



STATE OF FLORIDA
DEPARTMENT OF CITRUS

605 EAST MAIN STREET / BOX 9010 / BARTOW, FLORIDA 33831

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MARTIN McKENNA
CHAIRMAN
FLORIDA CITRUS COMMISSION

LEGISLATIVE BUDGET REQUEST

Department of Citrus
Bartow

October 5, 2012

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

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

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Citrus 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 Douglas Ackerman, Executive Director.

A handwritten signature in cursive script that reads "Debra J. Funkhouser".

Debra J. Funkhouser
Comptroller

Maximize consumer demand for Florida citrus products to ensure the sustainability and economic well-being of the Florida citrus grower, the citrus industry and the State of Florida.

The Florida Department of Citrus is an Equal Opportunity Employer and Agency.

State of Florida Department of Citrus



2013-14 Department Level Exhibits and Schedules

October 2012

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

570000 DEPARTMENT OF CITRUS
20 2 090001 CITRUS ADVERTISING TRUST FUND DEPT OF CITRUS

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11102 000000	GENERAL LEDGER NAME NOT ON FILE BALANCE BROUGHT FORWARD	0.00
11205 000000	GENERAL LEDGER NAME NOT ON FILE BALANCE BROUGHT FORWARD	1,478,823.86
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	105,684.30
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	22,761,677.06
15100 000400	ACCOUNTS RECEIVABLE	1,754.24
001200		0.00
001801		0.00
	** GL 15100 TOTAL	1,754.24
15300 000500	INTEREST AND DIVIDENDS RECEIVABLE	45,941.31
000504		0.00
	** GL 15300 TOTAL	45,941.31
15400 002300	LOANS AND NOTES RECEIVABLE	375,769.00
15500 000700	CONTRACTS AND GRANTS RECEIVABLE	1,740,308.84
001100		0.00
	** GL 15500 TOTAL	1,740,308.84
16300 001000	DUE FROM OTHER DEPARTMENTS	0.00
001800		0.00
040000	EXPENSES	0.00
	** GL 16300 TOTAL	0.00
17100 040000	SUPPLY INVENTORY EXPENSES	0.00
17101 040000	GENERAL LEDGER NAME NOT ON FILE EXPENSES	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2012

570000 DEPARTMENT OF CITRUS
 20 2 090001 CITRUS ADVERTISING TRUST FUND DEPT OF CITRUS

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
17121 000000	GENERAL LEDGER NAME NOT ON FILE BALANCE BROUGHT FORWARD	325,399.02
19101 001800 040000	GENERAL LEDGER NAME NOT ON FILE EXPENSES	8,881.43- 14,002.94
	** GL 19101 TOTAL	5,121.51
19201 001800	GENERAL LEDGER NAME NOT ON FILE	0.00
19202 040000	GENERAL LEDGER NAME NOT ON FILE EXPENSES	4,000.00
19203 001800 102380	GENERAL LEDGER NAME NOT ON FILE PAID ADVERTISING/PROMOTION	0.00 25,000.00
	** GL 19203 TOTAL	25,000.00
19204 102380	GENERAL LEDGER NAME NOT ON FILE PAID ADVERTISING/PROMOTION	0.00
19205 102380	GENERAL LEDGER NAME NOT ON FILE PAID ADVERTISING/PROMOTION	0.00
25100 102380	ADVANCES TO OTHER FUNDS BETWEEN DEPART PAID ADVERTISING/PROMOTION	0.00
25700 000000 004700	ADVANCES TO OTHER FUNDS WITHIN DEPARTM BALANCE BROUGHT FORWARD	0.00 13,000.00
	** GL 25700 TOTAL	13,000.00
31100 010000 030000 040000 040000 060000 100091 100777 100777 102380 102380 210015	ACCOUNTS PAYABLE CF SALARIES AND BENEFITS CF OTHER PERSONAL SERVICES EXPENSES CF EXPENSES CF OPERATING CAPITAL OUTLAY CF PROTECTED SPECIES REHAB CONTRACTED SERVICES CF CONTRACTED SERVICES PAID ADVERTISING/PROMOTION CF PAID ADVERTISING/PROMOTION REGIONAL DATA CENTERS-SUS	0.00 0.00 0.00 20,128.34- 0.00 0.00 0.00 479,319.50- 0.00 6,601,324.18- 0.00
	** GL 31100 TOTAL	7,100,772.02-

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

570000 DEPARTMENT OF CITRUS
20 2 090001 CITRUS ADVERTISING TRUST FUND DEPT OF CITRUS

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
33100 040000	DEPOSITS PAYABLE EXPENSES	0.00
33101	GENERAL LEDGER NAME NOT ON FILE	
002700		22,800.00-
220020	REFUND STATE REVENUES	0.00
	** GL 33101 TOTAL	22,800.00-
33102	GENERAL LEDGER NAME NOT ON FILE	
002700		0.00
220020	REFUND STATE REVENUES	0.00
	** GL 33102 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
030000	OTHER PERSONAL SERVICES	0.00
040000	EXPENSES	2,800.61-
040000 CF	EXPENSES	0.00
100777	CONTRACTED SERVICES	1,339.13-
102380	PAID ADVERTISING/PROMOTION	0.00
210010	TRC - DMS	0.00
210018	DATA PROCESSING SERVICES - STATE TECHNOL OF	0.00
210021	SOUTHWOOD SRC	133.02-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	2,442.83-
	** GL 35300 TOTAL	6,715.59-
35301	GENERAL LEDGER NAME NOT ON FILE	
005001		0.00
310228	PAYMENT OF SALES TAX	0.00
	** GL 35301 TOTAL	0.00
35302	GENERAL LEDGER NAME NOT ON FILE	
005001		2,436.69-
210010	TRC - DMS	0.00
310152	DIST/DEPT OF AG-INSP FEES	0.00
	** GL 35302 TOTAL	2,436.69-
35303	GENERAL LEDGER NAME NOT ON FILE	
102380 CF	PAID ADVERTISING/PROMOTION	0.00
180049	TRANSFER/SECTION 215.18	0.00
	** GL 35303 TOTAL	0.00
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	570,272.89-

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

570000 DEPARTMENT OF CITRUS
20 2 090001 CITRUS ADVERTISING TRUST FUND DEPT OF CITRUS

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
35700	DUE TO COMPONENT UNIT/PRIMARY	
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	17,378.38-
040000	EXPENSES	0.00
040000 CF	EXPENSES	0.00
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	65,033.43-
102380	PAID ADVERTISING/PROMOTION	0.00
102380 CF	PAID ADVERTISING/PROMOTION	30,935.00-
210015	REGIONAL DATA CENTERS-SUS	0.00
	** GL 35700 TOTAL	113,346.81-
38500	INSTALLMENT PURCHASE CONTRACTS	
060000	OPERATING CAPITAL OUTLAY	0.00
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
010000	SALARIES AND BENEFITS	43,332.32-
38700	CAPITAL LEASES-CURRENT PORTION	
060000	OPERATING CAPITAL OUTLAY	0.00
39900	OTHER CURRENT LIABILITIES	
220020	REFUND STATE REVENUES	0.00
39901	GENERAL LEDGER NAME NOT ON FILE	
920000	CATEGORY NAME NOT ON TITLE FILE	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	3,113,640.24
56100	NONSPENDABLE - INVENTORIES AND PREPAID	
000000	BALANCE BROUGHT FORWARD	330,520.53-
57400	RESTRICTED BY ENABLING LEGISLATION	
000000	BALANCE BROUGHT FORWARD	21,792,922.53-
57401	GENERAL LEDGER NAME NOT ON FILE	
000000	BALANCE BROUGHT FORWARD	13,000.00-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

570000 DEPARTMENT OF CITRUS
74 8 010006 DEPARTMENT OF CITRUS TRAVEL REVOLVING FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11200 000000	CASH IN BANK BALANCE BROUGHT FORWARD	5,000.00
16800 000000	DUE FROM STATE FUNDS - REVOLVING FUND BALANCE BROUGHT FORWARD	0.00
45700 000000	ADVANCES FROM OTHER FUNDS WITHIN DEPAR BALANCE BROUGHT FORWARD	5,000.00-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

570000 DEPARTMENT OF CITRUS
74 8 010007 DEPARTMENT OF CITRUS INCIDENTALS REVOLVING FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11200 000000	CASH IN BANK BALANCE BROUGHT FORWARD	8,000.00
16800 000000	DUE FROM STATE FUNDS - REVOLVING FUND BALANCE BROUGHT FORWARD	0.00
45700 000000	ADVANCES FROM OTHER FUNDS WITHIN DEPAR BALANCE BROUGHT FORWARD	8,000.00-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

570000 DEPARTMENT OF CITRUS
74 8 010008 DEPT OF CITRUS COUPON REDEMPTION REVOLVING FUND

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

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

570000 DEPARTMENT OF CITRUS
80 9 090001 GENERAL FIXED ASSET ACCOUNT GROUP

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27100	LAND AND LAND IMPROVEMENTS	
000000	BALANCE BROUGHT FORWARD	60,000.00
002900		0.00
	** GL 27100 TOTAL	60,000.00
27200	BUILDINGS AND BUILDING IMPROVEMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
002900		0.00
060000	OPERATING CAPITAL OUTLAY	3,541,310.20
080002	MINOR REPAIRS/IMPROV-STATE	13,680.00
	** GL 27200 TOTAL	3,554,990.20
27300	ACC DEPR - BUILDINGS & BUILDING IMPROV	
002900		0.00
060000	OPERATING CAPITAL OUTLAY	331,264.04-
	** GL 27300 TOTAL	331,264.04-
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	0.00
002900		0.00
040000	EXPENSES	0.00
060000	OPERATING CAPITAL OUTLAY	2,740,943.07
100021	ACQUISITION/MOTOR VEHICLES	26,555.00
	** GL 27600 TOTAL	2,767,498.07
27700	ACC DEPR - FURNITURE & EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	0.00
002900		0.00
040000	EXPENSES	0.00
060000	OPERATING CAPITAL OUTLAY	2,078,658.87-
100021	ACQUISITION/MOTOR VEHICLES	26,555.00-
	** GL 27700 TOTAL	2,105,213.87-
28800	OTHER CAPITAL ASSETS	
060000	OPERATING CAPITAL OUTLAY	2,990.00
28900	ACC DEPR - OTHER CAPITAL ASSETS	
060000	OPERATING CAPITAL OUTLAY	2,990.00-
51100	GENERAL LEDGER NAME NOT ON FILE	
000000	BALANCE BROUGHT FORWARD	3,799.92
060000	OPERATING CAPITAL OUTLAY	3,799.92-
	** GL 51100 TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

570000 DEPARTMENT OF CITRUS
80 9 090001 GENERAL FIXED ASSET ACCOUNT GROUP

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
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54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	3,946,010.36-

	*** FUND TOTAL	0.00
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BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2012

570000 DEPARTMENT OF CITRUS
90 9 010005 GENERAL LONG TERM DEBT ACCT GROUP

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
38600 000000	CURRENT COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	76,373.70-
48600 000000	COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	515,777.42-
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	592,151.12
	*** FUND TOTAL	0.00

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Department of Citrus 2013-14 Legislative Budget Request

Schedule I Narrative

5% Reserves

The Department of Citrus recommends an exclusion from the reserve requirement. The Department of Citrus is a 100% trust fund, supported by assessments on each box of citrus as they enter channels of trade. Collections are cyclical in nature, based on the timing and quantity of fruit entering markets. Our internal operating procedures require an overall reserve of 3% of our operating budget at the beginning of each year. In addition, each program director is required to “reserve” 10% of their program funds until the danger of a freeze (potential crop reduction) passes. These funds may be released to program activity in February.

Management and Administrative Costs

The Department of Citrus’ goal is to maintain administrative costs within 5% of our internal operating budget. As the Citrus Advertising Trust Fund is our only fund, all administrative costs are included here.

Section III - Adjustments

- (\$6,250)– Increase to Revolving Fund.
- (\$29,000) – Deposits not spendable.
- \$28,889 – Accounts Payable not certified forward, paid from FY 2011-12 appropriation, part of operating expenditures in Section IV.
- \$1,597,758- Prior year (Sept. 2011)certified forward reversions
- \$637,555 – Actual expenditures from foreign currency bank account.
- \$1 – Rounding Adjustment

Section IB

The Department of Citrus Trust Fund is restricted by enabling legislation under Chapter 601 of the Florida Statutes. Specifically, F.S. 601.02 (5) states that “...It is the intent of the Legislature that all funds collected under this chapter and the interest accrued on such funds are consideration for a social contract between the state and the citrus growers of the state whereby the state must hold such funds in trust and inviolate and use them only for the purposes prescribed in this chapter.”

SUPPLEMENT TO SCHEDULE I
STATE OF FLORIDA
ESTIMATED BOXES AND REVENUE
DEPARTMENT OF CITRUS
(000)

	Actual Revenue Boxes 2011-2012	Budgeted 2012-2013			Estimated 2013-2014		
		Boxes	Tax Rate	Estimated Revenue	Boxes	Tax Rate	Estimated Revenue
DOMESTIC							
ORANGE							
Fresh	4,762	4,600	0.050	\$230,000	4,700	0.050	\$235,000
Processed	143,791	138,063	0.230	31,754,490	150,200	0.230	34,546,000
GRAPEFRUIT							
Fresh	7,376	7,900	0.340	2,686,000	8,000	0.340	2,720,000
Processed	10,983	10,250	0.340	3,485,000	11,100	0.340	3,774,000
SPECIALTY							
Fresh	3,068	3,000	0.140	420,000	3,000	0.140	420,000
Processed	2,594	1,726	0.230	396,980	2,100	0.230	483,000
TOTAL DOMESTIC							
Fresh	15,206	15,500		3,336,000	15,700		3,375,000
Processed	157,368	150,039		35,636,470	163,400		38,803,000
	<u>172,574</u>	<u>165,539</u>		<u>38,972,470</u>	<u>179,100</u>		<u>42,178,000</u>
IMPORTS							
Orange	21,380	30,000	0.077	2,300,000	19,200	0.077	1,472,000
Grapefruit	0	300	0.113	34,000	100	0.113	11,333
	<u>21,380</u>	<u>30,300</u>		<u>2,334,000</u>	<u>19,300</u>		<u>1,483,333</u>
TOTAL	<u>193,954</u>	<u>195,839</u>		<u>\$41,306,470</u>	<u>198,400</u>		<u>\$43,661,333</u>

The Department of Citrus certifies this to be the most accurate estimate of revenues at this time. OPM will be notified of any significant revenue changes that occur prior to the Governor's Budget Recommendations being issued.

STATE OF FLORIDA
DEPARTMENT OF CITRUS
SUPPLEMENT TO SCHEDULE I
FEDERAL FOREIGN AGRICULTURAL SERVICE PROGRAM

The federal Targeted Export Assistance (TEA) program was created in the 1985 Farm Bill. By authorizing export promotional assistance, TEA was intended to provide economic relief to U.S. commodities and directly counteract unfair practices overseas. The Food, Agriculture, Conservation and Trade Act of 1990 established a Market Access Program (MAP), as a replacement of the TEA Program, to encourage the development, maintenance and expansion of commercial export markets for U.S. agricultural commodities through cost-share assistance to eligible trade organizations that implement market promotion activities. These two programs have become one of U.S. agriculture's most effective weapons against unfair competition.

The Foreign Agricultural Service (FAS) administers the Market Access Program, as they previously did the TEA program. FAS authorizes both branded and generic export promotion, and the vast majority of U.S. agriculture in virtually all fifty states now participates in the program. By stimulating foreign interest in products of U.S. origin, FAS is enlarging overall world demand in ways that will endure and assist U.S. agriculture well into the future.

The Florida Department of Citrus (on behalf of the Florida citrus industry) is eligible to participate in the Foreign Agricultural Service Program in order to counter or offset the adverse effect of unfair trading practices of foreign countries on the export of citrus and citrus products. The Department of Citrus budget for international marketing relies heavily on funding from the Foreign Agricultural Service Program.

Activity plans are developed at the Florida Department of Citrus with input from overseas advertising and promotion staff, exporters, importers and government agricultural officials. Execution of these plans is performed by these professional agencies in the countries in which FDOC/FAS programs operate.

Florida has shown revenue increases in many of the FAS activity countries since initial participation in the FAS program began in 1986-87. The schedule attached identifies the number of cartons of Florida grapefruit shipped, F.O.B. prices, and FAS funding.

**STATE OF FLORIDA
DEPARTMENT OF CITRUS
SUPPLEMENT TO SCHEDULE 1
FEDERAL FOREIGN AGRICULTURAL SERVICE PROGRAM**

FISCAL YEAR	SHIPMENTS	PRICES	MAP FUNDING	QSP FUNDING	EMO FUNDING	108 FUNDING	TOTAL FAS FUNDING
1986-87	15,472,000	\$6.03	\$5,464,958	\$0	\$0	\$0	\$5,464,958
1987-88	20,662,000	6.35	6,520,534				6,520,534
1988-89	23,566,000	5.91	9,081,207				9,081,207
1989-90	9,328,000	7.45	5,925,389				5,925,389
1990-91	19,300,000	7.50	9,705,381				9,705,381
1991-92	18,600,000	6.50	6,226,758				6,226,758
1992-93	17,482,000	5.50	6,999,462				6,999,462
1993-94	20,342,000	5.00	6,822,775				6,822,775
1994-95	19,713,000	7.65	5,633,904				5,633,904
1995-96	22,345,000	7.23	5,488,696				5,488,696
1996-97	22,500,000	7.23	4,165,976				4,165,976
1997-98	* 21,860,000	7.23	4,087,323				4,087,323
1998-99	* 22,125,000	7.65	5,988,215				5,988,215
1999-00	* 20,729,000	8.50	3,773,519				3,773,519
2000-01	* 20,248,000	9.88	3,713,949		220,250		3,934,199
2001-02	* 20,678,000	8.08	3,403,523	2,145	128,016	18,840	3,552,524
2002-03	* 18,334,000	10.20	3,618,313	0	39,858	184,807	3,842,978
2003-04	* 21,355,000	9.80	4,450,478	0	175,000	20,673	4,646,151
2004-05	* 8,522,000	16.79	4,643,495	0	0	0	4,643,495
2005-06	* 7,686,000	14.14	5,568,651	0	0	0	5,568,651
2006-07	* 13,872,000	10.99	5,486,000	0	0	0	5,486,000
2007-08	* 13,647,000	11.01	5,486,000	0	0	0	5,486,000
2008-09	* 11,308,000	9.92	5,814,581	0	0	0	5,814,581
2009-10	* 11,312,000	14.32	5,472,337	0	0	0	5,472,337
2010-11	* 10,060,000	13.57	5,204,718	0	0	0	5,204,718
2011-12	* 8,961,000	12.05	5,201,171	0	0	0	5,201,171
2012-13	* (est) 9,000,000	13.00	4,828,468	0	0	0	4,828,468
2013-14	* (est) 9,000,000	13.00	4,700,000	0	0	0	4,700,000

* Includes Canada in the shipments and funding.

Non-Strategic IT Service: Network Service					
Dept/Agency: Department of Citrus		# of Assets & Resources AppORTioned to this IT Service in FY 2013-14			
Prepared by: Andrew Van Clief, CIO					
Phone: 863-537-3973					
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-1.1	State FTE		0.75		\$74,186
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$5,000
B. Hardware					
B-1	Servers	1	4	1	\$6,000
B-2	Server Maintenance & Support		0	0	\$0
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)	1	16	3	\$10,000
B-4	Online Storage for file and print (indicate GB of storage)		1600		\$0
B-5	Archive Storage for file and print (indicate GB of storage)		60000		\$1,000
B-6	Other Hardware Assets (Please specify in Footnote Section below)	1			\$5,000
C. Software					
D. External Service Provider(s)					
D-1	MyFloridaNet				\$24,720
D-2	Other (Please specify in Footnote Section below)				\$0
E. Other (Please describe in Footnotes Section below)					
F. Total for IT Service					
G. Please identify the number of users of the Network Service					
H. How many locations currently host IT assets and resources used to provide LAN services?					
I. How many locations currently use WAN services?					
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Funds reallocated as required between Network Services and Desktop Computing Services				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Non-Strategic IT
Service:

E-Mail, Messaging, and Calendaring Service

Agency: **Department of Citrus**
 Prepared by: **Andrew Van Clief, CIO**
 Phone: **863-537-3973**

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

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013- 14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			0.00		\$0
A-1	State FTE		0.00		\$0
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$600
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, iPhones, PDAs, etc.)		15	4	\$600
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		1			\$1,500
D. External Service Provider(s)					\$7,200
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)	2			\$7,200
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$9,300
G. Please provide the number of user mailboxes.					47
H. Please provide the number of resource mailboxes.					24
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Blackberry Enterprise Server Licenses.				
2	Mailwatch Services				
3					
4					
5					
6					
7					
8					
9					

Desktop Computing Service

Agency: **Department of Citrus**
 Prepared by: **Andrew Van Clief, CIO**
 Phone: **863-537-3973**

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

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			0.50		\$33,915
A-1	State FTE		0.50		\$33,915
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			70	26	\$25,800
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3.1	Desktop Computers		55	24	\$22,800
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)		15	2	\$3,000
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		1			\$26,400
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$86,115
G. Please identify the number of users of this service.					47
H. How many locations currently use this service?					3
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Includes enterprise agreement for desktop suites, anti-virus, document management, FLAIR applications.				
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Non-Strategic IT Service:		Helpdesk Service			
Agency: Department of Citrus		# of Assets & Resources			
Prepared by: Andrew Van Clief, CIO		AppORTioned to this IT Service in FY 2013-14			
Phone: 863-537-3973		Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)			
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			0.00		\$0
A-1	State FTE		0.00		\$0
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software					\$0
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$0
G. Please identify the number of users of this service.					0
H. How many locations currently host IT assets and resources used to provide this service?					0
I. What is the average monthly volume of calls/cases/tickets?					0
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Citrus does not have a dedicated helpdesk/staff/system. IT staff assist users as needed, and are accounted for elsewhere.				
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Non-Strategic IT Service:

IT Security/Risk Mitigation Service

Agency: **Department of Citrus**
 Prepared by: **Andrew Van Clief, CIO**
 Phone: **863-537-3973**

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

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			0.00		\$0
A-1	State FTE		0.00		\$0
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software					\$0
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$0
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	IT staff handles security/risk mitigation services and are accounted for elsewhere.				
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Non-Strategic IT Service:

Agency Financial and Administrative Systems Support Service

Agency: **Department of Citrus**
 Prepared by: **Andrew Van Clief, CIO**
 Phone: **863-537-3973**

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

		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)
Service Provisioning -- Assets & Resources (Cost Elements)					
A. Personnel					
A-1	State FTE		0.00		\$0
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software					
D. External Service Provider(s)					
			0	0	\$0
E. Other (Please describe in Footnotes Section below)					
					\$0
F. Total for IT Service					\$0
G. Please identify the number of users of this service.					0
H. How many locations currently host agency financial/administrative systems?					0
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Citrus does not have formal financial and administrative systems; support is accounted for elsewhere.				
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Non-Strategic IT Service:

IT Administration and Management Service

Agency: **Department of Citrus**
 Prepared by: **Andrew Van Clief, CIO**
 Phone: **863-537-3973**

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

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			0.25		\$23,062
A-1	State FTE		0.25		\$23,062
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software					\$0
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$23,062
G. How many locations currently host assets and resources used to provide this service?					2

G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.

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Non-Strategic IT Service:

Web/Portal Service

Dept/Agency: **Department of Citrus**
 Prepared by: **Andrew Van Clief, CIO**
 Phone: **863-537-3973**

of Assets & Resources Apportioned to this IT Service In FY 2013-14

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			0.00		\$0
A-1.1	State FTE		0.00		\$0
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnotes Section below)		0	0	\$0
C. Software		1			\$1,400
D. External Service Provider(s)		2, 3	2	2	\$3,700
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$5,100
G. Please identify the number of Internet users of this service.					26,000
H. Please identify the number of intranet users of this service.					47
I. How many locations currently host IT assets and resources used to provide this service?					1
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Box. Net software is utilized by staff to update FDOCGrower.com website				
2	Best Associates - service provider for FDOCGrower.com				
3	Ecostat - service provider for support/maintenance of FDOCGrower.com website				
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Non-Strategic IT Service: Data Center Service				
Dept/Agency: Department of Citrus		# of Assets & Resources Apportioned to this IT Service In FY 2013-14		
Prepared by: Andrew Van Clief, CIO				
Phone: 863-537-3973				
Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)		0.00		\$0
A-1.1 State FTE		0.00		\$0
A-2.1 OPS FTE		0.00		\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				\$0
B-1 Non-Mainframe Servers (including single-function logical servers not assigned to another service)		0	0	\$0
B-2 Servers - Mainframe		0	0	\$0
B-3 Server Maintenance & Support		0	0	\$0
B-4 Online or Archival Storage Systems (indicate GB of storage)		0		\$0
B-5 Data Center/ Computing Facility Internal Network				\$0
B-6 Other Hardware (Please specify in Footnotes Section below)				\$0
C. Software				\$0
D. External Service Provider(s)				\$25,500
D-1 Southwood Shared Resource Center (indicate # of Board votes)		0		\$1,500
D-2 Northwood Shared Resource Center (indicate # of Board votes)		0		\$24,000
D-3 Northwest Regional Data Center (indicate # of Board votes)		0		\$0
D-4 Other Data Center External Service Provider (specify in Footnotes below)				\$0
E. Plant & Facility				\$0
E-1 Data Center/Computing Facilities Rent & Insurance				\$0
E-2 Utilities (e.g., electricity and water)	1			\$0
E-3 Environmentals (e.g., HVAC, fire control, and physical security)	1			\$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				\$25,500
H. Please provide the number of agency data centers.				0
I. Please provide the number of agency computing facilities.				1
J. Please provide the number of single-server installations.				2
H. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	HVAC and electricity expenses are part of overall building expenses. Due to agency's small size, these expenses cannot be isolated.			
2				
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Agency: Department of Citrus

										E-Mail, Messaging, and Calendaring Service	Network Service	Desktop Computing Service	Helpdesk Service	IT Security/Risk Mitigation Service	Agency Financial and Administrative Systems Support Service	IT Administration and Management Service	Web/Portal Service	Data Center Service					
Budget Entity Code	Budget Entity	Program Component Code	Program Component	Appropriation Category Code	Appropriation Category	Fund Code	Fund	FSI	Line Item Total	Identified Funding as % of Total Cost of Service Funding Identified for IT Service	100.0000%	100.0000%	100.0000%	#DIV/0!	#DIV/0!	#DIV/0!	100.0000%	100.0000%	100.0000%				
1	57020000	Exec Dir/Support Svcs	1101.00.00.00	Econ Opportunities Business Dev	010000	Salaries & Benefits	2090	Citrus Advertising TF	1	\$126,163													
2	57020000	Exec Dir/Support Svcs	1101.00.00.00	Econ Opportunities Business Dev	040000	Expenses	2090	Citrus Advertising TF	1	\$48,370	\$2,100	\$18,470	\$26,400				\$23,062		\$1,400				
3	57020000	Exec Dir/Support Svcs	1101.00.00.00	Econ Opportunities Business Dev	060000	Operating Capital Outlay	2090	Citrus Advertising TF	1	\$31,800		\$6,000	\$25,800										
4	57020000	Exec Dir/Support Svcs	1101.00.00.00	Econ Opportunities Business Dev	100777	Contracted Services	2090	Citrus Advertising TF	1	\$40,620	\$7,200	\$29,720							\$3,700				
5	57020000	Exec Dir/Support Svcs	1101.00.00.00	Econ Opportunities Business Dev	210021	Southwood Shared Res Cntr	2090	Citrus Advertising TF	1	\$1,500										\$1,500			
6	57020000	Exec Dir/Support Svcs	1101.00.00.00	Econ Opportunities Business Dev	210022	Northwood Shared Res Cntr	2090	Citrus Advertising TF	1	\$24,000										\$24,000			
7										\$0													
8										\$0													
9										\$0													
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26										\$0													
27										\$0													
28										\$0													
29										\$0													
30										\$0													
Sum of IT Cost Elements Across IT Services																							
IT Cost Element Data as entered on IT Service Worksheets										Personnel		State FTE (#)	1.50	0.00	0.75	0.50	0.00	0.00	0.00	0.00	0.25	0.00	0.00
												State FTE (Costs)	\$126,163	\$0	\$69,186	\$33,915	\$0	\$0	\$0	\$23,062	\$0	\$0	
										OPS FTE (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
										OPS FTE (Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
										Vendor/Staff Augmentation (# Positions)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
										Vendor/Staff Augmentation (Costs)	\$5,000	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
										Hardware	\$48,400	\$600	\$22,000	\$25,800	\$0	\$0	\$0	\$0	\$0	\$0			
										Software	\$31,770	\$1,500	\$2,470	\$26,400	\$0	\$0	\$0	\$0	\$1,400	\$0			
										External Services	\$61,120	\$7,200	\$24,720	\$0	\$0	\$0	\$0	\$0	\$3,700	\$25,500			
										Plant & Facility (Data Center Only)	\$0									\$0			
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0													
Budget Total	\$272,453	\$9,300	\$123,376	\$86,115	\$0	\$0	\$0	\$23,062	\$5,100	\$25,500													
FTE Total	1.50	0.00	0.75	0.50	0.00	0.00	0.00	0.25	0.00	0.00													
Users		71	47	47	0	0	0	26,047															
Cost Per User		\$131	2625.021277	1832.234043	#DIV/0!	#DIV/0!	0.1957999																

(cost/all mailboxes)

Help Desk Tickets: 0

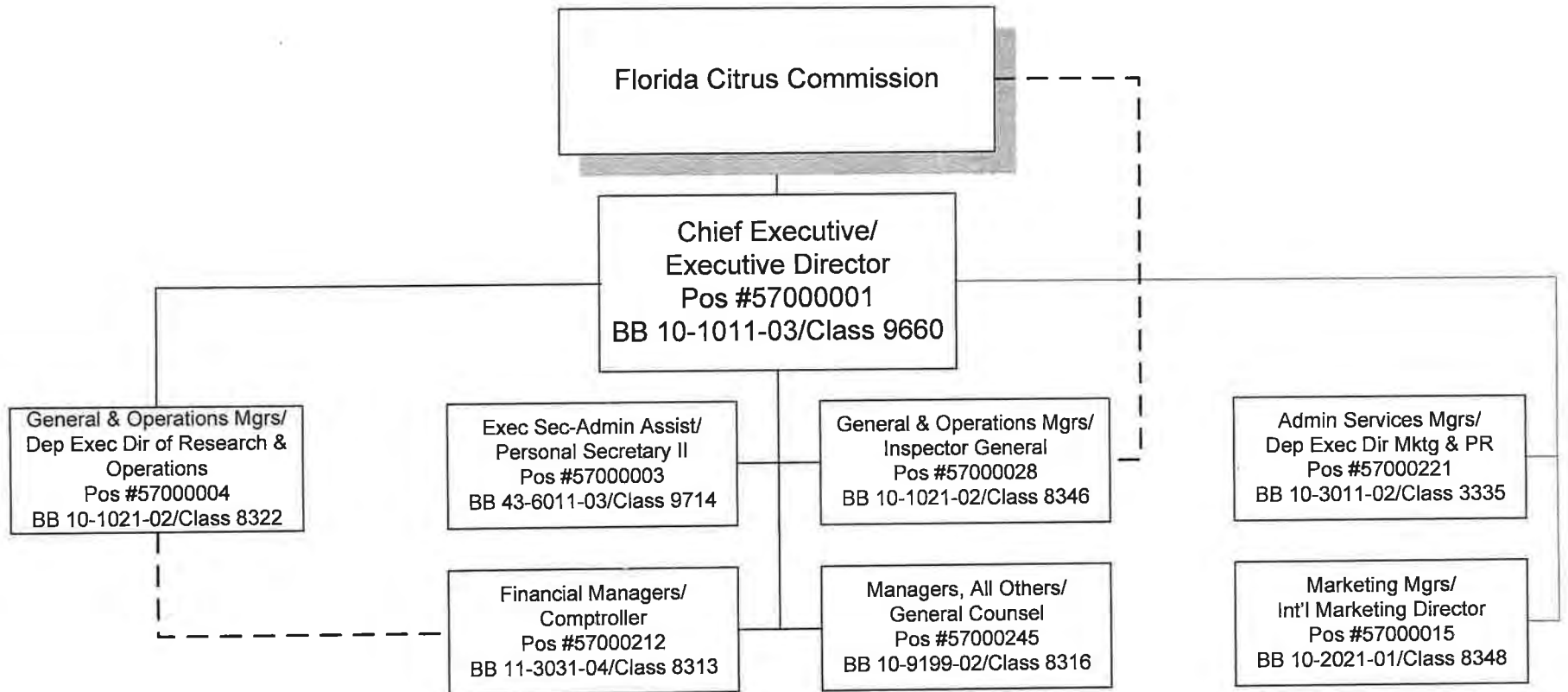
Cost/Ticket: #DIV/0!

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.

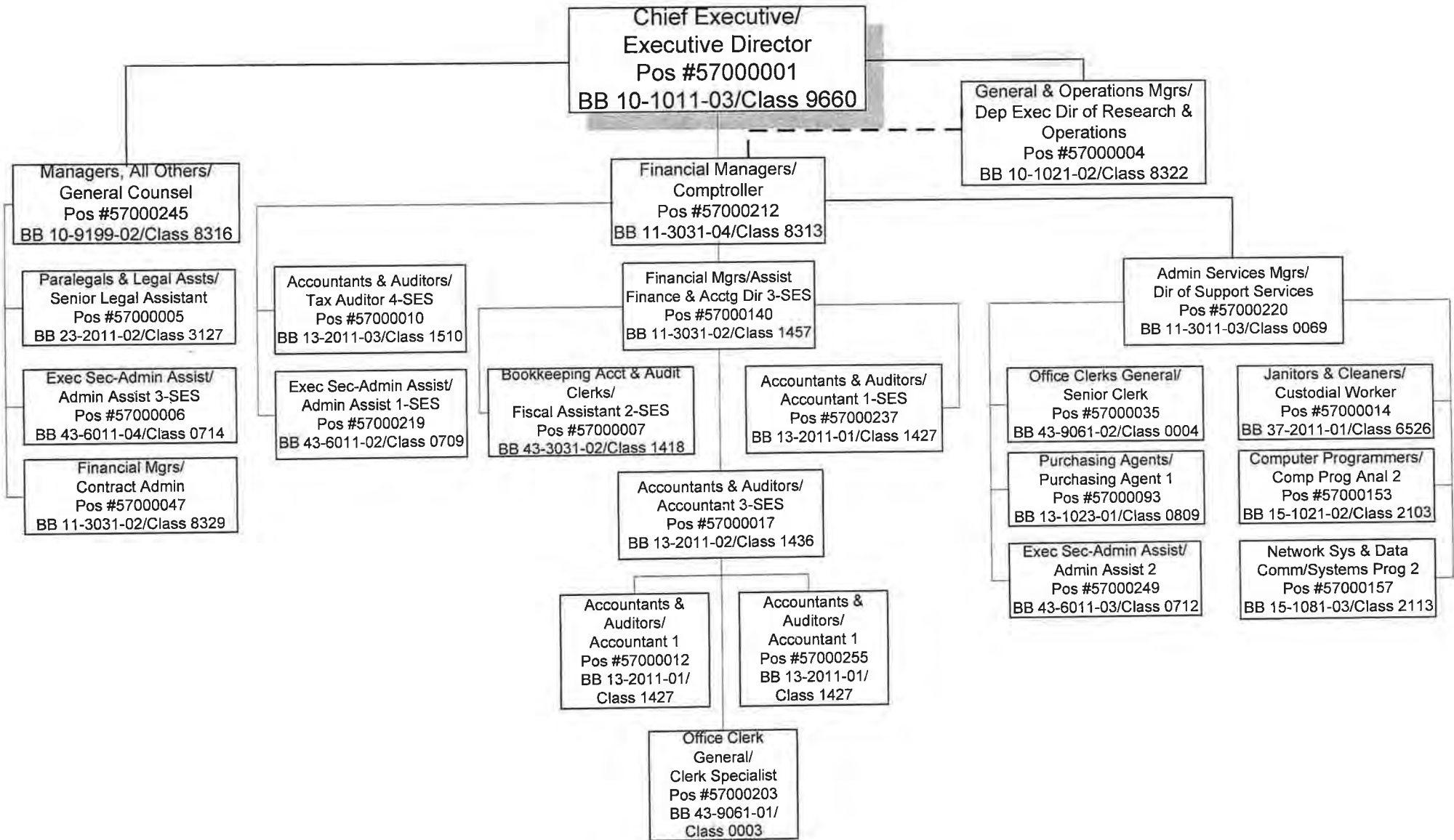
Agency:	Citrus		
Contact Person:	Will Roberts	Phone Number:	863-537-3953
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	NO CASES PENDING		
Court with Jurisdiction:			
Case Number:			
Summary of the Complaint:			
Amount of the Claim:	\$		
Specific Statutes or Laws (including GAA) Challenged:			
Status of the Case:			
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

Executive Office July 2012

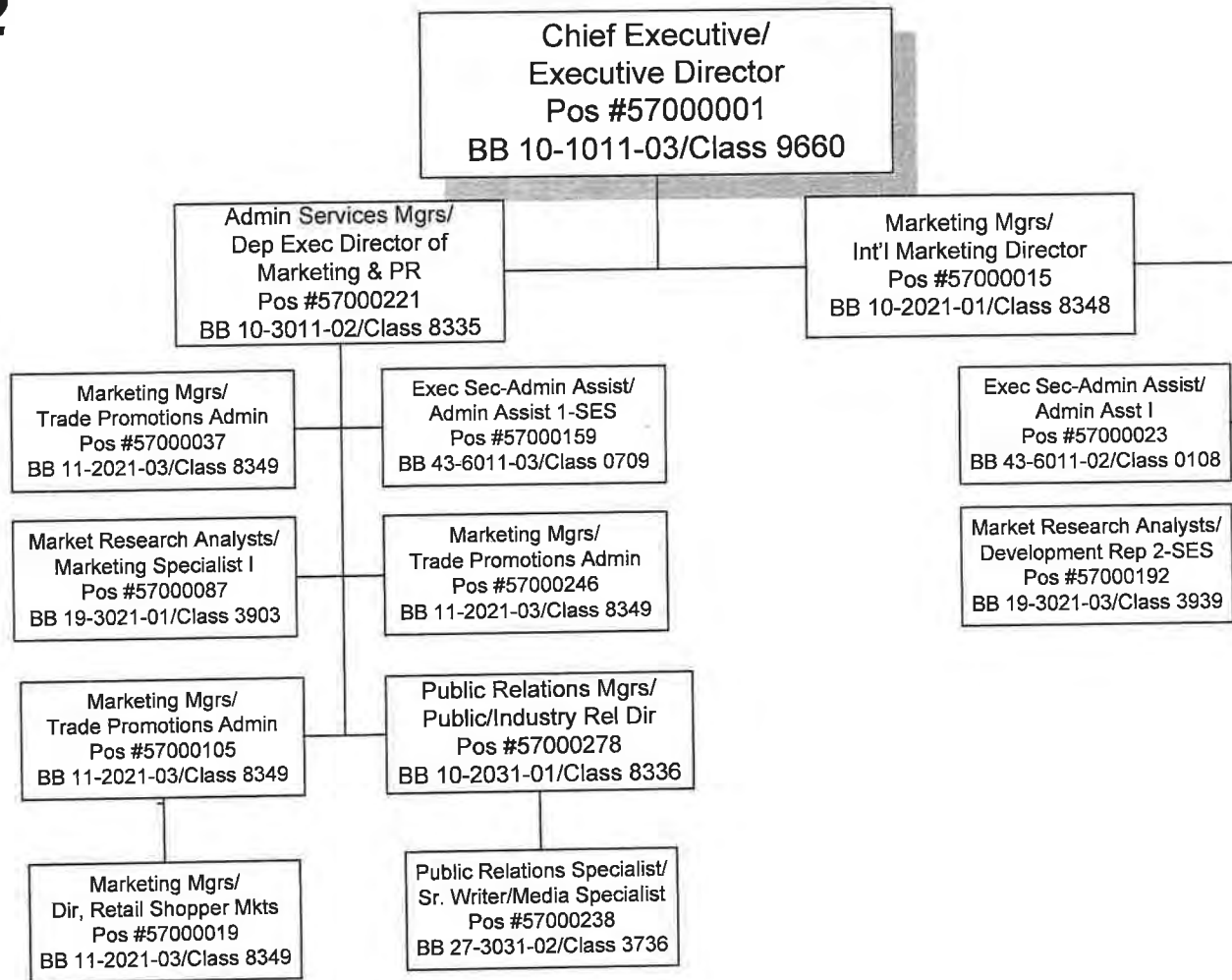


Administration

July 2012



Marketing July 2012



Research July 2012

Chief Executive/
Executive Director
Pos #57000001
BB 10-1011-03/Class 9660

General & Operations Mgrs/
Dep Exec Dir of Research &
Operations
Pos #57000004
BB 10-1021-02/Class 8322

Natural Sciences Mgrs/
Scientific Research Director
Pos # 57000119
BB 10-9121-01/Class 8334

Receptionist & Info Clerk/
Receptionist
Pos #57000046
BB 43-4171-01/Class 0011

Exec Sec-Admin Assist/
Admin Assist III-SES
Pos #57000211
BB 43-6011-04/Class 0714

Soil & Plant Scientists/
Research Scientist 1-SES
Pos #57000129
BB 19-1013-03/Class 5091

Chemists/
Chemist 3
Pos #57000170
BB 19-2031-02/Class 5045

Soil & Plant Scientists/
Research Scientist 1-SES
Pos #57000127
BB 19-1013-03/Class 5091

Engineering, All Other/
Engineering Spec 4-SES
Pos #57000151
BB 17-2199-03/Class 4635

Soil & Plant Scientists/
Research Scientist 2-SES
Pos #57000122
BB 19-1013-04/Class 5093

Soil & Plant Scientists/
Research Scientist 3-SES
Pos #57000130
BB 19-1013-04/Class 5096

Chemists/
Chemist 1
Pos #57000059
BB 19-2031-01/Class 5043

Life/Physical Sci Tech/
Laboratory Tech 3
Pos #57000169
BB 19-4099-02/Class 5021

Chemists/
Chemist 3
Pos #57000085
BB 19-2031-02/Class 5045

Chemists/
Chemist 1
Pos #57000121
BB 19-2031-01/Class 5096

Database Admin/
Database Analyst-SES
Pos #57000112
BB 15-1061-02/Class 2121

Economists/
Market Research Analyst
Pos #57000143
BB 19-3021-02/Class 3150

Economists/
Sr Research Economist-
SES
Pos #57000161
BB 19-3011-04/Class 3230

Gen & Operations Mgrs/
Dir Economic/Market
Research
Pos #57000224
BB 10-2021-01/Class 8348

Exec Sec-Admin Assist/
Admin Asst 2-SES
Pos #57000175
BB 43-6011-03/Class 0712

Economists/
Sr Research Economist-
SES
Pos #57000020
BB 19-3011-04/Class 3230

Database Admin/
Database Analyst
Pos #57000146
BB 15-1061-02/Class 2121

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Citrus

Contact: Debra J. Funkhouser

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

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2012 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2013-2014 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2013-2014 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a				
b				
c				
d				
e				
f				

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

* R/B = Revenue or Budget Driver

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013 - 2014
Trust Fund Title:	Department of Citrus
Budget Entity:	Citrus Advertising Trust Fund
LAS/PBS Fund Number:	DEPARTMENT LEVEL
	2090

	Balance as of 06/30/12		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	105,684.30	(A)		105,684.30
ADD: Other Cash (See Instructions)	1,478,823.86	(B)		1,478,823.86
ADD: Investments	22,761,677.06	(C)		22,761,677.06
ADD: Outstanding Accounts Receivable	2,163,773.39	(D)		2,163,773.39
ADD: _____	0.00	(E)		0.00
Total Cash plus Accounts Receivable	26,509,958.61	(F)	0.00	26,509,958.61
LESS: Allowances for Uncollectibles	0.00	(G)		0.00
LESS: Approved "A" Certified Forwards	7,214,118.83	(H)		7,214,118.83
Approved "B" Certified Forwards	0.00	(H)		0.00
Approved "FCO" Certified Forwards	0.00	(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	597,952.41	(I)		597,952.41
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/12	18,697,887.37	(K)	0.00	18,697,887.37 **

Notes: *SWFS = Statewide Financial Statement

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

19,022,802.82 F/B per Trial Balance 07/01/12 (Total GLC 5's)	19,022,802.82
(330,520.53) F/B Nonspendable (GLC 561XX)	(330,520.53)
(29,000.00) Deposits-GLC 192XX - Nonspendable	(29,000.00)
(13,000.00) Advances to Other Funds (LT Receivable)	(13,000.00)
47,605.08 A/P not C/F - Operating	47,605.08
18,697,887.37 Adjusted Unreserved F/B	18,697,887.37

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2013 - 2014

Department Title: Citrus
Trust Fund Title: Citrus Advertising Trust Fund
LAS/PBS Fund Number: 2090

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	19,022,802.82 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	(330,520.53) (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description (Unspent Certified)	(C)
SWFS Adjustment # and Description	(C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	(D)
A/P not C/F-Operating Categories	47,605.08 (D)
Prepaid Items - Not Spendable	(29,000.00) (D)
Advances to other funds (G/L 57401)	(13,000.00) (D)
	(D)
ADJUSTED BEGINNING TRIAL BALANCE:	18,697,887.37 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	18,697,887.37 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2013-2014

Department: Citrus

Chief Internal Auditor: Debra J. Funkhouser

Budget Entity: 5700

Phone Number: 863-537-3974

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
			NO MAJOR FINDINGS FOR 2011-12		

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Citrus
Agency Budget Officer/OPB Analyst Name: Debra Funkhouser / Kim 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.

	Program or Service (Budget Entity Code)				
Action	5701	5702	5703		

1. GENERAL

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

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

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

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

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

		Program or Service (Budget Entity Code)				
Action		5701	5702	5703		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2011-12 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	N/A	N/A	N/A		
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	N/A	N/A	N/A		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	N/A	N/A	N/A		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	N/A	N/A	N/A		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A	N/A	N/A		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A	N/A		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A	N/A	N/A		

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

Action		Program or Service (Budget Entity Code)				
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7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A	N/A		
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run 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		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial	Y	Y	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A		
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	Y		

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

Action		Program or Service (Budget Entity Code)				
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8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A	N/A	N/A		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y		
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y		
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	Y	Y		
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y		
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y		
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y		
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y		
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This	Y	Y	Y		
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y		
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
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 Code)				
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9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	N/A	N/A	N/A		
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	N/A	N/A	N/A		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A	N/A	N/A		
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A	N/A	N/A		
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	Y	Y		
15. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y		
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y		

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

		Program or Service (Budget Entity Code)				
Action		5701	5702	5703		
<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		