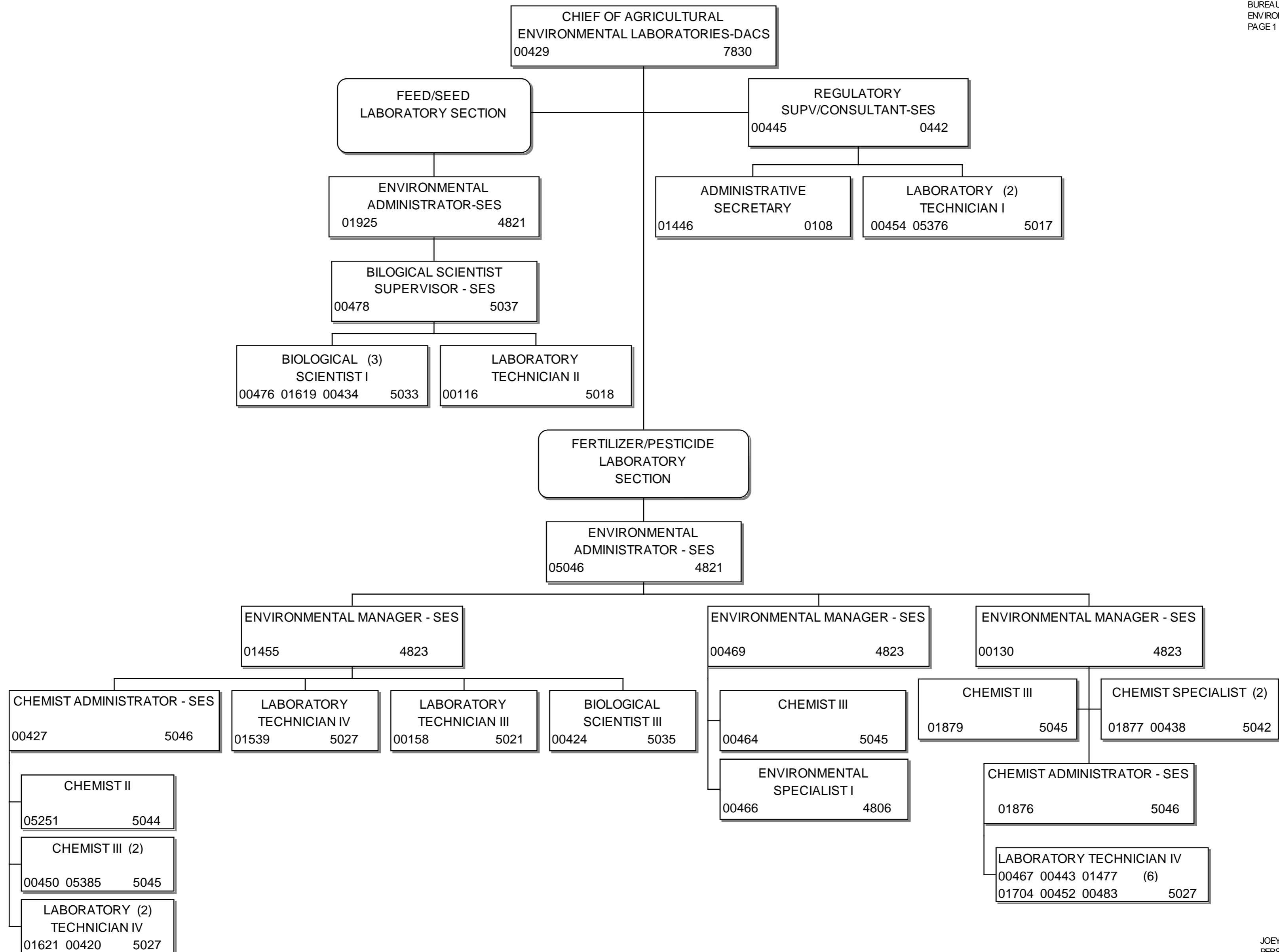
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

BUREAU OF PESTICIDES
PAGE 1 OF 1



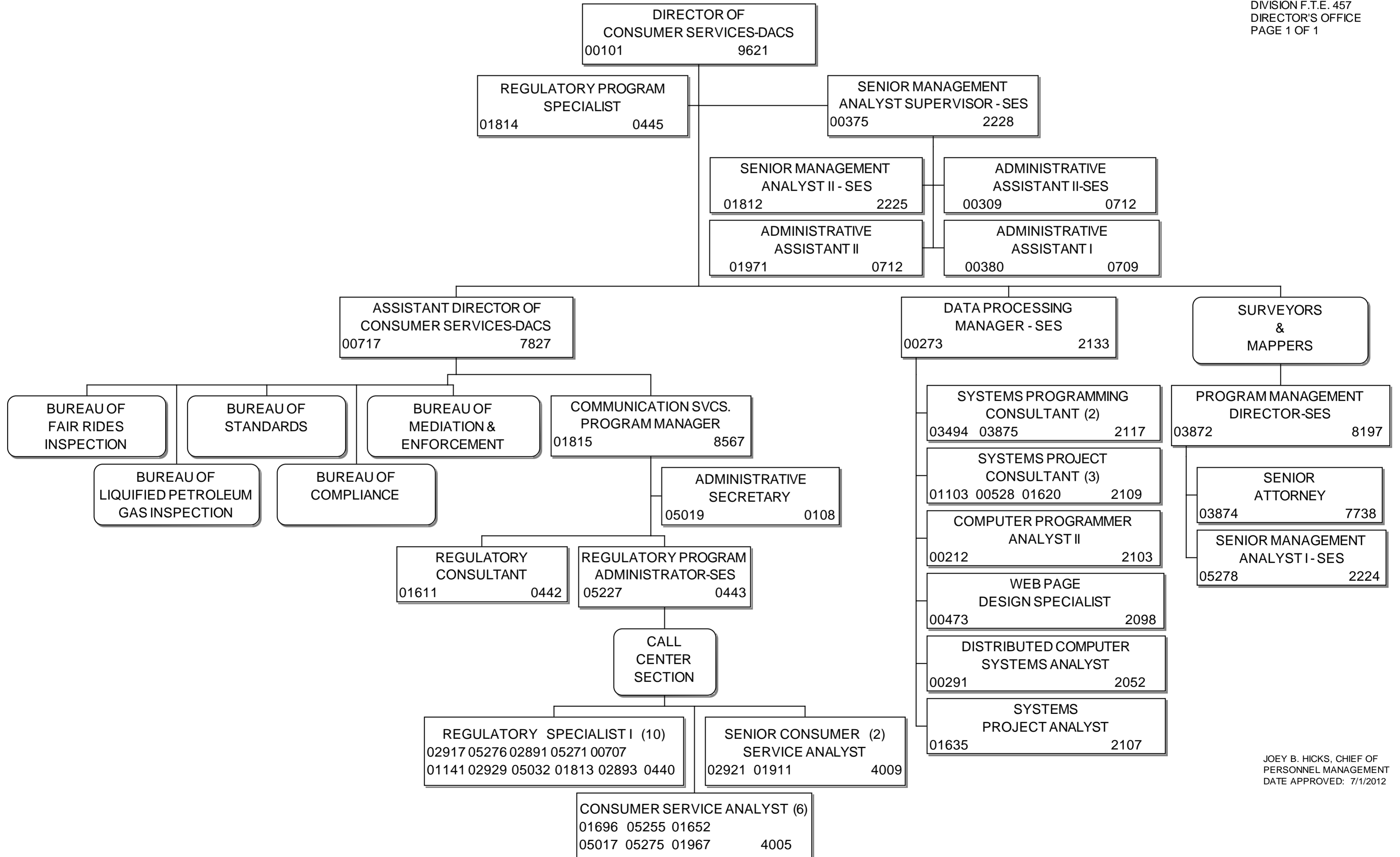
JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 09/30/2011

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



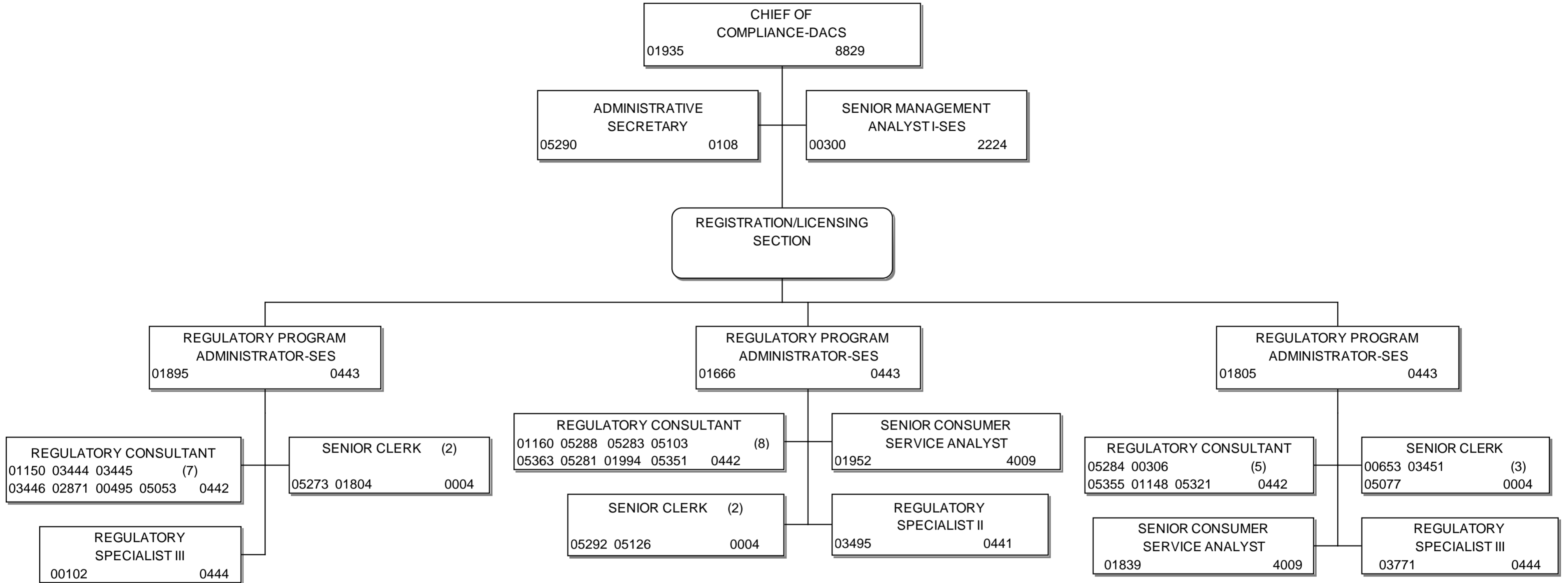
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF CONSUMER SERVICES**

DIVISION F.T.E. 457
DIRECTOR'S OFFICE
PAGE 1 OF 1



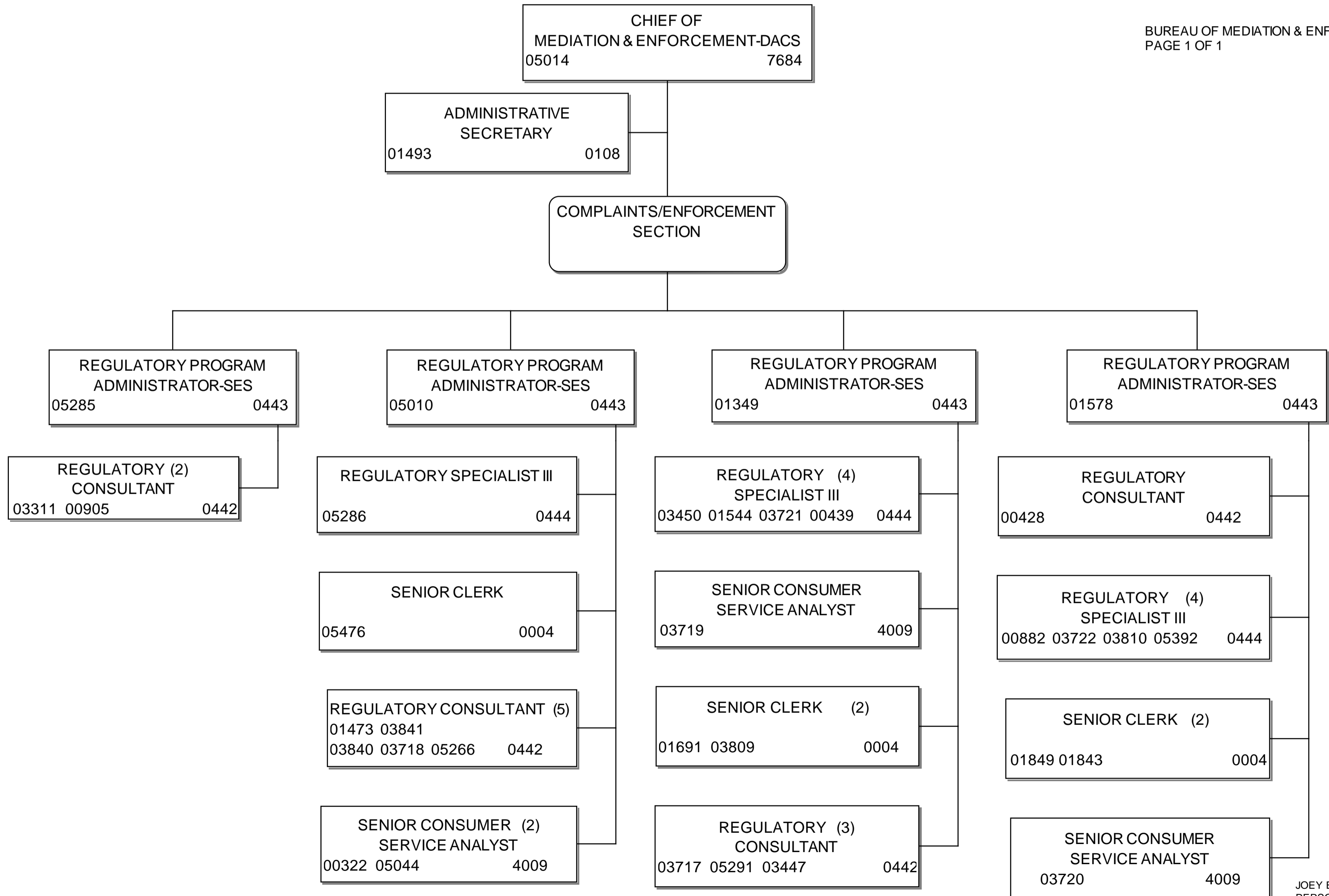
JOEY B. HICKS, CHIEF OF PERSONNEL MANAGEMENT
DATE APPROVED: 7/1/2012

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



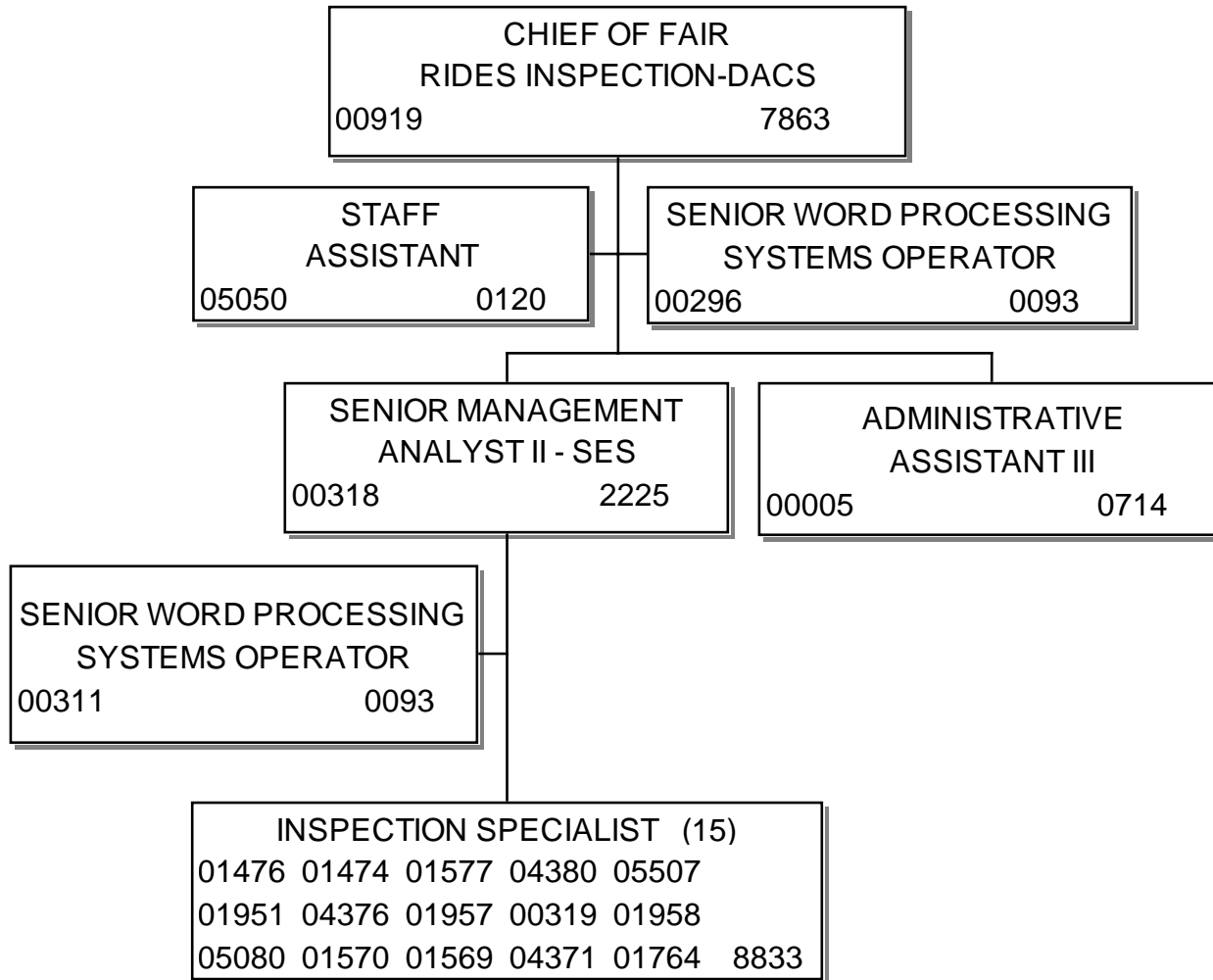
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF CONSUMER SERVICES**

BUREAU OF MEDIATION & ENFORCEMENT
PAGE 1 OF 1



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

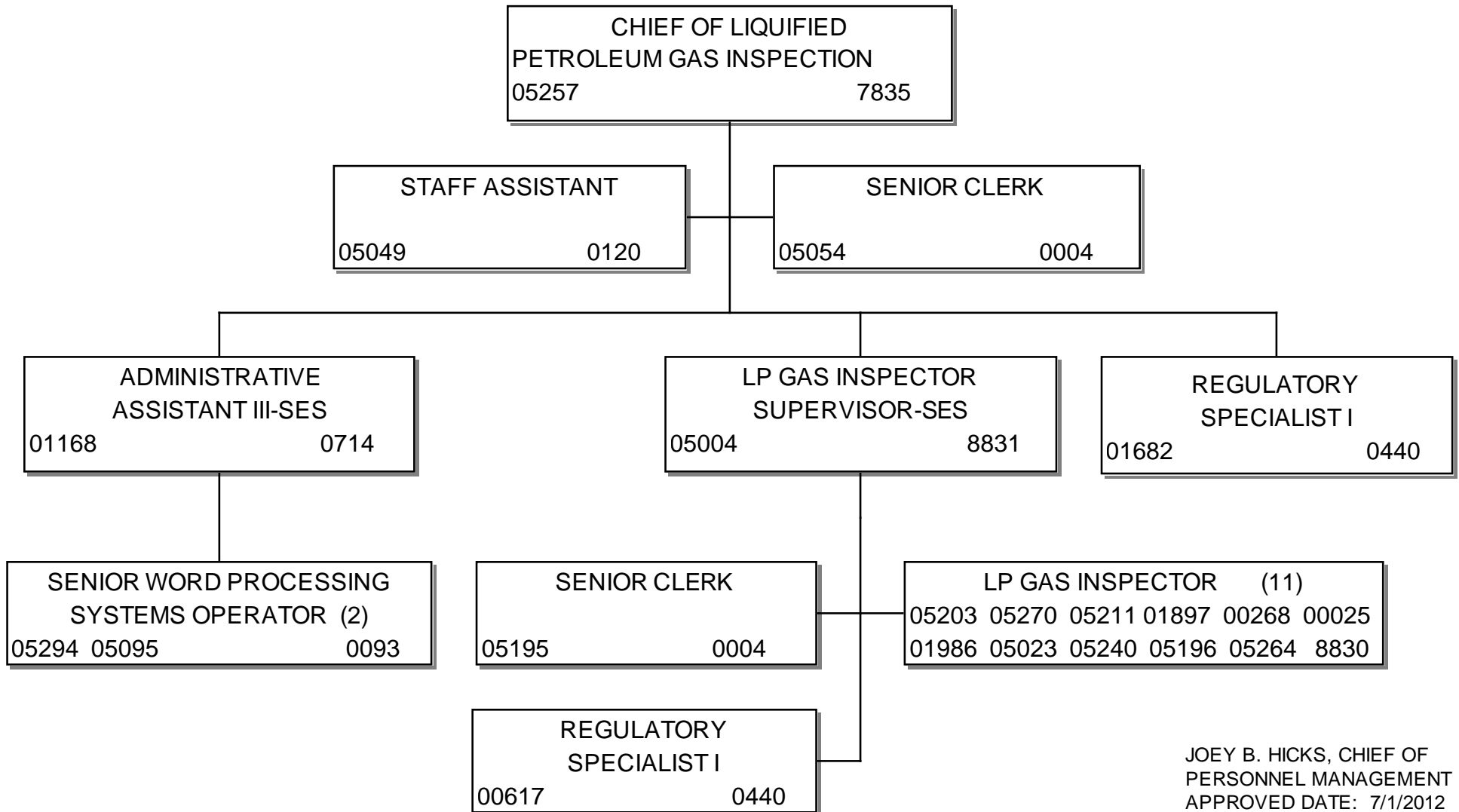
BUREAU OF FAIR RIDES INSPECTION
PAGE 1 OF 1



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2012

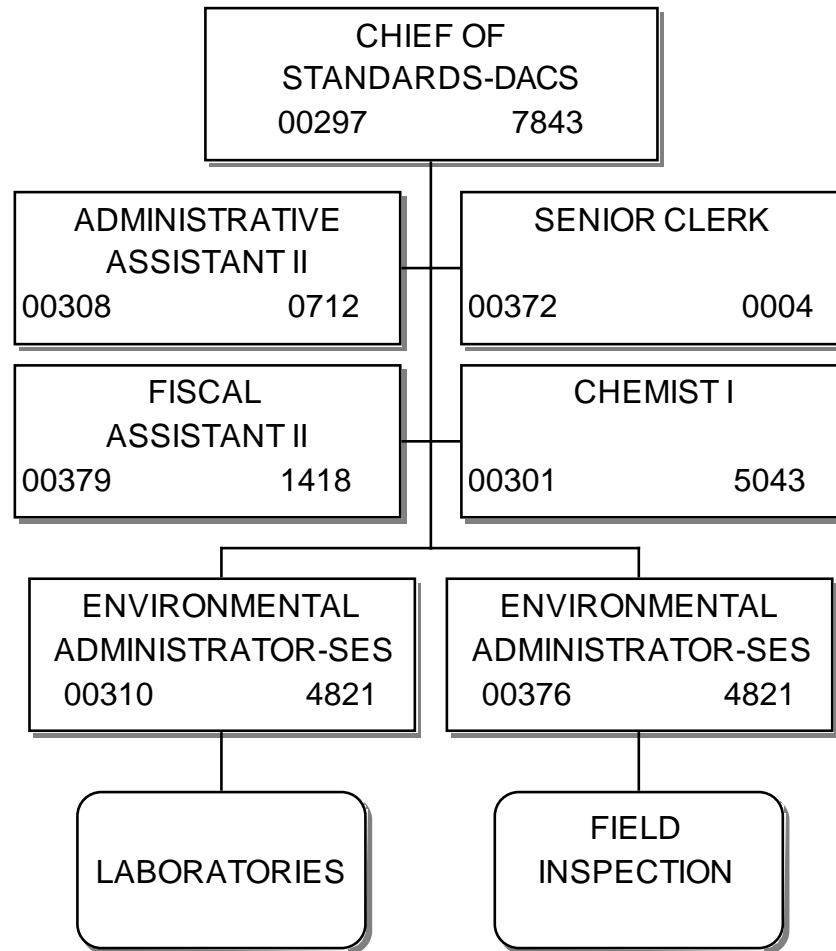
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF CONSUMER SERVICES**

BUREAU OF LIQUIFIED
PETROLEUM GAS INSPECTION
PAGE 1 OF 1



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2012

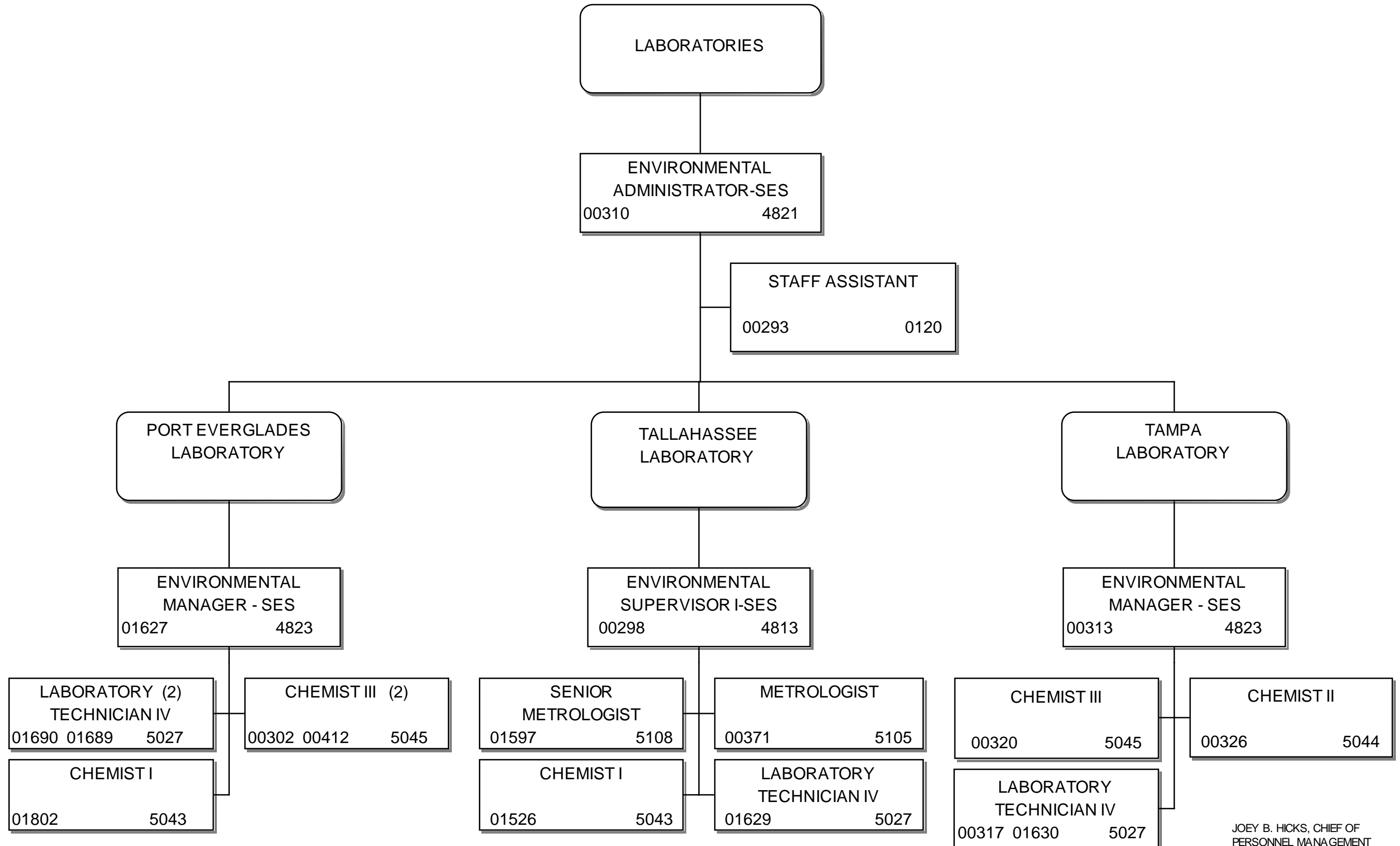
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF CONSUMER SERVICES**



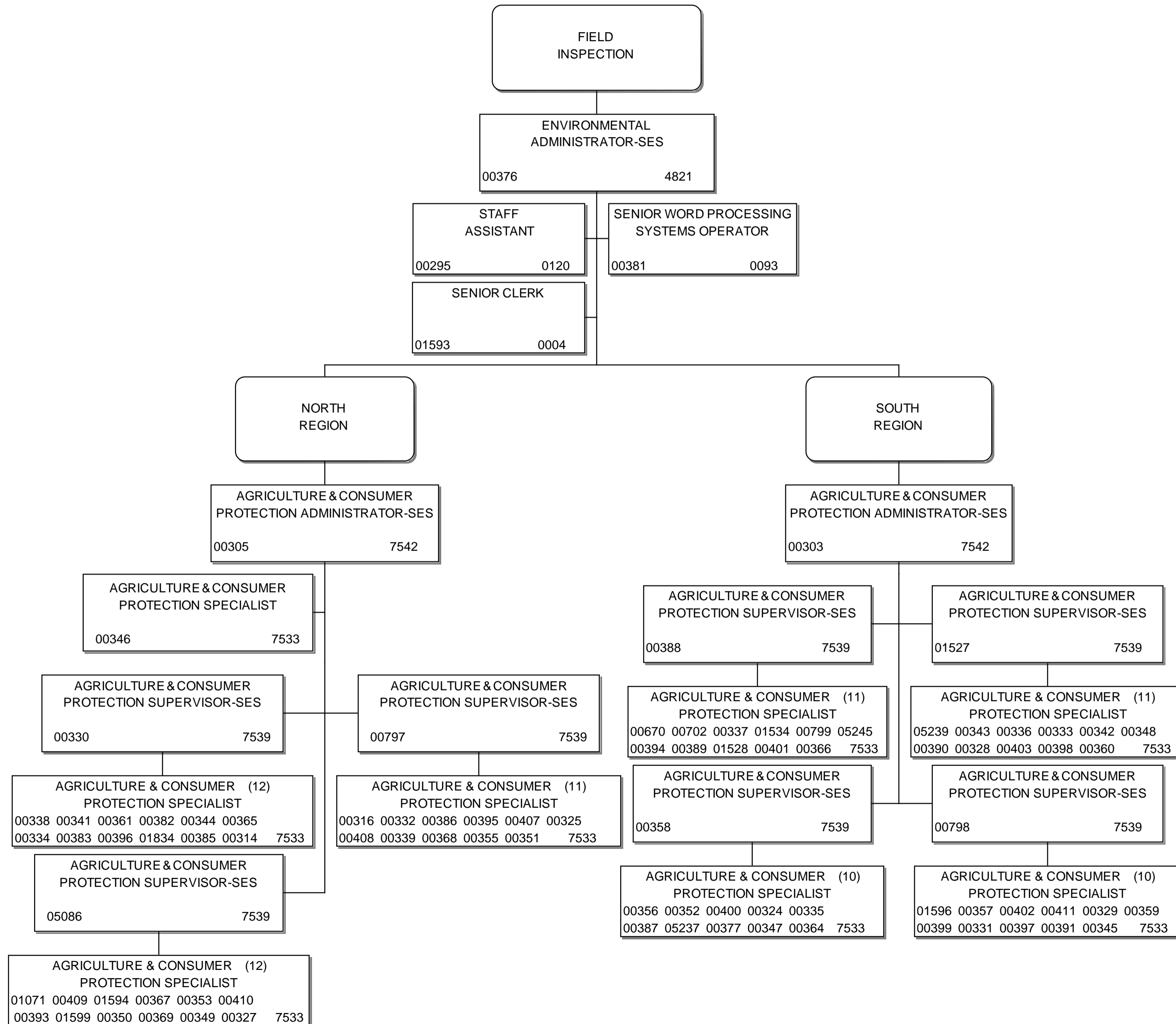
BUREAU OF STANDARDS
PAGE 1 OF 3

JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2012

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

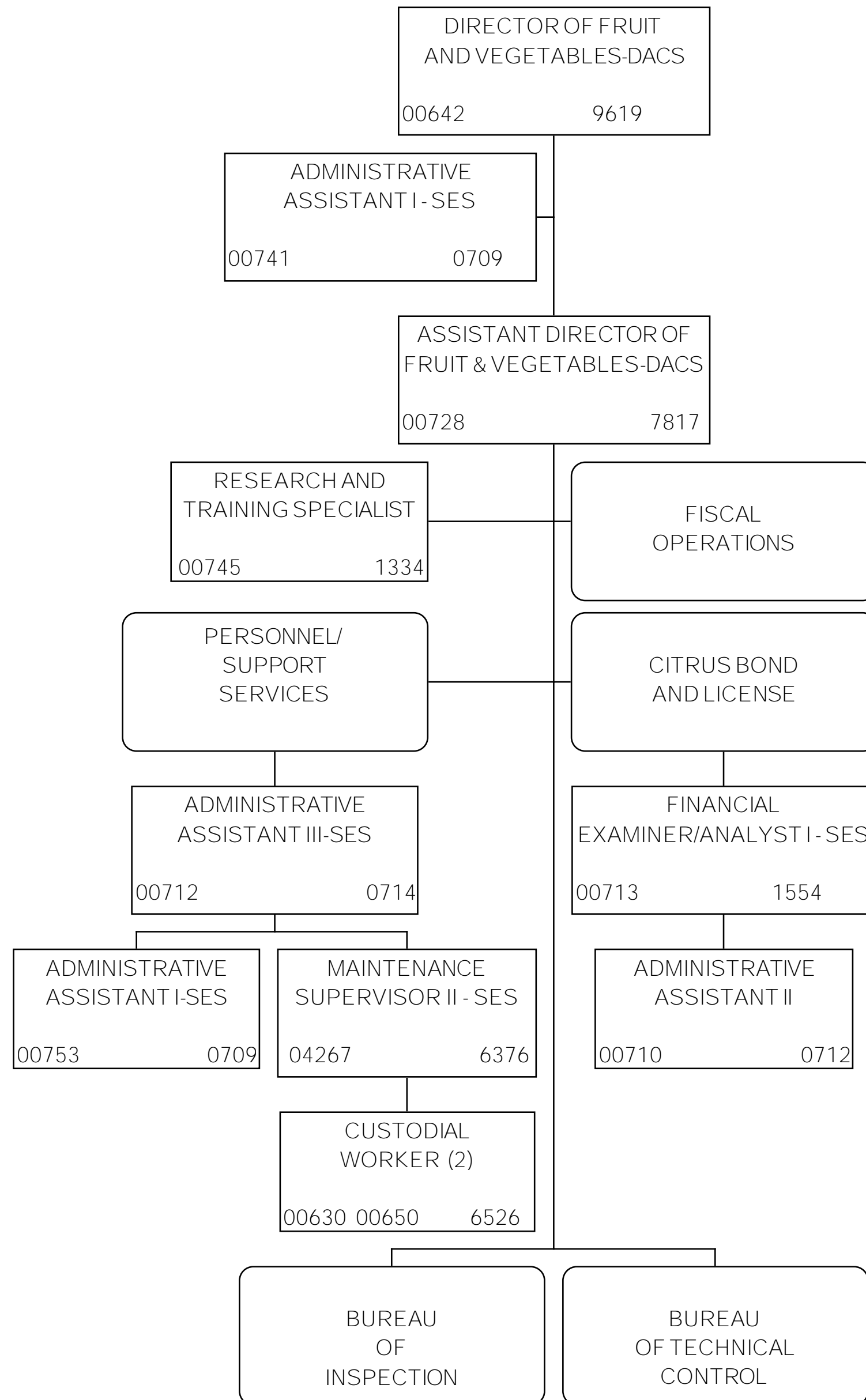


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF CONSUMER SERVICES**



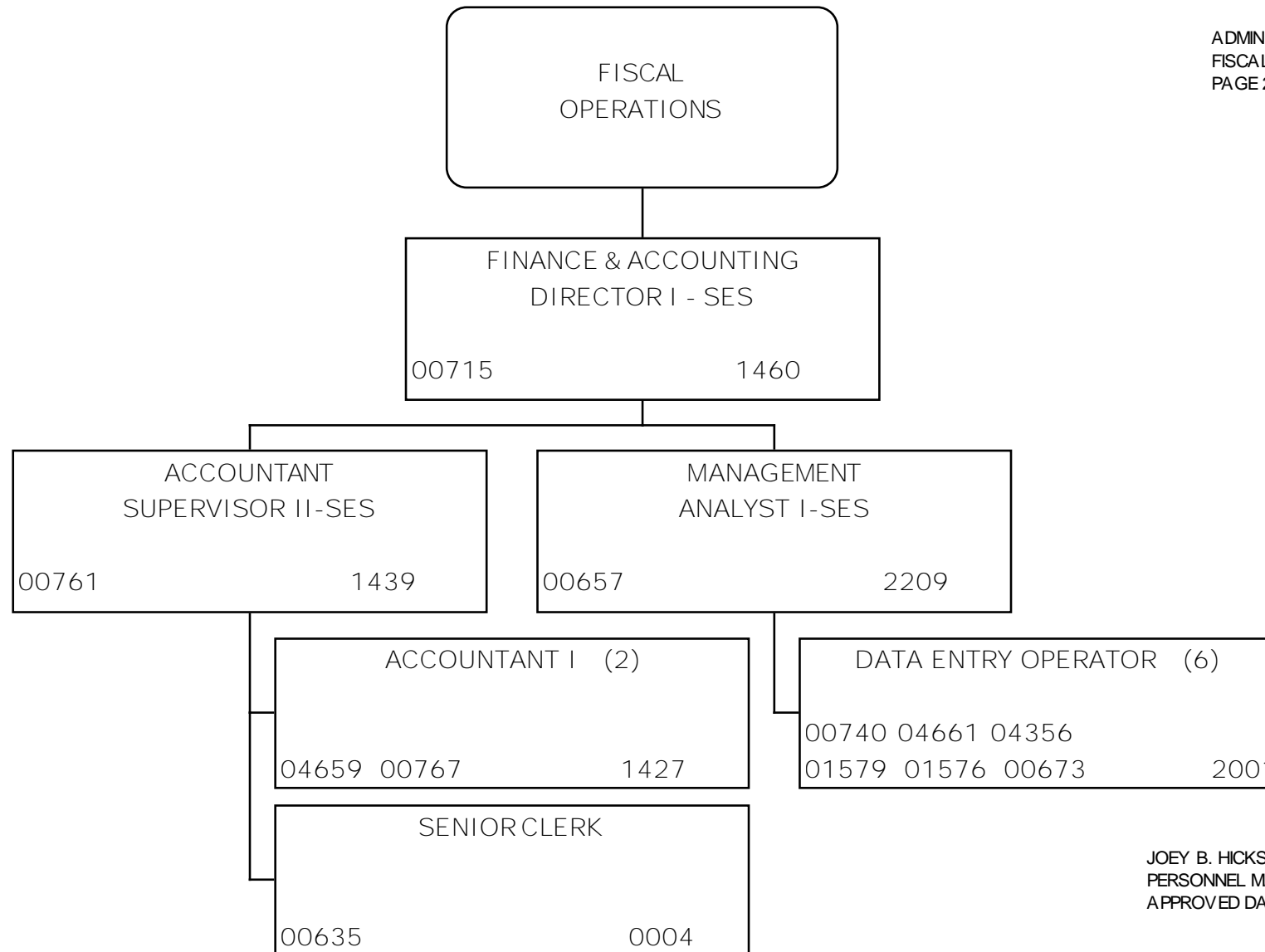
**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**

DIVISION F.T.E. 112
ADMINISTRATIVE
PAGE 1 OF 2



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 2/3/2012

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

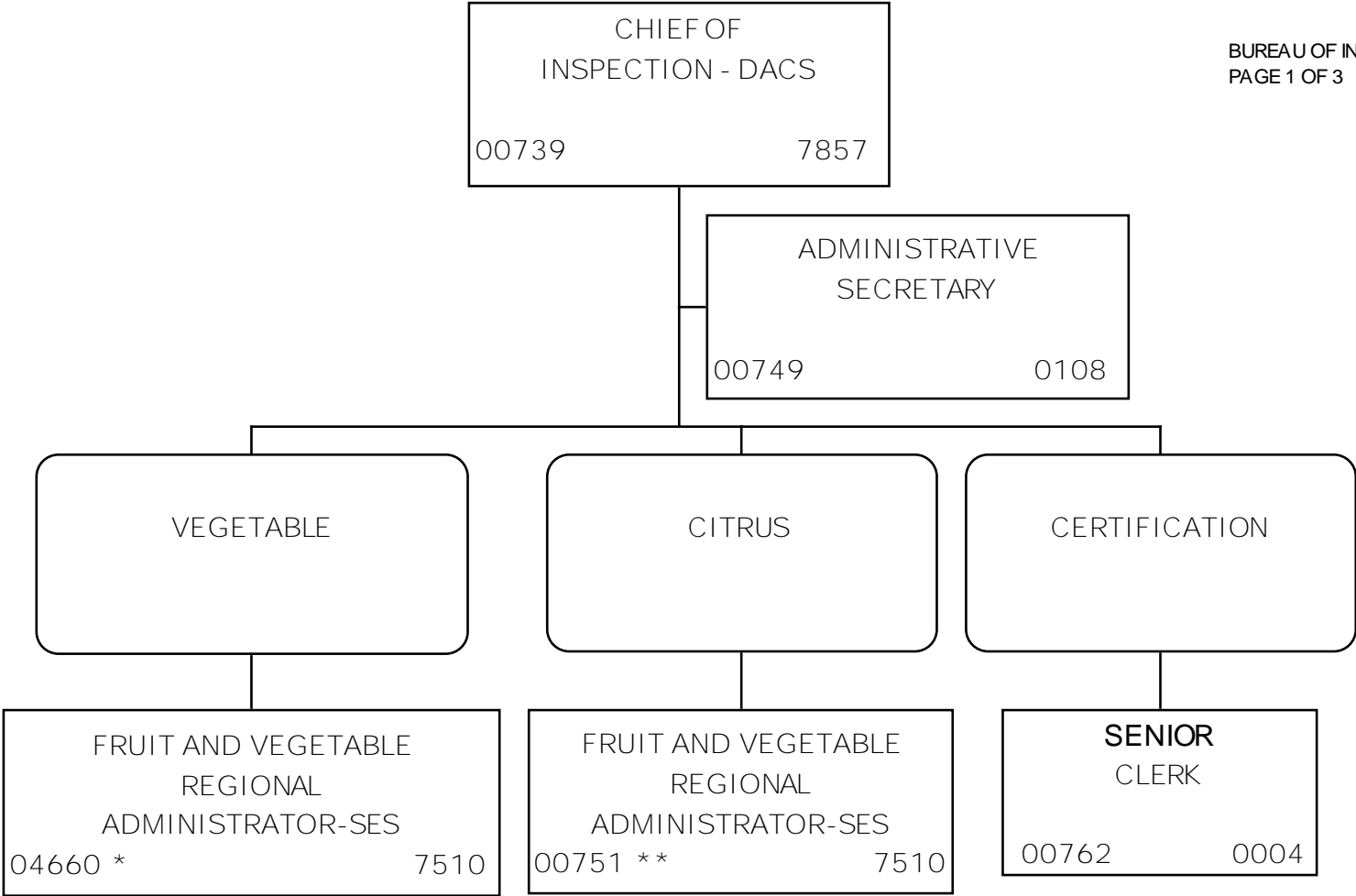


ADMINISTRATIVE
FISCAL OPERATIONS
PAGE 2 OF 2

JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2012

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

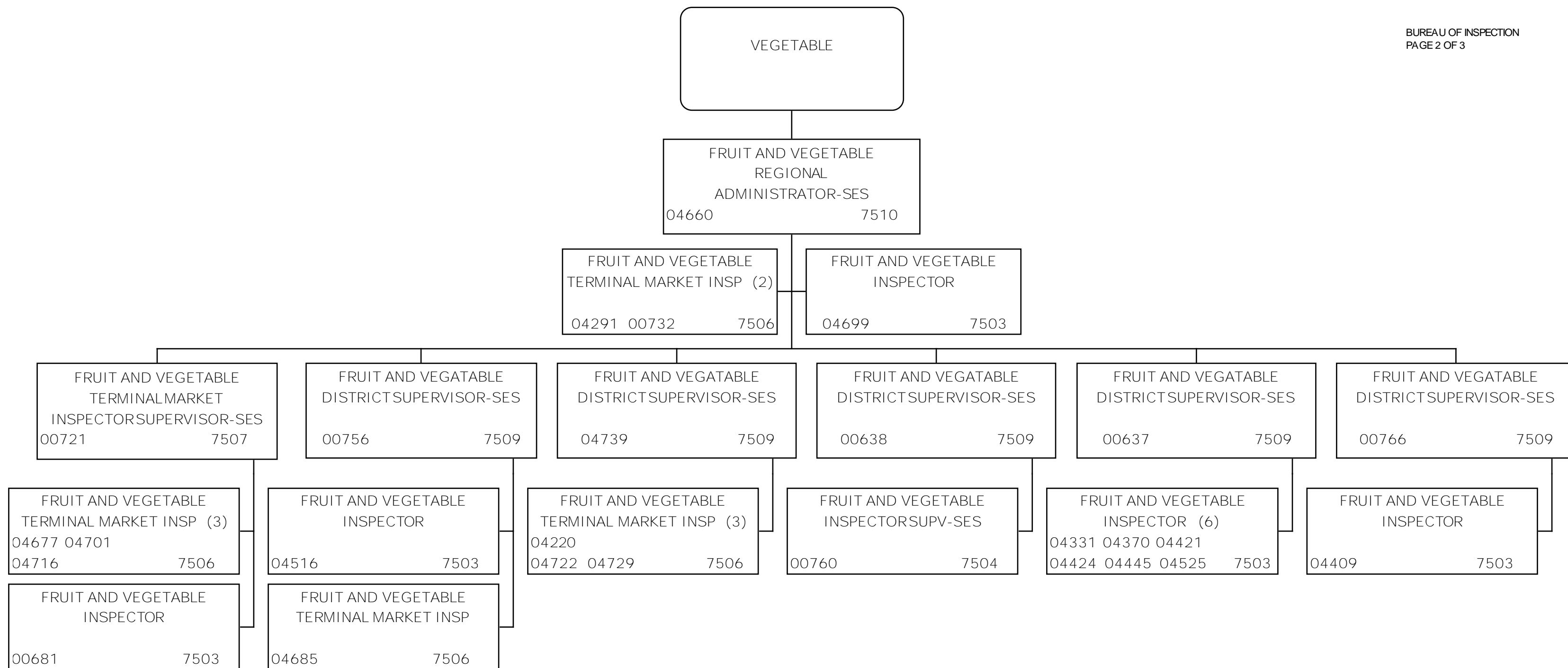
BUREAU OF INSPECTION
PAGE 1 OF 3



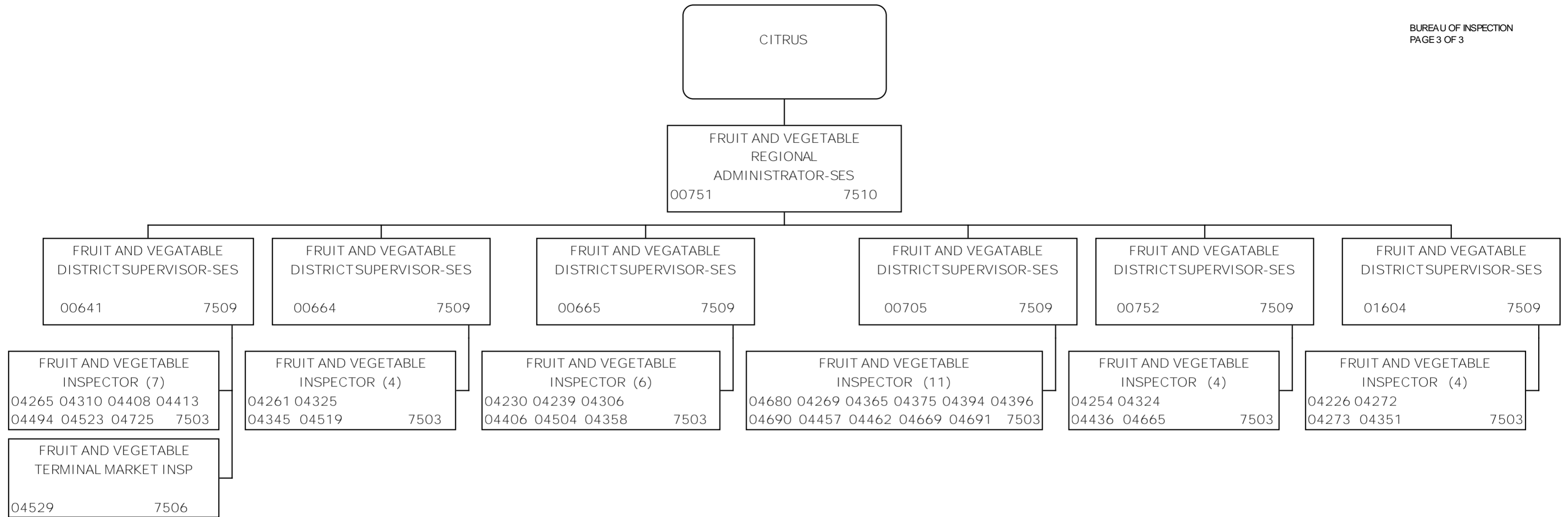
* See page 2
** See page 3

JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2012

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

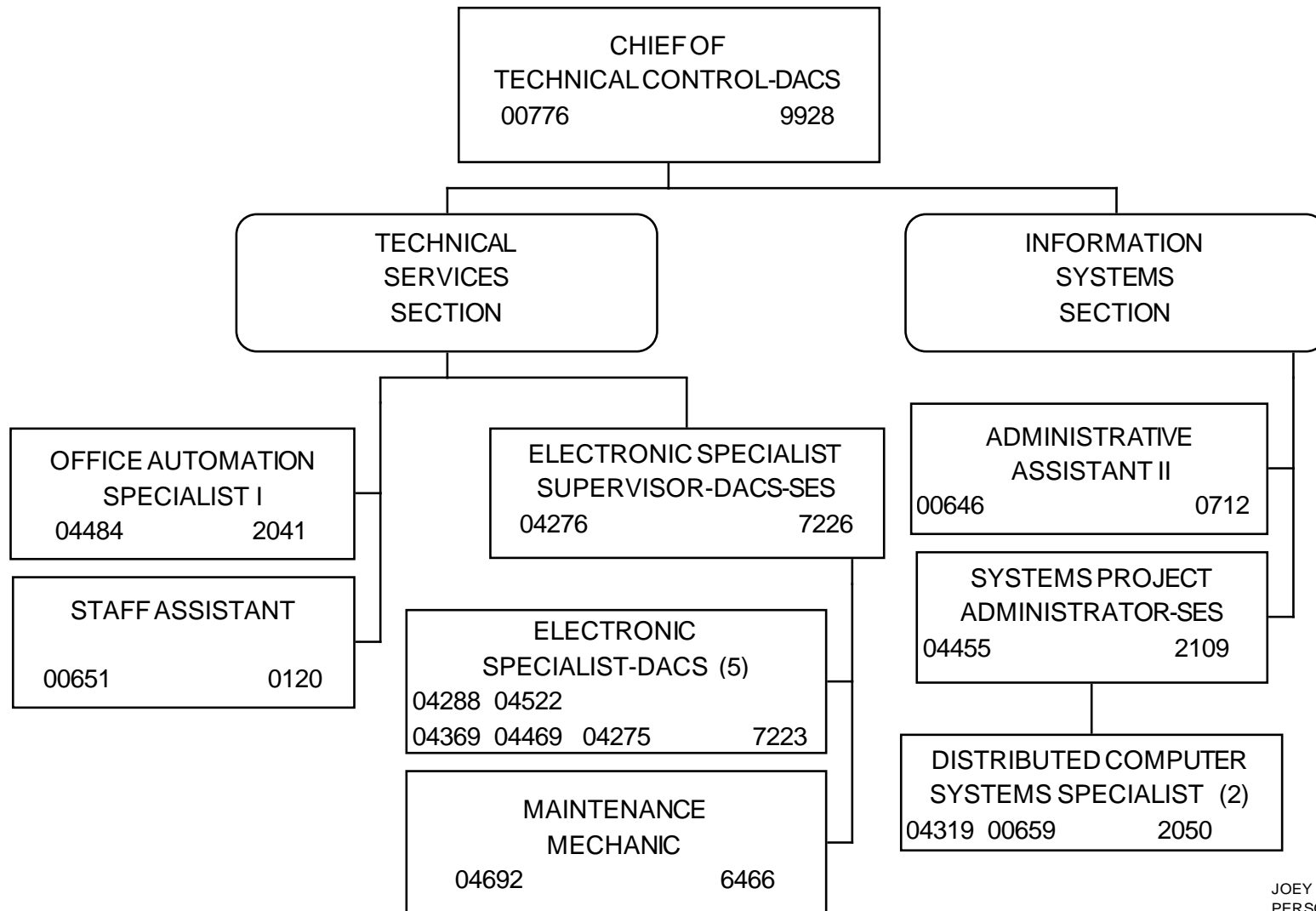


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**



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

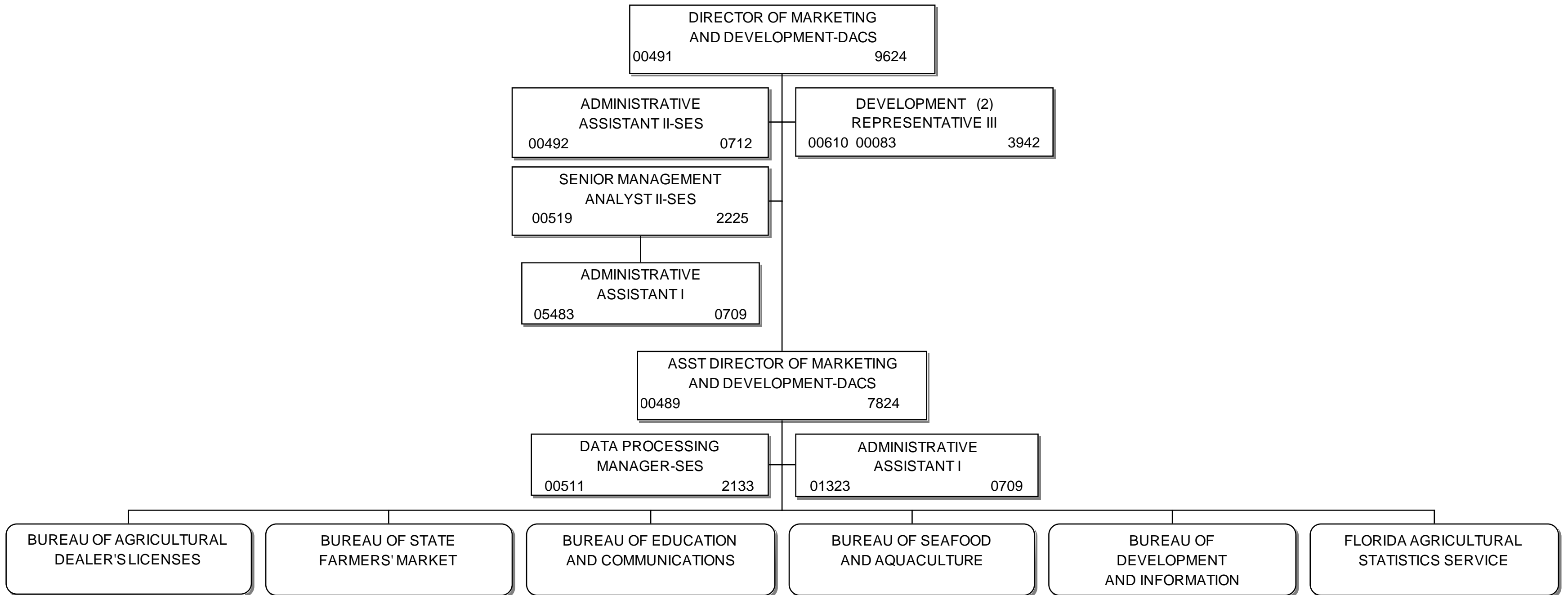
BUREAU OF TECHNICAL
CONTROL
PAGE 1 OF 1



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2012

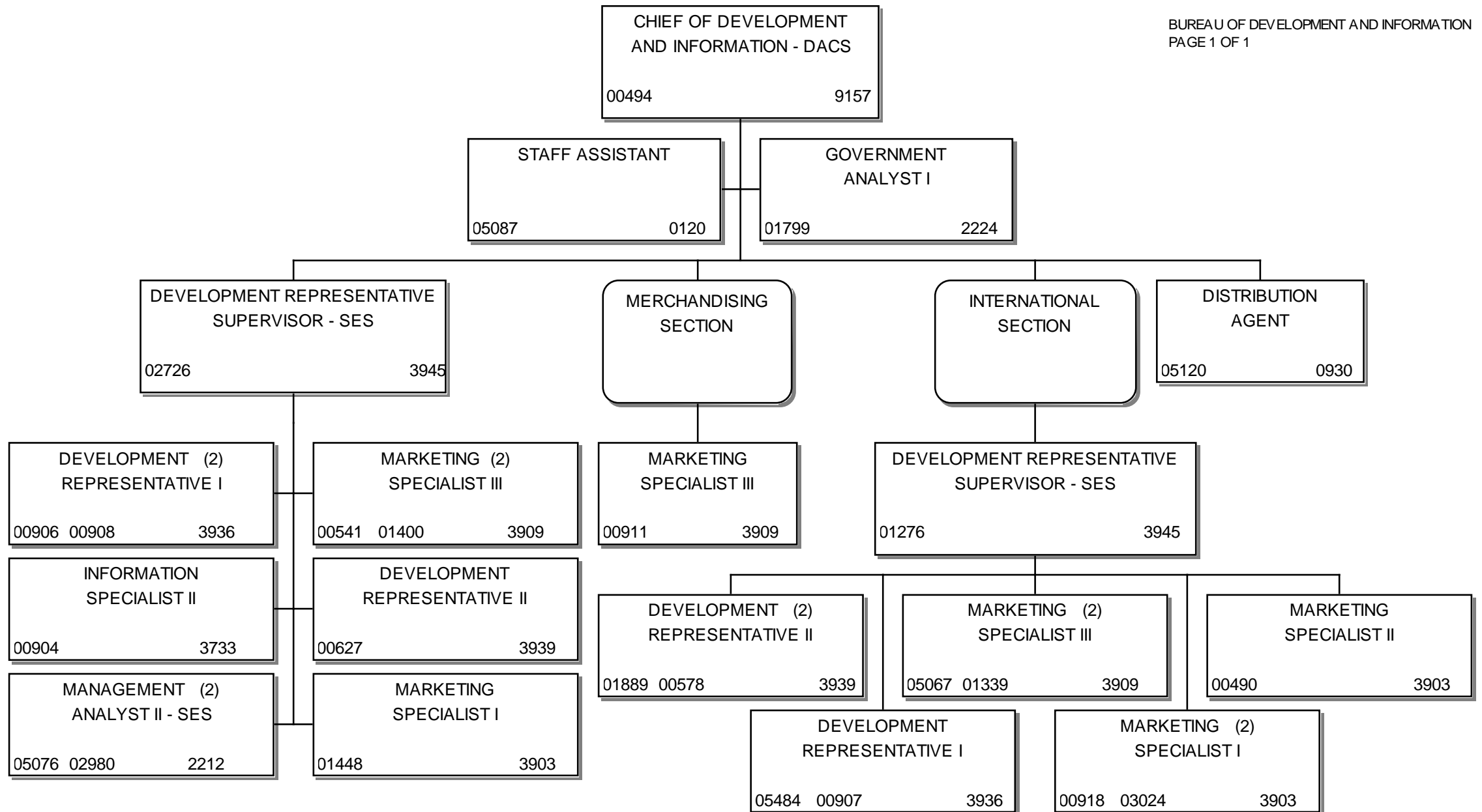
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

DIVISION F.T.E. 156
PAGE 1 OF 1



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

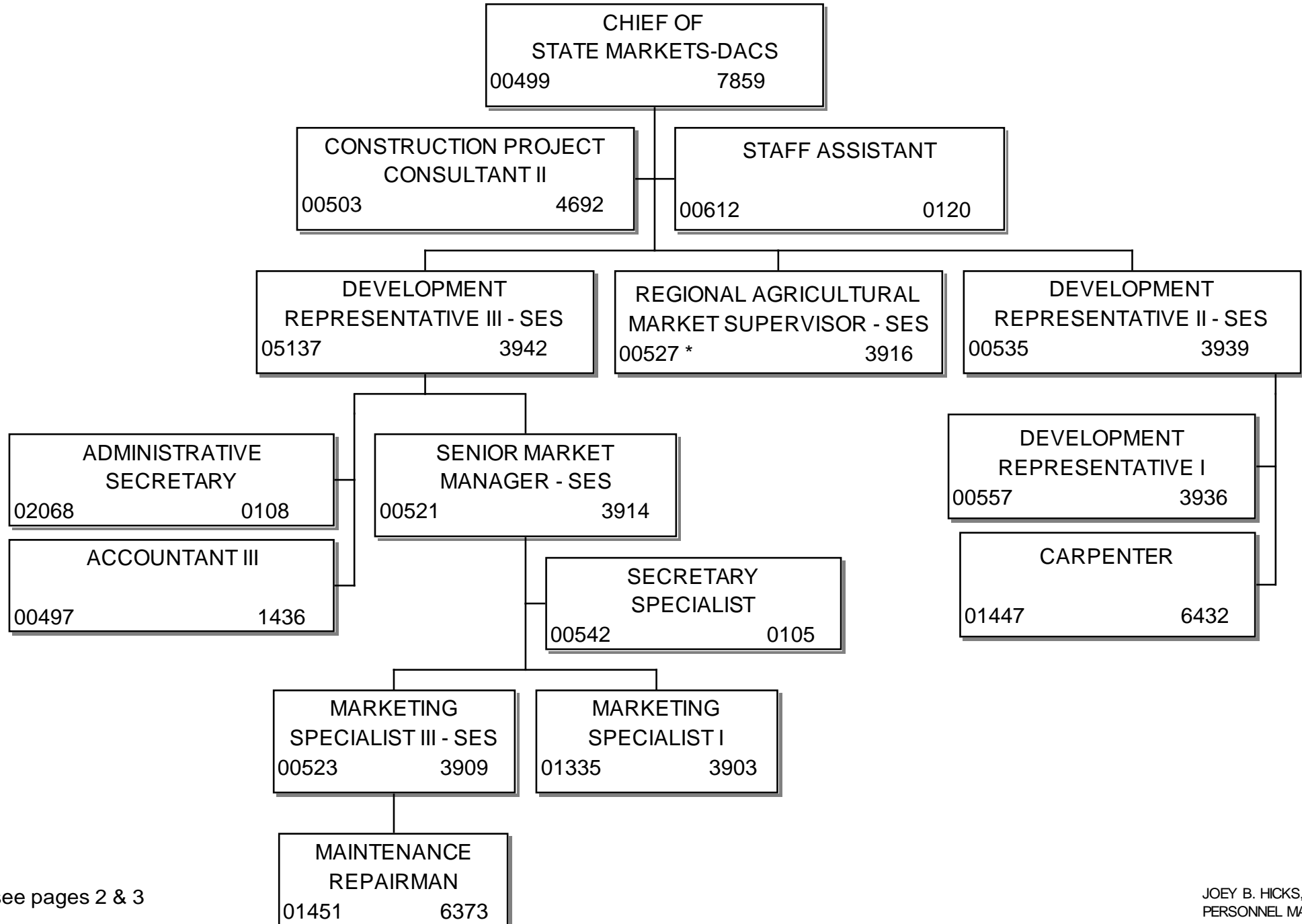
BUREAU OF DEVELOPMENT AND INFORMATION
PAGE 1 OF 1



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2012

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

BUREAU OF STATE FARMERS' MARKET
PAGE 1 OF 3

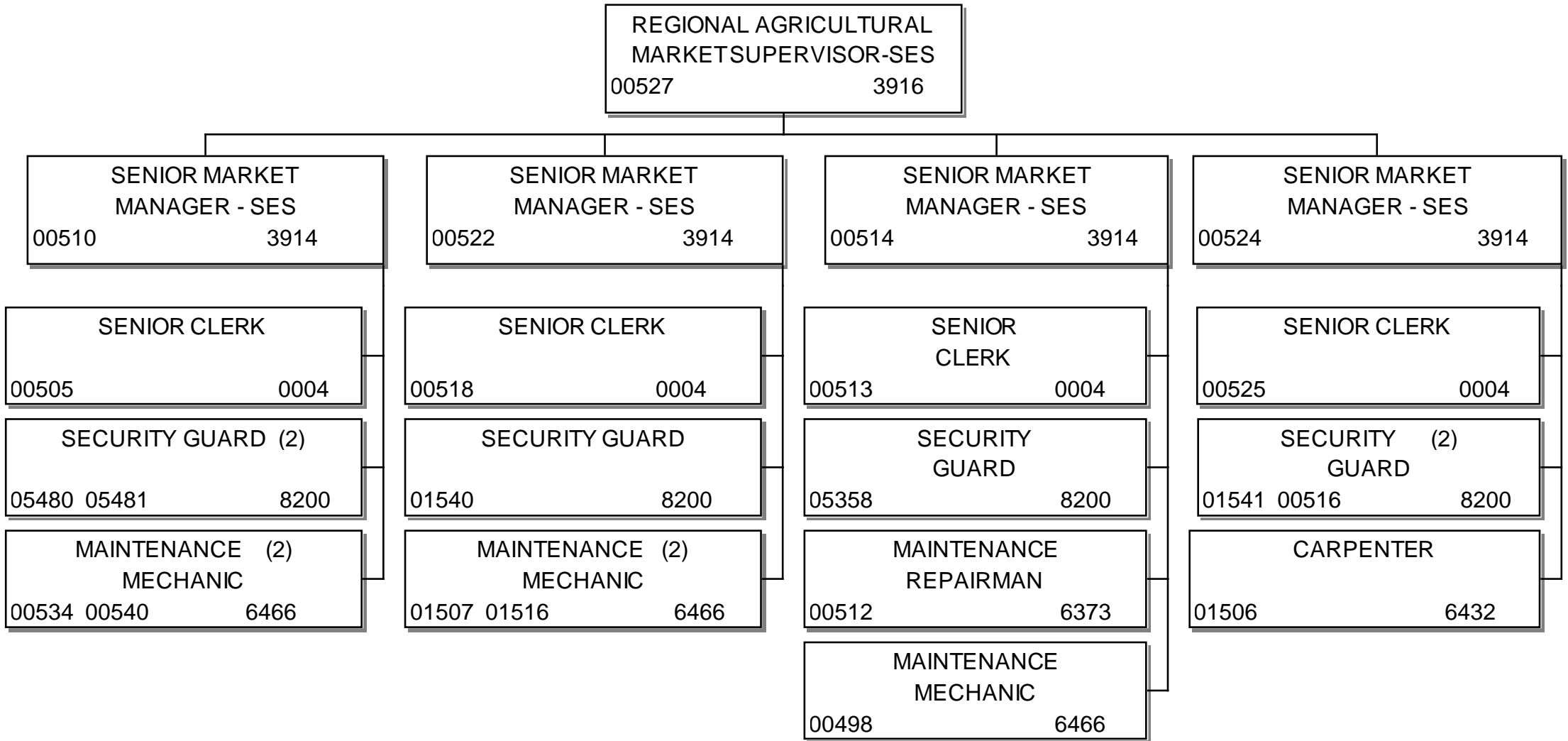


* see pages 2 & 3

JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 5/11/2012

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

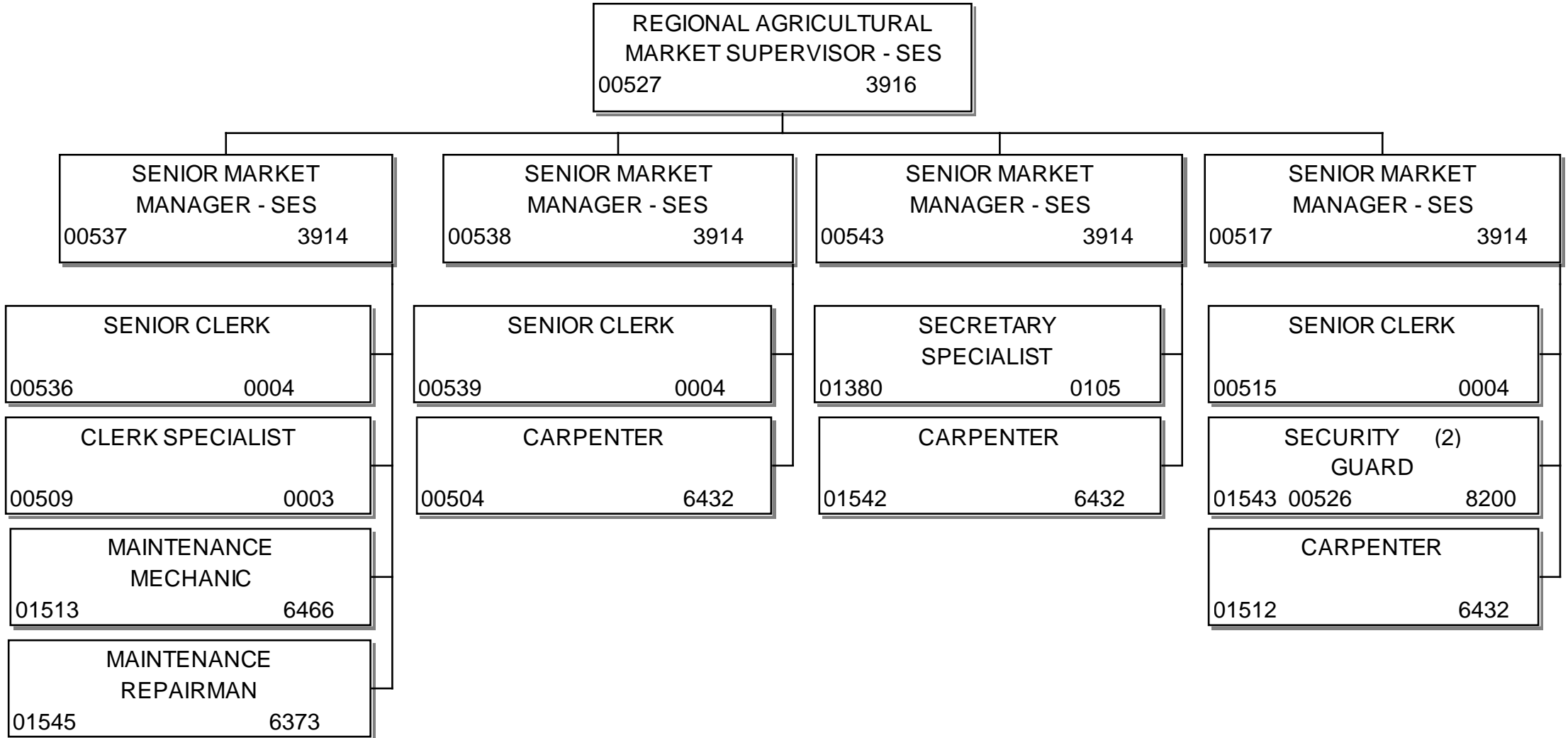
BUREAU OF STATE FARMERS' MARKET
PAGE 2 OF 3



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 5/25/2012

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

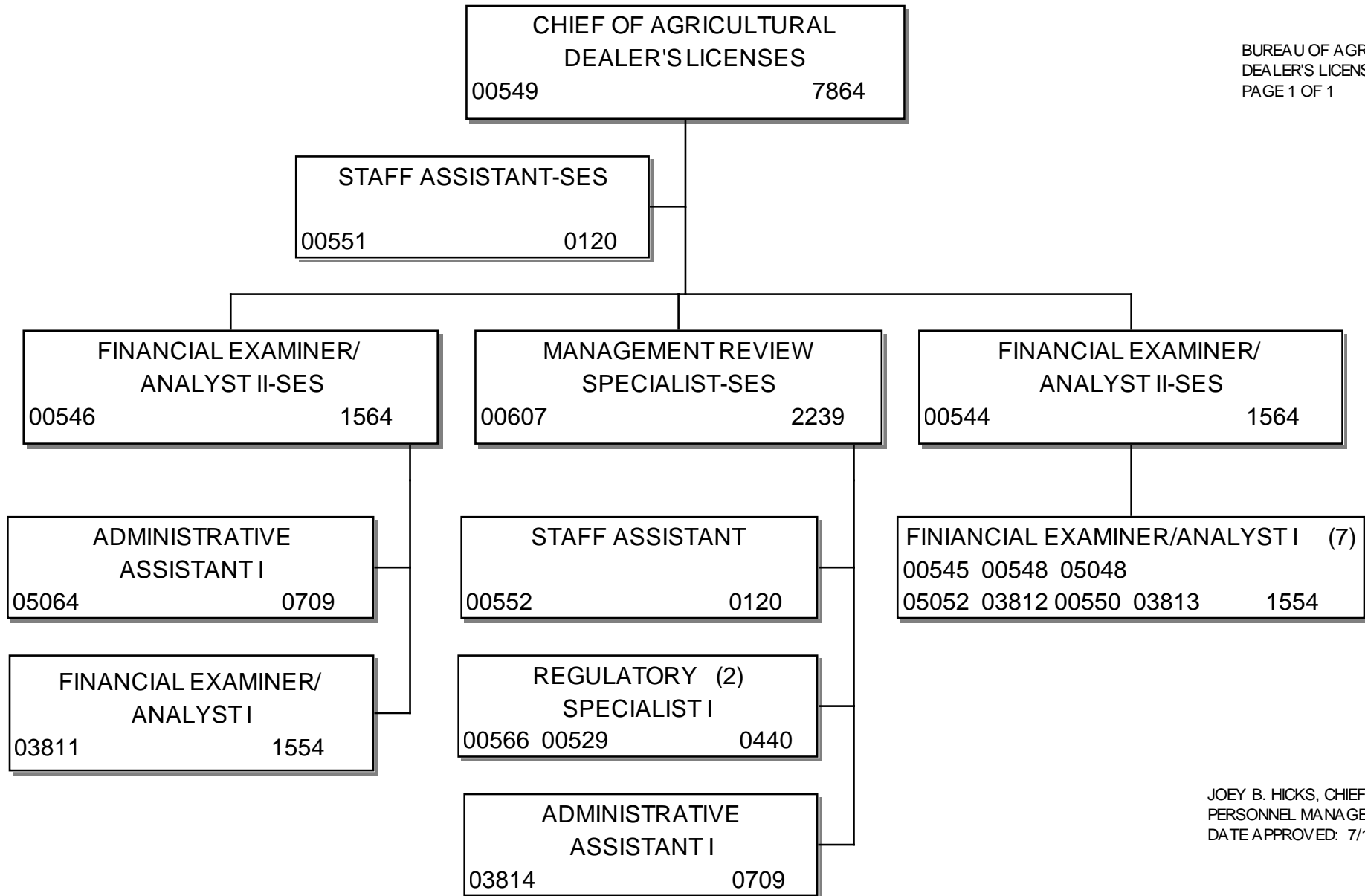
BUREAU OF STATE FARMERS' MARKET
PAGE 3 OF 3



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2012

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

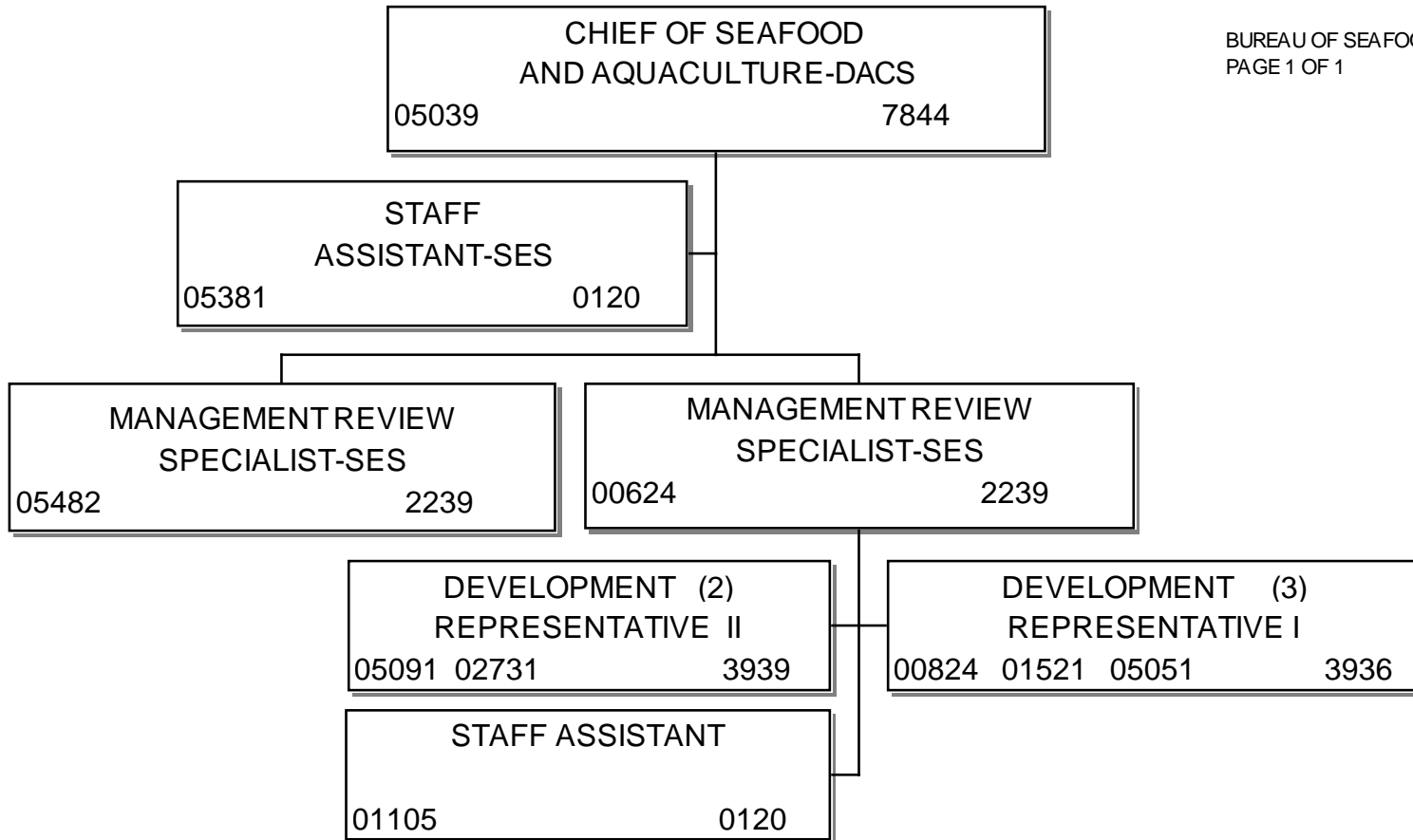
BUREAU OF AGRICULTURAL
DEALER'S LICENSES
PAGE 1 OF 1



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 7/1/2012

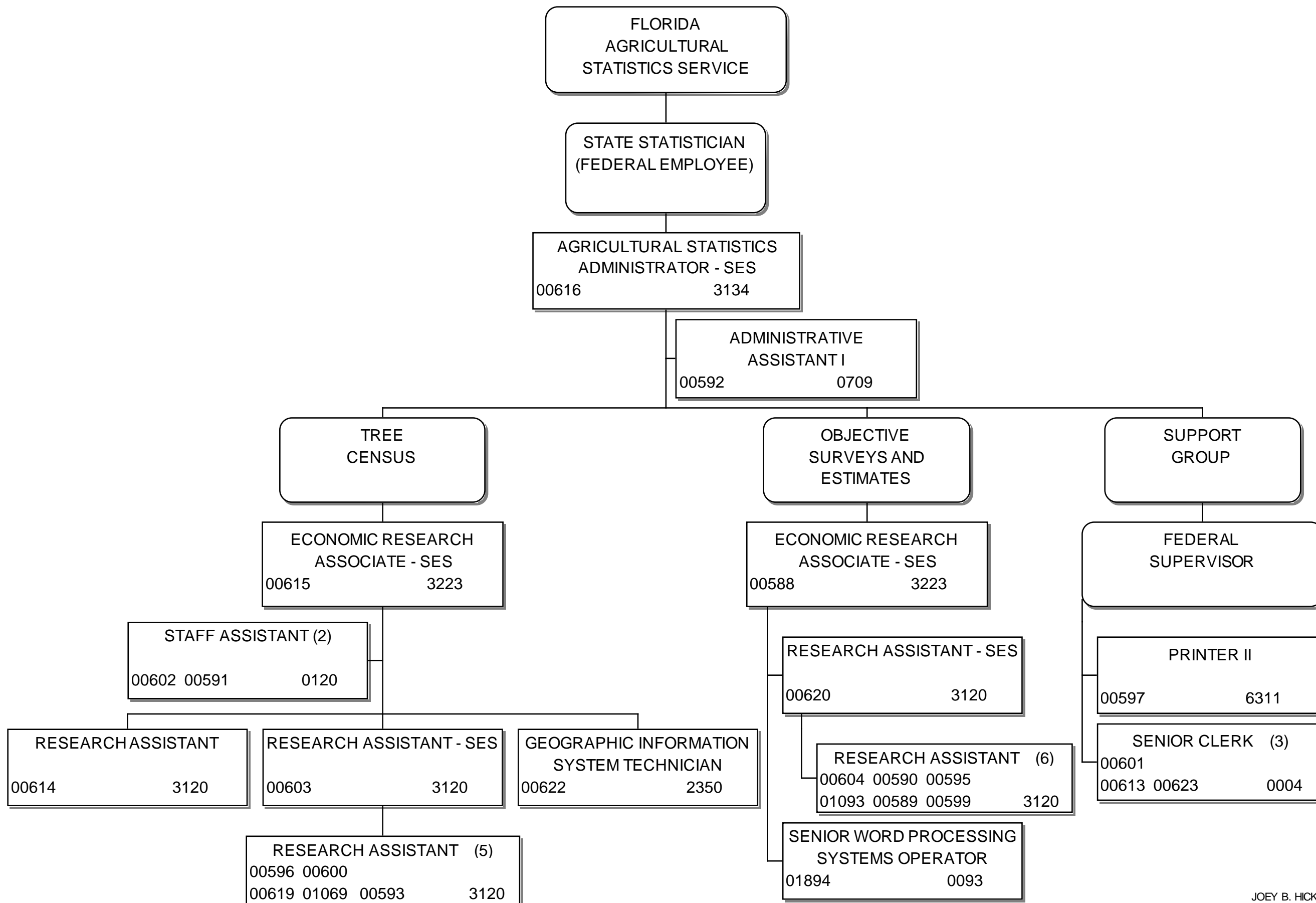
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING DEVELOPMENT**

BUREAU OF SEAFOOD AND AQUACULTURE
PAGE 1 OF 1



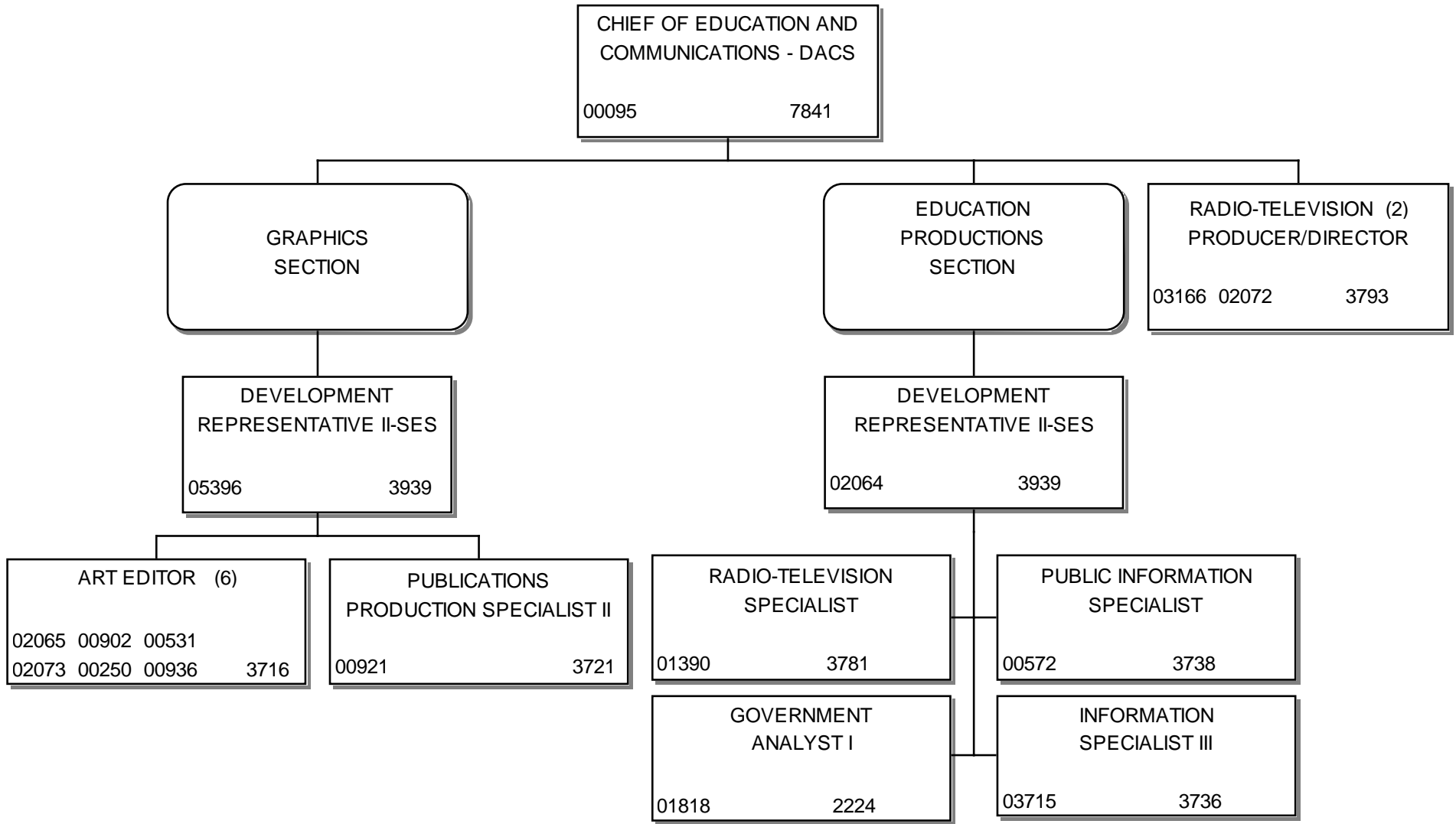
JOEY B. HICKS , CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE : 5/11/2012

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



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

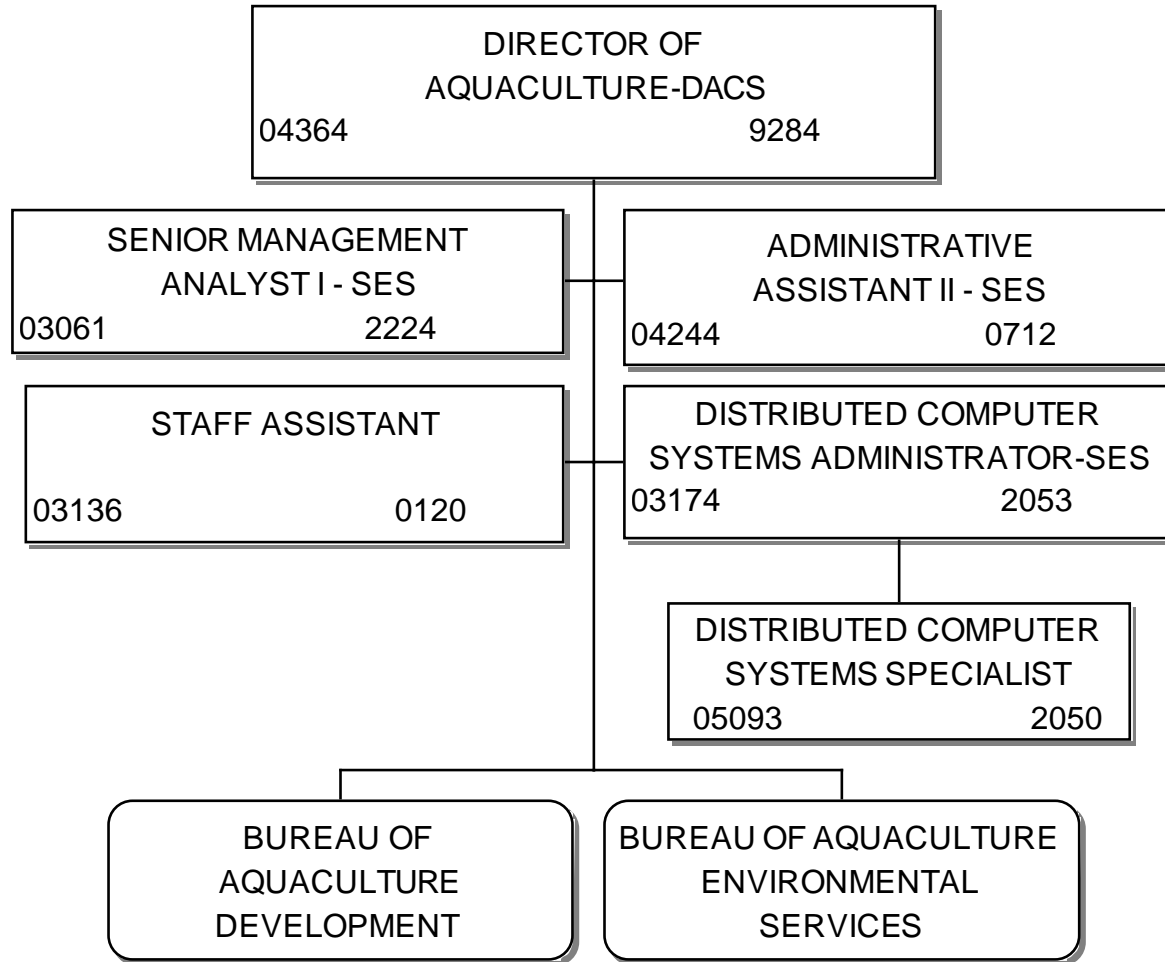
BUREAU OF EDUCATION AND COMMUNICATIONS
PAGE 1 OF 1



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 04/27/2012

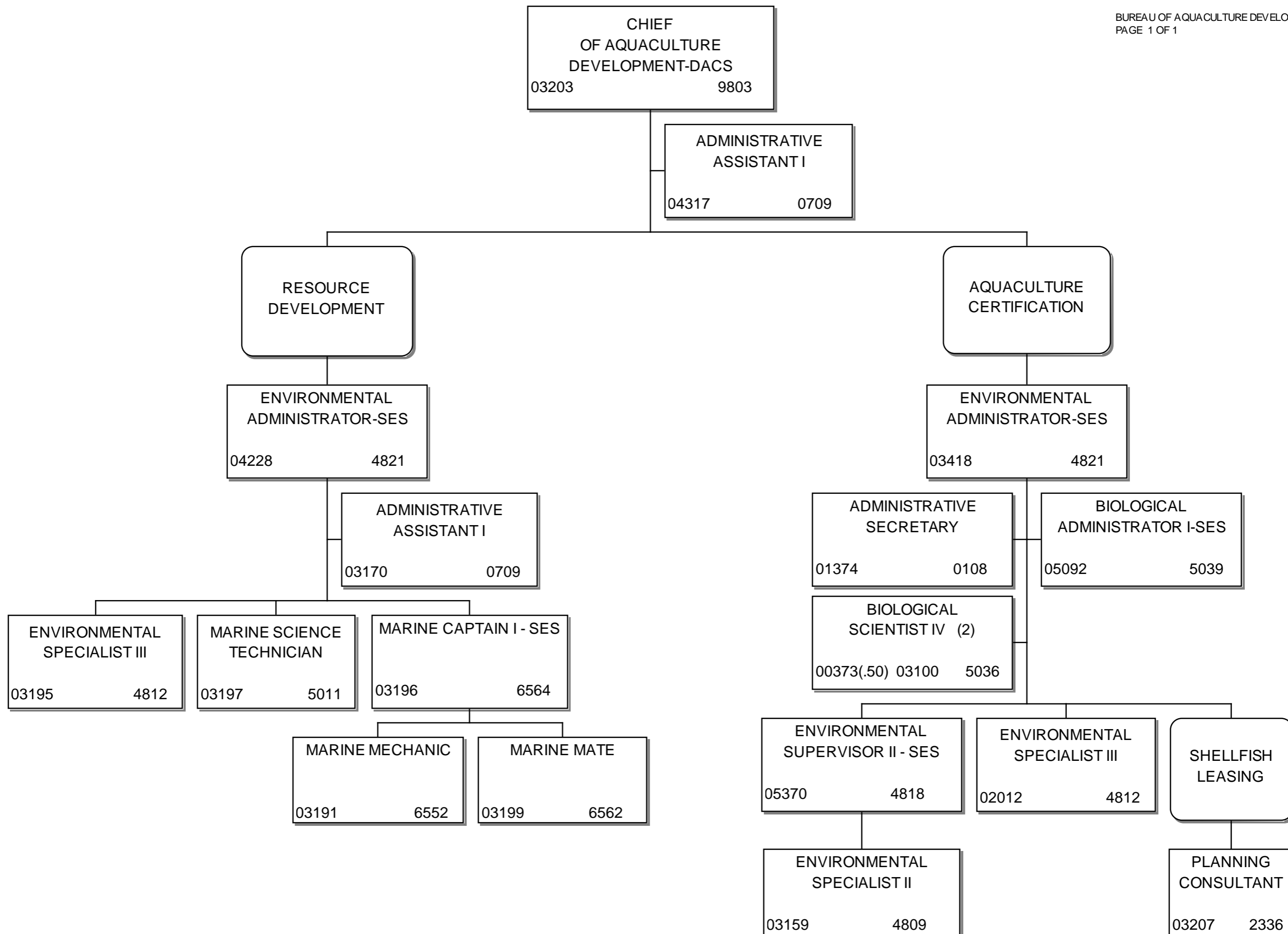
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF AQUACULTURE**

DIVISION
F.T.E 48.5
PAGE 1 OF 1



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 11/11/2011

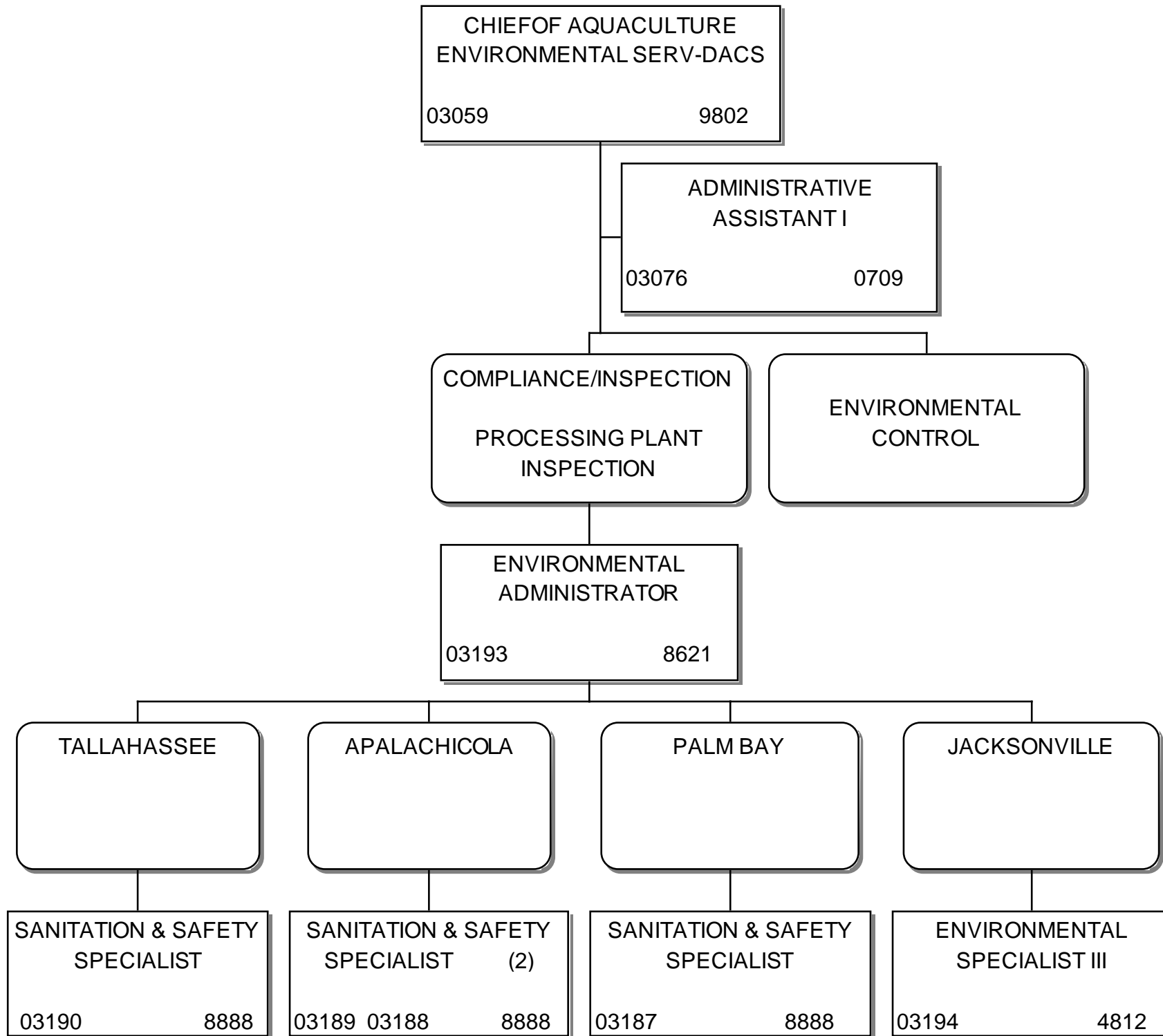
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF AQUACULTURE**



JOEY B.
HICKS, CHIEF
OF
PERSONNEL
MANAGEMENT
DATE
APPROVED:
07/01/2011

**DEPARTMENT OF AQUACULTURE
AND CONSUMER SERVICES
DIVISION OF AQUACULTURE**

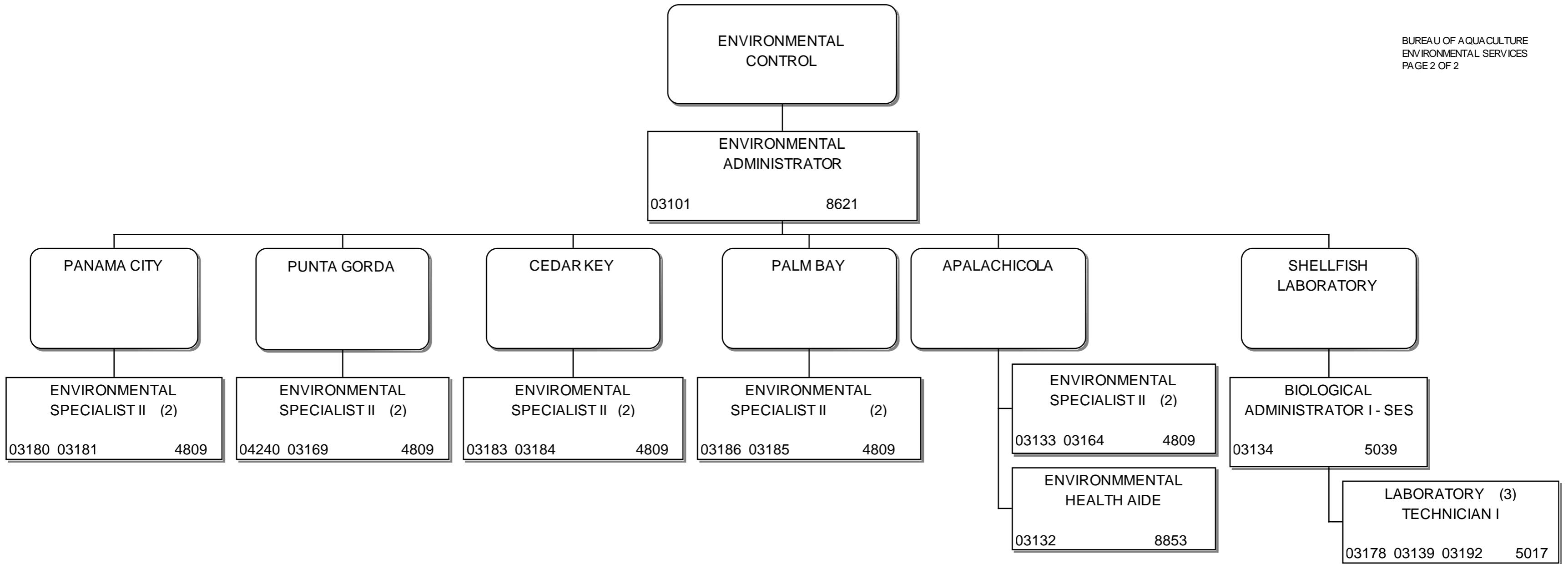
BUREAU OF AQUACULTURE
ENVIRONMENTAL SERVICES
PAGE 1 OF 2



JOEY B. HICKS, CHIEF OF PERSONNEL MANAGEMENT
DATE APPROVED: 09/16/2011

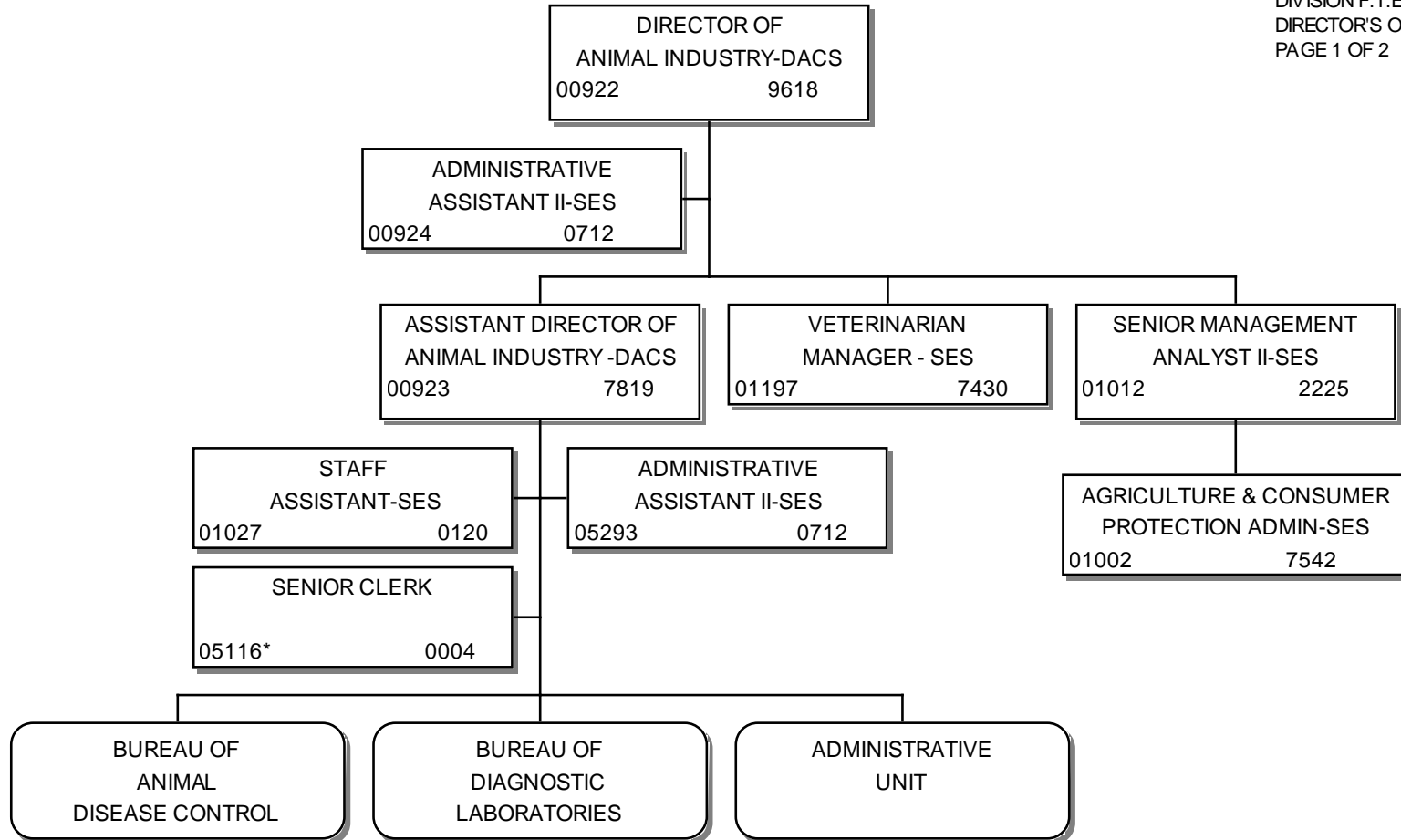
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF AQUACULTURE**

BUREAU OF AQUACULTURE
ENVIRONMENTAL SERVICES
PAGE 2 OF 2



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

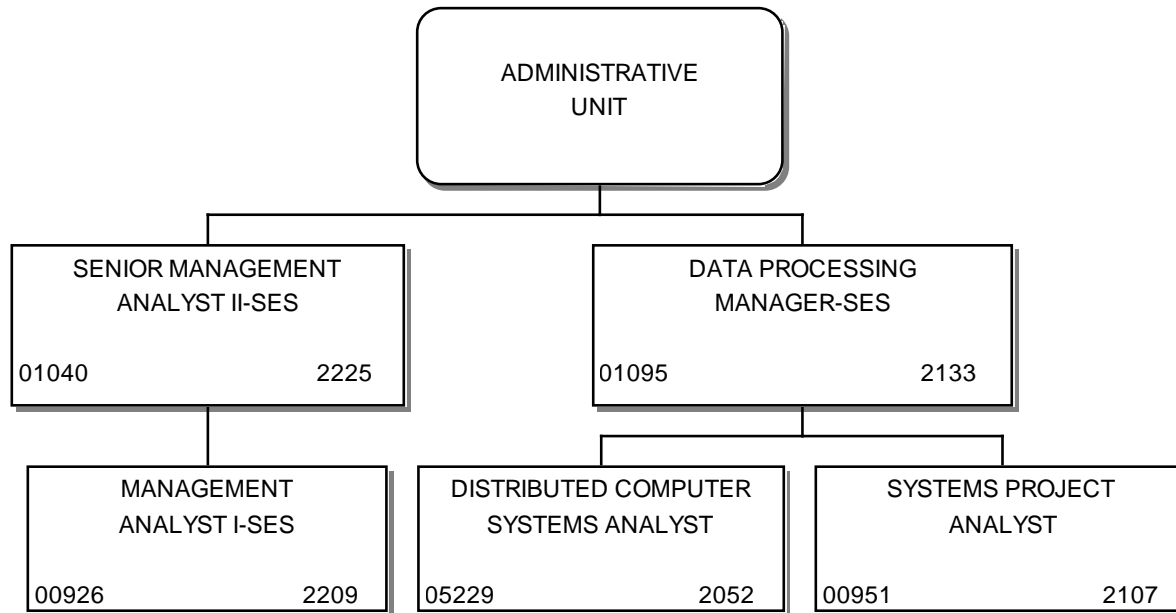
DIVISION F.T.E. 121.50
DIRECTOR'S OFFICE
PAGE 1 OF 2



* Position funded by Bureau of Animal Disease Control

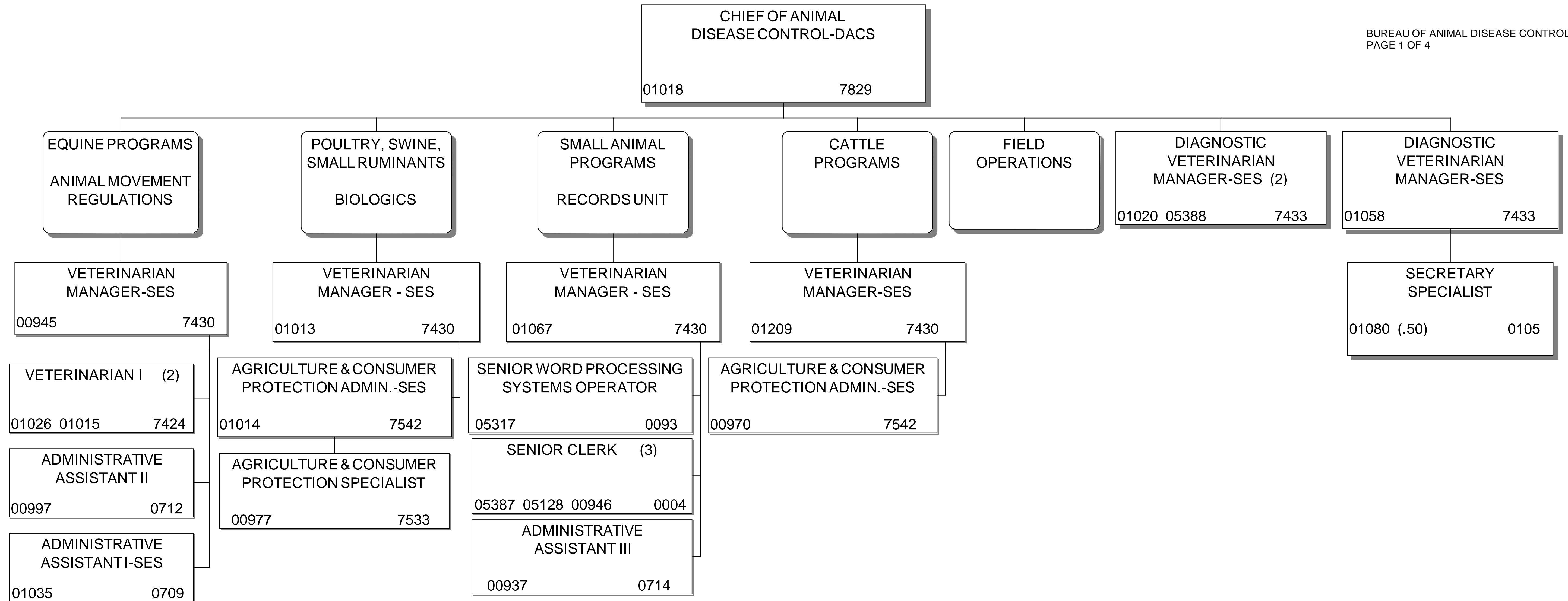
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ANIMAL INDUSTRY**

DIRECTOR'S OFFICE
PAGE 2 OF 2



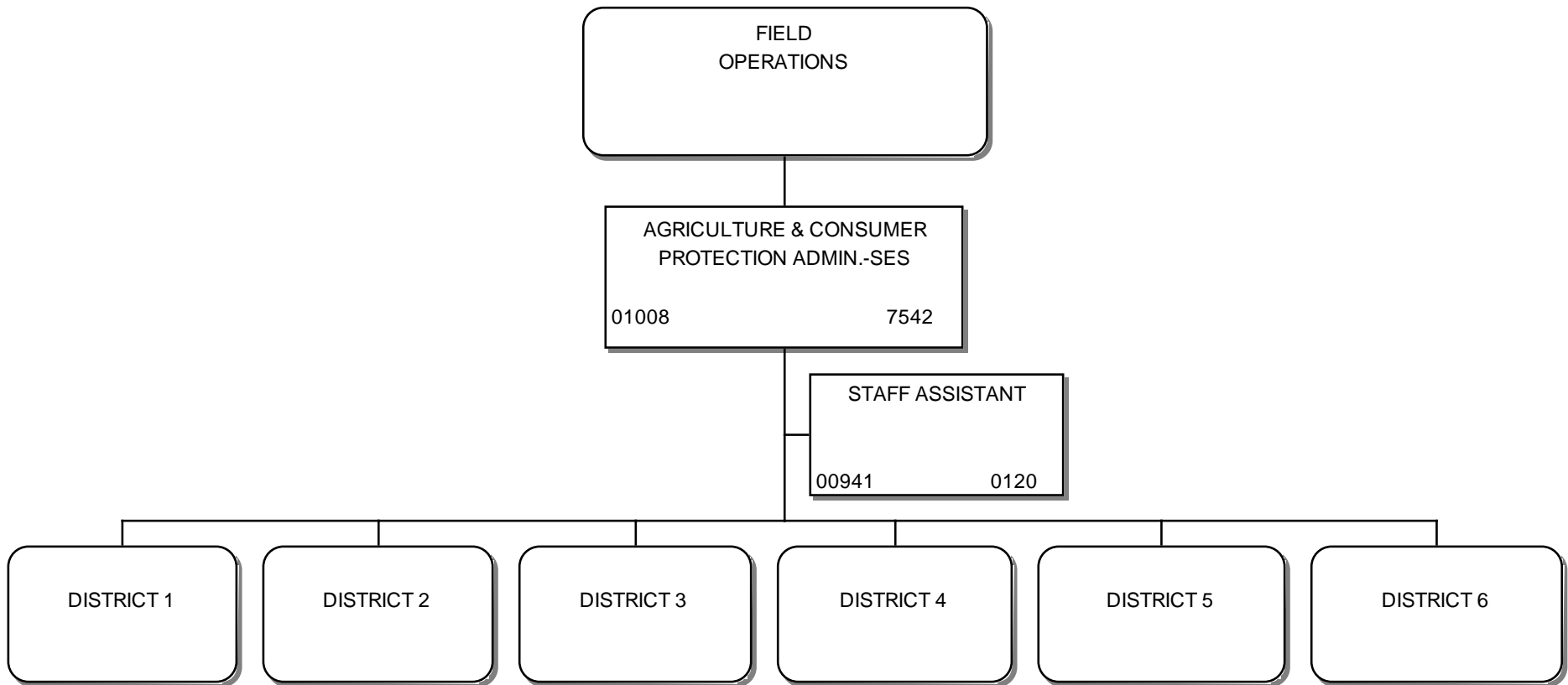
JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2012

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



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

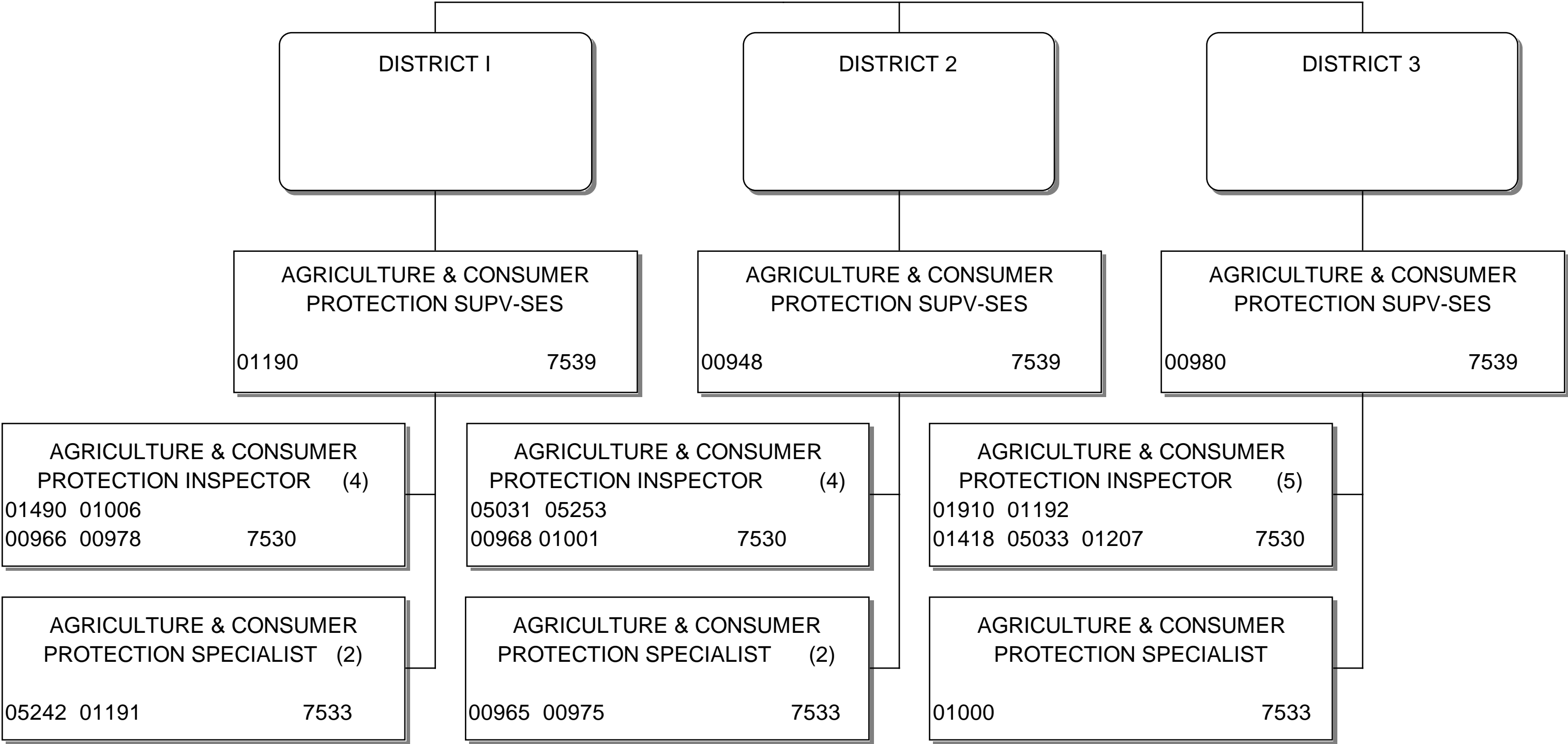
BUREAU OF ANIMAL DISEASE CONTROL
PAGE 2 OF 4



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 12/27/2010

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

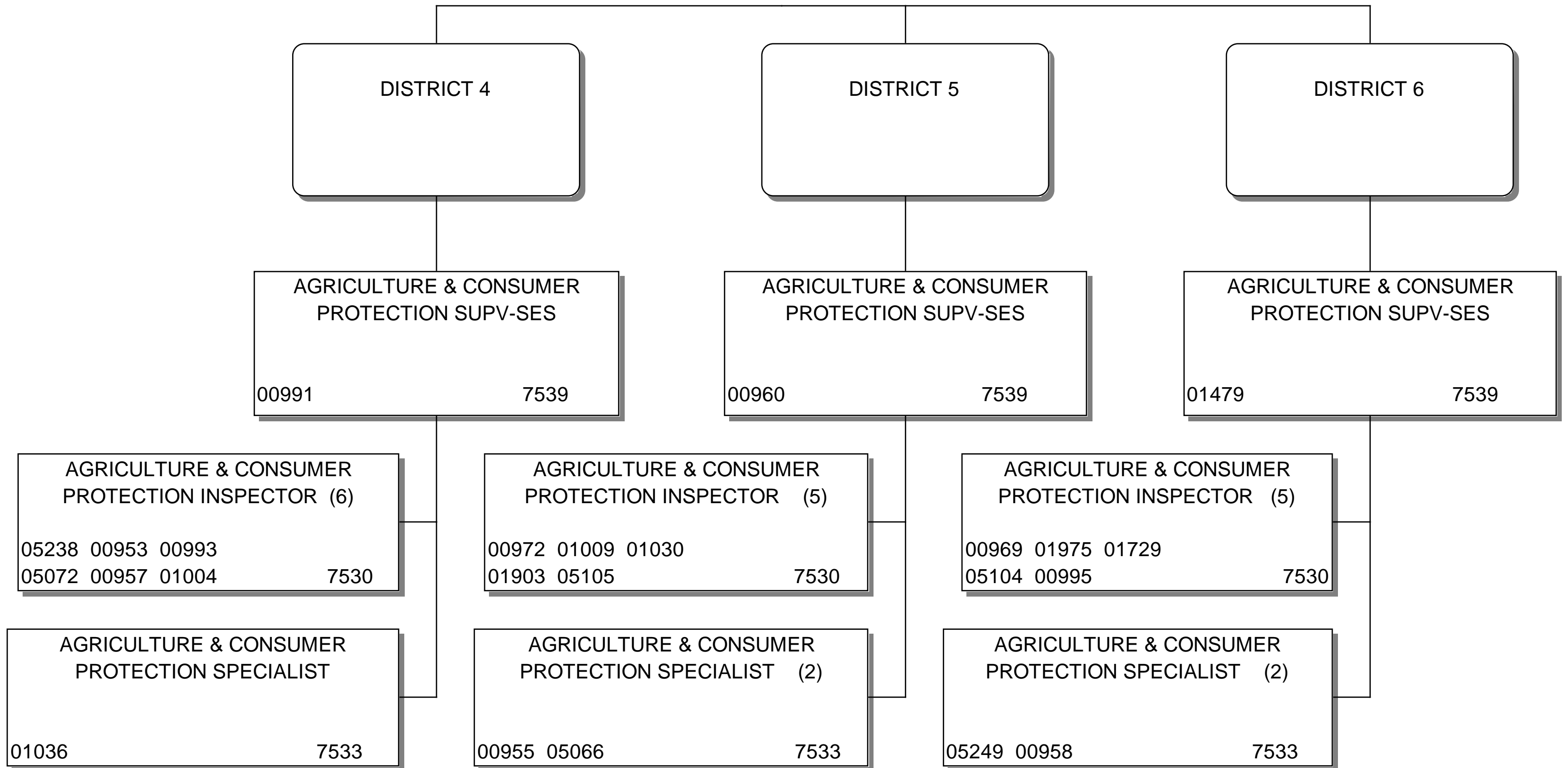
BUREAU OF ANIMAL DISEASE CONTROL
PAGE 3 OF 4



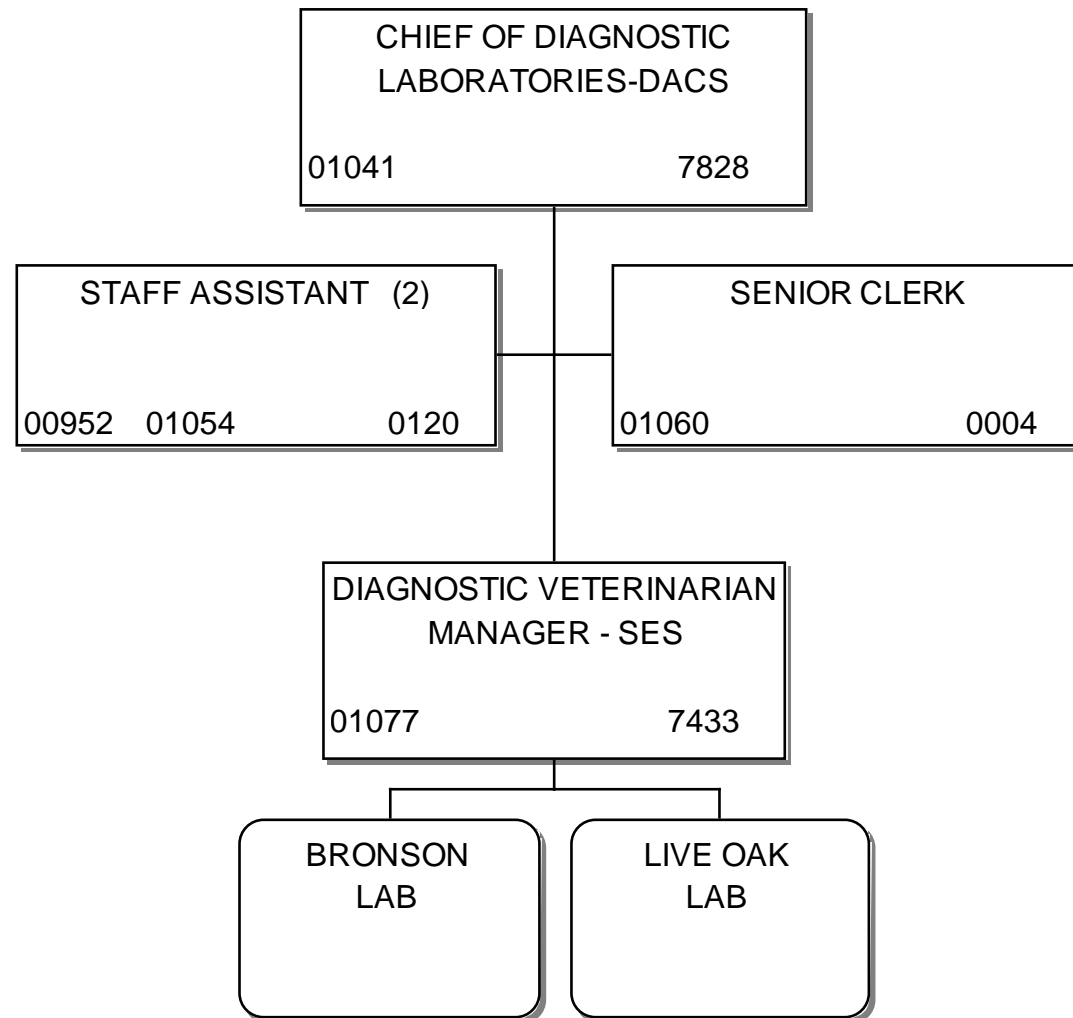
JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

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

BUREAU OF ANIMAL DISEASE CONTROL
PAGE 4 OF 4

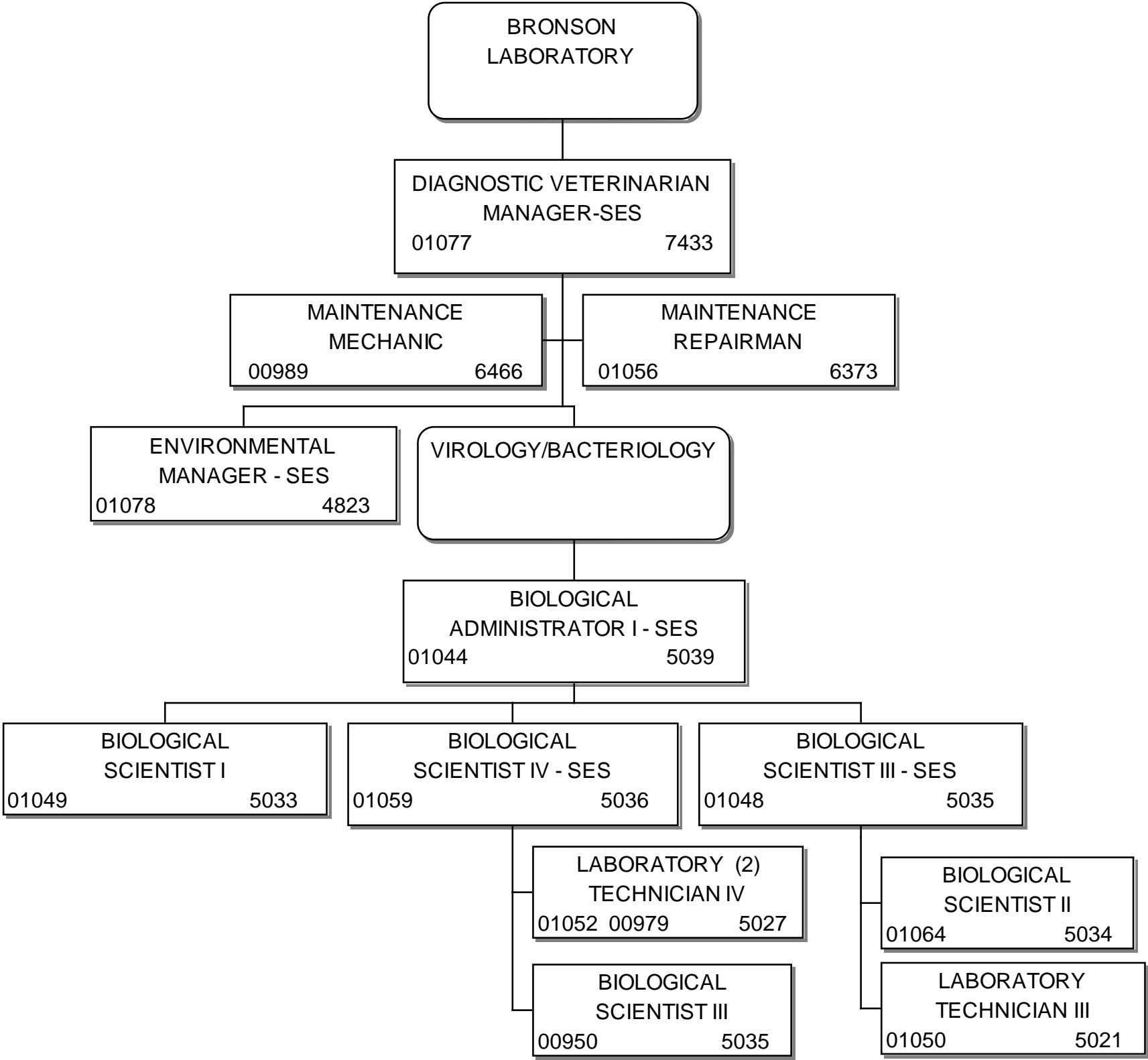


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ANIMAL INDUSTRY**



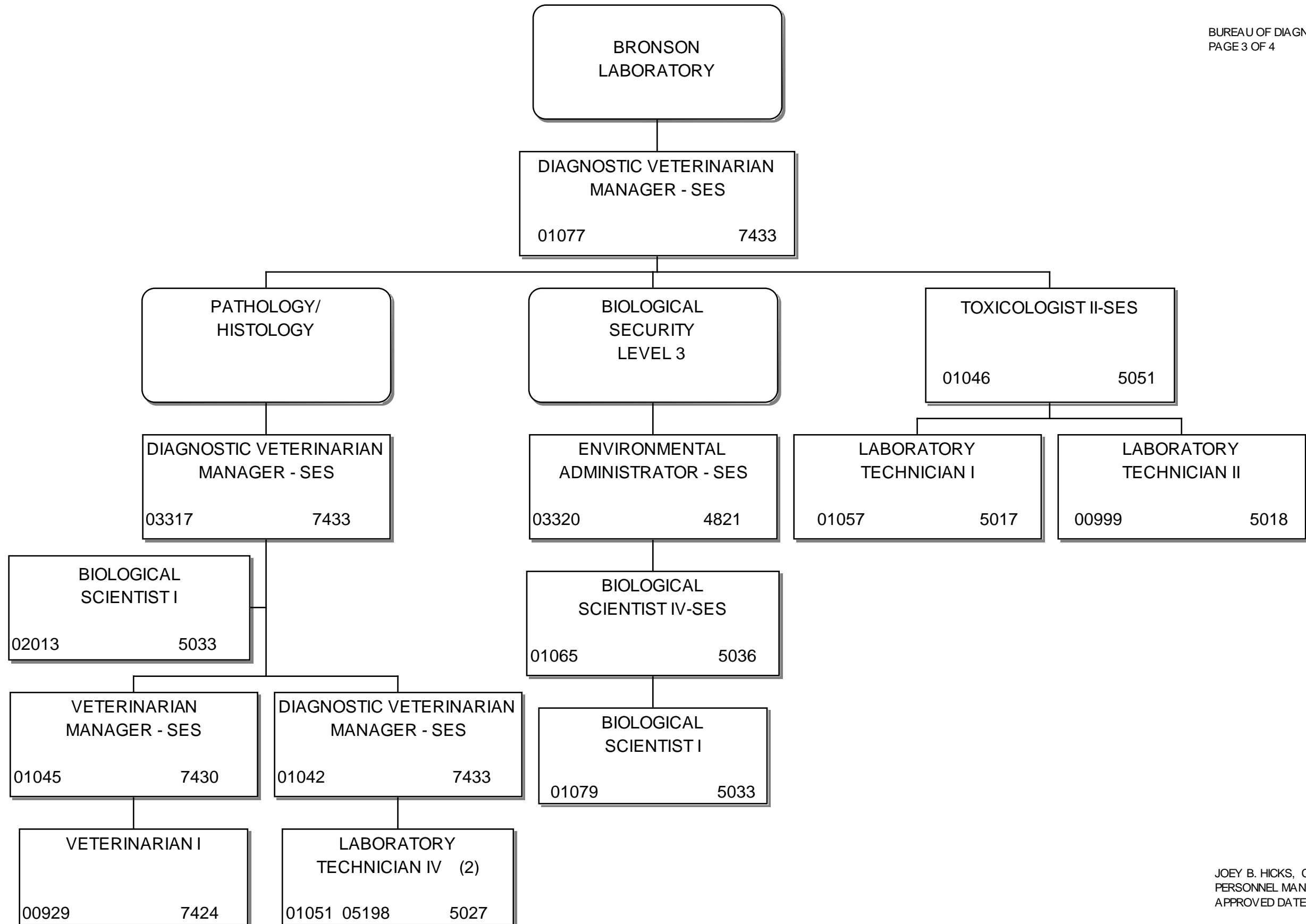
BUREAU OF DIAGNOSTIC
LABORATORIES
PAGE 1 OF 4

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



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

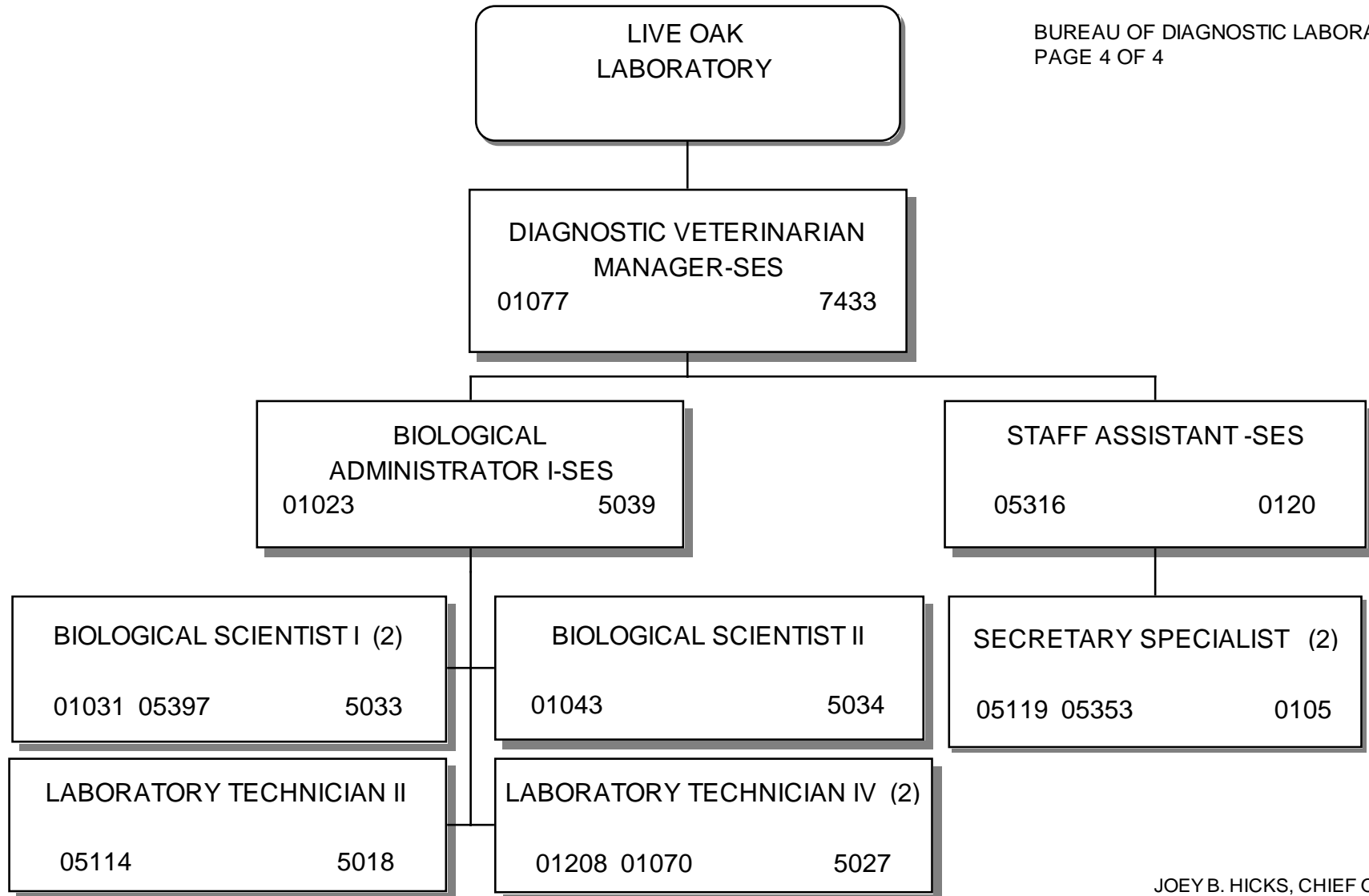
BUREAU OF DIAGNOSTIC LABORATORIES
PAGE 3 OF 4



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 08/19/2011

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

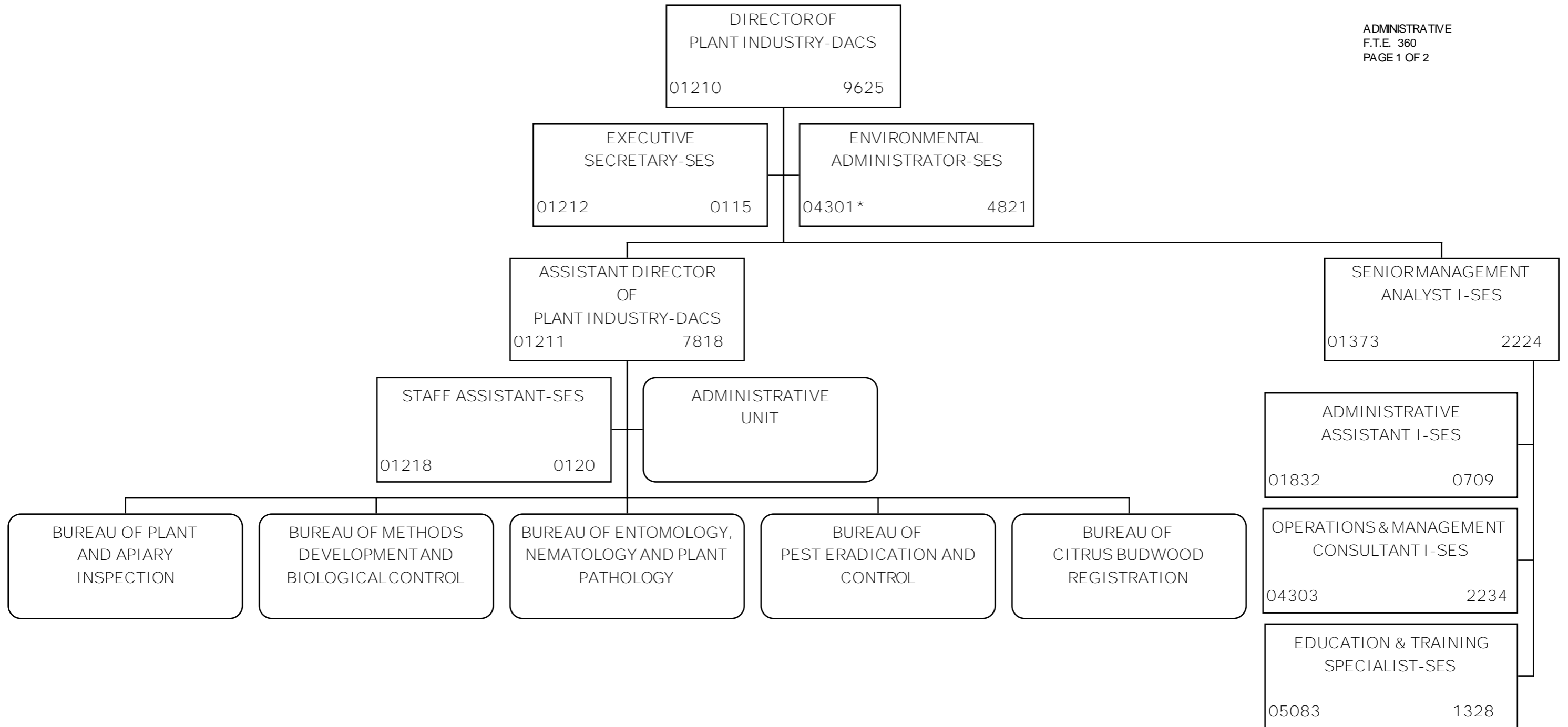
BUREAU OF DIAGNOSTIC LABORATORIES
PAGE 4 OF 4



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 07/01/2011

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

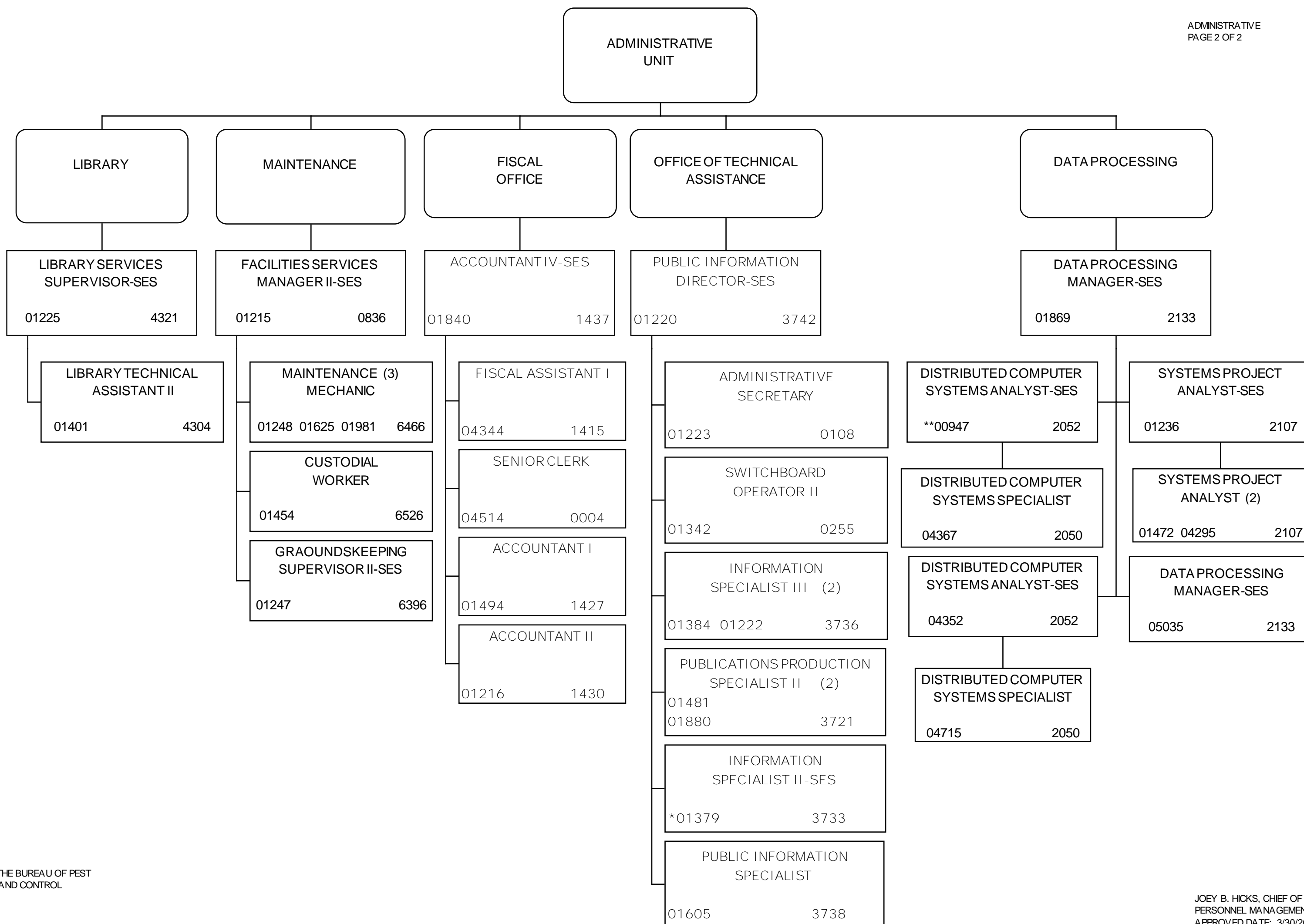
ADMINISTRATIVE
F.T.E. 360
PAGE 1 OF 2



*Funded from Bureau of Pest Eradication and Control

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

ADMINISTRATIVE
PAGE 2 OF 2

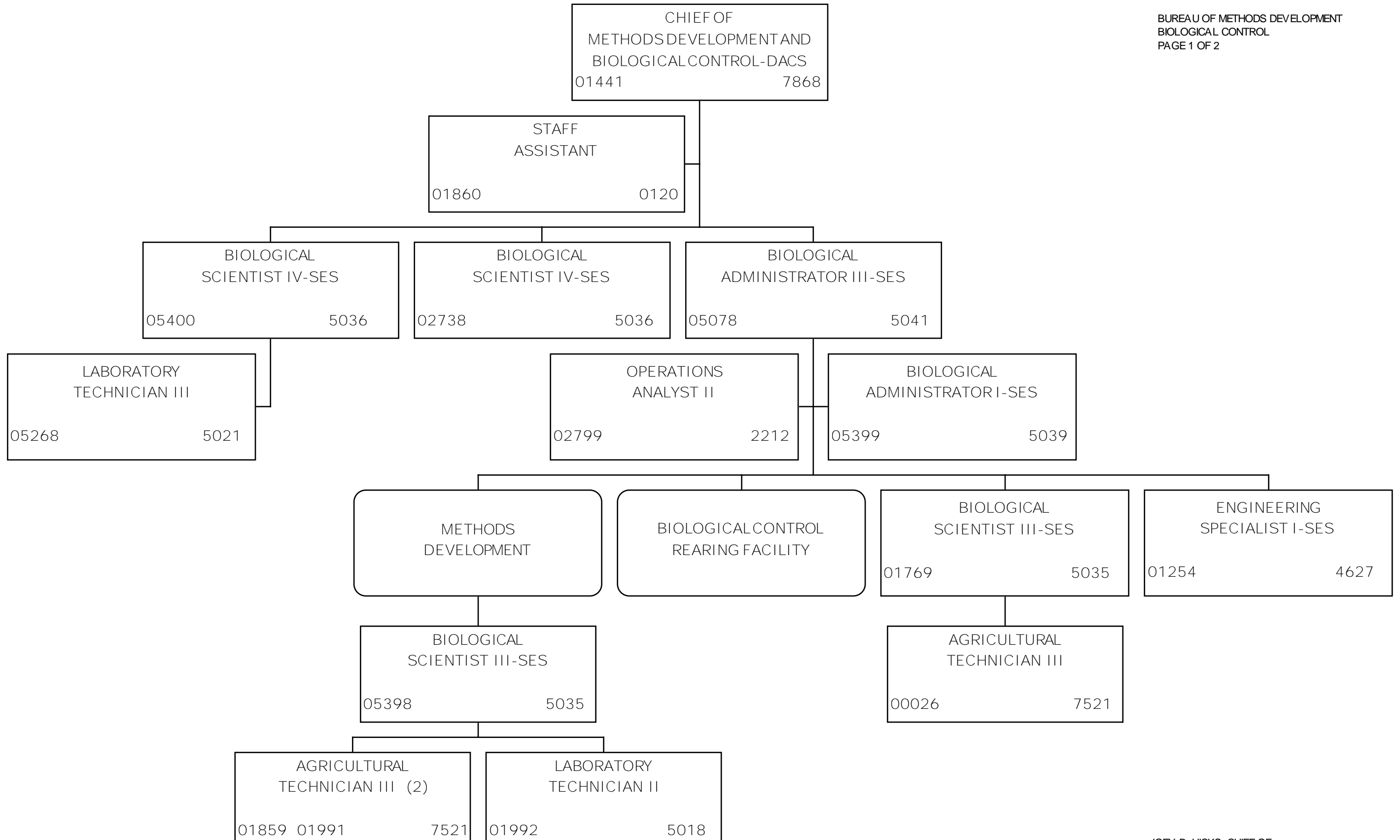


**FUNDED BY THE BUREAU OF PEST ERADICATION AND CONTROL

JOEY B. HICKS, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 3/30/2012

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

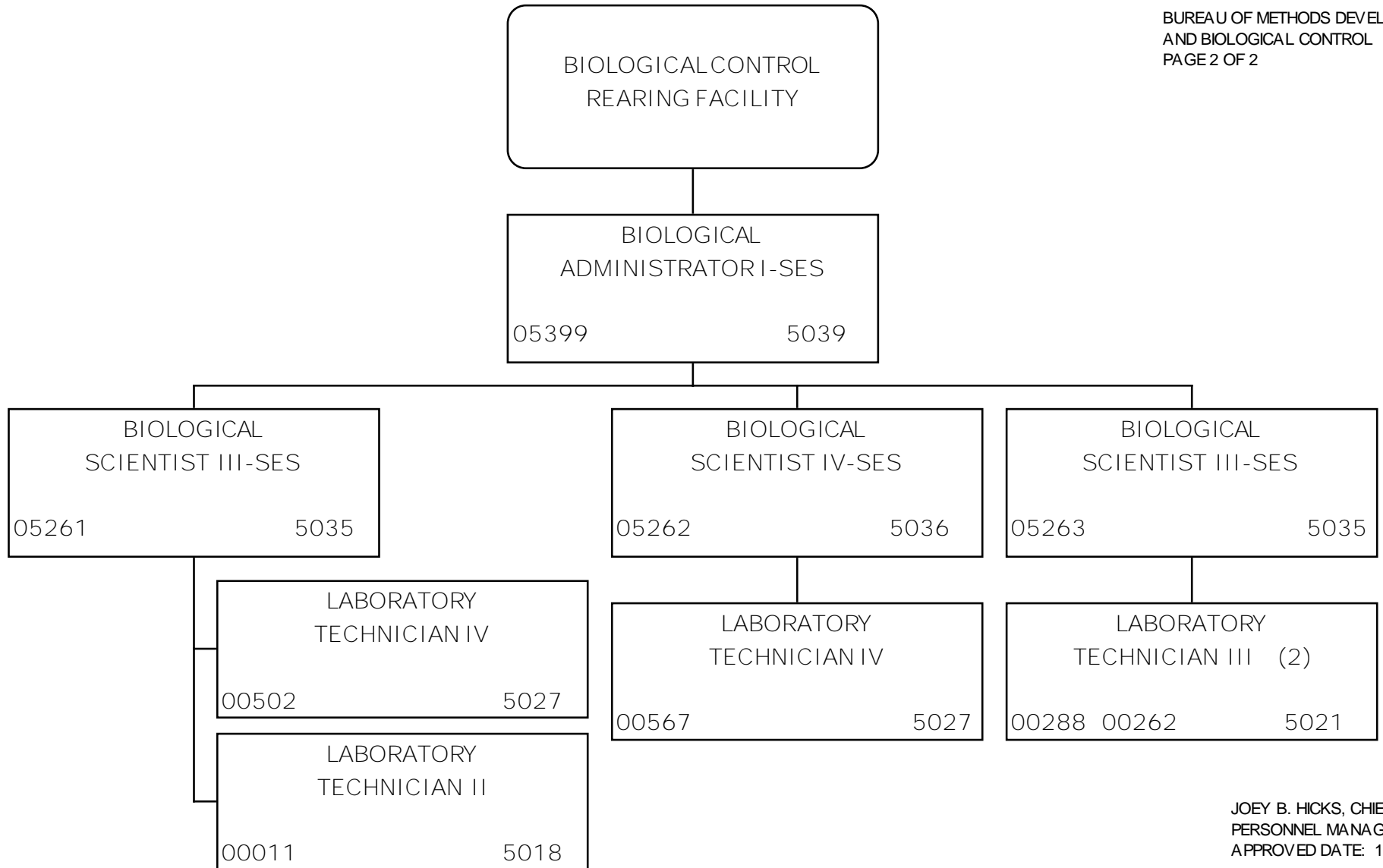
BUREAU OF METHODS DEVELOPMENT
BIOLOGICAL CONTROL
PAGE 1 OF 2



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2011

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

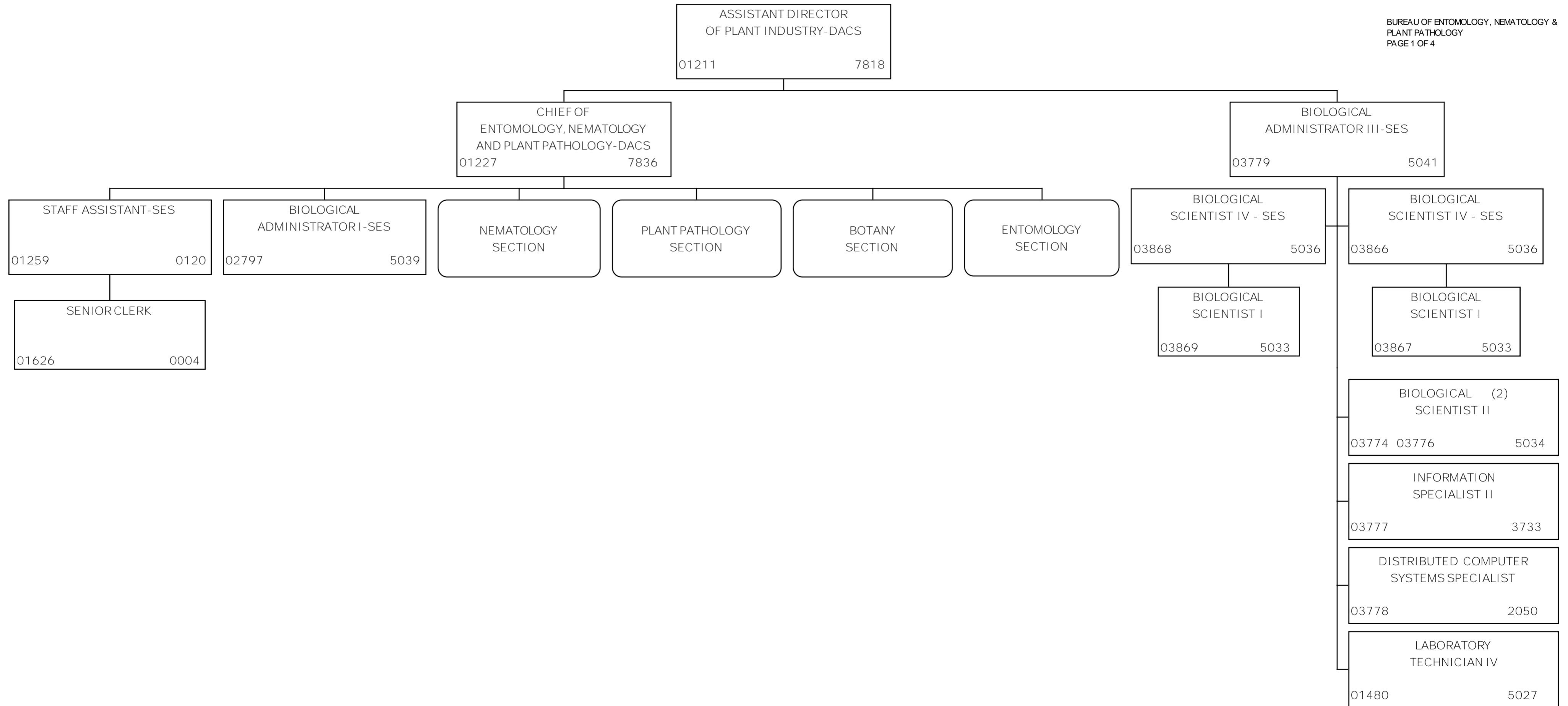
BUREAU OF METHODS DEVELOPMENT
AND BIOLOGICAL CONTROL
PAGE 2 OF 2



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

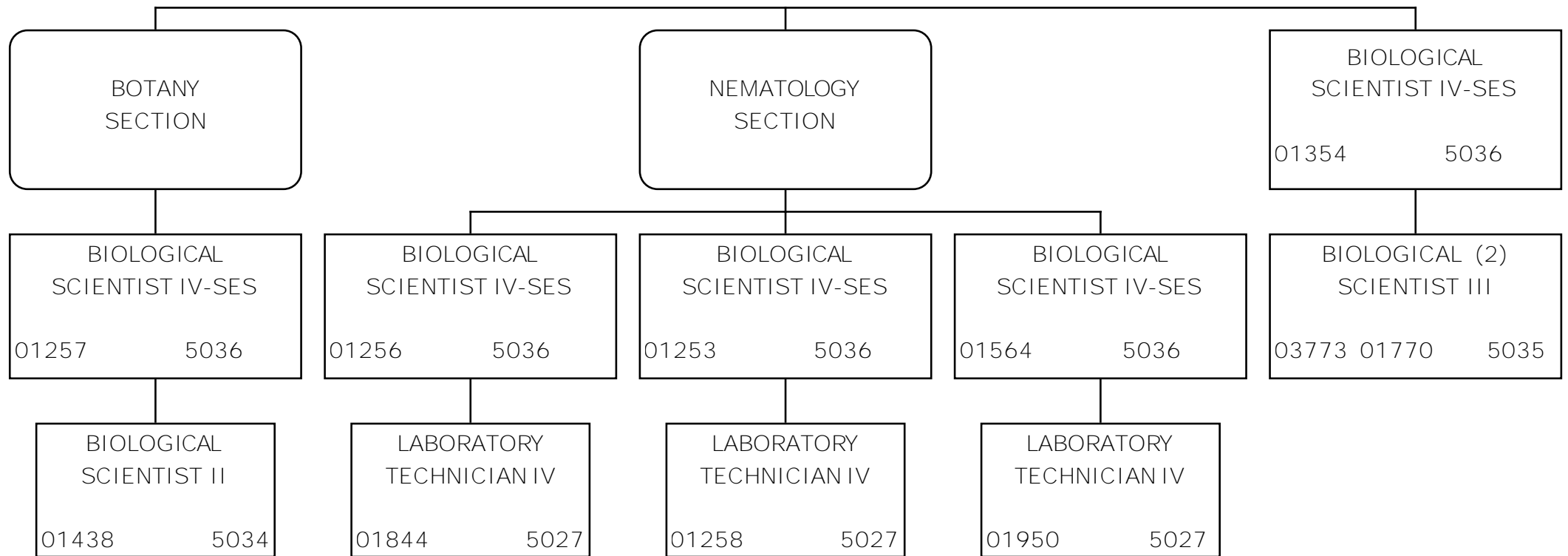
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**

BUREAU OF ENTOMOLOGY, NEMATOLOGY &
PLANT PATHOLOGY
PAGE 1 OF 4



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

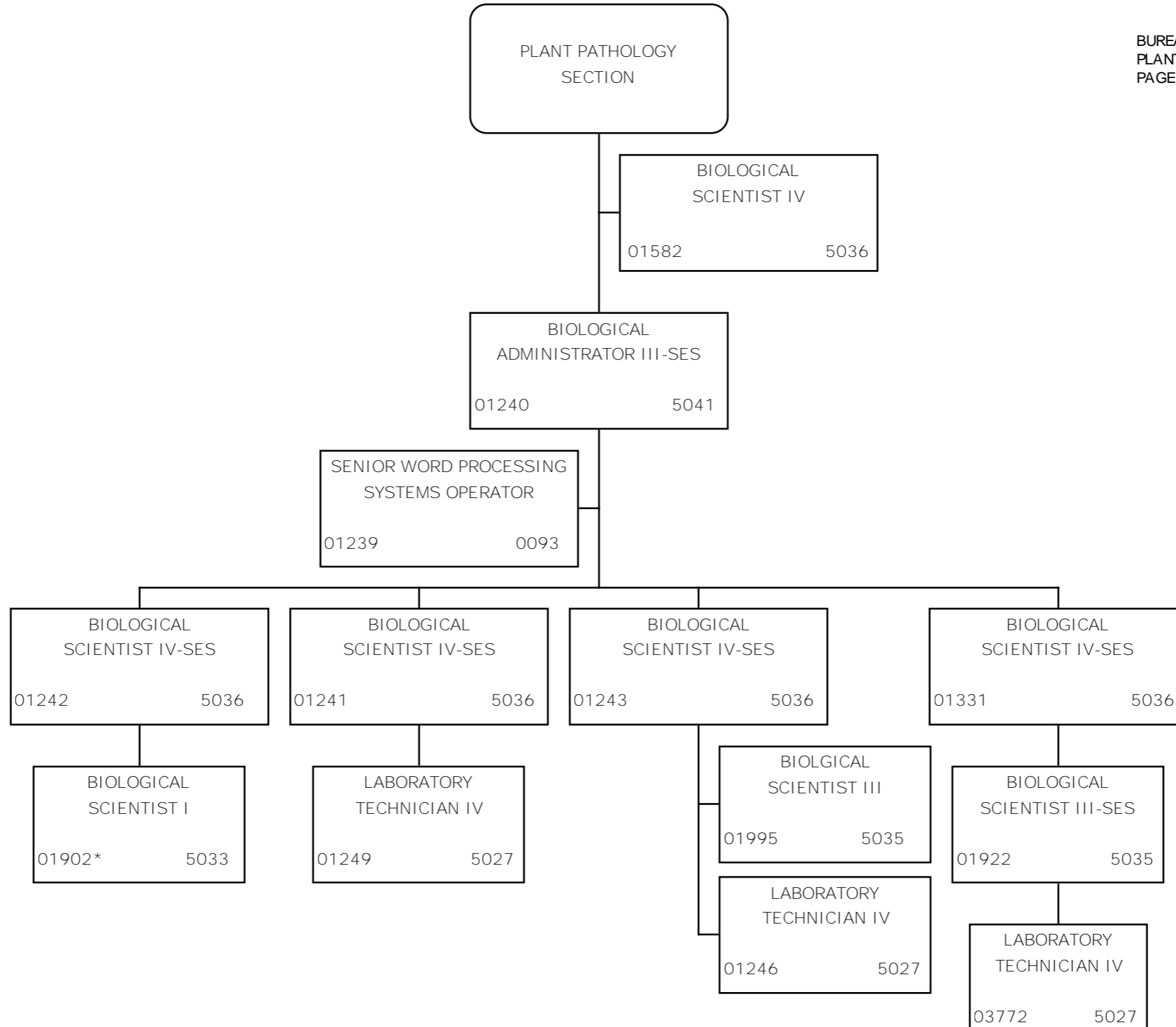
BUREAU OF ENTOMOLOGY, NEMATOTOLOGY &
PLANT PATHOLOGY-NEMATOTOLOGY & BOTANY
PAGE 2 OF 4



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/8//2012

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

BUREAU OF ENTOMOLOGY, NEMATOTOLOGY &
PLANT PATHOLOGY-PLANT PATHOLOGY SECTION
PAGE 3 OF 4

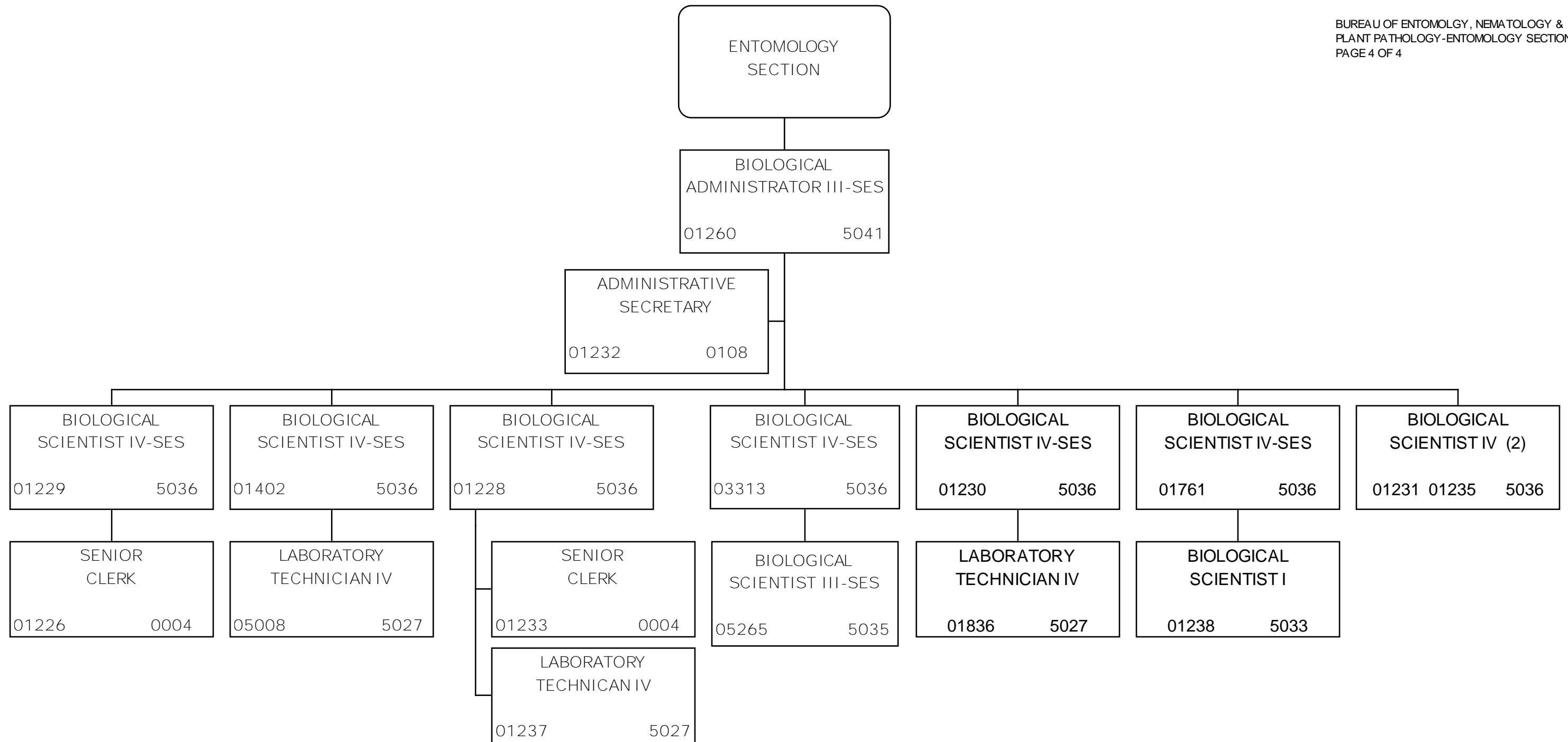


*FUNDED FROM PEST ERADICATION AND CONTROL

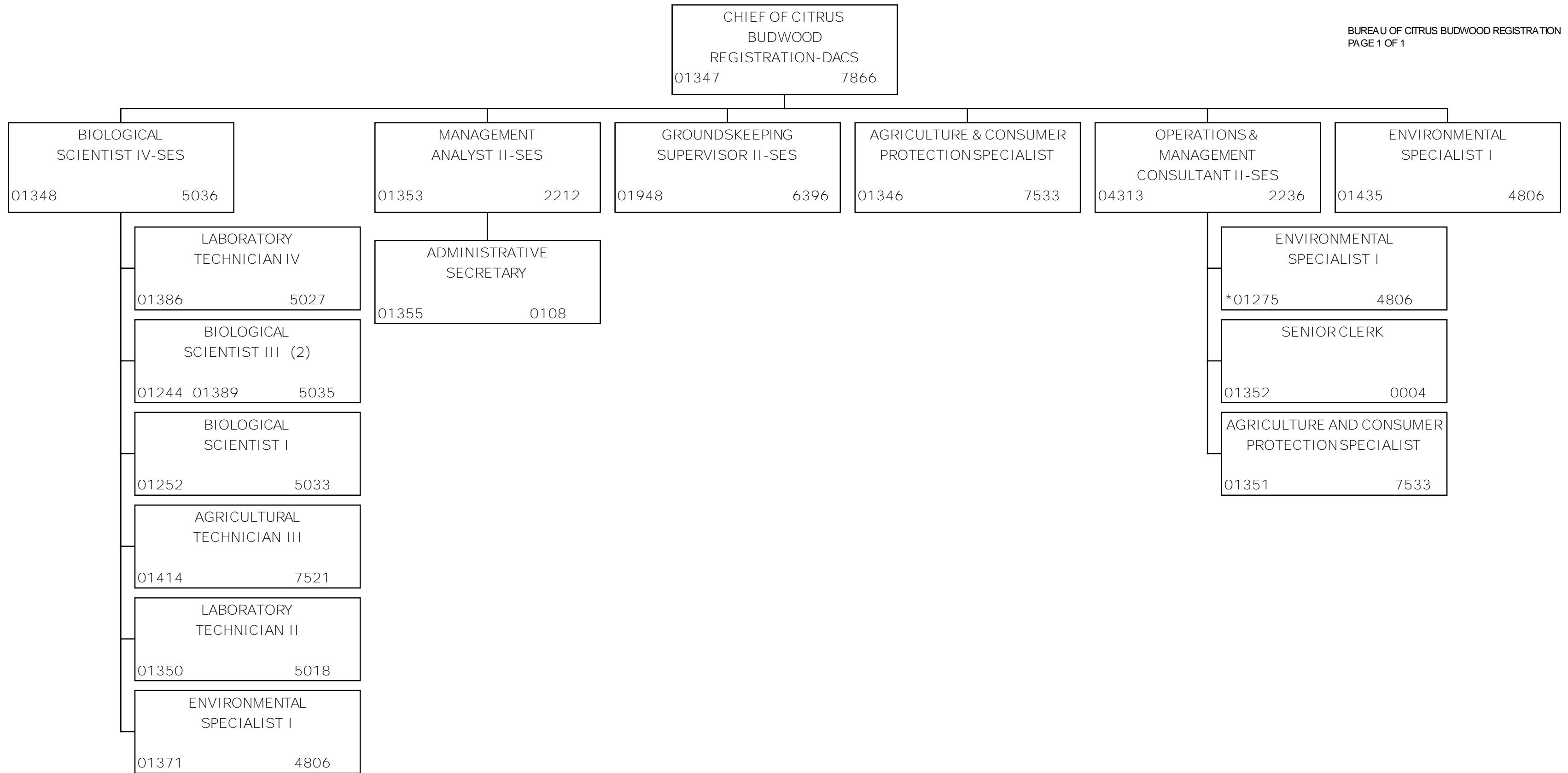
JOEY B. HICKS, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 3/16/2012

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

BUREAU OF ENTOMOLGY, NEMATOLGY &
PLANT PATHOLOGY-ENTOMOLGY SECTION
PAGE 4 OF 4

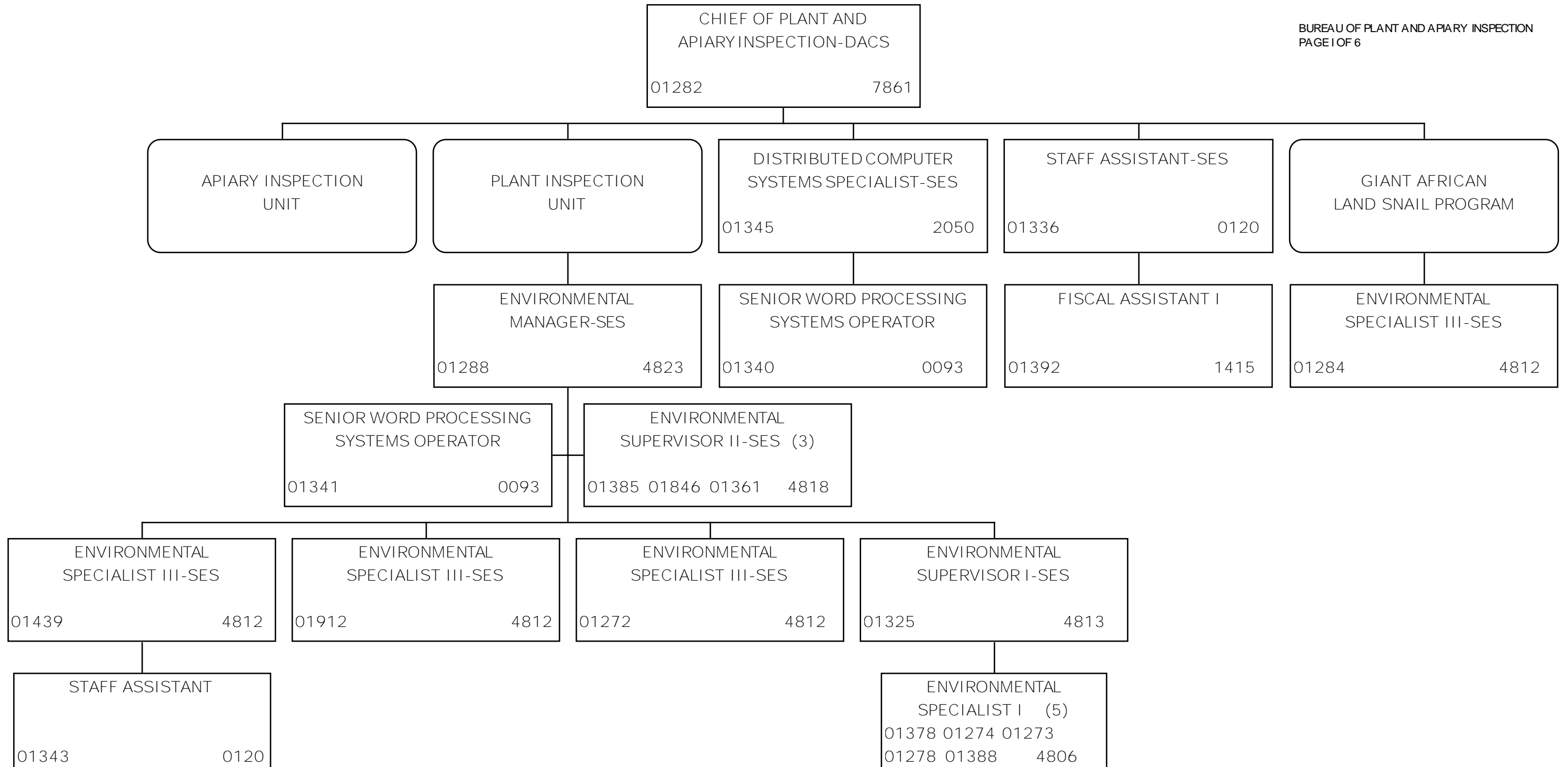


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**



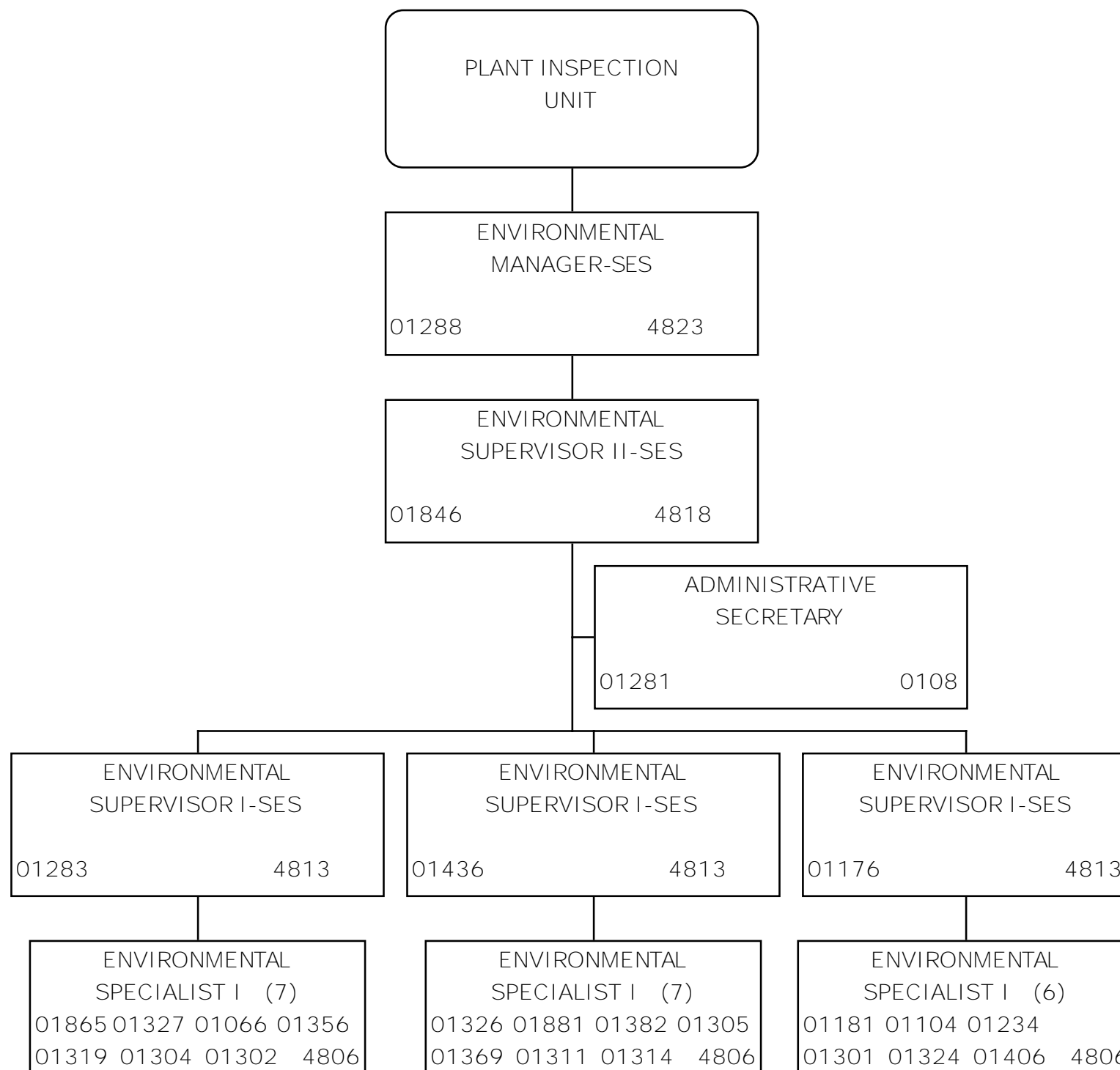
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**

BUREAU OF PLANT AND APIARY INSPECTION
PAGE 1 OF 6



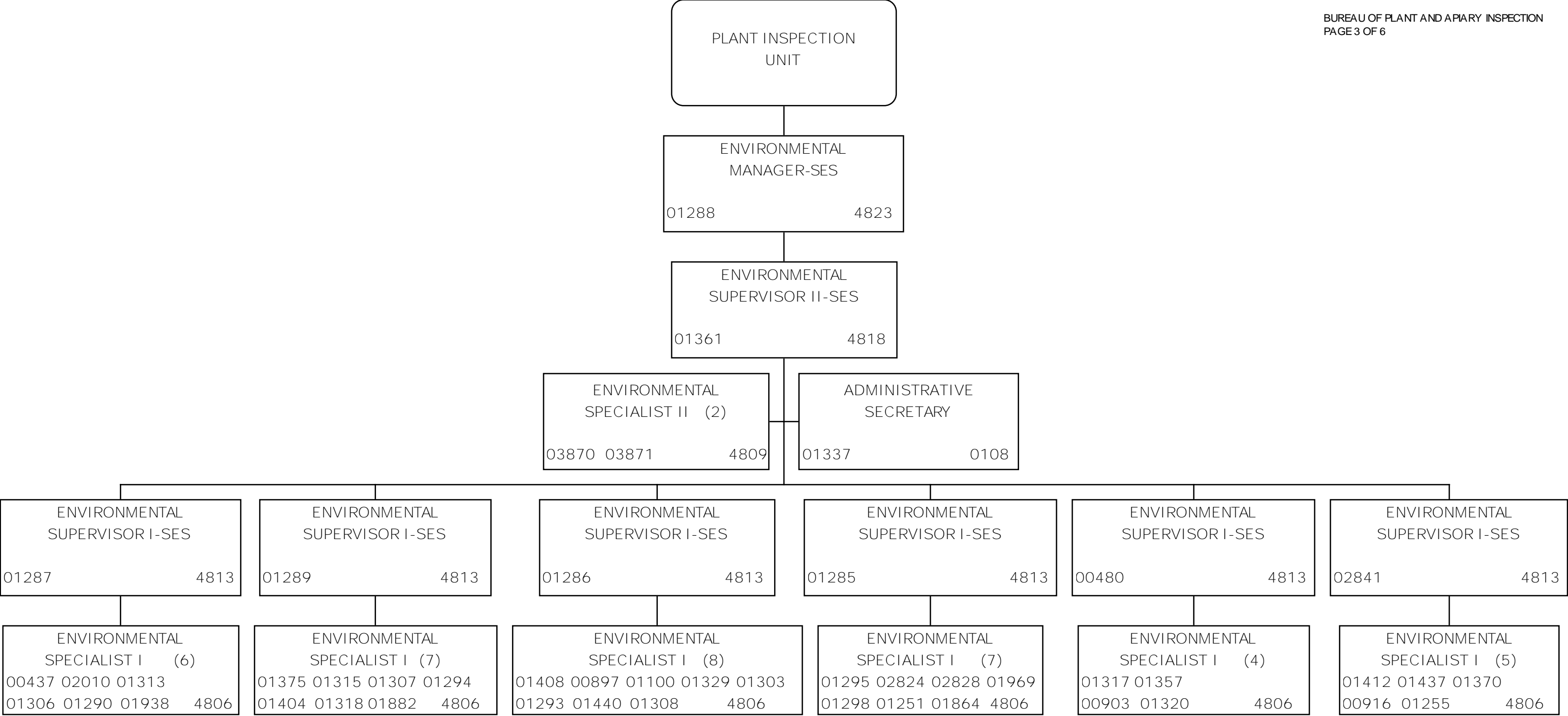
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**

BUREAU OF PLANT AND APIARY INSPECTION
PAGE 2 OF 6



JOEY B. HICKS, CHIEF OF
PERSONNEL
MANAGEMENT
APPROVED DATE:
6/8/2012

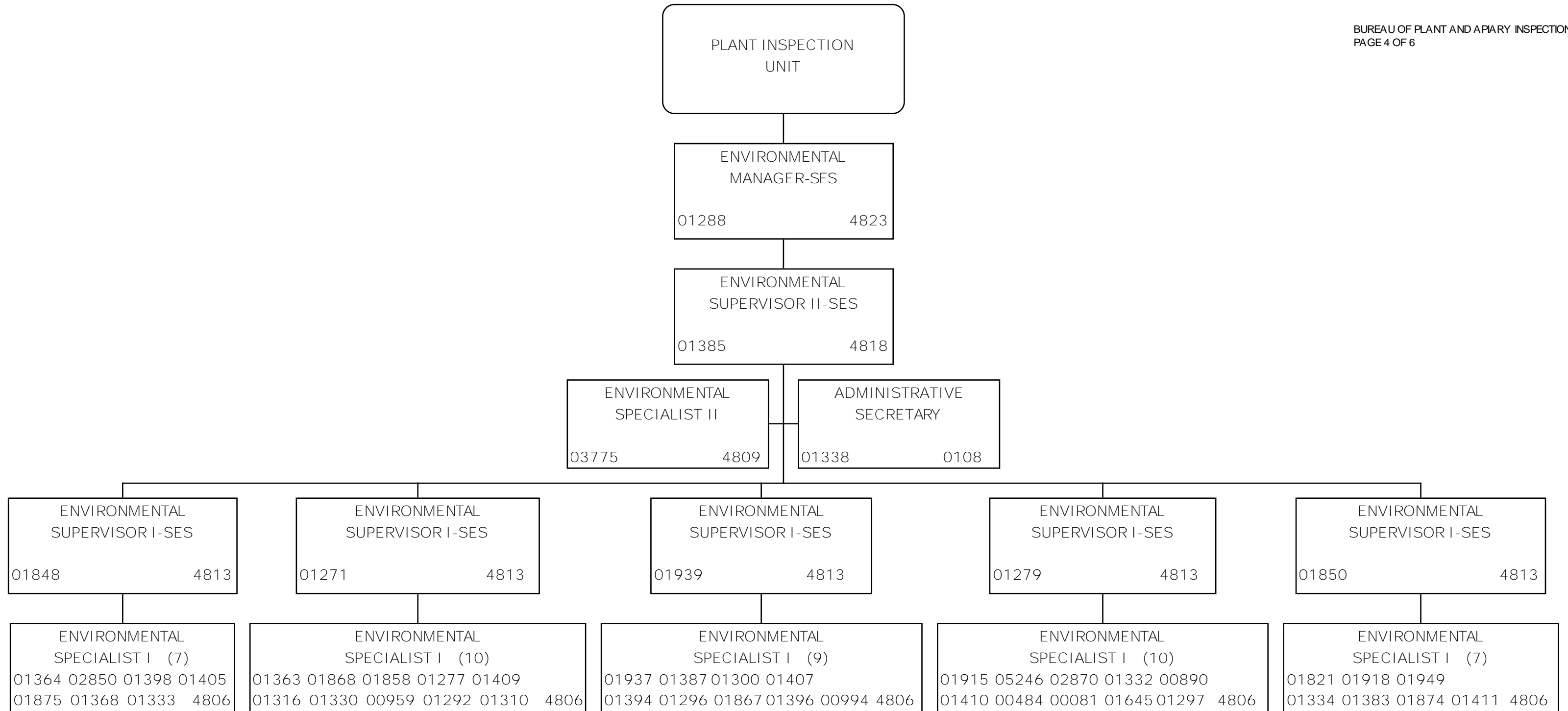
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 12/9/2011

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

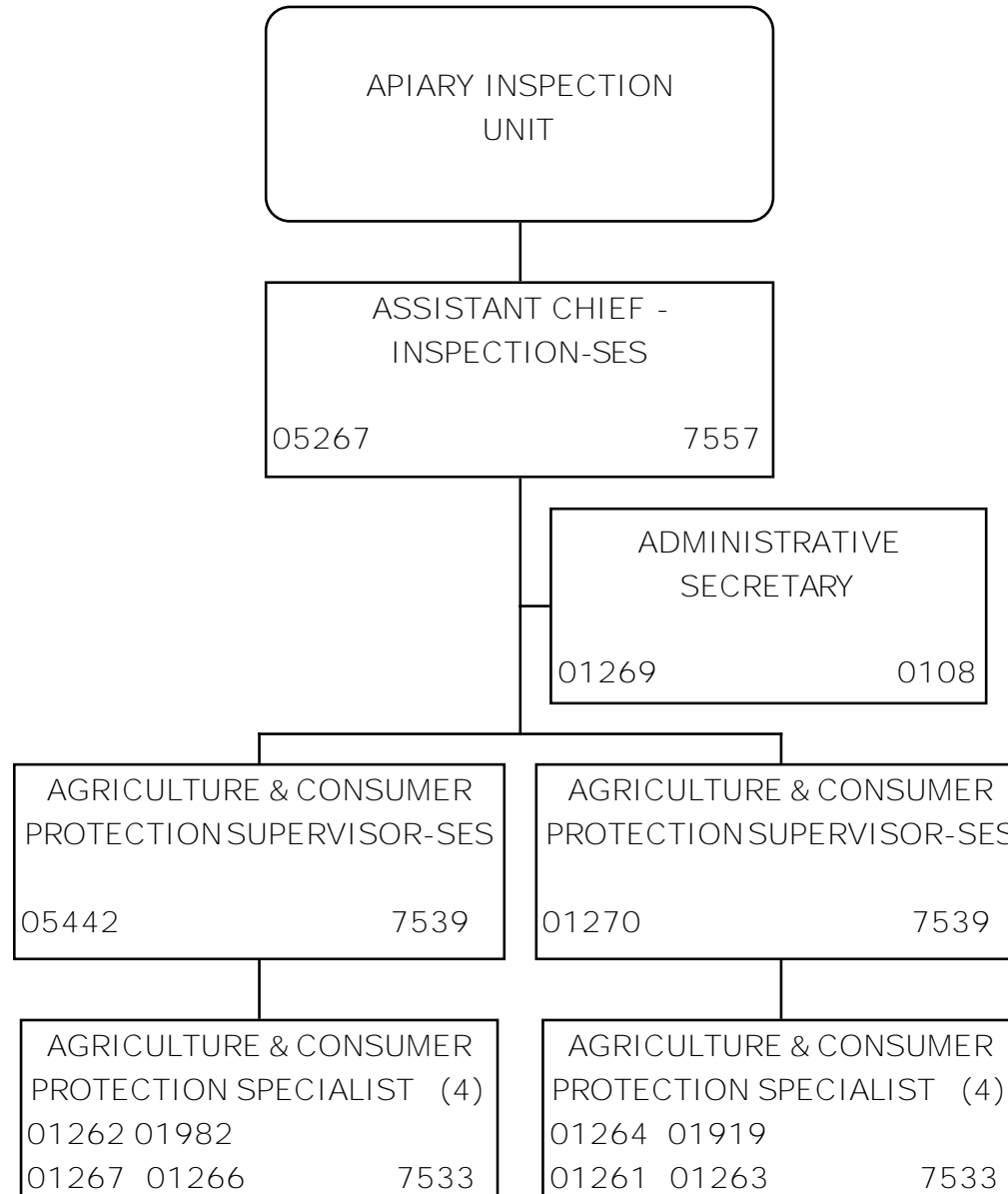
BUREAU OF PLANT AND APARY INSPECTION
PAGE 4 OF 6



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/8/2012

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

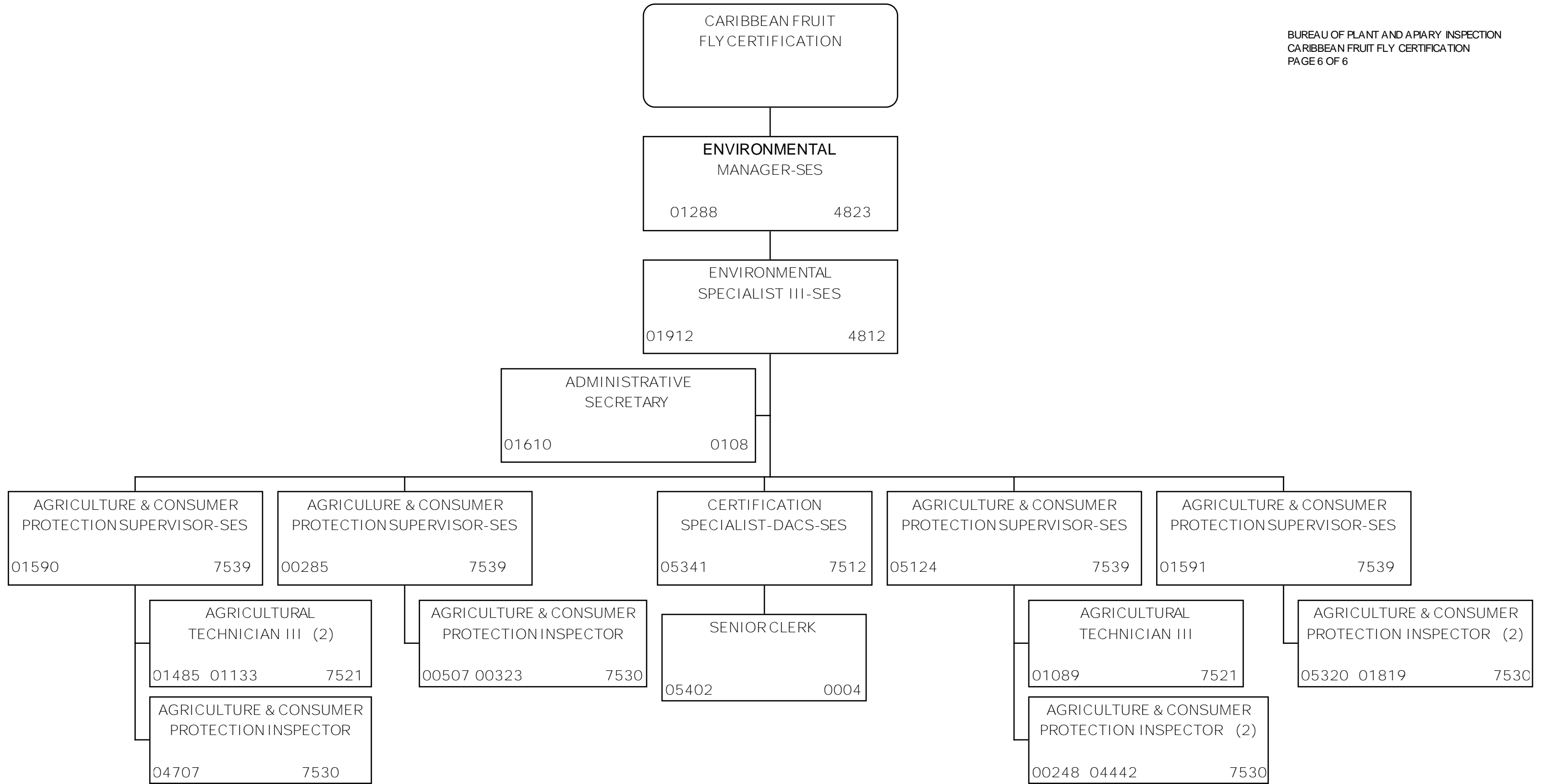
BUREAU OF PLANT AND APIARY INSPECTION
PAGE 5 OF 6



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2011

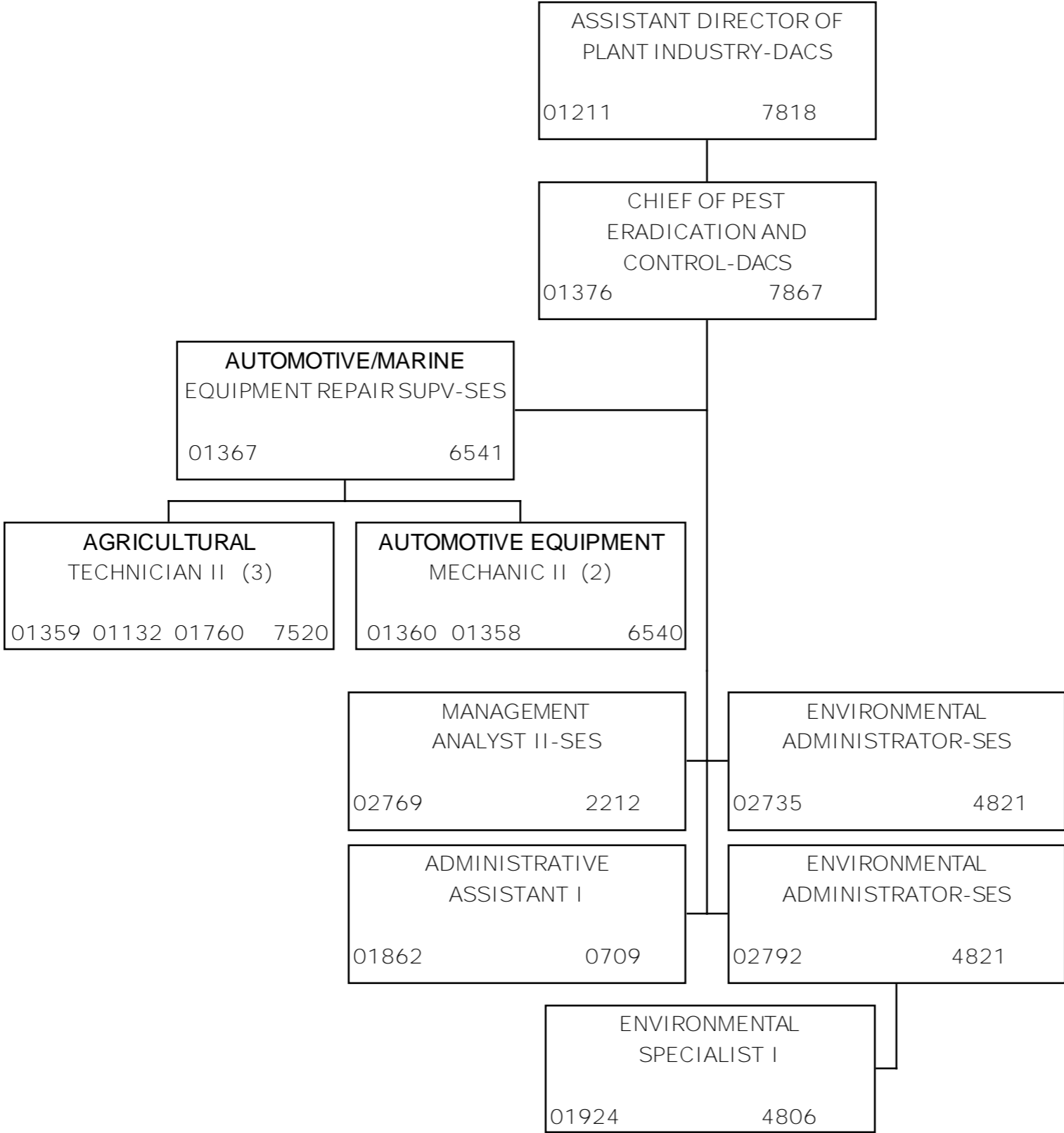
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**

BUREAU OF PLANT AND APIARY INSPECTION
CARIBBEAN FRUIT FLY CERTIFICATION
PAGE 6 OF 6



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

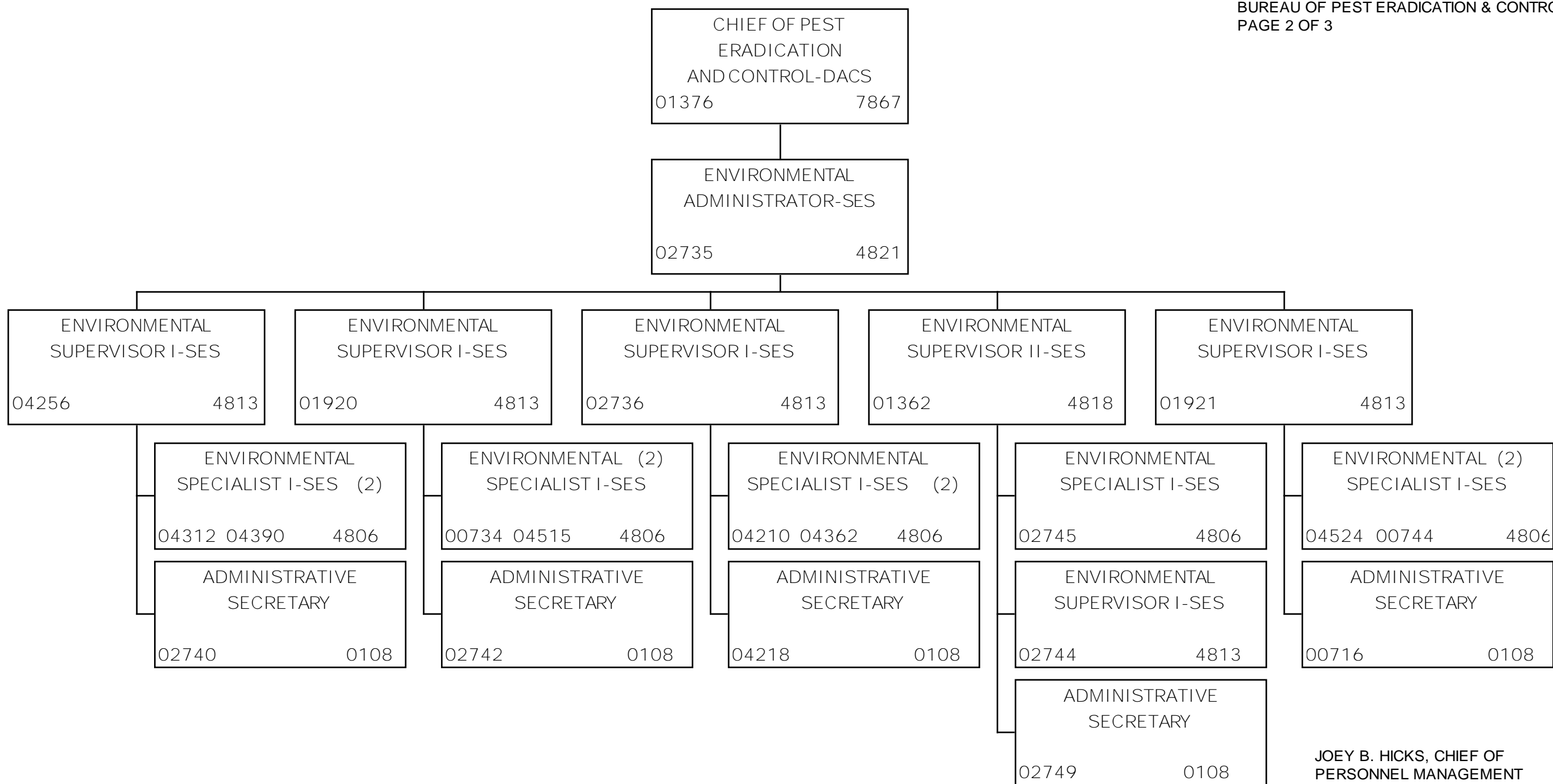
BUREAU OF PEST ERADICATION & CONTROL
PAGE 1 OF 3



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 10/28/2011

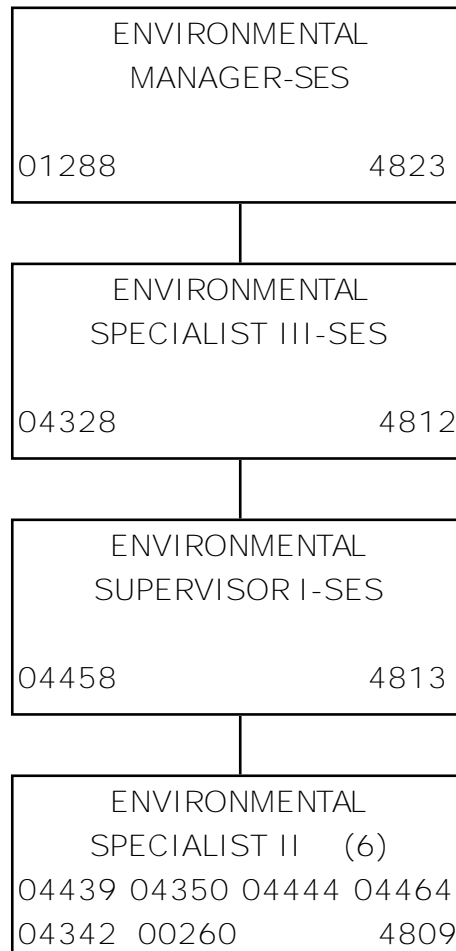
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF PLANT INDUSTRY**

BUREAU OF PEST ERADICATION & CONTROL
PAGE 2 OF 3



JOEY B. HICKS, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 10/28/2011

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

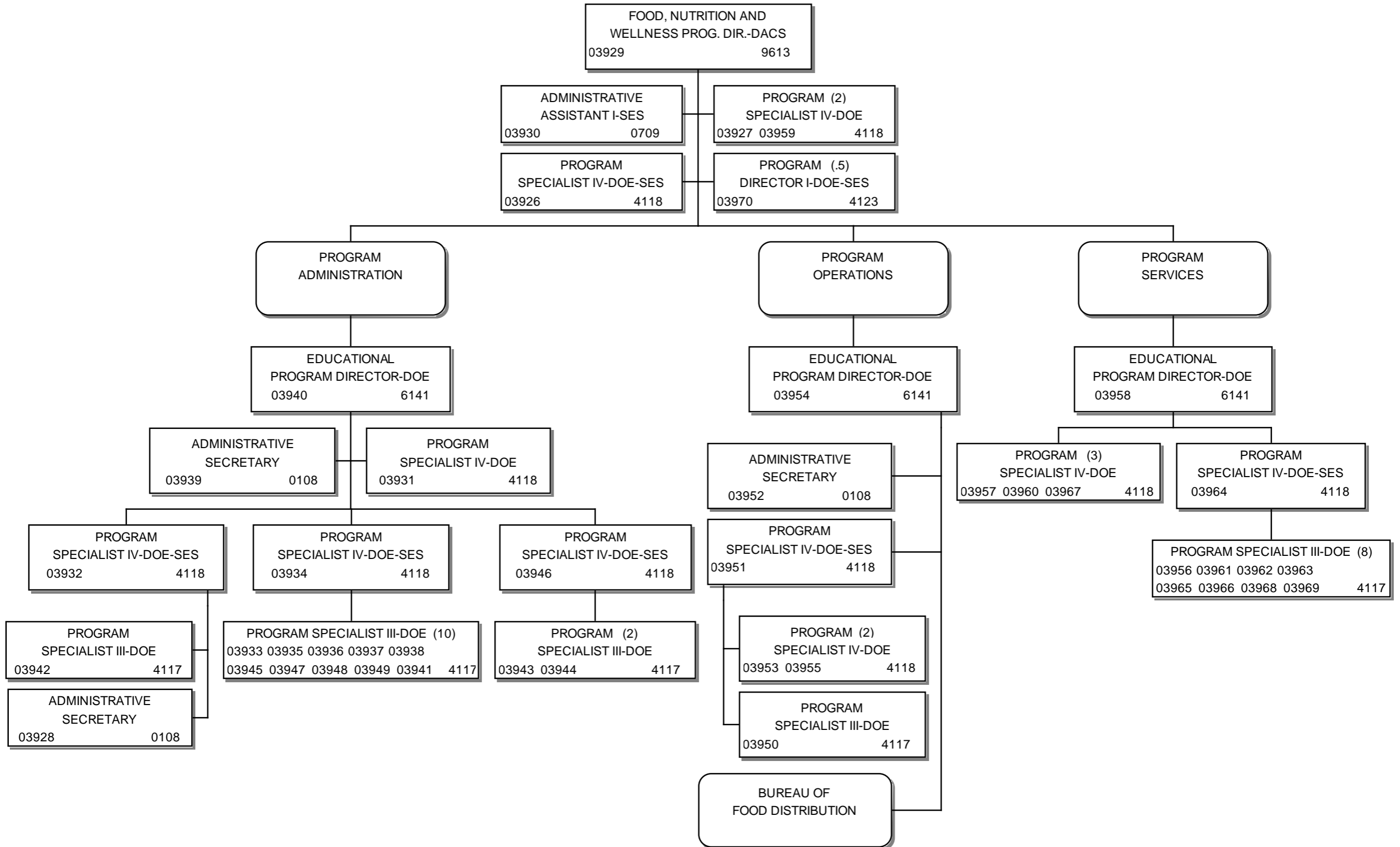


BUREAU OF PEST ERADICATION & CONTROL
PAGE 3 OF 3

JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/10/2010

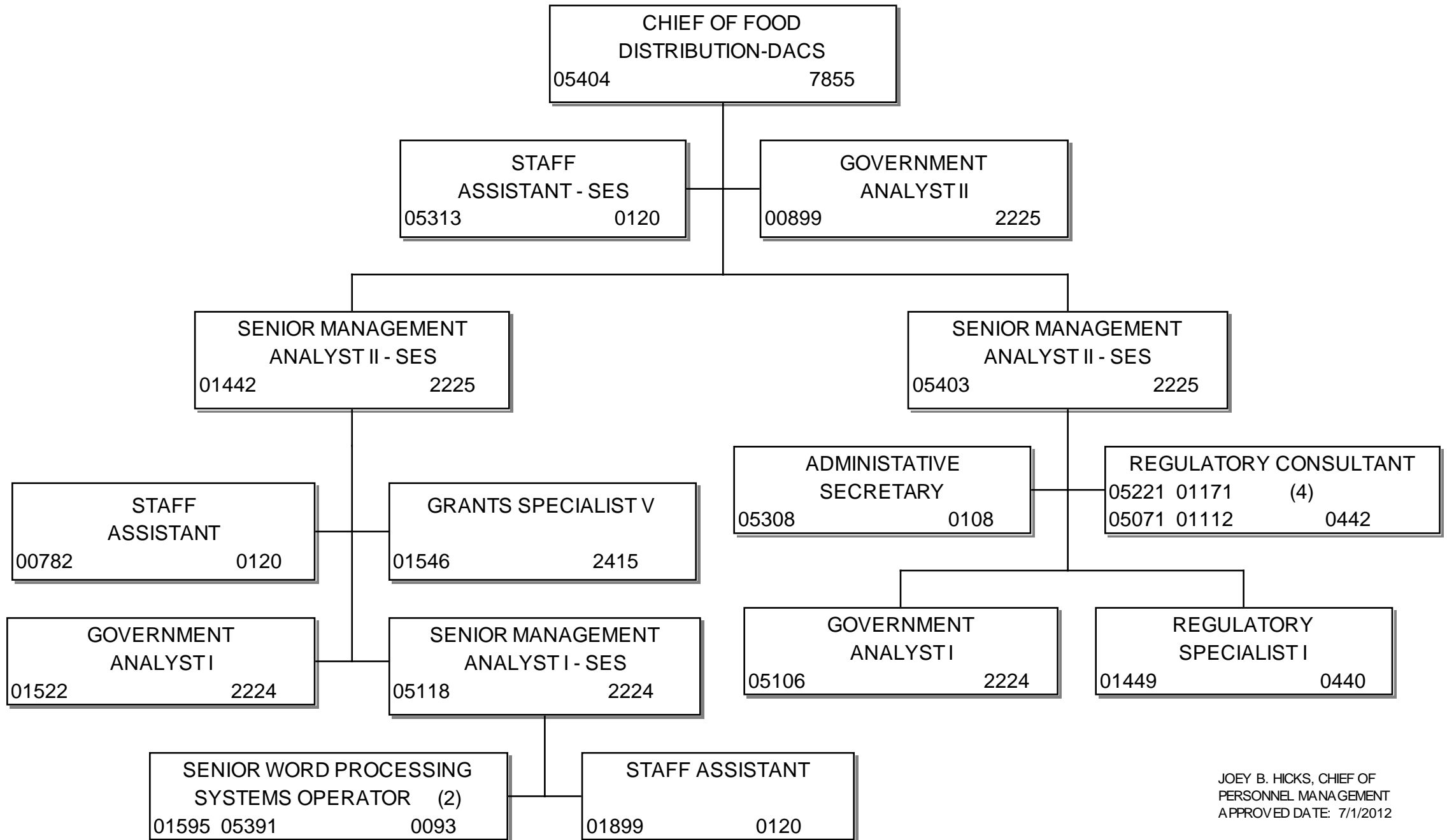
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF
FOOD, NUTRITION AND WELLNESS**

DIVISION FTE: 64.5
PAGE 1 OF 1



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FOOD, NUTRITION AND WELLNESS**

BUREAU OF FOOD DISTRIBUTION
PAGE 1 OF 1



JOEY B. HICKS, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2012

AGRICULTURE AND CONSUMER SERVICES, DEPARTMENT OF, AND		FISCAL YEAR 2011-12			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT			348,894,565	185,000	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)			621,708,712	1,494,000	
FINAL BUDGET FOR AGENCY			970,603,277	1,679,000	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					0
Register And Respond To Complaints Applicable To Motor Vehicle Repair Law * Number of motor vehicle repair shops licensed		24,373	38.05	927,288	
Register And Respond To Complaints Applicable To Solicitation Of Contribution Law * Number of solicitors of contributions licensed		18,465	90.67	1,674,214	
Process "no Sales Solicitation Calls" Subscribers * Number of "No Sales Solicitation Calls" processed		50,314	6.52	328,083	
Register And Respond To Complaints Applicable To Sellers Of Travel Law * Number of sellers of travel licensed		6,204	93.29	578,766	
Register And Respond To Complaints Applicable To Health Studio Law * Number of health studios licensed		2,381	103.33	246,028	
Register And Respond To Complaints Applicable To Pawn Shop Law * Number of pawn shops licensed		1,514	108.30	163,972	
Register And Respond To Complaints Applicable To Telemarketing Law * Number of telemarketers licensed		13,564	12.09	163,972	
Register And Respond To Complaints Applicable To Dance Studio Law * Number of dance studios licensed		219	17.13	3,752	
Provide Assists To Consumers (call Center) * Number of assists provided to consumers by the call center		369,875	4.26	1,516,997	
Enforce Consumer Protection Laws * Number of complaints investigated/processed		46,050	20.02	921,987	
Provide Consumer Education To Public * Number of assists provided to consumers for consumer education		2,463,602	0.06	141,944	
Mediate (non-regulated) Consumer Complaints * Number of assists provided to consumers for non-regulated consumer complaints		17,343	24.99	433,383	
Register And Respond To Complaints Applicable To Game Promotions * Number of game promoters licensed		5,286	31.31	165,524	
Register And Respond To Complaints Applicable To Intrastate Moving Companies * Number of intrastate moving companies licensed		975	339.68	331,187	
Register And Respond To Complaints Applicable To Professional Surveyors And Mappers * Number of regulated entities licensed		4,146	68.42	283,689	
State Forest Resource Management * The number of acres of State Forests managed by the Department		1,058,784	18.39	19,470,497	
Provide Technical Assists To Non-Industrial Forest Landowners * Number of hours spent providing forest-related technical assists to non-industrial private landowners		34,990	51.58	1,804,934	
Visitor Service / Recreation * The number of State Forest visitors		2,313,504	1.28	2,954,932	
Capital Improvements * Number of hours spent on capital improvement projects		276,761	31.63	8,754,759	744,000
Provide Land Management Assistance To Other Agencies * Number of hours spent providing forest-related technical assists to public land management agencies		17,079	18.06	308,382	
Supervise Workcamp Inmates * Number of inmates hours worked on Florida Forest Service Programs		185,531	5.05	937,254	
Protect Acres Of Forest Land From Wildfires * Number of acres of forest land protected from wildfires		26,329,082	2.30	60,460,144	
Regional Offices *		1,280	3,771.40	4,827,388	
Inspect Pesticide Applicators And Dealers * Number of pesticide inspections conducted		3,745	488.63	1,829,913	
License Pesticide Applicators And Dealers * Number of pesticide applicators and dealers licensed		11,930	99.98	1,192,805	
Evaluate And Manage Pesticide Products * Number of pesticide products registered		149	4,124.74	614,586	
Register Pesticide Products * Number of pesticide products registered		15,678	50.47	791,247	
Analyze Pesticide Products * Number of pesticide sample determinations performed		135,503	8.89	1,204,898	
Inspect Pest Control Businesses And Applicators * Number of pest control businesses and applicators licensed		3,395	665.65	2,259,891	
License Pest Control Businesses And Applicators * Number of pest control businesses and applicators licensed		50,067	12.44	622,739	
Regulate Mosquito Control Programs * Number of people served by mosquito control activities		18,801,311	0.09	1,618,137	
Regulate Fertilizer Companies * Number of fertilizer inspections conducted		3,047	388.75	1,184,507	
Analyze Fertilizer Products * Number of fertilizer sample determinations		164,132	5.93	973,026	
Analyze Seed Companies * Number of official seed sample determinations performed		72,065	5.55	400,142	
Regulate Seed Companies * Number of seed inspections conducted		2,944	153.07	450,489	
License Feed Companies * Number of feed companies licensed		1,915	445.58	857,702	
Analyze Feed Products * Number of official feed samples collected by feed manufacturers and analyzed by certified labs for regulatory purposes		1,299	271.16	352,240	
Conduct Food Establishment Inspections * Number of inspections of food establishments and water vending machines		63,154	193.86	12,249,642	
Perform Analyses Of Food Samples * Number of food analyses conducted		41,370	89.55	3,704,226	
Perform Analyses For Chemical Residues And Pesticide Data * Number of chemical residue analyses conducted		512,527	9.98	5,114,149	
Perform Grade Evaluations On Peas And Eggs * Tons of poultry and shell eggs graded		355,478	4.32	1,534,884	
Energy Efficiency And Conservation Programs * NUMBER OF GRANTS AND FINANCIAL INCENTIVES PROCESSED		8,756	3,127.61	27,385,350	850,000
Energy And Climate Program Coordination * NUMBER OF ENERGY AND CLIMATE PROGRAM CONTACTS		9,238	116.40	1,075,283	
Inspect Shellfish Processing Plants * Number of shellfish processing plants inspections and HACCP (Hazard Analysis Critical Control Point) records reviews		782	436.94	341,690	
Test Water Quality * Number of acres tested		1,454,180	0.76	1,102,949	
Administer Aquaculture Certification Program * Number of certifications issued to first-time applicants or renewed		892	606.64	541,127	
Administer Shellfish Lease Program * Number of Aquaculture Leases		561	119.91	67,272	
Conduct Oyster Planting Activities * Number of bushels of processed shell and live oysters deposited to restore habitat on public oyster reefs		479,658	2.91	1,395,949	
Conduct Law Enforcement Investigations * Number of law enforcement investigations initiated		1,909	1,501.63	2,866,609	
Agriculture State Law Enforcement - Commodity Interdiction * Number of vehicles inspected at agricultural interdiction stations		7,783,310	1.88	14,646,903	
Develop And Implement Best Management Practices (bmp's) For Agricultural Industry * Number of acres in the Northern Everglades and Estuaries Protection Program area enrolled annually, through Notices of Intent, in Agricultural Water Policy Best Management Practices programs		139,406	55.47	7,733,383	
Assist Implementation Of 1999 Watershed Restoration Act * Number of acres outside the Northern Everglades and Estuaries Protection Program area enrolled annually, through Notices of Intent, in Agricultural Water Policy Best Management Practices programs		164,436	43.15	7,095,381	
Develop Water Policy * Number of water policy assists provided to agricultural interests		699	388.59	271,627	
Assist Mobile Irrigation Laboratory Conservation Programs * Number of gallons of water potentially conserved annually by agricultural operations pursuant to site-specific recommendations provided by participating Mobile Irrigation Labs		2,540,000,000	0.00	180,375	
Conduct Petroleum Field Inspections * Number of petroleum field inspections conducted		217,515	19.56	4,254,278	
Analyze Petroleum Products * Number of Petroleum samples analyzed		123,499	13.07	1,613,804	
Conduct Weights And Measures Inspections * Number of weights and measures inspections conducted		54,634	46.46	2,538,517	
Issue Weighing And Measuring Device Permits * Number of Weighing and Measuring Device Businesses Permitted		18,229	7.10	129,472	
Conduct Metrological Laboratory Tests * Number of physical measurement standards tests or calibrations performed		11,695	24.55	287,150	
Issue Liquefied Petroleum Gas Licenses * Number of LP gas licenses issued		10,156	20.12	204,330	
Conduct Liquefied Petroleum Gas Inspections * Number of LP gas system/facility inspections/reinspections conducted		10,156	112.98	1,147,460	
Administer Liquefied Petroleum Gas Examinations * Number of LP gas examinations administered		10,156	6.82	69,215	
Conduct Liquefied Petroleum Gas Accident Investigations * Number of LP gas related accidents investigated		10,156	7.70	78,201	
Conduct Amusement Ride Safety Inspections * Number of amusement ride safety inspections conducted		10,156	152.92	1,553,021	
Inspect Dairy Establishments And Collect Samples *		9,565	109.94	1,051,541	
Perform Sample Analyses *		42,268	10.17	429,958	
Inspect Dairy Tankers And Evaluate Bulk Milk Sample Collectors *		1,332	42.65	56,809	
Conduct Florida Agriculture Promotion Campaign (fapc) And Related Promotional Activities * Number of buyers reached with agricultural promotion campaign messages		17,462,680,584	0.00	6,825,142	
Provide Education & Communications * Number of media items produced for promotional and educational purposes		2,390	453.94	1,084,909	
Conduct State Farmers Market Program * Number of leased square feet at state farmers' markets		1,652,413	2.14	3,534,210	85,000
Conduct Agriculture/Seafood/Aquaculture Assists * Number of marketing assists provided to producers and businesses		621,001	7.61	4,727,039	
Issue, Inspect And Renew Licenses And Bond Program * Number of agricultural dealer licenses issued		5,104	235.57	1,202,353	
Conduct Citrus Crop/Maturity Estimates For The Citrus Industry * Number of agricultural production observations conducted		1,450,588	1.43	2,078,938	
Conduct Market News Program * Number of market pricing information assists provided to agriculture producers and businesses		4,620	8.84	40,850	
Conduct Citrus Packing House And Processing Inspections * Number of tons of citrus inspected		7,650,795	0.44	3,344,840	
Conduct Shipping And Receiving Point Vegetable Inspections And Regulate Imports In Applicable Areas Upon Request * Number of tons of vegetables inspected		777,223	3.32	2,580,824	
Conduct Terminal Market Inspections Upon Request Of Shippers/Receivers * Number of tons of fruits and vegetables inspected		60,987	16.42	1,001,257	
Inspect Plants For Plant Pests, Disease Or Grade And Service Exotic Fruit Fly Traps * Number of plant, fruit fly trap, and honeybee inspections performed		1,026,347	23.55	24,174,631	
Certify Citrus Fly-free * Number of acres trapped for canthly		383,299	12.27	4,704,405	
Develop Control Methods And Rear Biocontrol Agents * Number of bio-control agents reared		5,112,036	0.23	1,173,293	
Release Sterile Fruit Flies * Billions of sterile medflies released		82,601,683	0.03	2,827,726	
Inspect Citrus Trees For Crop Forecast And Pest Detection * Number of commercial acres surveyed for citrus diseases		4,380,636,809	0.00	13,184	
Inspect Apiaries * Number of honey bee inspections performed		68,094	4.76	324,349	
Register Citrus Budwood * Number of citrus budwood trees registered		346,434	2.82	978,101	
Certify Nurseries As Imported Fire Ant Free * Number of inspections conducted for imported fire ants		10,699	105.21	1,126,604	
Distribute Endangered Plant Grant Money To Qualified Applicants To Preserve Native Plants * Number of grant applications funded		3	80,000.00	240,000	
Prevent, Control And Eradicate Animal Diseases * Number of animals tests and/or vaccinations performed on animals		288,505	13.56	3,913,502	
Conduct Animal-related Diagnostic Laboratory Procedures * Number of animal-related diagnostic laboratory procedures performed		445,013	8.02	3,568,680	
Inspect Livestock On Farms/Ranches For Sanitary/Humane Conditions * Number of animal site inspections performed		14,182	125.82	1,784,342	
Identify The Origin And Health Status Of Imported Animals * Number of animals covered by health certificates		21,999,255	0.03	675,967	
TOTAL				294,432,672	1,679,000
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS					
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)					
970,603,277					
1,679,000					

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

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

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Department of Agriculture and Consumer Services

Contact: Alan Edwards, Director

Article III, Section 19(a)3, Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 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 2012-2013 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Ag NPS Best Management Practices (Trust)		3,400,000	3,400,000
b	Oyster Management and Restoration		100,000	200,000
c	Building Repairs and Maintenance		900,000	3,028,847
d	Forestry Wildfire Suppression Equipment		2,000,000	5,000,000
e	Florida Agricultural Promotion Campaign		2,100,000	5,710,000
f	Ag NPS Best Management Practices (GR)		6,300,000	8,500,000
g	Dairy Program		1,200,000	0
h	Weights and Measures Program		0	0
i	Farm Share / Food Banks		600,000	400,000
j	Aquaculture Program-Aquaculture Review Council (ARC) Projects		300,000	522,211

- 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.

Oyster Management and Restoration is seeking additional authority to expend time limited federal funds appropriated for oyster restoration. Building Repairs and Maintenance is above the Long Range Financial Outlook due to the request to increase funding to cover demolition and critical repairs to the state farmers markets to ensure the safety of the users of the markets. Forestry Wildfire Suppression Equipment exceeds the Long Range Financial Outlook because additional funding is needed to replace critical firefighting equipment that is needed to maintain public safety during fire season. Ag Promotion continues to be a significant issue in this economy and is the driving force in creating jobs for agriculture. Aquaculture review projects reflect the funding requested by the Aquaculture Review Council pursuant to 597.005(2)(c)



* R/B = Revenue or Budget Driver

Division of Licensing Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42010400 Licensing
Fund: 2163 Licensing Trust Fund

Budget Period: 2013-14

Specific Authority: Chapter 493

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

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

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

SECTION I - FEE COLLECTION **ACTUAL FY 2011-12** **ESTIMATED FY 2012-13** **REQUEST FY 2013-14**

Receipts:

<u>Agency New</u>	262,902	227,042	223,636
<u>Agency Renewal</u>	520,926	319,050	497,700
<u>"D" Renewal</u>	1,872,681	1,503,181	1,648,471
<u>"D" New</u>	1,736,298	1,486,755	1,486,755
<u>"G" / "K" Renewal</u>	833,560	650,628	801,227
<u>"G" / "K" New</u>	916,524	981,384	1,001,012
<u>Manager New</u>	20,561	21,000	21,000
<u>Manager Renewal</u>	60,523	61,000	61,000
<u>Recovery Agent New E/EE</u>	23,723	20,520	20,520
<u>Recovery Agent Renewal E/EE</u>	33,781	33,200	33,200
<u>P.I. New C/CC</u>	76,275	76,000	76,000
<u>P.I. Renewal C/CC</u>	293,995	190,005	230,385
<u>Application Fees 493</u>	167,064	172,377	172,377
<u>Class C Exam</u>	65,800	60,633	60,633
<u>Penalties Late Fees</u>	259,010	225,000	225,000
<u>PIA Misc</u>	89,978	93,052	93,052
<u>Other Misc Fees - Copies</u>	1,901	3,000	3,000
<u>Fingerprint Fees</u>	1,601,281	1,675,222	1,675,222
<u>Fines</u>	69,676	60,000	60,000
<u>Refunds-Prior Yr. Expendit. /Other Misc.</u>			
<u>Tenant Broker Commission</u>	3,368		
<u>Deferred Revenue</u>		558,369	(208,862)
Total Fee Collection to Line (A) - Section III	8,909,827	8,417,418	8,181,328

SECTION II - FULL COSTS **ACTUAL FY 2011-12** **ESTIMATED FY 2012-13** **REQUEST FY 2013-14**

Direct Costs:

Salaries and Benefits	3,831,308	3,581,940	3,581,940
Other Personal Services	119,036	108,442	108,442
Expenses	1,704,564	1,174,295	1,174,295
Operating Capital Outlay	5,877	69,099	69,099
Motor Vehicle			
Contracted Services/Other	1,970,447	2,220,522	2,000,000
Insurance	39,907	21,183	21,183
Tenant Broker	7,553		
State Personnel Assessment	23,189	23,326	23,326
Allocated Costs Charged to Trust Fund	1,158,564	1,150,000	1,150,000
Total Full Costs to Line (B) - Section III	8,860,445	8,348,807	8,128,285

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

SECTION III - SUMMARY **ACTUAL FY 2011-12** **ESTIMATED FY 2012-13** **REQUEST FY 2013-14**

TOTAL SECTION I	(A)	8,909,827	8,417,418	8,181,328
TOTAL SECTION II	(B)	8,860,445	8,348,807	8,128,285
TOTAL - Surplus/Deficit	(C)	49,382	68,611	53,043

EXPLANATION of LINE C:

A deficit is not projected for FY 2012-13 and FY 2013-14.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Licensing – Chapter 493

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

The Division's continual push for increased efficiency and improved customer service resulted in the implementation of Concealed Weapon (CW) license renewals in the Division's eight regional offices in Fiscal Year (FY) 2011-12. Previously, CW licensees had to mail renewal applications to the Division's Tallahassee headquarters and await the processing and mailed return of a renewal license. Now, CW licensees may make a fifteen minute appointment at a regional office, and afterwards, leave with a renewed license. Existing regional office staff have been able to absorb this renewal traffic and the license application processing workload in Tallahassee has been reduced, enabling faster processing of new applications. This initiative was undertaken primarily to boost customer service to CW licensees.

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

The Division's FY 2012-13 planned efficiency initiatives include accepting credit and debit cards as well as "e-checks" at the eight regional offices. Acceptance of credit and debit cards as well as "e-checks" will allow payment of application fees, as well as other fees, to be received without the overnight delivery of tens of thousands of checks to Tallahassee for manual processing. In addition, the Division plans implementation of a "paperless" application process in the regional offices to eliminate the need for overnight delivery of hundreds of thousands of application documents to Tallahassee for manual processing.

The renewal of Chapter 493 individual licensees is also being tested for statewide implementation in the regional offices and is envisioned to provide organizational efficiencies and customer service benefits similar to the recently implemented regional offices' CW license renewal process.

Quantifiable cost savings for credit/debit cards and "e-checks" will depend upon actual credit/debit card usage; high usage may allow personnel changes in the application processing staff. Successful implementation of the paperless document processing using effective technology may also allow personnel changes in the Tallahassee application processing facilities.

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

Yes, the Division promotes public protection through compliance and enforcement of laws, regulations, and professional standards for persons wishing to be employed in the private investigative, private security or private recovery industries. As of June 30, 2012, 179,701 individuals and businesses were licensed by the Division, under the requirements of Chapter 493, Florida Statutes.

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

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

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

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

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

Yes, the fee schedule is based on the type of license. For example, more time and resources are required to process an agency application and regulate the licensee than are required for an individual's application and license. Therefore, the license fee for a Security Agency, Private Investigative Agency, or Recovery Agency is more than the license fee for an individual licensed as a private security officer, private investigator, or private recovery agent.

Furthermore, fees cover costs to regulate an entity after a license is issued, which includes activities such as investigating public complaints concerning the service provided by a licensee; performing compliance inspections; and frequent monitoring of arrest records, domestic violence records, incarceration records and mental history records. Fees are also sufficient to cover costs associated with

providing legislatively required pamphlets and reports to licensees and the public and to cover the dissemination of information and documents provided to employers and citizens inquiring about the status of licensees.

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

Not applicable.

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

Not applicable.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

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

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

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

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

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

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Chapter 493 Application Fee	LICENSING APPLICATION FEE-493	493.6105	\$60	1990	YES	\$50	Licensing Trust Fund
Chapter 493 Fingerprint Fee	LICENSING FINGERPRINT FEE	493.6105	N/A	N/A	YES	\$42	Licensing Trust Fund
Private Investigative Revised/Replacement	LICENSING PIA MISC	493.6202	\$30	1990	YES	\$15	Licensing Trust Fund
Private Investigative Agency License	LICENSING AGENCY NEW	493.6202	\$450	1990	YES	\$450	Licensing Trust Fund
Security Agency License	LICENSING AGENCY NEW	493.6302	\$450	1990	YES	\$450	Licensing Trust Fund
Recovery Agency License	LICENSING AGENCY NEW	493.6402	\$450	1990	YES	\$450	Licensing Trust Fund
Private Investigative Agency Branch License	LICENSING AGENCY NEW	493.6202	\$125	1990	YES	\$125	Licensing Trust Fund
Security Agency Branch License	LICENSING AGENCY NEW	493.6302	\$125	1990	YES	\$125	Licensing Trust Fund
Recovery Agency Branch License	LICENSING AGENCY NEW	493.6402	\$125	1990	YES	\$125	Licensing Trust Fund
Private Investigative Agency License Renewal	LICENSING AGENCY RENEWAL	493.6202	\$450	1990	YES	\$450	Licensing Trust Fund
Security Agency License Renewal	LICENSING AGENCY RENEWAL	493.6302	\$450	1990	YES	\$450	Licensing Trust Fund
Recovery Agency License Renewal	LICENSING AGENCY RENEWAL	493.6402	\$450	1990	YES	\$450	Licensing Trust Fund
Private Investigative Branch License Renewal	LICENSING AGENCY RENEWAL	493.6202	\$125	1990	YES	\$125	Licensing Trust Fund
Security Agency Branch License Renewal	LICENSING AGENCY RENEWAL	493.6302	\$125	1990	YES	\$125	Licensing Trust Fund
Recovery Agency Branch License Renewal	LICENSING AGENCY RENEWAL	493.6402	\$125	1990	YES	\$125	Licensing Trust Fund
Security Officer School/Security Officer Instructor Renewal	LICENSING D RENEWAL FEE	493.6302	\$60	1990	YES	\$60	Licensing Trust Fund
Security Officer License Renewal	LICENSING D RENEWAL FEE	493.6302	\$45	1990	YES	\$45	Licensing Trust Fund
Security Officer/Rec School, Security Officer/Rec Instructor Lic	LICENSING D NEW LICENSE	493.6302	\$60	1990	YES	\$60	Licensing Trust Fund
Security Officer License	LICENSING D NEW LICENSE	493.6302	\$45	1990	YES	\$45	Licensing Trust Fund
Statewide Firearm License Renewal	LICENSING G RENEWAL	493.6107	\$150	1990	YES	\$112	Licensing Trust Fund
Firearms Instructor License Renewal	LICENSING K RENEWAL	493.6107	\$100	1990	YES	\$100	Licensing Trust Fund
Statewide Firearm License	LICENSING G NEW LICENSE	493.6107	\$150	1990	YES	\$112	Licensing Trust Fund
Firearms Instructor License	LICENSING K NEW LICENSE	493.6107	\$100	1990	YES	\$100	Licensing Trust Fund
Manager-Private Inv, Security and Rec Agency License	LICENSING MANAGER NEW	493.6107	\$75	1990	YES	\$75	Licensing Trust Fund
Manager-Private Inv, Security and Rec Agency License Ren	LICENSING MANAGER RENEWAL	493.6107	\$75	1990	YES	\$75	Licensing Trust Fund
Recovery Agent License	LICENSING RECOVERY AGENT NEW E/EE	493.6402	\$75	1990	YES	\$75	Licensing Trust Fund
Recovery Agent Intern License	LICENSING RECOVERY AGENT NEW E/EE	493.6402	\$60	1990	YES	\$60	Licensing Trust Fund
Recovery Agent Renewal	LICENSING RECOVERY AGENT RENEWAL	493.6402	\$75	1990	YES	\$75	Licensing Trust Fund
Recovery Agent Intern License Renewal	LICENSING RECOVERY AGENT RENEWAL	493.6402	\$60	1990	YES	\$60	Licensing Trust Fund
Private Investigator License	LICENSING-PRIV.INVESTGTR.NEW C/CC	493.6202	\$75	1990	YES	\$75	Licensing Trust Fund
Private Investigator Intern License	LICENSING-PRIV.INVESTGTR.NEW C/CC	493.6202	\$60	1990	YES	\$60	Licensing Trust Fund
Private Investigator License Renewal	LICENSING-PRIV.INVESTGTR.RENEWAL C	493.6202	\$75	1990	YES	\$75	Licensing Trust Fund
Private Investigator Intern License Renewal	LICENSING-PRIV.INVESTGTR.RENEWAL C	493.6202	\$60	1990	YES	\$60	Licensing Trust Fund
Chapter 493 Late Fees	LICENSING LATE FEES	493.6113(4)	Amt of License Fee	1990	YES	Amt of License Fee	Licensing Trust Fund
Private Investigator Exam Fee	CLASS C EXAM FEE	493.6203(5)	\$100	2008	YES	\$100	Licensing Trust Fund

Division of Food Safety Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2013-14**
Program: 42150200 Food Store Inspection Program/Food Lab
Fund(s): 2261, 2321 Federal Grants Trust Fund, General Inspection Trust Fund
Specific Authority: Chapters 381, 500 and 570, F.S., Chapter 5K- F.A.C.
Purpose of Fees Collected: The fees collected shall be used solely for the purpose of the recovery of costs for the services provided by the Division as required by statute and F.A.C.

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

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

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2011-12		ESTIMATED FY 2012-13		REQUEST FY 2013-14	
	FGTF	GITF	FGTF	GITF	FGTF	GITF
Food Permit Fees		15,080,367		15,100,000		15,100,000
Reinspection Fees		93,555		95,000		95,000
Late Filing Penalties		166,005		165,000		165,000
Administrative Fines		275,140		300,000		300,000
Plan Review Fees		14,930		12,500		12,500
U.S. Grants	1,277,146		1,275,000		605,000	
Certification Report Fees		317,535		300,000		300,000
Bottled Water Permits		117,400		100,000		100,000
Epidemiology Surcharge		440,437		445,000		445,000
Misc. Revenue (Refunds, Other)		43,011		38,050		38,050
FDA Contract Agreement		206,617		925,000		400,000
COOL Agreement Fees		146,400		141,600		150,000
Total Fee Collection to Line (A) - Section III	1,277,146	16,901,397	1,275,000	17,622,150	605,000	17,105,550

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2011-12		ESTIMATED FY 2012-13		REQUEST FY 2013-14	
	FGTF	GITF	FGTF	GITF	FGTF	GITF
Salaries and Benefits	420,102	8,628,881	425,000	9,000,000	200,000	9,000,000
Other Personal Services	120,558	47,676	90,500	50,000	40,000	50,000
Expenses	354,111	1,504,951	350,000	1,550,000	180,000	1,550,000
Contracted Services	176,843	670,078	250,000	1,500,000	150,000	500,000
Operating Capital Outlay	143,421	31,110	107,000	50,000	3,500	50,000
Data Processing	2,125	447,578	2,500	550,000	1,500	550,000
General Revenue S/C		1,322,767		1,400,000		1,350,000
Refunds		23,512		25,000		25,000
Transfers-Epidemiology		405,438		445,000		445,000
Motor Vehicles						206,646
Indirect Costs Charged to Trust Fund	41,032	2,095,153	50,000	2,100,000	30,000	2,100,000
Total Full Costs to Line (B) - Section III	1,258,192	15,177,144	1,275,000	16,670,000	605,000	15,826,646

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

SECTION III - SUMMARY

		ACTUAL FY 2011-12		ESTIMATED FY 2012-13		REQUEST FY 2013-14	
		FGTF	GITF	FGTF	GITF	FGTF	GITF
TOTAL SECTION I	(A)	1,277,146	16,901,397	1,275,000	17,622,150	605,000	17,105,550
TOTAL SECTION II	(B)	1,258,192	15,177,144	1,275,000	16,670,000	605,000	15,826,646
TOTAL - Surplus/Deficit	(C)	18,954	1,724,253	-	952,150	-	1,278,904

EXPLANATION of LINE C:

The overall surplus in FY 2011-12 in the Food Store Inspection Program was the result of additional annual permit fee revenue of approximately \$1.3 million each year since FY 2007-08. Projected GITF revenues for FY 2012-13 and 2013-14 remain constant, however, GITF expenditures will increase due to projected expenditure increases in Salaries and the Contractual Services category spending in FY 2012-13 due to filling vacant positions and for the FIMS project. In FY 13-14, the Division has a D3A issue pertaining to the replacement of state vehicles in this program totaling \$ 206,646.

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

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Food Store Inspection Program

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

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

The Division completed the LIMS design phase on 9-15-10 is currently in the development phase of the project with a scheduled completion for June 2013. Also, the Division completed the FIMS design phase 12-31-10 and is currently in the development phase of the project with an anticipated completion date of June 2013.

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

In the 2011-2012 year the Division created a plan to incorporate the use of smart phones on a broader scale within the Division to increase efficiencies. This plan will be implemented in the 2012-2013 year. The plan includes a basic cost benefit analysis which concluded that the first phase of implementation (deployment of 40 phones) would result in a neutral fiscal impact. However the efficiencies gained through the use of these phones will be substantial including 1) the reduced need for duplicative technological devices (cameras, wireless internet air cards, GPS units) as the phones could provide these as a single source; 2) man hours saved and added connectivity (access to e-mail in the field without having to find/use a computer); and, 3) potentially improved inspections performed and increased consistency between inspections due to the added layers of connectivity between the inspectors in the field, their supervisors, and subject matter experts in other locations.

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

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

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

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

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

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

Regulatory fees are used to directly support the Bureau of Food and Meat Inspection, the support services provided by the Bureau of Food Laboratories and appropriate administrative support functions. Sufficiency of funds going forward

is contingent upon the census of food firms to be billed for services provided and the relationship of costs incurred to provide such services.

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

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

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

In addition, the Division has instituted a re-inspection fee to compensate for the cost per service of conducting subsequent visits to firms that are not in compliance during the routine inspection. The current re-inspection fee for the Division is \$135 per re-inspection. This fee is also considered as a deterrent to poor sanitation and safety practices.

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

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

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

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

It is appropriate and important that a portion of the activity be supported by General Revenue to reflect the public health benefits of the Division's programs and activities. Future laboratory resources will also be needed to deal with new food types and analyses, improve methods for identification of pathogens, increase sensitivity of detection, and expand the current scope of testing.

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

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

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42150200 Food Safety - Dairy
Fund(s): 1000, 2321 General Revenue, General Inspection Trust Fund

Budget Period: 2013-14

Specific Authority: 502.053, F.S. - Frozen Dessert License
Purpose of Fees Collected: To offset direct and indirect costs resulting from the administration of the Dairy Regulatory Program.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011-12		ESTIMATED FY 2012 - 13		REQUEST FY 2013 - 14	
	GR	GITF	GR	GITF	GR	GITF
<u>Receipts:</u>						
Frozen Dessert Licenses		20,000		15,000		15,000
Milkfat Tester's Permits (deleted 2012)		500				
Epidemiology Fees		-		200		200
Copy Fees		-		15		15
Refunds		3		-		-
Insurance Recovery		4,400		-		-
Total Fee Collection to Line (A) - Section III	-	24,903	-	15,215	-	15,215

SECTION II - FULL COSTS

	ACTUAL FY 2011-12		ESTIMATED FY 2012 - 13		REQUEST FY 2013 - 14	
	GR	GITF	GR	GITF	GR	GITF
<u>Direct Costs:</u>						
Salaries and Benefits	1,067,734	78,987	162,838	983,883	162,838	983,883
Expenses	189,347	3,836		190,000		190,000
Contracted Services	33,117	13,455		46,572		46,572
Operating Capital Outlay				10,500		10,500
Transfers		1,009				
Data Processing	54,855			54,855		54,855
General Revenue S/C		1,632		1,265		1,265
Risk Management Insurance	23,695			23,695		23,695
HR Costs	7,665			7,665		7,665
Indirect Costs Charged to Trust Fund		261,754		260,000		260,000
Total Full Costs to Line (B) - Section III	1,376,413	360,673	162,838	1,578,435	162,838	1,578,435

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

SECTION III - SUMMARY

		ACTUAL FY 2011-12		ESTIMATED FY 2012 - 13		REQUEST FY 2013 - 14	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	24,903	-	15,215	-	15,215
TOTAL SECTION II	(B)	1,376,413	360,673	162,838	1,578,435	162,838	1,578,435
TOTAL - Surplus/Deficit	(C)	(1,376,413)	(335,770)	(162,838)	(1,563,220)	(162,838)	(1,563,220)

EXPLANATION of LINE C:

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

Charging fees to cover the total costs in the Bureau of Dairy Industry would put the Florida Dairy Industry at a disadvantage with the other states in the Southeast Region that Florida competes with. None of these states are fee-funded. Using the information from our Service Information Form for FY 11/12 (which provides unit costs for conducting inspections, collecting samples and analysis), we did some preliminary calculations for estimated fees for a farm and a large plant. For a farm, we would have to charge a minimum annual fee of \$3,850 per farm. Economic pressures have already reduced the number of farms from 189 to 138 from FY 03-04 to FY 11-12. A fee of this amount would add additional pressures and could cause more farms to go out of business. For a large plant, we would have to charge a minimum annual fee of \$52,200. A fee of this amount would put Florida plants at an economic disadvantage with other states in the Southeast Region.

Effective July 1, 2012, the majority of funding for the Bureau of Dairy Industry was moved from GR to GITF during the 2012 Legislative Session reducing the Bureau's dependency on General Revenue down to 11% of the total budget for the Bureau. The future projected deficit in GITF is caused by this fund shift from GR to GITF with no increase in revenue. The deficit will be covered by other Department funds, most likely the Food Store Inspection Program. Also effective July 1, 2012, the Milkfat Tester's Permit requirement was deleted from Chapter 502, Florida Statutes.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Dairy Regulatory Program

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

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

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

The Bureau submitted a request for the replacement of three fleet vehicles during the 2013-2014 Fiscal Year. The vehicle replacements meet the criteria established by the Department of Management Services and is expected to increase fuel efficiency and decrease repair costs. If approved, the estimated cost savings will be approximately \$20,000 per year (mostly in repair costs). If the request is not approved and the vehicles are no longer operational, the annual cost for mileage reimbursement (based on an annual mileage rate of 67,000 miles for the three vehicles to be replaced) is expected to increase by \$29,815 per year.

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

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

and frozen desserts safety is a basic tenet of public health principles. As the lead state agency for food safety, the Department has a responsibility to ensure the protection of Florida's residents and guests. A comprehensive regulatory program is an appropriate function towards achieving an acceptable level of protection.

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

Yes. Revenue projections Frozen Dessert licenses are developed using historical revenue data and trend analysis involving actual and estimated dairy establishment counts.

NOTE: The 2012 Legislature deleted the Milk fat Tester's Permit effective July 1, 2012. There will be no more revenue generated from this permit.

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

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

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

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

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

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

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

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

Charging fees to cover the total costs for the Bureau would put the Florida Dairy Industry at a disadvantage with the other states in the Southeast Region that Florida competes with, as none of these states are fee-funded. Florida is a member of the National Conference of Interstate Milk Shipments (NCIMS). NCIMS membership is maintained by strict adherence to the requirements of the Grade A Pasteurized Milk Ordinance (PMO). The PMO sets inspection and product sampling frequencies for dairy farms and processing plants as well as standards for the analyses that are conducted on the product samples collected. Adherence to the requirements of the PMO ensures that the dairy products offered for sale to Florida residents and our guests are wholesome and fit for human consumption. It also allows for dairy products processed in Florida to be sold in interstate commerce and provides the ability for Florida processing plants to bid on federal, state and county contracts. Using the information from our Service Information Form for FY 11/12 (which provides unit costs for conducting inspections, collecting samples and analysis of those

samples) and the inspection and sampling frequencies outlined in the PMO (allowances were made based on historical averages per farm/plant for inspections and sample collections), we did some preliminary calculations for estimated fees for a farm and a large milk processing plant. For a farm, we would have to charge a minimum annual fee of \$3,500 per farm. Economic pressures have reduced the number of farms by 26% in the last nine years. A fee of this amount would add additional pressures. For a large milk processing plant, we would have to charge a minimum annual fee of \$45,000. A fee of this amount would put Florida plants at an economic disadvantage with other states in the Southeast Region.

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

5 Inspections per year @ \$105.45 each	\$ 527.25
15 Product Samples (collect) per year @ \$105.45 each	\$1,581.75
75 Product Analyses (15 x 5) @ \$10.05 each	\$ 753.75
4 Water Samples (collect) per year @ \$105.45 each	\$ 421.80
4 Water Analyses (4 x 1) @ \$10.05 each	<u>\$ 40.20</u>
TOTAL for Farm	\$3,324.75

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

5 Processing Inspections per year @ \$105.45 each	\$ 527.25
16 Pasteurizer Inspection per year @ \$105.45 each (4 pasteurizers x 4 inspections)	\$ 1,687.20
180 Product Samples (collect) per year @ \$105.45	\$18,981.00
2,160 Product Analyses (180 x 12) @ \$10.05 each	\$21,708.00
16 Water Samples (collect) per year @ \$105.45 each	\$ 1,687.20
16 Water Analyses (16 x 1) @ \$10.05 each	<u>\$ 160.80</u>
TOTAL for Plant	\$44,751.45

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

Effective July 1, 2012, the majority of funding for the Bureau of Dairy Industry was moved from GR to GITF during the 2012 Legislative Session reducing the Bureau's dependency on General Revenue down to 11% of the total budget for the Bureau. The future projected deficit in GITF is caused by this fund shift from GR to GITF with no increase in revenue. The deficit will be covered by other Department funds, most likely the Food Store Inspection Program.

Division of Agricultural
Environmental Services
Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2013-14**
Program: 42160100 Feed Regulation
Fund(s): 1000, 2261, 2321 General Revenue, Federal Grants Trust Fund, General Inspection Trust Fund

Specific Authority: 580.041(1), 580.065
Purpose of Fees Collected: To ensure that Florida consumers receive feed products that conform to the Commercial Feed Law and to provide uniform regulation to feed producers and distributors.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12			ESTIMATED FY 2012 - 13			REQUEST FY 2013 - 14		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
Receipts:									
U.S. Grants		372,740			250,000			250,000	
Feed Deficiency Penalties			246			466			466
Feed Master Registration			501,331			501,331			501,331
Feed Lab Certification			4,606			4,606			4,606
Administrative Fines			1,448			24,423			24,423
Misc. - Other									
BSE Inspection			116,800			98,550			98,550
GR Funds									
Total Fee Collection to Line (A) - Section III	-	372,740	624,431	-	250,000	629,376	-	250,000	629,376

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12			ESTIMATED FY 2012 - 13			REQUEST FY 2013 - 14		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
Direct Costs:									
Salaries and Benefits			137,204			129,959			129,959
Other Personal Services		60,788	199		65,853			65,853	
Expenses		87,920	11,457		42,500	16,155		42,500	16,155
Contracted Services		34,591	1,899		39,147	2,038		39,147	2,038
Operating Capital Outlay		175,472			102,500			102,500	
Data Processing	126		4,455			10,594			10,594
General Revenue S/C			48,468			6,281			6,281
Field Inspection	7		315,302			300,560			300,560
Refunds									
Indirect Costs Charged to Trust Fund	1,127		164,861	1,210		145,170	1,210		145,170
Total Full Costs to Line (B) - Section III	1,260	358,771	683,845	1,210	250,000	610,757	1,210	250,000	610,757

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

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12			ESTIMATED FY 2012 - 13			REQUEST FY 2013 - 14		
		GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
TOTAL SECTION I	(A)	-	372,740	624,431	-	250,000	629,376	-	250,000	629,376
TOTAL SECTION II	(B)	1,260	358,771	683,845	1,210	250,000	610,757	1,210	250,000	610,757
TOTAL - Surplus/Deficit	(C)	(1,260)	13,969	(59,414)	(1,210)	-	18,619	(1,210)	-	18,619

EXPLANATION of LINE C:

Receipts cover direct and indirect costs for this program area.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Feed Regulation

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

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

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

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

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

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

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

The fees charged are set in statute or rule.

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

As a result of a fee increase enacted by the 2008 Legislature, the fees charged covered most direct and indirect costs to the General Inspection Trust Fund portion of the program area for FY 11-12, and we anticipate that this will continue for FY 12-13.

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

The fees charged are set in statute or rule.

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

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

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

We believe that supporting this program area is appropriate, since the regulation of commercial feed provides an obvious public benefit.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

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

Budget Period: 2013-14

Specific Authority: 576.021, 576.041, 576.045, 576.051(2)

Purpose of Fees Collected: To ensure that Florida consumers receive fertilizer products that conform to the Commercial Fertilizer Law, to provide uniform regulation to fertilizer producers and distributors and to provide environmental protection from heavy metal contaminants in fertilizers.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12		ESTIMATED FY 2012 - 13		REQUEST FY 2013 - 14	
	GR	GITF	GR	GITF	GR	GITF
Receipts:						
Fertilizer Dealer Licenses		65,000		110,500		110,500
Fertilizer Reporting Fees		1,710,308		1,710,308		1,710,308
Lime Reporting Fees		211,620		211,620		211,620
Phosphate Reporting Fees		3,756		3,756		3,756
Specialty Fertilizer Registration		225,100		225,100		225,100
Commercial Sampling		5,916		5,916		5,916
Penalties		62,505		62,505		62,505
Administrative Fines		2,800				
Misc.		55				
Fees - Fert., Lime & Phosp. Rate Shortages						
Total Fee Collection to Line (A) - Section III	-	2,287,060	-	2,329,705	-	2,329,705

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12		ESTIMATED FY 2012 - 13		REQUEST FY 2013 - 14	
	GR	GITF	GR	GITF	GR	GITF
Direct Costs:						
Salaries and Benefits		895,297		898,719		898,719
Other Personal Services		10,860		12,200		12,200
Expenses		123,602		137,085		137,085
Contracted Services		1,737		15,323		15,323
Operating Capital Outlay						
Data Processing	900	30,593	477	84,246	477	84,246
General Revenue S/C		173,216		31,255		31,255
Refunds		6,408				
Field Inspection	17	788,255		751,400		751,400
Indirect Costs Charged to Trust Fund	4,628	649,532	23,106	701,367	23,106	701,367
Total Full Costs to Line (B) - Section III	5,545	2,679,500	23,583	2,631,595	23,583	2,631,595

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

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12		ESTIMATED FY 2012 - 13		REQUEST FY 2013 - 14	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	2,287,060		2,329,705		2,329,705
TOTAL SECTION II	(B)	5,545	2,679,500	23,583	2,631,595	23,583	2,631,595
TOTAL - Surplus/Deficit	(C)	(5,545)	(392,440)	(23,583)	(301,890)	(23,583)	(301,890)

EXPLANATION of LINE C:

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

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Fertilizer Regulation

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

The Division constantly strives for operational efficiency. Antiquated and inefficient analytical methods and equipment have been replaced with current methodologies and modern, automated equipment. We have implemented a risk-based inspection strategy that has reduced the number of samples collected (2,898 in FY 11-12 compared to 6,478 in FY 06-07), while focusing on deficient samples with a deficiency rate of 37.6% for FY 11-12, versus 27% in FY 06-07.

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

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

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

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

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

The fees charged are set in statute or rule.

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

As a result of fee increases enacted by the 2008 and the 2009 Legislature, the fees charged covered most of the direct and indirect costs to the General Inspection Trust Fund portion of the program area for FY 11-12.

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

The fees charged are set in statute or rule.

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

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

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

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

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2013-14**
Program: 42160100 Pest Control
Fund(s): 1000, 2528 General Revenue, Pest Control Trust Fund

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

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

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

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2011 - 12			ESTIMATED FY 2012 - 13			REQUEST FY 2013 - 14		
	GR	FGTF	PCTF	GR	FGTF	PCTF	GR	FGTF	PCTF
U.S. Grants		173,732			23,750			23,750	
Exam Fees			486,855			486,855			486,855
Prior Notification Fees			1,400			1,400			1,400
Emergency Certification Fees			34,310			34,310			34,310
Pest Control Licenses			2,910,946			2,968,446			2,990,946
Special Handling Fees			8,400			8,400			8,400
Late Penalties			74,899			74,899			74,899
Administrative Fines			55,797			58,023			58,023
Interest on Investments			31,479			31,479			31,479
Misc. Service Fees/Copies/Refunds Prior Yrs			2,225						
Misc. - Other/ Refunds			3,707			3,707			
Limited Cert. Comm. Fert. App. (new)			20,720						
Total Fee Collection to Line (A) - Section III	-	173,732	3,630,738	-	23,750	3,667,519	-	23,750	3,686,312

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2011 - 12			ESTIMATED FY 2012 - 13			REQUEST FY 2013 - 14		
	GR	FGTF	PCTF	GR	FGTF	PCTF	GR	FGTF	PCTF
Salaries and Benefits		67,979	2,179,006			2,683,185			2,684,048
Personnel Assessment									
Other Personal Services			40,783			41,530			41,530
Expenses		23,600	309,426			388,773			388,773
Contracted Services		1,571	76,556		23,750	106,425		23,750	106,425
Operating Capital Outlay		65,478							
Data Processing			69,558			142,158			160,088
General Revenue S/C									
Assessment on Investments			1,564						
Refunds			7,860			17,000			17,000
Indirect Costs Charged to Trust Fund		6,605	242,819			288,448			288,448
Total Full Costs to Line (B) - Section III	-	165,233	2,927,572	-	23,750	3,667,519	-	23,750	3,686,312

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

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12			ESTIMATED FY 2012 - 13			REQUEST FY 2013 - 14		
		GR	FGTF	PCTF	GR	FGTF	PCTF	GR	FGTF	PCTF
TOTAL SECTION I	(A)		173,732	3,630,738		23,750	3,667,519		23,750	3,686,312
TOTAL SECTION II	(B)		165,233	2,927,572		23,750	3,667,519		23,750	3,686,312
TOTAL - Surplus/Deficit	(C)	-	8,499	703,166	-	-	-	-	-	-

EXPLANATION of LINE C:

This regulatory activity is supported by funds collected from the industry and deposited into the Pest Control Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Pest Control Regulation

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

The Division constantly strives for operational efficiency. 3,395 inspections and investigations were conducted in FY 11-12. The number of pest control licensees continues to grow. A risk-based investigative system that targets high-risk areas such as structural fumigation has been implemented. Efforts to increase efficiencies in this program area include:

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

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

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

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

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

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

The fees charged are set in statute or rule.

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

The fees charged covered all direct and indirect charges to the Pest Control Trust Fund for FY 11-12.

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

The fees charged are set in statute or rule.

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

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

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

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

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

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

References:

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

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

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

Fees collected in this program completely support this program.

Examination of Regulatory Fees - Part II

Department: **Agriculture & Consumer Services**

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

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

What percent of the regulatory cost is currently subsidized? (0 to 100%) This program area is fully funded by fees received into the Pest Control Trust Fund

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

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

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

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2013-14
Program: 42160100 Pesticide Regulation
Fund(s): 1000, 2261, 2321 General Revenue, Federal Grants Trust Fund, General Inspection Trust Fund
Specific Authority: 487.04, 487.041, 487.045, 487.048, 487.071
Purpose of Fees Collected: To ensure that pesticides are distributed and used in Florida in accordance with the Florida Pesticide Law and to provide uniform regulation to pesticide users.

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

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

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2011 - 12			ESTIMATED FY 2012 - 13			REQUEST FY 2013 - 14		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
U. S. Grants		493,957			700,000			700,000	
Pesticide Dealer's License			96,500			96,500			96,500
Pesticide Applicator's License			531,937			531,937			531,937
Pesticide Registration			6,155,442			5,209,546			6,400,239
Misc - Penalties			0						
Administrative Fines			17,490			24,423			24,423
Misc. - Other			882			925			925
Refunds		12	308						
Supplemental Registration (new)									
Other transfers/donations									
Total Fee Collection to Line (A) - Section III	-	493,969	6,802,559	-	700,000	5,863,331	-	700,000	7,054,024

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2011 - 12			ESTIMATED FY 2012 - 13			REQUEST FY 2013 - 14		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
Salaries and Benefits	427	193,370	1,501,111		278,293	1,517,970		278,293	1,517,970
Other Personal Services		3,557	9,894						
Expenses		49,791	168,233		90,450	174,042		90,450	174,042
Contracted Services		139,376	27,889		174,674	57,670		174,674	57,670
Operating Capital Outlay		105,558			150,000			150,000	
Data Processing	7,833		87,039			122,835			122,835
Transfers									
General Revenue S/C			87,222			509,384			509,384
Field Inspection	28		1,017,112			969,556			969,556
Refunds			102,964						
Indirect Costs Charged to Trust Fund	7,749	26,228	1,080,726	18,346		921,548	18,346		921,548
Total Full Costs to Line (B) - Section III	16,037	517,880	4,082,190	18,346	693,417	4,273,005	18,346	693,417	4,273,005

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

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12			ESTIMATED FY 2012 - 13			REQUEST FY 2013 - 14		
		GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
TOTAL SECTION I	(A)	-	493,969	6,802,559	-	700,000	5,863,331	-	700,000	7,054,024
TOTAL SECTION II	(B)	16,037	517,880	4,082,190	18,346	693,417	4,273,005	18,346	693,417	4,273,005
TOTAL - Surplus/Deficit	(C)	(16,037)	(23,911)	2,720,369	(18,346)	6,583	1,590,326	(18,346)	6,583	2,781,019

EXPLANATION of LINE C:

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

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Pesticide Regulation

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

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

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

We will continue to refine the web-accessible registration system and electronic payment system. Legislative changes enacted in 2011 will be implemented in January 2012 and will require pesticide registrants to make fee payments online, reducing data entry and clerical workload. We are working to provide web access to pesticide labels, making these documents quickly available to regulatory officials and the public, allowing registration staff to work on other program priorities. We will continue to refine the risk-based enforcement program.

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

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

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

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

The fees charged are set in statute or rule.

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

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

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

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

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

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

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

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

Division of Consumer
Protection
Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

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

Budget Period: 2013-14

Specific Authority: s. 501.143, F.S.

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

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
Receipts:			
Registration Fees	56,700	57,000	57,000
Administrative Fines	3,550	4,350	4,350
Penalties	15		
Total Fee Collection to Line (A) - Section III	60,265	61,350	61,350

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
Direct Costs:			
Salaries and Benefits	922	5,191	5,191
Other Personal Services	3,750	204	204
Expenses	636	798	798
Operating Capital Outlay			
Contracted Services	164	14	14
Refunds		-	-
Data Processing	484	263	263
General Revenue S/C	4,796	4,908	4,908
Indirect Costs Charged to Trust Fund	2,688	1,478	1,478
Total Full Costs to Line (B) - Section III	13,440	12,857	12,857

Basis Used: FY 11/12-Indirect costs based on percentage of total salary dollars by program.
FY 12/13 and FY 13/14-Indirect costs based on percentage of registrations and enforcement actions by program.

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
		GITF	GITF	GITF
TOTAL SECTION I	(A)	60,265	61,350	61,350
TOTAL SECTION II	(B)	13,440	12,857	12,857
TOTAL - Surplus/Deficit	(C)	46,825	48,493	48,493

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Dance Studios

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

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

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

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

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

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

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

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

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

Fees are sufficient to cover all costs.

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

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

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

Fees currently charged are adequate to cover all the costs.

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

NA

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Dance Studios

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s. 501.143, F.S.

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

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

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

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Dance Studios	Registration fee	s. 501.143	\$300 annually set by statute	1993	Yes	\$300	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2013-14
Program: 42160200 Health Studios
Fund(s): 2321 General Inspection Trust Fund
Specific Authority: s. 501.015, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Health Studio Industry in the State of Florida.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
<u>Receipts:</u>			
<u>Registration Fees</u>	608,800	579,868	579,868
<u>Administrative Fines</u>	14,950	31,138	31,138
<u>Miscellaneous Penalties</u>	75		
Total Fee Collection to Line (A) - Section III	623,825	611,006	611,006

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
<u>Direct Costs:</u>			
Salaries and Benefits	132,412	57,619	57,619
Other Personal Services		2,007	2,007
Expenses	11,040	9,023	9,023
Operating Capital Outlay			
Contracted Services	1,782	163	163
Refunds	2,118	2,117	2,117
Data Processing	13,714	2,933	2,933
General Revenue S/C	51,108	48,880	48,880
Indirect Costs Charged to Trust Fund	82,153	16,461	16,461
Total Full Costs to Line (B) - Section III	294,327	139,204	139,204

Basis Used: FY 11/12-Indirect costs based on percentage of total salary dollars by program.
FY 12/13 and FY 13/14-Indirect costs based on percentage of registrations and enforcement actions by program

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
		GITF	GITF	GITF
TOTAL SECTION I	(A)	623,825	611,006	611,006
TOTAL SECTION II	(B)	294,327	139,204	139,204
TOTAL - Surplus/Deficit	(C)	329,498	471,802	471,802

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Health Studios

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

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

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

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

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

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

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

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

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

Fees are sufficient to cover all the costs.

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

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

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

Fees currently charged are adequate to cover all costs.

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

NA

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

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

Budget Period: 2013-14

Specific Authority: s. 507.03, F.S.

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

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
<u>Receipts:</u>			
<u>Registration Fees</u>	376,675	295,673	295,673
<u>Administrative Fines</u>	11,285	17,000	17,000
<u>Miscellaneous Penalties</u>	75		
<u>Miscellaneous Other</u>			
Total Fee Collection to Line (A) - Section III	388,035	312,673	312,673

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	220,202	39,790	39,790
<u>Other Personal Services</u>		1,049	1,049
<u>Expenses</u>	18,267	6,452	6,452
<u>Contracted Services</u>	1,299	117	117
<u>Operating Capital Outlay</u>			
<u>Refunds</u>	313	312	312
<u>Data Processing</u>	22,826	2,032	2,032
<u>General Revenue S/C</u>	31,872	25,014	25,014
<u>Indirect Costs Charged to Trust Fund</u>	312,737	11,403	11,403
Total Full Costs to Line (B) - Section III	607,516	86,168	86,168

Basis Used: FY 11/12-Indirect costs based on percentage of total salary dollars by program.
FY 12/13 and FY 13/14-Indirect costs based on percentage of registrations and enforcement actions by program.

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
		GITF	GITF	GITF
TOTAL SECTION I	(A)	388,035	312,673	312,673
TOTAL SECTION II	(B)	607,516	86,168	86,168
TOTAL - Surplus/Deficit	(C)	(219,481)	226,505	226,505

EXPLANATION of LINE C:

The deficit in this program area is covered by the overall Department cash balances I this trust fund

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Intrastate Moving Companies

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The surplus of revenue over expenditures in the General Inspection Trust Fund is an amount sufficient to absorb deficits in the program.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

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

Budget Period: 2013-14

Specific Authority: s. 559.904, F.S.

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

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
Receipts:			
Registration Fees	1,188,291	1,138,894	1,138,894
Administrative Fines	158,520	158,820	158,820
Penalties-Late Filing	21,240	20,014	20,014
Miscellaneous Refunds			
Miscellaneous Other	25		
Total Fee Collection to Line (A) - Section III	1,368,076	1,317,728	1,317,728

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
Direct Costs:			
Salaries and Benefits	445,323	313,789	313,789
Other Personal Services	15,785	10,619	10,619
Expenses	40,730	49,344	49,344
Contracted Services	7,377	894	894
Operating Capital Outlay			
Data Processing	46,121	15,956	15,956
Refunds	8,002	7,999	7,999
General Revenue S/C	109,853	103,817	103,817
Indirect Costs Charged to Trust Fund	389,729	89,539	89,539
Total Full Costs to Line (B) - Section III	1,062,920	591,956	591,956

Basis Used: FY 11/12-Indirect costs based on percentage of total salary dollars by program.
FY 12/13 and FY 13/14-Indirect costs based on percentage of registrations and enforcement actions by program.

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
		GITF	GITF	GITF
TOTAL SECTION I	(A)	1,368,076	1,317,728	1,317,728
TOTAL SECTION II	(B)	1,062,920	591,956	591,956
TOTAL - Surplus/Deficit	(C)	305,156	725,772	725,772

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Motor Vehicle Repair Shops

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

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

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

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

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

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

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

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

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

Fees are sufficient to cover all costs.

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

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

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

Fees currently charged are adequate to cover all costs.

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

NA

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

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

Budget Period: 2013-14

Specific Authority: s. 539.001, F.S.

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

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
Receipts:			
Registration Fees	407,459	394,547	394,547
Background Checks	31,734	27,796	27,796
Administrative Fines	52,600	52,600	52,600
Miscellaneous Penalties	17		
Miscellaneous Other	123		
Total Fee Collection to Line (A) - Section III	491,933	474,943	474,943

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
Direct Costs:			
Salaries and Benefits	101,254	25,438	25,438
Other Personal Services		1,075	1,075
Expenses	8,784	3,859	3,859
Contracted Services	18,910	70	70
Refunds	6	6	6
Data Processing	10,532	1,295	1,295
General Revenue S/C	39,285	37,995	37,995
Indirect Costs Charged to Trust Fund	115,468	7,269	7,269
Total Full Costs to Line (B) - Section III	294,238	77,007	77,007

Basis Used: FY 11/12-Indirect costs based on percentage of total salary dollars by program.

FY 12/13 and FY 13/14-Indirect costs based on percentage of registrations and enforcement actions by program.

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
		GITF	GITF	GITF
TOTAL SECTION I	(A)	491,933	474,943	474,943
TOTAL SECTION II	(B)	294,238	77,007	77,007
TOTAL - Surplus/Deficit	(C)	197,695	397,936	397,936

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Pawn Shops

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

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

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

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

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

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

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

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

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

Fees are sufficient to cover all costs.

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

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

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

Fees currently charged are adequate to cover all costs.

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

NA

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2013-14**
Program: 42160200 Sellers of Travel
Fund(s): 2321 General Inspection Trust Fund
Specific Authority: s. 559.928, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Sellers of Travel Industry in the State of Florida.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
Receipts:			
Initial Fee	120,882	115,899	115,899
Renewal Fee	479,650	467,783	467,783
DOC Submission Fee	300	567	567
Travel Independent Agents	160,050	144,867	144,867
Administrative Fines	13,167	13,167	13,167
Miscellaneous Penalties	90		
Miscellaneous Other	35		
Total Fee Collection to Line (A) - Section III	774,173	742,283	742,283

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
Direct Costs:			
Salaries and Benefits	380,904	133,454	133,454
Other Personal Services		4,605	4,605
Expenses	31,843	20,927	20,927
Contracted Services	2,677	379	379
Refunds	4,290	4,288	4,288
Data Processing	40,174	6,783	6,783
General Revenue S/C	62,325	59,383	59,383
Indirect Costs Charged to Trust Fund	231,557	38,062	38,062
Total Full Costs to Line (B) - Section III	753,770	267,881	267,881

Basis Used: FY 11/12-Indirect costs based on percentage of total salary dollars by program.
FY 12/13 and FY 13/14-Indirect costs based on percentage of registrations and enforcement actions by program.

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
		GITF	GITF	GITF
TOTAL SECTION I	(A)	774,173	742,283	742,283
TOTAL SECTION II	(B)	753,770	267,881	267,881
TOTAL - Surplus/Deficit	(C)	20,404	474,402	474,402

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Sellers of Travel

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

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

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

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

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

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

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

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

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

Fees are sufficient to cover all costs.

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

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

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

Fees currently charged are adequate to cover all costs

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

NA

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

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

Budget Period: 2013-14

Specific Authority: s. 559.805, F.S.

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

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
Receipts:			
Business Opportunity Filing Fee	22,000	7,333	7,333
Franchise Exemption Fee	196,100	214,488	214,488
Administrative Fines	3,000	3,000	3,000
Miscellaneous Penalties	90		
Miscellaneous Other	329		
Total Fee Collection to Line (A) - Section III	221,519	224,821	224,821

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
Direct Costs:			
Salaries and Benefits		36,763	36,763
Other Personal Services		1,623	1,623
Expenses	329	5,533	5,533
Contracted Services	215	100	100
Data Processing		1,866	1,866
Refunds	1,550	1,550	1,550
General Revenue S/C	17,430	17,986	17,986
Indirect Costs Charged to Trust Fund	4,767	10,514	10,514
Total Full Costs to Line (B) - Section III	24,291	75,935	75,935

Basis Used: FY 11/12-Indirect costs based on percentage of total salary dollars by program.
FY 12/13 and FY 13/14-Indirect costs based on percentage of registrations and enforcement actions by program.

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
		GITF	GITF	GITF
TOTAL SECTION I	(A)	221,519	224,821	224,821
TOTAL SECTION II	(B)	24,291	75,935	75,935
TOTAL - Surplus/Deficit	(C)	197,229	148,886	148,886

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Sellers of Business Opportunities

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

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

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

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

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

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

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

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

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

Fees are sufficient to cover all costs.

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

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

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

Fees currently charged are adequate to cover all costs.

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

NA

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2013-14**
Program: 42160200 Solicitation of Contributions
Fund(s): 2321 General Inspection Trust Fund
Specific Authority: s. 496.405, 496.409 and 496.410, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Solicitation of Contributions Industry in the State of Florida.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
Receipts:			
Registration Fees	2,565,971	2,461,193	2,461,193
Penalties - Late Filing Fees	95,208	77,912	77,912
Return Check Charge	534		
Administrative Fines	91,195	157,589	157,589
Refunds			
Miscellaneous Other	110		
Total Fee Collection to Line (A) - Section III	2,753,017	2,696,694	2,696,694

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
Direct Costs:			
Salaries and Benefits	1,069,173	372,867	372,867
Other Personal Services	16,733	14,447	14,447
Expenses	87,141	57,435	57,435
Contracted Services	10,352	1,037	1,037
Refunds	103,225	103,218	103,218
Data Processing	110,731	18,927	18,927
General Revenue S/C	210,239	215,736	215,736
Indirect Costs Charged to Trust Fund	635,503	106,216	106,216
Total Full Costs to Line (B) - Section III	2,243,098	889,884	889,884

Basis Used: FY 11/12-Indirect costs based on percentage of total salary dollars by program.
FY 12/13 and FY 13/14-Indirect costs based on percentage of registrations and enforcement actions by program.

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
		GITF	GITF	GITF
TOTAL SECTION I	(A)	2,753,017	2,696,694	2,696,694
TOTAL SECTION II	(B)	2,243,098	889,884	889,884
TOTAL - Surplus/Deficit	(C)	509,920	1,806,810	1,806,810

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Solicitation of Contributions

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

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

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

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

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

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

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

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

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

Fees are sufficient to cover all costs.

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

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

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

Fees currently charged are adequate to cover all costs.

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

NA

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

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

Budget Period: 2013-14

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

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

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
<u>Receipts:</u>			
<u>Licenses-Commercial Telephone Sales</u>	532,795	484,545	484,545
<u>Licenses-Sales Persons</u>	544,925	598,817	598,817
<u>Fees-Telephone Marketing Licenses</u>	20,720	21,308	21,308
<u>Administrative Fines</u>	173,917	173,917	173,917
<u>Miscellaneous Other</u>	248		
Total Fee Collection to Line (A) - Section III	1,272,605	1,278,587	1,278,587

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	109,728	366,819	366,819
<u>Other Personal Services</u>		10,320	10,320
<u>Expenses</u>	14,713	59,053	59,053
<u>Operating Capital Outlay</u>			
<u>Contracted Services</u>	6,544	1,072	1,072
<u>Data Processing</u>	11,364	18,702	18,702
<u>Refunds</u>	12,456	12,456	12,456
<u>General Revenue S/C</u>	105,705	102,287	102,287
<u>Indirect Costs Charged to Trust Fund</u>	232,367	104,950	104,950
Total Full Costs to Line (B) - Section III	492,877	675,658	675,658

Basis Used: FY 11/12-Indirect costs based on percentage of total salary dollars by program.
FY 12/13 and FY 13/14-Indirect costs based on percentage of registrations and enforcement actions by program.

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
		GITF	GITF	GITF
TOTAL SECTION I	(A)	1,272,605	1,278,587	1,278,587
TOTAL SECTION II	(B)	492,877	675,658	675,658
TOTAL - Surplus/Deficit	(C)	779,728	602,929	602,929

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Telemarketing

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

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

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

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

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

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

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

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

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

Fees are sufficient to cover all costs.

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

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

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

Fees currently charged are adequate to cover all costs.

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

NA

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2013-14
Program: 42160200 Standards (Petroleum Inspection and Weights & Measures Inspection)
Fund: 2321 General Inspection Trust Fund

Specific Authority: 525.09, F.S.; 526.51, F.S.; 501.913, F.S, 531, F.S.
Purpose of Fees Collected: To defray the expenses incident to inspecting, testing, and analyzing petroleum fuels and vehicular fluids in this state and issue permits fees for scales and weighing devices and metrology calibration services

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
Receipts:			
Fees-Petroleum Products		10,292,563	10,292,563
Fees-Metrology		50,902	50,902
Fees-Brake Fluid Permit		17,625	17,625
Fees-Anti-freeze Registration		94,200	94,200
Administration Fines		84,688	84,688
Penalties			
Interest on Investments		600,000	600,000
Total Fee Collection to Line (A) - Section III	-	11,139,978	11,139,978

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
Direct Costs:			
Salaries and Benefits		5,165,878	5,165,878
Other Personal Services		30,000	30,000
Expenses		1,094,000	1,094,000
Contracted Services		199,200	199,200
Operating Capital Outlay & Vehicles		75,000	75,000
Refunds			
Data Processing		272,505	272,505
Assesment on Investments		31,600	31,600
General Revenue Service Charge		891,198	891,198
Indirect Costs charged to Trust Fund		1,808,441	1,808,441
Total Full Costs to Line (B) - Section III	-	9,567,822	9,567,822

Basis Used: indirect costs based on percentage of total salary dollars of programs

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
TOTAL SECTION I	(A)	-	11,139,978	11,139,978
TOTAL SECTION II	(B)	-	9,567,822	9,567,822
TOTAL - Surplus/Deficit	(C)	-	1,572,156	1,572,156

EXPLANATION of LINE C:

The Bureau of Standards currently generates revenues through inspection, permit fees, and registration fees to offset program expenses. The sale of petroleum fuel fluctuates from year to year and the current fee plan (a single fee rate assessed per gallon of specific petroleum fuels sold in Florida) is believed to be the best overall approach. The fee covers the associated expenses for the many different services our programs are responsible for, such as the handling and investigation of consumer complaints, the analysis of petroleum samples and the inspection of wholesale and retail dispensing devices, scales and weighing devices, and metrology calibration services.

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

The Division of Standards was merged with the Division of Consumer Services on July 1, 2012.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Standards

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

The Bureaus of Petroleum Inspection and Weights and Measures were recently merged to realize operational efficiencies. Through the merger, five FTE were reduced; inspectors and supervisors began cross-training across disciplines; and duties were realigned to more efficiently and effectively oversee the operations of the new bureau. Additionally, the Tallahassee petroleum testing laboratory was closed due to budget cuts.

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

Database reconstruction and consolidation is expected to improve the flow of data in and out of the program areas, which will reduce the amount of time spent by staff handling and processing data.

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

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

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

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

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

Fees are sufficient to cover all costs.

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

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

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

Fees currently charged are adequate to cover all costs.

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

NA

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

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

Budget Period: 2013-14

Specific Authority: s. 531.62 and 531.63, F.S.

Purpose of Fees Collected: To provide regulation and oversight of commercial weighing and measuring devices in the State of Florida.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
<u>Receipts:</u>	GITF	GITF	GITF
Permit Fees	[]	2,109,399	2,109,399
Administrative Fines	[]	[]	[]
Penalties	[]	[]	[]
	[]	[]	[]
	[]	[]	[]
Total Fee Collection to Line (A) - Section III	-	2,109,399	2,109,399

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
<u>Direct Costs:</u>	GITF	GITF	GITF
Salaries and Benefits	[]	265,479	265,479
Other Personal Services	[]	13,346	13,346
Expenses	[]	38,889	38,889
Operating Capital Outlay	[]	[]	[]
Contracted Services	[]	698	698
Data Processing	[]	13,417	13,417
Refunds	[]	13,639	13,639
General Revenue S/C	[]	168,752	168,752
Indirect Costs Charged to Trust Fund	[]	75,291	75,291
Total Full Costs to Line (B) - Section III	[]	589,511	589,511

Basis Used: FY 12/13 and FY 13/14-Indirect costs based on percentage of registrations and enforcement actions by program.

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
		GITF	GITF	GITF
TOTAL SECTION I	(A)	-	2,109,399	2,109,399
TOTAL SECTION II	(B)	-	589,511	589,511
TOTAL - Surplus/Deficit	(C)	-	1,519,888	1,519,888

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Weights and Measures Permitting

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

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

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

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

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

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

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

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

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

Fees are sufficient to cover all costs.

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

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

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

Fees currently charged are adequate to cover all costs.

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

NA

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: **Weights and Measures Permitting**

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

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

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

What is the current annual amount of the subsidy? **NA**

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Retail scales; 1 - 5 in a single establishment - \$60	2009	Yes	\$40	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Retail scales; 6 - 10 in a single establishment - \$150	2009	Yes	\$125	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Retail scales; 11 - 30 in a single establishment - \$200	2009	Yes	\$175	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Retail scales; More than 30 in a single establishment - \$300	2009	Yes	\$225	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Scales; 100 - 250 lb. capacity - \$200	2009	Yes	\$40	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Scales; >250 - 5,000 lb. capacity - \$200	2009	Yes	\$75	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Scales; >5,000 - 20,000 lb. capacity - \$300	2009	Yes	\$150	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Scales; Over 20,000 lb capacity - \$400	2009	Yes	\$200	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Wheel Load Weighers - \$35	2009	Yes	\$15	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Static Railroad track scales \$1,000	2009	Yes	\$200	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Bely Conveyor Scales - \$500	2009	Yes	\$400	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	In Motion Railroad Track Scales - \$1,000	2009	Yes	\$200	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Mass Flow Meters up to 150 lb/minute - \$100	2009	Yes	\$100	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Mass Flow Meters >150 lb/minute - \$500	2009	Yes	\$250	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Volumetric Flow Meters up to 20 gal/minute - \$50	2009	Yes	\$40	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Volumetric Flow Meters >20 gal/minute - \$100	2009	Yes	\$80	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Tanks, Under 500 gal capacity, Used as measures - \$100	2009	Yes	\$100	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Tanks, Over 500 gal capacity, used as measures - \$200	2009	Yes	\$200	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Taximeters - \$50	2009	Yes	\$35	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Grain Moisture Meters - \$25	2009	Yes	\$25	GITF
	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Multiple Dimension Measuring Device - \$100	2009	Yes	\$100	GITF

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2013-14**
Program: 42160200 Fair Rides Inspection
Fund: 2321 General Inspection Trust Fund
Specific Authority: 616.242, F.S.
Purpose of Fees Collected: Offset direct and indirect inspection costs.

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

<input 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 FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
Receipts:			
Fair Rides Permits		715,027	715,027
Fair Rides Inspections		732,544	732,544
Administrative Fines		11,817	11,817
Return Check Penalties			
Refunds			
Miscellaneous-Other			
Total Fee Collection to Line (A) - Section III	0	1,459,388	1,459,388

SECTION II - FULL COSTS	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
Direct Costs:			
Salaries and Benefits		1,020,085	1,020,085
Other Personal Services			
Expenses		175,914	175,914
Contracted Services		11,500	11,500
Refunds		1,050	1,050
Data Processing		49,762	49,762
General Revenue S/C		116,751	116,751
Total Full Costs to Line (B) - Section III	0	1,375,062	1,375,062

Basic Used: _____

SECTION III - SUMMARY		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
TOTAL SECTION I	(A)	-	1,459,388	1,459,388
TOTAL SECTION II	(B)	-	1,375,062	1,375,062
TOTAL - Surplus/Deficit	(C)	-	84,326	84,326

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund. **The Division of Standards was merged with the Division of Consumer Services on July 1, 2012.**

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Bureau of Fair Rides Inspection

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

The Bureau has begun accepting correspondence through e-mail from industry members. This change has alleviated issues with the poor line condition with facsimile as well as assists the industry with immediate confirmation for scheduling purposes.

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

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

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

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

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

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

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

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

Fees are sufficient to cover all costs.

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

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

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

Fees currently charged are adequate to cover all costs.

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

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

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

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

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

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

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

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

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42160200 LP Gas Inspection
Fund: 2321 General Inspection Trust Fund

Budget Period: 2013-14

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

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
<u>Receipts:</u>			
LP Gas License Fees	-	1,561,498	1,561,498
LP Gas Fees	-	80,877	80,877
Fees-Truck Registration	-	20,135	20,135
Penalties	-	-	-
Refunds	-	-	-
Administrative Fines	-	100,445	100,445
Miscellaneous Other	-	930	930
Total Fee Collection to Line (A) - Section III	-	1,763,885	1,763,885

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
<u>Direct Costs:</u>			
Salaries and Benefits	-	1,050,786	1,050,786
Other Personal Services	-	1,000	1,000
Expenses	-	113,000	113,000
OCO	-	-	-
Contracted Services	-	29,000	29,000
Refunds	-	8,580	8,580
Data Processing	-	49,762	49,762
General Revenue S/C	-	141,111	141,111
Indirect Costs Charged to Trust Fund	-	279,250	279,250
Total Full Costs to Line (B) - Section III	-	1,672,488	1,672,488

Basic Used:

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

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
TOTAL SECTION I	(A)	-	1,763,885	1,763,885
TOTAL SECTION II	(B)	-	1,672,488	1,672,488
TOTAL - Surplus/Deficit	(C)	-	91,397	91,397

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund. **The Division of Standards was merged with the Division of Consumer Services on July 1, 2012.**

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Bureau of Liquefied Petroleum Gas Inspection

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

The Bureau continues its mission to become entirely "paperless," recently asking every certified qualifier and master qualifier to provide an e-mail address for receipt of future correspondence. The bureau traditionally mails training notices and renewal reminders two-times a year to over 4,000 certified individuals. Once these e-mail addresses are uploaded to our database and a mechanism for attaching schedules and notices is enabled in the system (will be under development after all e-mail addresses are uploaded), letters/notices/schedules will cease to be U.S. postal service-mailed. Costs associated with these specific mail-outs is not individually tracked; however, this will result in a reduction in overall mailing costs.

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

The Department's current legislative package contains proposed legislation permitting staggering of the renewal date for license renewal. All 14,000+ LP gas licenses currently expire on August 31 annually. Staggering the renewals to permit two of the fifteen license categories to expire on March 31st instead of August 31st, would allow the bureau's workload to be spread-out throughout the year. Currently, with all licenses expiring on August 31st, the workload is largely processed during a four-month period. Processing licenses in this manner should allow the Bureau to forego hiring OPS help specifically hired to process renewals between June and September. Cost savings would be approximately \$3,500.

In addition, future plans are to input e-mail addresses for licensees to move toward e-mail notification vs. U.S. mail. The database is not currently set-up to issue broadcast notices/letters by e-mail. This will be pursued after the 2012-13 renewal cycle has passed. One renewal letter is sent every year to every licensee. Moving to e-mail notification for as many licensees as possible (not all will have e-mail capability) will result in a cost savings in regard to overall mail expenses.

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

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

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

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

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

Fees are sufficient to cover costs.

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

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

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and

improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees currently charged are adequate to cover all costs.

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

NA

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

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

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

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

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

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

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

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2013-14**
Program: 42160200 Professional Surveyors and Mappers
Fund(s): 2321 General Inspection Trust Fund
Specific Authority: s.472.011, s.472.0365, s.472.018, s. 472.023, s. 472.0345 F.S.
Purpose of Fees Collected: To provide regulation and oversight to Professional Surveyors and Mappers

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
<u>Receipts:</u>			
<u>Exam and License Fees</u>	574,701	569,328	569,328
<u>Administrative Fines</u>	48,848	48,848	48,848
<u>Penalties</u>	25		
Total Fee Collection to Line (A) - Section III	623,574	618,176	618,176

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
	GITF	GITF	GITF
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	358,194	275,553	275,553
<u>Other Personal Services</u>		11,213	11,213
<u>Expenses</u>	67,876	55,000	55,000
<u>Contracted Services</u>	42,173	108,846	108,846
<u>Refunds</u>	1,830	1,830	1,830
<u>Data Processing</u>	34,110	9,478	9,478
<u>General Revenue S/C</u>	12,005	49,454	49,454
<u>Indirect Costs Charged to Trust Fund</u>	250,724	53,191	53,191
Total Full Costs to Line (B) - Section III	766,912	564,565	564,565

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

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
		GITF	GITF	GITF
TOTAL SECTION I	(A)	623,574	618,176	618,176
TOTAL SECTION II	(B)	766,912	564,565	564,565
TOTAL - Surplus/Deficit	(C)	(143,339)	53,611	53,611

EXPLANATION of LINE C:

The license renewal fee is valid for a two year period. Two year licenses were issued in FY 10-11 and will be issued again in FY 12-13. The deficit in this program area is covered by the overall Department cash balances in this trust fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Professional Surveyors and Mappers

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

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

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

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

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

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

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

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

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

Yes, but not on an annual basis. The license renewal fee is valid for a two year period. Two year license renewals were issued in FY 10-11 and will be issued again in FY 12-13. The surplus revenues from FY 10-11 were applied to the deficit balance in FY 11-12.

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

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

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

Fees currently charged are adequate to cover all costs in a two year period.

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

NA

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Professional Surveyors and Mappers

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.) Yes, s. 472.011, F.S.

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

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

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

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Land Surveying and Mapping	Examination Fee	s.472.011	\$120	2012	Yes	\$120	General Inspection Trust Fund
	Unlicensed Activity Fee	s.472.0365	\$5	1993	Yes	\$5	General Inspection Trust Fund
	Licensure by Endorsement Application Fee	s.472.011	\$200	1993	Yes	\$125	General Inspection Trust Fund
	Voluntary Inactive Renewal Fee	s.472.011	\$150	1993	Yes	\$100	General Inspection Trust Fund
	Continuing Education Provider Fees	s.472.018	\$500	1993	Yes	\$450 Initial \$250 Renewal	General Inspection Trust Fund
	Temporary Certificate Fee	s.472.023	\$100 Individual \$200 Business	1993	Yes	\$25	General Inspection Trust Fund
	Temporary Certificate of Authorization Fee	s.472.023	\$100 Individual \$200 Business	1993	Yes	\$50	General Inspection Trust Fund
	Duplicate Name/Status Change Fee	s.472.011		1993	Yes	\$20	General Inspection Trust Fund
	Application Fee	s.472.011	\$125	1993	Yes	\$125	General Inspection Trust Fund
	Initial License Fee	s.472.011	\$200	1993	Yes	\$125	General Inspection Trust Fund
	Renewal License Fee	s.472.011	\$500	1993	Yes	\$250 biennium non-business \$350 biennium business	General Inspection Trust Fund
	Business License Fee	s.472.011		1993	Yes	\$125	General Inspection Trust Fund
	License Reactivation Fee	s.472.011	\$150	1993	Yes	\$50	General Inspection Trust Fund
	Citations	s.472.0345	\$5,000	1993	Yes	No less than \$500 and no more than \$5000	General Inspection Trust Fund

	Citations-Unlicensed	s.472.036	\$5,000	1993	Yes	No less than \$500 and no more than \$5000	General Inspection Trust Fund
--	----------------------	-----------	---------	------	-----	--	-------------------------------

Division of Standards Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2013-14**
Program: 42160300 Standards (Petroleum Inspection and Weights & Measures Inspection)
Fund: 2321 General Inspection Trust Fund

Specific Authority: 525.09, F.S.; 526.51, F.S.; 501.913, F.S, 531, F.S.
Purpose of Fees Collected: To defray the expenses incident to inspecting, testing, and analyzing petroleum fuels and vehicular fluids in this state and issue permits fees for scales and weighing devices and metrology calibration services

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
<u>Receipts:</u>			
Fees-Petroleum Products	10,175,818		
Fees-Metrology	52,162		
Fees-Meter/Scale Permits	2,288,755		
Miscellaneous-Other	722		
Fees-Brake Fluid Permit	17,250		
Fees-Anti-freeze Registration	101,200		
Donations-Private Sources	500,000		
Sale of Goods & Services to State Agencies	1,127		
Administration Fines	91,050		
Refunds	4,124		
Penalties	2,257		
Interest on Investments	631,913		
Total Fee Collection to Line (A) - Section III	13,866,378	-	-

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
<u>Direct Costs:</u>			
Salaries and Benefits	5,157,687		
Other Personal Services	76,119		
Expenses	1,494,038		
Contracted Services	198,426		
Operating Capital Outlay & Vehicles	186,095		
Refunds	13,639		
Data Processing	197,173		
Assesment on Investments	31,616		
General Revenue Service Charge	1,109,046		
Indirect Costs charged to Trust Fund	1,579,643		
Total Full Costs to Line (B) - Section III	10,043,482	-	-

Basis Used: indirect costs based on percentage of total salary dollars of programs

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
TOTAL SECTION I	(A)	13,866,378	-	-
TOTAL SECTION II	(B)	10,043,482	-	-
TOTAL - Surplus/Deficit	(C)	3,822,896	-	-

EXPLANATION of LINE C:

The Bureau of Standards currently generates revenues through inspection, permit fees, and registration fees to offset program expenses. The sale of petroleum fuel fluctuates from year to year and the current fee plan (a single fee rate assessed per gallon of specific petroleum fuels sold in Florida) is believed to be the best overall approach. The fee covers the associated expenses for the many different services our programs are responsible for, such as the handling and investigation of consumer complaints, the analysis of petroleum samples and the inspection of wholesale and retail dispensing devices, scales and weighing devices, and metrology calibration services.

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

The Division of Standards was merged with the Division of Consumer Services on July 1, 2012.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Bureau of Standards

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

The Division of Standards was merged with the Division of Consumer Services on July 1, 2012. Please refer to the Division of Consumer Services Schedule IA-Part I: Examination of Regulatory Fees for information regarding the Bureau of Standards.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?
3. Is the regulatory activity an appropriate function that the agency should continue at its current level?
4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?
5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?
6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

initial inspection. Weekend and holiday fees are also assessed to the companies who cannot schedule inspections during normal work hours.

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

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

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2013-14**
Program: 42160300 Fair Rides Inspection
Fund: 2321 General Inspection Trust Fund
Specific Authority: 616.242, F.S.
Purpose of Fees Collected: Offset direct and indirect inspection costs.

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

<input 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 FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
Receipts:			
Fair Rides Permits	722,380		
Fair Rides Inspections	739,067		
Administrative Fines	13,000		
Return Check Penalties	755		
Refunds	786		
Miscellaneous-Other	430		
Total Fee Collection to Line (A) - Section III	1,476,418	0	0

SECTION II - FULL COSTS	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
Direct Costs:			
Salaries and Benefits	1,015,632		
Other Personal Services			
Expenses	207,936		
Contracted Services	5,955		
Refunds	1,050		
Data Processing	29,389		
General Revenue S/C	117,551		
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	1,377,513	0	0

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

SECTION III - SUMMARY		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
TOTAL SECTION I	(A)	1,476,418	-	-
TOTAL SECTION II	(B)	1,377,513	-	-
TOTAL - Surplus/Deficit	(C)	98,905	-	-

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund. **The Division of Standards was merged with the Division of Consumer Services on July 1, 2012.**

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Bureau of Fair Rides Inspection

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

The Division of Standards was merged with the Division of Consumer Services on July 1, 2012. Please refer to the Division of Consumer Services Schedule IA-Part I: Examination of Regulatory Fees for information regarding the Bureau of Fair Rides Inspection.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?
3. Is the regulatory activity an appropriate function that the agency should continue at its current level?
4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?
5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?
6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

initial inspection. Weekend and holiday fees are also assessed to the companies who cannot schedule inspections during normal work hours.

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

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

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

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

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

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

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

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

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

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

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

Budget Period: 2013-14

Specific Authority: Chapter 527, F.S.

Purpose of Fees Collected: Regulatory oversight of the liquefied petroleum gas industry, including licensing, examination, inspection, investigation and training.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
<u>Receipts:</u>			
LP Gas License Fees	1,439,694		
LP Gas Fees	95,145		
Fees-Truck Registration	12,650		
Penalties	325		
Refunds	1,051		
Administrative Fines	108,500		
Miscellaneous Other	1,324		
Total Fee Collection to Line (A) - Section III	1,658,689	-	-

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
<u>Direct Costs:</u>			
Salaries and Benefits	1,024,738		
Other Personal Services	21,535		
Expenses	116,225		
OCO	1,377		
Contracted Services	10,738		
Refunds	8,580		
Data Processing	28,961		
General Revenue S/C	131,581		
Indirect Costs Charged to Trust Fund	262,212		
Total Full Costs to Line (B) - Section III	1,605,947	-	-

Basic Used:

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

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
TOTAL SECTION I	(A)	1,658,689	-	-
TOTAL SECTION II	(B)	1,605,947	-	-
TOTAL - Surplus/Deficit	(C)	52,742	-	-

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund. **The Division of Standards was merged with the Division of Consumer Services on July 1, 2012.**

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Bureau of Liquefied Petroleum Gas Inspection

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

The Division of Standards was merged with the Division of Consumer Services on July 1, 2012. Please refer to the Division of Consumer Services Schedule IA-Part I: Examination of Regulatory Fees for information regarding the Bureau of Liquefied Petroleum Gas Inspection.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?
3. Is the regulatory activity an appropriate function that the agency should continue at its current level?
4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?
5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?
6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

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

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

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

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

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

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

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

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

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

Division of Marketing and
Development
Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture & Consumer Services **Budget Period: 2013-14**
Program: 42170200 Agricultural Dealer's Licenses
Fund: 2321 General Inspection Trust Fund

Specific Authority: 534.48; 535.05; 604.15-604.34, F.S.
Purpose of Fees Collected: Licensing of agricultural dealers, thoroughbred horse sales, and livestock markets; processing claims of Florida producers; administrative fines for enforcement of statutory requirements.

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

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

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2011 - 12	FY 2012 - 13	FY 2013 - 14
<u>Receipts:</u>			
Licenses - Produce Dealers	911,160	920,000	950,000
Licenses - Livestock Markets	600	900	900
Licenses - Thoroughbred Horse Sales	2,400	2,400	2,400
Fees - L&B Complaint Filing Fee	6,200	6,200	6,200
Administrative Fines	186,538	125,000	150,000
Other Refunds	392		
Miscellaneous	1,083		
Total Fee Collection to Line (A) - Section III	1,108,373	1,054,500	1,109,500

SECTION II - FULL COSTS

	ACTUAL	ESTIMATED	REQUEST
	FY 2011 - 12	FY 2012 - 13	FY 2013 - 14
<u>Direct Costs:</u>			
Salaries and Benefits	832,771	794,602	794,602
Other Personal Services			
Expenses	100,857	103,000	106,000
Contracted Services	2,967	30,000	7,500
Refunds	7,149	9,284	9,284
Data Processing	35,741	35,940	35,940
General Revenue S/C	77,427	85,000	85,000
Indirect Costs Charged to Trust Fund	63,916	65,000	65,000
Total Full Costs to Line (B) - Section III	1,120,828	1,122,826	1,103,326

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

SECTION III - SUMMARY

		ACTUAL	ESTIMATED	REQUEST
		FY 2011 - 12	FY 2012 - 13	FY 2013 - 14
TOTAL SECTION I	(A)	1,108,373	1,054,500	1,109,500
TOTAL SECTION II	(B)	1,120,828	1,122,826	1,103,326
TOTAL - Surplus/Deficit	(C)	(12,455)	(68,326)	6,174

EXPLANATION of LINE C:

Expenditures in this document represent expenses in the Bureau of Agricultural Dealer's Licenses. The primary objective of the program is to reduce the financial risk of Florida growers in the in the event an agricultural dealer defaults on payment. The sole source of funding for this program is GIF.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Agricultural Dealer's Licenses

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

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

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

The program will begin accepting on-line payments but would like to explore the possibility of accepting on-line applications and streamlining the renewal process. This could result in significant cost savings over time but would require a significant investment on the front end.

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

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

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

The maximum license fee is set by statute.

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

Fees were increased in 2006 as a result of a legislative review. During FY 08-09, the program experienced an operating surplus. The program realized a modest increase in revenues in FY 10-11.

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

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

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

Fees were increased in 2006 as a result of a legislative review. During FY 08-09, the program experienced an operating surplus. The program realized a modest increase in revenues in FY 10-11, resulting in a significant reduction in the operating deficit from FY 09-10. However, fees may have to be reassessed if indirect costs and costs beyond the control of the program continue to climb.

This program provides a unique and valuable protection to one of the largest industries in Florida. This protection ensures that those Florida producers who conduct business with properly licensed agricultural dealers will be provided an entry into the administrative process and security from the possibility of serious economic harm in the event that an agricultural dealer defaults on payment. This security is crucial to the Florida producer due to the perishable nature of agricultural products, the impracticality of recovering those products due to the

speed with which they move through commerce, and the difficulty in identifying one producer's product from another's.

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

The program is exploring ideas to continue to reduce operating costs. One idea is to reduce costs in the renewal process by utilizing forms available on-line as opposed to incurring the cost of mass mailing forms to licensees. Another suggestion has been to develop an on-line application process. However, these changes would require funding to implement programming changes.

Division of Aquaculture Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2013-2014**
Program: 42170300 Aquaculture Certification
Fund: 1000, 2321 General Revenue and General Inspection Trust Fund
Specific Authority: 597.004
Purpose of Fees Collected: To fund the Certification Program that regulates Aquaculture farms which produce products for sale to the public.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12		ESTIMATED FY 2012 - 13		REQUEST FY 2013 - 14	
	GR	GITF	GR	GITF	GR	GITF
<u>Receipts:</u>						
Aquaculture Certification Fees		99,050		87,000		87,000
Donations						
Refunds						
Total Fee Collection to Line (A) - Section II	-	99,050	-	87,000	-	87,000

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12		ESTIMATED FY 2012 - 13		REQUEST FY 2013 - 14	
	GR	GITF	GR	GITF	GR	GITF
<u>Direct Costs:</u>						
Salaries and Benefits	392,155	29,092	392,155		392,155	
Other Personal Services						
Expenses	31,133	452	31,133		31,133	
Operating Capital Outlay						
Contracted Services		1,064		1,064		1,064
Refunds						
General Revenue S/C						
<u>Indirect Costs Charged to Trust Fund</u>						
Total Full Costs to Line (B) - Section III	423,288	30,608	423,288	1,064	423,288	1,064

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

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12		ESTIMATED FY 2012 - 13		REQUEST FY 2013 - 14	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	99,050	-	87,000	-	87,000
TOTAL SECTION II	(B)	423,288	30,608	423,288	1,064	423,288	1,064
TOTAL - Surplus/Deficit	(C)	(423,288)	68,442	(423,288)	85,936	(423,288)	85,936

EXPLANATION of LINE C:

The Division collects a statutory fee for this program. Excess revenues are used to cover the deficit in the Division's Shellfish Processing plant Inspection Program.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Aquaculture Certification

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

Historically aquaculture regulatory on-site compliance visits have been conducted “unannounced.” This policy often resulted in visits with no access because of locked gates, locked buildings, watch dogs and other uninvited guest deterrents, in addition to the farmer/managers not being present to accompany staff on facility inspection. Routine compliance site visits are now scheduled in advance, eliminating the need for unnecessary repeat return attempts to inspect a facility.

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

Improve planning, scheduling, and coordination to improve staff time efficiencies and effectiveness resulting in increased productivity per FTE, while reducing program cost per visit without having a detrimental impact on service provided to the farmer or the Division’s program responsibilities.

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

Yes, the Legislature established the regulatory function in the Department of Agriculture and Consumer Services, Division of Aquaculture because aquaculture is an agricultural commodity and the Legislature wanted aquaculture to be part of the one-stop regulatory permitting process to eliminate duplication of regulation and agency oversight, and provide a concise, effective, and efficient permitting process for Florida aquaculture farmers.

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

The Florida Legislature set the original fee in FY 1997-98 and increased (doubled) the fee in FY 2008-09 from \$50 to \$100.

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

No, the number of field staff and the fee is set by the Florida Legislature. Reducing field staff (4 for 1,000 farms that have to be inspected twice a year) would greatly diminish the protection to the state's resources.

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

No, the aquaculture certification fees are established in statute and apply equally.

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

The Aquaculture Certification Program benefits the general public by controlling exotic/invasive aquatic species, conserving waters of the state, and protecting, maintaining, and improving water quality for public use by providing that no waste water be discharged from aquaculture farms into any waters of the state without first being given the degree of treatment necessary to protect Florida waters. This program also promotes the utilization of wildlife, fish, and other aquatic life, and provides for domestic, agricultural, industrial, recreational, and other beneficial uses. Raising fees to cover

program costs will put the Florida Aquaculture Industry at a competitive disadvantage in both the National and International marketplace.

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

Any reduction of the state subsidy will require the reduction and/or elimination of legislatively directed agency responsibilities which will directly impact all Florida residents and visitors, Florida's wildlife and Florida's natural resources.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2013-14**
Program: 42170300 Shellfish Processing Plant Inspection
Fund: 1000, 2321 General Revenue and General Inspection Trust Fund
Specific Authority: 597.020
Purpose of Fees Collected: No fees collected.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011-12		ESTIMATED FY 2012-13		REQUEST FY 2013-14	
	GR	GITF	GR	GITF	GR	GITF
<u>Receipts:</u>						
Penalties						
Total Fee Collection to Line (A) - Section II	-	-	-	-	-	-

SECTION II - FULL COSTS

	ACTUAL FY 2011-12		ESTIMATED FY 2012-13		REQUEST FY 2013-14	
	GR	GITF	GR	GITF	GR	GITF
<u>Direct Costs:</u>						
Salaries and Benefits	172,258	62,526	172,258	62,526	172,258	62,526
Other Personal Services						
Expenses	25,553	854	25,553	854	25,553	854
Contracted Services						
Operating Capital Outlay						
Indirect Costs Charged to Trust Fund						
Total Full Costs to Line (B) - Section III	197,811	63,380	197,811	63,380	197,811	63,380

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

SECTION III - SUMMARY

		ACTUAL FY 2011-12		ESTIMATED FY 2012-13		REQUEST FY 2013-14	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	-	-	-	-	-
TOTAL SECTION II	(B)	197,811	63,380	197,811	63,380	197,811	63,380
TOTAL - Surplus/Deficit	(C)	(197,811)	(63,380)	(197,811)	(63,380)	(197,811)	(63,380)

EXPLANATION of LINE C:

The Division does not collect any fees for this program due to the small number of plants inspected. Excess revenues from the Aquaculture Certification Program are used to cover deficit.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Shellfish Processing Plant Inspection

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

The Department recognizes that large operational efficiencies in this program are not feasible since: (1) the required level of inspector standardization, (2) the required level of inspections, and (3) the number of required inspections are prescriptive according to the National Shellfish Sanitation Program.

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

Large operational efficiencies in this program are not feasible as stated in #1 above.

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

Yes, the regulatory activity is an appropriate function and the agency should continue at the current level for this molluscan shellfish public health program. The current regulatory activity and level of regulatory activity is what is required by the National Shellfish Sanitation Program. Should the regulatory activity fall below that prescribed by the National Shellfish Sanitation Program, the safety of Florida-produced and processed molluscan shellfish would be questioned and Florida shellfish would not be allowed to enter interstate commerce.

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

No fees are charged for this molluscan shellfish public health program. The shellfish consuming public is the primary beneficiary of safe and wholesome shellfish.

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

No fees are charged for this molluscan shellfish public health program. The shellfish consuming public is the primary beneficiary of safe and wholesome shellfish.

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

No fees are charged for this molluscan public health program. There is no entity to charge.

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

7. b). A reasonable fee cannot be charged to cover a significant part of the cost of the processing plant program. With the number of processors (100), it makes the unit cost approximately \$4,000. This fee would devastate this small industry. General Revenue is appropriated because the general public is the primary beneficiary of safe and wholesome shellfish. Consumers enjoy eating molluscan shellfish raw, whole, and alive. Because consumers choose to consume shellfish in this product form (raw), and raw oysters, clams, and mussels can be passive vectors of enteric disease which pose a potential human health hazard, stringent regulations must occur. For these reasons, molluscan shellfish must continue to be regulated to ensure a safe product and to compete with other gulf states funded with other dollars.

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

As stated above, there is no reasonable plan to reduce the state General Revenue funding by charging the molluscan shellfish processing industry. Because the consumer enjoys the public health benefits of this regulatory program, General Revenue funding remains the most appropriate revenue source. A possible alternative to General Revenue funding may be legislation to collect a tax at retail and food establishments for each shellfish sold to the consumer. However, such a tax may be burdensome on the Department of Revenue to collect and on food proprietors to implement.

Division of Animal Pest and
Disease Control
Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42170500 Animal Disease Control
Fund(s): 1000, 2321, 2360 General Revenue, General Inspection Trust Fund and Ag Emergency Eradication Trust Fund

Budget Period: 2013-14

Specific Authority: 534, 534.021, 534.031, 534.041, 534.051, 534.083(1), 585.002(5)
Purpose of Fees Collected: To facilitate the Division's ability to regulate the movement of animals into and within the state to control and or prevent dangerous animal diseases.

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

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

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2011-12			ESTIMATED FY 2012-13			REQUEST FY 2013-14		
	GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
Vet Inspection Certificate-Intrastate		67,545			82,895			82,895	
Apply for Approval Quarantine Facility		3,300			1,433			1,433	
Contagious Equine Metritis Service		347,250			279,900			279,900	
Vet Inspection Certificate -Large Interst.		19,435			20,193			20,193	
Vet Inspection Certificate -Equine Interst.		77,415			82,030			82,030	
Vet Inspection Certificate -Small Interst.		68,640			69,658			69,658	
Vet Accreditation Training		800							
EIA Reactor Horse Quarantine									
Health Certificate-Avian		850			300			300	
Equine Interstate Passport Card		3,470			4,737			4,737	
Negative EIA Test Verification Card		6,930			5,362			5,362	
Equine Event Extension		9,105			10,457			10,457	
Garbage Feeding Permit		6,555			7,000			7,000	
Transport Animal Carcass Permit		8,600			9,467			9,467	
Apply to Conduct EIA Tests		100							
Brand Certification Renewal		6,175			6,708			6,708	
Livestock Hauler Permit		8,635			8,938			8,938	
Fuel Tax and Interest Earnings			125,943			167,953			167,953
Miscellaneous		3,652							
Total Fee Collection to Line (A) - Section III	-	638,457	125,943	-	589,078	167,953	-	589,078	167,953

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2011-12			ESTIMATED FY 2012-13			REQUEST FY 2013-14		
	GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
Salaries and Benefits	3,420,172	155,622	129,722	2,513,296	303,110	167,953	2,513,296	303,110	167,953
Other Personal Services	719								
Expenses	292,375	205,305		145,000	72,565		145,000	72,565	
Operating Capital Outlay	40,755			39,000			39,000		
Transfers									
Contracted Services		42,469			38,600			38,600	
Data Processing	83,744	84,206		83,744	84,206		83,744	84,206	
Refunds		265							
General Revenue S/C		50,939			47,126			47,126	
Indirect Costs Charged to Trust Fund		11,410			11,410			11,410	
Total Full Costs to Line (B) - Section III	3,837,764	550,217	129,722	2,781,040	557,017	167,953	2,781,040	557,017	167,953

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

SECTION III - SUMMARY

		ACTUAL FY 2011-12			ESTIMATED FY 2012-13			REQUEST FY 2013-14		
		GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
TOTAL SECTION I	(A)	-	638,457	125,943	-	589,078	167,953	-	589,078	167,953
TOTAL SECTION II	(B)	3,837,764	550,217	129,722	2,781,040	557,017	167,953	2,781,040	557,017	167,953
TOTAL - Surplus/Deficit	(C)	(3,837,764)	88,240	(3,779)	(2,781,040)	32,061	0	(2,781,040)	32,061	0

EXPLANATION OF LINE C:

Expenditures in this document represent expenditures of the Bureau of Animal Disease Control. Our sole regulatory program is housed in this Bureau. Since the opening of the new necropsy suite and the shipping and receiving facility in the Bronson Animal Disease Diagnostic Laboratory (BADDL) in FY 09/10, the Division has incurred additional costs for utilities for a total of approximately \$89,000 per year. In addition, the Division receives limited funding for the Bio-safety Level 3 (BSL3) Laboratory at the BADDL. Expenditures here include approximately \$50,000 in laboratory supplies and \$55,000 for reagents for testing. The surplus in FY 11/12 was used for these recurring operating expenditures. The primary beneficiaries of animal disease surveillance are the citizens of Florida, ensuring an available and safe food supply and protection from zoonotic diseases, which are diseases that can spread from animal to human, animal industries and the animal population, not the individual animal or animal owner. Without the cooperation of the individual animal owner, an undiagnosed zoonotic and/or foreign animal disease could be introduced into the state and destroy economic segments of the industry (Florida, nationally and internationally), and severely impact public health in the event of a zoonotic disease epidemic. Current fees are reasonable as the objective is to encourage participation in the Division's disease surveillance and animal movement activities.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Animal Disease Control

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

The Division of Animal Industry has achieved operational efficiencies through enhanced emergency response capabilities, including enhancing a State Animal Response Team (SART), establishing partnerships with other entities to assist in emergency response efforts and coordinating county emergency response efforts as related to animal issues. Establishing and maintaining a close working relationship with partners in the Department of Health, Fish and Wildlife Commission, and the University of Florida, College of Veterinary Medicine has greatly improved our operational efficiencies and improved services in response to natural disasters such as hurricanes and to outbreaks of Dangerous Transmissible Diseases. These efforts have improved services to the citizens of Florida. In FY 2011-12, the Division eliminated 5 FTE due to budget cuts. These cuts did not translate into any cost savings to the Division, as our budget was reduced in Salaries and Benefits by the amount of the eliminated positions.

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

As a result of budget reductions, regulatory oversight can be expected to decrease with lessened personnel to carry out disease prevention and control activities. Operational efficiencies have been implemented in an attempt to meet performance measures with reduced personnel. While some activities were discontinued, some functions were shifted to other employees with resulting increased efficiencies. Additional budget reductions and further reductions in personnel can be expected to negatively impact on program delivery and a reduction in performance measure accomplishment.

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

Yes. The primary beneficiaries of animal disease surveillance are the citizens of Florida, ensuring an available and safe food supply and protection from zoonotic diseases (diseases that can spread from animal to human), animal industries and the animal population, not the individual animal or animal owner. The Division

of Animal Industry has experienced significant reduction in staff over the past 5 years as our programs have evolved. Our responsibilities have been expanded to include enhanced Emergency Response, including establishing a State Animal Response Team (SART), establishing partnerships with other entities to assist in emergency response efforts and coordinating county emergency response efforts as related to animal issues, responsibility for the Emergency Support Function (ESF)-17 at the State Emergency Operations Center (SEOC), increased assistance on animal cruelty/abuse investigations, increased inspections at companion animal-related facilities (pet cemeteries, pet stores and other sellers of dogs and cats) and significantly increased management of cooperative agreements and grants from a variety of federal entities. In addition, responsibilities for enhanced animal disease surveillance and monitoring of animals introduced into the state that pose a risk of introducing diseases such as avian influenza, chronic wasting disease, bovine spongiform encephalopathy, contagious equine metritis, piroplasmiasis, and tuberculosis have increased significantly. These issues are all tied to our regulatory service, Introduction of Animals into the State, for the prevention, control, and eradication of Dangerous Transmissible Diseases of Animals. Therefore, the continuation of all funding sources, including General Revenue, is justified due to the critical animal and public health benefit.

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

No. Fees charged are set and capped by statute and/or rule. As disease surveillance is our primary objective, it is incumbent on the Division to maintain fees at a reasonable level to encourage citizens, livestock owners, veterinarians, etc. to continue to participate in our surveillance activities. This surveillance for Dangerous Transmissible Diseases generally does not benefit the individual animal owner, but enables regulatory controls to be implemented to prevent the spread of disease.

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

No. Fees charged are set and capped by statute and/or rule and the Legislature and past Governors have seen this program as one that protects the general public and has appropriated mostly General Revenue to continue its functions. As disease surveillance and control are our primary objectives, it is incumbent on the Division to maintain fees at a reasonable level to encourage citizens, livestock owners, veterinarians, etc. to continue to participate in our surveillance activities. The primary beneficiaries of animal disease surveillance are the citizens of Florida (ensuring an available and safe food supply and protection from zoonotic diseases – diseases that can spread from animal to human), animal industries and

the animal population, not the individual animal or animal owner. Without the cooperation of the individual animal owner, an undiagnosed zoonotic and/or foreign animal disease could be introduced into the state and destroy economic segments of the industry (Florida, nationally and internationally), and severely impact animal and public health in the event of a zoonotic disease epidemic. As an example, because of worldwide concerns related to avian influenza in birds and people, our Division greatly expanded laboratory testing of domestic birds and wild birds. This was part of a nationwide and international effort to carry out surveillance for this very serious animal and public health threat.

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

Current fees are reasonable as the objective is to encourage participation in the Division's disease surveillance and animal movement activities. A recent survey of the state of Louisiana, Alabama and Georgia Animal Health Divisions revealed they are dependent upon General Revenue with the only regulatory fee of \$25 being charged by Alabama for the licensing of livestock markets/haulers. We are revising Chapter 5C-13, State Diagnostic Laboratories schedule of testing fees, to delete obsolete tests/fees and add new testing capabilities with their associated fees.

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

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

The primary beneficiaries of animal disease surveillance and control are the citizens of Florida, ensuring an available and safe food supply and protection from zoonotic diseases (diseases that can spread from animal to human), animal industries and the animal population, not the individual animal or animal owner. The Division of Animal Industry has experienced significant reduction in staff over the past 5 years as our programs have evolved. Our responsibilities have been expanded to include enhanced Emergency Response, including establishing a State Animal Response Team (SART), establishing partnerships with other entities to assist in emergency response efforts and coordinating county emergency response efforts as related to animal issues), responsibility for the Emergency Support Function (ESF)-17 at the State Emergency Operations Center (SEOC), increased assistance on animal cruelty/abuse investigations, increased inspections at companion animal related facilities (pet cemeteries, pet stores and other sellers of dogs and cats) and significantly increased management of cooperative agreements and grants from a variety of federal entities. In addition, responsibilities for enhanced animal disease surveillance and monitoring of animals introduced into the state that pose a risk of introducing diseases such as avian influenza, chronic wasting disease, bovine spongiform encephalopathy, contagious equine metritis, piroplasmiasis, and tuberculosis have increased significantly. These issues are all tied to our regulatory service – Introduction of Animals into the State. Therefore, the continuation of all funding sources, including General Revenue, is justified due to the critical economic and animal/public health benefits.

All other states carry out regulatory services and oversight of animal health of livestock and poultry. Without these functions being carried out in Florida, agricultural animal industries could not market their animals or products to other states, because of other state or federal restrictions. If producers were required to bear these additional costs, the competitive economic disadvantage would be so great that they could be expected to go out of business. Again, these regulatory measures serve to safeguard not the individual producer, but the animal industries as a whole and to protect animal and public health.

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

As the majority of the costs of our program are either Salaries and Benefits or facilities/fuel costs, we would be forced to eliminate FTEs and reduce our animal disease surveillance and disease control efforts if state subsidies are further reduced.

Examination of Regulatory Fees - Part II

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: **Animal Industry - Introduction of Animals Into the State**

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

What percent of the regulatory cost is currently subsidized? (0 to 100%) **88%**

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

What is the current annual amount of the subsidy? **\$3,967,486**

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Introduction of Animals Into the State	Livestock; Marks and Brands; Stamping Beef	534	\$5; \$1,000	1975, 1991, 1993, 1997	No	\$5; \$1,000	General Inspection Trust Fund
	Recording of marks or brands	534.021	\$10	1997	No	\$10	
	Certified copies of marks and brands	534.031	\$2	1975	No	\$2	
	Renewal of certificate of mark or brand	534.041	\$5	1997	No	\$5	
	Transfer of ownership of mark or brand	534.051	\$10	1975	No	\$10	
	Livestock hauler's permit; display of permit on vehicle; Bill of Lading	534.083(1)	\$5	1991	No	\$5	
Introduction of Animals Into the State	5C-4, Animal Health Regulations for Exhibition						General Inspection Trust Fund
	Equine Interstate Passport Card (DACS-09207) Application (DACS-09219)	585.002(5)	\$200	2006	Yes	\$15; \$5	
	Negative EIA Test Verification Card (DACS-09160) Application (DACS-09206)	585.002(5)	\$200	2006	Yes	\$5	
	Equine Event Extension (A Permit)(DACS-09051)	585.002(5)	\$200	2006	Yes	\$10; \$5	
Introduction of Animals Into the State	5C-11, Swine Garbage Feeding						General Inspection Trust Fund

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
	Application for Permit to Feed Garbage to Swine (AI-15/DACS-09015)	585.002(5)	\$200	2002	Yes	\$50, \$100, \$150, \$200	
Introduction of Animals Into the State	5C-18, Equine Infectious Anemia						General Inspection Trust Fund
	Request for a permit to conduct EIA tests	585.002(5)	\$200	1973, 1994, 1999	Yes	\$50	
	Request for approved quarantine premises	585.002(5)	\$200	1999	Yes	\$200	
Introduction of Animals Into the State	5C-22, Contagious Equine Metritis						General Inspection Trust Fund
	Request for inspection for approval as a quarantine facility	585.002(5)	\$200	1993	Yes	\$150; \$100	
	Entry of horse into CEM testing/treatment program	585.002(5)	\$1,500	1993	Yes	\$1,250; \$750	
Introduction of Animals Into the State	5C-23, Transporting Animal Carcasses/Refuse						General Inspection Trust Fund
	Application and Permit to Transport Animal Carcasses/Refuse (DACS-09056)	585.002(5)	\$200	1999	Yes	\$200	
Introduction of Animals Into the State	5C-24, Schedule of Fees for Services						General Inspection Trust Fund
	Official Certificate of Veterinary Inspection (OCVI) (DACS-09000)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	OCVI Equine (DACS-09002)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	VS Form 9-3	585.002(5)	\$200	1999, 2002	Yes	\$50	
	OCVI Avian (DACS-09023)	585.002(5)	\$200	1999, 2002	Yes	\$100	
	Special Individual	585.002(5)	\$200	1999, 2002	Yes	\$30	
	OCVI Dog Cat Movement (DACS-09085)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	OCVI Dog Cat Sale (DACS-09086)	585.002(5)	\$200	1999, 2002	Yes	\$65	

Division of Plant Pest and
Disease Control
Exhibits or Schedules

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2013-14**
Program: 42170600 Apiary Inspection
Fund(s): 1000, 2360, 2507 General Revenue, Ag Emergency Eradication TF, Plant Industry TF
Specific Authority: Ch 581.021.14, F.S.
Purpose of Fees Collected: To help support the inspection and certification of honeybee colonies in order to maintain a healthy Apiary Industry.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12			ESTIMATED FY 2012 - 13			REQUEST FY 2013 - 14		
	GR	AEETF	PITF	GR	AEETF	PITF	GR	AEETF	PITF
Receipts:									
Apiary Registration			55,948			52,990			55,918
Refunds			292			250			250
Special Inspections - Apiary			21,981			19,210			19,720
Fuel Tax Allocation		584,025			656,067			676,067	
U.S. Grants - Other									
Penalties			60						
Total Fee Collection to Line (A) - Section	-	584,025	78,281	-	656,067	72,450	-	676,067	75,888

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12			ESTIMATED FY 2012 - 13			REQUEST FY 2013 - 14		
	GR	AEETF	PITF	GR	AEETF	PITF	GR	AEETF	PITF
Direct Costs:									
Salaries and Benefits		507,656	17,061		537,656	17,061		557,656	17,061
Other Personal Services	63	3076.16	69,470	50	3,076	69,470	75	3,076	69,470
Expenses	51,964	5,472	2,655	60,990	5,472	2,655	62,990	5,472	2,655
Refunds			10			20			10
Contracted Services	485	109,763		485	109,763		500	109,763	
Citrus Health Response		51			100			100	
Plant Pest & Disease									
Data Processing	9,603		14,778	9,500		3,900	9,500		4,000
Total Full Costs to Line (B) - Section III	62,115	626,018	103,974	71,025	656,067	93,106	73,065	676,067	93,196

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

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12			ESTIMATED FY 2012 - 13			REQUEST FY 2013 - 14		
		GR	AEETF	PITF	GR	AEETF	PITF	GR	AEETF	PITF
TOTAL SECTION I	(A)	0	584,025	78,281	0	656,067	72,450	0	676,067	75,888
TOTAL SECTION II	(B)	62,115	626,018	103,974	71,025	656,067	93,106	73,065	676,067	93,196
TOTAL - Surplus/Defici	(C)	(62,115)	(41,993)	(25,693)	(71,025)	0	(20,656)	(73,065)	0	(17,308)

EXPLANATION of LINE C:

The registration and inspection fees that are collected are not sufficient to cover actual program costs. However, the actual costs incurred are insignificant in comparison to the service rendered and its impact on Florida's public and economic health. If one calculates the value of all citrus, watermelons, strawberries, blueberries, squash, cucumber, avocado, lychee, longans, and other minor agricultural crops, and crops produced by home gardeners, this is the partial value of honey bees, as all of these crops need pollen transferred from one flower to another in order for this pollination and fertilization to produce a marketable crop. The industry is under considerable financial pressure from imported honey, low pollination fees, and ever increasing overheads, and cannot shoulder additional costs directly. The contribution of our Africanized Honey Bee activities for all of Florida's citizens, tourists, guests, outdoor enthusiasts, and others is a PUBLIC SAFETY SERVICE. Raising fees sufficiently to cover these program costs would require so high an assessment from the industry as to damage its competitive position with similar entities in other states. Other Plant Industry Trust Fund revenue sources are used to cover the deficit in this regulatory program if necessary.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Apiary Inspection Program

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

Operating with budget constraints, we have continued to maintain our priority regulatory registration, inspection and compliance agreements and monitoring African honey bee (AHB) oversight. We have experienced over a 300% growth in Registered Beekeepers since 2005, approaching 2,725 Registered Beekeepers and approximately 350,000 colonies. Recently, we abolished one (1) Apiary Field Inspector position even though the industry continues to grow. Best Management Practices (BMPs) under industry direction have been instituted, which requires sampling by apiary field inspectors and analysis in the Apiary Identification Laboratory in Gainesville without an increase in staffing. Apiary field supervisors and field staff have been trained to give public, organizational, state and community presentations on a variety of honey bee topics including, but not limited to, the defensive and aggressive Africanized honey bee and honey bee health issues.

Services to all Florida's consumers have increased without additional resources being required, however, there is extremely limited flexibility to meet any additional demands without increasing resources. In terms of costs, we continue to improve our use of technology to achieve greater efficiencies.

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

The bottleneck that has resulted in diminished efficiencies occurs in the Division's USDA Certified Africanized honey bee Identification Laboratory. The growing presence of AHB in Florida and the concerns throughout the Southeast have taxed the FDACS' AHB ID Laboratory. These concerns have resulted in dozens of samples being submitted for USDA-ID and FABIS (Fast Africanized Honey Bee Identification System) for processing from public, private, governmental and industry groups in Florida, plus from Departments of Agriculture in sister states in the Southeast.

We strive to gain efficiencies by training select apiary inspectors in the most labor intensive aspects of the AHB morphometric identification which is preparing samples. Preparing samples for USDA-ID/FABSI AHB-ID requires dissection and mounting of selected honey bee body structures on microscope slides.

A new initiative being “trialed” is having apiary inspectors certify, in a prescribed window of time, if honey bee colonies are behaviorally manageable or not. If not, a sample is collected for further analysis. This “trial” will track sample quantity change over time in the AHB ID Laboratory.

A pilot ‘Mobile Office Computing’ project has been started to explore the use of existing wireless technology to free apiary field inspectors from being anchored to fixed office locations. The goal is to give the inspectors the ability to use their vehicles as mobile offices to record regulatory data as well as distribute registration documents, inspection reports and a variety of other documents directly to the consumer in real time. This initiative should also allow field inspectors to electronically submit certificates, permits and similar documents/reports to Gainesville for immediate processing—without having to return to an office. This will reduce overhead costs and time needed to access those fixed resources. The successful implementation of this project will result in definable efficiencies in time and resources and increased value to our consumer base.

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

Honey bees are the foundational pollinator species for successful agricultural production of fruits, vegetables and berry crops in Florida. Without a healthy and vibrant Apiculture Industry, the production of citrus, vegetables, watermelons, strawberries, blueberries and many other crops would suffer from lack of pollination that allows a fruit, melon vegetable or berry to form. Without pollination there is no crop and no agriculture business revenue. Estimates from the Division of Marketing place the value of Florida agricultural crops dependent on honey bees for pollination at \$1.4 billion. If growers lose their markets they rarely regain them due to extreme market competition.

Africanized honey bees, the extremely defensive and aggressive relative of the gentle, managed European honey bee, are increasing their presence in Florida. Florida has lost livestock, pets and wildlife as a result of mass stinging events. Dozens of citizens have sought emergency medical attention from non-fatal stinging encounters with Africanized honey bees. In 2008, Florida experienced its first human fatality from an African swarm attack in the Kissimmee area. The Division of Plant Industry (DPI) tracks the movement and spread of these dangerous insects by monitoring and maintaining over 400 Africanized honey bee traps in the state of Florida. DPI maintains the only USDA-Certified Africanized honey bee Identification personnel in the Southeast.

This regulatory activity should continue at its current level at a minimum. Expansion in the future is highly advised due to the increasing spread of the Africanized honey bee which negatively effects Florida Agriculture and Public Safety.

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

The fees for registration are established and capped by Chapter 586.045 (3), F.S., at \$100 and do not cover the cost of the regulatory oversight. Special inspection fees, as established by rule, cover the cost of providing the special regulatory service. The Division is prohibited from charging special inspection fees in excess of the cost to provide the service.

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

No. The registration and inspection fees that are collected are insignificant in comparison to the services rendered. The industry is under considerable financial pressure from imported honey, low pollination fees, colony collapse disorder and ever-increasing overheads, and cannot shoulder additional direct costs.

The contribution of our Africanized honey bee activities for all of Florida's citizens, tourists, guests, outdoor enthusiasts, and others is an essential PUBLIC SAFETY SERVICE. Educating to prevent more human fatalities in Florida is our ultimate concern.

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

Since only one type of entity or portion of the Apiculture Industry is regulated by fees, there are no differences between types of consumers or services, except the number of colonies managed, that we provide as a value for consumers. The fees do not reflect the amount of time, and resources that are expended on our

regulatory or public safety efforts. However, the low fees do indeed help the Apiculture Industry remain compliant with state standards.

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

If one calculates the value of all citrus, watermelons, strawberries, blueberries, squash, cucumber, avocado, lychee, longans and other commercial agricultural crops, and crops produced by home gardeners, it would only reflect the partial value of honey bees, as all of these crops need pollen transferred from one flower to another in order for this pollination and fertilization to produce a marketable crop. These figures can be calculated because of the presence of healthy honey bee colonies that are the result of an active, knowledgeable and consumer-oriented Apiary Inspection Section.

Apiary inspection is also about detecting established pests and diseases as well as exotic ones. Inspection is an essential tool for early-detection and subsequent early-response which helps keep impact costs lower.

Surveying, training and educational outreach efforts through and with the Africanized Honey Bee (AHB) Working Group and the African Honey Bee Inter-Agency Coordination Group helps alert all segments of the state to the AHB situation and provides appropriate awareness and helps ensure proper planning. Public safety and the value of human life is incalculable.

Raising fees sufficiently to cover these program costs would require so high an assessment from the industry as to damage its competitive position with similar entities in other states. On average, it costs \$1.25 to produce one pound of honey in Florida. These costs are directly attributed to control of varroa mite and small hive beetle. NASS statistics for 2011 show 11.0 million pounds of honey

produced in Florida. This translates to over \$13.75 million in production costs for honey producers and revenue of over \$18.1 million for honey sales in Florida. The same costs would be incurred by commercial beekeepers participating in a fee based pollination business model.

The importance of managed honey bees to Florida agriculture is simple to substantiate. Honey bees can pollinate efficiently within an approximate 2-3 mile radius of their colony. In the process of collecting pollen many different types and varieties of plants are pollinated allowing them to produce the fruits, nuts, berries and seeds that feed Florida wildlife such as deer, turkeys, song birds, migratory birds and even fish. The value of these resources is immense.

The presence of healthy honey bees in Florida is essential to the safety and supply of our food as well as the safety of our people and livestock at the state and national level.

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

Honey bees provide benefits that only they can provide in the form of pollination. Without pollination, many segments of Florida agriculture would experience an irrecoverable loss in revenue from the decrease in production. Honey bees also provide free pollination in Florida's natural environment, producing the fruits, nuts and berries that feed all segments of Florida wildlife.

There is no reasonable plan that can substitute for the benefits that a healthy and managed honey bee industry receives through apiary inspection for pests, parasites and diseases.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services
Program: 42170600 Citrus Budwood Registration
Fund(s): 2093, 2507 Citrus Inspection TF, Plant Industry TF

Budget Period 2013-14

Specific Authority: Ch 581.021.14, F.S.

Purpose of Fees Collected: Specialized pathogen testing on citrus budwood and the distribution and preservation of clean budwood stock.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2011 - 12		ESTIMATED FY 2012 - 13		REQUEST FY 2013 - 14	
	CITF	PITF	CITF	PITF	CITF	PITF
Receipts:						
Citrus Budwood Fees		185,296		147,900		147,900
US Grants - Other						
Sale of Fruit	0	30,422		20,000		20,000
Industry Fees - Transfer from Fruit & Veg	745,450		749,566		753,889	
Total Fee Collection to Line (A) - Section III	745,450	215,718	749,566	167,900	753,889	167,900

SECTION II - FULL COSTS

	ACTUAL FY 2011 - 12		ESTIMATED FY 2012 - 13		REQUEST FY 2013 - 14	
	CITF	PITF	CITF	PITF	CITF	PITF
Direct Costs:						
Salaries and Benefits	662,469		662,469		662,469	
Expenses	82,332		86,449		90,771	
Contracted Services	649		649		649	
Plant Pest and Disease						
Data Processing		6,420		6,420		6,420
Total Full Costs to Line (B) - Section III	745,450	6,420	749,566	6,420	753,889	6,420

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

SECTION III - SUMMARY

		ACTUAL FY 2011 - 12		ESTIMATED FY 2012 - 13		REQUEST FY 2013 - 14	
		CITF	PITF	CITF	PITF	CITF	PITF
TOTAL SECTION I	(A)	745,450	215,718	749,566	167,900	753,889	167,900
TOTAL SECTION II	(B)	745,450	6,420	749,566	6,420	753,889	6,420
TOTAL - Surplus/Deficit	(C)	0	209,298	0	161,480	0	161,480

EXPLANATION of LINE C:

Program fees cover the registration costs of Citrus Budwood source trees. The program is funded by collection of industry fees, which are deposited into the Trust Fund (CITF) and Plant Industry Trust Fund (PITF). A portion of the surplus in PITF goes to offset the deficit in the Apiary program.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Citrus Budwood Registration

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

Real-time Polymerase Chain Reaction (qPCR) tests have increased our efficiencies and reduced the frequency of sample collections. The key to the increased efficiencies with qPCR is the remarkable sensitivity that does not restrict test collection timeframe, whereas multiple collections were once required to account for seasonal drops in virus titer, depending on whether the pathogen expressed during warm or cool temperatures. This saves us manpower as multiple collections are no longer needed. Without this savings, an additional inspector would have to be hired.

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

Improvements scheduled to be implemented in the next fiscal year include reducing our PCR reagent size nearly in half which will cut reagent costs without a loss of sensitivity. Other increases of operational efficiencies are projected with the purchase of robotics using a cherry-picking liquid handling robot to allow us to consolidate plates to run specialized tests on the few samples that need it. The robot will allow us to reduce errors in this complicated task while trimming expenditures by reformatting plates to run just the samples that require that subsequent test., therefore all samples are not run further reducing reagent costs.

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

Yes, Citrus Industry stakeholder groups and industry task forces have expressed that clean budwood is critical to the survival of the industry in dealing with citrus greening and other endemic and exotic graft-transmissible diseases of citrus. The specialized pathogen testing provided by this agency is not available to individual growers through the private sector and distribution and preservation of clean stock has to be centralized and made available to all stakeholders. There are no other agencies or programs in either the governmental or private realm that provide these services.

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

The citrus budwood regulation fees are established and capped by Chapter 581.031.14 (d), F.S., at \$5. Program fees cover the registration costs of source trees, but not other program fees, as the Division is prohibited from charging fees above actual expenses for services rendered.

The majority of the program's budget is funded by a citrus inspection box tax on the Citrus Industry. This fee is collected by the Division of Fruits and Vegetables and transferred to the Division of Plant Industry to cover the major portion of our expenses.

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

Yes, they are adequate to cover both direct and indirect costs.

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

Since only one type of entity or portion of the Citrus Industry is regulated by this Citrus Budwood Registration fee, there are no differences between the types of customers or services that we provide and a consistent fee is reasonable and well-received by the customers. The annual source tree registration fees reflect an amount of time and input into indexing practices for plant pathogens that require a set amount of inputs that can be applied to all end users equally as each tree is required to have the same tests, therefore, the cost of services is determined by the customer's number of trees requiring registration. Nurseries with large numbers of source trees paid more than nurseries with a smaller number of source trees. Re-inspection is not an issue as graft-transmissible pathogen positive or negative results determine tree status and the fee covers testing costs that are required regardless if a pathogen is determined to be present or not.

The majority of the Budwood Program is covered by a Citrus Industry fruit tax that is assessed on each box of fruit harvested. This tax is assessed fairly because it is applied on each box of citrus that is harvested. The taxes collected are deposited into the Citrus Inspection Trust Fund and then appropriated to the Citrus Budwood Protection Program. The fee is considered fair and equitable as the Citrus Budwood Program benefits all segments of the Florida Citrus Industry by providing high quality citrus propagation stock to all parties.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.
 - a) One hundred percent of the program is funded from trust funds, the majority of which come from the Citrus Inspection Trust Fund (CITF). Funds deposited into the CITF are collected by the Division of Fruits and Vegetables from the Citrus Inspection Box Tax. This fee is assessed on each box of citrus fruit harvested in the state and a portion is used to cover the cost of the Citrus Budwood Registration Program.
8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013 - 2014

Department: Agriculture and Consumer Services

Chief Internal Auditor: Nedra Harrington

Budget Entity: _____

Phone Number: (850) 245-1367

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
IA 1112-01	March 19 to September 24, 2011	Organizational Ethics	<p>Findings: the Department's Administrative Policies and Procedures did not address:</p> <ul style="list-style-type: none"> - the topics to cover during ethics training; - the training frequency; - the provision for an annual review of the Conflicts of Interest policy by Department employees. <p>In addition, the Internal Investigations policy contains content that may be beneficial if provided within the Conflicts of Interest policy, specifically:</p> <ul style="list-style-type: none"> - Processes for reporting violations (ways for employees to report concerns about fraud, abuse, or questionable practices); - The mandate for reporting such violations. <p>Recommendations: Revise the Conflicts of Interest policy to address the topics to cover during ethics training to include specifying the training frequency and requiring an annual review of the Conflicts of Interest policy by all Department employees.</p> <p>Consider incorporating into the Conflicts of Interest policy a mandate for reporting violations.</p> <p>Consider renaming the Conflicts of Interest policy title to include the word "ethics" to increase its prominence for Department employees.</p>	<p>Revisions to Administrative Policies and Procedures No. 1-1, Conflicts of Interest, have been drafted to address the issues outlined in the audit. It is anticipated that the revised Policies and Procedures will be implemented by October 31, 2012.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: A Chief Ethics Officer has not been designated for the Department.</p> <p>Recommendations: Consider designating a Chief Ethics Officer. Additionally, the following criteria should be considered: The Chief Ethics Officer position should be at a level high enough within the Department to appropriately execute this role and its responsibilities.</p> <p>The Chief Ethics Officer's position description should address the responsibilities and percentage of time for the role as the Chief Ethics Officer.</p> <p>The position and responsibilities of the Chief Ethics Officer should be addressed in the Department's Administrative Policies and Procedures.</p>	<p>The Department has not designated a Chief Ethics Officer at this time.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: The Department does not provide annual training to all employees that addresses the topics outlined in the Governor's Code of Ethics.</p> <p>Recommendation: Provide annual training to all Department employees on the topics of ethics, including examples of ethical and unethical behavior. The training could consist of short, on-demand videos that all employees are required to view.</p> <p>Finding: A significant amount of time has passed since employees last received ethics training. In addition, different training methods should be used to allow for more frequent training opportunities (e.g., e-mails and newsletters).</p> <p>Recommendation: Provide periodic, informal reminders to Department employees on the subject of ethics. The use of e-mails and newsletters are ways in which more frequent communication can occur.</p>	<p>Annual training for all Department employees will be provided once the revised Administrative Policies and Procedures No. 1-1, Conflicts of Interest, has been implemented.</p> <p>Once Administrative Policies and Procedures No. 1-1, Conflicts of Interest, has been implemented, the Department's Open Lines Newsletter will be used to provide periodic, informal reminders to Department employees on the subject of ethics.</p>	
IA 1112-02	January 1, 2009 to March 31, 2012, and selected actions through May 16, 2012.	Operational - Office of Energy	<p>Finding: For the 69 grant agreement files reviewed, the OIG determined that 56 (81%) did not contain current insurance certificates and/or proof of Central Contractor Registration.</p> <p>Recommendation: The grant managers should ensure that current insurance certificates and CCR documents are obtained and maintained in the grant agreement file.</p>	<p>Insurance certificates and CCR documents are monitored for currency through a desk monitoring checklist completed by the grant manager. The desk monitoring checklist is designed to assess and document compliance with program requirements and is completed prior to the grant manager's on-site monitoring visit. If applicable, updated documents are obtained during the on-site monitoring visit and are placed in the grant agreement file.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: For the 77 grant agreement files reviewed, the OIG determined that 42 (55%) did not contain sufficient documentation of e-mail correspondence between the grant manager and the recipient.</p> <p>Recommendation: The grant manager should ensure that sufficient e-mail correspondence is maintained in the grant agreement file to adequately document his or her grant administration activities.</p>	<p>All email correspondence pertaining to the grant must be printed and placed in the applicable grant agreement file as required as part of the grant closeout procedure. The Policies and Procedures Manual will be revised to state, "Upon closeout, the Grant manager should print copies of any emails related to this Agreement, as well as retain copies of any hard copy correspondence for inclusion in the official Agreement file".</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: For the 60 grant agreement files reviewed, the OIG determined that 35 (58%) did not contain sufficient documentation to support the grant manager's completion of the monitoring tools.</p> <p>Recommendation: The grant manager should ensure that completed monitoring tools are maintained in the grant agreement file to adequately support his or her assessment of the recipient's compliance with program requirements.</p> <p>Finding: The OIG reviewed 70 grant agreement files and determined that in 63 instances (90%), the grant manager did not perform the risk assessment prior to the OOE entering a contract with the recipient.</p> <p>Recommendation: The OOE should ensure grant managers perform risk assessments in accordance with the OOE's Policies and Procedures. A risk assessment is essential to identifying potential issues that may require a higher level of oversight.</p> <p>Finding: The OIG reviewed 59 ARRA funded grant agreement files and determined that in 8 instances (14%), the grant manager did not perform an on-site monitoring visit at the frequency dictated by risk assessment results.</p>	<p>Additional grant monitoring training has been provided to the grant managers regarding the types of documentation to request which will support compliance. Also, the monitoring checklists have been enhanced to explicitly prompt the grant manager to collect documentation that supports compliance with the specific area(s) being monitored.</p> <p>The purpose of the risk assessment worksheet (RAW) is to evaluate a recipient after they are awarded a grant and they begin to implement their project. While the OOE's Policies and Procedures Manual indicated that the RAW will be completed prior to execution, it has been determined that the RAW should not be completed until after execution, but within the first 90 days of the project period. To further enhance the process, the OOE has instituted a policy that requires the RAW to be completed on a quarterly basis in order to better assess the recipient's performance. The OOE's Policies and Procedures Manual will be revised to reflect this change in procedure.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Recommendation: The OOE should ensure that grant managers perform on-site monitoring at the frequency established by risk assessment results.</p> <p>Finding: The OIG reviewed 44 grant agreement files and determined that in 20 instances (45%), the grant manager did not issue the monitoring report within the 30 day timeframe established by the OOE's Policies and Procedures. The OOE indicated that a grant management spreadsheet had been developed and is being utilized by the OOE to track grant monitoring activities.</p> <p>Recommendation: The OOE should continue to utilize the tracking spreadsheet to ensure monitoring reports are completed and provided to the recipient within the established timeframe.</p>	<p>The OOE has performed an on-site monitoring visit at each grant location. In the future, all on-site monitoring will be conducted at the frequency reflected from the risk assessment.</p> <p>The OOE has completed training for grant managers on the topic of grant monitoring, including the timely issuance of monitoring reports. The OOE has also developed and implemented a spreadsheet to document grant monitoring activities, including the date of site visits and the subsequent issuance of monitoring reports. A procedure has been implemented whereby grant managers are notified of upcoming report deadlines.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Findings: For the 76 grant agreement files reviewed, the OIG determined that 41 (56%) recipients did not submit progress reports to the OOE in accordance with the grant agreement. The agreement files did not contain sufficient correspondence to assess the adequacy of actions taken by the grant manager to obtain the progress reports.</p> <p>Recommendations: The grant manager should increase efforts to obtain progress reports in accordance with the terms of the grant agreement. In addition, all correspondence between the grant manager and recipient should be maintained in the grant agreement file to document activities performed by the grant manager to obtain the reports.</p> <p>Finding: The OIG's review of grant agreement files determined that the grant manager did not document the receipt and review of audit reports required from recipients. The OOE indicated an audit letter had been developed to request the required audits from the recipients as well as a spreadsheet to track the receipt of audit reports. In addition, the OOE is currently developing forms and a checklist that will be used by grant managers to complete their review of audit reports. Training of grant managers is also planned to address the audit review process and procedures.</p> <p>Recommendation: The OOE should continue to utilize the tracking tool and conduct training for grant managers to ensure all required audits of recipients are requested, received and reviewed by the grant manager.</p>	<p>The OOE is ensuring that all grant agreement files contain the required monthly progress reports.</p> <p>The OOE has developed its own processes and procedures for reviewing recipient audits in compliance with OMB Circular A-133 and Section 215.97. The audit review process is currently being implemented on all open grant awards.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Findings: The OIG selected invoices totaling \$17,607,163 for 51 recipients and determined that invoices were not maintained to support expenditures for 7 (14%) recipients totaling \$821,313 (5%). In addition, the OOE reimbursed one state funded grant recipient for multiple unallowable expenditures (i.e. late fees on invoices).</p> <p>Recommendations: The grant managers must ensure that sufficient documentation is obtained from the recipient to support all amounts reimbursed, and that the documentation is maintained in the agreement file. Furthermore, the grant managers must ensure all amounts reimbursed are allowable in accordance with state and federal laws.</p>	<p>All supporting documentation is scanned into the Department's Administrative Image Management System (AIMS) to support each invoice requesting payment. The migration of all grant management reporting and paperwork to the AIMS computer database is helping to ensure added oversight and controls in tracking and maintaining invoices. In reference to the reimbursement of late fees to the state funded recipient, the OOE has notified the recipient of the unallowable cost and has made adjustments to the next invoice to reflect deduction of the reimbursement.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p><u>Finding:</u> Training was provided to grant managers and administrative staff. In addition, as part of training, the compliance officers accompanied the grant managers during on-site monitoring visits. During training, the grant managers asked several questions to clarify the activities they were to perform.</p> <p><u>Recommendations:</u> The OOE should continue its training program to ensure grant managers have the necessary knowledge to administer grants. The training should also include fraud awareness and the “red flags” that may signal fraud on the part of the recipient.</p> <p><u>Findings:</u> The OIG could only locate the conflict of interest forms for two of the three evaluators of the EECBG applications. For the SEP, conflict of interest forms could only be located for the Clean Energy applications. In addition, the OOE does not require all employees engaged in the administration of grants to sign conflict of interest forms.</p> <p><u>Recommendations:</u> The OOE should ensure that all conflict of interest forms are signed and maintained. In addition, the OOE should consider revising its Policies and Procedures to require any staff engaged in the administration of grants to sign a conflict of interest form. The Policies and Procedures should also specify the standard of conduct that is expected, and indicate disciplinary actions to be applied for violating those standards.</p>	<p>All grant managers are required to and have participated in the Department of Financial Services' training as provided in Section 287.057, Florida Statutes. The OOE also utilizes risk assessments, monitoring, reporting, detailed invoice reviews, as well as various levels of management review to identify and mitigate areas of waste, fraud and abuse of funds. The OOE will continue to identify and provide the necessary grant management training to ensure that the grant managers have the necessary knowledge and skills to mitigate fraud, waste and/or abuse.</p> <p>In the future, the OOE will ensure that all conflict of interest forms are signed and maintained. The OOE is in the process of researching the Department's Administrative Policies and Procedures for grant management standards of conduct and conflict of interest to ensure that the OOE is in compliance and is consistent with Department policy. Once determined, the OOE's Policies and Procedures Manual will be revised and updated.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: In April 2010, the OOE developed written Policies and Procedures for Grant Management that focus primarily on the administration of ARRA funded grants. Even though some of the procedures in the policy are applicable to state funded grants, the requirements for risk assessments and the monitoring of state funded grants are not clearly established.</p> <p>Recommendation: The OOE should develop written policies and procedures to assist in the administration of state funded grants.</p> <p>Findings: Although the OOE was able to communicate the steps followed during the approval process for investing funds, the OOE does not have written policies and procedures to document the approval process requirements. In addition, the OOE could not readily provide documents utilized and reviewed during the approval process or the communications with FOF and Florida First Partners staff.</p> <p>Recommendation: The OOE should document written policies and procedures to be followed for the review and approval of proposed Fund investments. The policies and procedures should outline the responsibilities of the grant manager, the documents the grant manager is required to review and for what purpose, the individuals who are required to sign-off on the grant manager's approval decision, and the documentation retention requirements.</p>	<p>The OOE is planning to develop a Grant Management guide that can be utilized for any type of grant award. Once completed, the revised manual will be utilized to manage any future financial assistance programs administered by the OOE.</p> <p>The OOE plans to update and formalize its grant management process for this particular fund. Additionally, due to the departure of the most recent FOF grant manager, OOE will be training a new manager to take on this project.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Findings: The OOE did not consistently maintain documentation to support the approval of investments. In addition, inadequate documentation (e.g., Opportunity Summary Checklists, Investment Memorandums) was observed for three investments.</p> <p>Recommendations: The OOE should maintain all pertinent investment documentation. Documents approving the investment opportunities, including sufficient justification of approval, should be maintained along with communication of approval to the appropriate entities. The OOE should also ensure all required approval signatures are obtained.</p> <p>Finding: The Florida First Partners due diligence process relies heavily on information provided by the perspective company, with limited independent verification or review by Florida First Partners.</p> <p>Recommendation: The OOE should consider amending its oversight activities to include a review of the supporting documents and data utilized by Florida First Partners in performing their due diligence activities. This will ensure the due diligence performed is sufficient to support Florida First Partner's investment recommendation. This review should be performed prior to the grant manager's approval of the investment.</p>	<p>All key approval letters for all investments have since been located and placed in the applicable file.</p> <p>The OOE is currently reviewing the recommendation and evaluating the best option or approach for addressing this issue.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: For the ENERGY STAR Appliance rebate payments:</p> <ul style="list-style-type: none"> • Duplicate rebates were issued for 23 of the 64,224 (0.04%) rebates processed, resulting in an overpayment of \$2,504 out of a total of \$11,323,092 (0.02%) rebate payments. <p>As a result of the duplicate rebates issued, duplicate recycling bonuses were issued for 11 of the 49,666 (0.02%) bonuses processed, resulting in an overpayment of \$825, out of a total of \$3,724,625 (0.02%) recycling bonus payments. Additionally, 3 duplicate recycling bonuses were issued that were not directly related to a duplicate rebate, resulting in an overpayment of \$225.</p> <ul style="list-style-type: none"> • Due to pricing errors for 45 rebates, overpayments totaling \$908 were found. <p>Recommendations: The ENERGY STAR Appliance Rebate program has been completed; however, should additional funds become available, the OOE should evaluate its audit procedures to determine if changes are required to detect processing errors. In addition, the OOE should evaluate its contract with American Express to determine whether overpayments for the ENERGY STAR Appliance Rebate program can be reimbursed to the OOE.</p>	<p>A letter will be sent to American Express informing them of the audit findings and discrepancies. For any future rebate programs undertaken, the OOE will evaluate its audit procedures to determine if changes are required to detect processing errors.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: For the ENERGY STAR HVAC rebate payments and the OOE audit process:</p> <ul style="list-style-type: none"> • Proof of purchase date documentation was outside of the statutory period for 55 of the 220 (25%) rebates sampled; • Proof of installation documentation was missing from the application for 76 of the 220 (35%) rebates sampled; • The mailing date was outside of the statutory period for 6 of the rebates sampled; and • The OOE determined during their audit that the HVACs may not have been purchased and/or installed within the timeframe required by statute. However, documentation was not maintained to support final resolution. <p>Recommendations: The ENERGY STAR HVAC Rebate program has been completed; however, should additional funds become available, the OOE should ensure that rebates are processed and paid in accordance with Florida Statutes. In addition, the OOE should maintain all documentation justifying their approval of rebates.</p>	<p>In the future, the OOE will ensure that rebates are processed and paid in accordance with Florida Statutes. In addition, the OOE will maintain all documentation justifying its approval of rebates should additional funds become available for this type of program.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: Our audit determined that there was insufficient data available, and/or insufficient progress made within the energy programs to determine their overall investment returns.</p> <p>Recommendations: The OOE should ensure all new grant agreements contain clear and measureable ROI reporting requirements.</p> <p>Additionally, the OOE should consider modifying existing grant agreements to include ROI reporting requirements not currently mandated. These reporting requirements should be in effect for a period of time sufficient to evaluate the success of both state and federal programs.</p> <p>Finally, the OOE should consider developing a system for collecting, summarizing, analyzing and reporting the projected and actual ROI data at the recipient level.</p>	<p>In the future, the OOE will ensure all new grant agreements contain clear and measureable ROI reporting requirements.</p> <p>On July 25, 2012, the OOE issued a letter to all recipients of stimulus funds requesting that they continue to report ROI after the closeout of the grant period. The ROI will be reported in October of 2012 and April of 2013.</p> <p>The OOE will be procuring a third-party entity to collect, summarize, analyze and report the actual ROI data that is collected from the recipient.</p>	
IA 1112-03	February 29, 2012	Florida State Fair Authority	<p>Finding: Occasionally, ticket sellers returned to the Fair Bank at day's end with large volumes of cash that had to be counted and reconciled by the ticket office tellers. This practice increased the waiting time for the ticket sellers to be processed and released, and contributed to an overall atmosphere of disorganization within the Fair Bank. Fair Policies and Procedures indicate that throughout the day, ticket office runners will make cash pick-ups at the entrance gates and midway ticket booths to pick up excess cash from the ticket sellers.</p> <p>Recommendation: Fair management should consider increasing the frequency of pick-ups made by the ticket office runners to allow the ticket office tellers to count cash throughout the day when activity in the bank is minimal, and to reduce the amount of cash the ticket sellers return at the end of the day.</p>	<p>Fair management decided not to rehire one of the runners who was deemed inefficient. In addition, Fair management will evaluate the feasibility of using a "floating runner" during the weekends that could move between the gates and the midway areas.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Findings: Due to rain, the Fair was forced to close early one night, causing all of the ticket sellers to return to the Fair Bank all at once. Fair management ultimately decided to let the ticket sellers leave for the night, and the bank bags were placed in the Fair vault to be processed the next day. In addition, one of the ticket sellers abruptly terminated his employment with the Fair and handed his unprocessed bank bag to an individual who, in turn, handed the bag to the assistant bank manager. The assistant bank manager processed the bank bag several hours later and discovered a cash shortage of \$505. The bank bag was not maintained in a controlled environment prior to being reconciled by the assistant bank manager.</p>		

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Recommendations: Fair management should consider instituting procedures to stagger the return of ticket sellers to the Fair Bank, especially when it is anticipated that the Fair will close early due to rain or low attendance. In addition, ticket office tellers should make every attempt to process bank bags prior to the ticket seller's departure from the Fair Bank. In the event conditions prevent this from occurring, Fair management should develop procedures to ensure the bank bag is maintained in a controlled environment until the bag can be processed.</p>	<p>Fair management has identified the following areas that can and will be improved upon:</p> <ul style="list-style-type: none"> - Traditionally, many office tellers do not arrive on the first Friday of the Fair until after they get off from their regular jobs. Starting next year, the Bank Manager will be required to have a full staff during the day on the first Friday so that pick-ups of any money, tickets and coupons can be counted during the day. - By the end of the 2012 Florida State Fair, money counters were being utilized to tally the number of coupons or tickets types that required manual calculation. The money counters will be utilized immediately for the 2013 Florida State Fair unless a better system is in place. - One additional ticket office teller will be added (going from seven to eight) which should increase efficiencies by 10 to 15 percent. - Fair management is working on a plan to improve the air conditioning system in the Fair Bank. When a large crowd is in the Fair Bank, the current configuration results in temperatures approaching 80 degrees, which in turn slows down the efficiency of the Fair Bank team. - The Fair will utilize one system (TyTix) for all reports. Previously, the gate and midway tracking systems were on different programs, resulting in an inefficient use of resources. - For instances when the ticket seller's bank bags cannot be processed prior to departing from the Fair, the Controller will take charge of the bags and will place them in the vault in the presence of the Bank Manager. 	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: Based on Policy and Procedure No. 5-2, Midway Ticket Seller Procedure, if the ticket seller's bank bag is not balanced within \$25, then the ticket office manager and the finance manager must determine the action to be taken. However, there were instances where the ticket seller's bank bag was out of balance in excess of \$25 and the finance manager was not notified in accordance with Policy and Procedures. The finance manager indicated that the ticket office manager typically did not notify him unless the discrepancy exceeded \$50.</p>		

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Recommendation: Fair management should reassess the dollar threshold at which the finance manager must be notified when ticket sellers are out of balance, and the Policy and Procedures should be revised accordingly.</p> <p>Finding: As mentioned above, Policy and Procedure No. 5-2, Midway Ticket Seller Procedure, states if the ticket seller's bank bag is not balanced within \$25, then the ticket office manager and the finance manager must determine the action to be taken. However, the Policy and Procedure is silent on the type of action(s) that should be pursued. In addition, a policy does not exist that requires the involvement of the finance manager when the gate admission ticket seller's bank bag is out of balance.</p> <p>Recommendation: Fair management should consider revising the Policy and Procedures to include the type of action(s) that should occur when a ticket seller is out of balance. In addition, consider establishing a course of action for a ticket seller whose cash discrepancies may be relatively small in dollar value, however, the ticket seller is repeatedly out of balance. Finally, management should revise the Policies and Procedures to address the involvement of the finance manager when a gate admission ticket sellers' bank bag is out of balance.</p> <p>Finding: During interviews with the ticket office manager, she indicated that one of her assigned responsibilities was to handle customer complaints during the Fair. As a result, she was oftentimes unable to perform critical Fair Bank activities because she had to respond to a customer's complaint.</p> <p>Recommendation: Fair management should reassign the responsibility for handling customer complaints to someone other than Fair Bank staff to allow them to focus on Bank-related activities.</p>	<p>The amount at which the finance manager must be notified will be raised to \$50.</p> <p>Fair management will update the Policies and Procedures prior to the 2013 Florida State Fair.</p> <p>By the end of the 2012 Florida State Fair, the responsibility for handling customer complaints was reassigned to the Executive Assistant.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
SP 1112-02	July 1, 2009 to June 30, 2011	Florida Agricultural Museum, Inc.	<p>Finding: According to the by-laws, the Board approves all salaries. However, during the course of our review, it was determined that changes were made to salaries without prior Board approval.</p> <p>Recommendation: The Board should approve all employee salaries consistent with the governing by-laws.</p> <p>Findings: The Museum does not conduct background checks on employees or volunteers, nor does it require the employees or volunteers to display a form of identification at all times while on Museum property.</p> <p>Recommendations: The Executive Director should ensure that background checks are conducted for all employees and volunteers. The Executive Director should implement a process whereby all employees and volunteers wear prominently displayed identification while on Museum property.</p> <p>Finding: A review of payroll disbursements found that there was no documentation to support hours worked by the employees.</p> <p>Recommendation: Documentation should be maintained for all payroll disbursements, to include a record of hours worked and management's approval.</p> <p>Finding: Currently, the Museum's volunteer Treasurer serves multiple rolls within the accounting process, which has caused concern with regards to segregation of duties. Specifically, the Treasurer records revenue receipts, prepares deposits, and performs bank reconciliations.</p>	<p>During the Board meeting held in August 2012, a packet was distributed to the Board members which contained the salary of all employees. The Board will vote on the employee's salaries at the next Board meeting tentatively scheduled for November 2012.</p> <p>Background checks have been conducted for all employees and active volunteers. In addition, background checks will be performed for all future employees and volunteers. All current Museum employees and volunteers have been provided with identification badges.</p> <p>All employees are now required to submit a timesheet to be approved by the Executive Director.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			Recommendation: Segregate duties among existing Museum staff to the extent possible.	Due to limited staff, the Museum is still using a volunteer to handle most of the accounting processes.	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Findings: On September 29, 2009, the Board approved changes to the by-laws to remove the Commissioner of Agriculture's authority to nominate and appoint Board members. At the September 3, 2010, Board meeting, the Board renewed the terms of five board members whose terms had expired. The Board voted to reappoint all five members without the Commissioner of Agriculture's involvement.</p> <p>Recommendation: The Department should consider amending its Memorandum of Agreement with the Museum to require the Board to notify the Department of any proposed changes to the by-laws.</p> <p>Finding: The Board held six board meetings. Four of the six meetings were not published in the Florida Administrative Weekly, as required by law, and the auditors were unable to locate notification in local newspapers correlating to the board meetings.</p> <p>Recommendation: The Executive Director must ensure that all board meetings are properly noticed in accordance with Florida Statutes.</p> <p>Finding: At the March 1, 2011, Board meeting, only four of ten (40%) active Board members attended the meeting. Although the meeting did not have a quorum, the Board proceeded to approve several motions.</p> <p>Recommendations: The Board must ensure that a quorum exist prior to taking Board actions. The Board should evaluate all actions that occurred during meetings that were not publicly noticed or where quorums did not exist.</p>	<p>It is anticipated that the Memorandum of Agreement will be amended by October 1, 2012.</p> <p>Board meetings are now being properly noticed in the Florida Administrative Weekly and on the Department's Internet website in accordance with Florida Statutes.</p> <p>Moving forward, it will be ensured that a quorum exist prior to the Board taking actions. The Board will not evaluate the actions that occurred during meetings that were not properly noticed or where quorums did not exist. New Board members have been appointed and they can not be held accountable for the decisions of the previous Board members.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p><u>Finding:</u> In 1996, the Museum contracted with three architectural firms to draft a Development Plan that conceptually captured the mission and purpose of the Museum. The plan has not been revised since it was finalized in 1997.</p> <p><u>Recommendations:</u> The Board should evaluate, and revise as necessary, the Museum Development Plan to ensure that it reflects the current economic situation and establishes a feasible timetable for completion. Copies of the Museum Development Plan should be provided to the Commissioner of Agriculture.</p> <p>The Executive Director should continue to periodically update the Board on the status of completion of the Museum Development Plan.</p> <p><u>Finding:</u> The Museum did not have a Board approved annual budget for the period reviewed.</p> <p><u>Recommendation:</u> The Executive Director should ensure budgets are prepared each fiscal year for approval by the Board. The budget should include projections of revenues and expenditures. Consideration should be given to the development of a long-term budget to ensure the Museum's financial stability.</p> <p><u>Findings:</u> Controls over cash are insufficient. Specifically:</p> <ul style="list-style-type: none"> - Documentation did not capture the receipt of cash and the subsequent transfer of cash to the Treasurer; - Petty cash logs were not maintained to support the transfer of funds to and from petty cash; - Documentation was not maintained to support disbursements from petty cash (e.g., receipts); - Documentation did not indicate the revenue source to facilitate deposit reconciliation; - Checks were being written to cash; and 	<p>The Executive Director is currently working with the City of Palm Coast to finalize a Master Plan Development agreement that will replace the Museum Development Plan. A copy of the Master Plan Development agreement was provided to the Board during the August 2012 meeting. Issues related to the Master Plan Development agreement will continue to be addressed during the Board meetings.</p> <p>A draft budget was presented to the Board during the August 2012 Board meeting. It is anticipated that the budget will be approved during the Board meeting tentatively scheduled for November 2012.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>- Cash is not maintained in a secure location.</p> <p>Recommendations: The Executive Director should implement procedures to ensure the collection and transfer of cash is documented.</p> <p>Petty cash disbursements and replenishment must be adequately documented. Documentation should include the original receipts or invoices for items purchased, including the date and amount.</p> <p>The Executive Director must ensure deposit records are itemized to indicate the revenue source (e.g., Museum tours, store sales, horse and barn rental, camping fees, horse riding lessons, themed events).</p> <p>The Museum should discontinue writing checks payable to cash.</p> <p>The Executive Director must ensure funds maintained on-site are stored in a secure and locked location. Furthermore, access to the secure location should be limited to key personnel.</p>	<p>A daily cash collection/transfer log is now being maintained for tours and General Store sales. A separate collection/transfer log is maintained for special events to document the receipt and transfer of all cash received.</p> <p>The Museum will no longer maintain a petty cash box.</p> <p>The revenue source(s) are being listed on all deposits.</p> <p>Checks are no longer being written to cash.</p> <p>Cash is now stored in a locked and secure location. Further restrictions regarding access to the secured location need to occur.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: A review of disbursements found insufficient documentation for 26 of 59 records sampled (44%, \$12,816).</p> <p>Recommendation: Documentation should be maintained for all disbursements (e.g., invoices).</p> <p>Finding: The Museum has both an American Express and Home Depot credit card. According to the by-laws, disbursement of funds (except petty cash) shall be made by check.</p> <p>Recommendation: The Board should determine whether credit cards are needed to support Museum operations, and revise the by-laws accordingly.</p> <p>Finding: Bank reconciliations were not performed monthly nor adequately documented for the period under review.</p> <p>Recommendation: Bank statements should be reconciled and documented on a monthly basis.</p> <p>Finding: During the review period, the Executive Director did not prepare an annual report pursuant to the Museum's governing by-laws.</p> <p>Recommendation: The Executive Director should prepare an annual report that provides the status of the Museum Development Plan. The report should include a detailed budget, financial statements (balance sheet, income statements) and list of donors. The report should highlight capital improvements and operational efficiencies, as well as evaluate the events and activities for the fiscal year.</p> <p>This report should be provided to the Board no later than 90 days after the fiscal year end, per the by-laws, with a copy provided to the Commissioner of Agriculture.</p>	<p>Supporting documentation is being maintained for all disbursements.</p> <p>This issue regarding whether a credit card is needed to support Museum operations has not yet been presented to the Board.</p> <p>Bank reconciliations are now being performed on a monthly basis, and the documentation to support the reconciliation is being maintained.</p> <p>The Executive Director is currently drafting the annual report and anticipates completion by September 30, 2012.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: During an assessment of the Museum facilities, it was noted that two buildings had exposed insulation. The remaining buildings on the property appeared to be in good condition.</p> <p>Recommendation: The Executive Director should maintain a list of property and facility maintenance concerns, and provide periodic updates to the Board on the status of maintenance projects.</p> <p>Findings: The Museum does not have sufficient physical security in place to protect its assets. Although the entrance gates are locked when the Museum is closed, there are points of entry to the property that are neither secure nor monitored.</p> <p>Also, the Museum does not monitor the main entrance during the hours of operation. This allows for visitors, employees, and volunteers to access the property unnoticed.</p> <p>Recommendation: A staff member of the Museum should be assigned to the main entrance point during normal hours of operation.</p> <p>Finding: A sign in/out log was kept during certain themed events; however, this log is not kept during normal operations.</p> <p>Recommendation: The Museum should maintain a daily sign-in/out log for all employees and volunteers. This list of personnel can also be used in the event of an emergency to determine who is on Museum property.</p>	<p>The Executive Director is keeping a list of maintenance concerns which are discussed at each Board meeting as they arise.</p> <p>An employee or volunteer occupies the store near the entry gate to the Museum in order to monitor access onto the property and to receive customers.</p> <p>The Museum is now maintaining daily sign in/out logs in three separate locations for employees and volunteers.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: The Museum owns a travel trailer (camper) which rents for a fee of \$100 per month. The renter lives on the Museum property, and in exchange, agrees to provide after hours security. A signed rental agreement could not be provided for the current tenant.</p> <p>Recommendation: A signed rental agreement should be obtained that outlines the living arrangements and specific expectations regarding the security services provided by the tenant. Additionally, this living arrangement should also be evaluated to ensure that it is not prohibited by ordinance.</p> <p>Finding: The Museum has no comprehensive listing of its inventory. During the site visit, it was noted that numerous artifacts were undocumented. According to the Executive Director, several of these items were donated by the U.S. Department of the Interior, National Park Service.</p> <p>Recommendation: The Executive Director should ensure that a complete inventory of all artifacts is maintained in one comprehensive list. This inventory should include a description, approximate value, location, and the origin of each item.</p> <p>Findings: The Museum maintains a commercial general liability insurance policy covering the property. The medical expense limit of the policy is \$1,000, per incident, per person.</p> <p>The Museum's current insurance policy does not include coverage for the sale or consumption of alcohol on the Museum's property.</p>	<p>No one currently lives on the Museum property. However, when someone moves onto the property, a Caretaker Agreement will be executed and retained. The caretaker will have to supply their own residence (i.e. mobile home), which would require him or her to obtain a permit through the City of Palm Coast.</p> <p>As of September 6, 2012, no progress has been made in developing a comprehensive inventory of the Museum's artifacts.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			Recommendation: The Museum's liability policy should be reevaluated to ensure it provides the appropriate and desired coverage.	During the August 2012 Board meeting, a three member committee was formed to review the Museum's insurance needs. The committee will report their findings during the Board meeting tentatively scheduled for November 2012.	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
AG 2012-142	Fiscal Year Ended June 30, 2011	Child Nutrition Cluster and State Energy Program	<p>Finding: Program management had not implemented certain access security controls for the Child Nutrition Program (CNP) System.</p> <p>Recommendation: FDACS should establish adequate access security controls for the CNP System</p> <p>Finding: Program management did not have a process in place to ensure that Child Nutrition Cluster subaward data were properly reported in the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS).</p>	<p>Written policies and procedures governing changes to computer applications is being followed to ensure appropriate documentation is maintained for all modifications to the CNP system. Users are granted access to the CNP System via a written request from the application owner and all approvals are being maintained in the Department's Remedy System. Procedures have been implemented to improve the timely removal of access privileges to the CNP System for terminated employees. Enhancements to the CNP System's access security controls have been programmed and tested. The modifications to the security controls went into effect on July 11, 2012.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Recommendation: That FDACS ensure that all required key data elements are timely reported in FSRs.</p> <p>Finding: Program management paid a subgrantee for activities that were not completed prior to reimbursement.</p> <p>Recommendation: The Energy Office should ensure that payments are made to subgrantees only when the benefit to the State Energy Program has been achieved.</p> <p>Finding: Program management did not document that weekly certified payrolls from subrecipients were received and reviewed for compliance with the Davis-Bacon Act.</p> <p>Recommendation: Energy Office proceed with planned procedural changes to ensure that Davis-Bacon Act requirements are considered and that monitoring of grantee and subgrantee compliance is documented by grant managers.</p>	<p>The Bureau of Finance and Accounting encountered difficulties with access to the Federal Subaward Reporting System (FSRS) as well as the ability to locate DUNS numbers for all subrecipients. Consequently, the Bureau was unable to file timely reports for the first few months after the Office of Food and Nutrition Services' was transferred from the Florida Department of Education in January 2012. However, the FFATA reporting is now current. In addition, the Bureau has or is implementing new procedures to ensure the continued timely filing of the reports, such as, increasing the number of staff involved with the reporting process; providing training during the month of September 2012 for all staff; and performing a semi-monthly review of all payments to ensure that the Bureau has the DUNS numbers.</p> <p>The Office of Energy (OOE) issued the subgrantee a certified letter of nonperformance on February 8, 2012, giving them 30 days to come into compliance. The OOE did not receive any evidence or documentation from the subgrantee and, as a result, on April 3, 2012, a Notice of Intent to Terminate was mailed to the subgrantee. As of September 10, 2012, the OOE was continuing its efforts to terminate the grant and is reviewing all cost reimbursed to the subgrantee with the intent of requesting the return of funds used to purchase the equipment.</p> <p>The OOE developed a checklist specifically to document the review of payrolls for compliance with Davis Bacon Act requirements. The checklist has been provided to the grant managers and the new process was implemented on May 1, 2012.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: Program management did not ensure that monitoring reports were completed in a timely manner following the monitoring of subrecipients or that deficiencies were timely resolved.</p> <p>Recommendation: The Energy Office should provide the necessary training to ensure that grant managers are aware of the requirement for timely preparation and issuance of monitoring reports. In addition, the Energy Office should maintain a listing of grant awards in a format that would allow tracking of due dates for monitoring visits, monitoring report preparation, and resolution of reported deficiencies.</p> <p>Finding: Program management did not ensure that it obtained and reviewed required audits of subrecipients.</p> <p>Recommendation: Energy Office management, by updating written procedures, ensure that all required subrecipient audit reports are requested and received and that the Energy Office proceed with planned grant manager training.</p>	<p>The OOE has completed training for grant managers on the topic of grant monitoring, including the timely issuance of monitoring reports. The OOE has also developed and implemented a spreadsheet to document grant monitoring activities, including the date of site visits and the subsequent issuance of monitoring reports. A procedure has been implemented whereby grant managers are notified of upcoming report deadlines.</p> <p>The OOE has developed and implemented an audit tracking spreadsheet to document the request made to subgrantees to submit a copy of the required audit reports, or that they complete an Audit Certification Form to indicate an audit was not required. The OOE has also developed and implemented an audit checklist to document the review of audit reports, and has provided the grant managers with training on the audit review procedures. The OOE is in the process of updating the written policies and procedures to address the receipt and review of subgrantee audit reports.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
AG 2012-161	July 2009 through February 2011, and selected actions through January 2012.	Revenue Collection Process	<p>Findings: The following deficiencies in the revenue collection processes were disclosed:</p> <ul style="list-style-type: none"> - Key receipt-handling responsibilities and recordkeeping duties were not appropriately separated for 178 Department employees. - Prenumbered receipts or other control documents were not issued at the time of collection by veterinarians in the Division of Animal Industry, FFS forest rangers, and for some inspections by the Division of Fruit and Vegetables. - Department procedures did not require immediate restrictive endorsement of checks at the point of collection. - For the Florida Forest Service and some collections of the Divisions of Food Safety and Fruit and Vegetables, collections, including unendorsed checks and as applicable, cash, were mailed to the Revenue Management Unit for processing and deposit without a transmittal list to document transfer of custodial responsibility. <p>Recommendations: Ensure that key functions of the revenue collection process, including custodial responsibilities and recordkeeping responsibilities, are properly separated. Additionally, implement procedures to require the issuance of receipts or other control documents upon collection, the immediate restrictive endorsement of checks, and the use of a transmittal document for each transfer of custodial responsibility for collections.</p> <p>Findings: Reconciliation procedures should be improved. Specifically:</p> <ul style="list-style-type: none"> - Documentation of the reconciliation process between REV and FLAIR was insufficient to evidence whether reconciliations were completed on a monthly basis and whether noted discrepancies were timely resolved. 	<p>All divisions that collect revenue are in the process of revising their Standard Operating Procedures for revenue collection to address separation of duties, the use of prenumbered receipts, immediate restrictive endorsement of checks upon receipt, and the use of revenue chain of custody forms. It is anticipated that the revisions will be completed in January 2013.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>- For six organizational units, including the Divisions of Agricultural Environmental Services, Animal Industry, Aquaculture, Consumer Services, Food Safety, and Standards, and the Bureau of Dairy Industry, periodic reconciliations, or similar analyses, of the licenses or permits issued or services performed, as recorded in the applicable subsidiary system, to the deposits recorded in FLAIR, were not completed.</p> <p>Recommendation: The Department take steps to ensure that periodic reconciliations are timely performed by employees independent of the collection-handling function, that noted differences are timely resolved, and that sufficient records of these reconciliations are maintained.</p> <p>Findings: Not all collections were timely deposited, a record of the date of receipt was not maintained for all collections, and record of deposit for two receipts was not available. Specifically: For two Aquaculture for Resident Apalachicola Bay Oyster Harvesting Licenses, totaling \$1,200, the Department could not provide evidence that amounts collected, as shown by receipt documents and license records, had been deposited.</p>	<p>All Divisions that collect revenue are in the process of revising their Standard Operating Procedures for revenue collection to address the timely completion of revenue reconciliations. The reconciliations will be performed by personnel independent of the collection-handling function and will be documented to include reconciliations of the REV System to FLAIR, and of the revenue collected to the number of licenses or permits issued or services rendered. In addition, the Department conducted training on revenue collection procedures in June 2012. It is anticipated that the revisions to the Standard Operating Procedures will be completed in January 2013.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>For nine collections, ranging in amount from \$189 to \$17,950, and totaling \$38,591, the deposits were not made timely. The number of days elapsed from receipt date to deposit date ranged from 14 to 56. These nine items included six collections, totaling \$36,320, for annual amusement ride permit fees and amusement ride inspection fees collected by the Division of Standards, Bureau of Fair Ride Inspections, and three FFS collections, totaling \$2,271, for pre-suppression fire services and timber harvested on State lands.</p> <p>For nine collections, totaling \$72,408, the Department did not maintain documentation to evidence the date of receipt. Therefore, an evaluation of the timeliness of these deposits could not be determined. These collections included: three items, totaling \$15,993, received by FFS for pre-suppression plowing and prescribed burning fees; three items, totaling \$2,750 received by the Division of Animal Industry for Contagious Equine Metritis permits; two items, totaling \$53,540, received by the Division of Marketing and Development; and one item, totaling \$125 received by the Bureau of Dairy Industry for a Milkfat Dairy Tester permit</p> <p>Recommendation: The Department take steps to ensure the timely deposit of all collections and improve recordkeeping to ensure that the date of receipt and deposit are documented for all collections.</p>	<p>All Divisions that collect revenue are in the process of revising their Standard Operating Procedures for revenue collection to address the timely deposit of funds. The procedures will set the timeline for the deposit of revenue and will indicate required documentation of the date of receipt and deposit. It is anticipated that the revisions will be completed in January 2013.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p><u>Finding:</u> Collections from timber sales were not always timely remitted to other governmental entities.</p> <p><u>Recommendation:</u> The Department ensures that all moneys received on behalf of other governmental entities are timely remitted to those entities.</p> <p><u>Findings:</u> Improvements in the revenue collection process for fair ride inspection fees and permits are necessary to provide assurance that payment is received for all permit decals issued or inspections performed and that all unissued permit decals are accounted for, returned, and destroyed. The Department had not established sufficient controls to provide accountability for all permit decals or performed periodic reconciliations, as follows:</p>	<p>Revenue generated from timber sales on other public lands is received via two checks. One check is payable to the Department and the other check is made out to the specific agency for which Florida Forest Service (FFS) is managing the timber sales. FFS normally receives several checks as payment for a single sale; therefore, the checks are kept in-house and delivered to the corresponding agency according to the timeframe established in the executed Memorandum of Agreement (MOA), which can range up to 30 days. On occasion, checks were not transferred by FFS to other agencies in a timely manner. The payment method currently in place, including the handling of check transfers, will be reflected under the new FFS Standard Operating Procedure. FFS will also reinforce with its employees the importance of meeting the requirements of the MOA in ensuring that all moneys received on behalf of other governmental agencies are timely remitted to those entities.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Records were not maintained to demonstrate accountability for unissued permit decals. A list of voided permit decals was maintained, but a reconciliation of the unused permit decals shown by the Fair Ride Database and the unused permit decals returned by the inspectors was not completed. During the 2010 calendar year, 2,500 permit decals were available for use. According to the Fair Rides Database, 1,660 permit decals were issued. Based on a comparison of the number of permits ordered, issued, returned, and identified by the Department as voided, 195 decals were not accounted for.</p> <p>A periodic reconciliation of total permits issued, as indicated by an analysis of permit inventories, to the revenues collected was not performed by the Department. The Department indicated that the Bureau of Fair Rides Inspections had started an audit of all 2010 permit decals and will continue to audit the permit decals at the beginning of each calendar year.</p> <p>Recommendation: The Department improve accountability for permit decals by performing periodic reconciliations of revenue collections and issued fair ride permits.</p> <p>Finding: The Division of Animal Industry did not always bill veterinarians for the animal health certificates issued to them. The Department indicated that the Empower Financial System did not properly process invoices when the number of books ordered exceeded more than 20.</p>	<p>During the time of the audit field work, the Bureau of Fair Rides implemented a permit decal auditing procedure requiring inspectors to turn in all unused permit decals each January. The Department has completed the audit for calendar year 2010 decals and all discrepancies have been resolved. The audit of calendar year 2011 decals is currently underway with an anticipated completion date of October 1, 2012.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Recommendation: The Department continue to take steps to ensure that all amounts due are collected for each health certificate issued.</p> <p>Findings: Analytical procedures performed for 16 milkfat tester permits and 4 frozen dessert licenses to evaluate the controls for collecting, depositing, and recording revenues disclosed the following deficiencies:</p> <p>For 16 milkfat tester permits tested, permits were not always issued for payments received, although permit requirements had been met. For 9 of 16 milkfat tester permits tested, a permit number had not been assigned or printed, although payment had been received and the requirements had been met.</p>	<p>The Department implemented a new Laboratory Information Management System (LIMS) on January 3, 2012. The order processing/invoicing for health certificates was incorporated in the LIMS known as FLLIMS. Staff in the Bureau of Animal Disease Control (BADC) receives orders for health certificates and inputs the orders into the FLLIMS. Financial staff at the Bureau of Diagnostic Laboratories processes the billing and fee collection for these orders. BADC staff reconciles the orders and payments on a monthly basis. As of September 6, 2012, the Department has collected all of the unbilled total of \$74,791, except for \$2,925. The remaining amount relates to a single client who will not make payment until the Department provides documents to substantiate the amount due. The documents in questions were destroyed in accordance with the records retention schedule; therefore, the Department is not pursuing collection at this time.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>For one collection, totaling \$125, coded as a Dairy Milkfat Tester Permit, but deposited in the remote bank account used by the Division of Fruit and Vegetables, the Department did not provide any documentation for the transaction. According to FLAIR entries, the amount was deposited in February 2010. The Department indicated that the amount had been collected on behalf of the Bureau of Dairy Inspection during an inspection by the Division of Fruit and Vegetables.</p> <p>A reconciliation of revenues collected to permits or licenses issued was not periodically completed.</p> <p>Recommendations: The Department perform periodic reconciliations of revenues collected to permits and licenses issued and take steps to timely investigate and resolve noted differences. The Department should also take steps to ensure that permit records are accurate and complete and all authorized permits are issued.</p>	<p>All Divisions (including the Bureau of Dairy Industry) that collect revenue are in the process of revising their Standard Operating Procedures for revenue collection to address the timely completion of revenue reconciliations. The procedures will require reconciliations of the revenue collected to the number of licenses or permits issued or services rendered and the timely investigation and resolution of any differences noted. It is anticipated that the revisions will be completed in January 2013.</p>	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Findings: Delays in the termination of information technology resources access privileges upon employee separation continued to exist. Specifically:</p> <p>For 13 employees with AIMS access privileges, access was not timely terminated. The number of days elapsed ranged from 5 to 249 days.</p> <p>For one employee with FLAIR access privileges, the access remained active, as of March 2011, although separation occurred in August 2010. In response to our inquiry, Department personnel explained that the delay was due to an error in the process and that the access had now been cancelled.</p> <p>For one employee with REV access privileges, access was terminated 539 days after the date of separation. According to the Department, the network access had been removed for the user, but the REV access had been overlooked.</p> <p>Recommendation: To minimize the risk of compromising data and IT resources, the Department should continue its efforts to ensure that all IT access privileges are revoked immediately upon an employee termination.</p>	<p>The Department will continue to emphasize in supervisory training the importance of timely notification to remove user access privileges for terminating employees. In addition, the Department will amend Administrative Policies and Procedures No. 1-18, which addresses termination of user accounts, to require a more reasonable time period to revoke user access accounts. It is anticipated that the revision will be completed by September 30, 2012.</p>	

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Agriculture and Consumer Services

Agency Budget Officer/OPB Analyst Name: Alan Edwards / Kimberly Burke

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

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

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

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600
3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y
3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
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	Y	Y
4.2 Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)					
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS					
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600
TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2011-12 approved budget. Amounts should be positive.					
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1 Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)					
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y	Y	Y	Y	Y
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	Y
7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y
7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9 Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y
7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	Y	Y	Y	Y	Y
7.11 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	Y	Y	Y	Y	Y
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y
7.14 Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15 Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.16 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	Y	Y	Y	Y	Y
7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	Y
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	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	Y	Y
7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600
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	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.					
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	Y	Y
8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial	Y	Y	Y	Y	Y
8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y
8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600
8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	Y
8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	Y	Y	Y	Y	Y
8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y
8.10 Are the statutory authority references correct?	Y	Y	Y	Y	Y
8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	Y	Y	Y
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16 Are the Schedule I revenues consistent with the FST's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
8.19 Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24 Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y
8.25 Are current year September operating reversions appropriately shown in column A02?	Y	Y	Y	Y	Y
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:					
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This	Y	Y	Y	Y	Y
8.31 Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y	Y	Y
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600
9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)					
10.1 Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)					
11.1 Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Y	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1 NOT REQUIRED FOR THIS YEAR	Y	Y	Y	Y	Y
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	Y	Y	Y	Y
15. SCHEDULE XI (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	Y	Y
15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3 Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	Y
15.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600
15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	Y	Y
15.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y	Y	Y
15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1 Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
17.5 Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
17.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42010100	42010200	42010300	42010400	42010600
<p>TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>					
18. FLORIDA FISCAL PORTAL					
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?				
	Y	Y	Y	Y	Y

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Agriculture and Consumer Services
Agency Budget Officer/OPB Analyst Name: Alan Edwards / Kimberly Burke

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

Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

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

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100
3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y
3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
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	Y	Y
4.2 Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)					
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS					
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		42110100	42110200	42120100	42150200	42160100
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2011-12 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y	Y	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	Y
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9 Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y
7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	Y	Y	Y	Y	Y
7.11 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	Y	Y	Y	Y	Y
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y
7.14 Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15 Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.16 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	Y	Y	Y	Y	Y
7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	Y
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	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	Y	Y
7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100
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	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.					
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	Y	Y
8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial	Y	Y	Y	Y	Y
8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y
8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100
8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	Y
8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	Y	Y	Y	Y	Y
8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y
8.10 Are the statutory authority references correct?	Y	Y	Y	Y	Y
8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	Y	Y	Y
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16 Are the Schedule I revenues consistent with the FST's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
8.19 Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24 Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y
8.25 Are current year September operating reversions appropriately shown in column A02?	Y	Y	Y	Y	Y
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:					
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This	Y	Y	Y	Y	Y
8.31 Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y	Y	Y
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					

Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100
9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)					
10.1 Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)					
11.1 Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Y	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1 NOT REQUIRED FOR THIS YEAR	Y	Y	Y	Y	Y
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	Y	Y	Y	Y
15. SCHEDULE XI (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	Y	Y
15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3 Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	Y
15.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100
15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	Y	Y
15.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y	Y	Y
15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1 Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
17.5 Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
17.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42110100	42110200	42120100	42150200	42160100
<p>TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>					
18. FLORIDA FISCAL PORTAL					
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?				
	Y	Y	Y	Y	Y

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Agriculture and Consumer Services

Agency Budget Officer/OPB Analyst Name: Alan Edwards / Kimberly Burke

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

Action	Program or Service (Budget Entity Codes)				
	42160200	42170100	42170200	42170300	42170500

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

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

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

Action	Program or Service (Budget Entity Codes)				
	42160200	42170100	42170200	42170300	42170500
3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y
3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
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	Y	Y
4.2 Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)					
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS					
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		42160200	42170100	42170200	42170300	42170500
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2011-12 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y	Y	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	Y
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42160200	42170100	42170200	42170300	42170500
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9 Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y
7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	Y	Y	Y	Y	Y
7.11 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	Y	Y	Y	Y	Y
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y
7.14 Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15 Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.16 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	Y	Y	Y	Y	Y
7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	Y
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	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	Y	Y
7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42160200	42170100	42170200	42170300	42170500
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	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.					
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	Y	Y
8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial	Y	Y	Y	Y	Y
8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y
8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42160200	42170100	42170200	42170300	42170500
8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	Y
8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	Y	Y	Y	Y	Y
8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y
8.10 Are the statutory authority references correct?	Y	Y	Y	Y	Y
8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	Y	Y	Y
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16 Are the Schedule I revenues consistent with the FST's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
8.19 Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42160200	42170100	42170200	42170300	42170500
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24 Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y
8.25 Are current year September operating reversions appropriately shown in column A02?	Y	Y	Y	Y	Y
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:					
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This	Y	Y	Y	Y	Y
8.31 Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y	Y	Y
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					

Action	Program or Service (Budget Entity Codes)				
	42160200	42170100	42170200	42170300	42170500
9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)					
10.1 Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)					
11.1 Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Y	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1 NOT REQUIRED FOR THIS YEAR	Y	Y	Y	Y	Y
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	Y	Y	Y	Y
15. SCHEDULE XI (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	Y	Y
15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3 Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	Y
15.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	42160200	42170100	42170200	42170300	42170500
15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	Y	Y
15.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y	Y	Y
15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES					
16.1 Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
17.5 Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
17.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	Y	Y	Y	Y

	Program or Service (Budget Entity Codes)				
Action	42160200	42170100	42170200	42170300	42170500
<p>TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>					
18. FLORIDA FISCAL PORTAL					
<p>18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?</p>	Y	Y	Y	Y	Y

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Agriculture and Consumer Services

Agency Budget Officer/OPB Analyst Name: Alan Edwards / Kimberly Burke

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

Action	Program or Service (Budget Entity Codes)			
	42170600	42170700		

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			
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			

AUDITS:

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

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

Action		Program or Service (Budget Entity Codes)				
		42170600	42170700			
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			
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			
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			
4.2	Is the program component code and title used correct?	Y	Y			
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	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			
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			
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			

		Program or Service (Budget Entity Codes)				
Action		42170600	42170700			
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2011-12 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y			
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y			
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	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			
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			
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			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y			

Action		Program or Service (Budget Entity Codes)			
		42170600	42170700		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	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		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y		
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	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 (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	Y	Y		
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	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		
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		
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y		
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y		
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y		

Action	Program or Service (Budget Entity Codes)				
	42170600	42170700			
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			
TIP Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP If an appropriation made in the FY 2012-13 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1 Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y			
8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	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	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			
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			

Action	Program or Service (Budget Entity Codes)				
	42170600	42170700			
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			
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			
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			
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			
8.10 Are the statutory authority references correct?	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			
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y			
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	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			
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y			
8.16 Are the Schedule I revenues consistent with the FST's reported in the Exhibit D-3A?	Y	Y			
8.17 If applicable, are nonrecurring revenues entered into Column A04?	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			
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			
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Y	Y			
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y			

Action	Program or Service (Budget Entity Codes)				
	42170600	42170700			
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			
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y			
8.24 Are prior year September operating reversions appropriately shown in column A01?	Y	Y			
8.25 Are current year September operating reversions appropriately shown in column A02?	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			
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			
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	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			
8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This	Y	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			
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					

Action	Program or Service (Budget Entity Codes)				
	42170600	42170700			
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			
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			
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			
11. SCHEDULE IV (EADR, SC4)					
11.1 Are the correct Information Technology (IT) issue codes used?	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			
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1 NOT REQUIRED FOR THIS YEAR	Y	Y			
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	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			
15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	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			
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			

Action	Program or Service (Budget Entity Codes)				
	42170600	42170700			
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			
15.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y			
15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	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			
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y			
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	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			
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y			
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y			
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y			
17.5 Are the appropriate counties identified in the narrative?	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			

	Program or Service (Budget Entity Codes)			
Action	42170600	42170700		
<p>TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>				
18. FLORIDA FISCAL PORTAL				
18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y		