



FLORIDA
DEPARTMENT of
CORRECTIONS

Governor
RICK SCOTT

Secretary
KENNETH S. TUCKER

An Equal Opportunity Employer

501 South Calhoun Street, Tallahassee, FL 32399-2500

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

Legislative Budget Request

October 15, 2012

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

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

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Florida Department of Corrections is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2013-14 Fiscal Year.

Sincerely,

Kenneth S. Tucker
Secretary

DEPARTMENT OF CORRECTIONS

PAY ADDITIVE REQUEST

TEMPORARY SPECIAL DUTY – GENERAL PAY ADDITIVES IMPLEMENTATION
PLAN FOR FISCAL YEAR 2013-2014

The Department of Corrections requests the use of the **Temporary Special Duty – General**, additive addressed in Section 110.2035(7)(a) as a regular and warranted management tool in order to appropriately compensate employees for performing duties for varying circumstances. Examples of these circumstances are:

- Provide appropriate work coverage and compensation for career service employees performing work out of title when the current incumbent of a position is out for varying lengths of time due to reasons that do not currently fall under the statutory direction of the TSD – absent co-worker additive. Examples of these reasons would be current incumbent is out due to extended sick leave, family supportive leave program, or workers compensation claims, not all inclusive.
- Use of this additive would be a management tool when the Department of Corrections may be considering privatization or out sourcing of functions, programs, or facilities and the final decisions are imminent but per statute services must continue in the interim. The agency would be able to provide adequate labor support, appropriate compensation to existing employees to work out of title for a period of time in lieu of filling an FTE with an employee and providing benefits; reduce the probability of a newly hired employee facing displacement or termination; and accomplish higher level work at a reduction of the cost to the department.
- Use of this additive would be a management tool for out of title compensation while temporarily performing higher level duties of a vacant position when filling such a position would impact the vacancy lapse factors established for institutions and program areas.

The agency is not requesting additional appropriations for the use of these additives. Cost of these additives will be handled within exiting resources.



Department Level Exhibits and Schedules



Non- Strategic IT Service: Network Service							
Dept/Agency: FI Dept of Corrections Prepared by: Louis C Carroll Phone: 850717- 3333		# 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					23.06		\$1,411,333
A-1.1	State FTE				23.06		\$1,411,333
A-2.1	OPS FTE				0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)				0.00		\$0
B. Hardware							\$0
B-1	Servers			3	0	0	\$0
B-2	Server Maintenance & Support			3	0	0	\$0
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)			1	2761	0	\$0
B-4	Online Storage for file and print (indicate GB of storage)				0		\$0
B-5	Archive Storage for file and print (indicate GB of storage)				0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)						\$0
C. Software				3			\$0
D. External Service Provider(s)							\$1,709,341
D-1	MyFloridaNet			2			\$1,700,486
D-2	Other (Please specify in Footnote Section below)						\$8,855
E. Other (Please describe in Footnotes Section below)				4			\$244,359
F. Total for IT Service							\$3,365,033
G. Please identify the number of users of the Network Service							0
H. How many locations currently host IT assets and resources used to provide LAN services?							0
I. How many locations currently use WAN services?							0
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.						
1	2108 field switches, 383 switches in central office, 270 routers. Maintenance Suspended for routers. Switches come with lifetime warranty.						
2	270 circuits						
3	No servers are reported for FY 2013-2014 due to the fact the Southwood Shared Resource Center will be the owner and operator of the equipment.						
4	Annual cost of 378 air cards statewide as well as \$100 for American Registry subscription. The majority of the air cards are used by emergency management staff as well as probation officers who need the air cards to work while on the road.						
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E- Mail, Messaging, and Calendaring Service

Agency: **FL Dept of Corrections**

Prepared by: **Louis C Carroll**

Phone: **850717- 3333**

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					\$32,511
A-1	State FTE		0.45		\$32,511
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$175,000
B-1	Servers	2	0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, iPhones, PDAs, etc.)	3	0	280	\$175,000
B-4	Online Storage (indicate GB of storage)		0		\$0
B-5	Archive Storage (indicate GB of storage)		0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software					\$15,922
D. External Service Provider(s)					\$15,000
D-1	Southwood Shared Resource Center	1			\$15,000
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)					\$0
F. Total for IT Service					\$238,433
G. Please provide the number of user mailboxes.					0
H. Please provide the number of resource mailboxes.					0
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Outlook web access provided by SSRC together with SSRC Email Service fee				
2	No servers are reported for FY 2012-2013 due to the fact the Southwood Shared Resource Center will be the owner and operator of the equipment.				
3	Blackberries. \$175,000 is estimated amount spent per year for blackberry service statewide. \$50,000 is for blackberries paid by central office.				
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Non- Strategic IT Service:		Desktop Computing Service			
Agency: FL Dept of Corrections		# of Assets & Resources Apportioned to this IT Service in FY 2013- 14			
Prepared by: Louis C Carroll					
Phone: 850717- 3333					
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		59.87		\$3,417,811
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					
B-1	Servers	5	0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3.1	Desktop Computers	6	19031	0	\$0
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	7	1602	0	\$0
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)	1	7522	704	\$0
C. Software					
8,9					
D. External Service Provider(s)					
10					
E. Other (Please describe in Footnotes Section below)					
F. Total for IT Service					\$4,341,791
G. Please identify the number of users of this service.					22,900
H. How many locations currently use this service?					261
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	7,552 printers				
2					
3	LINE ITEM G-The number of users of service includes 19,399 employee accounts and 3501 inmate workstations.				
4	LINE ITEM H- The number of locations currently using service includes private partner facilities where Corrections has desktops.				
5	No servers are reported for FY 2012-2013 due to the fact the Southwood Shared Resource Center will be the owner and operator of the equipment.				
6	Available/Installed desktops				
7	Available/Installed laptops				
8	The Software cost includes an expenditure of \$575,298 for Microsoft Enterprise Agreement, and Trend office scan and spam filter.				
9	For itemized list of of items please see the spend plan tab.				
10	REMI - BLM - annual average cost for maintence for Servers in SSRC				
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14					
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Non-Strategic IT Service:

Helpdesk Service

Agency: **FI Dept of Corrections**

Prepared by: **Louis C Carroll**

Phone: **850717- 3333**

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					\$617,348
A-1	State FTE		11.00		\$510,003
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		2.00		\$107,345
B. Hardware					\$0
B-1	Servers	1	0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software					\$51,288
D. External Service Provider(s)					\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$668,636
G. Please identify the number of users of this service.					26,000
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?					7146/9605/2459
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	No servers are reported for FY 2012-2013 due to the fact the Southwood Shared Resource Center will be the owner and operator of the equipment.				
2	For itemized list of items please see the spend plan tab.				
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Non- Strategic IT Service:

IT Security/Risk Mitigation Service

Agency: **FI Dept of Corrections**
 Prepared by: **Louis C Carroll**
 Phone: **850717- 3333**

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			23.74		\$1,478,413
A-1	State FTE	4	23.74		\$1,478,413
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			1670	0	\$8,213
B-1	Servers	2	19	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)	5	1,651	0	\$8,213
C. Software		3			\$105,604
D. External Service Provider(s)		3	0	0	\$92,498
E. Other (Please describe in Footnotes Section below)		1			\$7,130
F. Total for IT Service					\$1,691,858
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Cost includes annual disaster recovery travel as well as the upkeep of UPS at disaster recovery site.				
2	19 Diaster Recovery Servers in the field at the DR site.				
3	For itemized list of of items please see the spend plan tab.				
4	Last years IV-C had a major error inflating FTE salary & Benefits by \$617,348.25. Should have totalled \$1,453,901.92				
5	463 Scanners, 250 Hand Readers, 310 Fingerprinter Readers, 395 UPS, 153 Cameras, 80 ID Badge Printers				
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Non- Strategic IT Service:

Agency Financial and Administrative Systems Support Service

Agency: **FL Dept of Corrections**
 Prepared by: **Louis C Carroll**
 Phone: **850717- 3333**

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			0.54		\$32,855
A-1	State FTE		0.54		\$32,855
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			0	0	\$0
B-1	Servers	1	0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
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					\$32,855
G. Please identify the number of users of this service.					2,500
H. How many locations currently host agency financial/adminstrative systems?					1
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	No servers are reported for FY 2012-2013 due to the fact the Southwood Shared Resource Center will be the owner and operator of the equipment.				
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IT Administration and Management Service

Agency: **FL Dept of Corrections**
 Prepared by: **Louis C Carroll**
 Phone: **850717- 3333**

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			13.00		\$998,978
A-1	State FTE		13.00		\$998,978
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			0	0	\$0
B-1	Servers	2	0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software					\$0
D. External Service Provider(s)		5	0	0	\$3,500
E. Other (Please describe in Footnotes Section below)		3, 5			\$16,573
F. Total for IT Service					\$1,019,051
G. How many locations currently host assets and resources used to provide this service?					3
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	The answer to G is the three locations of two central offices in Tallahassee and one location in the field that hosts the bureau chiefs and administrative support staff.				
2	No servers are reported for FY 2012-2013 due to the fact the Southwood Shared Resource Center will be the owner and operator of the equipment.				
3	Office supplies, training and travel and pagers for on call staff.				
4	Staff consists of CIO, three Staff Assistants, one Executive Secretary, one Government Operations Analyst, two Administrative Assistants, three bureau Chiefs and four project managers.				
5	For itemized list of of items please see the spend plan tab.				
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Non-Strategic IT Service:

Web/Portal Service

Dept/Agency: **FI Dept of Corrections**
 Prepared by: **Louis C Carroll**
 Phone: **850717- 3333**

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			3.80		\$219,831
A-1.1	State FTE		3.80		\$219,831
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Servers	2	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		3			\$3,000
D. External Service Provider(s)			0	0	\$0
E. Other <i>(Please describe in Footnotes Section below)</i>		3			\$4,050
F. Total for IT Service					\$226,881
G. Please identify the number of Internet users of this service.					11,940,192
H. Please identify the number of intranet users of this service.					294,996
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	Answers to G and H are annual at 995 a month for G and 24,583 a month for H				
2	No servers are reported for FY 2012-2013 due to the fact the Southwood Shared Resource Center will be the owner and operator of the equipment.				
3	For itemized list of of items please see the spend plan tab.				
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Non-Strategic IT Service:

Data Center Service

Dept/Agency: **FI Dept of Corrections**

Prepared by: **Louis C Carroll**

Phone: **850717- 3333**

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

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)			0.00		\$0
A-1.1	State FTE		0.00		\$0
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Non-Mainframe Servers (including single-function logical servers not assigned to another service)		0	0	\$0
B-2	Servers - Mainframe		0	0	\$0
B-3	Server Maintenance & Support		0	0	\$0
B-4	Online or Archival Storage Systems (indicate GB of storage)		0		\$0
B-5	Data Center/ Computing Facility Internal Network				\$0
B-6	Other Hardware (Please specify in Footnotes Section below)				\$0
C. Software					\$0
D. External Service Provider(s)					\$9,826,872
D-1	Southwood Shared Resource Center (indicate # of Board votes)	1	2		\$9,673,122
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)	3			\$153,750
E. Plant & Facility					\$0
E-1	Data Center/Computing Facilities Rent & Insurance				\$0
E-2	Utilities (e.g., electricity and water)				\$0
E-3	Environmentals (e.g., HVAC, fire control, and physical security)				\$0
E-4	Other (please specify in Footnotes Section below)				\$0
F. Other (Please describe in Footnotes Section below)					\$0
G. Total for IT Service					\$9,826,872
H. Please provide the number of agency data centers.					0
I. Please provide the number of agency computing facilities.					0
J. Please provide the number of single-server installations.					191
H.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	SSRC could not provide the forecasted cost for DOC for FY2013-14. SSRC told us to use the FY2012-13 years cost. We added an additional \$2.9M for latest increase notice and				
2	The 191 single server installations are housed at institutions and probabation offices statewide. For an items list please see the Servers tab.				
3	REMI - BLM - annual average cost for maintence for Servers in field				
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Agency: **FI Dept of Corrections**

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									
										100.0001%	100.0000%	100.0000%	100.0000%	100.0000%	100.0010%	100.0000%	100.0002%	100.0000%	
										\$238,433	\$3,365,033	\$4,341,791	\$668,636	\$1,691,858	\$32,855	\$1,019,051	\$226,881	\$9,826,872	
1	70010400	Information Technology	1603000000	Information Technology	010000	Salaries and Benefits	1000	General Revenue	1	\$8,101,735	\$32,511	\$1,411,333	\$3,417,811	\$510,003	\$1,478,413	\$32,855	\$998,978	\$219,831	
2	70010400	Information Technology	1603000000	Information Technology	040000	Expenses	1000	General Revenue	1	\$3,150,494	\$190,922	\$1,949,900	\$823,230	\$51,288	\$108,104		\$20,000	\$7,050	
3	70010400	Information Technology	1603000000	Information Technology	100777	Contracted Services	1000	General Revenue	1	\$471,059		\$3,800	\$100,750	\$107,345	\$105,341		\$73		
4	70010400	Information Technology	1603000000	Information Technology	103241	Risk Management	1000	General Revenue	1	\$0									
5	70010400	Information Technology	1603000000	Information Technology	105281	Lease Purchase	1000	General Revenue	1	\$0									
6	70010400	Information Technology	1603000000	Information Technology	107040	Transfer to DMS-HR Servs.	1000	General Revenue	1	\$0									
7	70010400	Information Technology	1603000000	Information Technology	210021	Data Processing-SSRC	1000	General Revenue	1	\$9,688,122	\$15,000							\$9,673,122	
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9										\$0									
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Sum of IT Cost Elements Across IT Services																			
IT Cost Element Data as entered on IT Service Worksheets		Personnel		State FTE (#)	133.46	0.45	23.06	59.87	9.00	23.74	0.54	13.00	3.80	0.00					
				State FTE (Costs)	\$8,101,735	\$32,511	\$1,411,333	\$3,417,811	\$510,003	\$1,478,413	\$32,855	\$998,978	\$219,831	\$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)	2.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00					
				Vendor/Staff Augmentation (Costs)	\$107,345	\$0	\$0	\$0	\$107,345	\$0	\$0	\$0	\$0	\$0					
				Hardware	\$183,213	\$175,000	\$0	\$0	\$0	\$8,213	\$0	\$0	\$0	\$0					
				Software	\$999,044	\$15,922	\$0	\$823,230	\$51,288	\$105,604	\$0	\$0	\$3,000	\$0					
				External Services	\$11,747,961	\$15,000	\$1,709,341	\$100,750	\$0	\$92,498	\$0	\$3,500	\$0	\$9,826,872					
				Plant & Facility (Data Center Only)	\$0									\$0					
				Other	\$272,112	\$0	\$244,359	\$0	\$0	\$7,130	\$0	\$16,573	\$4,050	\$0					
				Budget Total	\$21,411,409	\$238,433	\$3,365,033	\$4,341,791	\$668,636	\$1,691,858	\$32,855	\$1,019,051	\$226,881	\$9,826,872					
FTE Total	135.46	0.45	23.06	59.87	11.00	23.74	0.54	13.00	3.80	0.00									
		Users		0	0	22,900	26,000	2,500	12,235,188										
		Cost Per User		#DIV/0!	#DIV/0!	189.5978629	25.71677885	13.141872	0.018543287										

(cost/all mailboxes)

Help Desk Tickets: 7146/9605/2459

Cost/Ticket: #VALUE!

Item

Org Code

Object Code

Amount

Worksheet Location

Network Devices and Hardware

Cisco Encryption Router equipment (276) maintenance (DISCONTINUED)	70-06-82-22-147	242000	-	1 b-3
Total			-	

Network External Server Provider MyFlorida.Net

70F OIT Circuits	70-06-82-22-147	223000	1,602,498	1 d-1
70C Circuits costs	70-06-82-22-147	223000	97,988	1 d-1
Monthly Common Services	70-06-82-22-147	223000	84,000	1 d-1
Total			1,700,486	

Network External Server Provider Other

County VPN tunnels (12 months @ 100 a month)	70-06-82-22-147	223000	1,200	1 d-2
DACCO (12 months @ 300 a month)	70-06-82-22-147	223000	3,600	1 d-2
Conference Call Line	70-06-82-22-147	223000	355	1 d-2
Juniper Next Day Support	70-06-82-22-147	242000	3,700	1 d-2
Total			8,855	

Network Other

Air Cards including MDAS	70-06-82-22-147	223000	244,259	1 e
American Registry Internet	70-06-82-22-147	242000	100	1 e
Total			244,359	

Email Software

Namescape - Password Reset s/w - Rdirect Enterprise Edition Outlook Profile Update Application	70-06-82-22-142	393000	13,640	2
Sherpa Discovery Attender (Email Retrieval) SHI & Insight	70-06-82-22-142	393000	1,900	2
Macafee Message Hygiene			382	
Total			15,922	

Split with S

Email External Service Provider

Outlook Web Access (OWA Server at SSRC) JT	70-06-82-22-142	433000	15,000	2
Total			15,000	

Email Other

Blackberry's (Statewide)	70-06-82-22-147	223000	175,000	2
Total			175,000	

Desktop Software

Diskeeper Maintenance	70-06-82-24-165	393000	174,999	
Microsoft Enterprise Agreement	70-06-82-24-165	393000	4,600	3 c
Trend Office Scan & Spam Filter for Email w/support for 3 years @ \$174,999 thru 12/31/15	70-06-82-24-165	393000	575,298	3 c
BackupExec Maintenance for 85 servers	70-06-82-24-165	393000	58,333	3 c
Total			10,000	
			823,230	

Desktop External Software Provider

REMI - BLM - annual average cost for maintence for Servers in SSRC	70-06-82-24-165	242000	98,750	3 d
Hard Drive Destruction	70-06-82-22-140	132700	2,000	
Total			100,750	

Helpdesk Software

HP Peregrine S/W Annual maintenance	70-06-82-22-145	393000	51,288	4 C
Total			51,288	

Security Other Hardware Assets

Proslys Smartnet Premium Support	70-06-82-22-147	242000	8,213	5
Total			8,213	

Security Software

Smartnet Maintenance IPS	70-06-82-22-144	393000	3,259	5C
encryption McAfee Endpoint	70-06-82-22-144	393000	8,708	5C
MacAfee Antivirus Protection	70-06-82-22-144	393000	31,637	5C
ID Badge software	70-06-82-22-144	393000	62,000	5C
Total			105,604	

Security External Service Providers

Keynote Red Alert Paging Service (PCard monthly)	70-06-82-22-144	132700	718	5D
Presidio IDS Managed Service	70-06-82-22-144	132700	14,980	5D
Websense	70-06-82-22-144	223000	76,800	5 D
Total			92,498	

Security Other

Disaster Recovery Travel	70-06-82-22-140	261000	2,500	5
UPS AT Union	70-06-82-22-140	242000	4,630	5
Total			7,130	

IT Admin Software

Redgate Maintenance (SQL Professional Tool)+ increase due to two more licenses	70-06-82-22-145	393000	3,500	7C
Total			3,500	

IT Admin Other

Office Supplies for all of OIT(Consumables) (pens, paper, pencils, paper clips, etc.)	70-06-82-22-140	380000	2,500	7 E
Toner for all of OIT	70-06-82-22-140	380000	5,500	7 E
OIT Equipment and Software	70-06-82-22-140	380000	3,500	7 E
OIT Training/Travel	70-06-82-20-111	261000	5,000	7 E
Pagers (12 months @ 6.09 a month)	70-06-82-22-147	223000	73	7E
Total			16,573	

Web Software

Website Software	70-06-82-23-132	393000	3,000	8 C
Total			3,000	

Web Other

Website equipment (non-OCO) paper cutter blades, spray glue, etc.	70-06-82-23-132	391020	50	8 E
Website Supplies (Speciality paper & Toners)	70-06-82-23-132	391000	4,000	8 E
Total			4,050	

Data Center Other Other

REMI - BLM - annual average cost for maintence for Servers in field	70-06-82-24-165	242000	153,750	9 F
Total			153,750	

3,571,207.68

		Salary w/ Benefits	Percentage	Cost
Network				
NETWORK SYSTEMS ADMINISTRATOR - SES	34005	\$84,805	1	\$84,805.00
NETWORK SYSTEMS ANALYST	34025	\$51,250	1	\$51,250.00
SYSTEMS PROGRAMMER III	34020	\$62,869	1	\$62,869.00
SYSTEMS PROGRAMMER III	24948	\$67,396	1	\$67,396.00
2107/Systems Project Analyst	25197	\$57,836	0.15	\$8,675.40
2107/Systems Project Analyst	2494	\$52,775	0.1	\$5,277.50
2053/Distributed Computer Systems Admin - SES	16183	\$67,574	0.2	\$13,514.80
2052/Distributed Computer Systems Analyst	21202	\$59,156	0.2	\$11,831.20
2052/Distributed Computer Systems Analyst	14844	\$54,654	0.15	\$8,198.10
2052/Distributed Computer Systems Analyst	25401	\$56,079	0.2	\$11,215.80
2107/Systems Project Analyst	28565	\$64,598	0.15	\$9,689.70
2052/Distributed Computer Systems Analyst	23880	\$59,156	0.5	\$29,578.00
2052/Distributed Computer Systems Analyst	28567	\$61,086	0.25	\$15,271.50
2052/Distributed Computer Systems Analyst	21347	\$51,824	0.25	\$12,956.00
2052/Distributed Computer Systems Analyst	28564	\$52,698	0.14	\$7,377.72
2107/Systems Project Analyst	17949	\$59,782	0.15	\$8,967.30
2109/Systems Project Consultant	41657	\$64,432	0.1	\$6,443.20
2107/Systems Project Analyst	43320	\$58,015	0.05	\$2,900.75
2052/Distributed Computer Systems Analyst	21378	\$56,079	0.1	\$5,607.90
2052/Distributed Computer Systems Analyst	8127	\$55,923	0.15	\$8,388.45
2052/Distributed Computer Systems Analyst	27765	\$57,190	0.2	\$11,438.00
2053/Distributed Computer Systems Admin-SES	35344	\$67,574	0.2	\$13,514.80
2052/Distributed Computer Systems Analyst	21265	\$54,456	0.25	\$13,614.00
2052/Distributed Computer Systems Analyst	24556	\$57,124	0.15	\$8,568.60
2052/Distributed Computer Systems Analyst	36029	\$52,698	0.1	\$5,269.80
2052/Distributed Computer Systems Analyst	41213	\$49,317	0.1	\$4,931.70
2052/Distributed Computer Systems Analyst	28560	\$54,424	0.1	\$5,442.40
2052/Distributed Computer Systems Analyst	7701	\$56,080	0.25	\$14,020.00
2052/Distributed Computer Systems Analyst	43105	\$55,449	0.15	\$8,317.35
2107/Systems Project Analyst	33699	\$54,634	0.3	\$16,390.20
2052/Distributed Computer Systems Analyst	40851	\$67,169	0.2	\$13,433.80
2133/Data Processing Manager	36009	\$82,959	0.2	\$16,591.80
2052/Distributed Computer Systems Analyst	33698	\$59,156	0.3	\$17,746.80
2107/Systems Project Analyst	35967	\$72,844	0.1	\$7,284.40
2117/Systems Programming Administrator	21323	\$82,104	0.1	\$8,210.40
2107/Systems Project Analyst	26276	\$54,634	0.01	\$546.34
2052/Distributed Computer Systems Analyst	25905	\$55,775	0.3	\$16,732.50
2052/Distributed Computer Systems Analyst	31405	\$63,940	0.3	\$19,182.00
2107/Systems Project Analyst	31097	\$61,417	0.15	\$9,212.55
2052/Distributed Computer Systems Analyst	20725	\$60,185	0.3	\$18,055.50
2052/Distributed Computer Systems Analyst	25769	\$52,698	0.01	\$526.98
2052/Distributed Computer Systems Analyst	35343	\$61,416	0.2	\$12,283.20
2052/Distributed Computer Systems Analyst	28568	\$58,586	0.2	\$11,717.20
2107/Systems Project Analyst	24960	\$54,633	0.1	\$5,463.30
2107/Systems Project Analyst	26417	\$60,269	0.05	\$3,013.45
2052/Distributed Computer Systems Analyst	23816	\$56,079	0.2	\$11,215.80
2052/Distributed Computer Systems Analyst	30820	\$75,796	0.2	\$15,159.20
2109/Systems Project Consultant	43319	\$69,894	0.2	\$13,978.80
2052/Distributed Computer Systems Analyst	36030	\$57,124	0.2	\$11,424.80
2053/Distributed Computer Systems Admin-SES	35342	\$69,444	0.25	\$17,361.00
2107/Systems Project Analyst	28569	\$58,527	0.15	\$8,779.05
2052/Distributed Computer Systems Analyst	30039	\$55,077	0.27	\$14,870.79
2107/Systems Project Analyst	41850	\$61,396	0.25	\$15,349.00
2052/Distributed Computer Systems Analyst	30298	\$53,550	0.15	\$8,032.50
2053/Distributed Computer Systems Admin-SES	24347	\$66,258	0.3	\$19,877.40
2052/Distributed Computer Systems Analyst	13935	\$49,317	0.05	\$2,465.85
2107/Systems Project Analyst	23748	\$62,790	0.05	\$3,139.50
2052/Distributed Computer Systems Analyst	7800	\$56,079	0.15	\$8,411.85

2107/Systems Project Analyst	28563	\$65,912	0.25	\$16,478.00
2052/Distributed Computer Systems Analyst	7333	\$49,743	0.25	\$12,435.75
2052/Distributed Computer Systems Analyst	27003	\$49,317	0.15	\$7,397.55
2133/Data Processing Manager	21322	\$83,257	0.3	\$24,977.10
2053/Distributed Computer Systems Admin - SES	4925	\$67,574	0.25	\$16,893.50
2107/Systems Project Analyst	10822	\$63,468	0.23	\$14,597.64
2052/Distributed Computer Systems Analyst	25748	\$49,317	0.2	\$9,863.40
2052/Distributed Computer Systems Analyst	13933	\$56,079	0.25	\$14,019.75
2053/Distributed Computer Systems Admin-SES	7363	\$69,493	0.2	\$13,898.60
2052/Distributed Computer Systems Analyst	33697	\$54,424	0.01	\$544.24
2052/Distributed Computer Systems Analyst	24249	\$55,077	0.1	\$5,507.70
2107/Systems Project Analyst	41747	\$61,396	0.1	\$6,139.60
2052/Distributed Computer Systems Analyst	10558	\$63,702	0.2	\$12,740.40
2107/Systems Project Analyst	11154	\$61,396	0.01	\$613.96
2052/Distributed Computer Systems Analyst	18483	\$58,141	0.1	\$5,814.10
2052/Distributed Computer Systems Analyst	28566	\$57,123	0.15	\$8,568.45
2052/Distributed Computer Systems Analyst	36074	\$52,698	0.1	\$5,269.80
2052/Distributed Computer Systems Analyst	13321	\$49,317	0.06	\$2,959.02
2052/Distributed Computer Systems Analyst	36032	\$48,315	0.13	\$6,280.95
2052/Distributed Computer Systems Analyst	35341	\$56,079	0.25	\$14,019.75
2052/Distributed Computer Systems Analyst	32557	\$59,171	0.15	\$8,875.65
2109/Systems Project Consultant	4874	\$64,432	0.16	\$10,309.12
2052/Distributed Computer Systems Analyst	24357	\$50,585	0.2	\$10,117.00
2053/Distributed Computer Systems Admin - SES	35339	\$67,884	0.25	\$16,971.00
2052/Distributed Computer Systems Analyst	23995	\$57,124	0.2	\$11,424.80
2052/Distributed Computer Systems Analyst	8071	\$49,743	0.3	\$14,922.90
2052/Distributed Computer Systems Analyst	36028	\$55,077	0.2	\$11,015.40
2107/Systems Project Analyst	40602	\$59,782	0.1	\$5,978.20
2052/Distributed Computer Systems Analyst	3363	\$55,077	0.15	\$8,261.55
2107/Systems Project Analyst	26556	\$60,060	0.23	\$13,813.80
2052/Distributed Computer Systems Analyst	32845	\$56,079	0.15	\$8,411.85
2133/Data Processing Manager	21321	\$83,257	0.2	\$16,651.40
2107/Systems Project Analyst	41997	\$61,396	0.25	\$15,349.00
2052/Distributed Computer Systems Analyst	17633	\$57,124	0.1	\$5,712.40
2053/Distributed Computer Systems Admin - SES	14897	\$77,480	0.3	\$23,244.00
2052/Distributed Computer Systems Analyst	35336	\$50,585	0.15	\$7,587.75
2107/Systems Project Analyst	7942	\$52,775	0.1	\$5,277.50
2107/Systems Project Analyst	8010	\$55,648	0.1	\$5,564.80
2052/Distributed Computer Systems Analyst	35337	\$50,585	0.15	\$7,587.75
2052/Distributed Computer Systems Analyst	24255	\$50,585	0.2	\$10,117.00
2133/Data Processing Manager	36010	\$62,956	0.3	\$18,886.80
2052/Distributed Computer Systems Analyst	28561	\$50,585	0.28	\$14,163.80
2052/Distributed Computer Systems Analyst	26716	\$50,585	0.02	\$1,011.70
2052/Distributed Computer Systems Analyst	27883	\$50,585	0.15	\$7,587.75
2052/Distributed Computer Systems Analyst	28562	\$50,585	0.15	\$7,587.75
2052/Distributed Computer Systems Analyst	21266	\$50,585	0.1	\$5,058.50
2052/Distributed Computer Systems Analyst	13320	\$50,585	0.2	\$10,117.00
2107/Systems Project Analyst	8058	\$55,648	0.3	\$16,694.40
2052/Distributed Computer Systems Analyst	15426	\$50,585	0.1	\$5,058.50
2052/Distributed Computer Systems Analyst	27886	\$50,585	0.1	\$5,058.50
2052/Distributed Computer Systems Analyst	36031	\$50,585	0.35	\$17,704.75
SYSTEMS PROGRAMMER III	10048	\$93,963	0.25	\$23,490.75
DATA PROCESSING MANAGER - SES	17812	\$93,382	0.1	\$9,338.20
SYSTEMS PROGRAMMER II	24198	\$63,846	0.15	\$9,576.90
Total			23.06	\$1,411,333.36

Desktop

DATA PROCESSING MANAGER - SES	20789	\$77,625	1	\$77,625.00
SYSTEMS PROJECT ADMINISTRATOR - SES	20791	\$57,813	1	\$57,813.00
DISTRIBUTED COMPUTER SYSTEMS ANALYST	42829	\$56,079	1	\$56,079.00
DISTRIBUTED COMPUTER SYSTEMS ANALYST	42830	\$49,317	1	\$49,317.00

DISTRIBUTED COMPUTER SYSTEMS ANALYST	42831	\$49,317	1	\$49,317.00
DISTRIBUTED COMPUTER SYSTEMS ANALYST	42828	\$49,317	1	\$49,317.00
DISTRIBUTED COMPUTER SYSTEMS ANALYST	34000	\$50,599	1	\$50,599.00
SYSTEMS PROJECT ANALYST	33869	\$61,396	1	\$61,396.00
2107/Systems Project Analyst	25197	\$57,836	0.3	\$17,350.80
2107/Systems Project Analyst	2494	\$52,775	0.6	\$31,665.00
2053/Distributed Computer Systems Admin - SES	16183	\$67,574	0.65	\$43,923.10
2052/Distributed Computer Systems Analyst	21202	\$59,156	0.5	\$29,578.00
2052/Distributed Computer Systems Analyst	14844	\$54,654	0.6	\$32,792.40
2052/Distributed Computer Systems Analyst	25401	\$56,079	0.5	\$28,039.50
2107/Systems Project Analyst	28565	\$64,598	0.3	\$19,379.40
2052/Distributed Computer Systems Analyst	23880	\$59,156	0.4	\$23,662.40
2052/Distributed Computer Systems Analyst	28567	\$61,086	0.35	\$21,380.10
2052/Distributed Computer Systems Analyst	21347	\$51,824	0.6	\$31,094.40
2052/Distributed Computer Systems Analyst	28564	\$52,698	0.43	\$22,660.14
2107/Systems Project Analyst	17949	\$59,782	0.05	\$2,989.10
2109/Systems Project Consultant	41657	\$64,432	0.25	\$16,108.00
2107/Systems Project Analyst	43320	\$58,015	0.25	\$14,503.75
2052/Distributed Computer Systems Analyst	21378	\$56,079	0.85	\$47,667.15
2052/Distributed Computer Systems Analyst	8127	\$55,923	0.5	\$27,961.50
2052/Distributed Computer Systems Analyst	27765	\$57,190	0.63	\$36,029.70
2053/Distributed Computer Systems Admin-SES	35344	\$67,574	0.15	\$10,136.10
2052/Distributed Computer Systems Analyst	21265	\$54,456	0.6	\$32,673.60
2052/Distributed Computer Systems Analyst	24556	\$57,124	0.55	\$31,418.20
2052/Distributed Computer Systems Analyst	36029	\$52,698	0.62	\$32,672.76
2052/Distributed Computer Systems Analyst	41213	\$49,317	0.5	\$24,658.50
2052/Distributed Computer Systems Analyst	28560	\$54,424	0.7	\$38,096.80
2052/Distributed Computer Systems Analyst	7701	\$56,080	0.55	\$30,844.00
2052/Distributed Computer Systems Analyst	43105	\$55,449	0.4	\$22,179.60
2107/Systems Project Analyst	33699	\$54,634	0.3	\$16,390.20
2052/Distributed Computer Systems Analyst	40851	\$67,169	0.55	\$36,942.95
2133/Data Processing Manager	36009	\$82,959	0.35	\$29,035.65
2052/Distributed Computer Systems Analyst	33698	\$59,156	0.3	\$17,746.80
2107/Systems Project Analyst	35967	\$72,844	0.6	\$43,706.40
2117/Systems Programming Administrator	21323	\$82,104	0.05	\$4,105.20
2107/Systems Project Analyst	26276	\$54,634	0.52	\$28,409.68
2052/Distributed Computer Systems Analyst	25905	\$55,775	0.49	\$27,329.75
2052/Distributed Computer Systems Analyst	31405	\$63,940	0.4	\$25,576.00
2107/Systems Project Analyst	31097	\$61,417	0.6	\$36,850.20
2052/Distributed Computer Systems Analyst	20725	\$60,185	0.3	\$18,055.50
2052/Distributed Computer Systems Analyst	25769	\$52,698	0.88	\$46,374.24
2052/Distributed Computer Systems Analyst	35343	\$61,416	0.6	\$36,849.60
2052/Distributed Computer Systems Analyst	28568	\$58,586	0.65	\$38,080.90
2107/Systems Project Analyst	24960	\$54,633	0.5	\$27,316.50
2107/Systems Project Analyst	26417	\$60,269	0.05	\$3,013.45
2052/Distributed Computer Systems Analyst	23816	\$56,079	0.6	\$33,647.40
2052/Distributed Computer Systems Analyst	30820	\$75,796	0.55	\$41,687.80
2109/Systems Project Consultant	43319	\$69,894	0.05	\$3,494.70
2052/Distributed Computer Systems Analyst	36030	\$57,124	0.6	\$34,274.40
2053/Distributed Computer Systems Admin-SES	35342	\$69,444	0.25	\$17,361.00
2107/Systems Project Analyst	28569	\$58,527	0.55	\$32,189.85
2052/Distributed Computer Systems Analyst	30039	\$55,077	0.5	\$27,538.50
2107/Systems Project Analyst	41850	\$61,396	0.4	\$24,558.40
2052/Distributed Computer Systems Analyst	30298	\$53,550	0.5	\$26,775.00
2053/Distributed Computer Systems Admin-SES	24347	\$66,258	0.3	\$19,877.40
2052/Distributed Computer Systems Analyst	13935	\$49,317	0.75	\$36,987.75
2107/Systems Project Analyst	23748	\$62,790	0.4	\$25,116.00
2052/Distributed Computer Systems Analyst	7800	\$56,079	0.7	\$39,255.30
2107/Systems Project Analyst	28563	\$65,912	0.4	\$26,364.80
2052/Distributed Computer Systems Analyst	7333	\$49,743	0.6	\$29,845.80
2052/Distributed Computer Systems Analyst	27003	\$49,317	0.65	\$32,056.05

2133/Data Processing Manager	21322	\$83,257	0.3	\$24,977.10
2053/Distributed Computer Systems Admin - SES	4925	\$67,574	0.35	\$23,650.90
2107/Systems Project Analyst	10822	\$63,468	0.38	\$24,117.84
2052/Distributed Computer Systems Analyst	25748	\$49,317	0.5	\$24,658.50
2052/Distributed Computer Systems Analyst	13933	\$56,079	0.55	\$30,843.45
2053/Distributed Computer Systems Admin-SES	7363	\$69,493	0.3	\$20,847.90
2052/Distributed Computer Systems Analyst	33697	\$54,424	0.8	\$43,539.20
2052/Distributed Computer Systems Analyst	24249	\$55,077	0.75	\$41,307.75
2107/Systems Project Analyst	41747	\$61,396	0.35	\$21,488.60
2052/Distributed Computer Systems Analyst	10558	\$63,702	0.55	\$35,036.10
2107/Systems Project Analyst	11154	\$61,396	0.98	\$60,168.08
2052/Distributed Computer Systems Analyst	18483	\$58,141	0.45	\$26,163.45
2052/Distributed Computer Systems Analyst	28566	\$57,123	0.6	\$34,273.80
2052/Distributed Computer Systems Analyst	36074	\$52,698	0.55	\$28,983.90
2052/Distributed Computer Systems Analyst	13321	\$49,317	0.84	\$41,426.28
2052/Distributed Computer Systems Analyst	36032	\$48,315	0.77	\$37,202.55
2052/Distributed Computer Systems Analyst	35341	\$56,079	0.6	\$33,647.40
2052/Distributed Computer Systems Analyst	32557	\$59,171	0.6	\$35,502.60
2109/Systems Project Consultant	4874	\$64,432	0.67	\$43,169.44
2052/Distributed Computer Systems Analyst	24357	\$55,077	0.6	\$33,046.20
2053/Distributed Computer Systems Admin - SES	35339	\$67,884	0.35	\$23,759.40
2052/Distributed Computer Systems Analyst	23995	\$57,124	0.6	\$34,274.40
2052/Distributed Computer Systems Analyst	8071	\$49,743	0.2	\$9,948.60
2052/Distributed Computer Systems Analyst	36028	\$55,077	0.5	\$27,538.50
2107/Systems Project Analyst	40602	\$59,782	0.35	\$20,923.70
2052/Distributed Computer Systems Analyst	3363	\$55,077	0.55	\$30,292.35
2107/Systems Project Analyst	26556	\$60,060	0.38	\$22,822.80
2052/Distributed Computer Systems Analyst	32845	\$56,079	0.45	\$25,235.55
2133/Data Processing Manager	21321	\$83,257	0.15	\$12,488.55
2107/Systems Project Analyst	41997	\$61,396	0.5	\$30,698.00
2052/Distributed Computer Systems Analyst	17633	\$57,124	0.55	\$31,418.20
2052/Distributed Computer Systems Analyst	35336	\$50,585	0.6	\$30,351.00
2053/Distributed Computer Systems Admin - SES	14897	\$77,480	0.3	\$23,244.00
2107/Systems Project Analyst	7942	\$52,775	0.5	\$26,387.50
2107/Systems Project Analyst	8010	\$55,648	0.65	\$36,171.20
2052/Distributed Computer Systems Analyst	35337	\$50,585	0.6	\$30,351.00
2052/Distributed Computer Systems Analyst	24255	\$50,585	0.55	\$27,821.75
2133/Data Processing Manager	36010	\$62,956	0.3	\$18,886.80
2052/Distributed Computer Systems Analyst	28561	\$50,585	0.6	\$30,351.00
2052/Distributed Computer Systems Analyst	26716	\$50,585	0.85	\$42,997.25
2052/Distributed Computer Systems Analyst	27883	\$50,585	0.55	\$27,821.75
2052/Distributed Computer Systems Analyst	28562	\$50,585	0.55	\$27,821.75
2052/Distributed Computer Systems Analyst	21266	\$50,585	0.65	\$32,880.25
2052/Distributed Computer Systems Analyst	13320	\$50,585	0.65	\$32,880.25
2107/Systems Project Analyst	VACANT	\$55,648	0.3	\$16,694.40
2052/Distributed Computer Systems Analyst	Alan Edv	\$50,585	0.55	\$27,821.75
2052/Distributed Computer Systems Analyst	David Ha	\$50,585	0.35	\$17,704.75
2052/Distributed Computer Systems Analyst	VACANT	\$50,585	0.38	\$19,222.30
SYSTEMS PROGRAMMER II	17641	\$72,111	0.1	\$7,211.10
Total			59.87	\$3,417,811.06

Helpdesk

DATA PROCESSING MANAGER - SES	25395	\$94,596	0.1	\$9,459.60
DATA PROCESSING MANAGER - SES	3576	\$96,415	0.1	\$9,641.50
SYSTEMS PROJECT ADMINISTRATOR - SES	35324	\$63,617	0.1	\$6,361.70
SYSTEMS PROGRAMMING ADMINISTRATOR - SES	27954	\$92,151	0.1	\$9,215.10
SYSTEMS PROJECT CONSULTANT	25397	\$67,069	0.1	\$6,706.90
SYSTEMS PROGRAMMER III	10048	\$93,963	0.15	\$14,094.45
DATA PROCESSING MANAGER - SES	17812	\$93,382	0.1	\$9,338.20
SYSTEMS PROGRAMMER II	24198	\$63,846	0.15	\$9,576.90
SYSTEMS PROGRAMMER II	17641	\$72,111	0.1	\$7,211.10

DISTRIBUTED COMPUTER SYSTEMS SPECIALIST	42827	\$42,998		1	\$42,998.00
DISTRIBUTED COMPUTER SYSTEMS SPECIALIST	42826	\$42,998		1	\$42,998.00
DISTRIBUTED COMPUTER SYSTEMS SPECIALIST	42825	\$49,760		1	\$49,760.00
DISTRIBUTED COMPUTER SYSTEMS SPECIALIST	34001	\$58,986		1	\$58,986.00
COMPUTER OPERATOR III	34016	\$39,368		1	\$39,368.00
COMPUTER OPERATIONS SUPERVISOR - SES	34010	\$63,038		1	\$63,038.00
COMPUTER OPERATIONS SUPERVISOR - SES	10035	\$57,571		1	\$57,571.00
DATA PROCESSING MANAGER - SES	34018	\$73,679		1	\$73,679.00
Total				9	\$510,003.45

Helpdesk Contractors

		Todd Schimpf		1	\$53,672.40
		William Miehl		1	\$53,672.40
Total				2	\$107,344.80

Security Risk Mitigation

SYSTEMS PROGRAMMING ADMINISTRATOR - SES	27954	\$92,151		0.05	\$4,607.55
SYSTEMS PROGRAMMING ADMINISTRATOR - SES	35327	\$100,612		1	\$100,612.00
SYSTEMS PROGRAMMER I	34007	\$61,466		1	\$61,466.00
SYSTEMS PROGRAMMER II	20792	\$66,011		1	\$66,011.00
SYSTEMS PROGRAMMER I	34019	\$55,336		1	\$55,336.00
SYSTEMS PROGRAMMER II	3554	\$61,203		1	\$61,203.00
2107/Systems Project Analyst	25197	\$57,836		0.35	\$20,242.60
2053/Distributed Computer Systems Admin - SES	16183	\$67,574		0.05	\$3,378.70
2107/Systems Project Analyst	2494	\$52,775		0.2	\$10,555.00
2052/Distributed Computer Systems Analyst	21202	\$59,156		0.3	\$17,746.80
2052/Distributed Computer Systems Analyst	14844	\$54,654		0.1	\$5,465.40
2052/Distributed Computer Systems Analyst	25401	\$56,079		0.15	\$8,411.85
2107/Systems Project Analyst	28565	\$64,598		0.35	\$22,609.30
2052/Distributed Computer Systems Analyst	23880	\$59,156		0.1	\$5,915.60
2052/Distributed Computer Systems Analyst	28567	\$61,086		0.25	\$15,271.50
2052/Distributed Computer Systems Analyst	21347	\$51,824		0.1	\$5,182.40
2052/Distributed Computer Systems Analyst	28564	\$52,698		0.32	\$16,863.36
2107/Systems Project Analyst	17949	\$59,782		0.05	\$2,989.10
2109/Systems Project Consultant	41657	\$64,432		0.1	\$6,443.20
2107/Systems Project Analyst	43320	\$58,015		0.1	\$5,801.50
2052/Distributed Computer Systems Analyst	21378	\$56,079		0.05	\$2,803.95
2052/Distributed Computer Systems Analyst	8127	\$55,923		0.2	\$11,184.60
2052/Distributed Computer Systems Analyst	27765	\$57,190		0.1	\$5,719.00
2053/Distributed Computer Systems Admin-SES	35344	\$67,574		0.1	\$6,757.40
2052/Distributed Computer Systems Analyst	21265	\$54,456		0.1	\$5,445.60
2052/Distributed Computer Systems Analyst	24556	\$57,124		0.05	\$2,856.20
2052/Distributed Computer Systems Analyst	36029	\$52,698		0.27	\$14,228.46
2052/Distributed Computer Systems Analyst	41213	\$49,317		0.25	\$12,329.25
2052/Distributed Computer Systems Analyst	28560	\$54,424		0.14	\$7,619.36
2052/Distributed Computer Systems Analyst	7701	\$56,080		0.1	\$5,608.00
2052/Distributed Computer Systems Analyst	43105	\$55,449		0.15	\$8,317.35
2107/Systems Project Analyst	33699	\$54,634		0.4	\$21,853.60
2052/Distributed Computer Systems Analyst	40851	\$67,169		0.2	\$13,433.80
2133/Data Processing Manager	36009	\$82,959		0.25	\$20,739.75
2052/Distributed Computer Systems Analyst	33698	\$59,156		0.3	\$17,746.80
2107/Systems Project Analyst	35967	\$72,844		0.29	\$21,124.76
2117/Systems Programming Administrator	21323	\$82,104		0.1	\$8,210.40
2107/Systems Project Analyst	26276	\$54,634		0.33	\$18,029.22
2052/Distributed Computer Systems Analyst	25905	\$55,775		0.1	\$5,577.50
2052/Distributed Computer Systems Analyst	31405	\$63,940		0.1	\$6,394.00
2107/Systems Project Analyst	31097	\$61,417		0.1	\$6,141.70
2052/Distributed Computer Systems Analyst	20725	\$60,185		0.2	\$12,037.00
2052/Distributed Computer Systems Analyst	25769	\$52,698		0.07	\$3,688.86
2052/Distributed Computer Systems Analyst	35343	\$61,416		0.1	\$6,141.60
2052/Distributed Computer Systems Analyst	28568	\$58,586		0.05	\$2,929.30

2107/Systems Project Analyst	24960	\$54,633	0.2		\$10,926.60
2107/Systems Project Analyst	26417	\$60,269	0.75		\$45,201.75
2052/Distributed Computer Systems Analyst	23816	\$56,079	0.2		\$11,215.80
2052/Distributed Computer Systems Analyst	30820	\$75,796	0.25		\$18,949.00
2109/Systems Project Consultant	43319	\$69,894	0.05		\$3,494.70
2052/Distributed Computer Systems Analyst	36030	\$57,124	0.1		\$5,712.40
2053/Distributed Computer Systems Admin-SES	35342	\$69,444	0.25		\$17,361.00
2107/Systems Project Analyst	28569	\$58,527	0.25		\$14,631.75
2052/Distributed Computer Systems Analyst	30039	\$55,077	0.15		\$8,261.55
2107/Systems Project Analyst	41850	\$61,396	0.25		\$15,349.00
2052/Distributed Computer Systems Analyst	30298	\$53,550	0.1		\$5,355.00
2053/Distributed Computer Systems Admin-SES	24347	\$66,258	0.3		\$19,877.40
2052/Distributed Computer Systems Analyst	13935	\$49,317	0.1		\$4,931.70
2107/Systems Project Analyst	23748	\$62,790	0.4		\$25,116.00
2052/Distributed Computer Systems Analyst	7800	\$56,079	0.15		\$8,411.85
2107/Systems Project Analyst	28563	\$65,912	0.3		\$19,773.60
2052/Distributed Computer Systems Analyst	7333	\$49,743	0.1		\$4,974.30
2052/Distributed Computer Systems Analyst	27003	\$49,317	0.05		\$2,465.85
2133/Data Processing Manager	21322	\$83,257	0.3		\$24,977.10
2053/Distributed Computer Systems Admin - SES	4925	\$67,574	0.25		\$16,893.50
2107/Systems Project Analyst	10822	\$63,468	0.15		\$9,520.20
2052/Distributed Computer Systems Analyst	25748	\$49,317	0.2		\$9,863.40
2052/Distributed Computer Systems Analyst	13933	\$56,079	0.1		\$5,607.90
2053/Distributed Computer Systems Admin-SES	7363	\$69,493	0.25		\$17,373.25
2052/Distributed Computer Systems Analyst	33697	\$54,424	0.19		\$10,340.56
2052/Distributed Computer Systems Analyst	24249	\$55,077	0.1		\$5,507.70
2107/Systems Project Analyst	41747	\$61,396	0.1		\$6,139.60
2052/Distributed Computer Systems Analyst	10558	\$63,702	0.1		\$6,370.20
2107/Systems Project Analyst	11154	\$61,396	0.01		\$613.96
2052/Distributed Computer Systems Analyst	18483	\$58,141	0.35		\$20,349.35
2052/Distributed Computer Systems Analyst	28566	\$57,123	0.2	###	\$11,424.60
2052/Distributed Computer Systems Analyst	36074	\$52,698	0.1		\$5,269.80
2052/Distributed Computer Systems Analyst	13321	\$49,317	0.1		\$4,931.70
2052/Distributed Computer Systems Analyst	36032	\$48,315	0.1		\$4,831.50
2052/Distributed Computer Systems Analyst	35341	\$56,079	0.05		\$2,803.95
2052/Distributed Computer Systems Analyst	32557	\$59,171	0.1		\$5,917.10
2109/Systems Project Consultant	4874	\$64,432	0.12		\$7,731.84
2052/Distributed Computer Systems Analyst	24357	\$55,077	0.2		\$11,015.40
2053/Distributed Computer Systems Admin - SES	35339	\$67,884	0.25		\$16,971.00
2052/Distributed Computer Systems Analyst	23995	\$57,124	0.2		\$11,424.80
2052/Distributed Computer Systems Analyst	8071	\$49,743	0.08		\$3,979.44
2052/Distributed Computer Systems Analyst	36028	\$55,077	0.2		\$11,015.40
2107/Systems Project Analyst	40602	\$59,782	0.15		\$8,967.30
2052/Distributed Computer Systems Analyst	3363	\$55,077	0.1		\$5,507.70
2107/Systems Project Analyst	26556	\$60,060	0.15		\$9,009.00
2052/Distributed Computer Systems Analyst	32845	\$56,079	0.2		\$11,215.80
2133/Data Processing Manager	21321	\$83,257	0.2		\$16,651.40
2107/Systems Project Analyst	41997	\$61,396	0.2		\$12,279.20
2052/Distributed Computer Systems Analyst	17633	\$57,124	0.05		\$2,856.20
2052/Distributed Computer Systems Analyst	35336	\$50,585	0.1		\$5,058.50
2053/Distributed Computer Systems Admin - SES	14897	\$77,480	0.3		\$23,244.00
2107/Systems Project Analyst	7942	\$52,775	0.05		\$2,638.75
2107/Systems Project Analyst	8010	\$55,648	0.25		\$13,912.00
2052/Distributed Computer Systems Analyst	35337	\$50,585	0.1		\$5,058.50
2052/Distributed Computer Systems Analyst	24255	\$50,585	0.1		\$5,058.50
2133/Data Processing Manager	36010	\$62,956	0.3		\$18,886.80
2052/Distributed Computer Systems Analyst	28561	\$50,585	0.01		\$505.85
2052/Distributed Computer Systems Analyst	26716	\$50,585	0.11		\$5,564.35
2052/Distributed Computer Systems Analyst	27883	\$50,585	0.15		\$7,587.75
2052/Distributed Computer Systems Analyst	28562	\$50,585	0.15		\$7,587.75
2052/Distributed Computer Systems Analyst	21266	\$50,585	0.1		\$5,058.50

2052/Distributed Computer Systems Analyst	13320	\$50,585	0.1	\$5,058.50
2107/Systems Project Analyst	8058	\$55,648	0.2	\$11,129.60
2052/Distributed Computer Systems Analyst	15426	\$50,585	0.3	\$15,175.50
2052/Distributed Computer Systems Analyst	27886	\$50,585	0.3	\$15,175.50
2052/Distributed Computer Systems Analyst	36031	\$50,585	0.15	\$7,587.75
SYSTEMS PROGRAMMER III	10048	\$93,963	0.2	\$18,792.60
DATA PROCESSING MANAGER - SES	17812	\$93,382	0.1	\$9,338.20
SYSTEMS PROGRAMMER II	24198	\$63,846	0.1	\$6,384.60
SYSTEMS PROGRAMMER II	17641	\$72,111	0.1	\$7,211.10
Total			23.74	\$1,478,413.02

IT Admin

SYSTEMS PROJECT CONSULTANT	17813	\$77,539	1	\$77,539.00
SYSTEMS PROJECT CONSULTANT	34011	\$62,548	1	\$62,548.00
SYSTEMS PROJECT CONSULTANT	13629	\$79,667	1	\$79,667.00
SYSTEMS PROJECT CONSULTANT	34021	\$89,184	1	\$89,184.00
CHIEF OF SYSTEMS DEVELOPMENT-DC	26560	\$107,188	1	\$107,188.00
DEPUTY ASST SEC OF ADMINISTRATION - DC	35926	\$130,157	1	\$130,157.00
EXECUTIVE SECRETARY	23500	\$60,426	1	\$60,426.00
CHIEF INFORMATION OFFICER-DC	36528	\$105,871	1	\$105,871.00
STAFF ASSISTANT	34006	\$33,913	1	\$33,913.00
ADMINISTRATIVE ASSISTANT I	10034	\$53,560	1	\$53,560.00
ADMINISTRATIVE ASSISTANT I	23501	\$49,725	1	\$49,725.00
Chief of Computing Services	5652	\$105,871	1	\$105,871.00
STAFF ASSISTANT	5980	\$43,329	1	\$43,329.00
Total			13	\$998,978.00

Support for Agency Admin

SYSTEMS PROJECT ADMINISTRATOR - SES	35324	\$63,617	0.1	\$6,361.70
COMPUTER PROGRAMMER ANALYST I	25396	\$48,069	0.1	\$4,806.90
COMPUTER PROGRAMMER ANALYST I	21945	\$51,829	0.1	\$5,182.90
COMPUTER PROGRAMMER ANALYST I	25396	\$48,069	0.1	\$4,806.90
SYSTEMS PROJECT CONSULTANT	25397	\$67,069	0.05	\$3,353.45
SYSTEMS PROGRAMMING ADMINISTRATOR - SES	27954	\$92,151	0.05	\$4,607.55
DATA PROCESSING MANAGER - SES	17812	\$93,382	0.04	\$3,735.28
Total			0.54	\$32,854.68

Web

DISTRIBUTED COMPUTER SYSTEMS ANALYST	42833	\$52,940	1	\$52,940.00
SYSTEMS PROJECT ANALYST	10033	\$53,674	1	\$53,674.00
DISTRIBUTED COMPUTER SYSTEMS ANALYST	42832	\$62,323	1	\$62,323.00
SYSTEMS PROJECT ADMINISTRATOR - SES	35324	\$63,617	0.8	\$50,893.60
Total			3.8	\$219,830.60

Email

DATA PROCESSING MANAGER - SES	17812	\$93,382	0.1	\$9,338.20
SYSTEMS PROGRAMMER II	24198	\$63,846	0.25	\$15,961.50
SYSTEMS PROGRAMMER II	17641	\$72,111	0.1	\$7,211.10
Total			0.45	\$32,510.80

FTE Total Accounted For

134.92

\$8,176,225.09

Servers In the Field

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

Disaster Recovery Servers			
Total DR Servers			19

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: Corrections **Budget Period 2013 -2014**
Budget Entity: Correctional Facilities Maintenance and Repair 70032000

(1)	(2)	(3)	(4)
SECTION I	ACTUAL	ESTIMATED	REQUEST
	FY 2011-2012	FY 2012-2013	FY 2013-2014
Interest on Debt	29,674,795	31,984,747	32,088,767
Principal	36,786,400	38,420,001	40,260,000
Repayment of Loans			
Fiscal Agent or Other Fees	193,730	35,853	35,853
Other Debt Service			
Total Debt Service	66,654,925	70,440,601	72,384,620

Explanation: Certificates of participation (COP) were issued by the State to fund the cost of 7 privately operated prisons and all or portions of twenty-one state-operated facilities.

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

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2013	June 30, 2014
(6)		(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 2011-2012	FY 2012-2013	FY 2013-2014
4.02%	8/1/2025	33,082,300	13,648,600	11,188,600
		(G) 824,419	719,338	592,759
		(H) 2,236,400	2,335,000	2,460,000
		(I) 1,717	2,761	2,761
		(J)		
		(K) 3,062,536	3,057,099	3,055,520

ISSUE: South Bay Correctional Facility - Series 2004

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2013	June 30, 2014
(6)		(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 2011-2012	FY 2012-2013	FY 2013-2014
2.0% to 5.0%	6/30/2026	56,148,359	31,110,277	27,521,796
		(G) 1,786,347	1,626,539	1,451,276
		(H) 3,260,205	3,421,642	3,588,481
		(I) 71	1,108	1,108
		(J)		
		(K) 5,046,623	5,049,289	5,040,865

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

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2013	June 30, 2014
4.02%	8/1/2025	37,519,000	15,550,000	12,840,000

		ACTUAL FY 2011-2012	ESTIMATED FY 2012-2013	REQUEST FY 2013-2014
Interest on Debt	(G)	971,637	842,131	702,078
Principal	(H)	2,445,000	2,570,000	2,710,000
Fiscal Agent or Other Fees	(I)	1,717	2,761	2,761
Other	(J)			
Total Debt Service	(K)	3,418,354	3,414,892	3,414,839

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

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2013	June 30, 2014
4.30%	8/1/2025	100,335,000	76,110,000	71,880,000

		ACTUAL FY 2011-2012	ESTIMATED FY 2012-2013	REQUEST FY 2013-2014
Interest on Debt	(G)	3,631,216	3,465,398	3,276,941
Principal	(H)	3,875,000	4,045,000	4,230,000
Fiscal Agent or Other Fees	(I)	3,500	4,834	4,834
Other	(J)			
Total Debt Service	(K)	7,509,716	7,515,232	7,511,775

ISSUE: Palm Beach (Sago Palm Re-Entry Center)

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2013	June 30, 2014
5.125%	8/1/2017	11,575,000	6,490,000	5,315,000

		ACTUAL FY 2011-2012	ESTIMATED FY 2012-2013	REQUEST FY 2013-2014
Interest on Debt	(G)	407,125	352,500	295,125
Principal	(H)	1,065,000	1,120,000	1,175,000
Fiscal Agent or Other Fees	(I)	168,966	3,771	3,771
Other	(J)			
Total Debt Service	(K)	1,641,091	1,476,271	1,473,896

ISSUE: Polk (Demilly CI)

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2013	June 30, 2014
5.125%	8/1/2017	10,900,000	6,110,000	5,005,000
		ACTUAL FY 2011-2012	ESTIMATED FY 2012-2013	REQUEST FY 2013-2014
Interest on Debt	(G)	383,500	331,875	277,875
Principal	(H)	1,005,000	1,055,000	1,105,000
Fiscal Agent or Other Fees	(I)	4,971	4,971	4,971
Other	(J)			
Total Debt Service	(K)	1,393,471	1,391,846	1,387,846

ISSUE: Blackwater River Correctional Facility

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2013	June 30, 2014
5.250%	8/1/2028	130,770,000	117,360,000	112,455,000
		ACTUAL FY 2011-2012	ESTIMATED FY 2012-2013	REQUEST FY 2013-2014
Interest on Debt	(G)	6,253,069	7,014,835	5,930,638
Principal	(H)	4,460,000	4,665,000	4,905,000
Fiscal Agent or Other Fees	(I)	3,500	3,500	3,500
Other	(J)			
Total Debt Service	(K)	10,716,569	11,683,335	10,839,138

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

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2013	June 30, 2014
4.277%	7/15/2029	288,120,000	252,235,000	239,255,000
		ACTUAL FY 2011-2012	ESTIMATED FY 2012-2013	REQUEST FY 2013-2014
Interest on Debt	(G)	12,863,508	15,282,186	17,601,895
Principal	(H)	11,885,000	12,380,000	12,980,000
Fiscal Agent or Other Fees	(I)	3,500	3,500	3,500
Other	(J)			
Total Debt Service	(K)	24,752,008	27,665,686	30,585,395

ISSUE: Gadsden Correctional Facility - Series 2001 and 2006A

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2013	June 30, 2014
4.02%	2/1/2026	34,593,700	17,250,000	15,005,000
(6)		(7)	(8)	(9)
		ACTUAL FY 2011-2012	ESTIMATED FY 2012-2013	REQUEST FY 2013-2014
Interest on Debt	(G)	983,975	877,956	761,688
Principal	(H)	2,060,000	2,165,000	2,245,000
Fiscal Agent or Other Fees	(I)	1,717	2,761	2,761
Other	(J)			
Total Debt Service	(K)	3,045,692	3,045,717	3,009,449

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

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2013	June 30, 2014
4.00% to 5.125%	8/1/2025	31,291,641	22,534,336	20,857,817
		ACTUAL FY 2011-2012	ESTIMATED FY 2012-2013	REQUEST FY 2013-2014
Interest on Debt	(G)	1,091,901	1,091,901	938,098
Principal	(H)	1,524,795	1,598,359	1,676,519
Fiscal Agent or Other Fees	(I)	71	1,886	1,886
Other	(J)			
Total Debt Service	(K)	2,616,767	2,692,146	2,616,503

ISSUE: Okeechobee - Series 2004

(1) INTEREST RATE	(2) MATURITY DATE	(3) ISSUE AMOUNT	(4) June 30, 2013	(5) June 30, 2014
2.00% to 5.00%	2/15/2015	28,215,000	6,500,246	3,315,246
(6)		(7) ACTUAL FY 2011-2012	(8) ESTIMATED FY 2012-2013	(9) REQUEST FY 2013-2014
Interest on Debt	(G)	478,098	380,088	260,394
Principal	(H)	2,970,000	3,065,000	3,185,000
Fiscal Agent or Other Fees	(I)	4,000	4,000	4,000
Other	(J)			
Total Debt Service	(K)	3,452,098	3,449,088	3,449,394

ISSUE: _____

(6) INTEREST RATE		(7) ISSUE AMOUNT	(8) June 30, 2013	(9) June 30, 2014
(6)		(7) ACTUAL FY 2011-2012	(8) ESTIMATED FY 2012-2013	(9) REQUEST FY 2013-2014
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
Total Debt Service	(K)	0	0	0

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
September 1, 2012

Agency: Department of Corrections

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

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

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

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

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

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

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

Status of the Case: The lawsuit was filed in September 2004, amended in November 2005, and again amended in February 2006. Plaintiffs settled all monetary damage claims. The declaratory and injunctive relief claims remained. A non-jury trial was conducted in September 2008. In January, 2009, the District Court dismissed the claims of all but two of the Plaintiffs, Jeremiah Thomas and Michael McKinney. The court directed the Agency to get medical staff signoff prior to using chemical agents on them in non-spontaneous situations. The Final Judgment was appealed to the 11th Circuit Court of Appeals. The court issued its opinion on August 20, 2010, affirming the decision of the trial court. A Motion for Rehearing and Rehearing En Banc was denied by the appellate court. A settlement conference was held regarding the issues of attorneys' fees. The parties have settled the issue regarding attorneys' fees. **The case is considered closed and will be removed from the report for the next fiscal year.**

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

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

Agency: Department of Corrections

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

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

Court with Jurisdiction: First District Court of Appeals, Tallahassee, Florida

Case Numbers: 1D11-5935 (First DCA) and 2011CA1838 (Second Circuit)

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

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

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

Status of the Case: On September 30, 2011, the Circuit Court Judge issued a Final Declaratory and Injunctive Judgment prohibiting the Department from proceeding with privatization. The Attorney General's Office filed a notice of appeal that was subsequently dismissed. **The case is considered closed and will be removed from the report for the next fiscal year.**

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

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

Agency: Department of Corrections

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

Names of the Parties: Leslie R. Boye, Marva Dennard, Laura R. Dubuque, Karen H. Mansfield, Delia Lee Rennert, and Charna Bogdany v. Ken Tucker, Secretary of Corrections, as head of the Department of Corrections, State of Florida, *formerly*, Tamara O'Quinn, Lynette Blaine, Shirley Sneed, Delia Lee Rennert, Charna Bogdany, and Kathleen Kelly v. Edwin G. Buss, Secretary of Corrections, as head of the Department of Corrections, State of Florida

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

Case Number: 2011-CA-000822

Summary of Complaint: Volunteers and inmates file a complaint challenging the Department's announcement that

Hillsborough Correctional Institution will be closed. They claim that this is a violation of F.S. 944.24 and 944.803, and that while there will be three faith and character based institutions with 4,000 beds for male inmates, there will not be any for women.

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

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

Status of the Case: The Circuit Court issued an order granting in part and denying in part the Motion to Dismiss and denied Plaintiff's Motion for Injunctive Relief. The Defendant has filed an answer and the parties are currently engaged in discovery. A trial is scheduled for January 21, 2013.

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

Plaintiffs' Attorneys: Dean R. LeBoeuf, Esq., 909 East Park Avenue, Tallahassee, Florida 32301 and William E. Whitlock, III, 910 North Duval Street, Tallahassee, Florida 32303.

Agency: Department of Corrections

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

Names of the Parties: Florida Nurses Association, Inc. v. Kenneth S. Tucker, in his capacity as the Secretary of the Florida Department of Corrections and Counsel for Fla. Public Employees, Council 79, AFSCME and Federation of Physicians and Dentists/Alliance of Healthcare and Professional Employees, Doreen Von Oven, and Janet Weideman v. Kenneth S. Tucker, in his capacity as the Secretary of the Florida Department of Corrections

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

Case Numbers: 2012CA218 and 2012CA462

Summary of Complaint: Plaintiffs challenge the legislative budget authorization for the Department's privatization efforts involved in the procurement for Comprehensive Healthcare Services for the State.

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

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

Status of the Case: These two cases have been consolidated in court. On July 2, 2012, the circuit judge issued an order ruling that the claims relating to the constitutionality of the subject proviso were dismissed as moot. Plaintiffs filed a motion for rehearing and the hearing was held August 8, 2012. The court issued an order denying the motions for rehearing.

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

Plaintiffs' Attorneys: Thomas W. Brooks, Esq., Draper, Meyer, Brooks, Demma, Blohm, P.A., 131 North Gadsden Street, P.O. Box 1547, Tallahassee, Florida 32302, M. Stephen Turner, Esq., Kelly Overstreet Johnson, Esq., and David Miller, Esq., Broad and Cassel, 215 S. Monroe Street, Suite 400, P.O. Drawer 11300, Tallahassee, Florida 32302 and Alma R. Gonzalez, Esq., 3064 Highland Oaks Terrace, Tallahassee, Florida 32301.

Agency: Department of Corrections

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

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

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

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

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

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

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

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

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

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

Agency: Department of Corrections

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

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

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

Case Number: 09-46153

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

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

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

Status of the Case: The Department's motion to dismiss was denied on July 26, 2011. The parties are currently engaging in discovery.

Agency Attorneys: Michael Gabel, Esq., and Jennifer Ellerkamp, Esq., Laufer and Laufer, PA, 2200 N.W. Corporate Blvd., Suite 404, Boca Raton, Florida 33431 .

Plaintiffs' Attorney: Chris Kleppin, Esq., 8751 W. Broward Blvd., Suite 105, Plantation, Florida 33324.

Agency: Department of Corrections

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

Names of the Parties: Scheran Davis, et al. v. State of Florida, Department of Corrections

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:11cv610-WS-CAS

Summary of Complaint: This litigation stems from several current and/or former employees suing the Department claiming that they were discriminated against due to race. The employees claim that their hours had been reduced, they had to work more weekend shifts, and that they were subjected to other forms of scheduling changes that altered their working conditions.

Amount of the Claim: The complaint seeks declaratory and injunctive relief, compensatory damages, and reinstatement.

Specific Law(s) Challenged: The Plaintiffs claim a violation of Title VII and Chapter 760, Florida Statutes.

Status of the Case: The Department's answer to the complaint has been filed. The parties are currently engaging in discovery.

Agency Attorney: Brennan Donnelly, Esq., Messer, Caparello, and Self, P.A., 2618 Centennial Place, Tallahassee, Florida 36302.

Plaintiff's Attorneys: Marie A. Mattox, P.A., 310 East Bradford Road, Tallahassee, Florida 32303.

Agency: Department of Corrections

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

Names of the Parties: Buford Clayton Holley, as Personal Representative of the Estate of Camilla Claudene Merville v. Pennington and DOC

Court with Jurisdiction: First District Court of Appeals, Tallahassee, Florida

Case Numbers: 09-2315-CA (Bay County); 1D12-3269 (First District Court of Appeal)

Summary of Complaint: This is a wrongful death lawsuit stemming from a probation officer forced to shoot an offender in self defense while struggling with her in an attempt to secure her apprehension.

Amount of the Claim: The complaint seeks compensatory damages, punitive damages and medical and funeral expenses.

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

Status of the Case: A jury trial was held beginning April 9, 2012. The jury returned a verdict of damages in the amount of \$650,000. The Department was held 60% liable and the deceased was held 40% liable. A final judgment was issued ordering the Department to pay \$390,000 in damages. The case is currently on appeal.

Agency Attorney: John Derr, Esq., 215 South Monroe Street, Suite 510, Tallahassee, Florida 32301.

Plaintiff's Attorney: Robert Kerrigan, Esq., P.O. Box 12009, Pensacola, Florida 32591.

Agency: Department of Corrections

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

Names of the Parties: Rosalie Fuston, et al. v. State of Florida, DOC, Warren Cornell, William Boyette, Jack Howedshell, Jody Davis, Mark Meier, Glenda Buenvida, Rick Orzechewski, Todd Brown, Shawn Blakely, Frank Kozdras, Nancy Behrens, and Robert Williams

Court with Jurisdiction: United States District Court, Middle District of Florida, Ft. Myers Division

Case Number: 2:12cv279-FtM-99DNF

Summary of Complaint: This is a wrongful death lawsuit stemming from inmates at Charlotte Correctional Institution attempting to escape. The inmates attacked and killed the officer supervising them and inmate Fuston.

Amount of the Claim: The complaint seeks compensatory and punitive damages.

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

Status of the Case: A motion to dismiss has been filed on the individual defendants and a partial motion for summary judgment has been filed on behalf of the Department.

Agency Attorneys: Melville Brinson, III., Esq., Adams and Brinson, 8359 Stringfellow Road, St. James City, Florida 33956. The individual defendants are represented by Susan Maher, Esq. and Anne McDonough, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399.

Plaintiffs' Attorneys: Guy Bennett Rubin, Esq., P.O. Box 395, Stuart, Florida 34995.

Agency: Department of Corrections

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

Names of the Parties: Evelyn Brady, as Personal Representative of the Estate of Rommel Johnson v. State of Florida, Department of Corrections, et al.

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:11cv510-RH-CAS

Summary of Complaint: This is a wrongful death lawsuit stemming from the use of chemical agents on an asthmatic inmate.

Amount of the Claim: The complaint seeks compensatory and punitive damages as well as medical and funeral expenses.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of Title II of the ADA.

Status of the Case: The parties have settled the case. The settlement documents are currently being finalized.

Agency Attorney: William Peter Martin, Esq., Dennis, Jackson, Martin and Fontela, PA, 1591 Summit Lake Loop, Suite 200, P.O. Box 15589, Tallahassee, Florida 32317.

Plaintiff's Attorneys: Randall Berg, Esq., Shawn Heller, Esq., and Danta Trevisani, Esq., Florida Justice Institute, Inc., 3750 Miami Tower, 100 S.E. 2nd Street, Miami, Florida 33131.

Agency: Department of Corrections

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

Names of the Parties: Lynn Wolfe as Personal Representative of the Estate of Daniel Wolfe v. Florida Department of Corrections

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

Case Number: 5:10cv663-Oc-10DAB

Summary of Complaint: This is a wrongful death lawsuit stemming from the death of an asthmatic inmate.

Amount of the Claim: The complaint seeks compensatory and punitive damages as well as medical and funeral expenses.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of Title II of the ADA.

Status of the Case: The Defendant's motion for summary judgment is currently pending in court. The case is currently set for trial beginning September 4, 2012.

Agency Attorneys: Samuel Mandelbaum, Esq., Scott Hewitt, Esq., and Stephen Spaid, Esq. Mandelbaum, Fitzsimmons, and Hewitt, P.A., P.O. Box 3373, Tampa, Florida 33601.

Plaintiff's Attorneys: Randall Berg, Esq., Shawn Heller, Esq., and Dante Trevisani, Esq., Florida Justice Institute, Inc., 3750 Miami Tower, 100 S.E. 2nd Street, Miami, Florida 33131.

Agency: Department of Corrections

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

Names of the Parties: Daisha Vecenty and Rodney Bellinger, as Co-Personal Representatives of the Estate of Robin Bellinger, and Daisha Vecenty and Rodney Bellinger, Survivors v. Palm Beach County Department of Corrections, Probation and Parole, Joetta Bates, Florida Department of Corrections (Miami Circuit Office), Jackie Sears, Dr. Joseph Potier, Maria Gomez, Miami Dade County

Court with Jurisdiction: United States District Court, Southern District of Florida, Miami Division

Case Number: 1:12cv20561-Civ-Moreno

Summary of Complaint: This is a wrongful death lawsuit stemming from allegations that the decedent committed suicide while in the custody of Miami-Dade County and no precautions were taken to prevent her death.

Amount of the Claim: The complaint seeks compensatory and punitive damages as well as medical and funeral expenses.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of 42 U.S.C. §1983.

Status of the Case: On July 25, 2012, the District Court issued an order dismissing the case. The Plaintiff subsequently filed a motion to vacate the order of dismissal and it is still pending in court.

Agency Attorney: Sheridan Weissenborn, Esq., Miller, Kagan, Rodriguez, and Silver, 201 Alhambra Circle, Suite 802, Coral Gables, Florida 33134.

Plaintiff's Attorney: Darren J. Rousso, P.A., 9350 South Dixie Highway, Suite 1200, Miami, Florida 33156.

Agency: Department of Corrections

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

Names of the Parties: Estate of Jack P. King v. Florida Department of Corrections and Individual Florida Department of Corrections Medical Providers

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

Case Number: 2012CA2060

Summary of Complaint: This is a wrongful death lawsuit stemming from a claim that the decedent was denied medical treatment and as a result died from pancreatic cancer.

Amount of the Claim: The complaint seeks compensatory and punitive damages.

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

Status of the Case: This was recently filed. No responsive pleadings have been filed to date.

Agency Attorney: William Peter Martin, Esq., Dennis, Jackson, Martin and Fontela, PA, 1591 Summit Lake Loop, Suite 200, P.O. Box 15589, Tallahassee, Florida 32317.

Plaintiff's Attorney: Tim Howard, Esq., Howard and Associates, P.A., 8511 Bull Headley Road, Suite 405, Tallahassee, Florida 32312.

Agency: Department of Corrections

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

Names of the Parties: Power Meus, as Personal Representative of the Estate of Power Ed Meus, deceased, and on behalf of Natural Father, Power Meus, Delphine Meus, Jean Noel, Mother, Wislaine Meus, Wife, Tasha Redmond, as Natural Mother and Legal Guardian of Sah Von Meus, a minor child of Power Ed Meus, deceased v. The GEO Group, f/k/a Wackenhut Corrections Corp., d/b/a Moore Haven Correctional Facility, The State of Florida, The Department of Management, and the Department of Corrections

Court with Jurisdiction: United States District Court, Southern District of Florida, West Palm Beach Division

Case Number: 11cv80986-CIV-MARRA

Summary of Complaint: This is a wrongful death lawsuit filed claiming that an asthmatic inmate's inhaler was improperly removed from his possession and this resulted in his death.

Amount of the Claim: The complaint seeks compensatory and punitive damages as well as medical and funeral expenses.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of 42 U.S.C. §1983.

Status of the Case: The parties are currently engaging in discovery.

Agency Attorneys: Donald Chinquina, Esq., and Brett Waronicki, Esq., Wiederhold, Moses, Kummerlen and Waronicki, PA., 560 Village Blvd, #240, West Palm Beach, Florida 33409 and Daniel Jones, Esq. Office of the Attorney General, 1515 N. Flagler Ave., Suite 900, West Palm Beach, Florida 33401.

Plaintiff's Attorney: Alan Landerman, Esq., Haliczzer, Pettis & Schwamm, PA., 225 E. Robinson Street, Suite 475, Orlando, Florida 32801.

Agency: Department of Corrections

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

Names of the Parties: United States of America v. Secretary, Florida Department of Corrections, and Florida Department of Corrections

Court with Jurisdiction: United States District Court, Southern District of Florida, Miami Division

Case Number: 1:12cv22958

Summary of Complaint: This is an action filed by the federal government alleging that the Department is forcing inmates to violate their core religious beliefs by refusing to offer kosher meals. The complaint further alleges that the Department's refusal to provide kosher meals to inmates substantially burdens their religious exercise.

Amount of the Claim: Plaintiff seeks declaratory and injunctive relief.

Specific Law(s) Challenged: Religious Land Use and Institutionalized Persons Act (RLUIPA)

Status of the Case: This case has been recently served on the Department. No responsive pleadings have been filed to date.

Agency Attorney: Susan Maher, Esq, Jason Vail, Esq., and Dean Kowalchyk, Esq. Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

Plaintiff's Attorney: Michael J. Songer, Esq., United States Department of Justice, Civil Rights Division, 950 Pennsylvania Avenue, N.W., Washington, DC 20530.

Agency: Department of Corrections

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

Names of the Parties: Ross J. Lawson, Plaintiff v. Florida Department of Corrections, et al.

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

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

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

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

Specific Law(s) Challenged: Florida Religious Restoration Act of 1998, Religious Land Use and Institutionalized Persons Act (RLUIPA)

Status of the Case: On May 16, 2008, the District Judge adopted the report and recommendation of the Magistrate Judge dismissing the complaint except as to the claim for a denial of kosher

meals and except as to the finding that the Plaintiff's claim for denial of a sukkah and for observing the holiday of Sukkot was not fully exhausted. The matter was referred back to the magistrate judge. The plaintiff's counsel has withdrawn and the plaintiff is now pro-se. Should the relief be granted, the cost to meet the dietary requirements would be devastating to the Department's food budget. Consequently, additional costs would be prohibitive for the Department to implement and maintain. Evidence was adduced that showed that the Plaintiff was eating non-kosher foods, declining to attend orthodox Jewish Morning Prayer services and rejecting offers to exclude him from work details on the Jewish Sabbath. Based upon this evidence, the District Court dismissed the case and directed the Department to enter sanctions against the Plaintiff for misrepresenting himself before the court while making misleading and false statements before the court. The Eleventh Circuit Court issued an order ruling that the District Court erred when it dismissed the complaint. The case was reversed and remanded back to the District Court.

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

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

Agency: Department of Corrections

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

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

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

Case Number: 10-15381-CC (Eleventh Circuit); 2:07-CV-00740-FtM-36DNF (District Court)

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

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

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

Status of the Case: The Defendants filed a motion for summary judgment seeking dismissal of the Plaintiff's claims. On August 26, 2010, the District Court issued an order granting Defendants' motion for summary judgment. The case is currently on appeal.

Agency Attorney: Yvette Acosta-Macmillan, Office of the Attorney General, Dept. of Legal Affairs, Suite 501, E. Kennedy Blvd, Tampa, Florida 33602.

Plaintiff's Attorney: Plaintiff is proceeding pro se.

Agency: Department of Corrections

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

Names of the Parties: Eric D. Harris, AKA David Northup v. Florida Dept of Corrections, S. Leavins, Food Srv Director, Kathleen Fuhrman, Edwin G. Buss, Secretary, FDOC, Keefe Commissary Network, State of Florida

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

Case Number: 2011CA00689

Summary of Complaint: Plaintiff seeks to enjoin the implementation and enforcement of the policy of the Department to feed inmates a diet that contains too much soy and textured vegetable protein.

Amount of the Claim: The complaint seeks declaratory and injunctive relief as well as compensatory and punitive damages.

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

Status of the Case: On January 19, 2012, the circuit court issued an order dismissing the case. Subsequent motions to intervene have been filed by other inmates and are currently pending.

Agency Attorney: Joy Stubbs, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399.

Plaintiff's Attorney: Plaintiff is proceeding pro se.

Agency: Department of Corrections

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

Names of the Parties: Wendall Jermaine Hall v. Edwin G. Buss, Secretary of Florida Department of Corrections

Court with Jurisdiction: Ninth Judicial Circuit Court, Orange County, Florida

Case Number: 2011CA4784

Summary of Complaint: Plaintiff claims that the Department is serving soybean meat and other soybean foods which is causing him to get severely sick.

Amount of the Claim: The complaint seeks injunctive relief as well as compensatory and punitive damages.

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

Status of the Case: Defendant's motion to transfer venue and Plaintiff's motion for summary judgment are pending.

Agency Attorney: Joy Stubbs, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399.

Plaintiff's Attorney: Plaintiff is proceeding pro se.

Agency: Department of Corrections

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

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

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

Case Numbers: 12-13840-D (11th Circuit); 10-CV-20102-CIV-JORDAN (District Court)

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

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

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

Status of the Case: On June 28, 2011, the magistrate judge issued a report and recommendation recommending granting the Defendants' motion for summary judgment. On September 28, 2011, the District Judge issued an order adopting in part, and denying in part, the report and recommendation. The Equal Protection Claim was remanded to the Magistrate Judge. On October 6, 2011, the Magistrate Judge issued a Supplemental Report and Recommendation denying the Plaintiff's Equal Protection claim. On January 5, 2012, the District Judge issued an order adopting the Report and Recommendation. The case is currently on appeal.

Agency Attorney: Charles Fahlbusch, Esq., of the Office of the Attorney General, Dept. of Legal Affairs, 110 S.E. 6th Street, 10th Floor, Ft. Lauderdale, Florida 33301.

Plaintiff's Attorney: Plaintiff is proceeding pro se.

Agency: Department of Corrections

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

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

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

Case Number: 12-13846-D (Eleventh Circuit); 10-CV-20101 GOLD

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

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

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

Status of the Case: On June 28, 2011, the magistrate judge issued a report and recommendation recommending granting the Defendants' motion for summary judgment. On September 30, 2011, the District Judge issued an order adopting the report and recommendation. The case is currently on appeal.

Agency Attorney: Charles Fahlbusch, Esq., of the Office of the Attorney General, Dept. of Legal Affairs, 110 S.E. 6th Street, 10th Floor, Ft. Lauderdale, Florida 33301.

Plaintiff's Attorney: Plaintiff is proceeding pro se.

Agency: Department of Corrections

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

Names of the Parties: Bruce Rich v. Secretary, Florida Department of Corrections, et al.

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

Case Numbers: 12-11735-D (Eleventh Circuit); 1:10-cv-00157-MP-GRJ (District Court)

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

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

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

Status of the Case: On January 12, 2012, the Magistrate Judge issued a report and recommendation recommending granting the Defendant's summary judgment motion. On March 4, 2012, the District Judge issued an order adopting the report and recommendation. The case is currently on appeal. Several interest groups have asked the court to present amicus briefs.

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

Plaintiff's Attorneys: Luke W. Goodrich, Esq. and Eric C. Rassbach, Esq., The Becket Fund for Religious Liberty, 3000 K. St., NW, Suite 220, Washington, DC 20007.

Agency: Department of Corrections

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

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

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

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

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

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

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

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

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

Plaintiff's Attorneys: Randall C. Berg, Jr., Esq., Florida Justice Institute, 3750 Miami Tower, 100 S.E. Second Street, Miami, Florida 33131, Terri Lynn Backus, Esq., Suite 746, 13014 N. Dale Mabry, Tampa, Florida 33618, Benjamin Reid, Esq., Carlton Fields, Suite 4200, 100 S.E. Second Street, Miami, Florida 33131.

Agency: Department of Corrections

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

Names of the Parties: Joseph Gammaro v. Secretary, DOC, Kenneth S. Tucker, R. Dixon, Warden, Dr. Nicolas Cabrero Muniz, Health Chief Officer at Desoto Correctional Institution, FNU Peterson, Chief Health Administrator

Court with Jurisdiction: United States District Court, Middle District of Florida, Ft. Myers Division

Case Number: 2:11cv88-FtM-36SPC

Summary of Complaint: Plaintiff alleges that due to a lack of training and negligence, the intake officer confiscated and trashed his orthopedic prosthetic shoes.

Amount of the Claim: The complaint seeks compensatory and punitive damages and a transfer to another institution.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of the Eighth and Fourteenth Amendments to United States Constitution and Title II of the ADA.

Status of the Case: The Defendant's answer and motion for abatement was filed. On July 30, 2012, the court issued an order denying the motion for abatement.

Agency Attorney: Daniel Jones, Esq. Office of the Attorney General, Department of Legal Affairs, 1515 N. Flagler Ave., Suite 900, West Palm Beach, Florida 33401.

Plaintiff's Attorney: John D. Mallah, Esq., Katzman, Garfinkel and Berger, 300 North Maitland Avenue, Maitland, Florida 32751.

Agency: Department of Corrections

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

Names of the Parties: Donald Martinetti v. Kenneth S. Tucker, Secretary of the Florida Department of Corrections, in his official capacity

Court with Jurisdiction: United States District Court, Southern District of Florida, West Palm Beach Division

Case Number: 11cv81146-Hurley/Hopkins

Summary of Complaint: Plaintiff alleges that he is confined to a wheelchair due to degenerative disc disease of the spine. Plaintiff claims that the Department failed to comply with the ADA act by failing to develop a transition plan for structural compliance for facilities built after 1992 and failed to make modifications to allow compliance with the act in facilities built. Plaintiff also alleges that there was a failure to follow a medical specialist's recommendations, failure to provide disability aids, and failure to have the ADA coordinator respond to grievances.

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

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of Title II of the ADA and Rehabilitation Act.

Status of the Case: The Department's answer has been filed. The parties are currently engaging in discovery and settlement negotiations.

Agency Attorney: Daniel Jones, Esq. Office of the Attorney General, 1515 N. Flagler Ave., Suite 900, West Palm Beach, Florida 33401.

Plaintiff's Attorneys: John D. Mallah, Esq., Katzman, Garfinkel and Berger, 300 North Maitland Avenue, Maitland, Florida 32751 and Lawrence Fuller, Esq., Fuller and Fuller, PA., 12000 Biscayne Blvd., Suite 609, North Miami, Florida 33181.

Agency: Department of Corrections

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

Names of the Parties: Kenneth Rickerson v. Asst. Warden S. Gills, Dr. G. Kats-Kagan, Kerry Doyle H.S.A., et al.

Court with Jurisdiction: United States District Court, Northern District of Florida, Panama City Division

Case Number: 5:11cv279-MP-GRJ

Summary of Complaint: Plaintiff alleges that he is legally blind and after he was transferred to Graceville Correctional Facility, he requested repair or replacement of his cane and magnifier. Plaintiff claims that the request was approved but subsequently he was told that he had to be seen by the doctor before his cane is reissued and that his vision had been corrected and; therefore, he was no longer considered to have a disability.

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

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of Title II of the ADA.

Status of the Case: Defendants have filed a motion to dismiss that is still pending.

Agency Attorneys: Robert M. Stoler, Esq., Williams, Schifino, Mangione, et al., P.O. Box 380, Tampa, Florida 33601, Eric Neiberger, Esq., and Cedell Garland, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399.

Plaintiff's Attorney: Plaintiff is proceeding pro se.

Agency: Department of Corrections

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

Names of the Parties: Victor Parker v. Florida Dept. of Corrections, Kenneth S. Tucker, John Tate, David Reddick, Reynold Edwards, Nicolas O. Cabreo Nuniz, J. Lowe-Rushing, Susan Scigliano, Vivian A. Whidden

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:11cv609-SPM/GRJ

Summary of Complaint: Plaintiff alleges that he has been denied q-tips to clean his prosthetic eye, had medical passes confiscated or taken away, denied adequate sick call relief, and denied the use of his key lock. Plaintiff claims that this in violation of the ADA.

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

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of Title II of the ADA.

Status of the Case: Defendants have filed a motion to dismiss that is still pending.

Agency Attorney: Anne McDonough, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399.

Plaintiff's Attorney: Plaintiff is proceeding pro se.

Agency: Department of Corrections

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

Names of the Parties: Charles Johnson, individually v. Florida Department of Corrections

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:10cv570-RH/CAS

Summary of Complaint: Plaintiff alleges that he is being deprived of being able to listen to the TV and radio.

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

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of Title II of the ADA, Rehabilitation Act, and 42 U.S.C. §1983.

Status of the Case: Defendant's motion dismiss was denied. The parties are currently engaged in discovery.

Agency Attorney: Susan Maher, Esq., Office of the Attorney General, Department of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399.

Plaintiff's Attorney: Plaintiff is proceeding pro se.

Agency: Department of Corrections

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

Names of the Parties: Emmanuel Walker v. State of Florida, Dept. of Corrections, Kenneth Tucker, in his individual and official capacities as Secretary of State of Florida Department of Corrections

Court with Jurisdiction: United States District Court, Northern District of Florida, Pensacola Division

Case Number: 3:12cv212-MCR/CJK

Summary of Complaint: Plaintiff, who has two prosthetic legs, claims that he was discriminated against on the basis of his disability. Plaintiff claims that he was not given accommodations for the shower, cafeteria and other facilities.

Amount of the Claim: The complaint seeks compensatory and punitive damages.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of Title II of the ADA and Rehabilitation Act.

Status of the Case: The Department was served on August 20, 2012. No responsive pleadings have been filed to date.

Agency Attorney: Dean Kowalchyk, Esq., and Ian Garland, Esq., Office of the Attorney General, Department of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399.

Plaintiff's Attorneys: Steven Terry, Esq., P.O. Box 160031, Mobile, AL 36616.

Agency: Department of Corrections

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

Names of the Parties: Dennis McAninch v. Kenneth S. Tucker, Secretary of Florida Department of Corrections, in his official capacity; Warden Don Davis; Assistant Warden of Programs Randall Polk; Sergeant Morris

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

Case Number: 3:12cv899-TJC-TEM

Summary of Complaint: Plaintiff claims that his disability is due to diabetes. Plaintiff claims that he was required to have a diet consistent with his known disability to maintain his insulin levels. Plaintiff also alleges that he was not provided with reasonable accommodation for his disabling spinal injury.

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

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of Title II of the ADA and 42 U.S. §1983.

Status of the Case: The Department was served with the complaint on August 21, 2012. No responsive pleadings have been filed.

Agency Attorney: Dean Kowalchyk, Esq., and Ian Garland, Esq., Office of the Attorney General, Department of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399.

Plaintiff's Attorneys: John D. Mallah, Esq., and Karen Marcell, Esq., Katzman, Garfinkel and Berger, 300 North Maitland Avenue, Maitland, Florida 32751 and Lawrence Fuller, Esq., Fuller and Fuller, PA., 12000 Biscayne Blvd., Suite 609, North Miami, Florida 33181.

Agency: Department of Corrections

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

Names of the Parties: William Raymond Yates, Jr. v. Kenneth S. Tucker, Fla. Dept. of Corrections.

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

Case Number: 2012CA1658

Summary of Complaint: Plaintiff alleges that the Florida Statutes prohibit smoking inside correctional facilities.

He claims that this does not mean that inmates and visitors cannot smoke in outside designated areas as staff do or that tobacco products should not be sold in the canteens.

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

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

Status of the Case: This case was recently filed. No responsive pleadings have been filed to date.

Agency Attorney: Dan Johnson, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399.

Plaintiff's Attorney: Plaintiff is proceeding pro se.

Agency: Department of Corrections

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

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

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

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

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

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

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

Status of the Case: On January 14, 2011, an order was issued granting Defendants' motion for summary judgment and denying Plaintiffs' motion for summary judgment. On December 22, 2011, the Eleventh Circuit Court of Appeals issued an opinion affirming the District Court's decision. **This case is considered closed and will be removed from the report the next fiscal year.**

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

Plaintiffs' Attorneys: Randall C. Berg, Jr., Esq. and Shawn Heller, Esq., Florida Justice Institute, Inc., 3750 Miami Tower, 100 S.E. Second Street, Miami, Florida 33131.

Agency: Department of Corrections

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

Names of the Parties: Prison Legal News, a project of the Human Rights Defense Center, a not-for-profit, Washington Charitable Corporation v. The GEO Group, Inc., a Florida Corporation, Corrections Corporation of America, a Tennessee Corporation, registered in and doing business in the State of Florida, and Kenneth S. Tucker, in his official capacity as Secretary of the Florida Department of Corrections

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:12cv239-RH/CAS

Summary of Complaint: Plaintiff claims that the Defendants, through their application of Rule 33-501.401(3) F.A.C., rejects publications if it contains advertisements or promotes three way calling, pen pal services, and purchase of products or services with postage stamps. Plaintiff claims that this has caused substantial harm to Plaintiff by denying its right to send literature to inmate subscribers and chills Plaintiff's ability to communicate with inmate subscribers.

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

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims violations of the First, Fifth and Fourteenth Amendments to the US Constitution.

Status of the Case: The Department's answer has been filed. The parties are currently engaged in discovery.

Agency Attorneys: Susan Maher, Esq. Jason Vail, Esq., and Cedell Garland, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399.

Plaintiffs' Attorneys: Randall C. Berg, Jr., Esq., Dante Trevisani, Esq., Florida Justice Institute, Inc., 3750 Miami Tower, 100 S.E. Second Street, Miami, Florida 33131, Randall Marshall, Esq., American Civil Liberties Union Foundation of Florida, 4500 Biscayne Blvd., Suite 340, Miami, Florida 33137, and Lance Weber, Esq., Human Rights Defense Center, P.O. Box 2420, Brattleboro, VT 05303.

Agency: Department of Corrections

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

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

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

Case Number: 2010 CA 000846

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

Amount of the Claim: The complaint seeks compensatory damages.

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

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

Agency Attorney: Enoch Jon Whitney of the Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

Plaintiffs' Attorneys: Michael P. Spellman, Esq., Sniffen & Spellman, P.A., 123 North Monroe Street, Tallahassee, Florida 32301, and Matt E. Dannheisser, Esq., 504 North Baylen Street, Pensacola, Florida 32501.

Agency: Department of Corrections

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

Names of the Parties: Council for Secular Humanism, Inc., Richard Hull and Elaine Hull v. Kenneth S. Tucker, et al.

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

Case Number: 2007 CA 1358

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

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

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

Status of the Case: The Second Judicial Circuit Court issued an order granting the Defendant's motion for judgment on the pleadings and the case was appealed to the First District Court of Appeals. The appellate court reversed the lower court's ruling and remanded the case. A motion to dismiss is pending.

Agency Attorney: Jim Peters, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

Plaintiffs' Attorneys: Christine Davis Graves, Esq., and W. Douglas Hall, Esq., Carlton Fields, 215 S. Monroe St., Ste. 500, Tallahassee, Florida 32301.

Agency: Department of Corrections

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

Names of the Parties: Teamsters Local Union No. 2011 v. Florida Department of Corrections

Court with Jurisdiction: Division of Administrative Hearings

Case Number: 12-1070RP

Summary of Complaint: The teamsters filed a petition pursuant to Section 120.56, Florida Statutes, challenging the Department's proposed change to Rule 33-302.110, Florida Administrative Code, *Written Monthly Reports*, as an invalid exercise of delegated legislative authority.

Amount of the Claim: The complaint seeks to invalidate a proposed rule.

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

Status of the Case: The teamsters filed a notice of withdrawal.

Agency Attorneys: Tom Barnhart, Esq. and Lynette Norr, Esq., Office of the Attorney General, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

Plaintiffs' Attorneys: Osnat K. Rind, Esq., Phillips. Richard, and Rind, P.A., 9360 SW 72nd Street, Suite 283, Miami, Florida 33173.

Agency: Department of Corrections

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

Names of the Parties: Teamsters Local Union No. 2011 v. Florida Department of Corrections

Court with Jurisdiction: Division of Administrative Hearings

Case Number: 12-001122RU

Summary of Complaint: The teamsters filed a petition pursuant to Section 120.56, Florida Statutes, alleging that a Department memorandum clarifying adjustments to probation officers non-critical supervision activities constitutes a rule pursuant to Section 120.52, Florida Statutes, and must be adopted by rulemaking procedures.

Amount of the Claim: The complaint seeks to invalidate the memorandum.

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

Status of the Case: On July 25, 2012, the Administrative Law Judge issued a final order dismissing the petition.

Agency Attorneys: Tom Barnhart, Esq. and Lynette Norr, Esq., Office of the Attorney General, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

Plaintiffs' Attorneys: Osnat K. Rind, Esq., Phillips. Richard, and Rind, P.A., 9360 SW 72nd Street, Suite 283, Miami, Florida 33173.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2011 - 2012

Department: Inspector General's Office

Chief Internal Auditor: Paul Strickland

Budget Entity: Bureau of Internal Audit

Phone Number: 850-717-3408

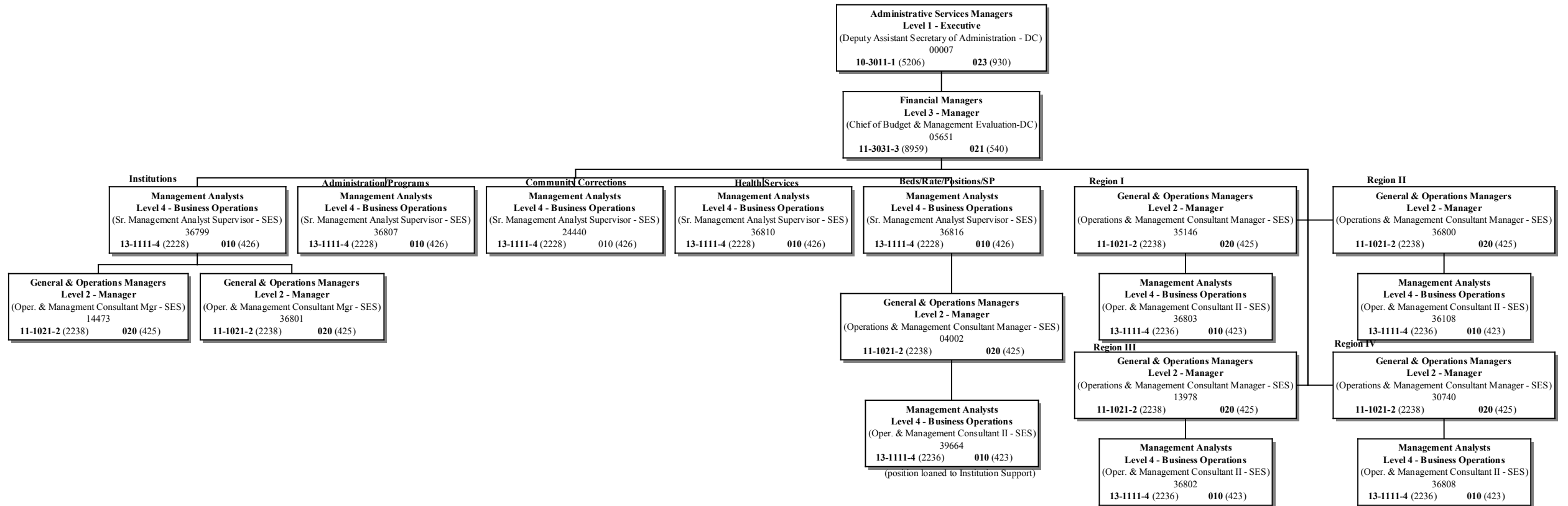
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REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A11015	4/24/2012	Bureau of Institutional Support Services	<p>Finding 1: Gulf States (C2534) and Newark (C2536) are deducting monies from the department's recycling proceeds that are not prescribed in the contracts.</p> <p>Recommendation: We recommend the Bureau of Institutional Support Services ensure that the department receives recycling proceeds as outlined in the contract. Furthermore, we recommend the Bureau of Institutional Support Services consider reviewing other payment submissions by Newark and Gulf States, for time periods outside of our analysis, and seek reimbursement for monies that were deducted from recycling proceeds that are not prescribed in the contract.</p> <p>Finding 2: The monitoring of the contracts was insufficient to allow for proper management.</p> <p>Recommendation: We recommend the Bureau of Institutional Support Services iterate to the contract manager or designee the importance of monitoring and performing the functions that are assigned in the contracts. In addition, we recommend the Bureau of Institutional Support Services obtain the pertinent information needed to effectively verify the accuracy of payment submissions from the recycling contractors.</p>	<p>Management agreed with and responded to our findings. They are taking or have taken appropriate action to rectify the audit issues.</p> <p>Management agreed with and responded to our findings. They are taking or have taken appropriate action to rectify the audit issues.</p>	<p>Inspector General's Office/Bureau of Internal Audit</p> <p>Inspector General's Office/Bureau of Internal Audit</p>

			<p>Finding 3: Gulf States has not furnished the department with written verification of insurance coverage.</p> <p>Recommendation: We recommend the Bureau of Institutional Support Services enforce the requirement that the contractor furnish written verification of insurance coverage pursuant to Contract C2534.</p>	<p>Management agreed with and responded to our findings. They are taking or have taken appropriate action to rectify the audit issues.</p>	<p>Inspector General's Office/Bureau of Internal Audit</p>
<p>A11016</p>	<p>12/13/2011</p>	<p>Bureau of Substance Abuse</p>	<p>Finding 1: Six employed offenders have not made payments on their court ordered financial obligations as required by the contract.</p> <p>Recommendation: We recommend the Bureau of Substance Abuse enforce the requirements of the contract and F.A.C. 33-504.101 to ensure the contractor meet the requirement of the offender to pay their court ordered obligations. We further recommend the Bureau of Substance Abuse require the contractor to collect and mail payments for offender court ordered payments to the department or develop a system to ensure that these payments are made.</p>	<p>Management agreed with and responded to our findings. They are taking or have taken appropriate action to rectify the audit issues.</p>	<p>Inspector General's Office/Bureau of Internal Audit</p>
			<p>Finding 2: The contractor did not always maintain all documents to show their collection of subsistence and the offender's contributions towards their court ordered financial obligations.</p> <p>Recommendation: We recommend the Bureau of Substance Abuse ensure that accurate and complete documentation is maintained by the contractor for the collection of subsistence and offender's contributions towards their court ordered financial obligations.</p>	<p>Management agreed with and responded to our findings. They are taking or have taken appropriate action to rectify the audit issues.</p>	<p>Inspector General's Office/Bureau of Internal Audit</p>
			<p>Finding 3: Phoenix House of Florida does not always review and update the Individualized Program Plan as required by the contract.</p>	<p>Management agreed with and responded to our findings. They are taking or have taken appropriate action to rectify the audit issues.</p>	<p>Inspector General's Office/Bureau of Internal Audit</p>

			<p>Recommendation: We recommend the Bureau of Substance Abuse enforce the requirement of the contractor to review and update the Individualized Program Plan as stipulated in the contract.</p> <p>Finding 4: The contractor does not maintain copies of personnel records on-site as stipulated in the contract.</p> <p>Recommendation: We recommend the Bureau of Substance Abuse enforce the requirement of the contractor to maintain copies of personnel records, including job descriptions, on-site or amend the contract to allow the contractor to retain the records off-site.</p> <p>Finding 5: The contractor does not provide staff-facilitated support groups as required by the contract.</p> <p>Recommendation: We recommend the Bureau of Substance Abuse enforce the requirement of the contractor to provide staff-facilitated support groups as required by the contract.</p>	<p>Management agreed with and responded to our findings. They are taking or have taken appropriate action to rectify the audit issues.</p> <p>Management agreed with and responded to our findings. They are taking or have taken appropriate action to rectify the audit issues.</p>	<p>Inspector General's Office/Bureau of Internal Audit</p>
A12017	4/25/2012	Bureau of Procurement and Supply	<p>Finding 1: The Bureau of Procurement and Supply has not recently provided contract manager training as required by DC Procedure 205.013, Contract Management and Monitoring.</p> <p>Recommendation: We recommend the Bureau of Procurement and Supply ensure that, as resources become available, training is provided for all contract managers and other appropriate personnel or consider using alternate training methods to meet the requirements of DC Procedure 205.013.</p>	<p>Management agreed with and responded to our findings. They are taking or have taken appropriate action to rectify the audit issues.</p>	<p>Inspector General's Office/Bureau of Internal Audit</p>

A12040	6/20/2012	Office of Institutions	<p>Finding 2: In addition, not all of the department's contract managers have received contract manager training by the Department of Financial Services as required by Chief Financial Officer Memorandum No. 4 (09-10) and Section 287.057(14), Florida Statutes.</p> <p>Recommendation: We recommend the Bureau of Procurement and Supply continue working with the Department of Financial Services to provide the required training to all Department of Corrections contract managers.</p> <p>Finding 1: The exchange of cash between individuals is not always documented by a signed receipt. When a signed receipt is prepared to document the exchange of cash, cash is not verified with a face-to-face count with a receipt being given at the time of the count to the person that previously had possession of the cash.</p> <p>Recommendation: We recommend the Warden ensure that all exchanges of cash are verified with a face-to-face count at the time of exchange. We also recommend that the Warden ensure that a signed receipt is prepared and given at the time of the exchange to the person that previously had possession of the cash. Finally, we recommend the Regional Director ensure that issues identified in the Annual EBTF Reviews are corrected and training is received by institutional staff to prevent repeated procedural violations.</p>	<p>Management agreed with and responded to our findings. They are taking or have taken appropriate action to rectify the audit issues.</p> <p>Management agreed with and responded to our findings. They are taking or have taken appropriate action to rectify the audit issues.</p>	<p>Inspector General's Office/Bureau of Internal Audit</p> <p>Inspector General's Office/Bureau of Internal Audit</p>
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Budget & Management Evaluation Central Office

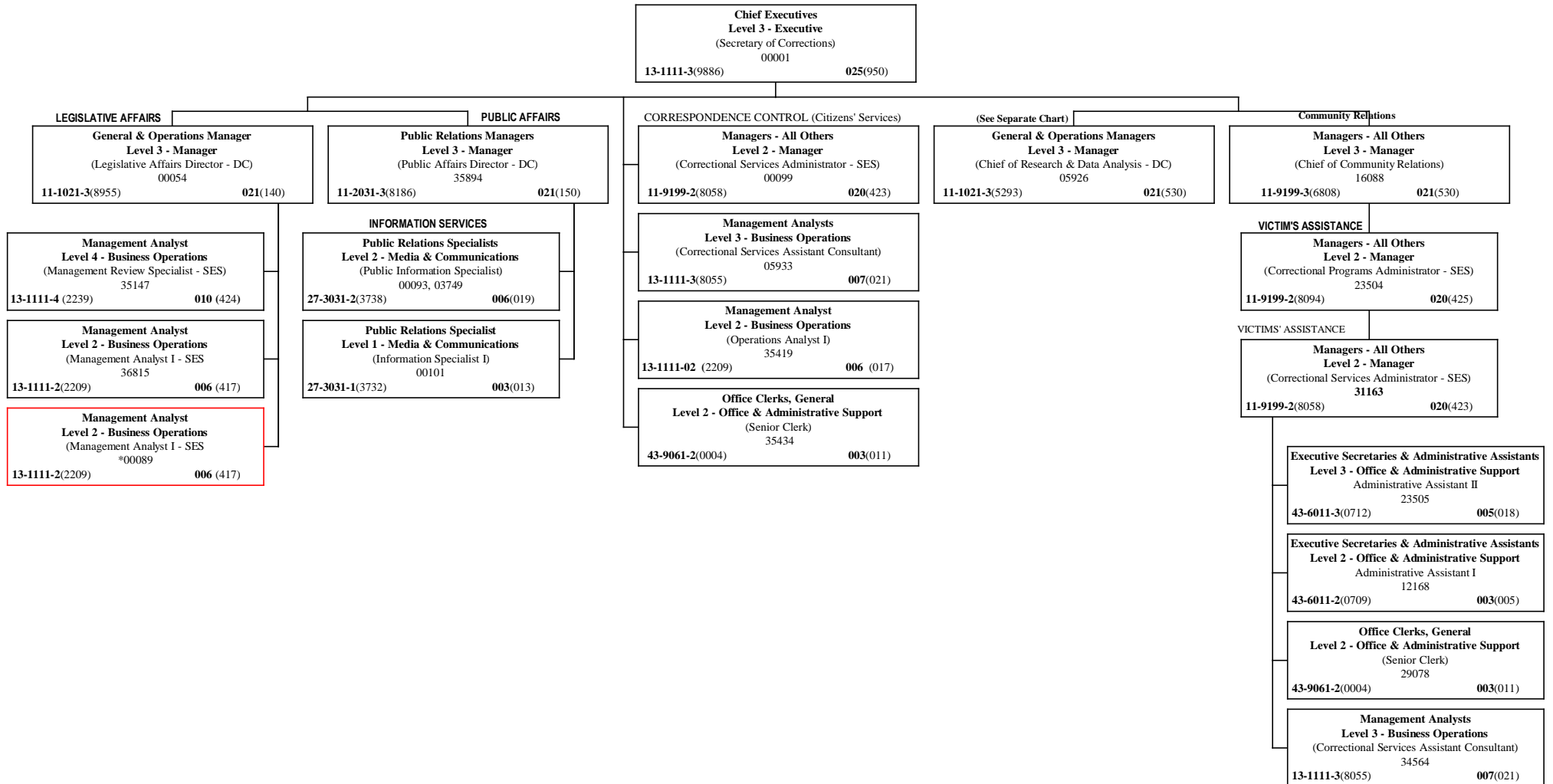


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 Deleted 36107 Operations & Management Consultant Manager-SES
 Deleted 36813 Operations & Management Consultant II-SES

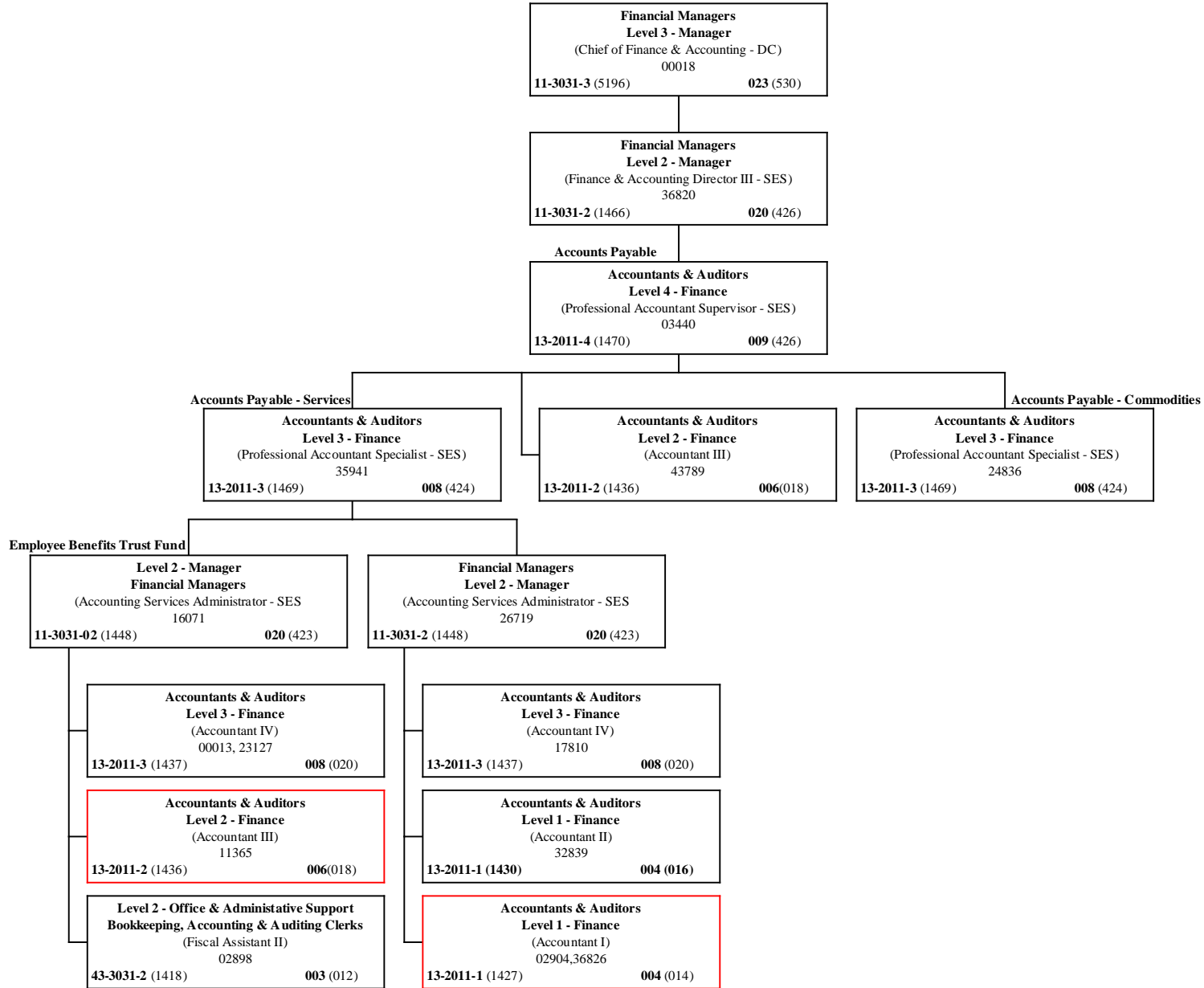
Department of Corrections
 Secretary's Office 70
 ***Chief of Staff 10
 Legislative Affairs 10
 Public Affairs 20
 Correspondence Control 21
 Victim's Assistance 22
 Research & Data Analysis 23-90

Chief of Staff Office
Legislative Affairs - Public Affairs

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



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

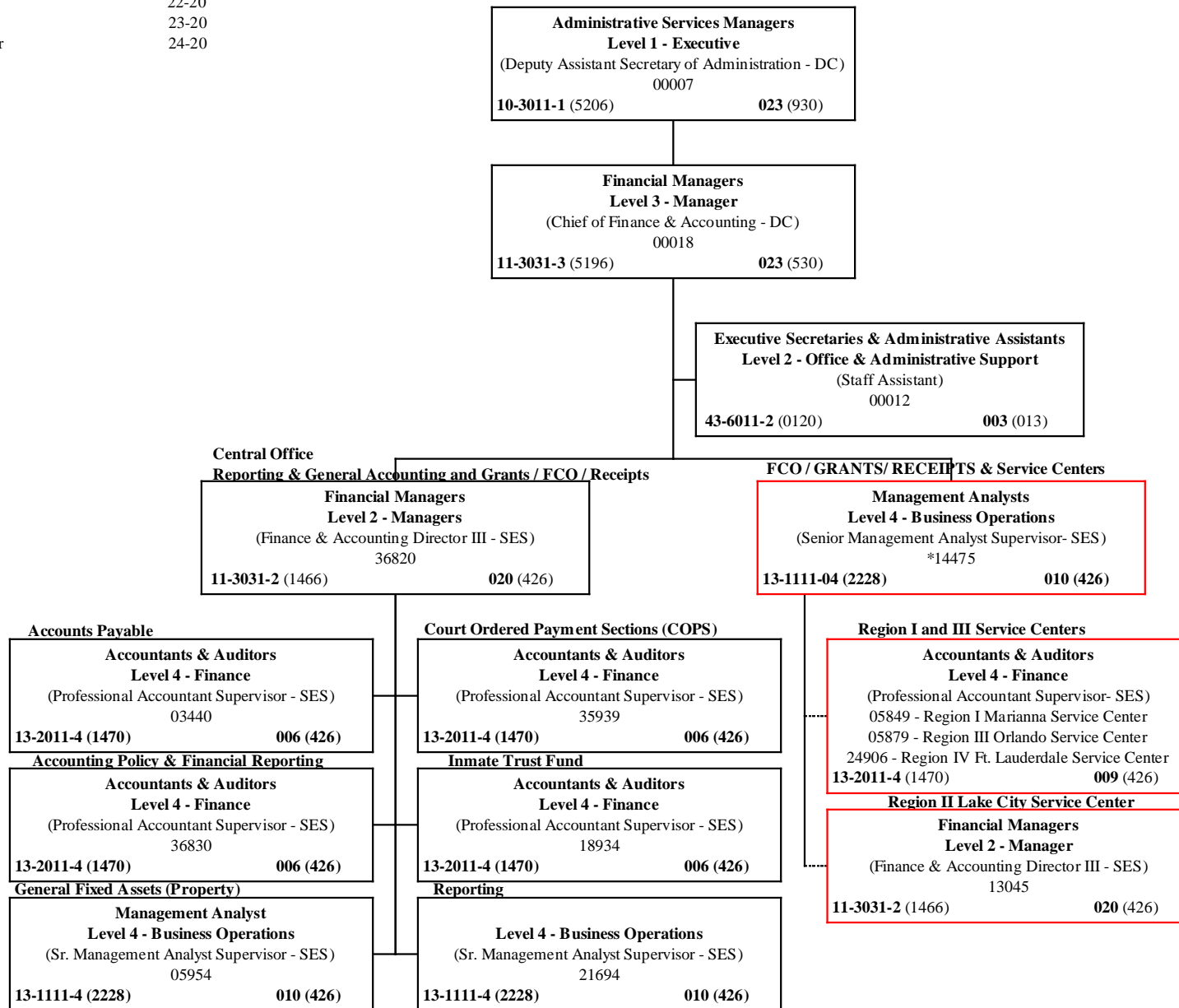


Deleted 36825 Accountant I
 Deleted 43790 Accountant III

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

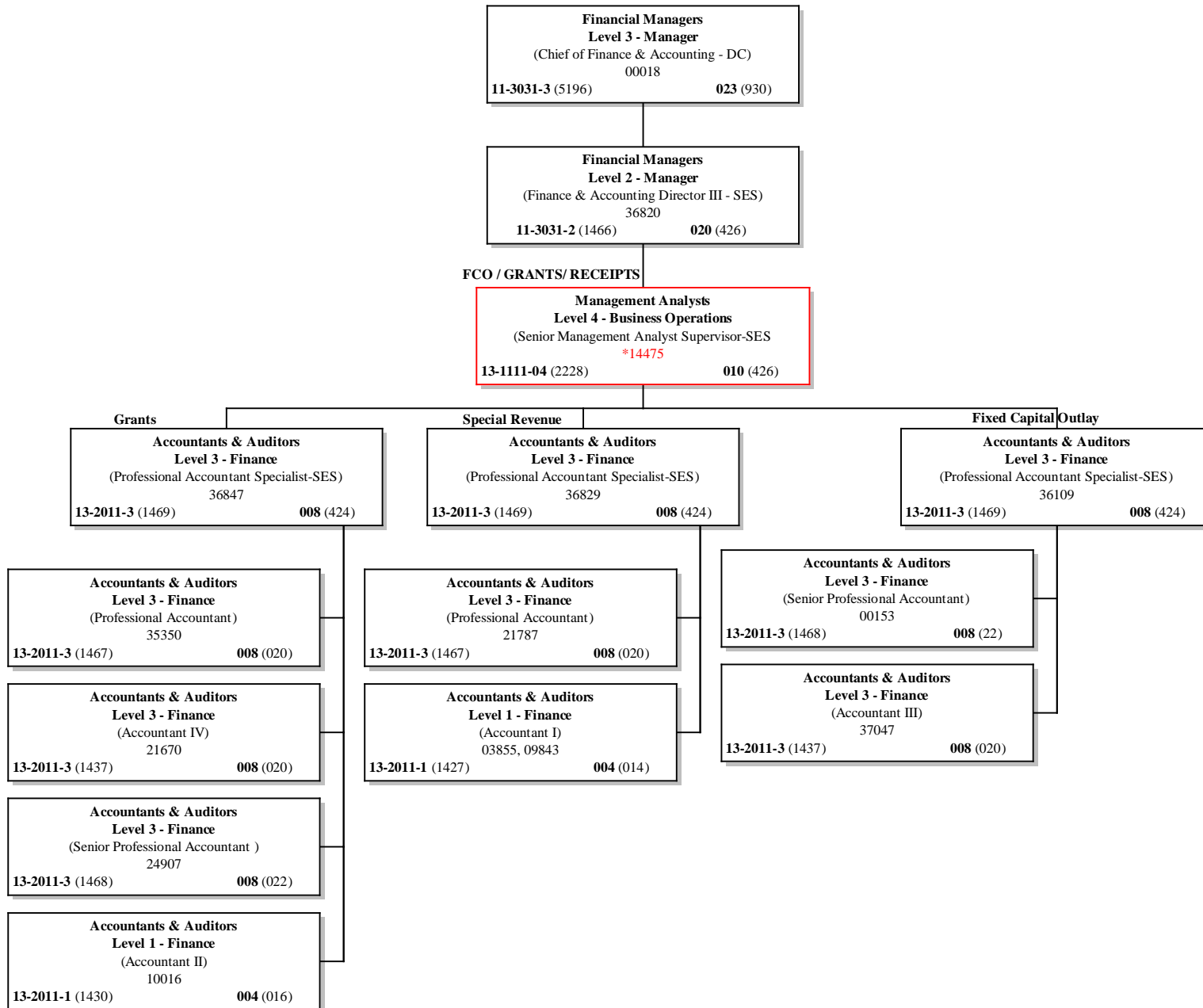
Bureau of Finance & Accounting: CENTRAL OFFICE OVERVIEW

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

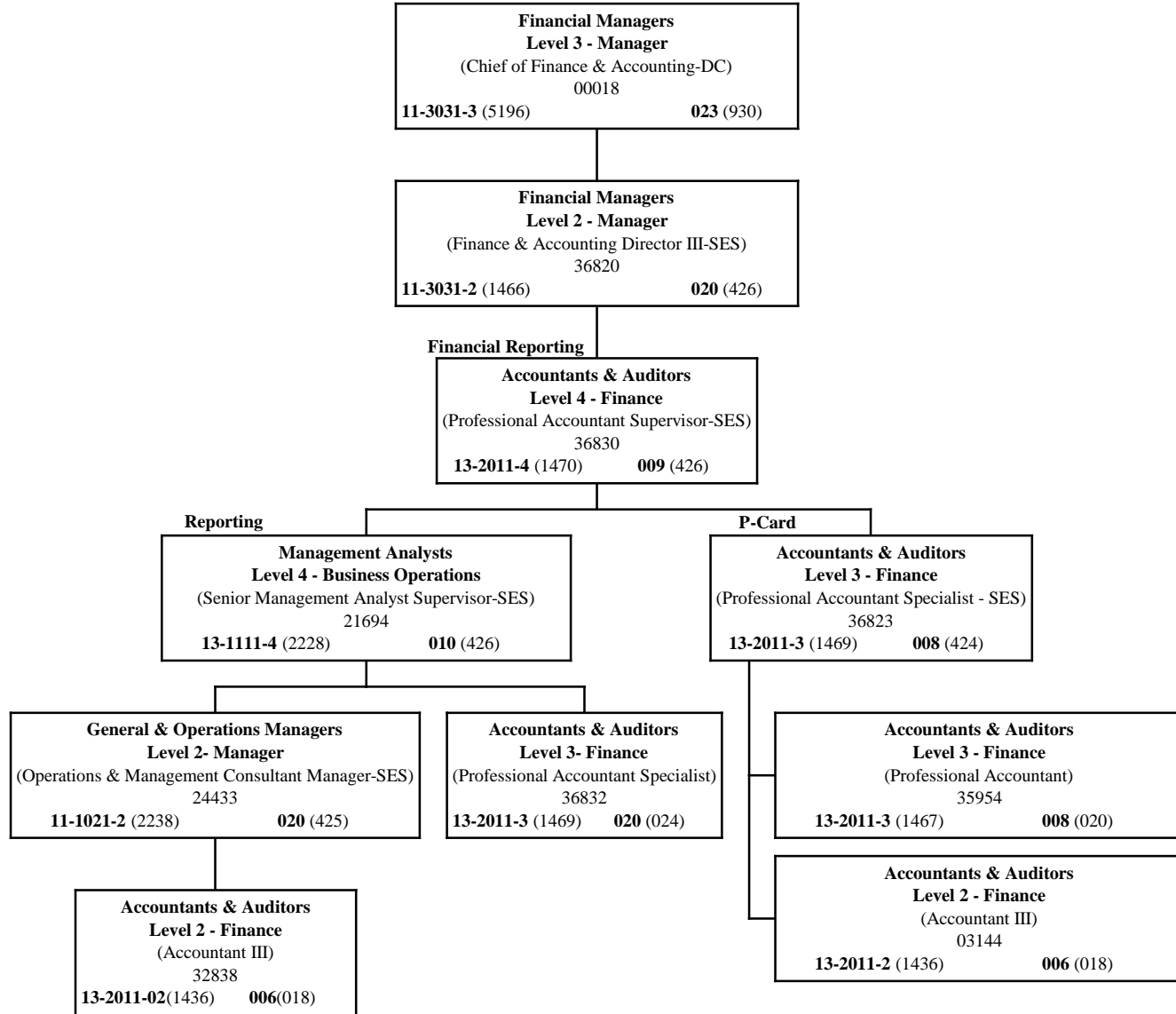


14475 reclassify to Senior Management Analyst Supervisor-SES from Professional Accountant Supervisor-SES
 05849, 05879, 24906 Professional Accountant Supervisor-SES reporting changed to 14475 SMAS from 36820 F&A Director III
 13045 F&A Director III reporting changed from 36820 F&A Director III to 14475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

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

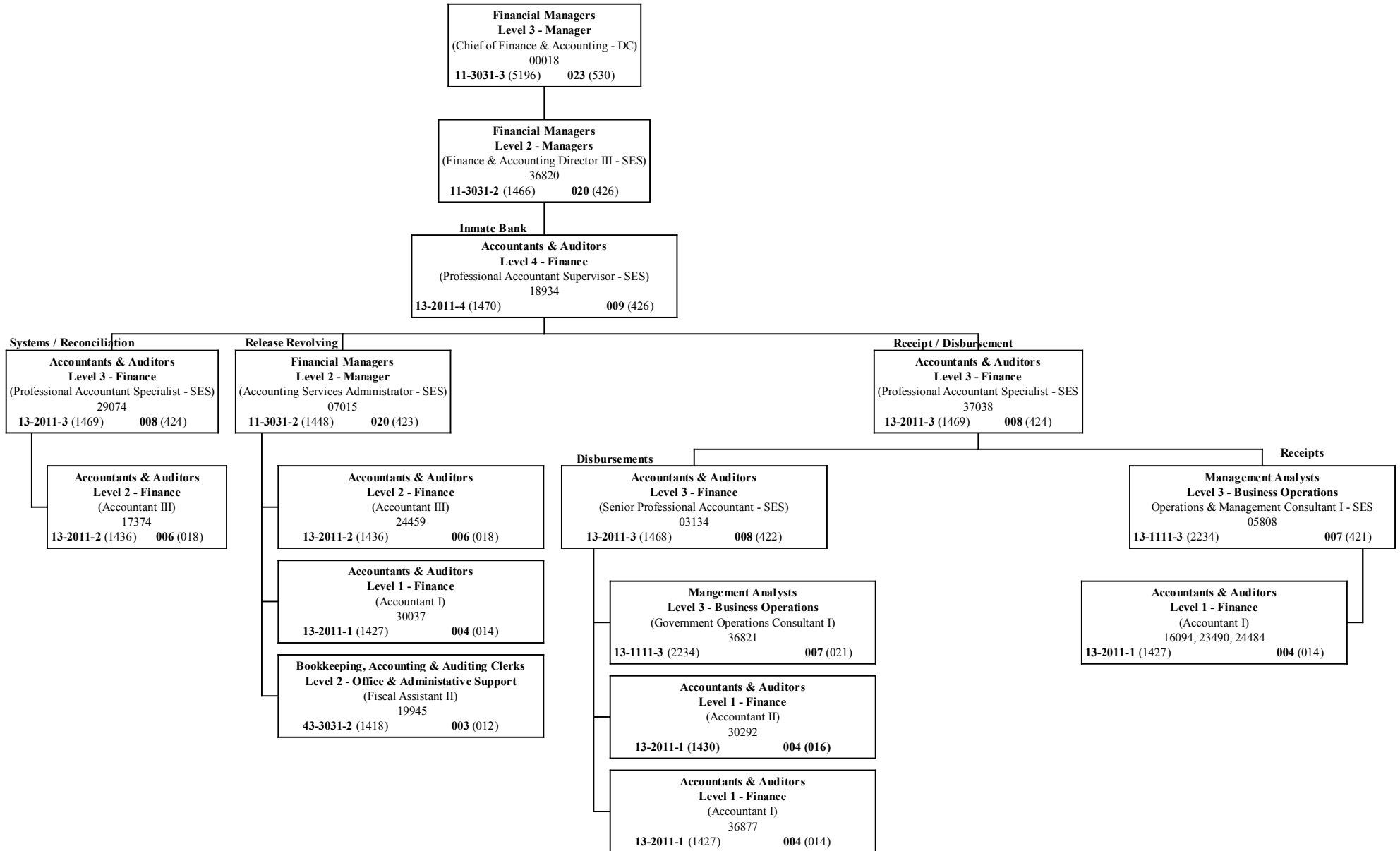


Central Office Finance & Accounting: Financial Reporting



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

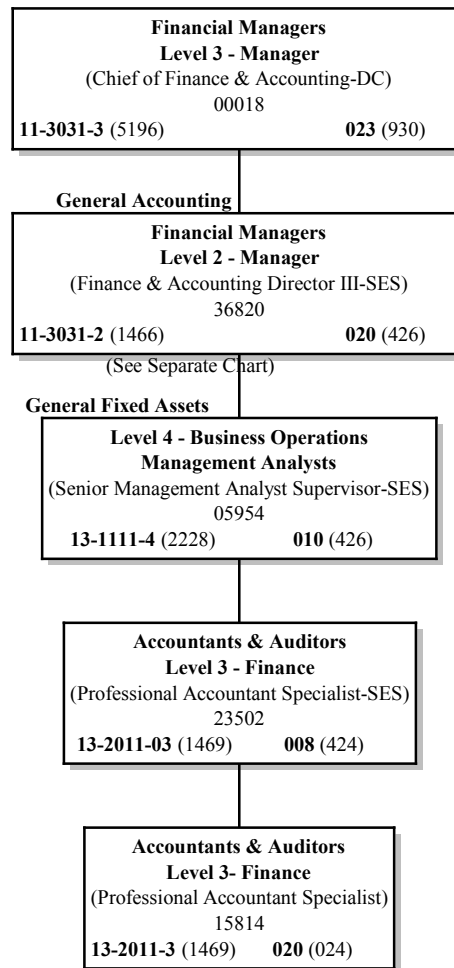
**Central Office Finance & Accounting
 Inmate Bank**



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

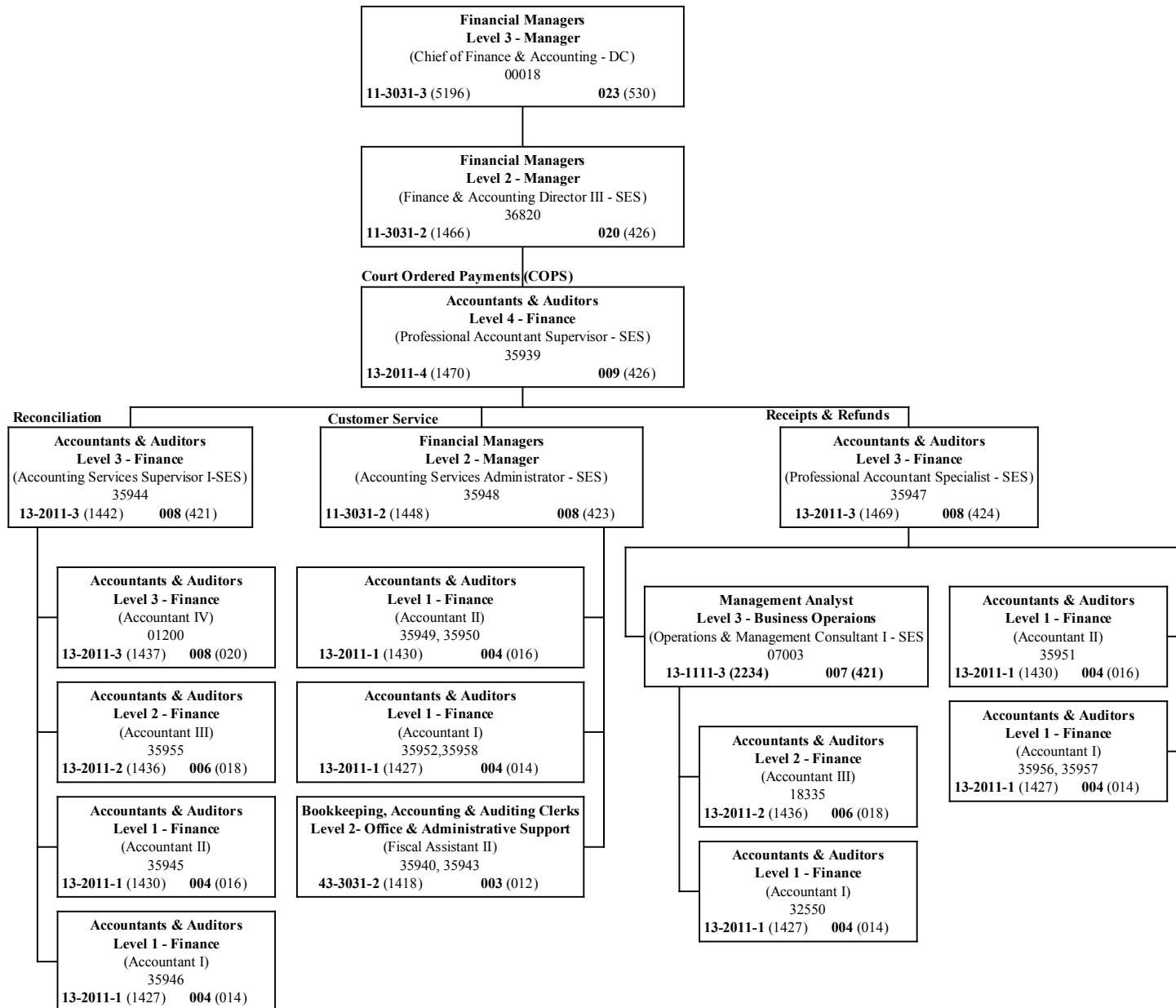
Central Office Finance & Accounting: Property

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



Deleted 21693 Accountant IV

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

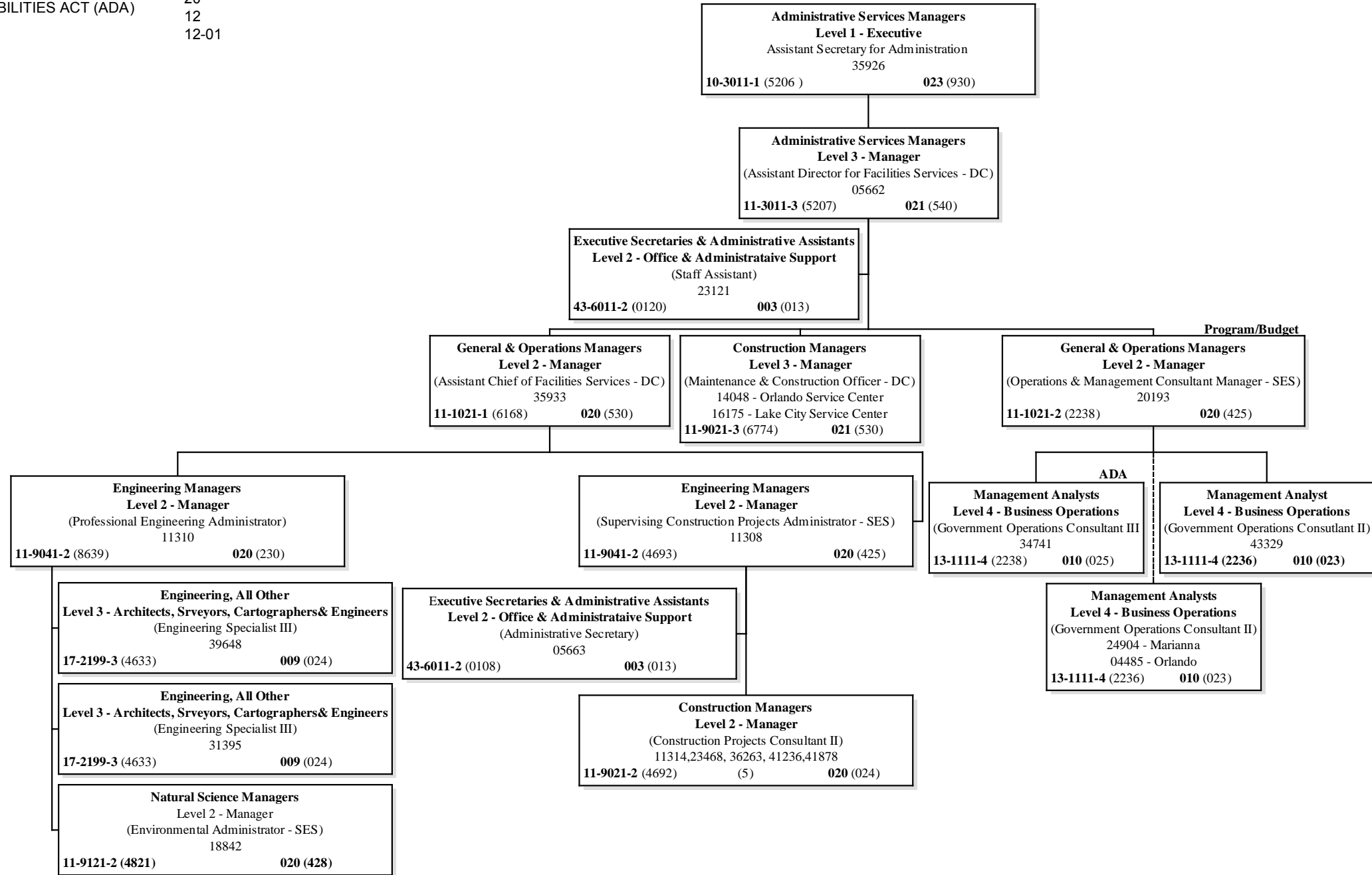


Deleted Fiscal Assistant II positions 35942 and 35953 effective 7-1-08

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

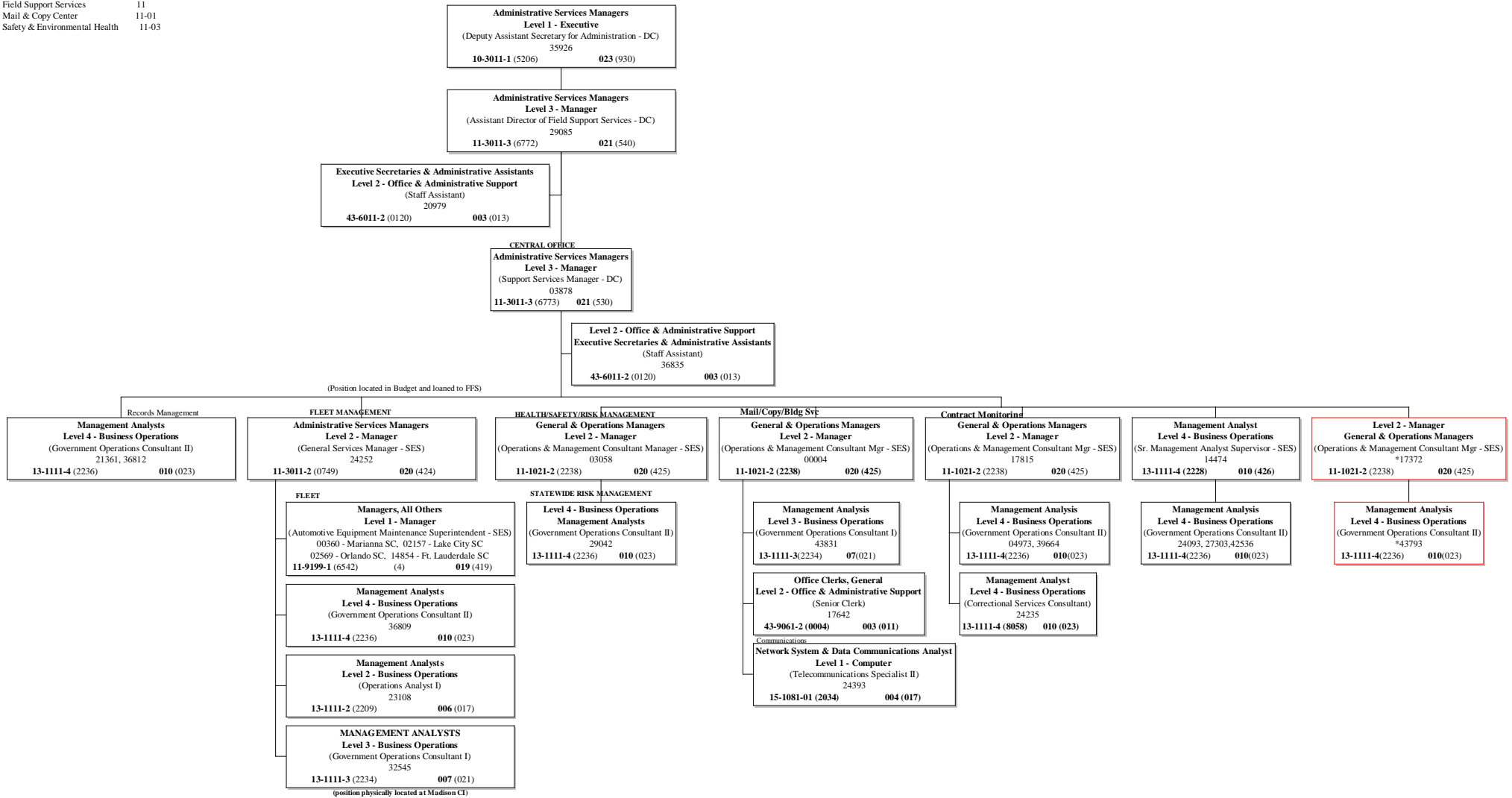
**CENTRAL OFFICE
 FACILITIES SERVICES**

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



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

FIELD SUPPORT SERVICES - CENTRAL OFFICE



Food Service

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

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

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

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

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

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

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

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

Marianna Service Center

Ft. Lauderdale Service Center

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

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

Lake City Service Center

Orlando Service Center

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

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

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

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

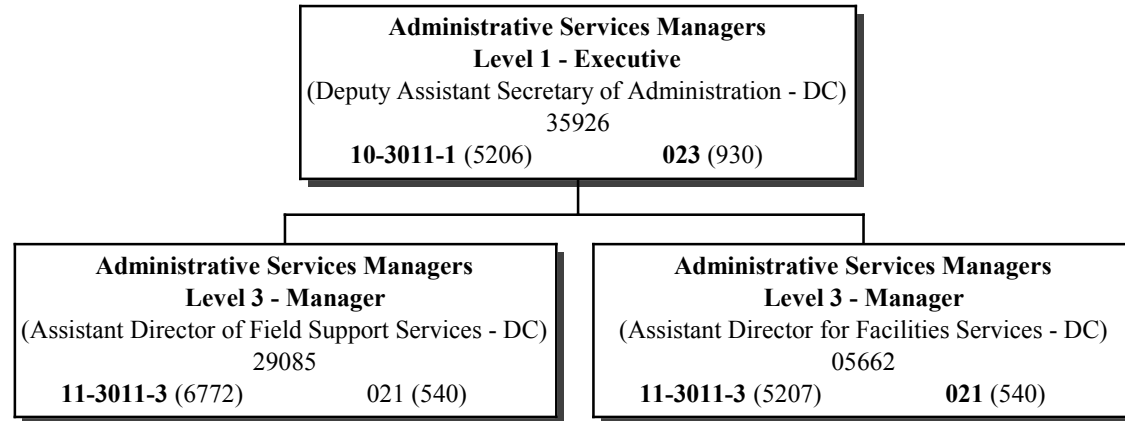
**CDL requirement

**Stores Consultant-F/C

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

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

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

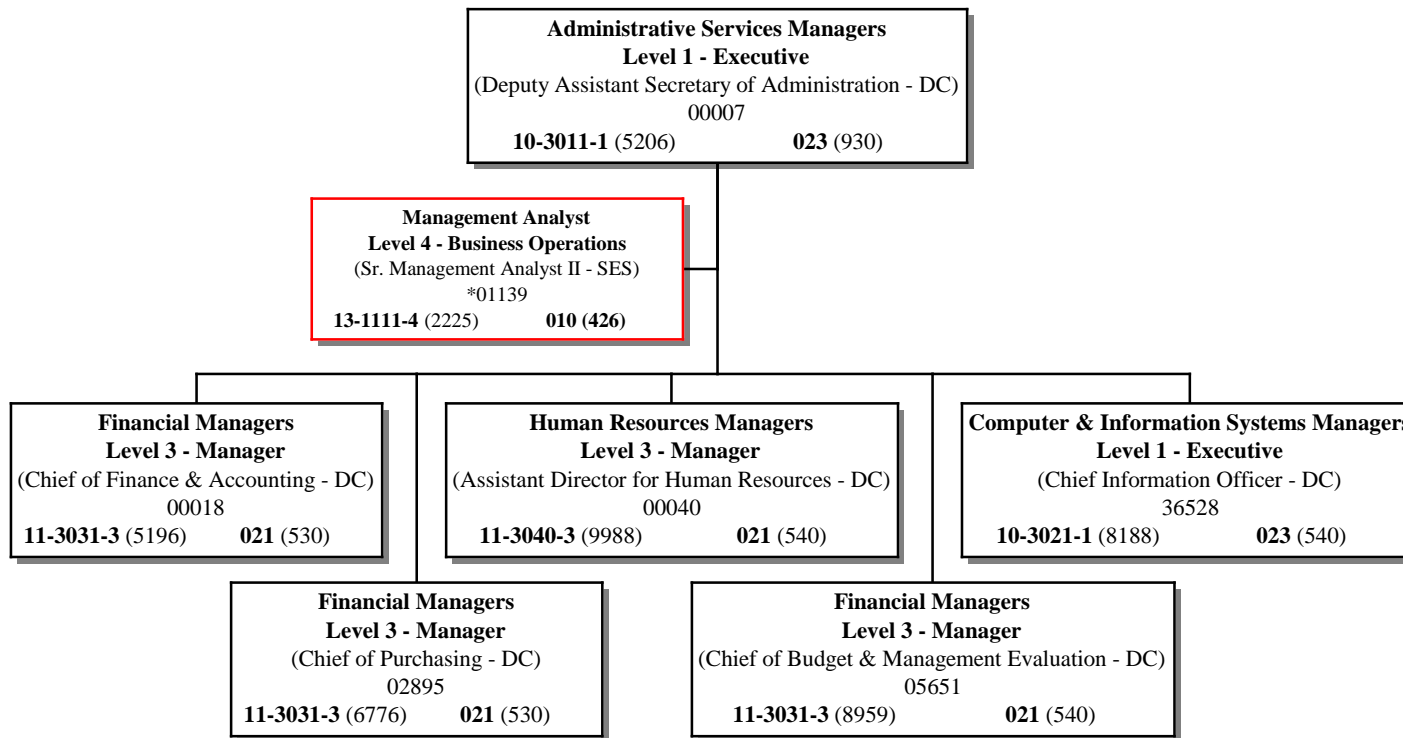


Deleted 03059 Chief of Staff

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

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

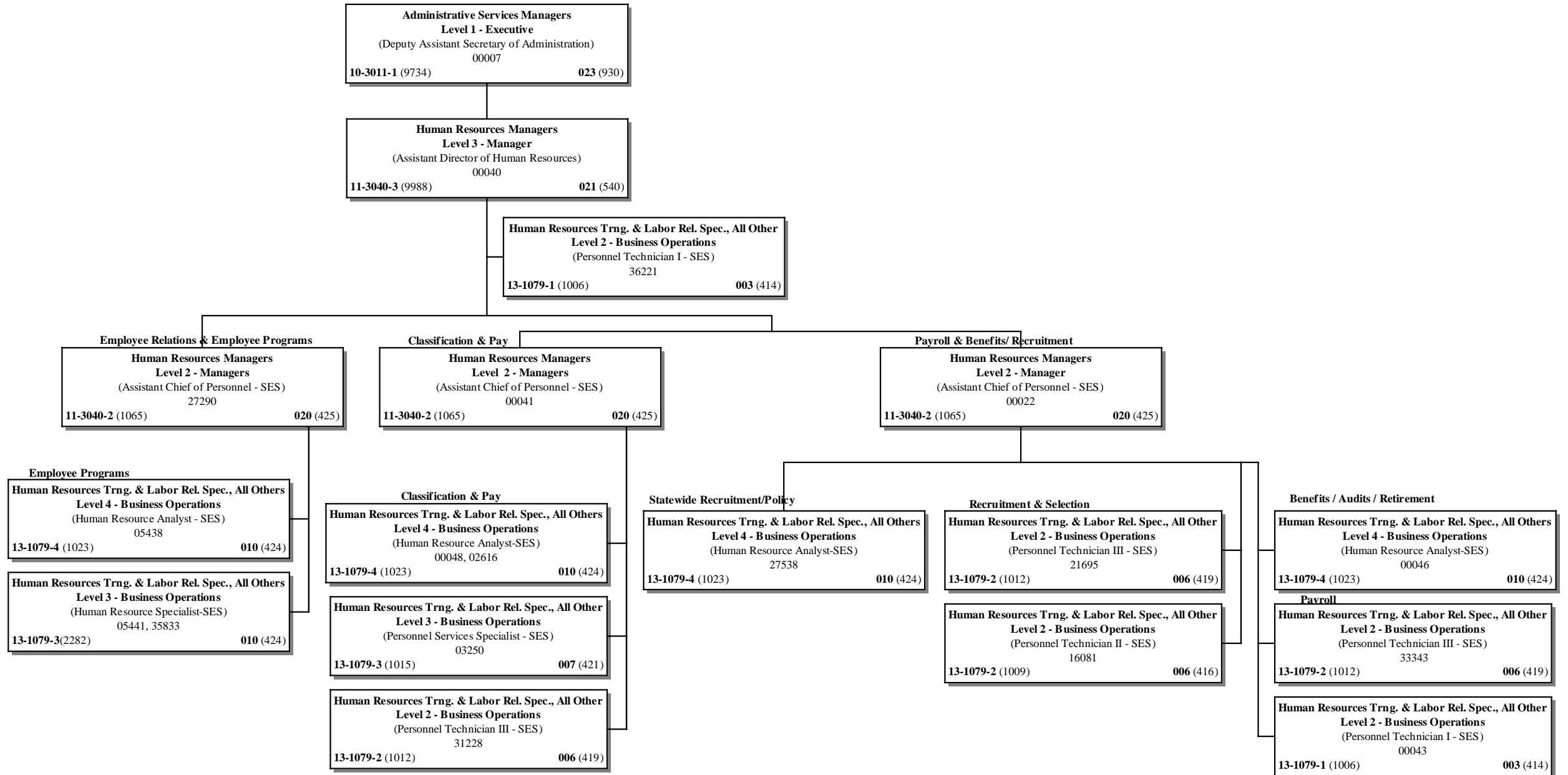
Submitted 3-22-10
Verified by: Christie Green
Effective Date: 3-19-10

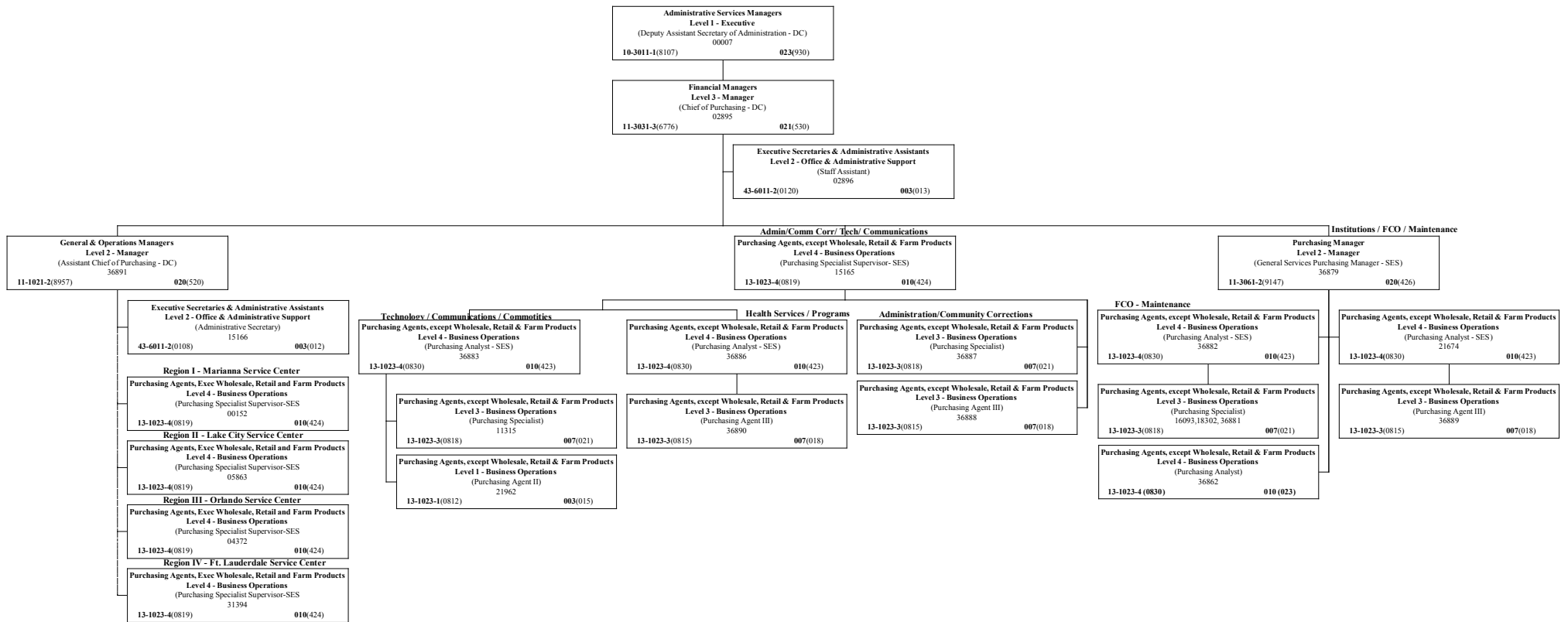


Department of Corrections 70
 Administration 10
 Human Resources 13
 Classification & Pay/Employee Programs 13-01
 Payroll, Benefits & Recruitment 13-01-02
 Recruitment 13-01-02-01
 Employee Relations 13-03

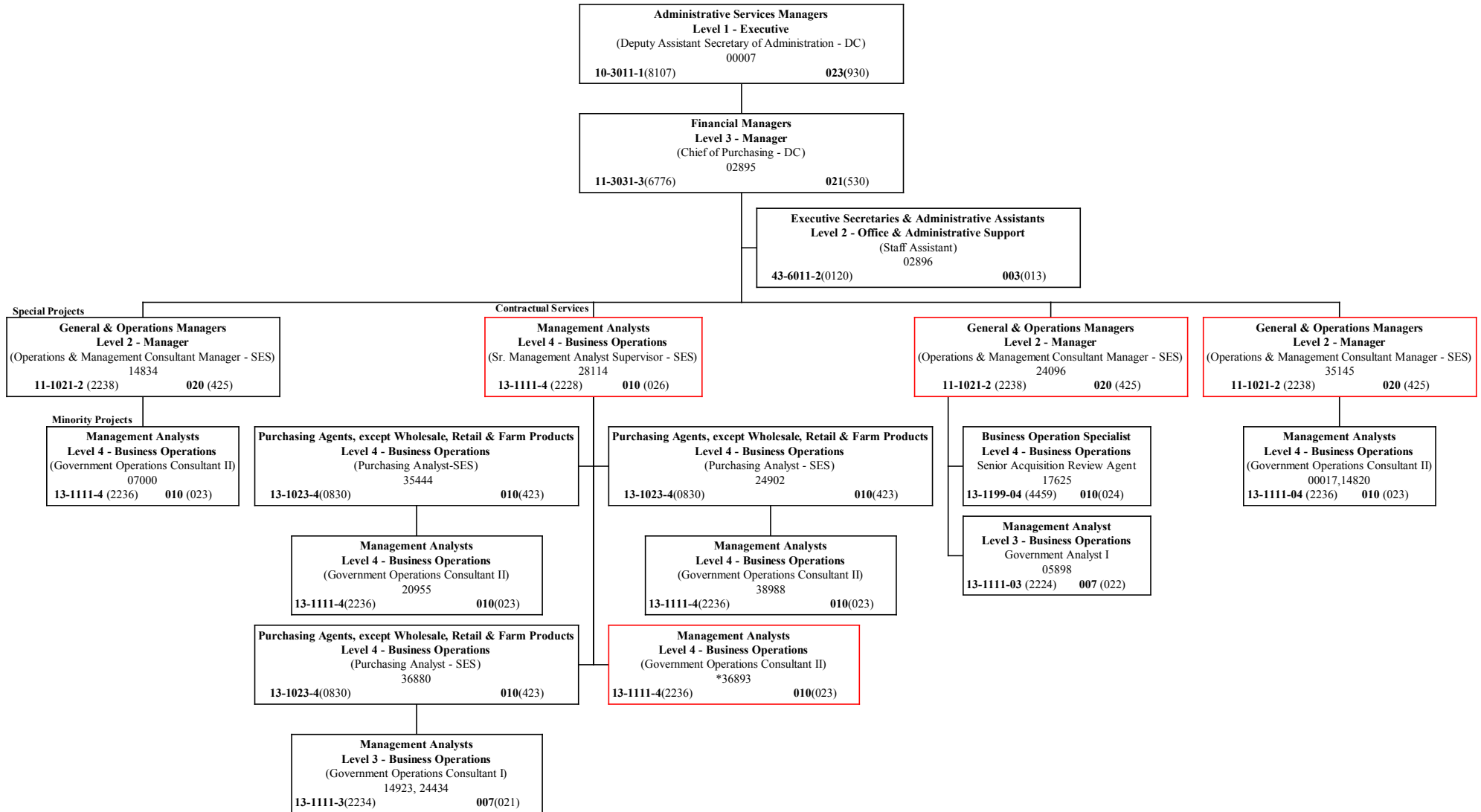
**CENTRAL OFFICE
 HUMAN RESOURCES/PERSONNEL
 PROPOSED**

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





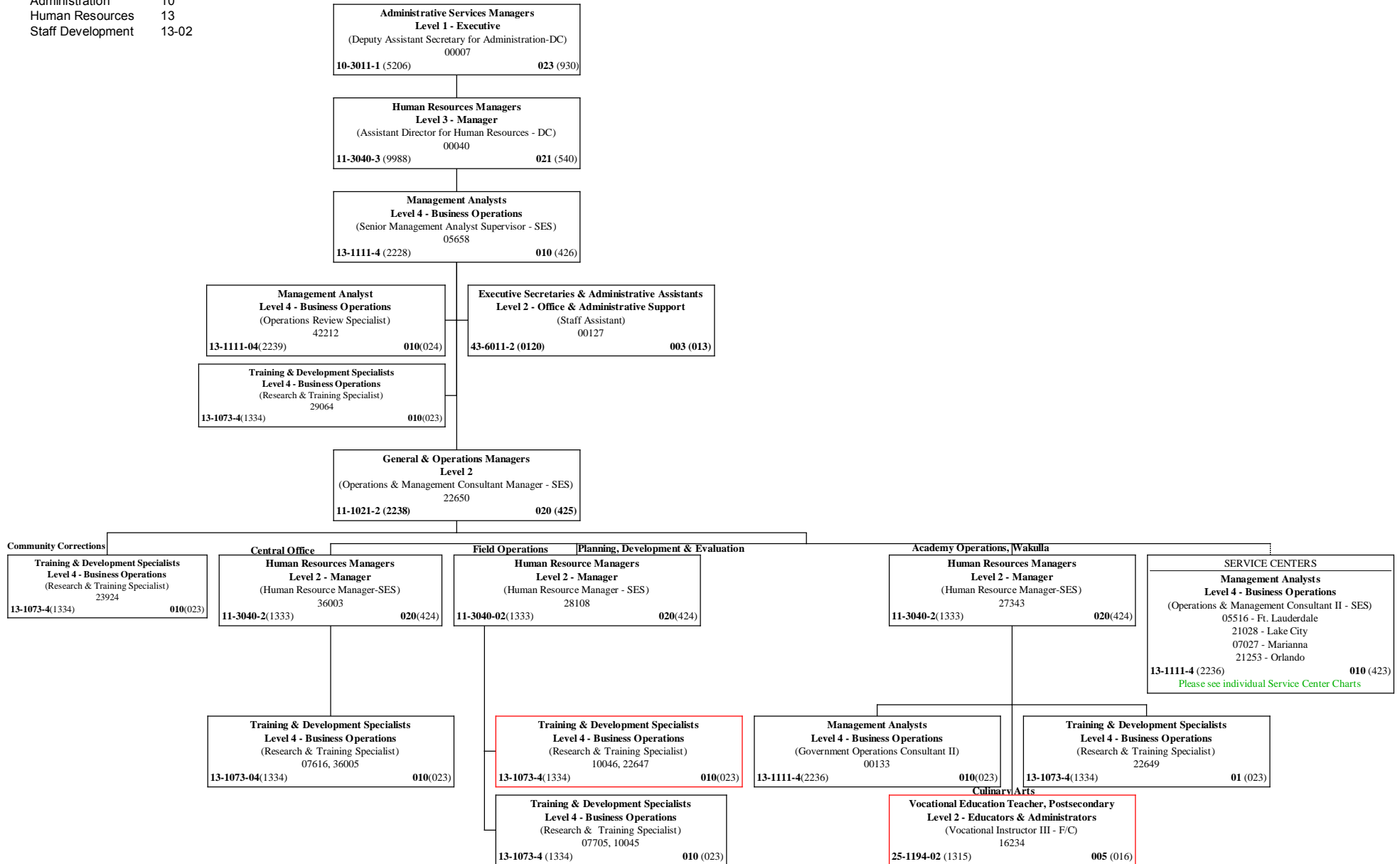
Central Office Purchasing Minority Coordinator and Contractual Services



**CENTRAL OFFICE
HUMAN RESOURCES/STAFF DEVELOPMENT**

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

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

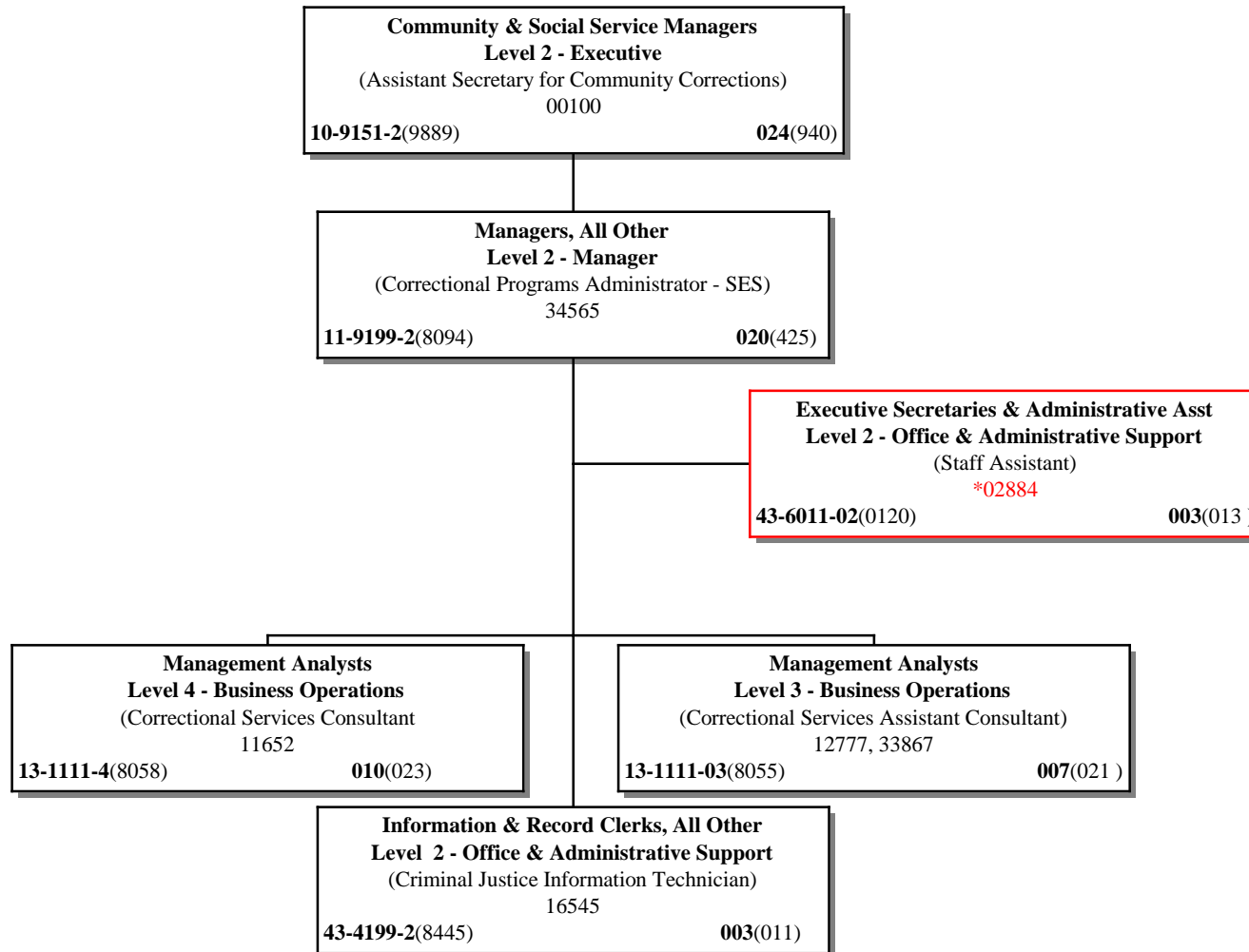


16234 add/delet reclass to Vocational Instructor III-FC from H. R. Manager-SES, effective 8-3-2011
 10046 R. & T. Specialist change supervisor to 28108 H.R. Manager from 16234 HRM, effective 7-22-2011
 22647 R. & T. Specialist change supervisor to 28108 H.R. Manager from 16234 HRM, effective 7-22-2011

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

**Central Office Community Corrections
 ABSCONDER UNIT**

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

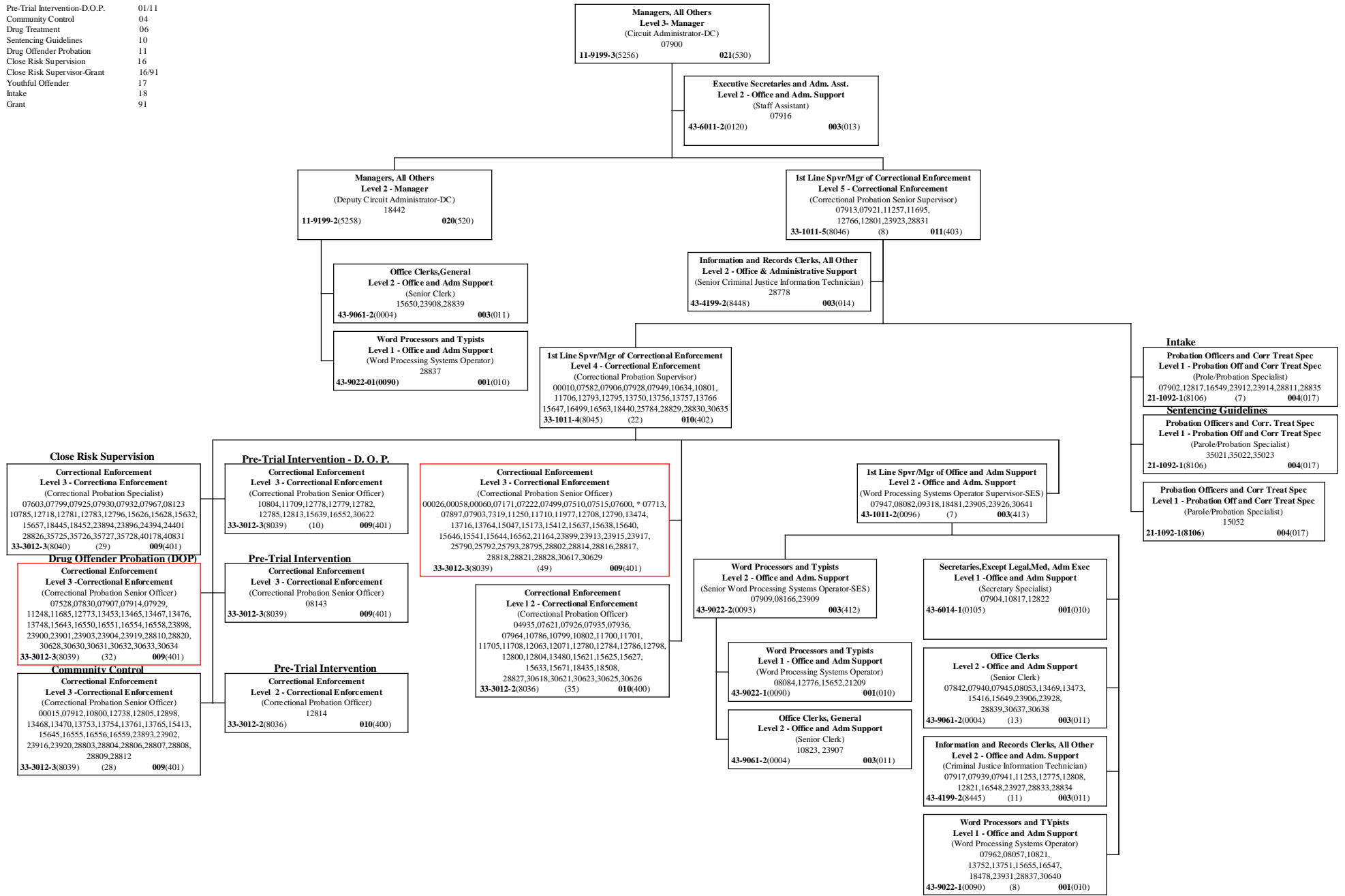


02884 reclassified to Staff Assistant and transferred reporting to position 34565

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

FT. LAUDERDALE CIRCUIT 17 - REGION IV

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

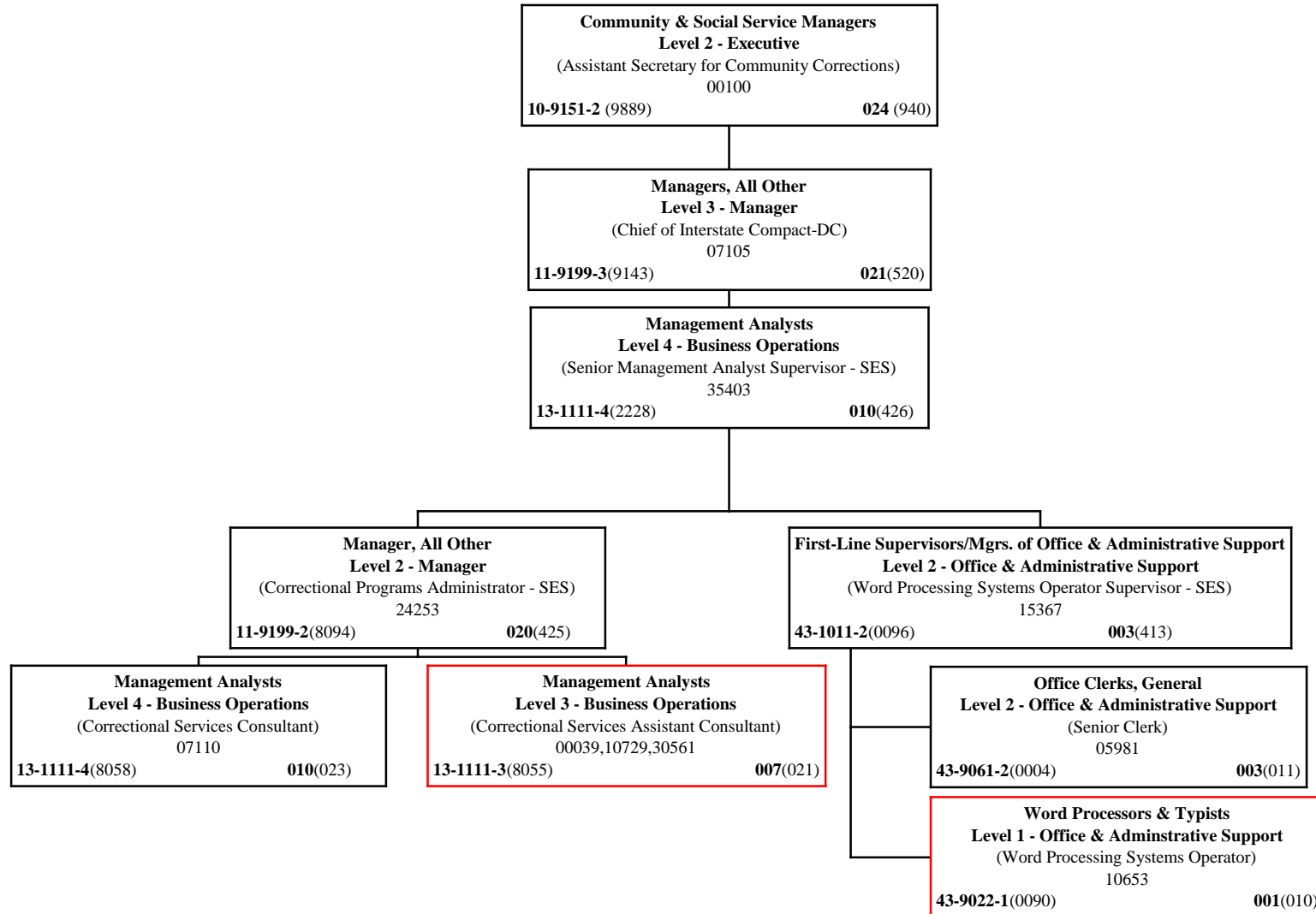


07713 Correctional Probation Senior Officer moved from DOP to Probation Supervision

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

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

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

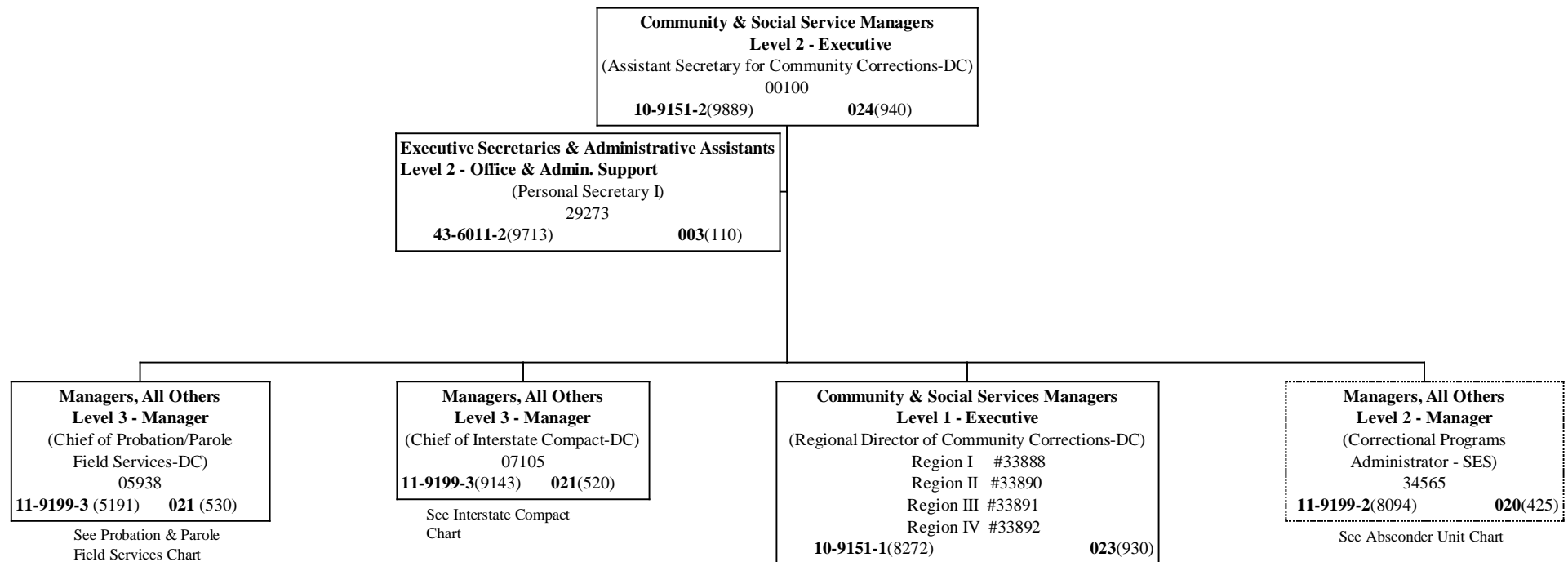


Deleted 05986 Word Processing Systems Operator, effective 7-1-2011
 Deleted 07334 Correctional Services Administrator, effective 7-1-2011
 Deleted 10633 Government Operations Consultant, effective 7-1-2011
 00039, 10729, 30561 Correctional Services Assistant Consultant supervisor change to 24253 CPA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

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

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

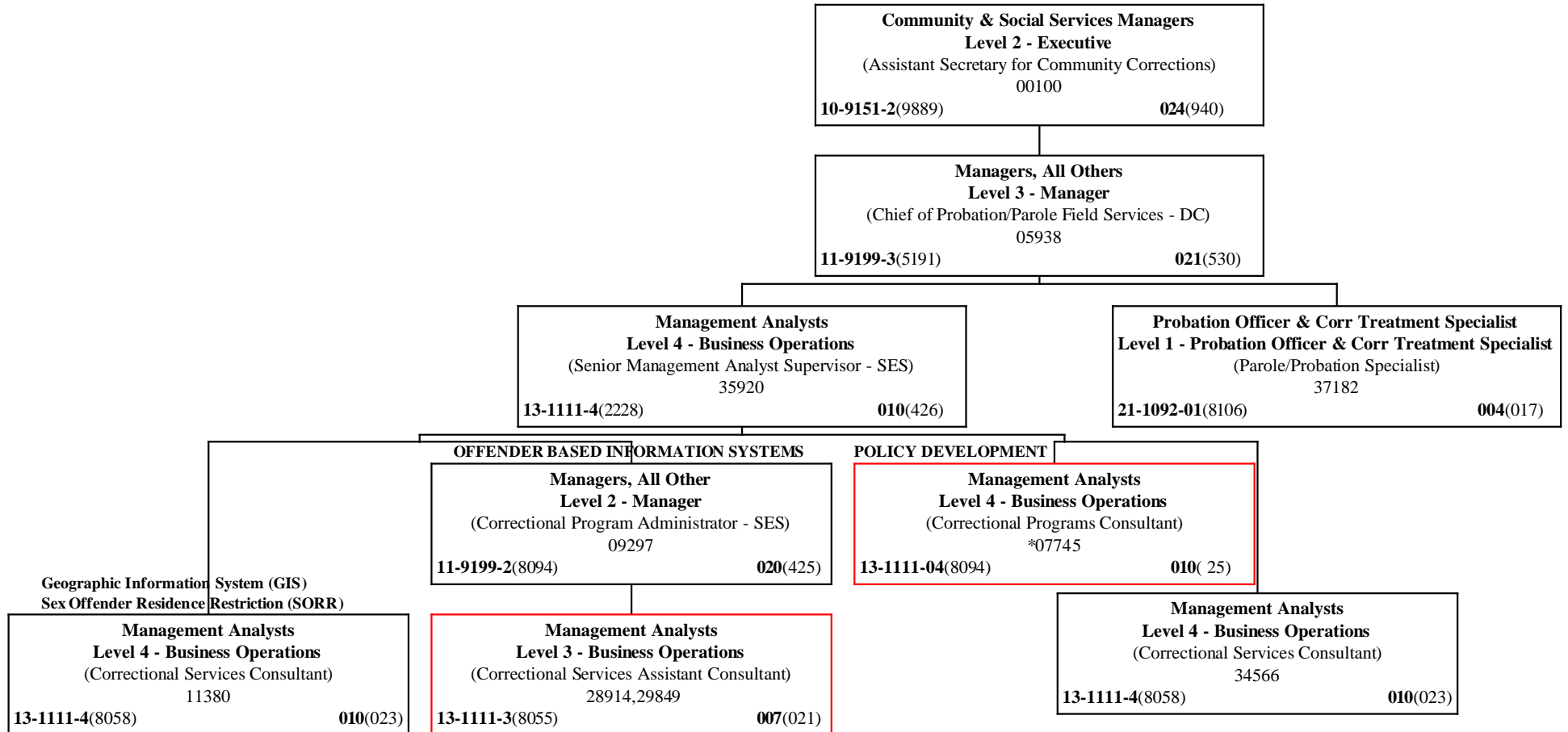
SUBMITTED: 4-2011
 VERIFIED BY: L. McGriff
 EFFECTIVE: 4-29-2011



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

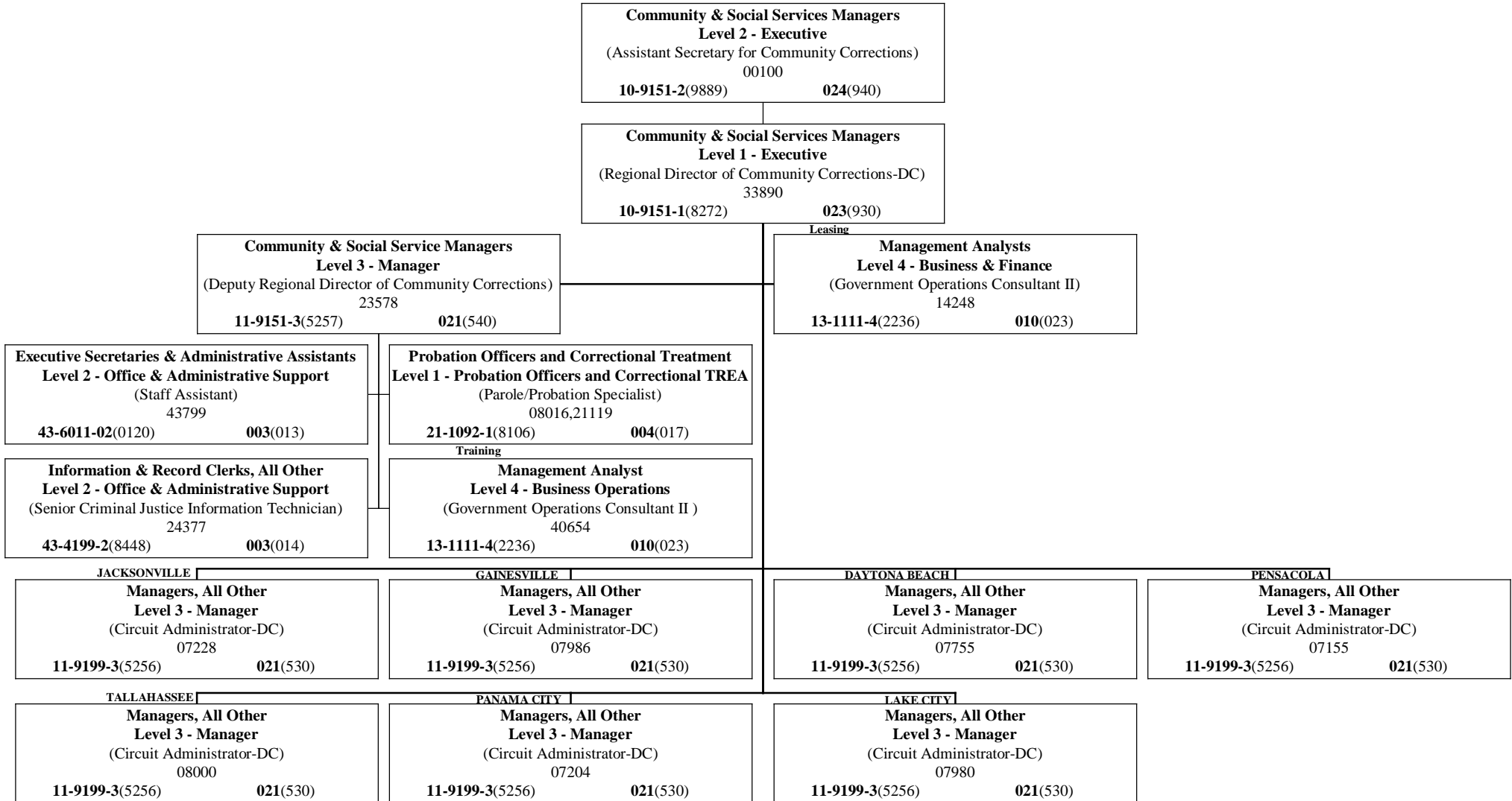
DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS, TECHNOLOGY, AND
SUPPORT SERVICES
COMMUNITY CORRECTIONS - PROBATION &
PAROLE FIELD SERVICES

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



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

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

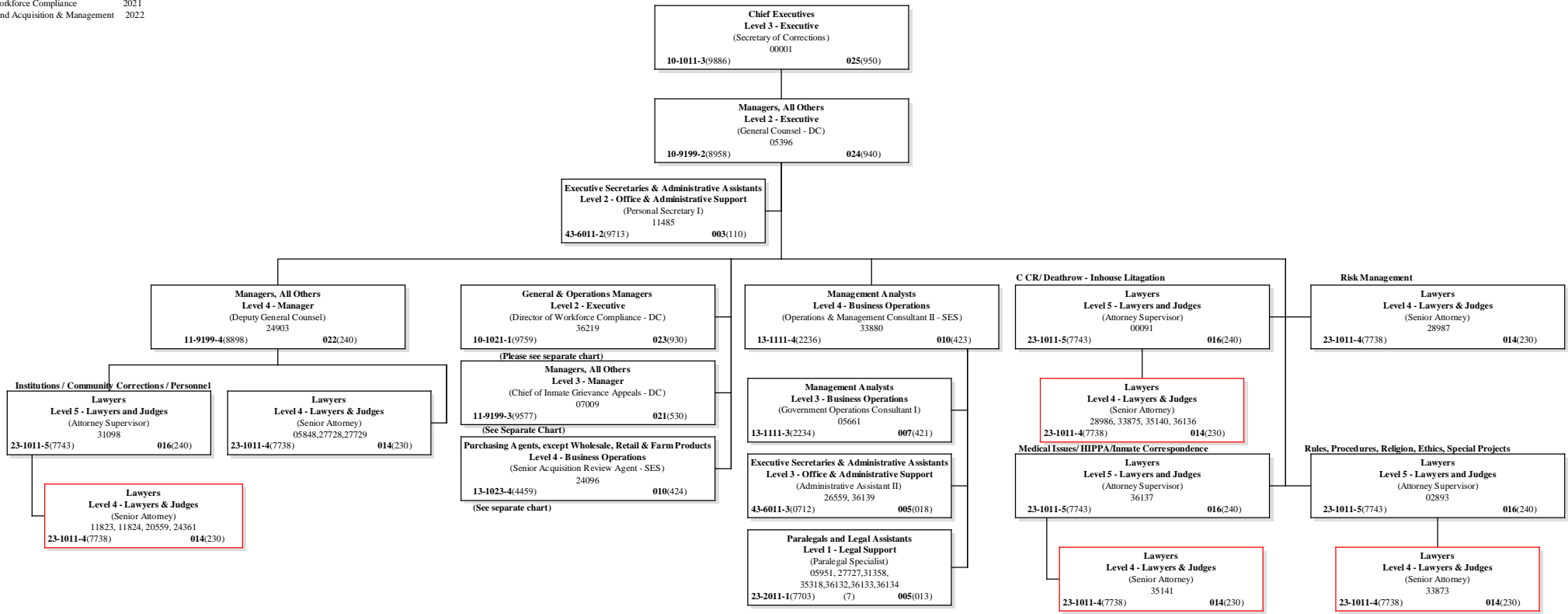


Deleted 25849 Staff Assistant, effective 7-1-2011
 Deleted 23638 Correctional Services Consultant, effective 7-1-2011
 Deleted 05919 Executive Secretary, effective 7-1-2011
 Deleted 33888 Regional Director of Community Corrections, effective 7-1-2011
 Deleted 21119 Parole/Probation Specialist, effective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

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

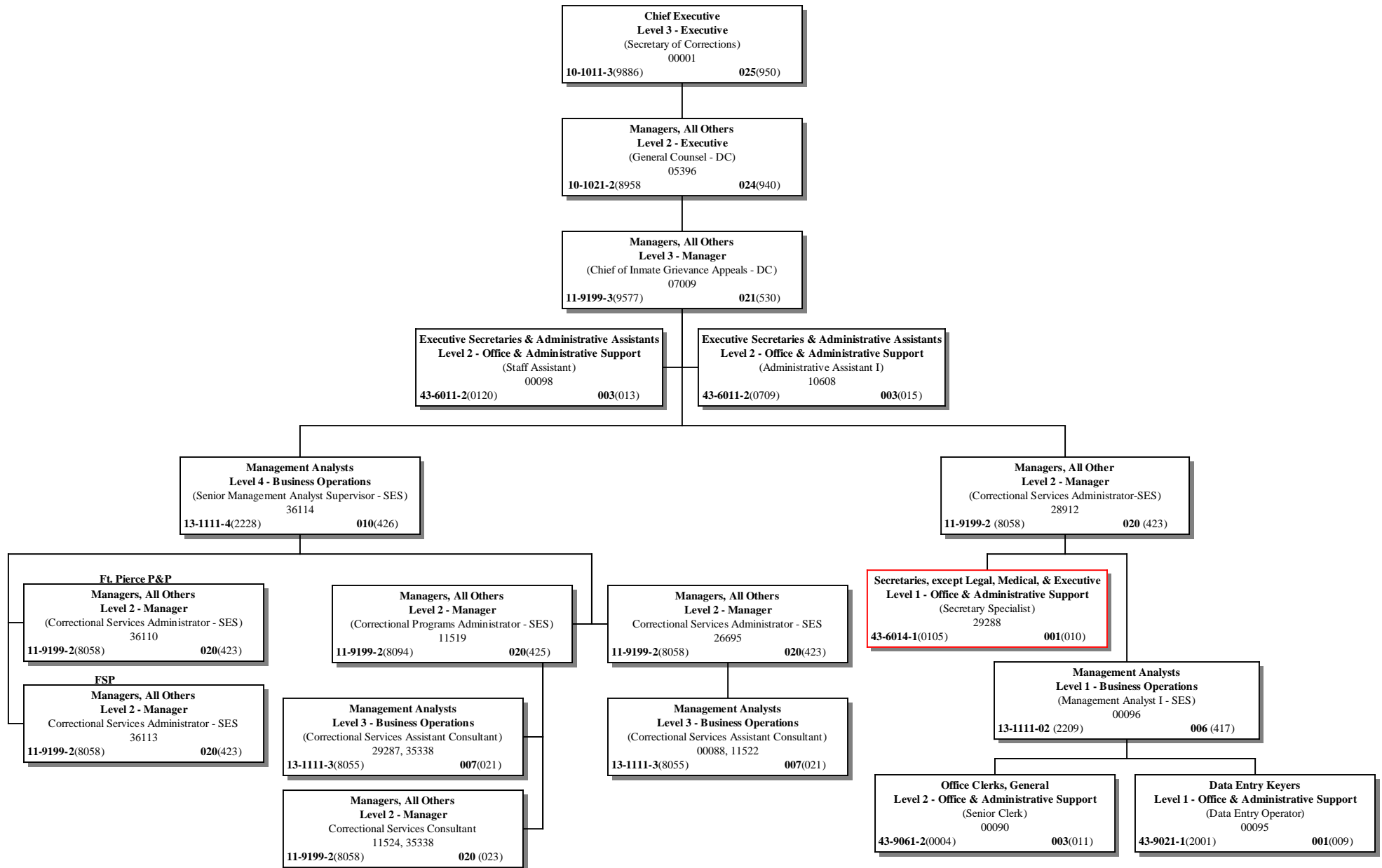
**Office of the General Counsel
 Central Office**

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



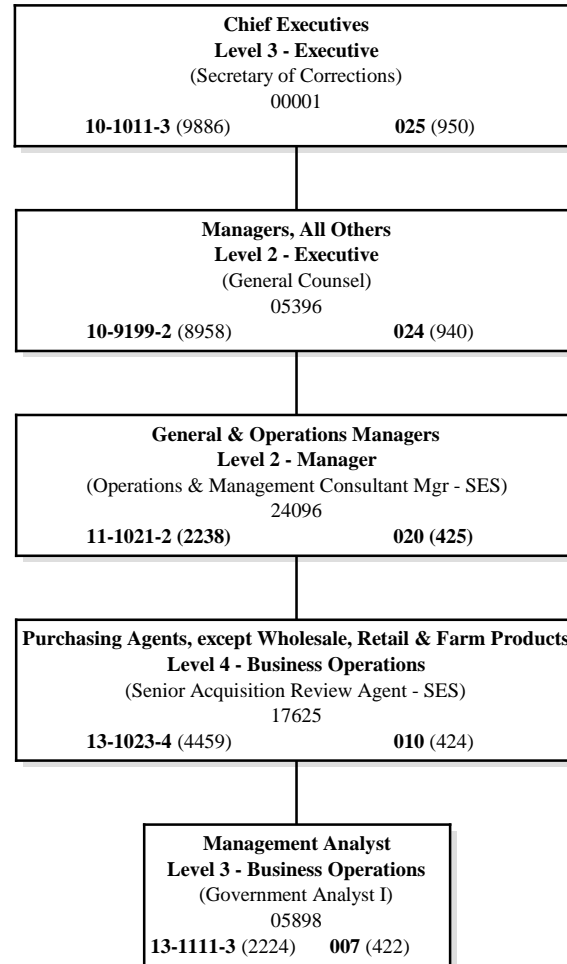
Deleted 36138 Attorney Supervisor
 Deleted 26249, 28109, 35839, 36084 Senior Attorney
 Deleted 27891 Paralegal Specialist

Department of Corrections
Office of General Counsel - Inmate Grievance Appeals



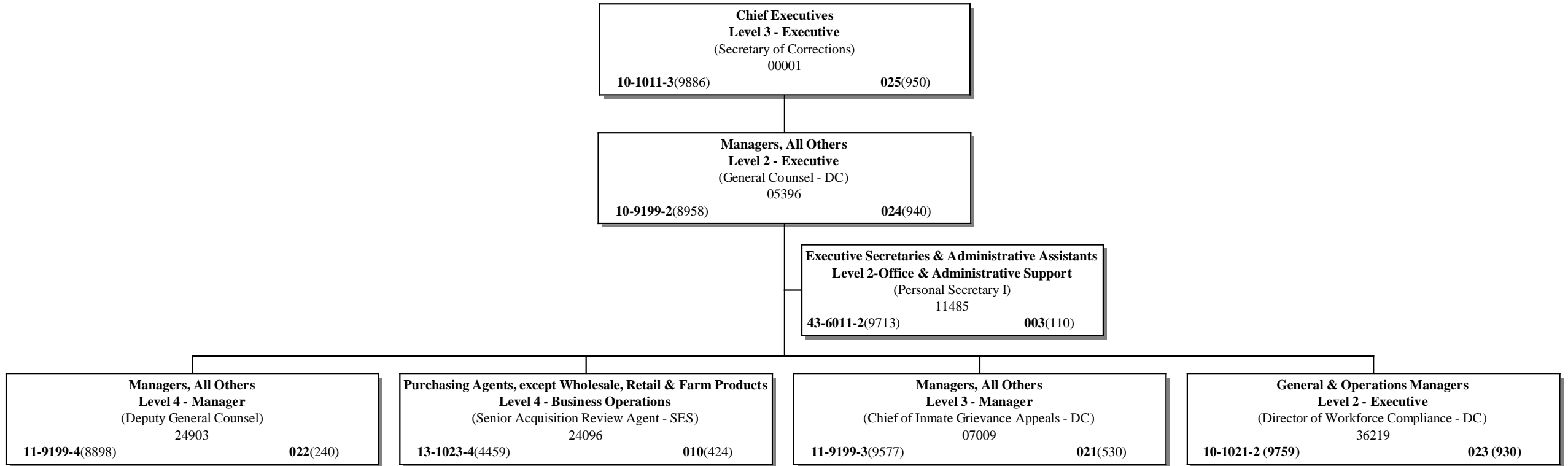
Deleted 11512 Secretary Specialist, effective 7-1-2011
 Deleted 36111, 36112 Correctional Services Administrator
 Deleted 36459, 36519, 36521, 36522 Operations Analyst II

Office of the General Counsel Land Acquisition & Management

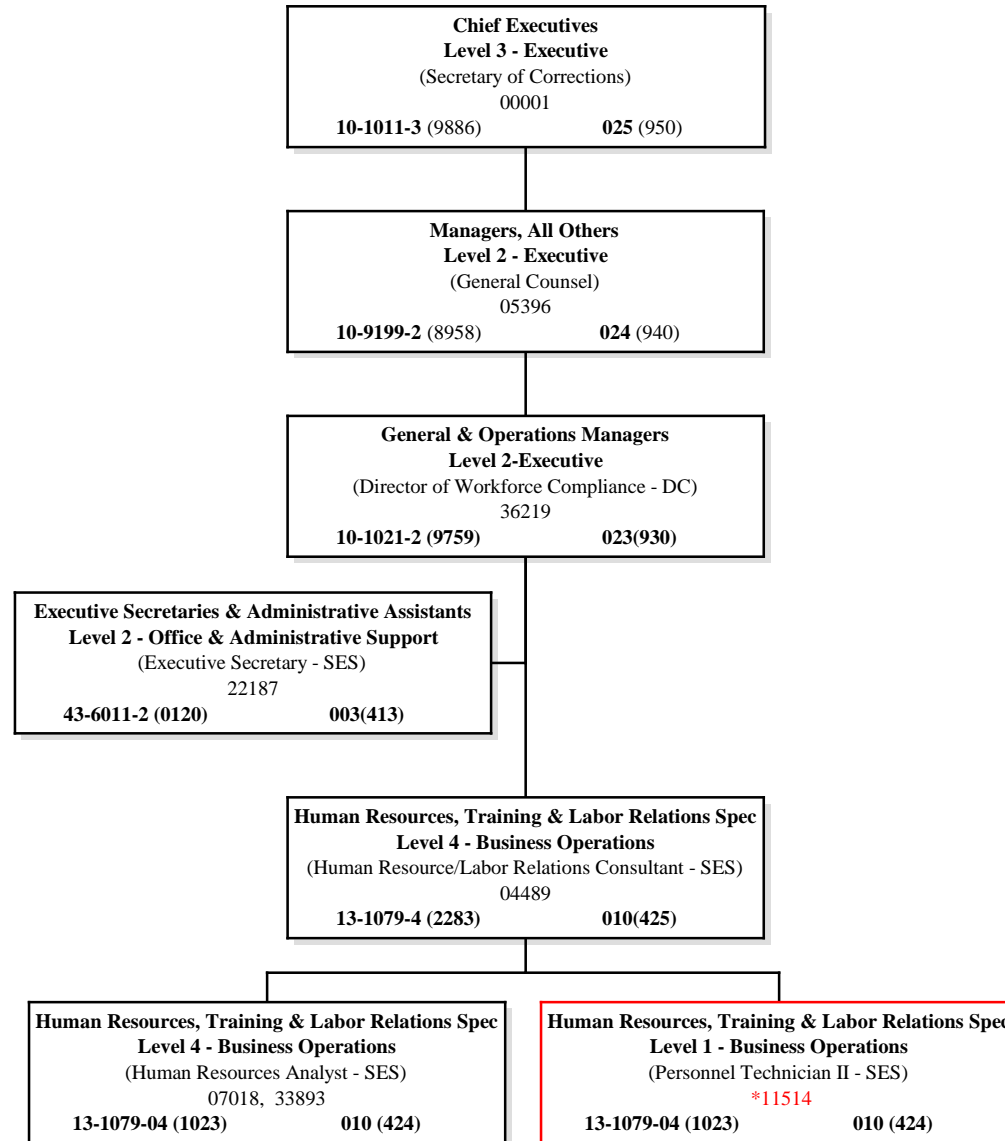


**OFFICE OF THE GENERAL COUNSEL
CENTRAL OFFICE
INMATE GRIEVANCE**

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



Office of the General Counsel Workforce Compliance

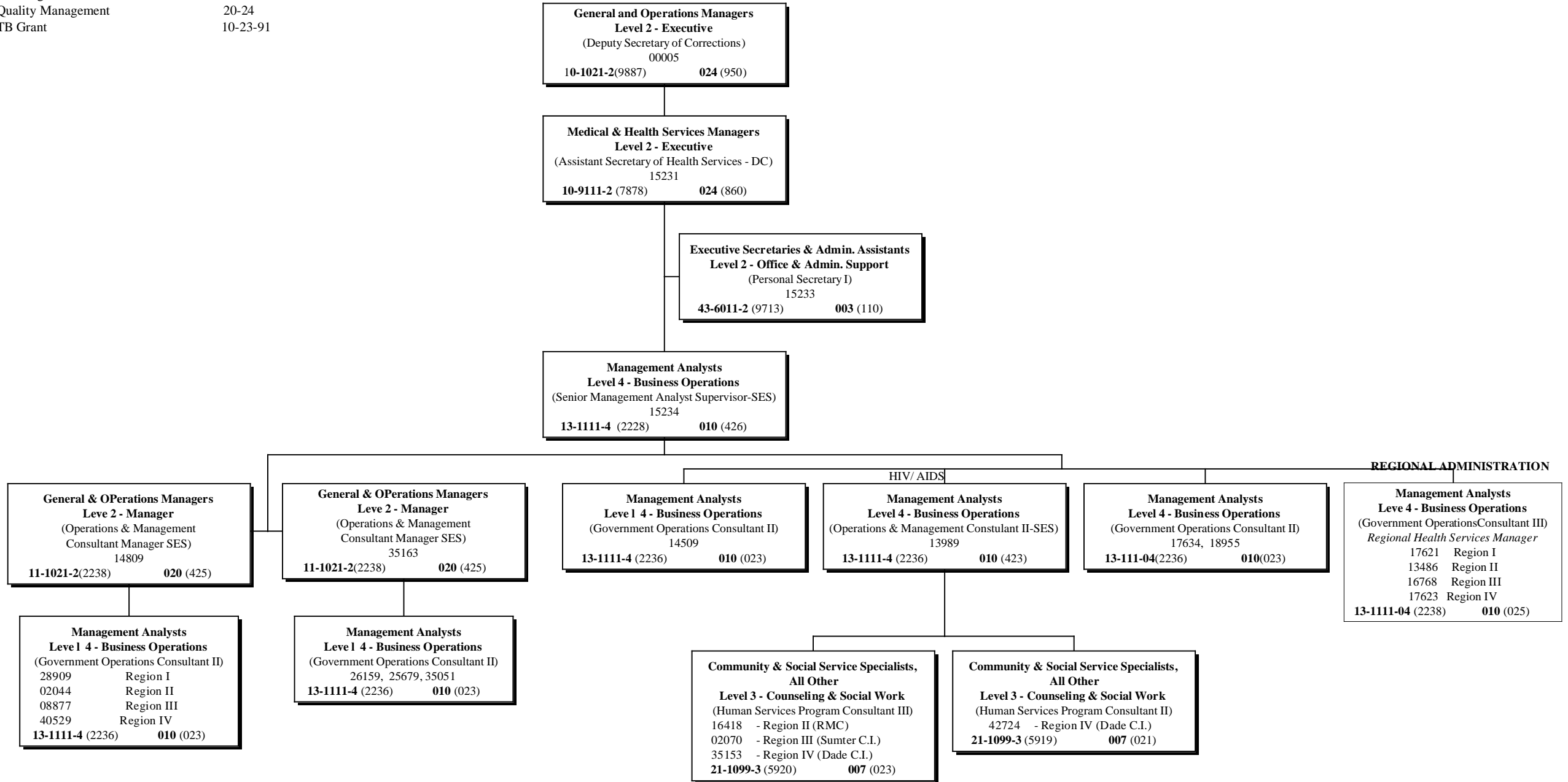


Position 11514 reclassified from Human Resources Analyst - SES to Personnel Technician II - SES effective 6-24-11

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

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

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



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

See Chart 1 for remainder of Health Services Administration

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

70
 50
 10
 21

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

Submitted: _____7/31-02-_____
 Verified by: _____Brenda Williams_____
 Effective Date: __7/1/02_____

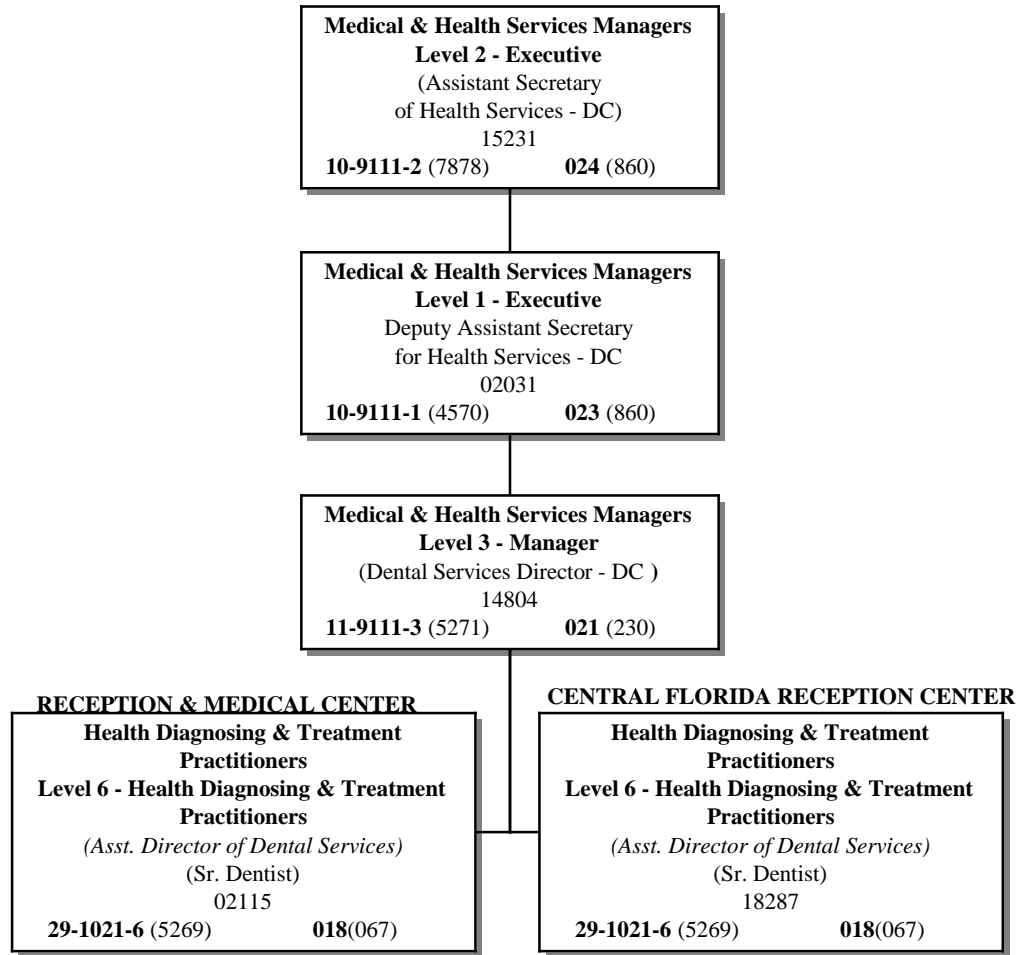
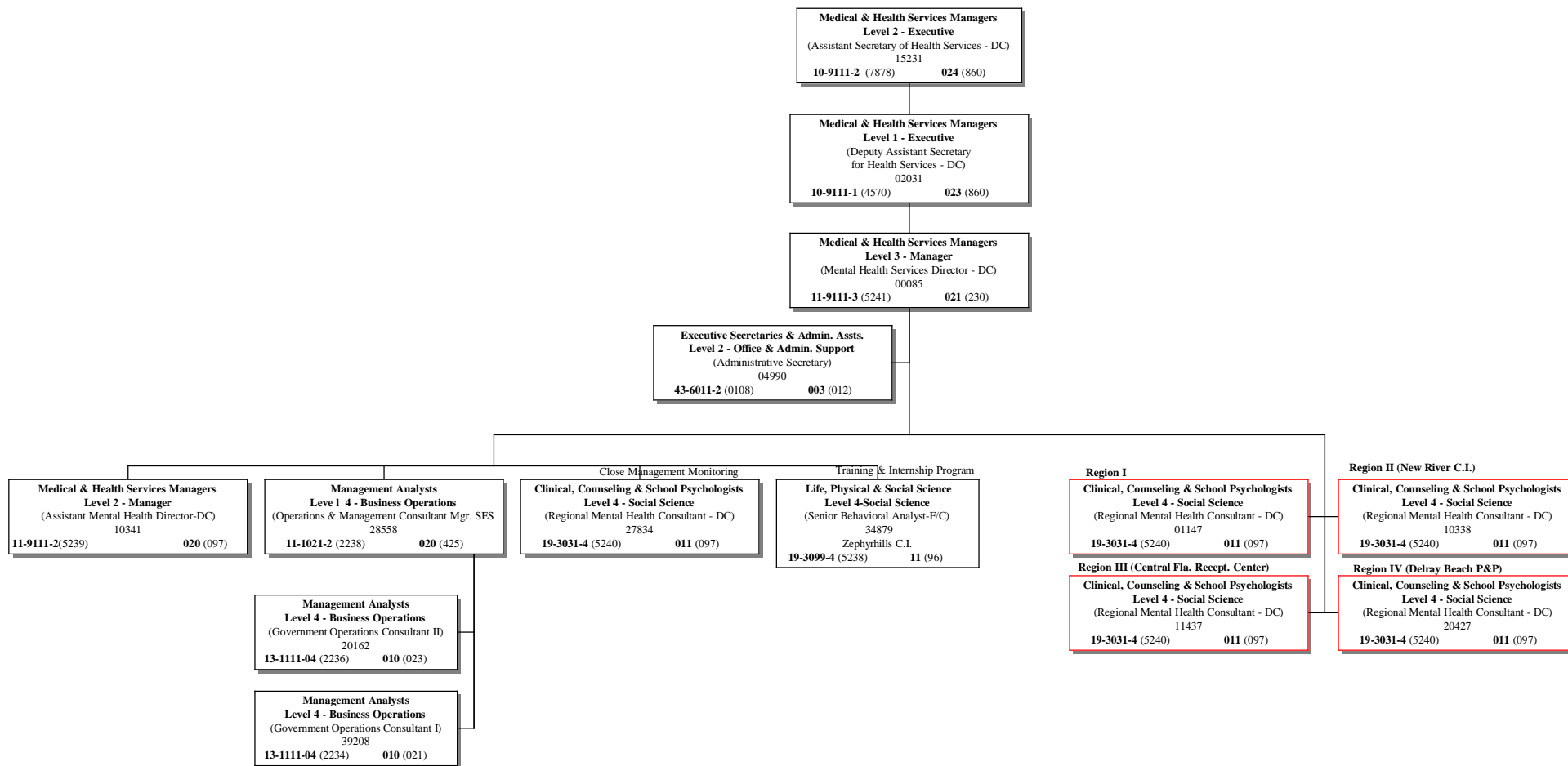


Chart reflects the new occupational titles, levels and codes as a result of Broadbanding.

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

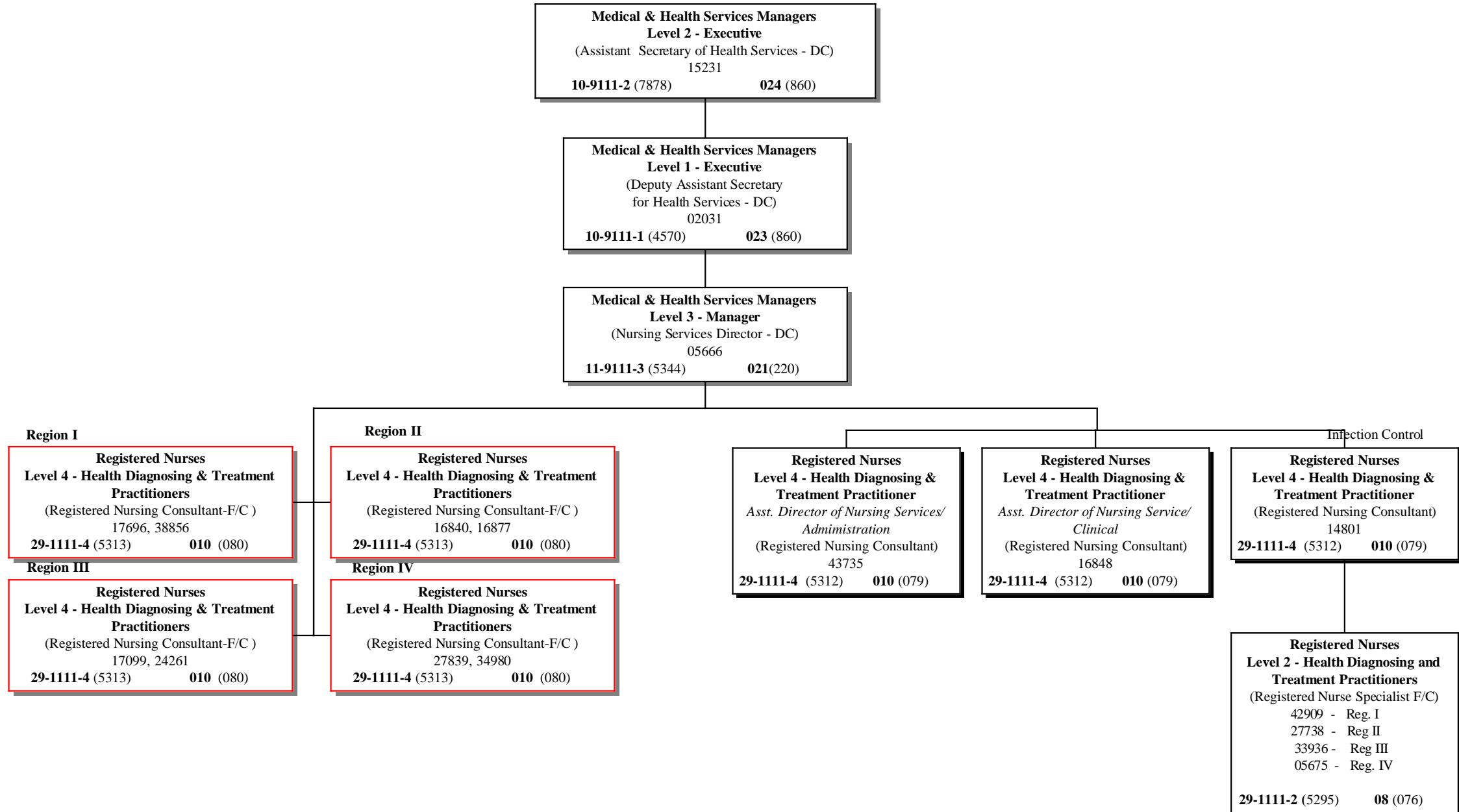


Regional Mental Health Consultant positions moved under the direct supervision of the Mental Health Services Director.

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

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

Submitted: ___3/31/11
 Verified by: _____Brenda Williams_____
 Effective Date: ___4/1/11

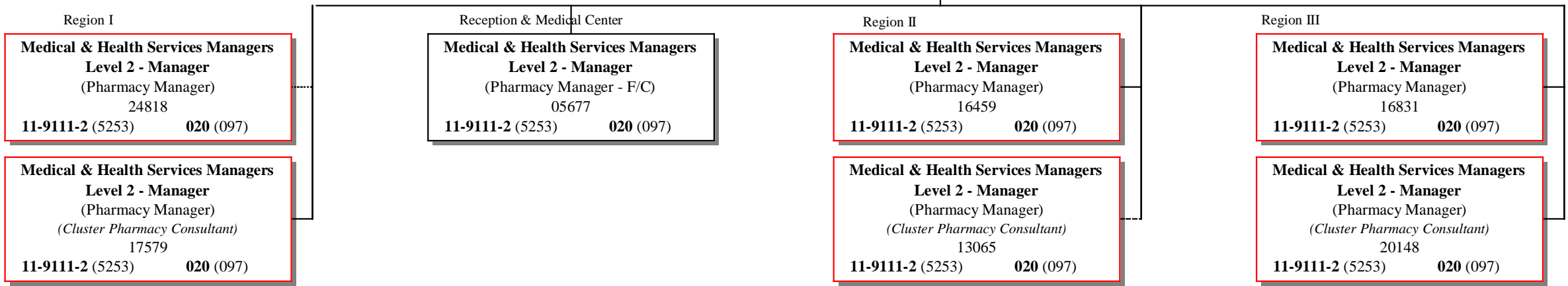
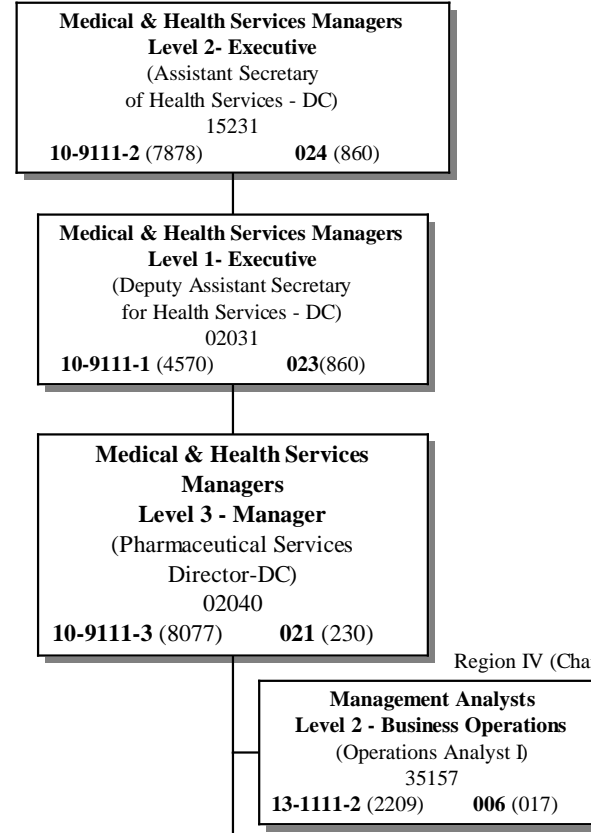


Regional RN Consultants moved under direct report of Nursing Services Director.

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

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

Submitted: _____3/31/11____
 Verified by: _____Brenda Williams_____
 Effective Date: _4/1/11

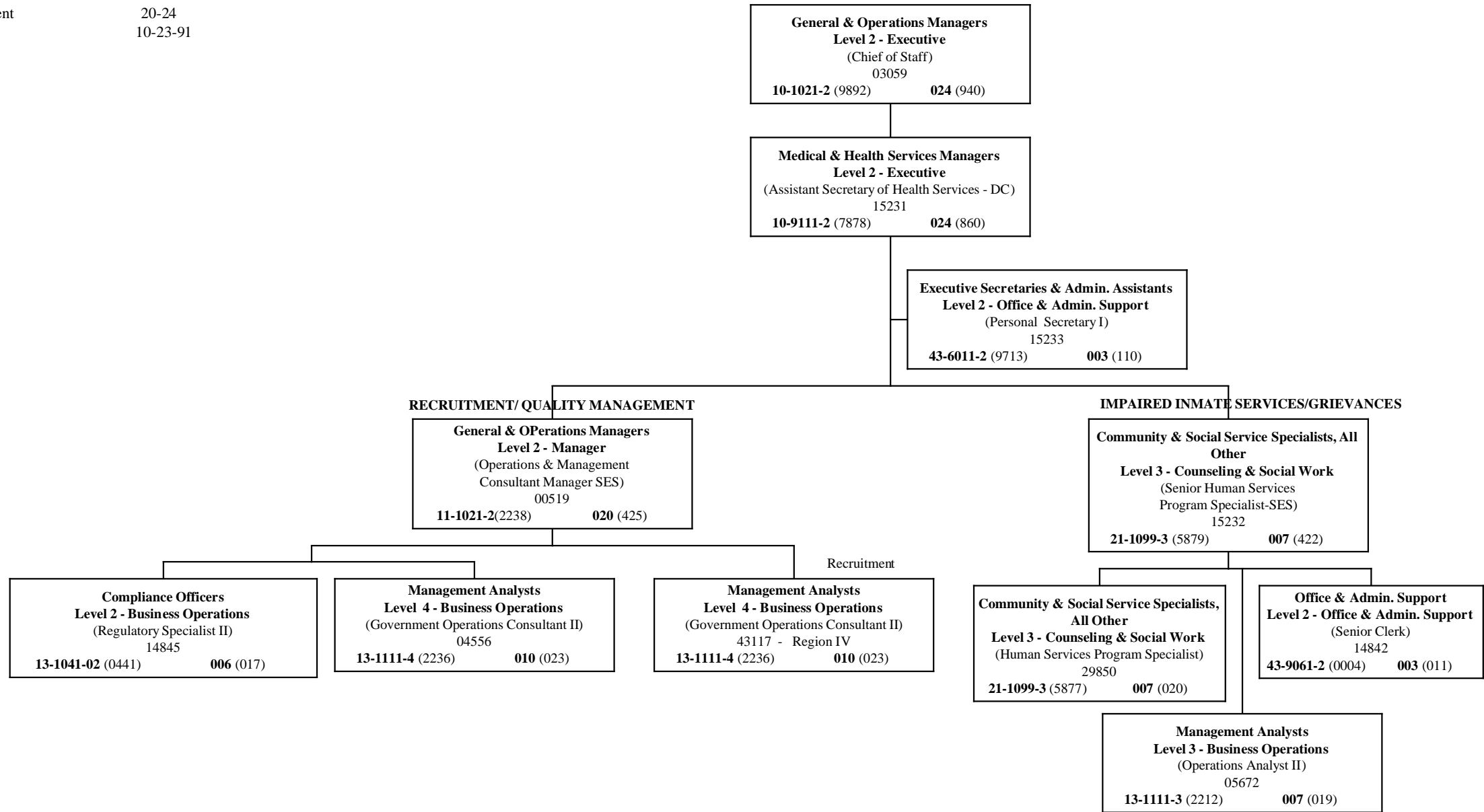


Pharmacy Managers moved under direct supervision of the Pharmaceutical Services Director.

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

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

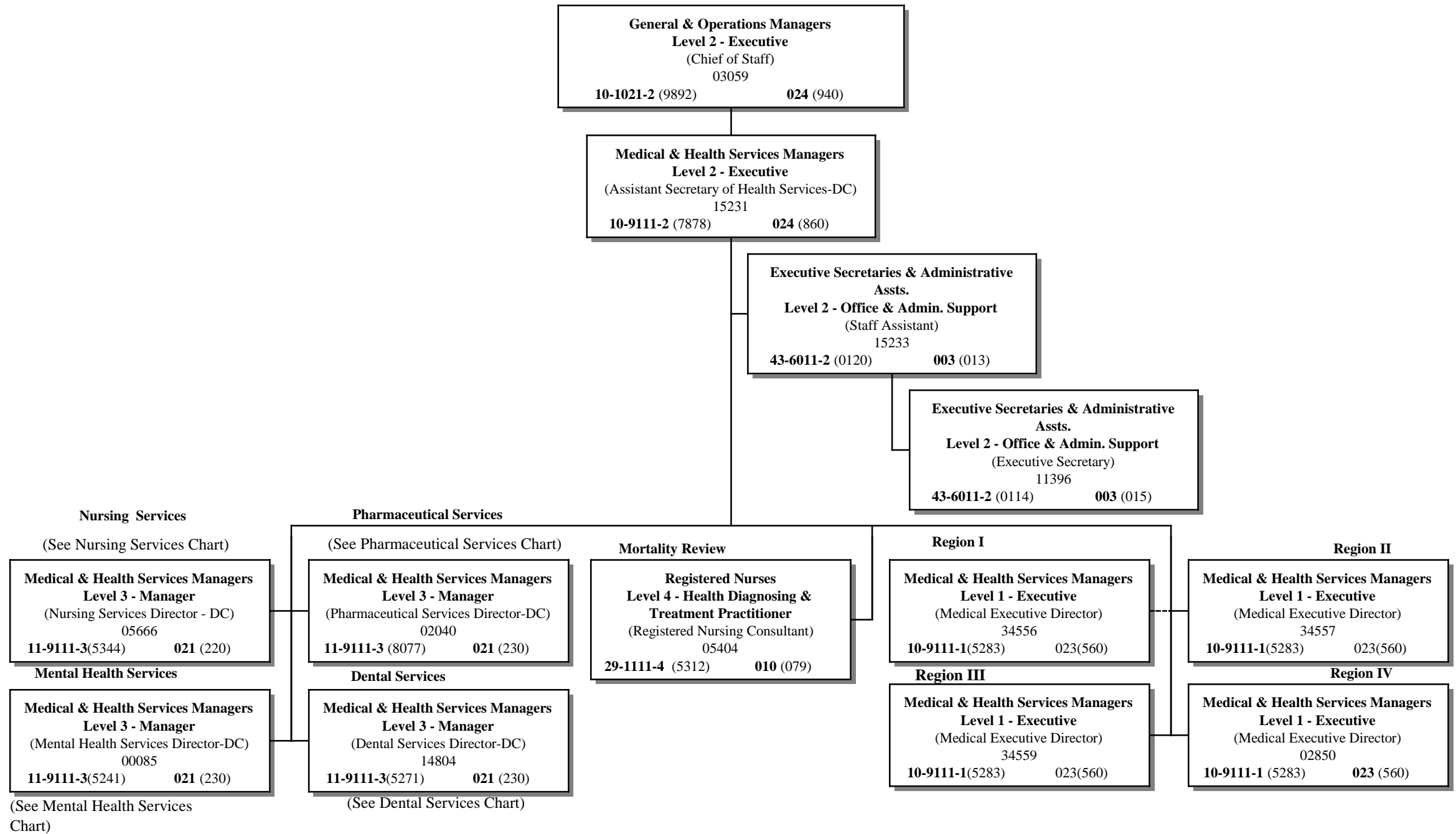
Submitted: 6/27/11
 Verified: _____Brenda Williams____
 Effective: _ __7/22/11



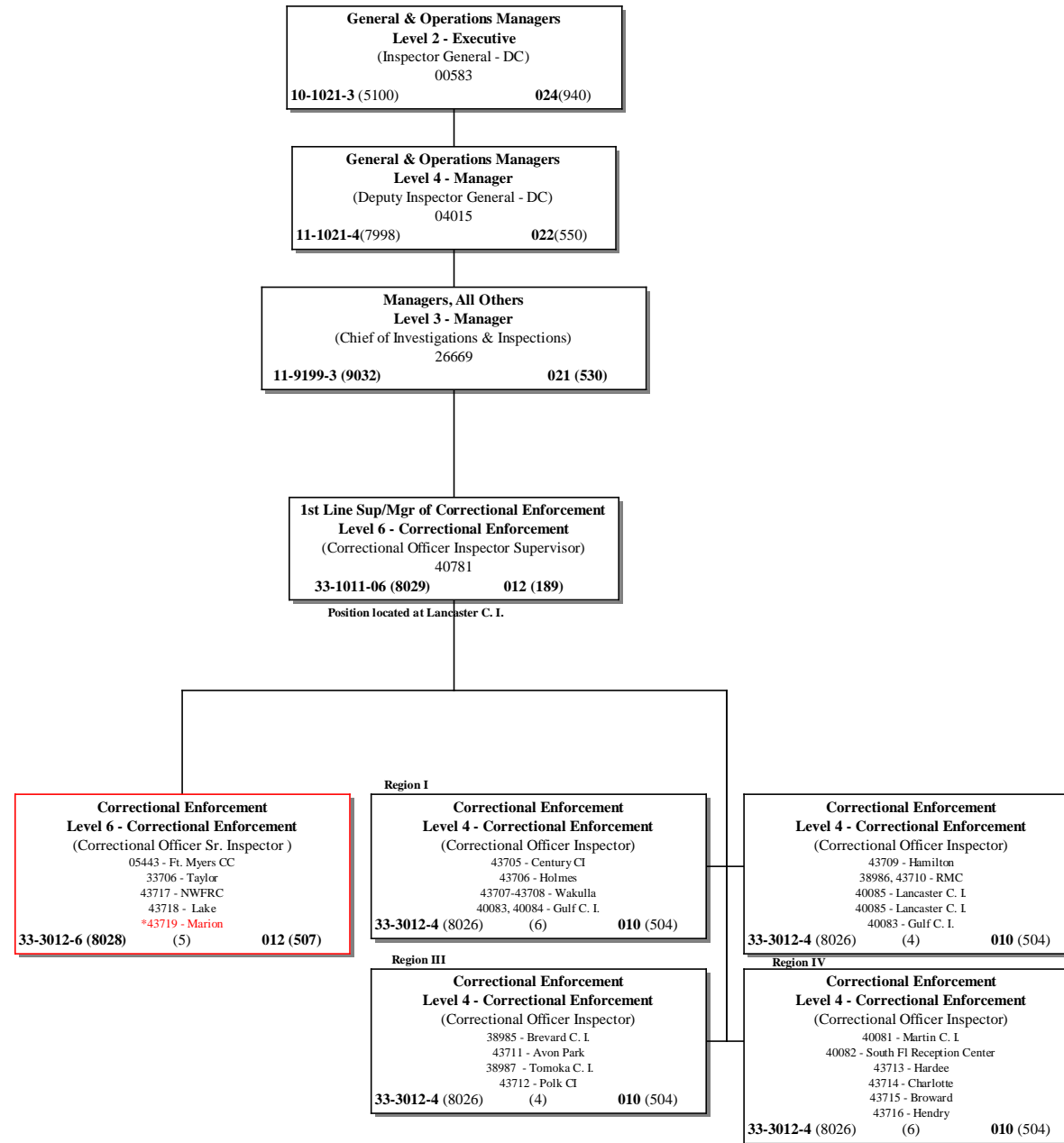
Deputy Asst. Secretary for Health Svcs Admin.-DC #11883 and Executive Secretary #14848 deleted in 2011 statewide deletions
 GOC II #23346 and RN Consultant F/C #43118 deleted in 2011 statewide deletions.
 Administrative Secretary #02032 deleted in 2011 statewide deletions.
 Administrative Asst. I #38940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

See Chart 2 for remainder of Health Services Administration

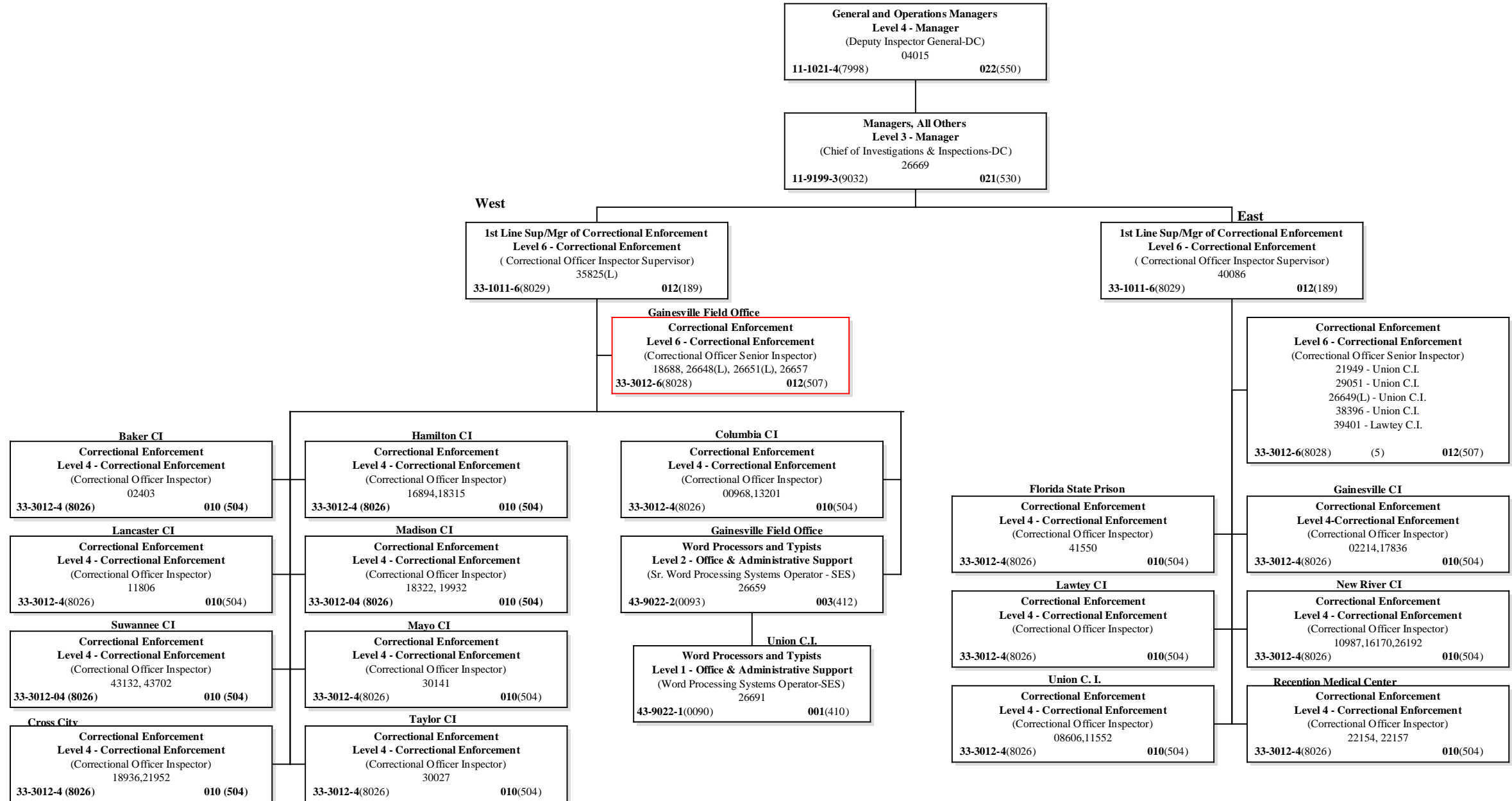
**Central Office Health Services
Medical Services**



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



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

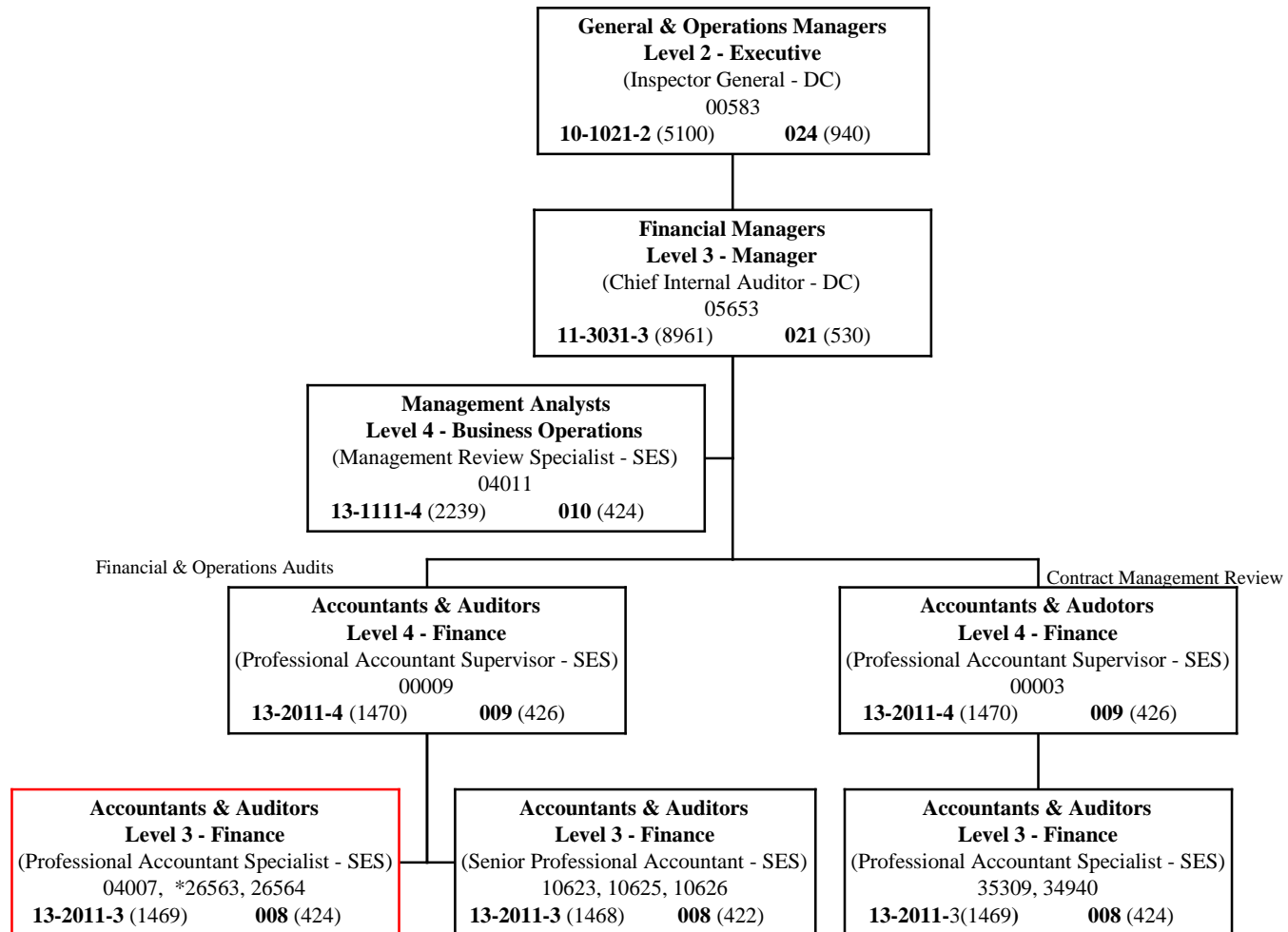


(L)Leadworker 02345 Correctional Officer Senior Inspector supervisor changed to 26671 Correctional Officer Inspector Supervisor

**OFFICE OF THE INSPECTOR GENERAL
INTERNAL AUDIT**

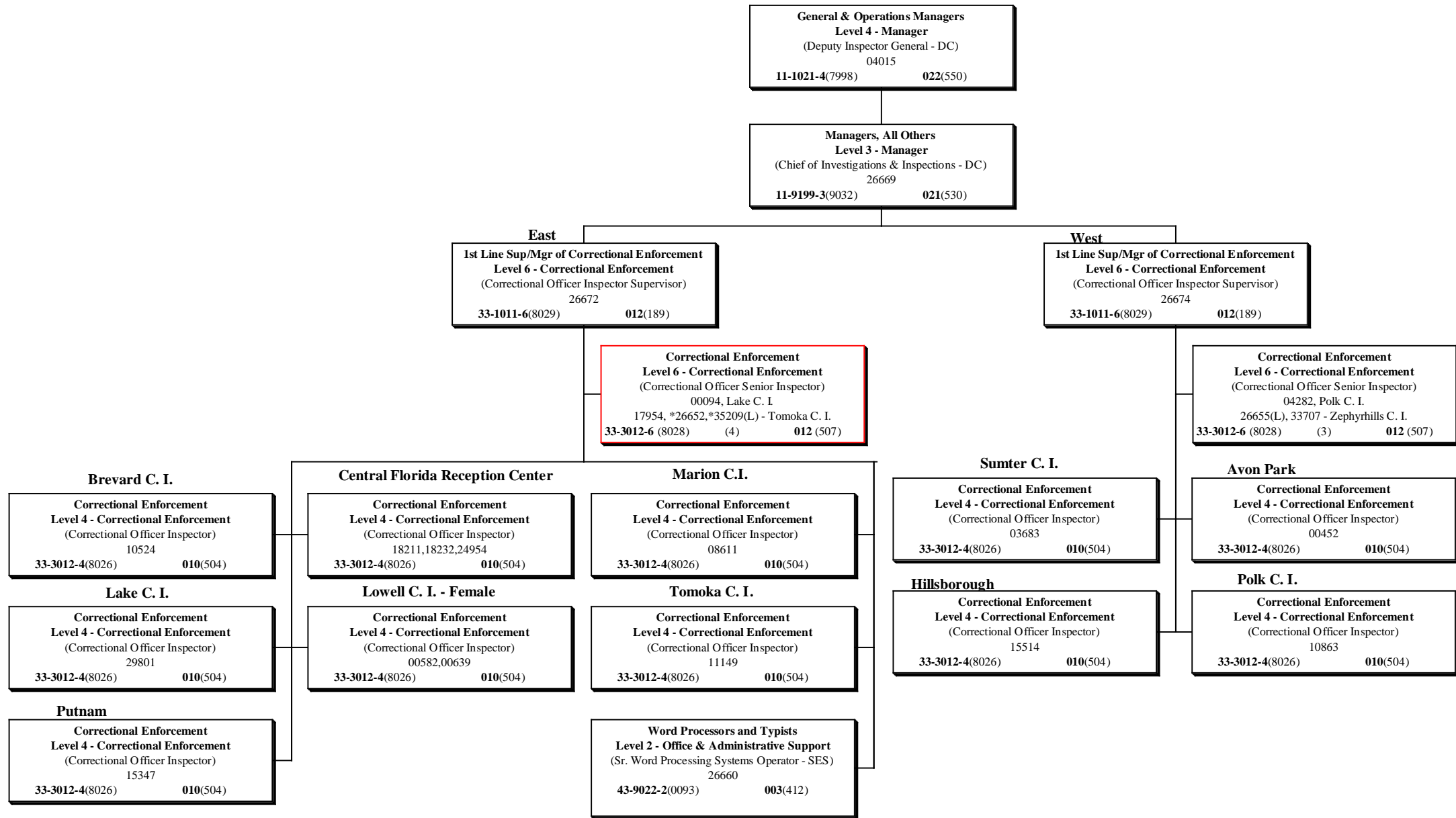
Submitted: 7-17-08
 Verified by: Christie Green
 Effective Date: 7-1-08

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



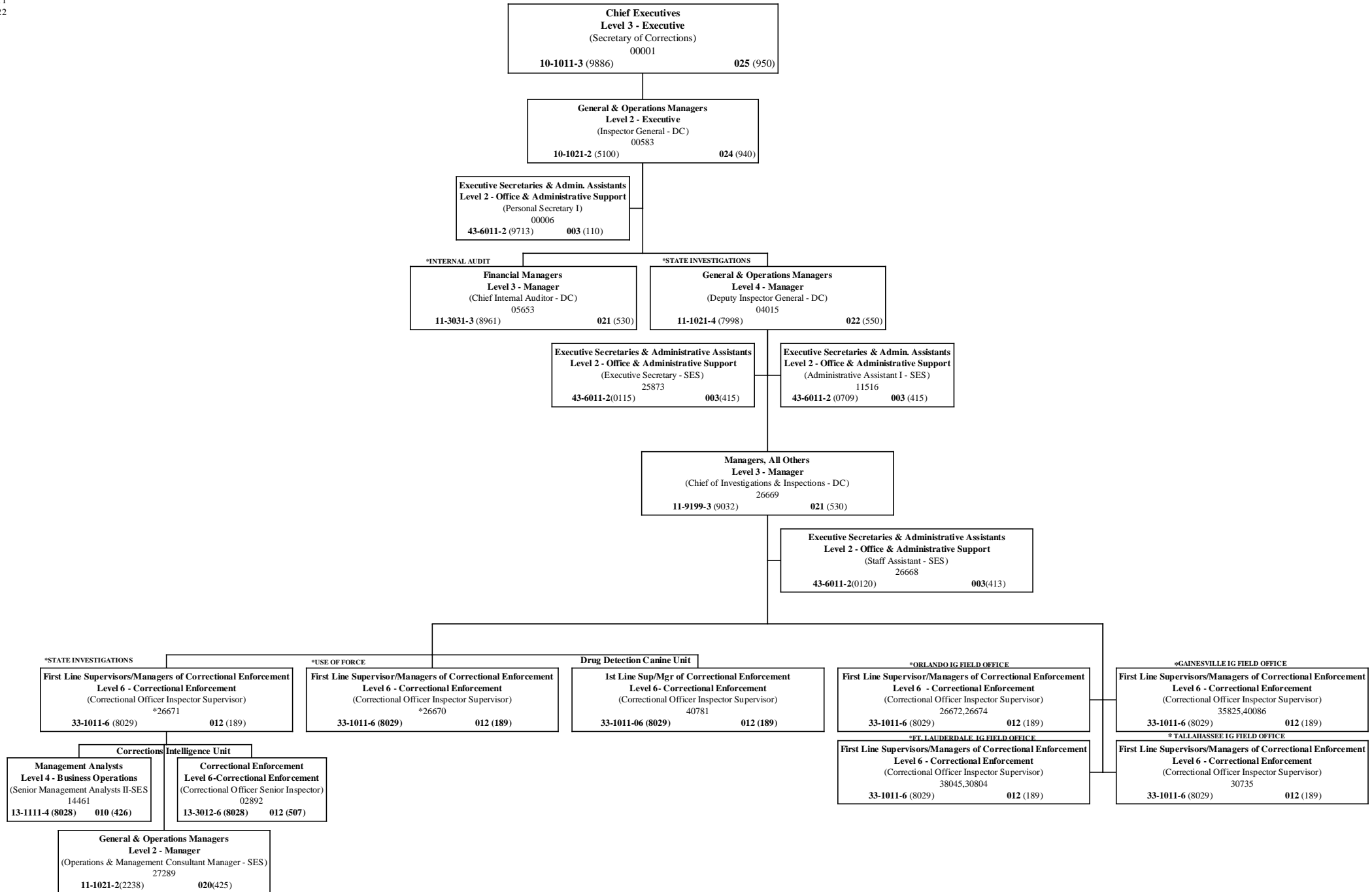
Deleted Staff Assistant position 26558 effective 7-1-08

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



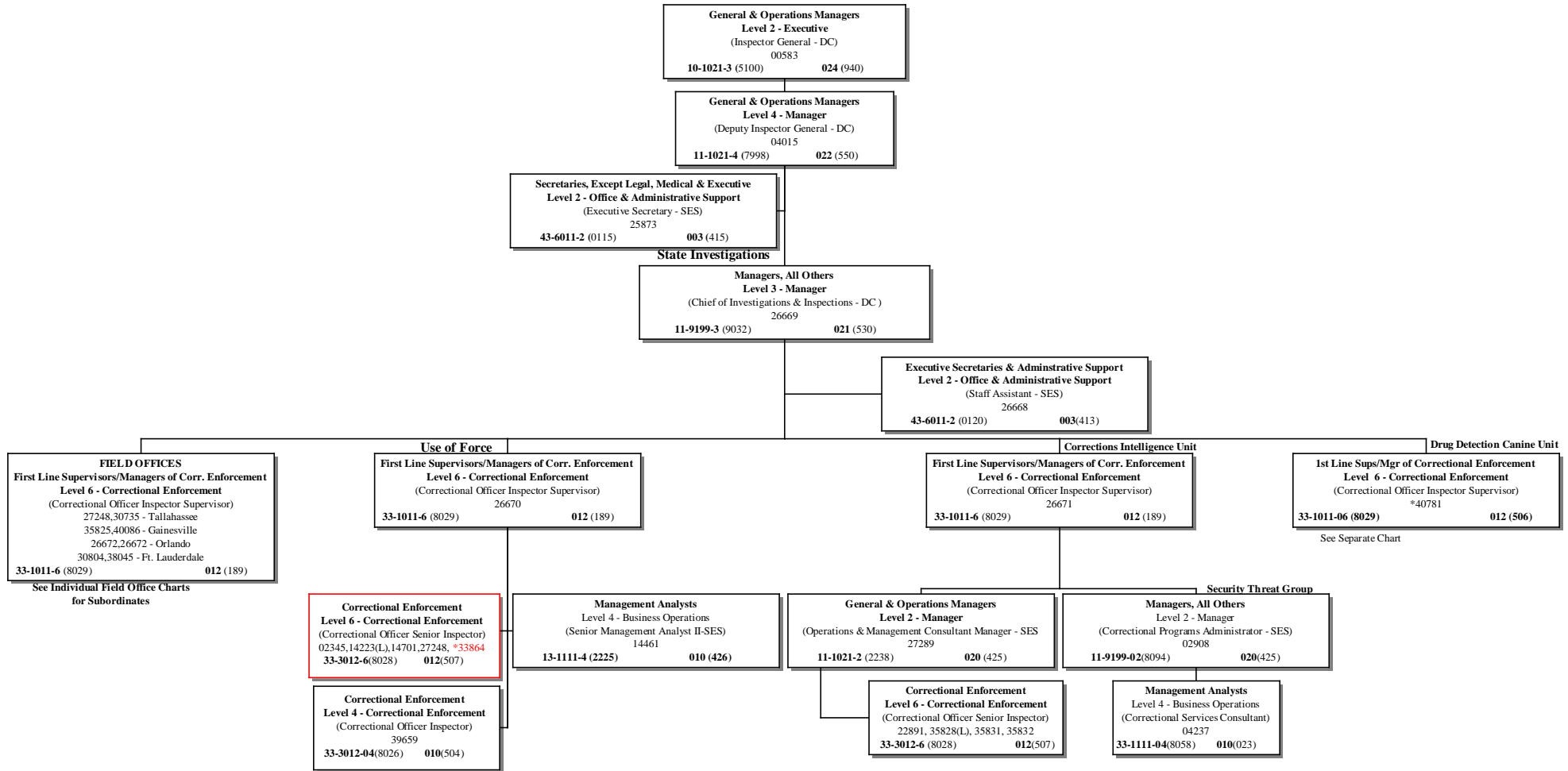
L=Leadworker 35209 C.O. Senior Inspector Lead Worker duties added
 26652 C.O. Senior Inspector Lead Worker duties removed

OFFICE OF THE INSPECTOR GENERAL - Overview

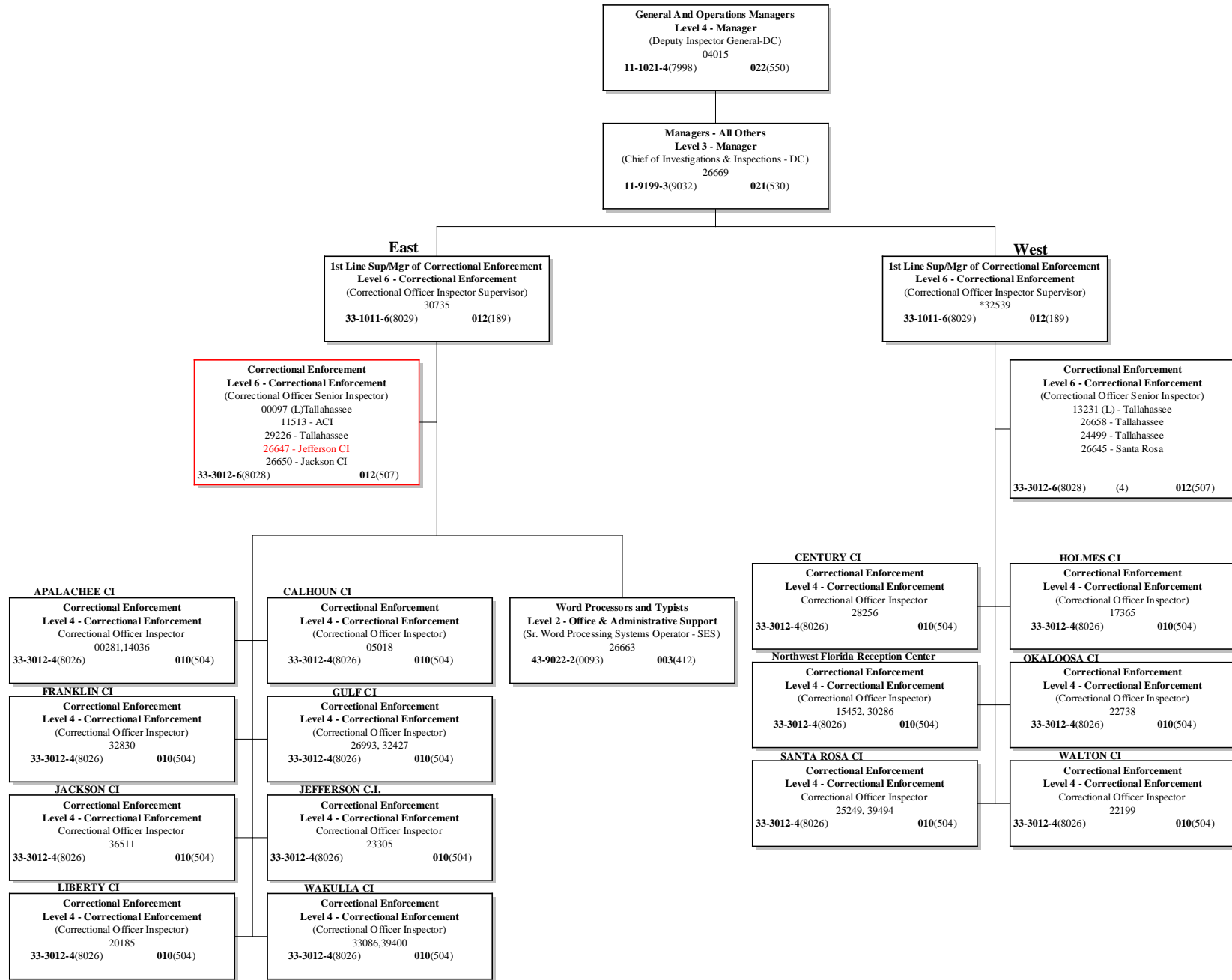


*See Separate Chart for Subordinates
 27248 Correctional Officer Sr. Inspector supervisor changed from 04015 Deputy I.G. to 26670 C.O. Inspector Supervisor, effective 3/18/2011
 14701 Correctional Officer Sr. Inspector supervisor changed from 04015 Deputy I.G. to 26670 C.O. Inspector Supervisor, effective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

INSPECTOR GENERAL- STATE INVESTIGATIONS



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

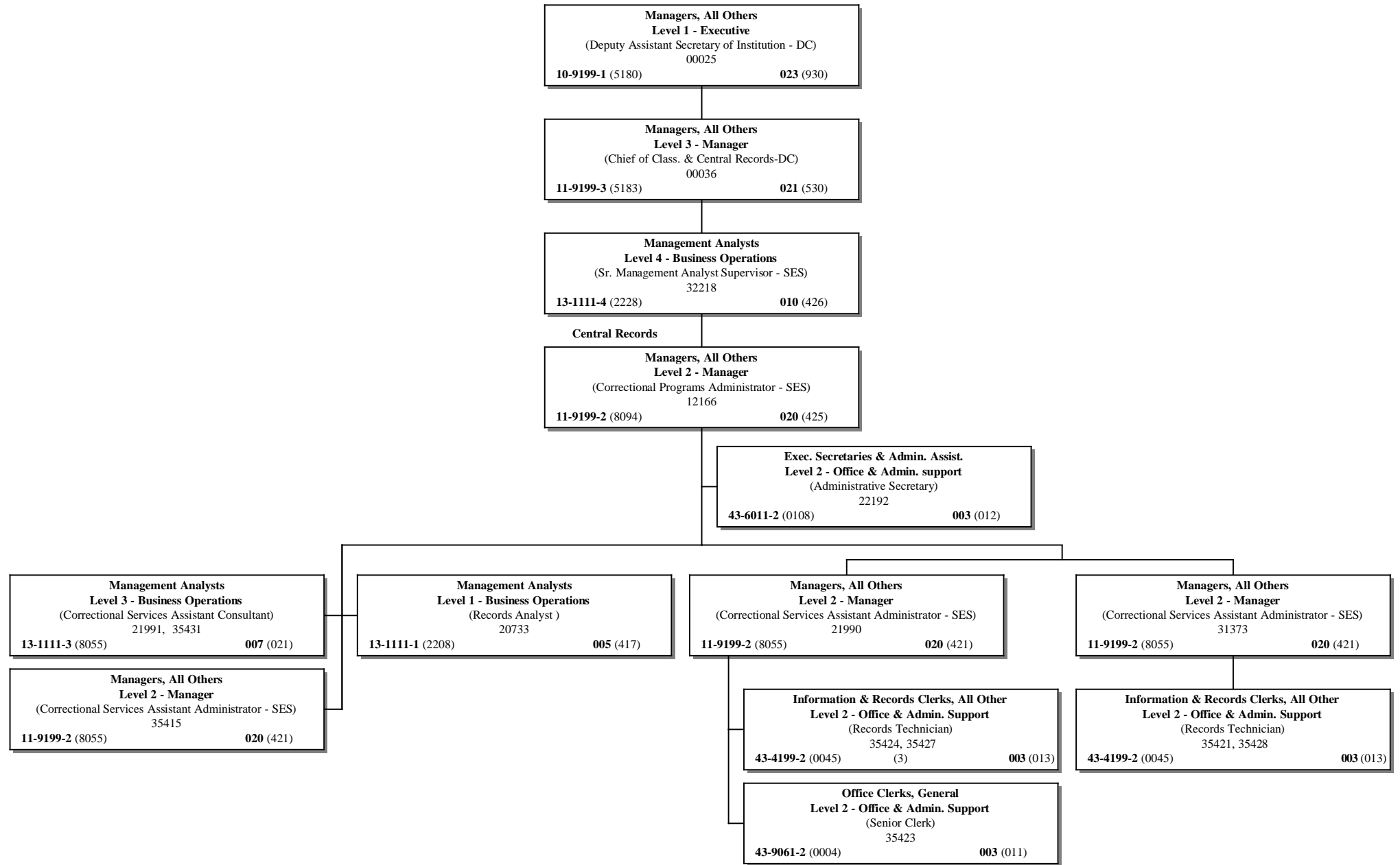


(L=Lead worker) Position 26647 CO Sr. Inspector transferred from Santa Rosa to Jefferson
 Position 26647 CO Sr. Inspector will be reporting to position 30735

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

Security and Institutional Management Classification and Central Record - Central Records

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

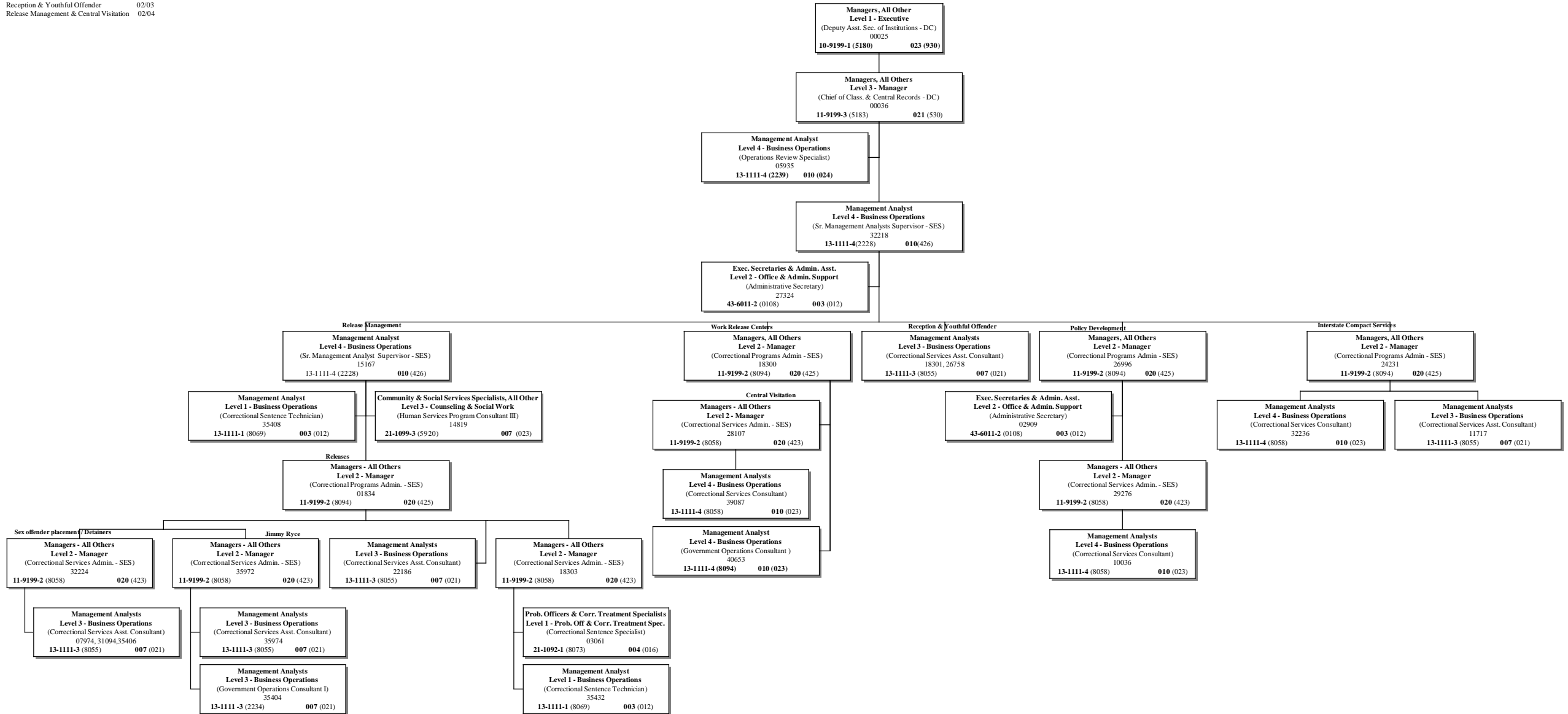


Deleted position 34562 - CSA - SES and position 35429 - Records Technician effective 7-1-11

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

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

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

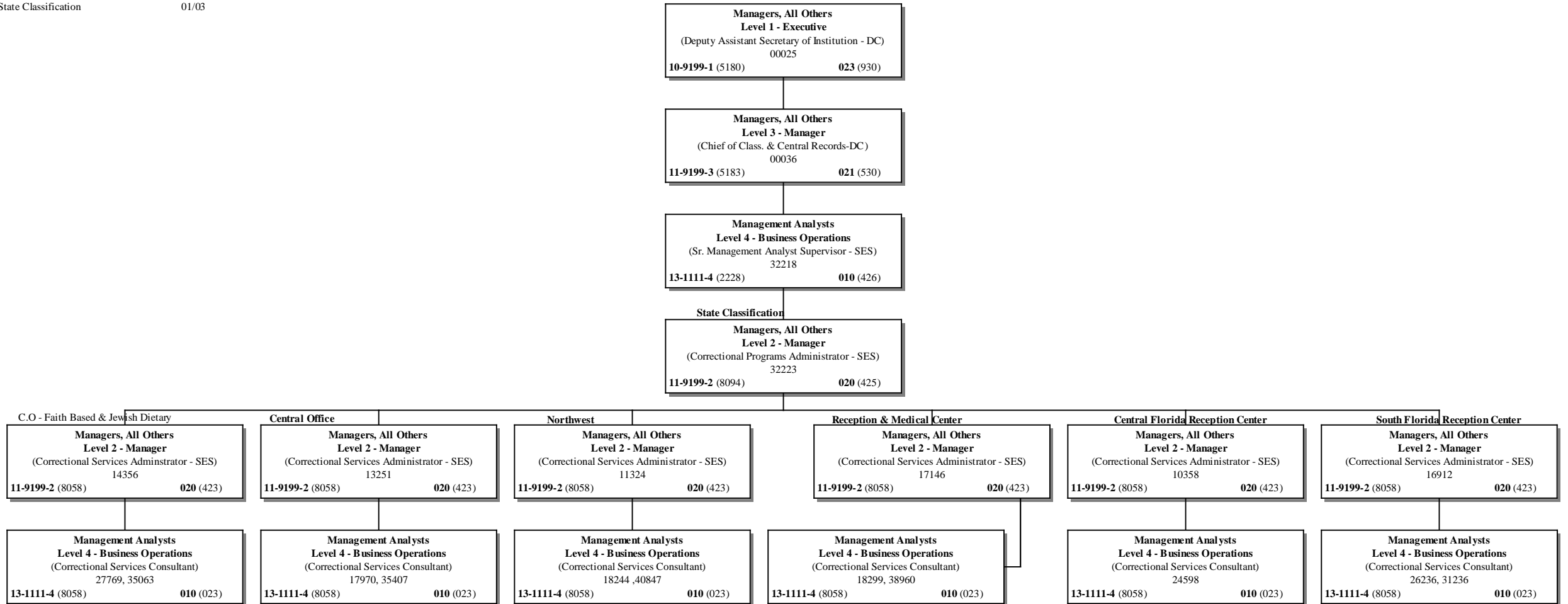


Deleted position 26685 - CSA - SES, position 00037 - Staff Assistant, and position 35975 - CSAC effective 7-1-11

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

Security and Institutional Management Classification and Central Record - State Classification

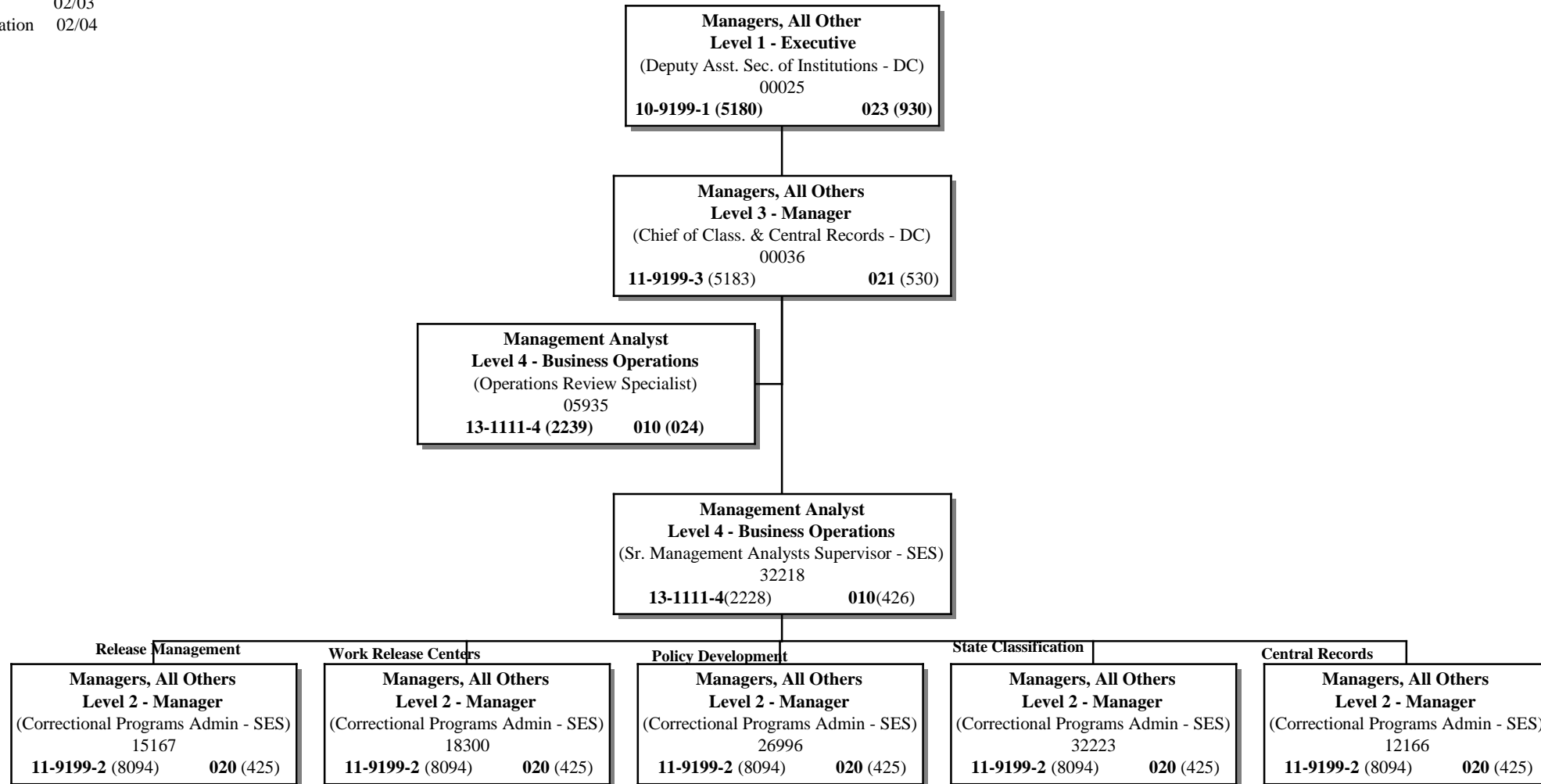
Submitted 7-17-08
 Verified by: Christie Green
 Effective: 7-1-08



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

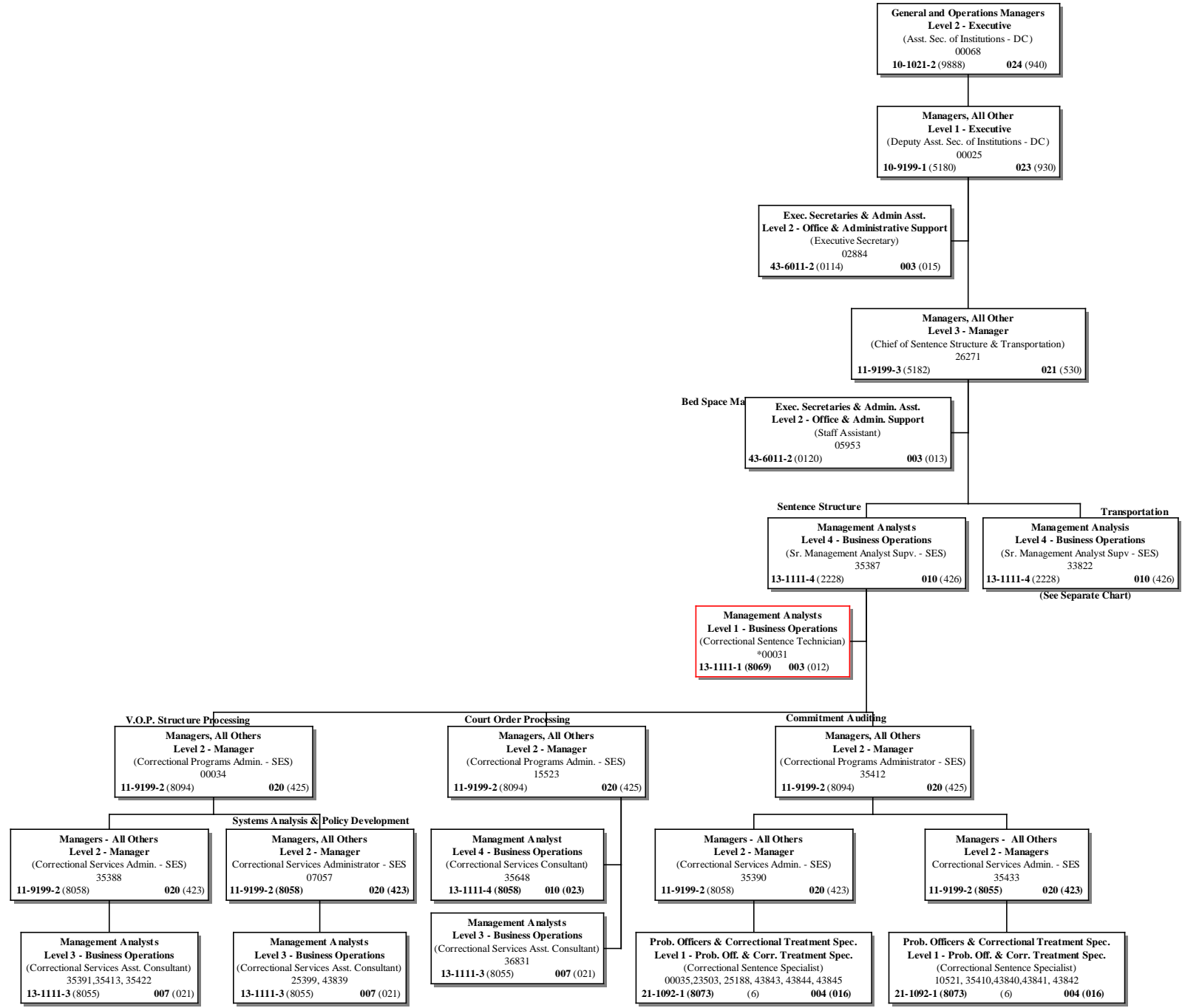
Security & Institution Management Classification & Central Records (overview)

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



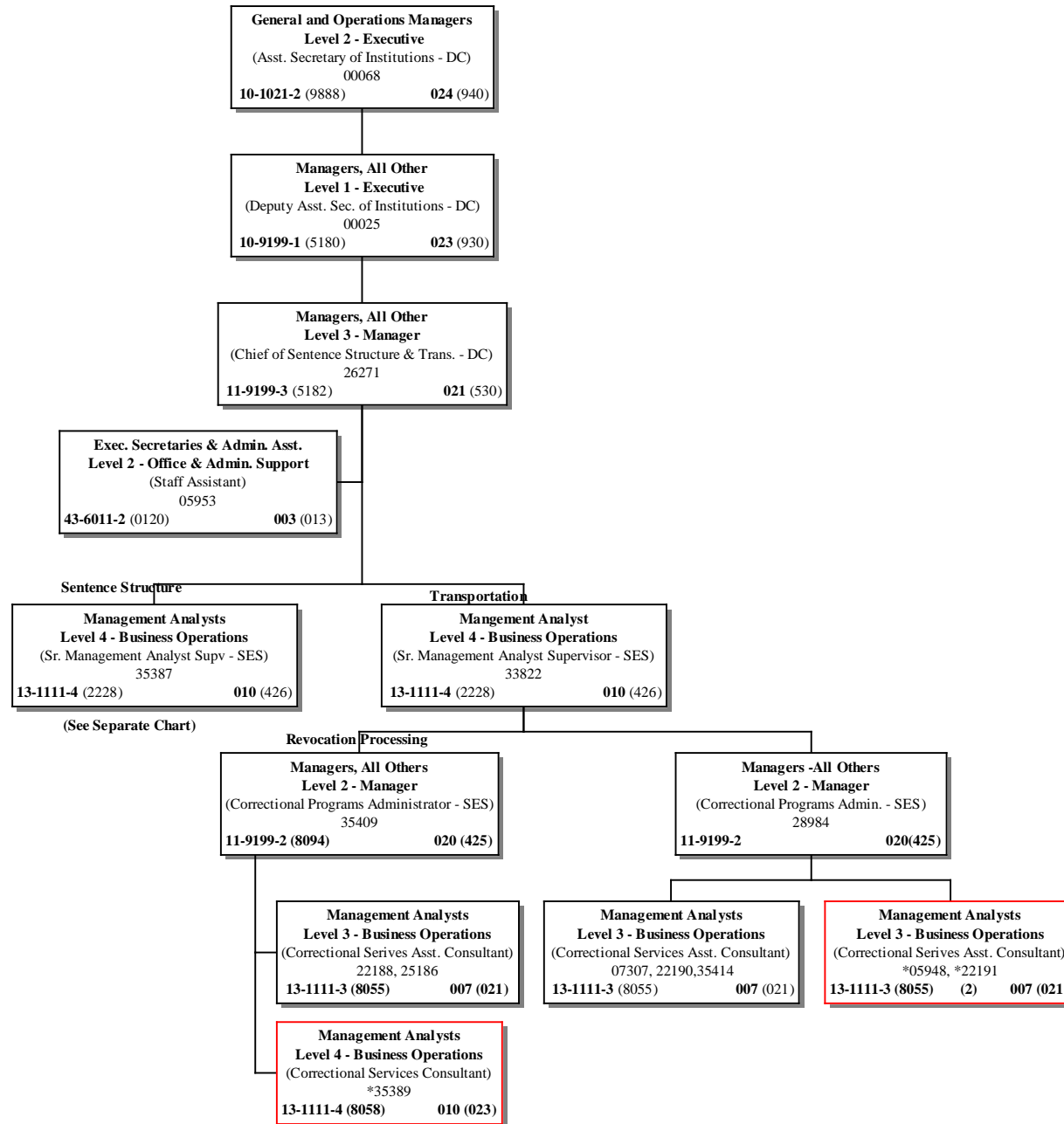
Sr. Management Analyst Supervisor - SES position 34561 transferred to Region III - Institutions temporarily until a reorg is completed.(Please don't remove this statement)
 Position 00037 - Staff Assistant deleted effective 7-1-11

Security & Institutional Management
Sentence Structure and Transportation
Sentence Structure



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

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

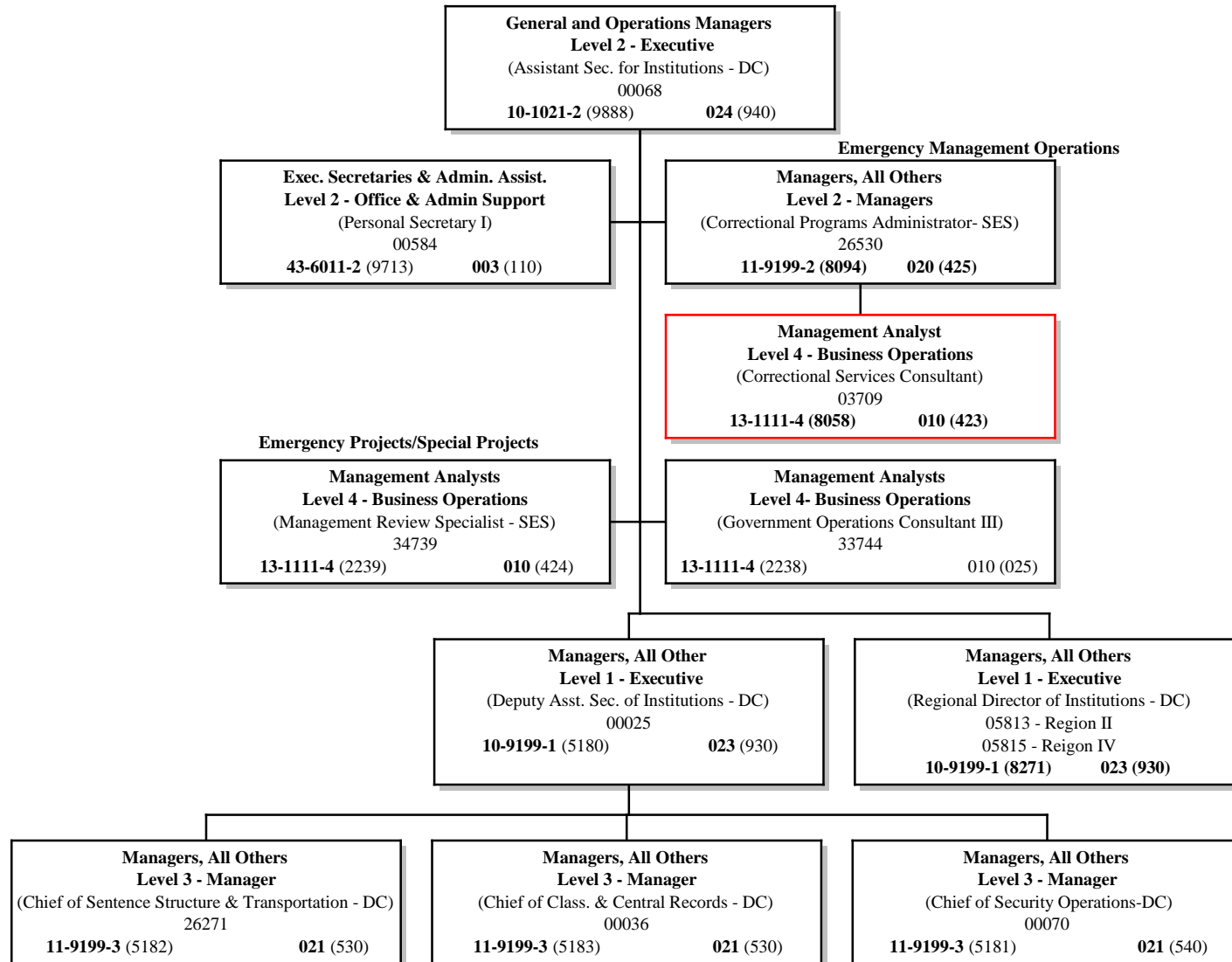


Positions 05948, 22191 and 35389 reclassified from Correctional Services Administrator - SES to Correctional Services Consultant effective 7-22-11

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

**Security & Institutional Management
 Central Office Overview**

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

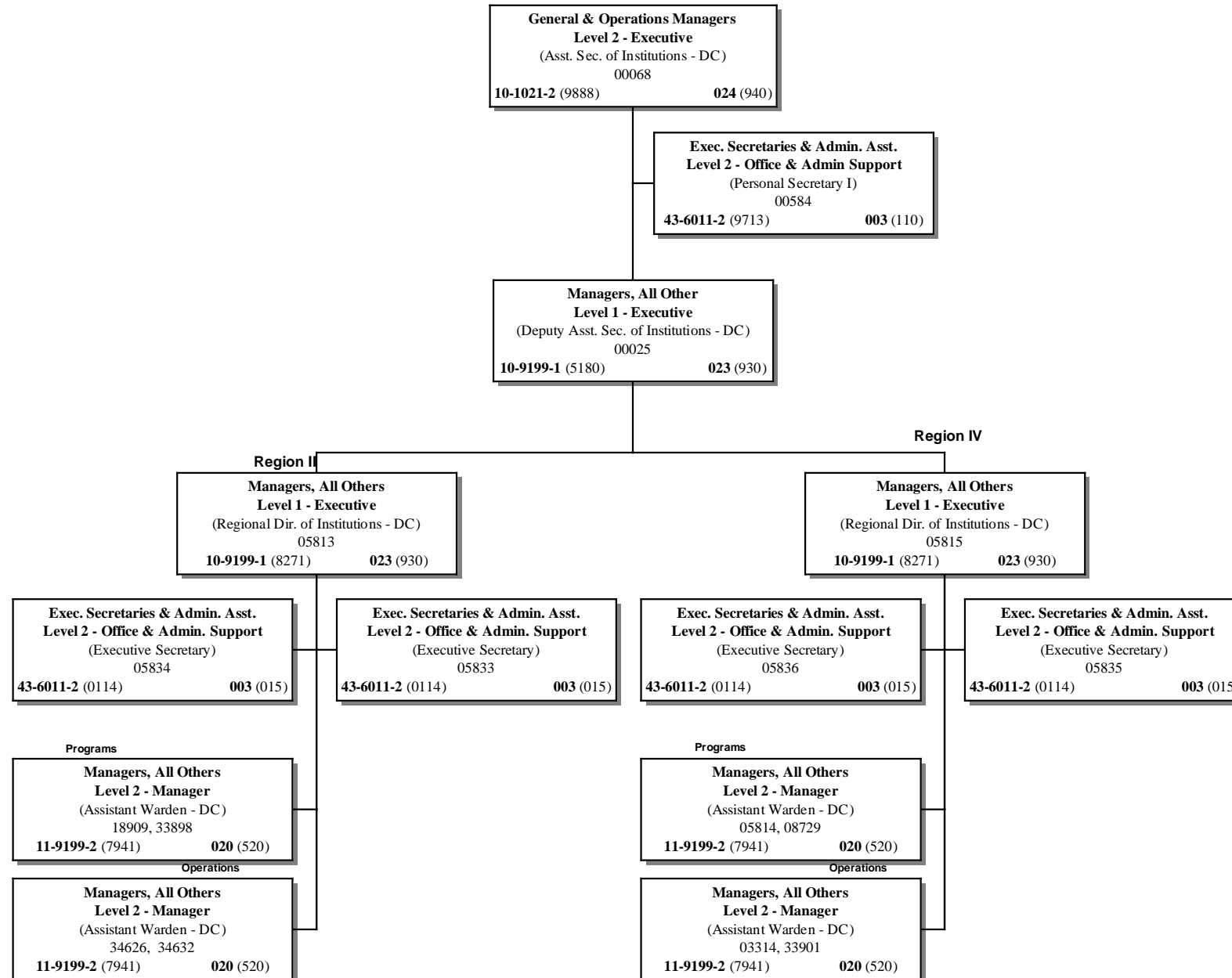


CSA - SES position 29243 deleted; CPA - SES position 33829 transferred to Security Operations; Regional Director of Institutions-DC positions 05812, 33900; Deputy Assistant Secretary of Institutions - DC position 05940 deleted effective 7-1-11

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

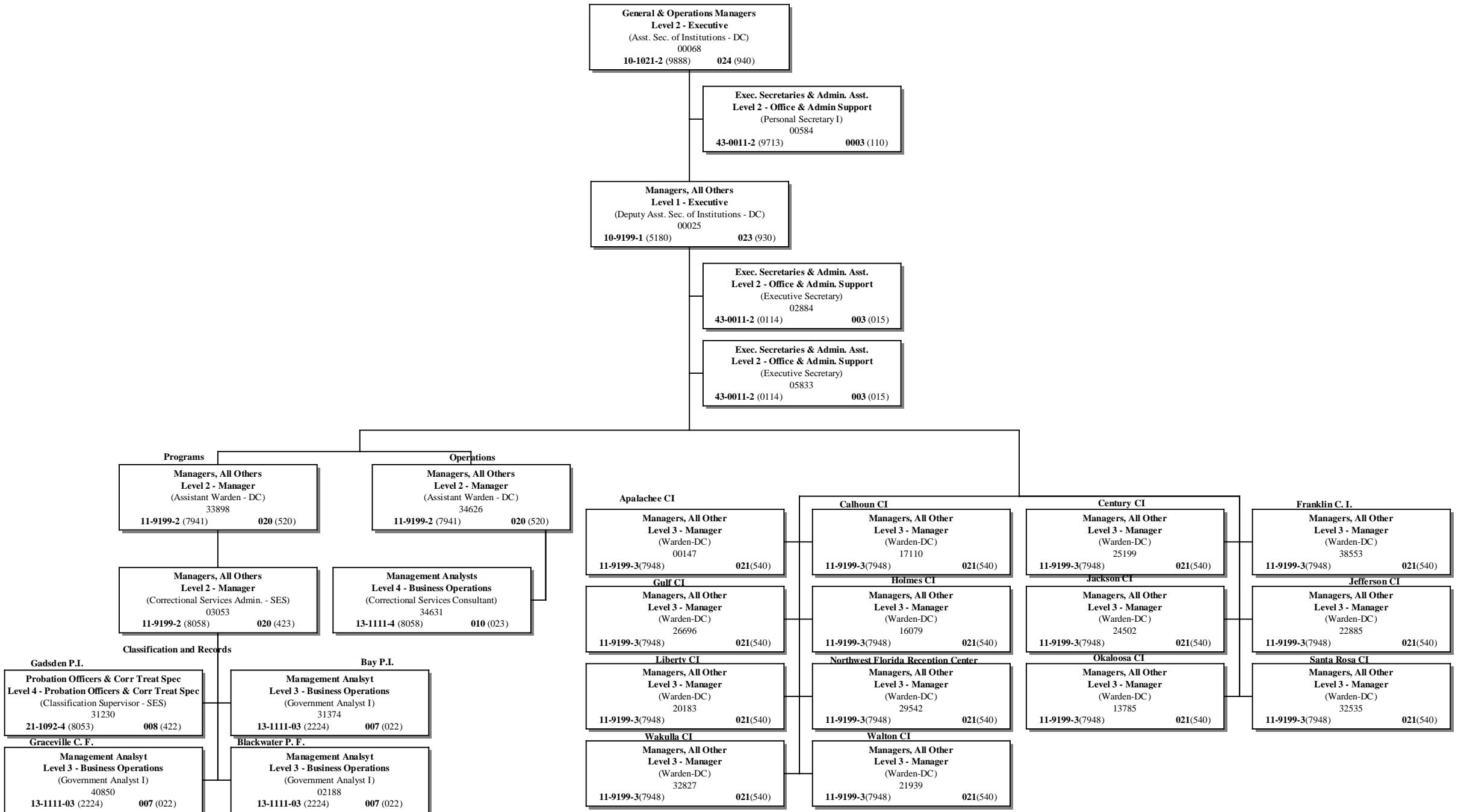
Submitted: 7-30-11
Verified by: Christie Green
Effective 7-1-11

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



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

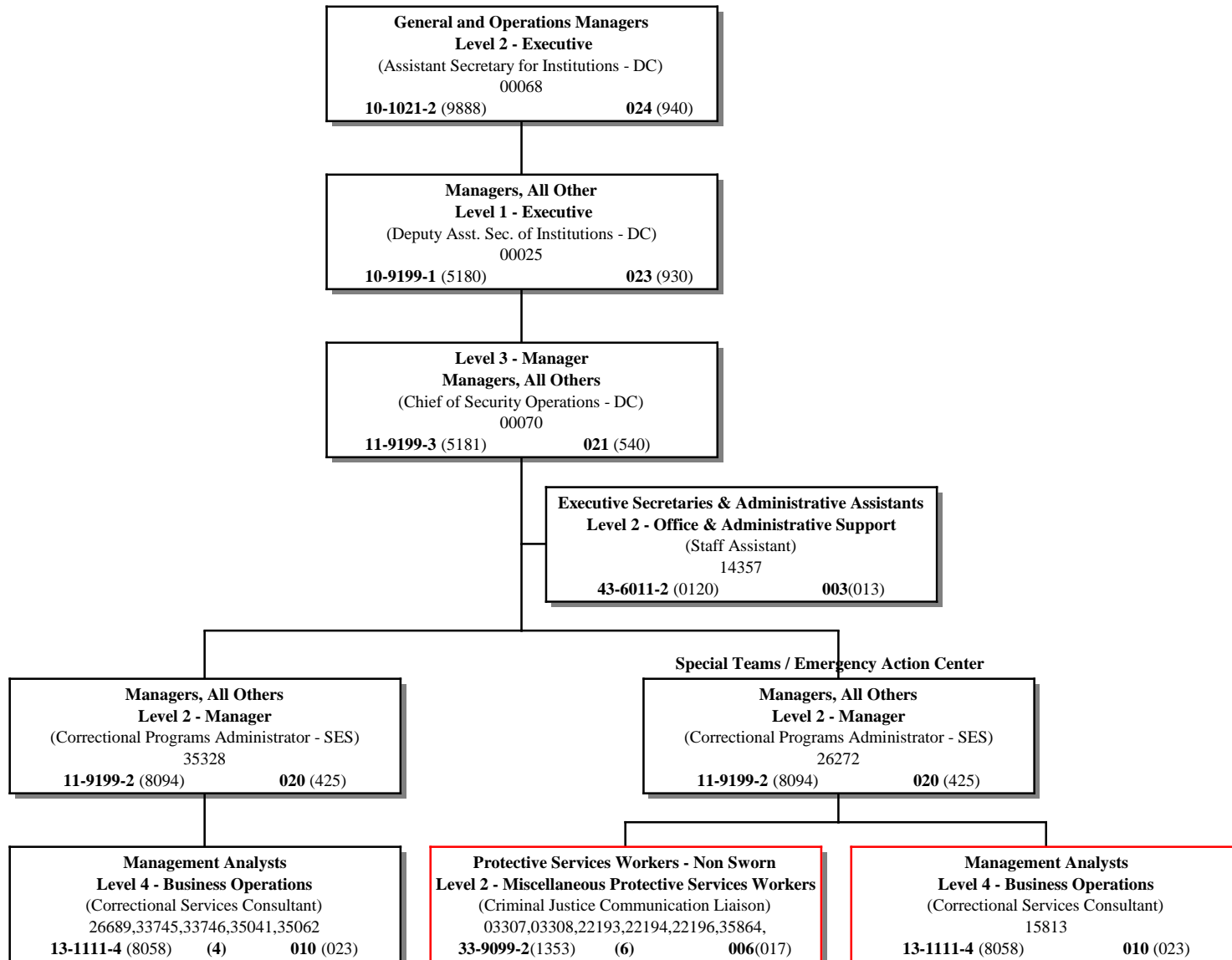
Security and Institutional Management
Regional Director's Office - Region I
CURRENT



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

**Security & Institutional Management
 Security Operations**

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

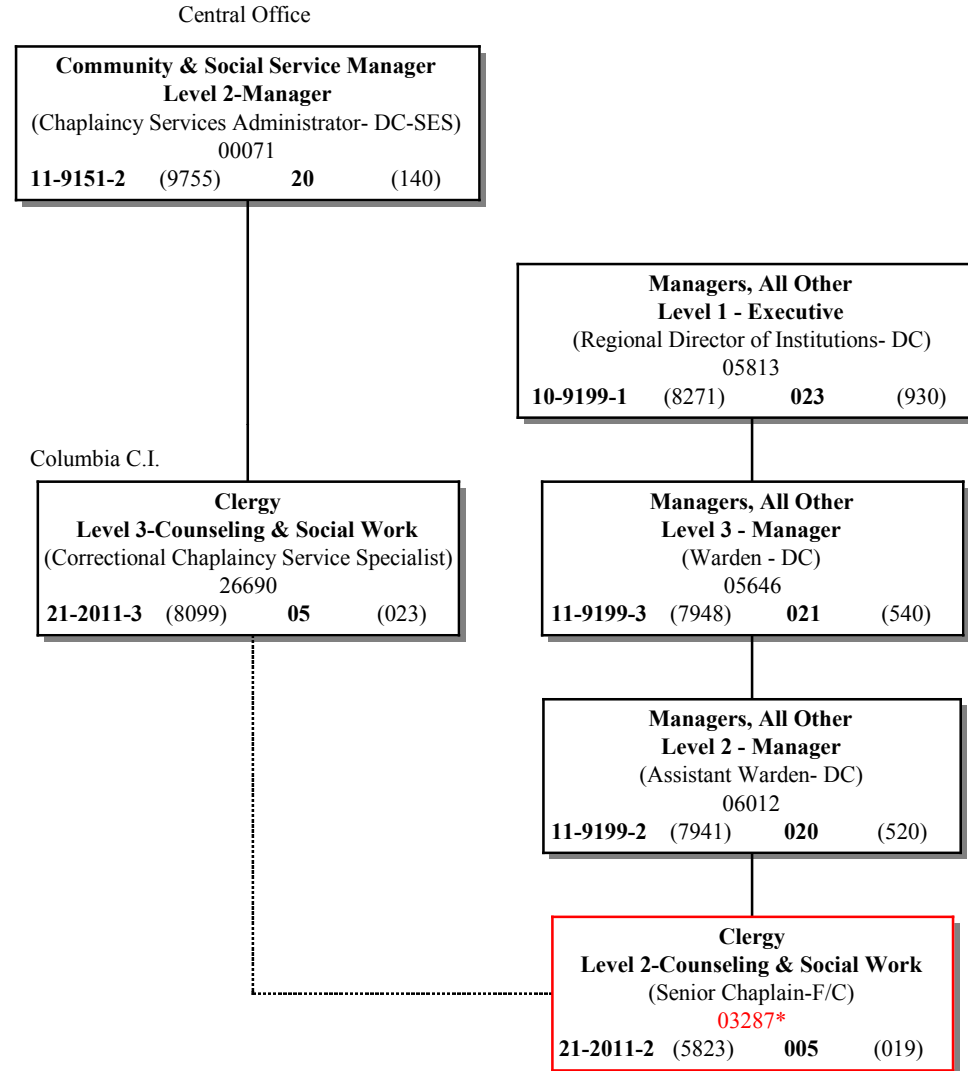


Deleted Criminal Justice Communications Liaison positions 20991 and 22195; transferred CSA - SES position 35042 to Wakulla; transferred CSC position to now report to position 26272; effective 7-1-11

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

Lawtey Correctional Institution Chaplaincy Services

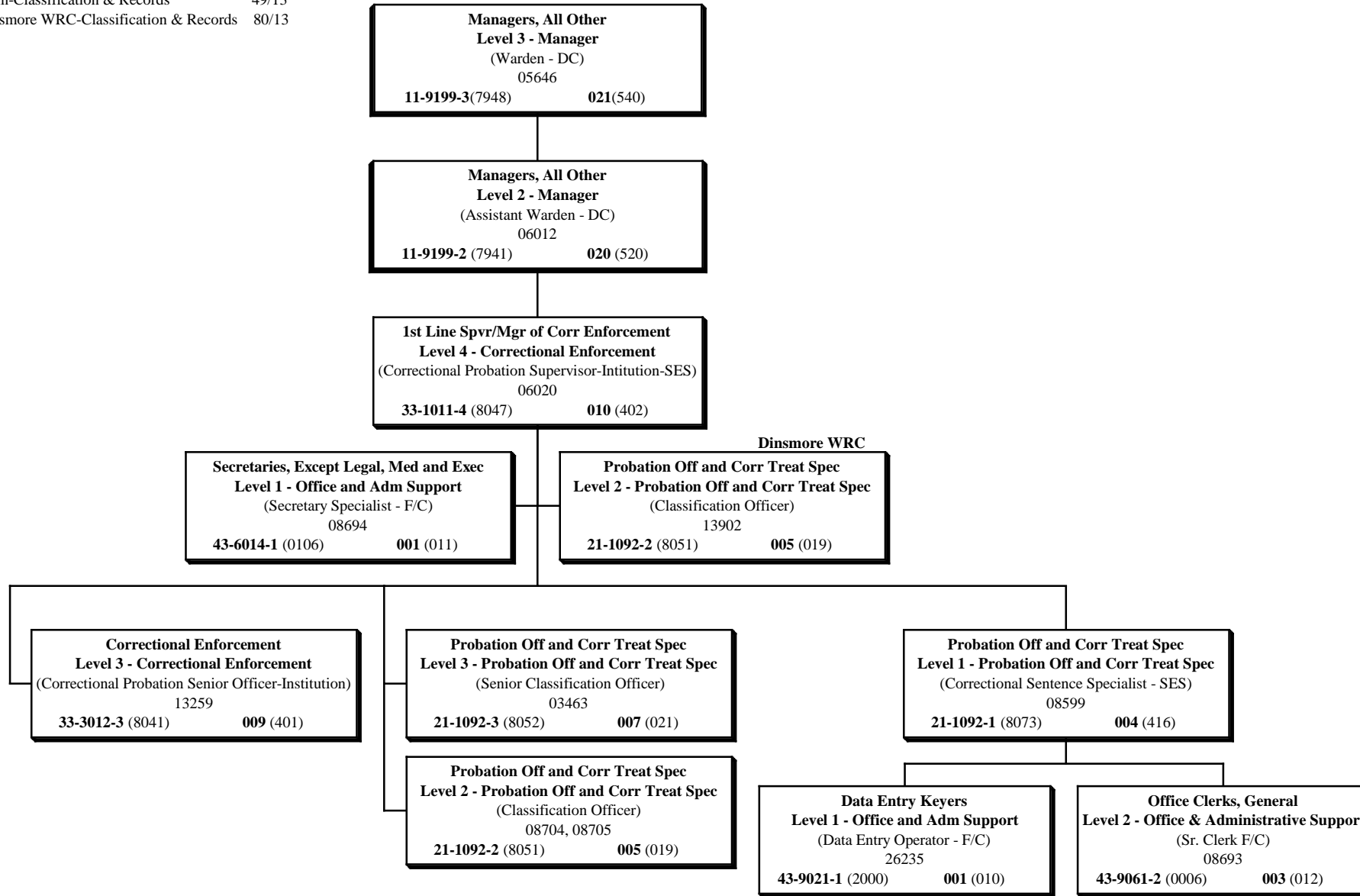
Submitted: 7/21/11
 Verified by: Brenda Williams
 Effective: 7/22/11



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

LAWTEY CORRECTIONAL INSTITUTION
 CLASSIFICATION & RECORDS

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

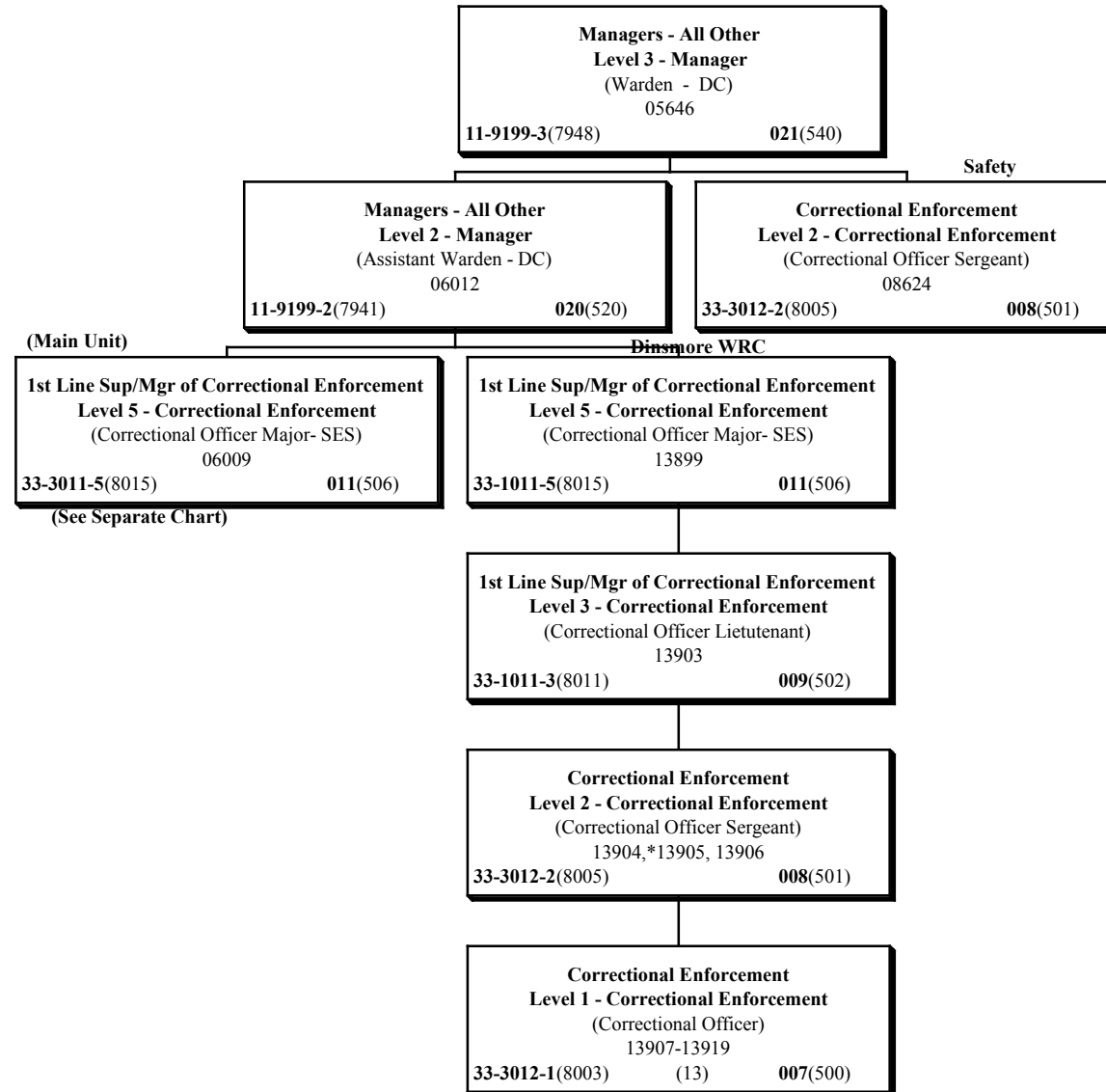


Clerk Typist Specialist F/c position 13258 was deleted effective 7-9-10

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

Lawtey Correctional Institution Dinsmore WRC

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



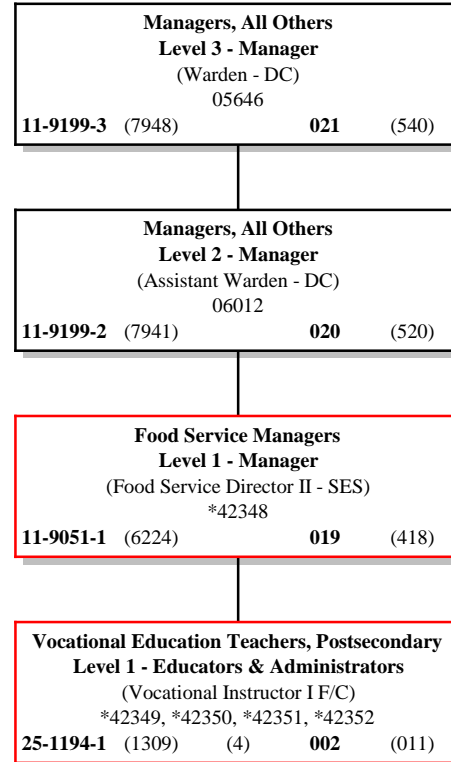
** CDL requirement

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

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

Lawtey Correctional Institution Food Service

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

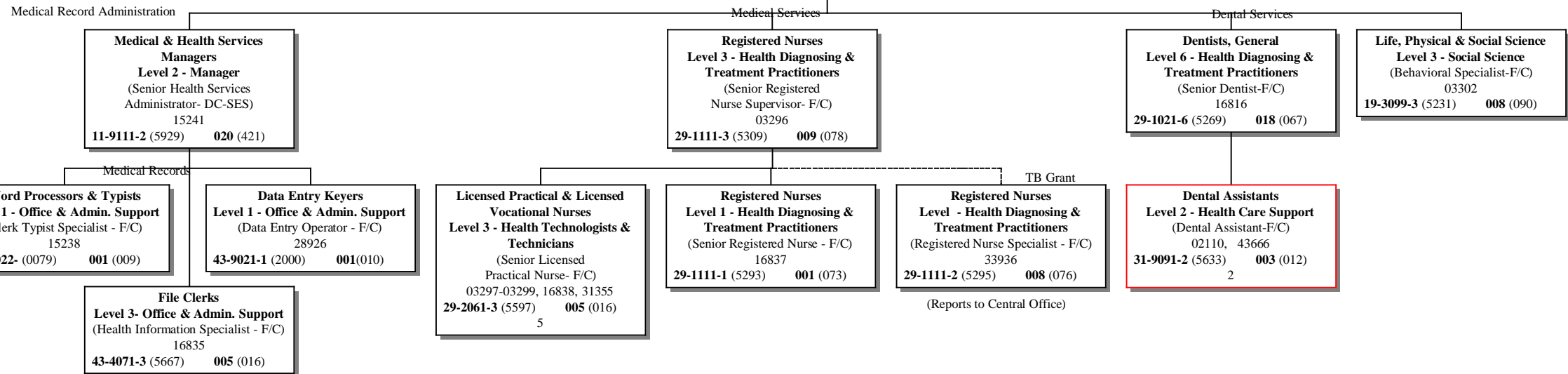
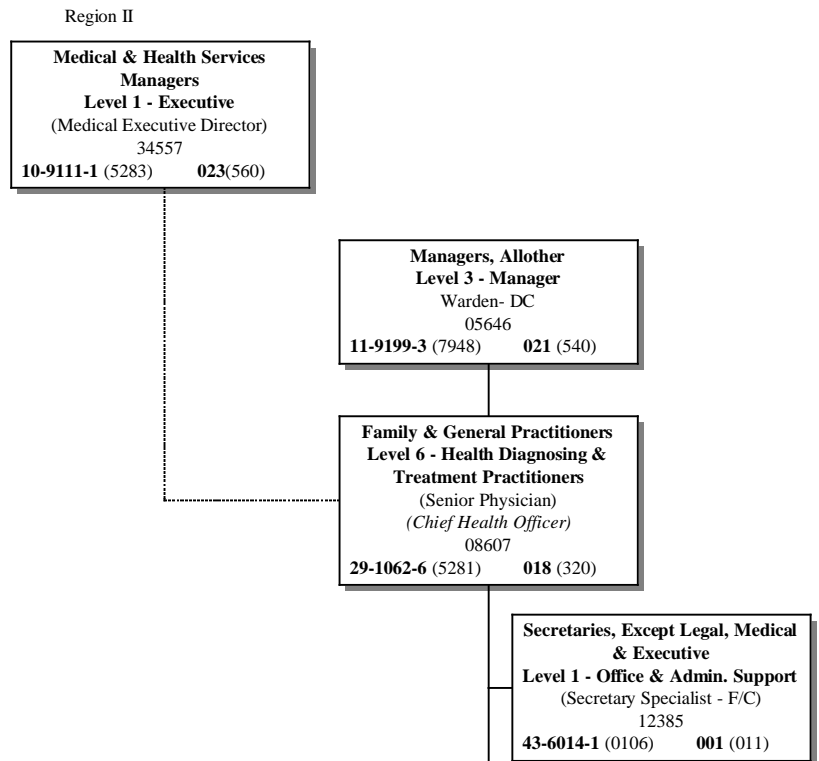


Established Food Service Director II - SES position 42348 and Vocational Instructor I F/C positions 42349-42352 effective 7-10-09

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

**Lawtey Correctional Institution
 Health Services**

Submitted: ___8/10/10
 Verified: _____Brnda Williams____
 Effective: ___8/6/10



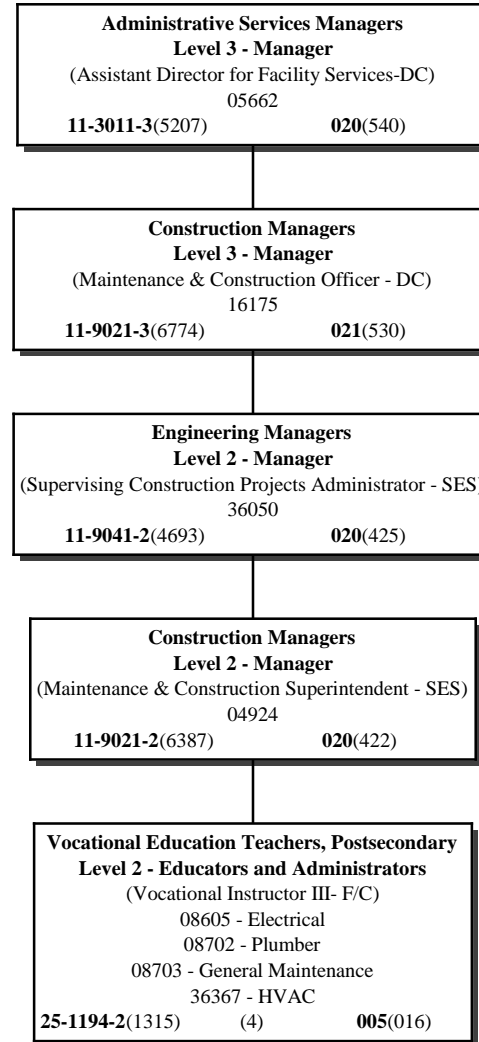
Dental Assistant F/C position #26433 transferred to Suwannee.

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

FACILITIES SERVICES: MAINTENANCE & CONSTRUCTION

Lawtey Correctional Institution

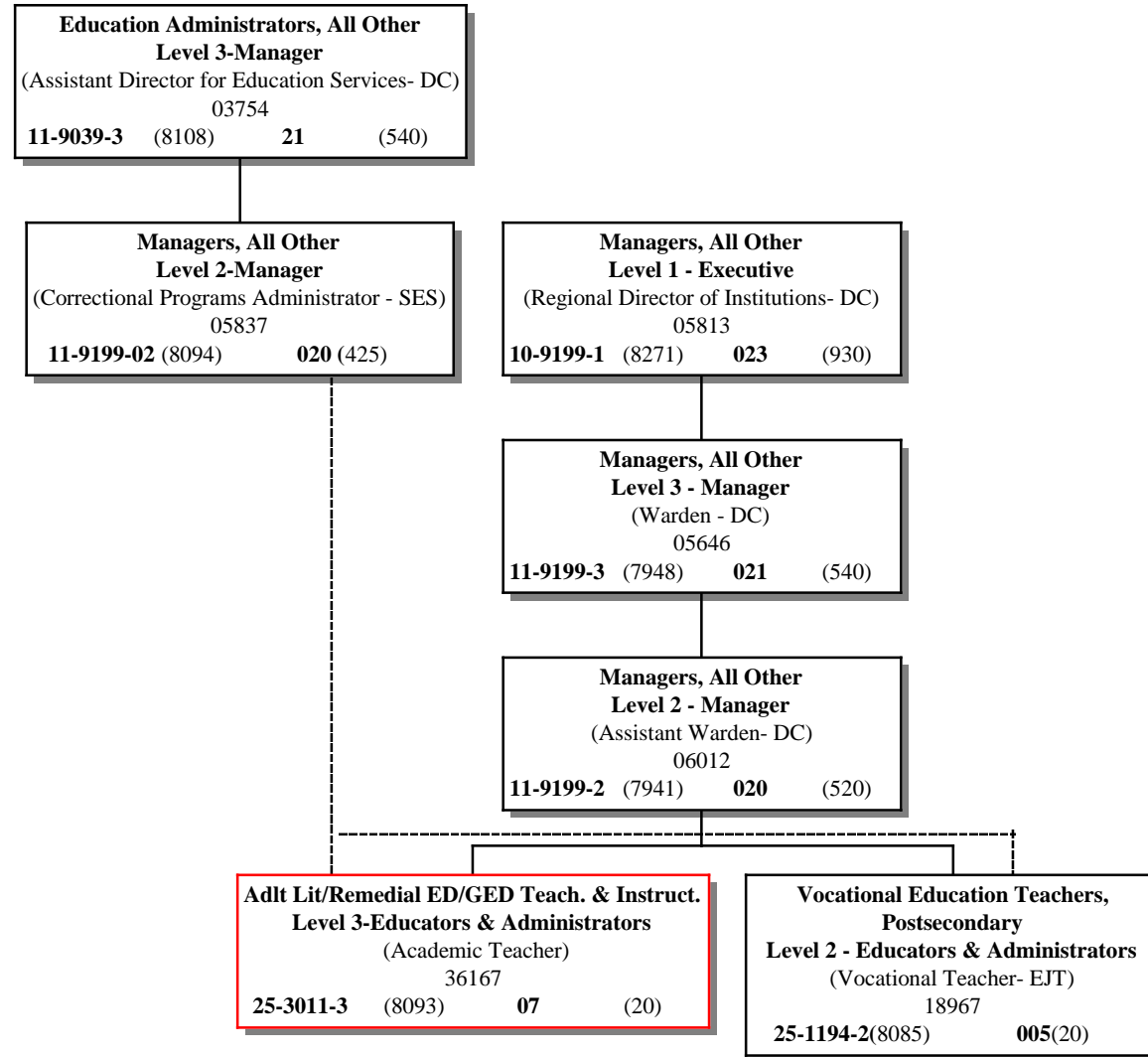
Submitted: 10-13-09
 Verified by: Christie Green
 Effective: 10-2-09



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

**Lawtey Correctional Institution
Program Services**

Submitted: 7/15/08_____
 Verified: Brenda William____s_
 Effective:___7/1/08

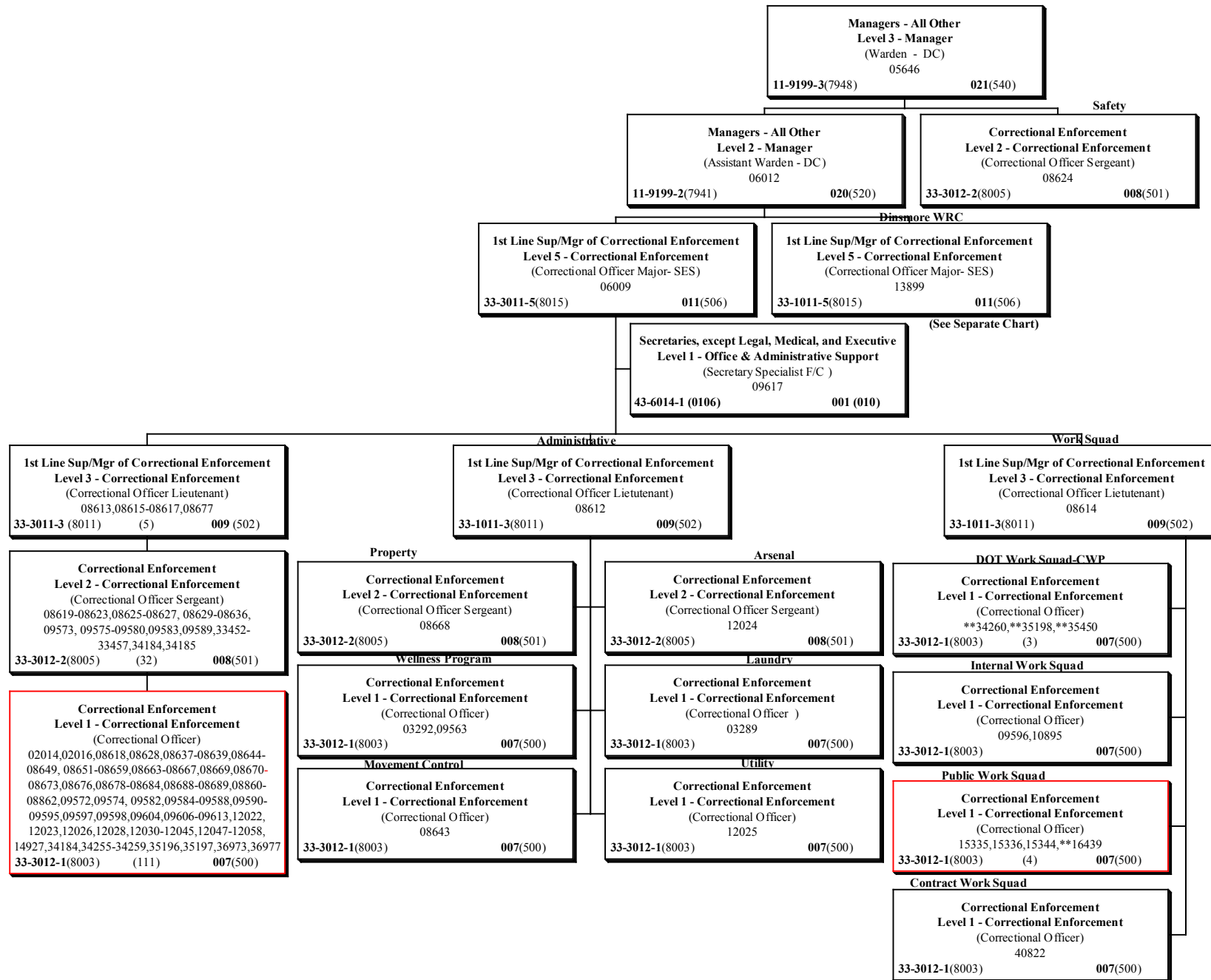


Academic Teacher #22495 deleted.

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

Lawtey Correctional Institution Security

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



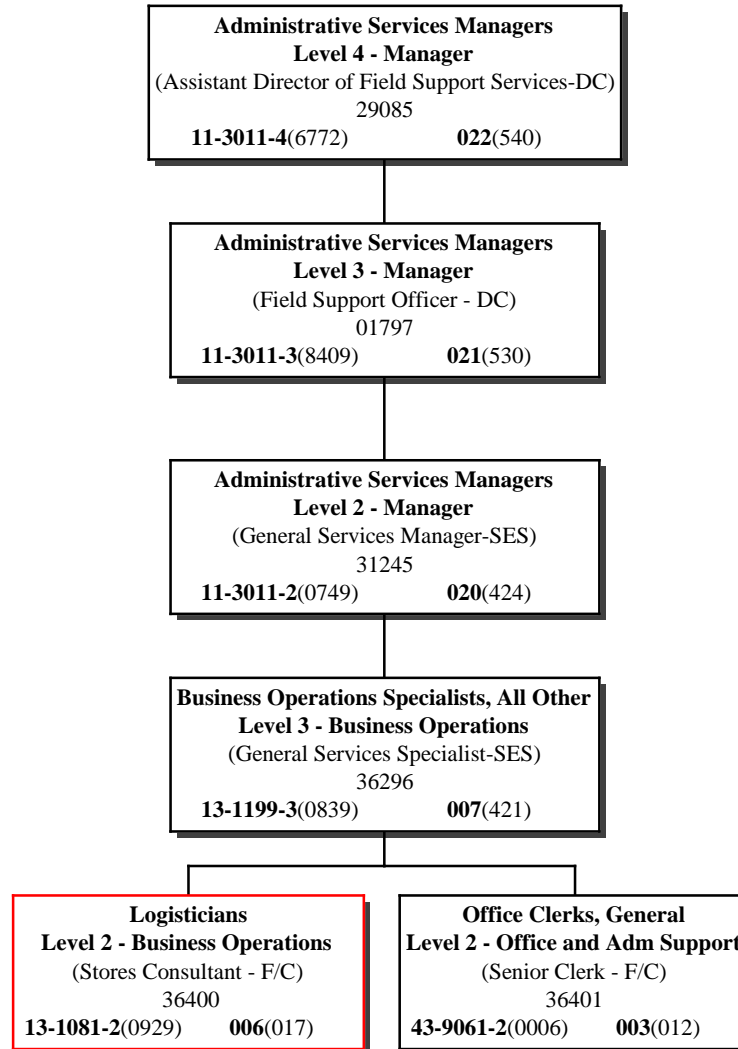
** CDL requirement

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

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

Lawtey C.I./ Warehouse-Mailroom

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

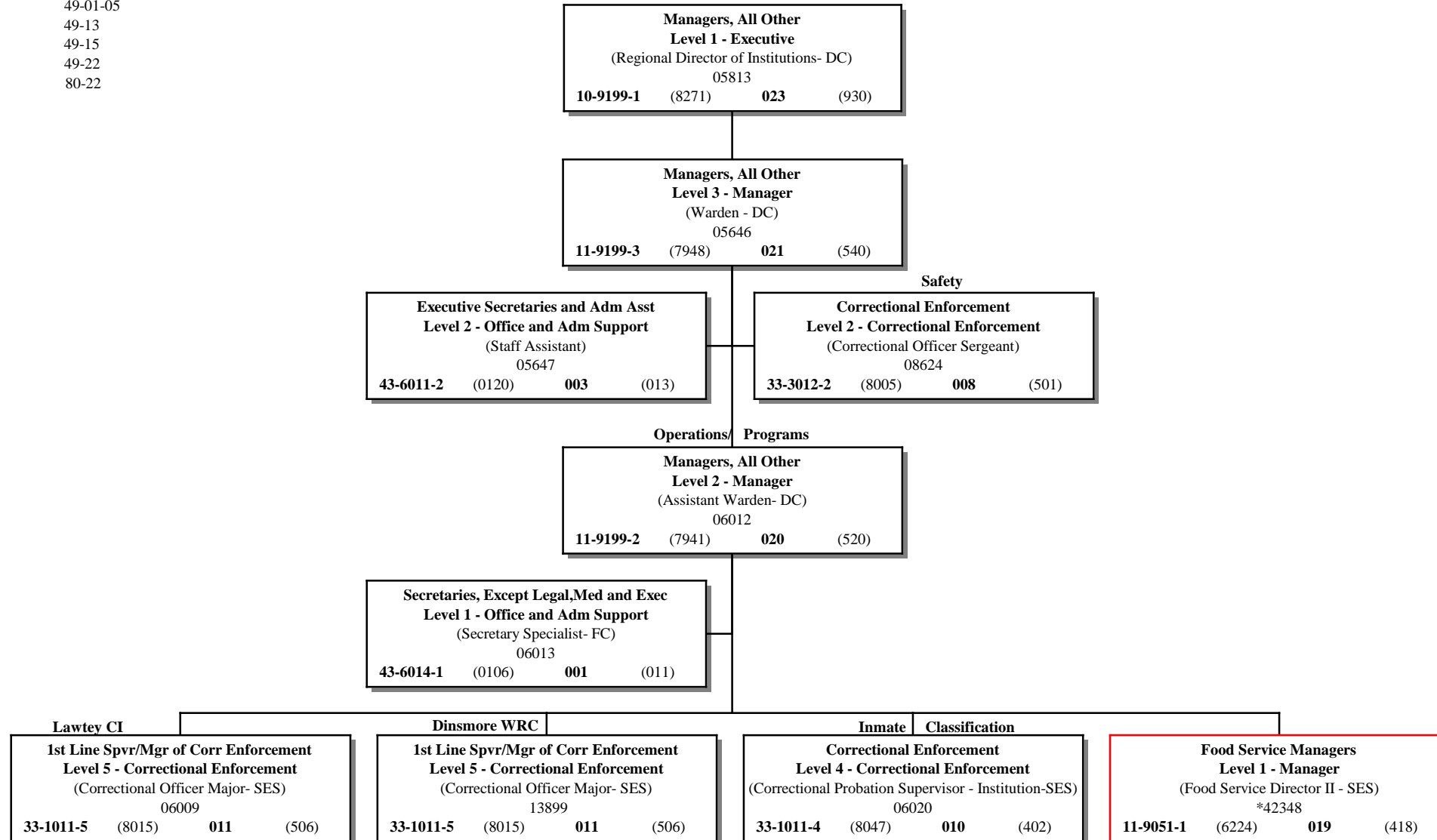


Logisticians - Level 2 (Stores Consultant - F/C) #36283 deleted due to outsourcing of Canteen services.

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

LAWTEY C.I.
WARDEN'S OFFICE

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

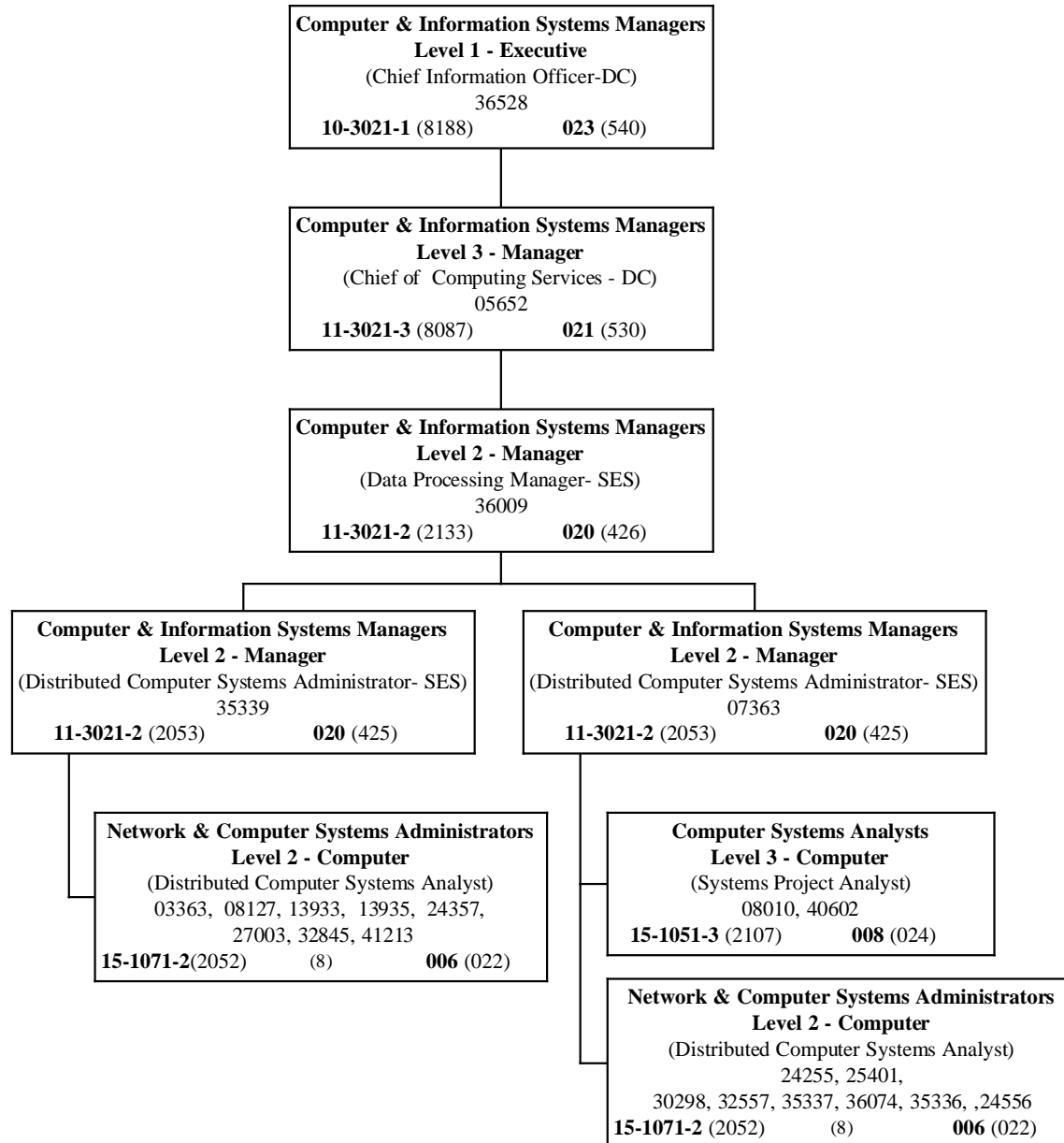


Established Food Service Director II - SES position 42348 effective 7-10-09

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

**Office of Information Technology
 Marianna Service Center**

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

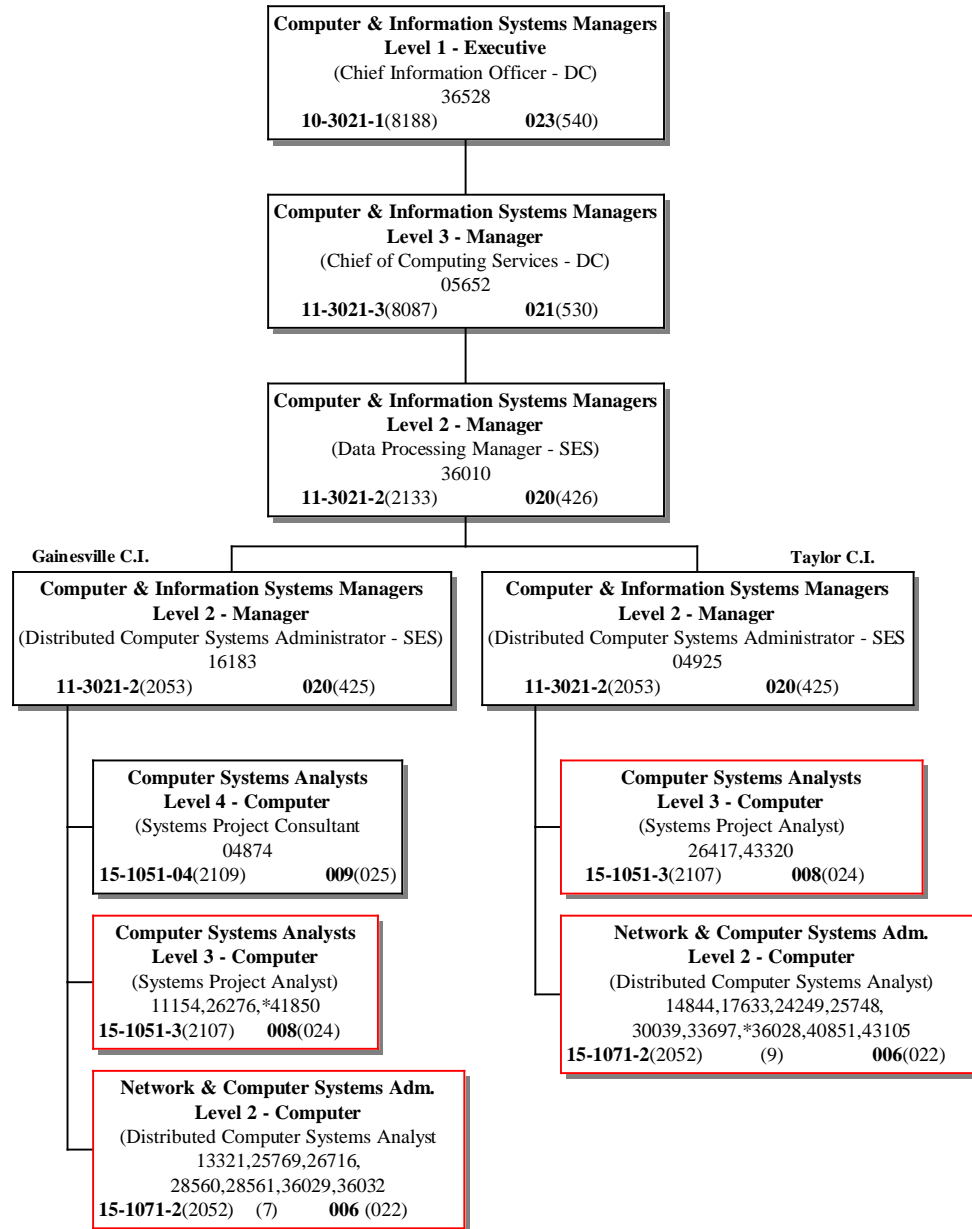


Position 24254 - Distributed Computer Systems Analyst deleted effective 7-24-09

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

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

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

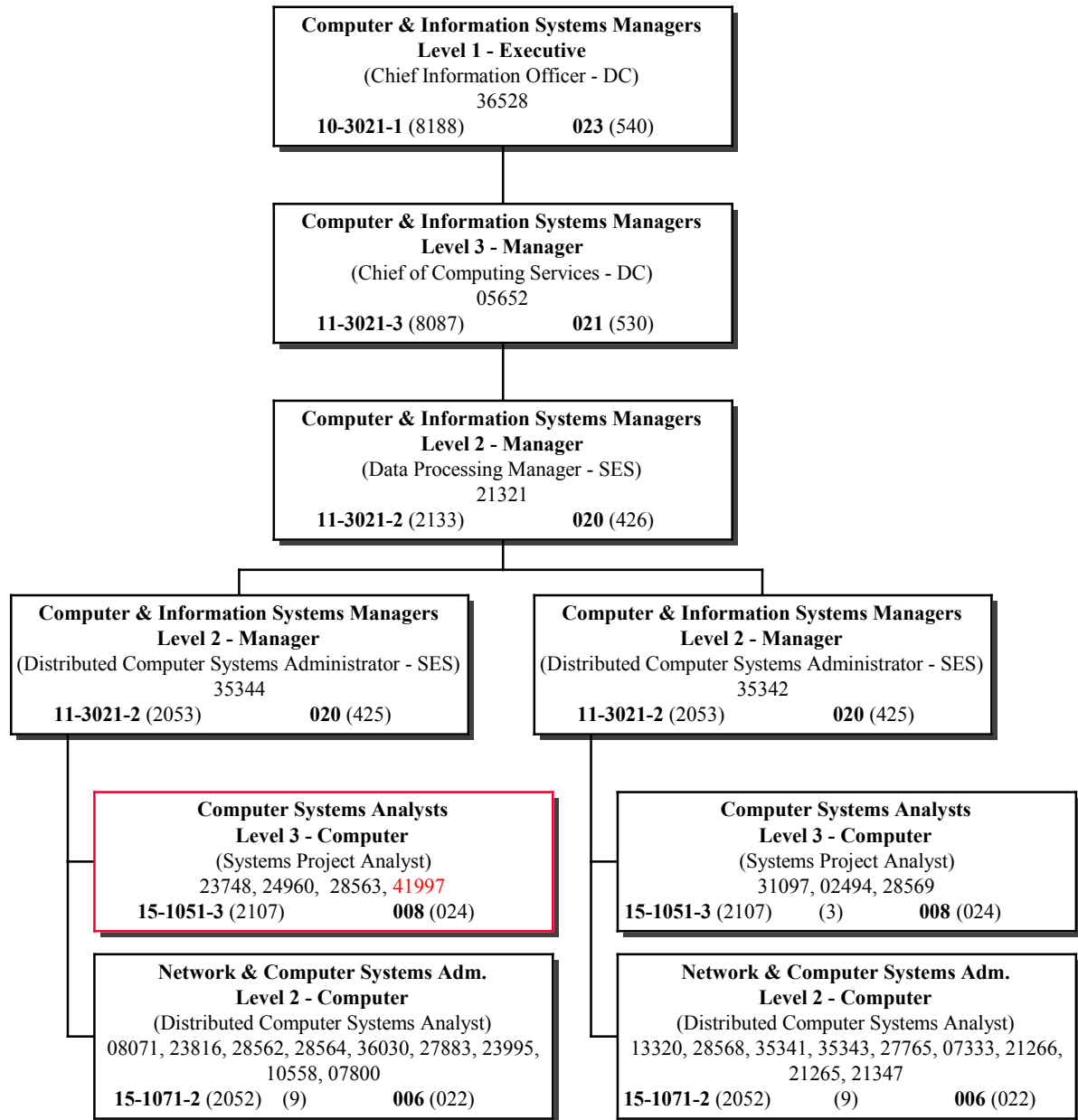


41850 Systems Project Analyst reporting moved from supervisor 04925 DCSA-SES to 16183 DCSA-SES
 36025 Distributed Computer Systems Analyst reporting moved from supervisor 16183 DCSA-SES to 04925 DCSA-SES

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

**Office of Information Technology
 Orlando Service Center**

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

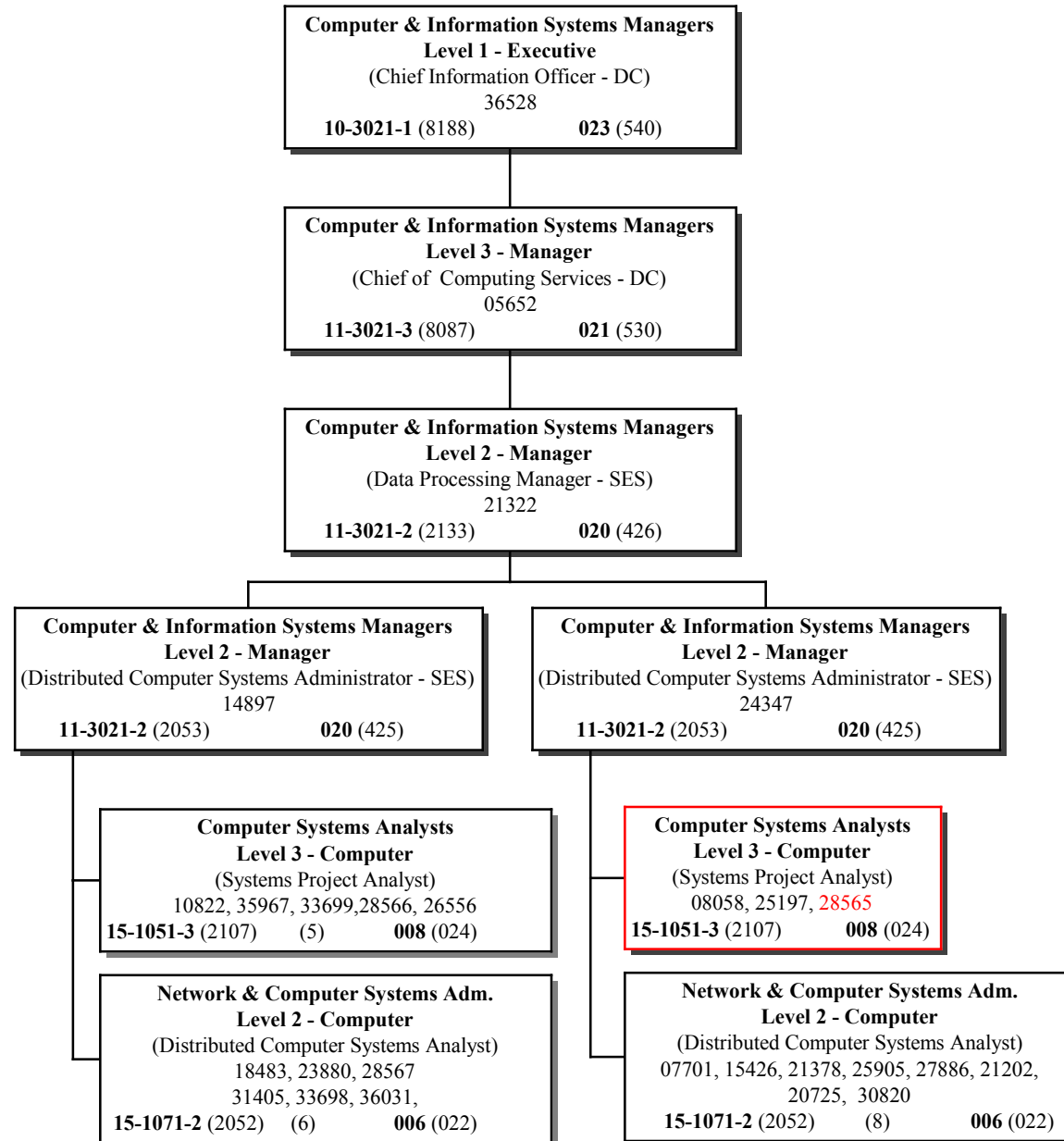


sb) Position 41997 - reclassified from a Distributed Computer Systems Analyst to a Systems Project Analyst effective 7-24-09

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

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

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

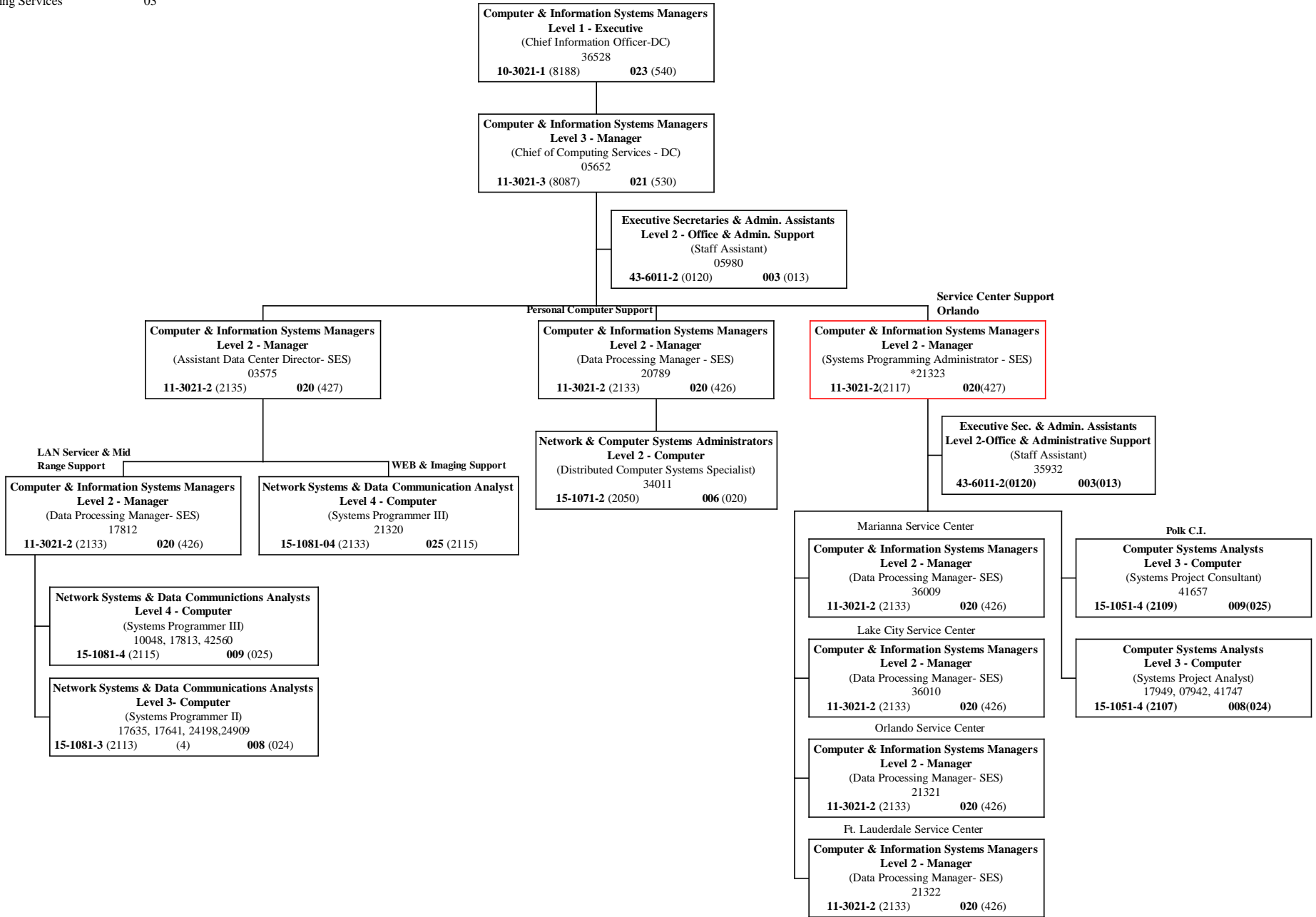


(sb) Position 28565 - reclassified from a Distributed Computer Systems Analyst to a Systems Project Analyst effective 7-24-09

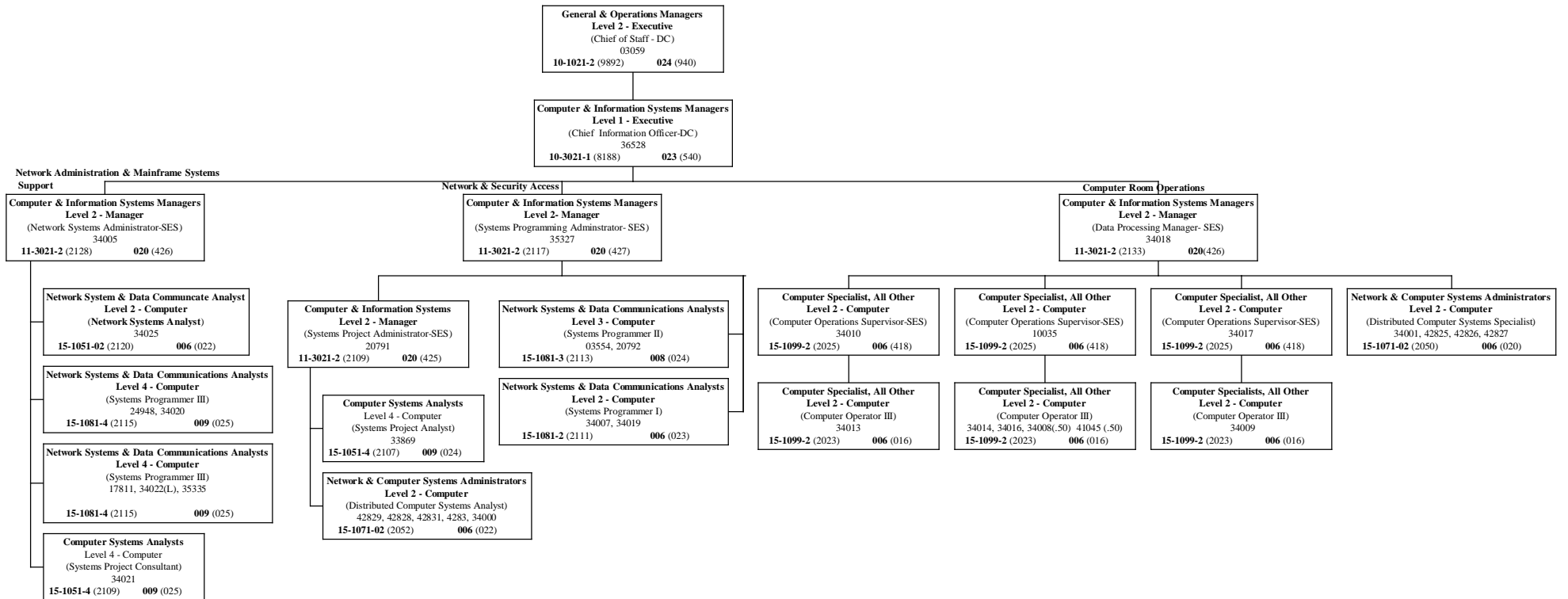
Department of Corrections 70
 Chief of Staff 20
 Administration 10
 Information Technology 15
 Computing Services 03

**Office of Information Technology
 Computing Services**

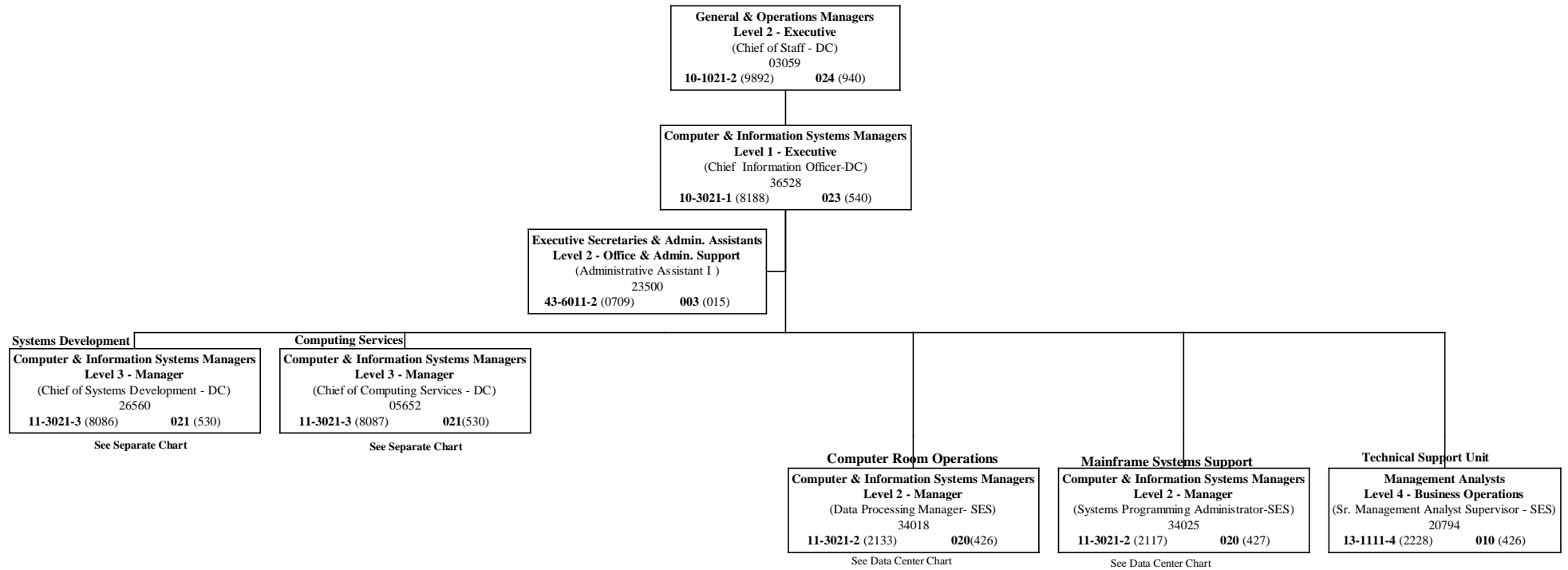
Submitted: 8/5/2011
 Verified by: L. McGriff
 Effective: 8-5-2011

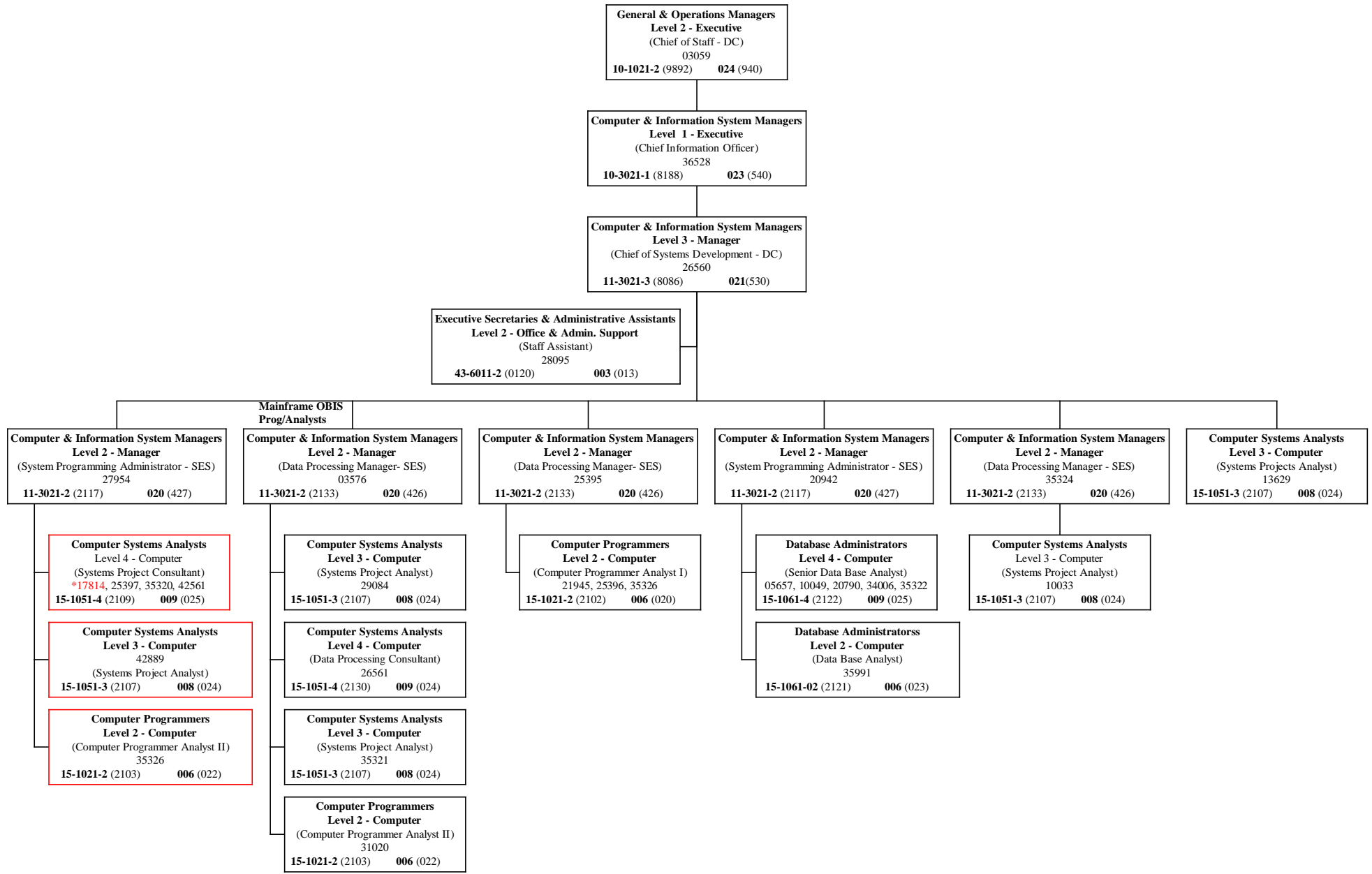


Deleted 27955 Information Technology Business Consultant Manager, effective 8-5-2011
 21323 reclassify to Systems Programming Administrator - SES from Assistant Data Center Director, effective 8-5-2011



Office of Information Technology (Overview)



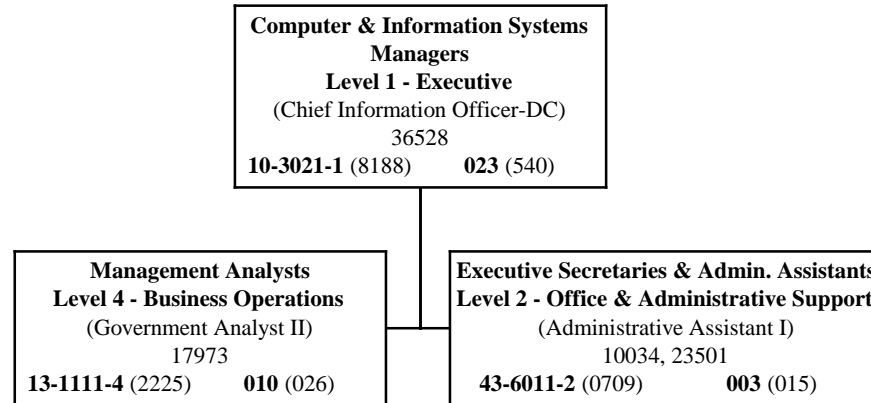


17814 reclassified to career service Systems Project Consultant from Systems Project Administrator-SES, reporting to position 27954 Systems Programming Administrator-SES
 35320, 42561 Systems Project Consultant supervisor changed to 27954 Systems Programming Administrator-SES from 17814 Systems Project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

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

Office of Information Technology
 Technical Support Unit

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

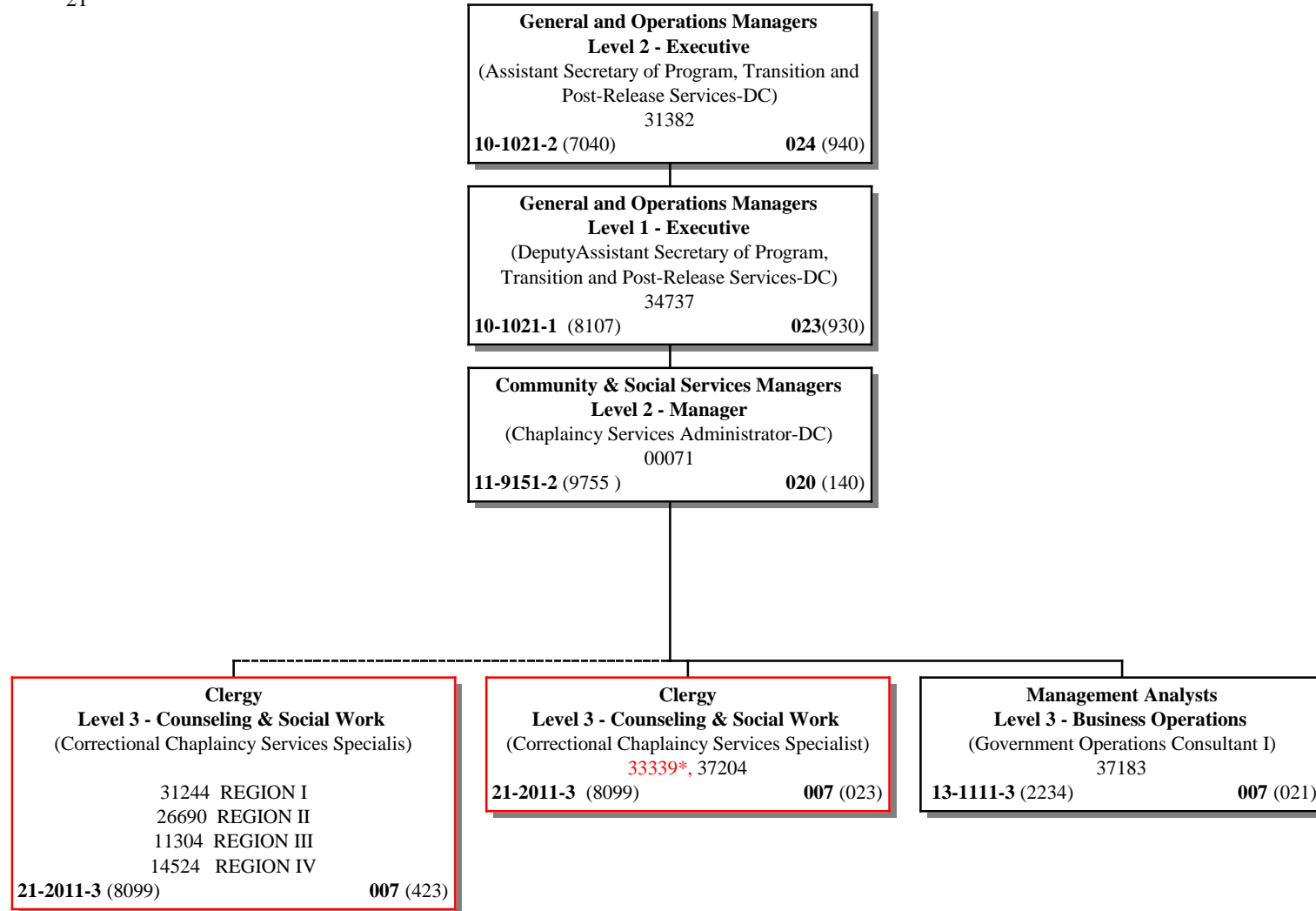


Government Operations Consultant II #21947 transferred to Grants.
 Sr. Management Analyst Supervisor - SES #20794 transferred to office of Asst. Secretary of Administration effective 06-29-07

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Management Analyst
 Level 3 - Business Operations**
 (Government Operations Consultant I)
 38400
13-1111-3 (2234) 007 (021)

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

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

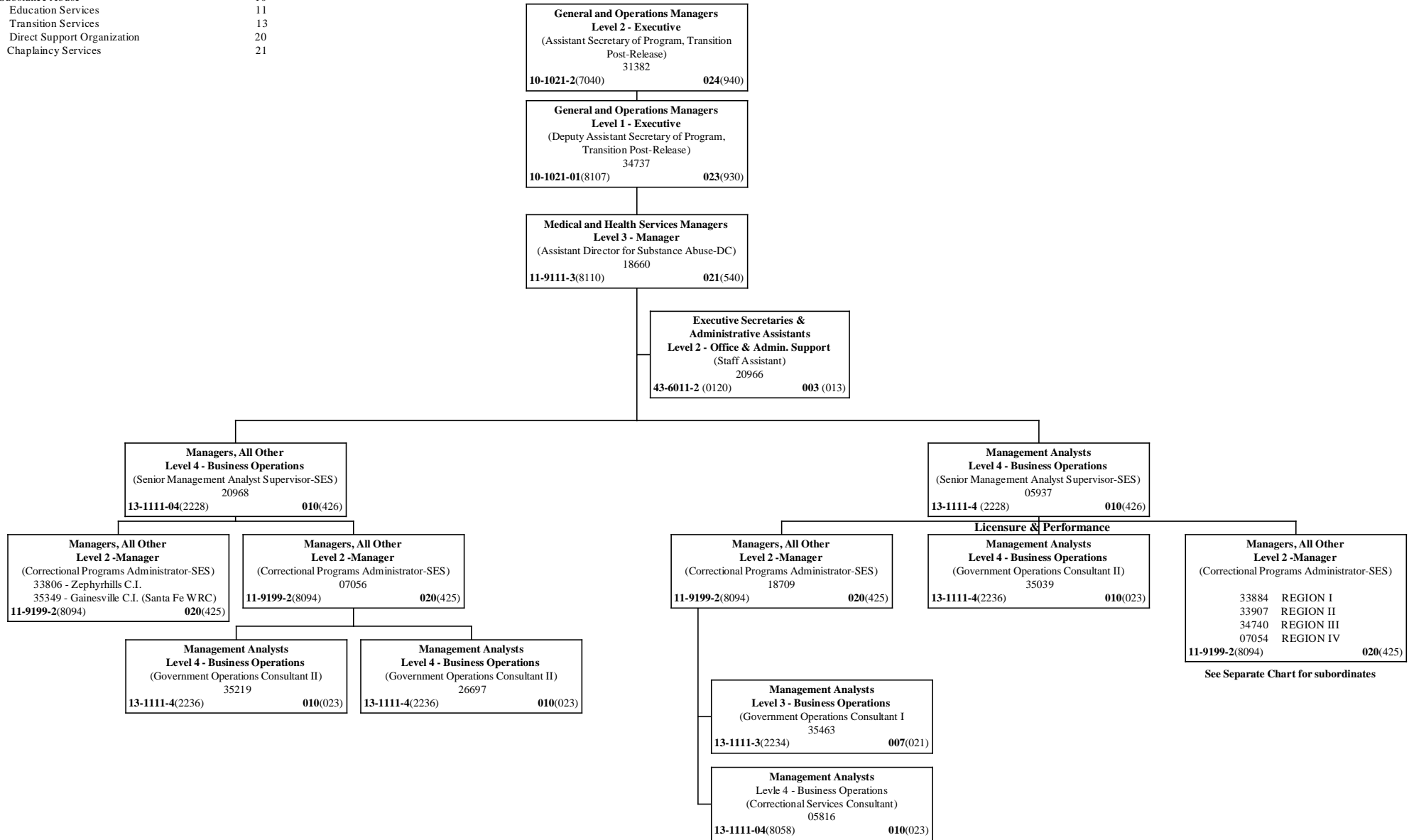
Lake City
**Speech-Language Pathologists
 Level 1 - Health Diagnosing & Treatment Practitioners**
 (Speech & Hearing Therapist)
 40855
29-1127-1 (5406) 006 (088)

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

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

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

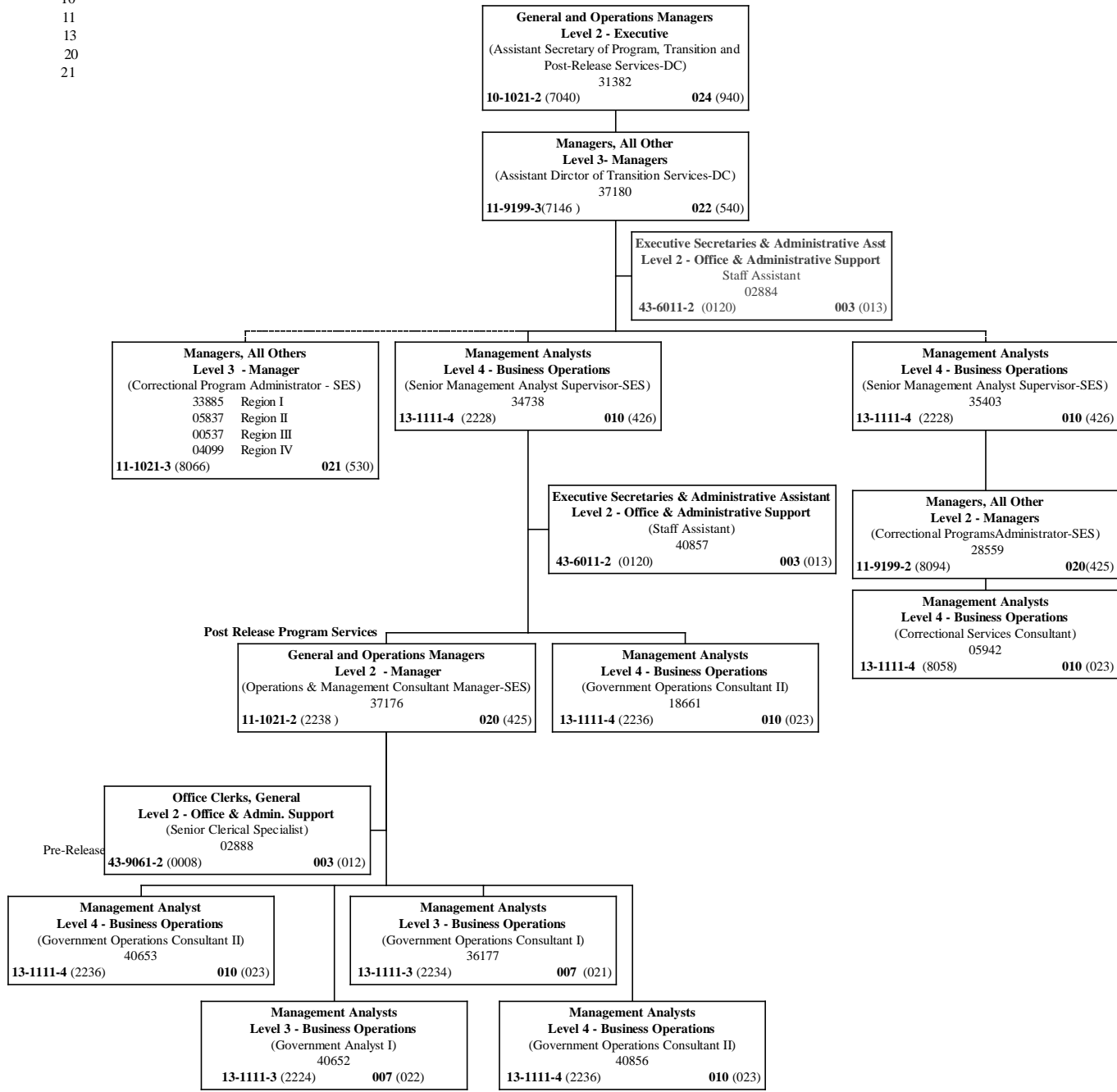
Submitted: 7/22/11
 Verified: Lillie McGriff
 Effective: 7/22/11



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

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

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

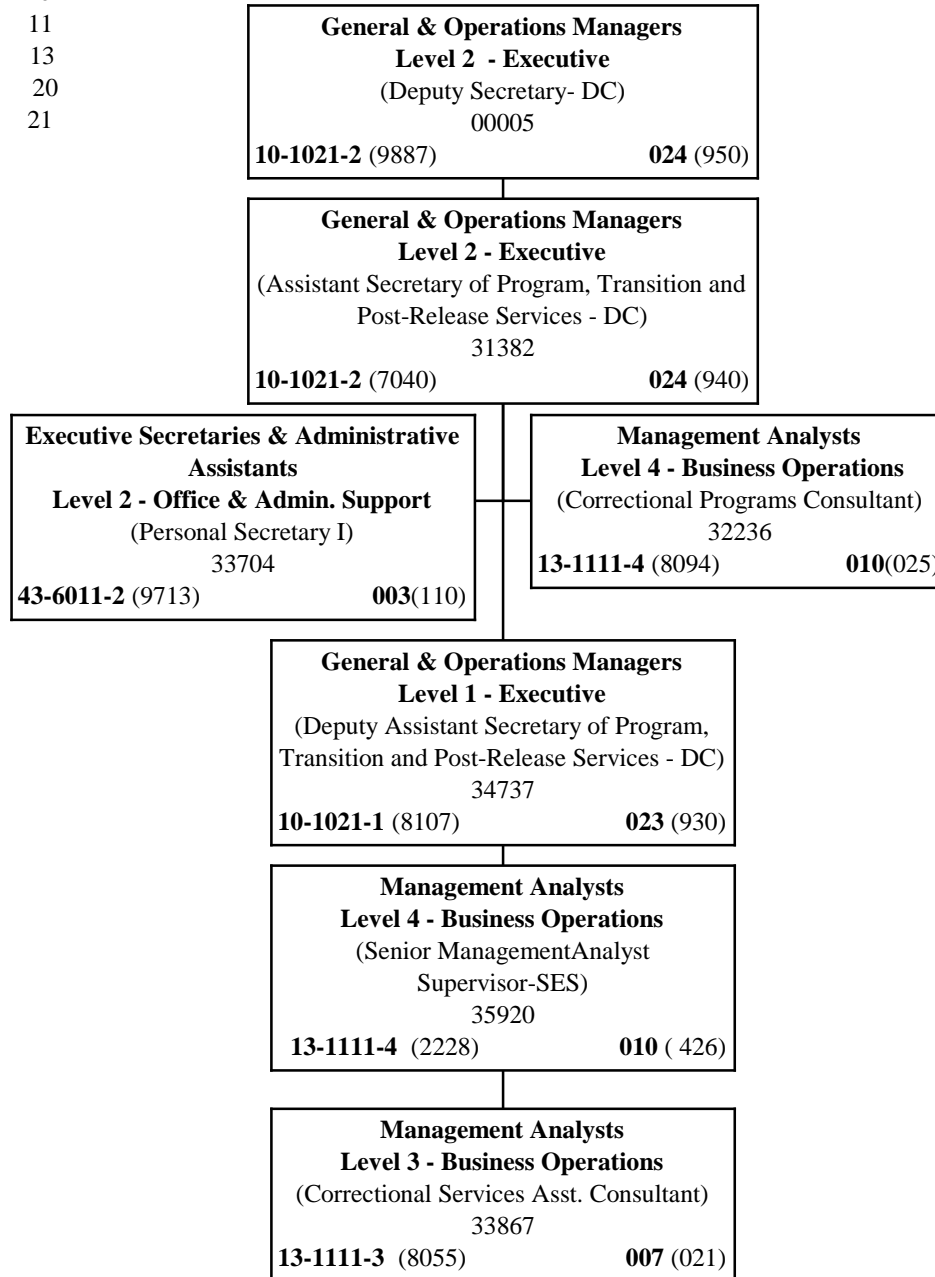


Staff Asst. #02888 reclassified to Sr. Clerical Specialist
 Government Operations Consultant I #10633 & #37179 deleted. Government Operations Consultant II #05936 deleted.
 Government Operations Consultant I #35463 transferred to Substance Abuse.
 Correctional Programs Consultant #37410 reclassified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

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

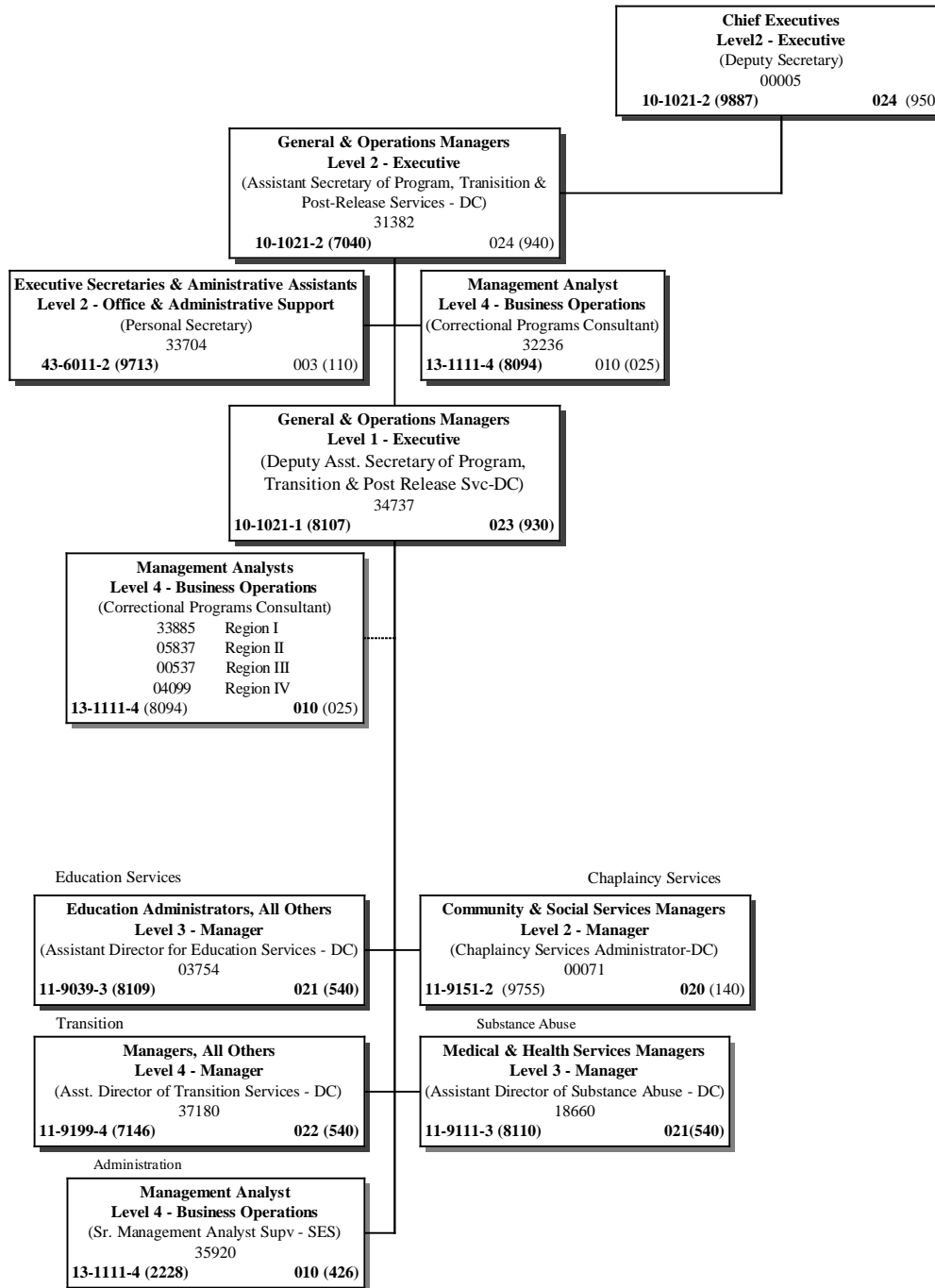
Program, Transition & Post-Release Services
Administration
CURRENT

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

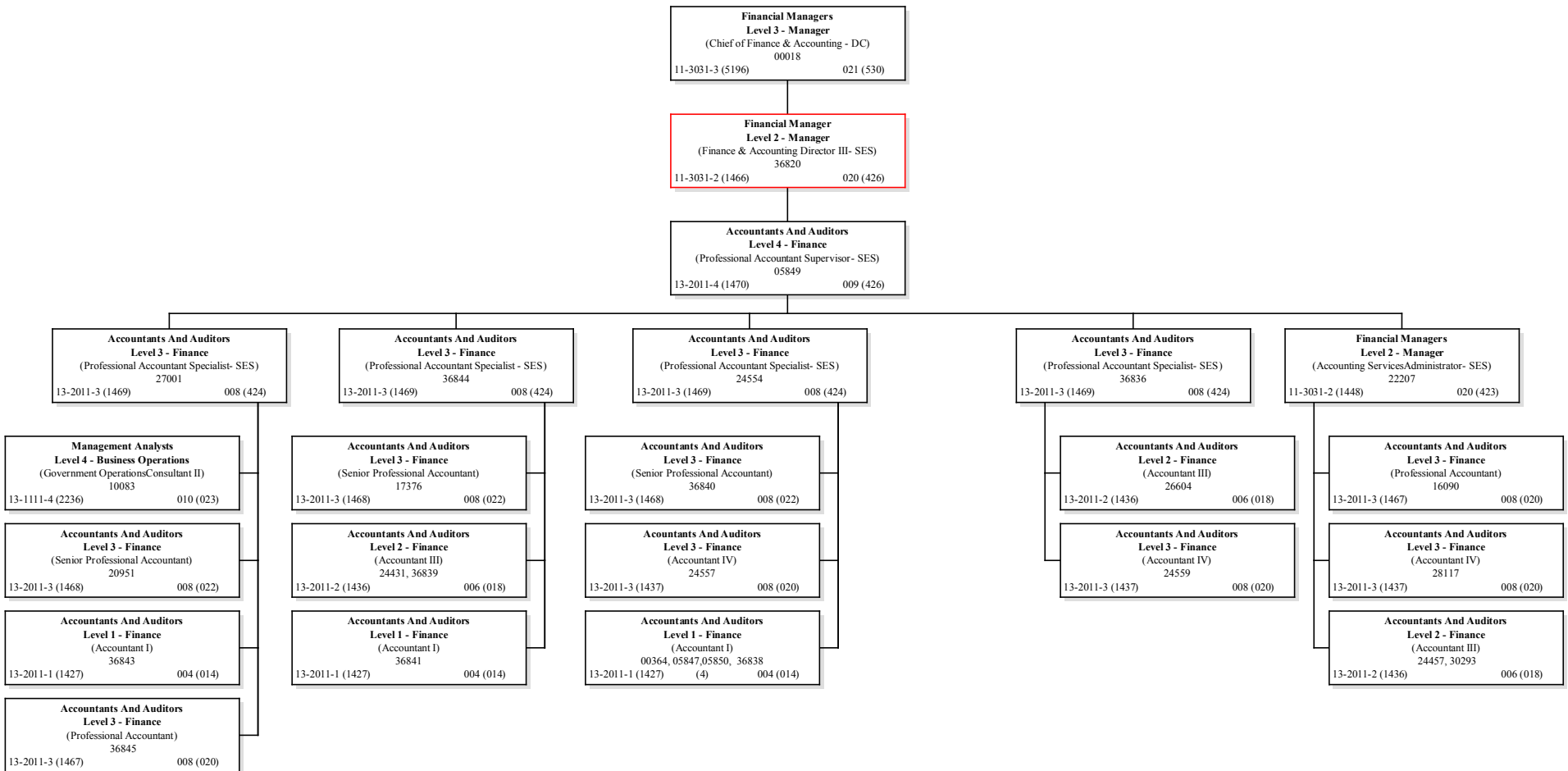


Office of Program, Transition & Post Release Services
OVERVIEW - Chart 1 of 4

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



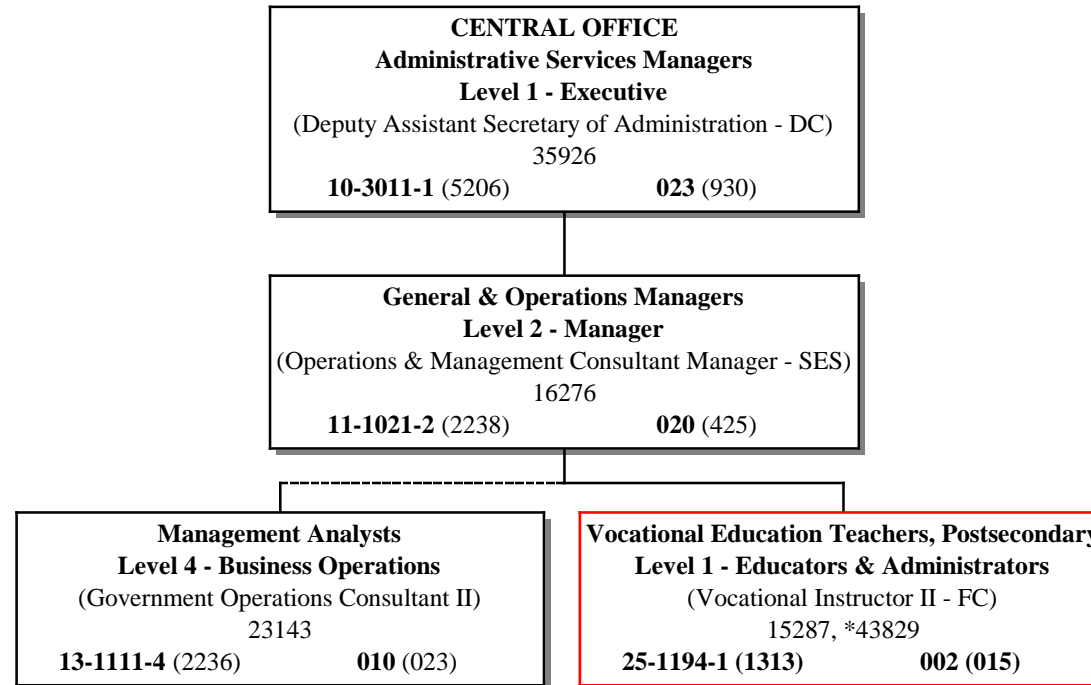
**Marianna Service Center
 Financial Services**



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

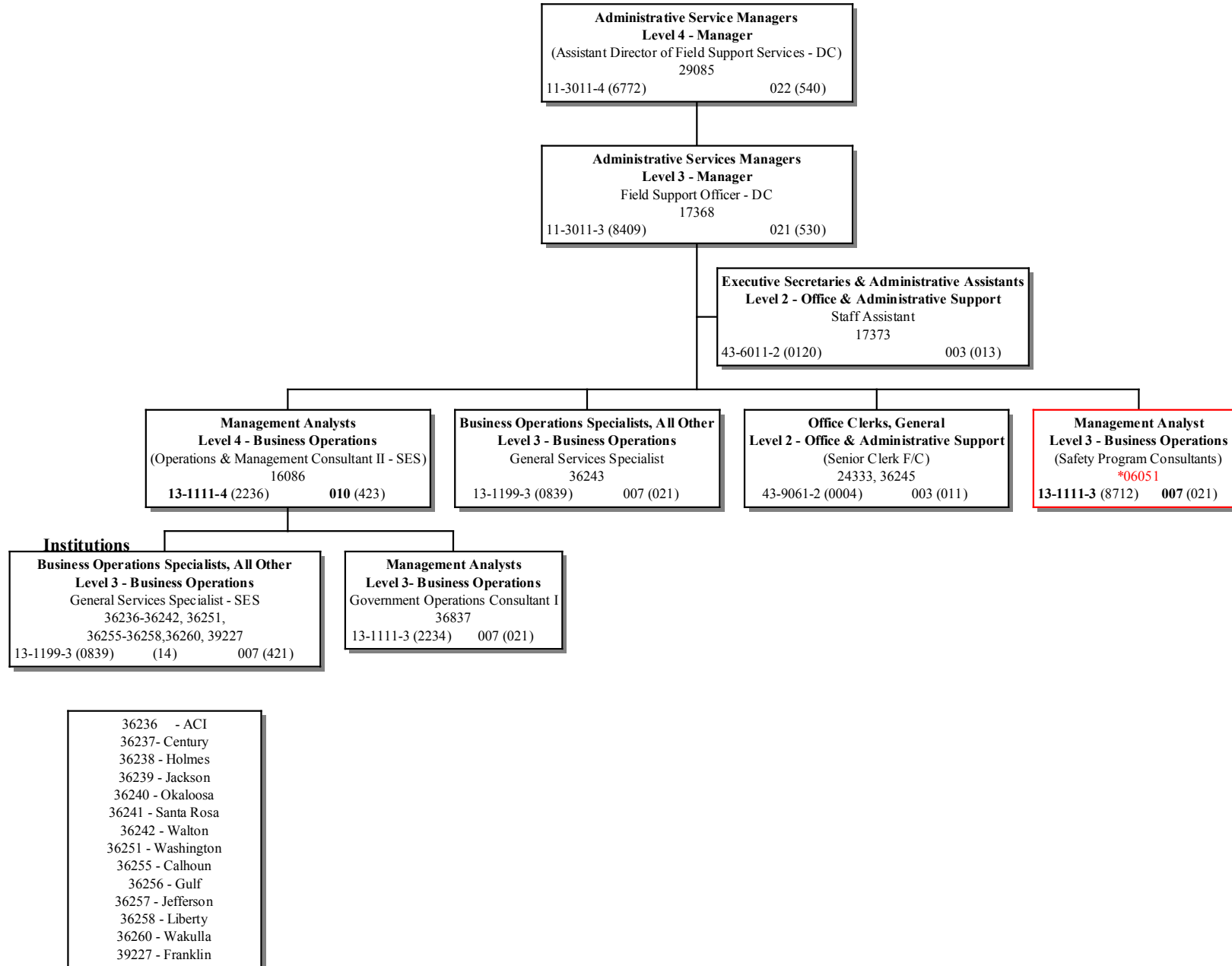
Marianna Service Center
Food Service
CURRENT

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



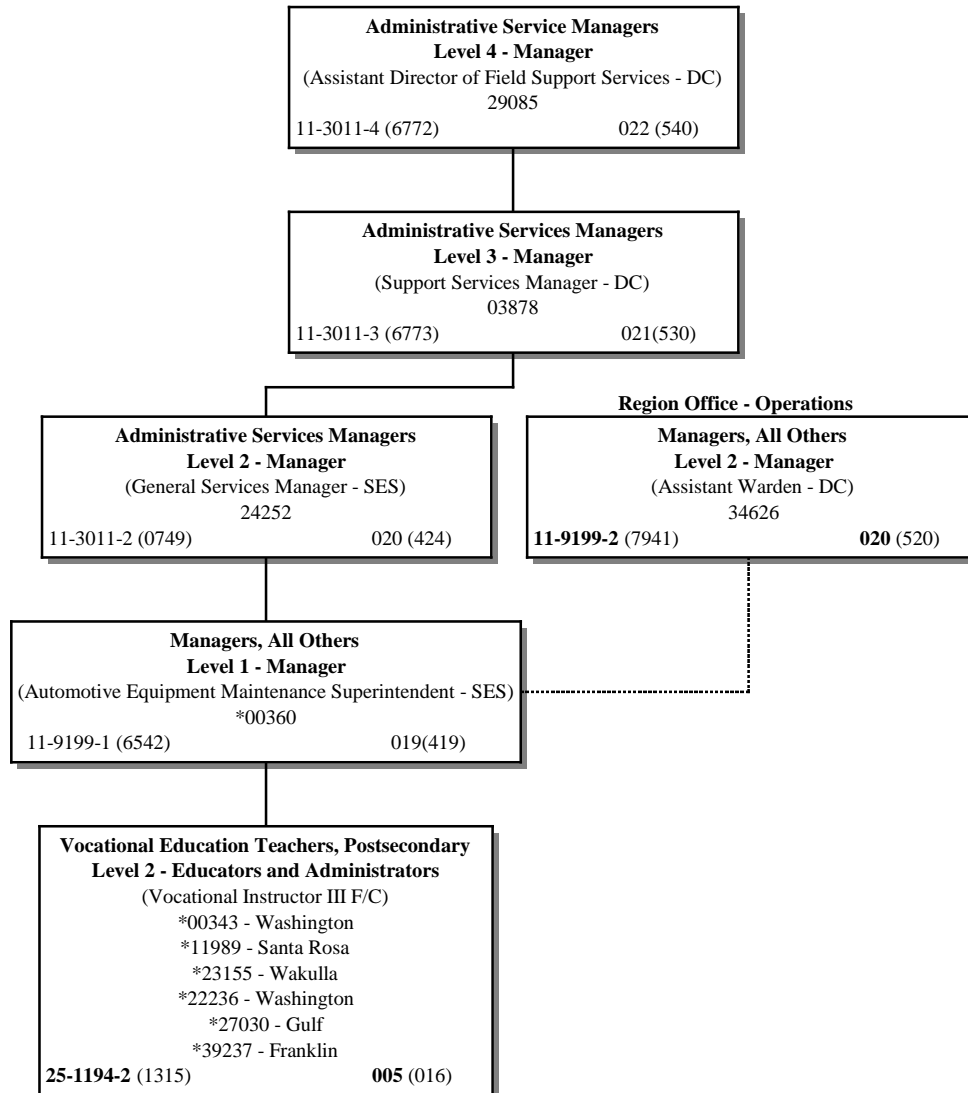
Established Vocational Instructor II F/C position 43829 effective 8-20-10. Transferred Public Health Nutrition Consultant position 42537 to Central Office effective 8-20-10

Region I - Administrative Service Center
Field Support Services
CURRENT



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

Marianna Service Center
Fleet
CURRENT

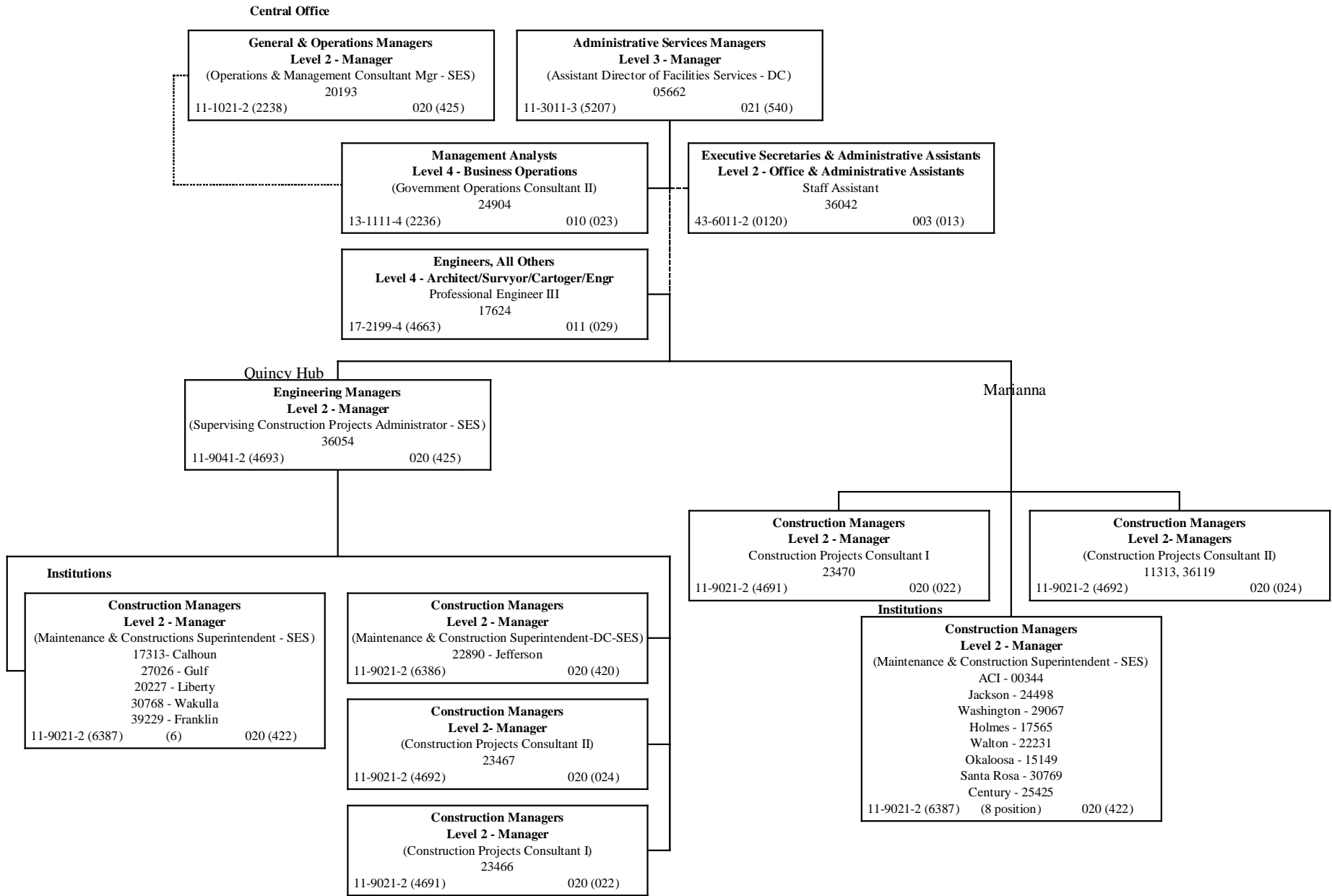


Position 23155 changed locations from Jefferson to Wakulla effective 4-1-11

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

Marianna Service Center Facilities Services

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

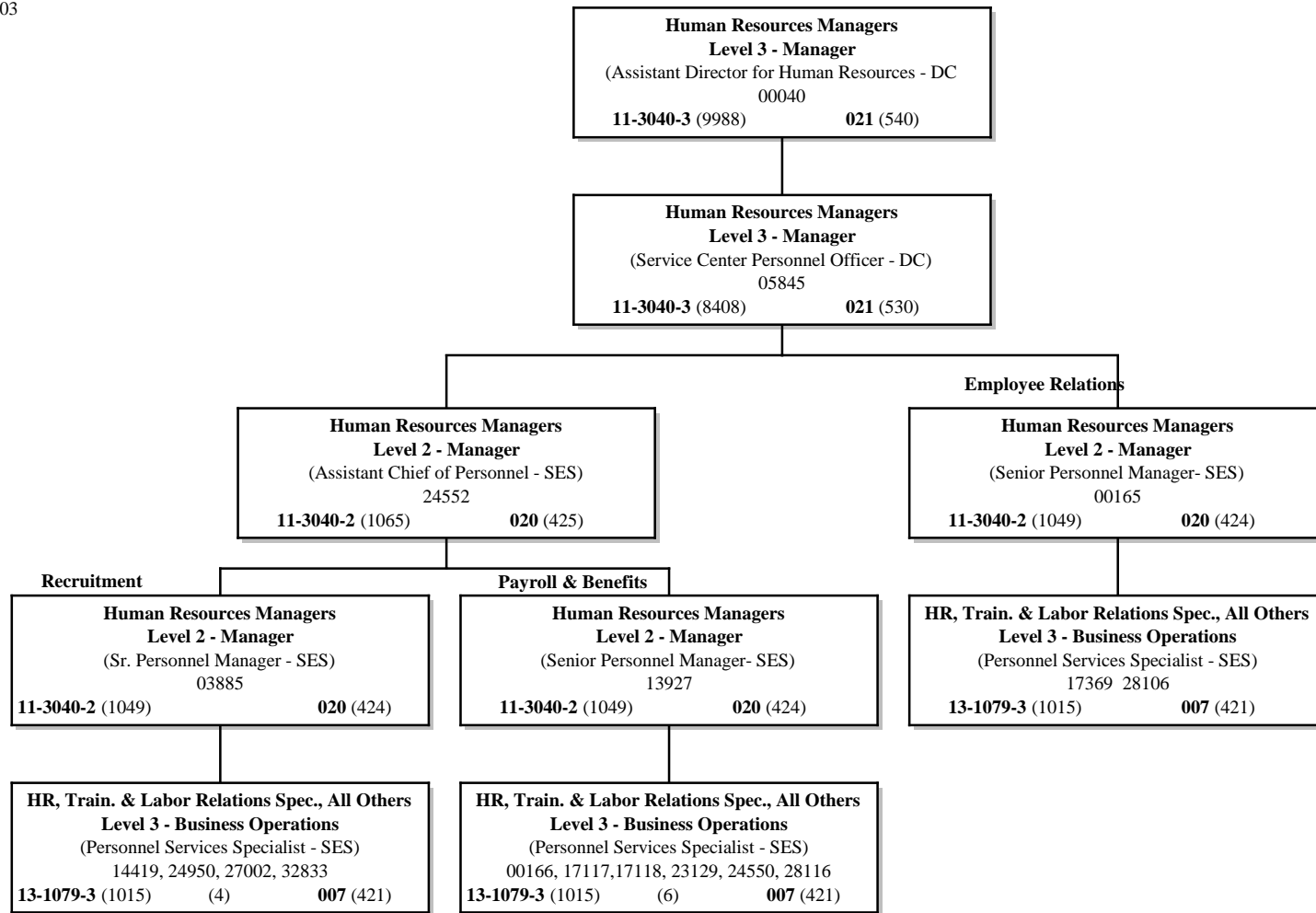


Transferred Vocational Instructor III F/C position 14253 to Santa Rosa; 18710, 32211 to ACI and 29388 to Holmes effective 7-8-11

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

**MARIANNA SERVICE CENTER
 HUMAN RESOURCES/PERSONNEL**

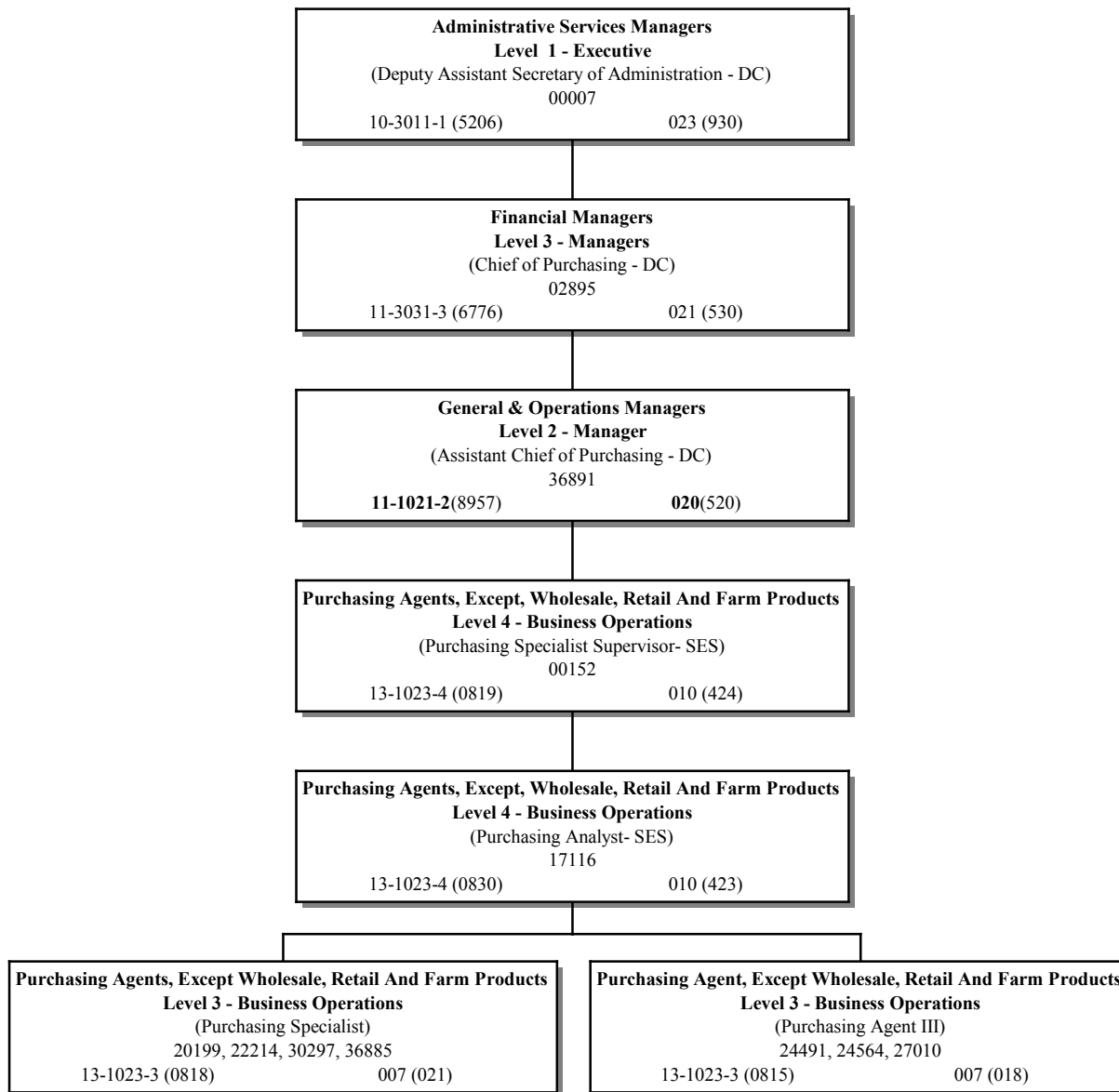
**Submitted: 7-27-11
 Verified by: Christie Green
 Effective Date: 7-1-11**



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

Marianna Service Center Purchasing

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

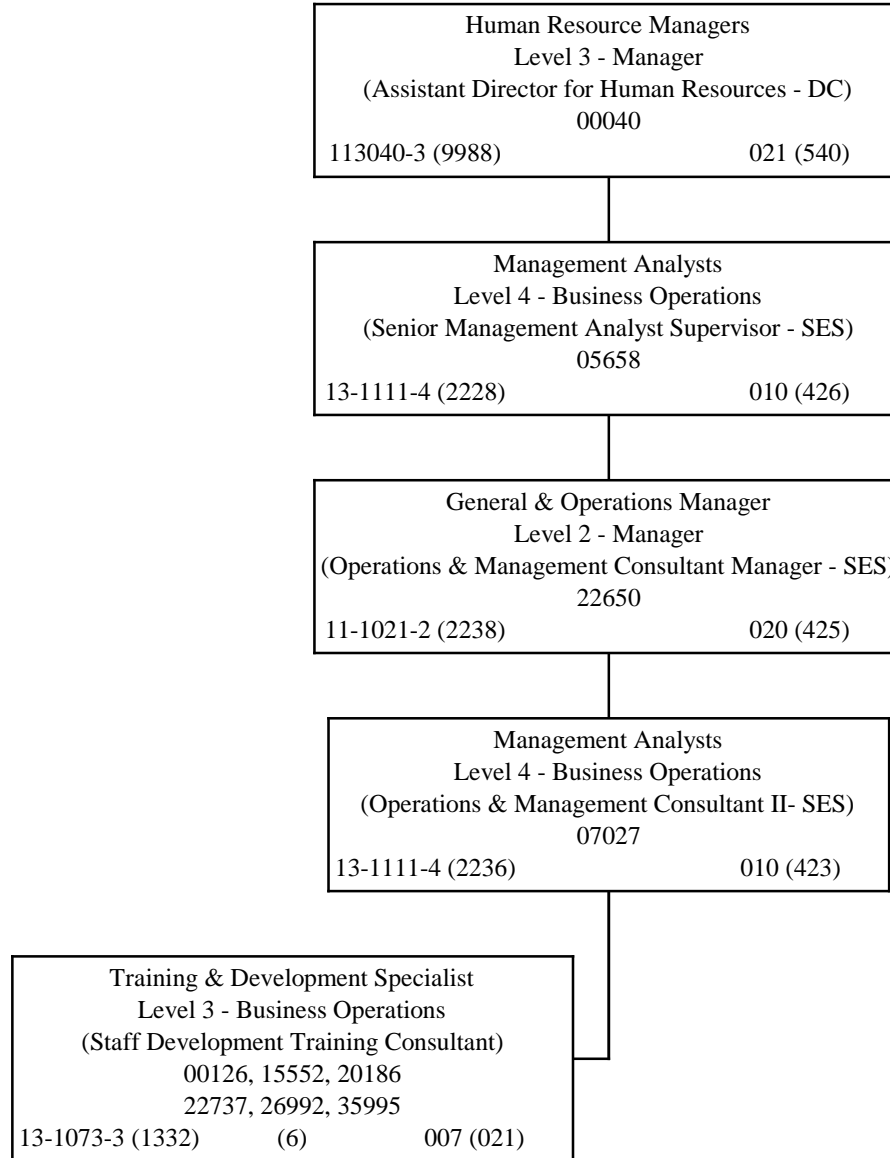


Position 22215 - Purchasing Agent I deleted effective 7-1-08

Department of Corrections 70
 Marianna Service Center 21
 Staff Development 80

MARIANNA SERVICE CENTER
HUMAN RESOURCES/STAFF DEVELOPMENT

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

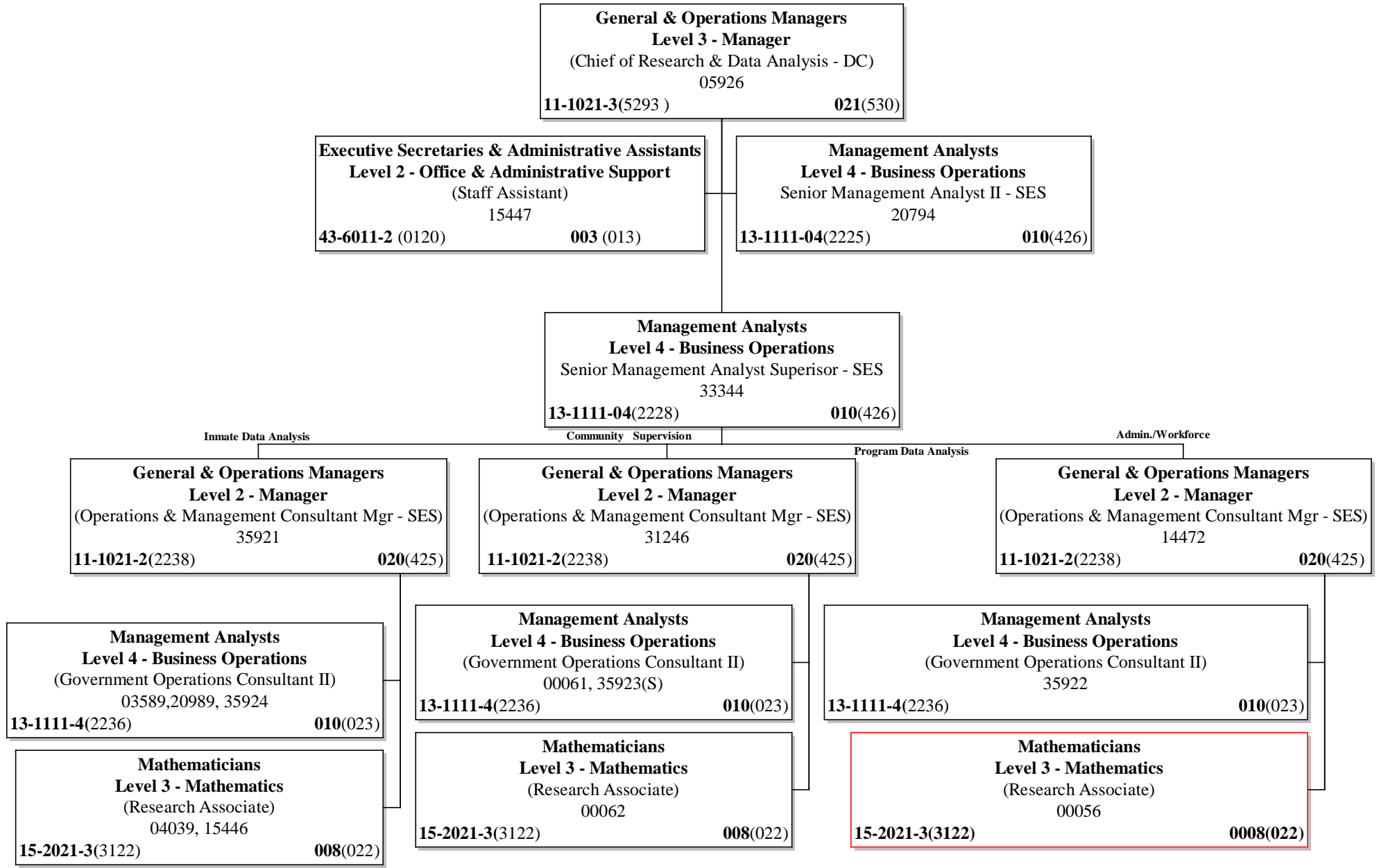


Position 17364 - Staff Development Training Consultant deleted effective 7-24-09

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

Central Office
Research & Data Analysis

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

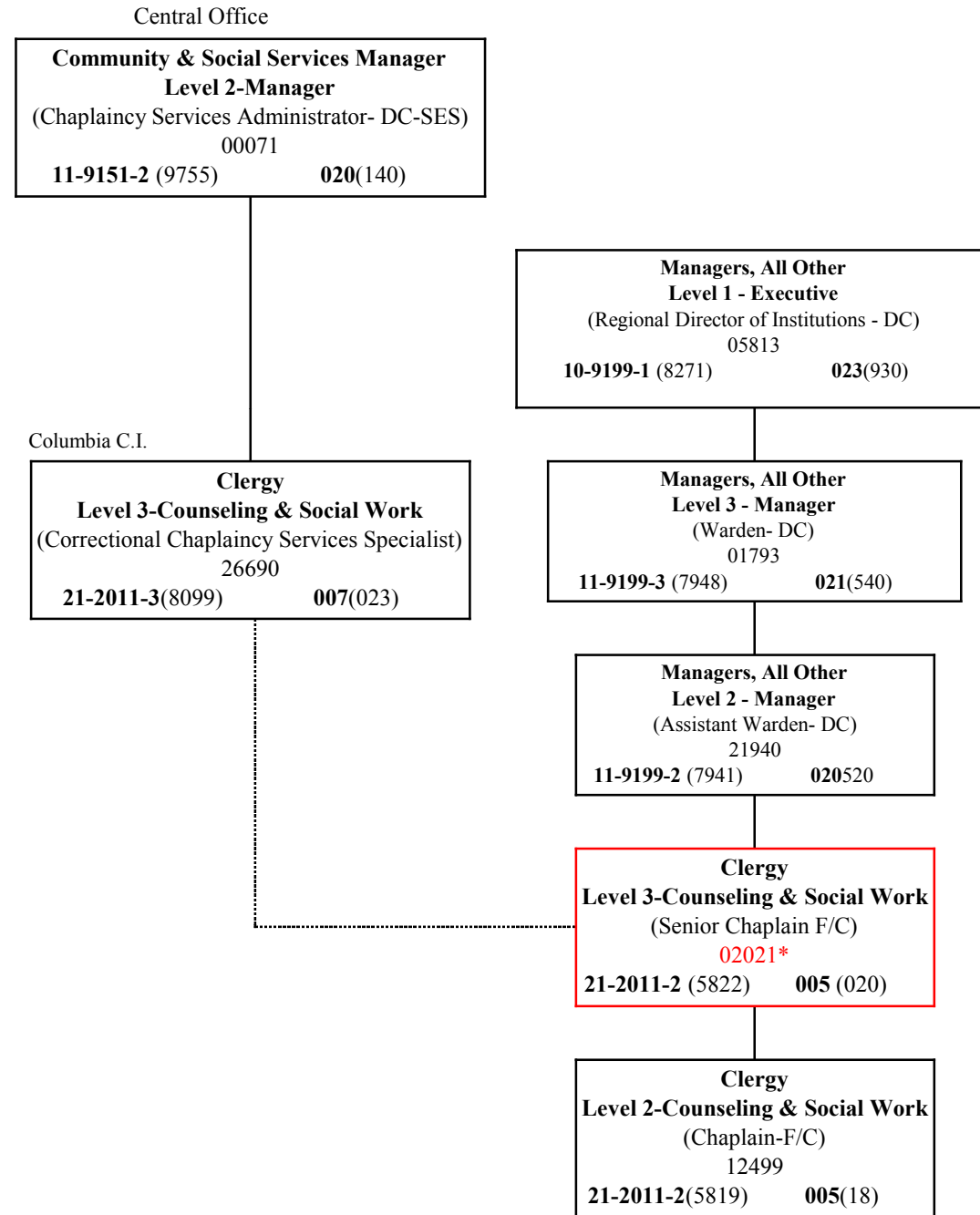


Deleted 00066 Research Associate
 Deleted 03059 Chief of Staff
 05928 reclassified & transferred to Government Operations Consultant II in the Bureau of Contract Management and Monitoring,
 effective 7/1/2011

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

Department of Corrections
Reception & Medical Center
Chaplaincy Services

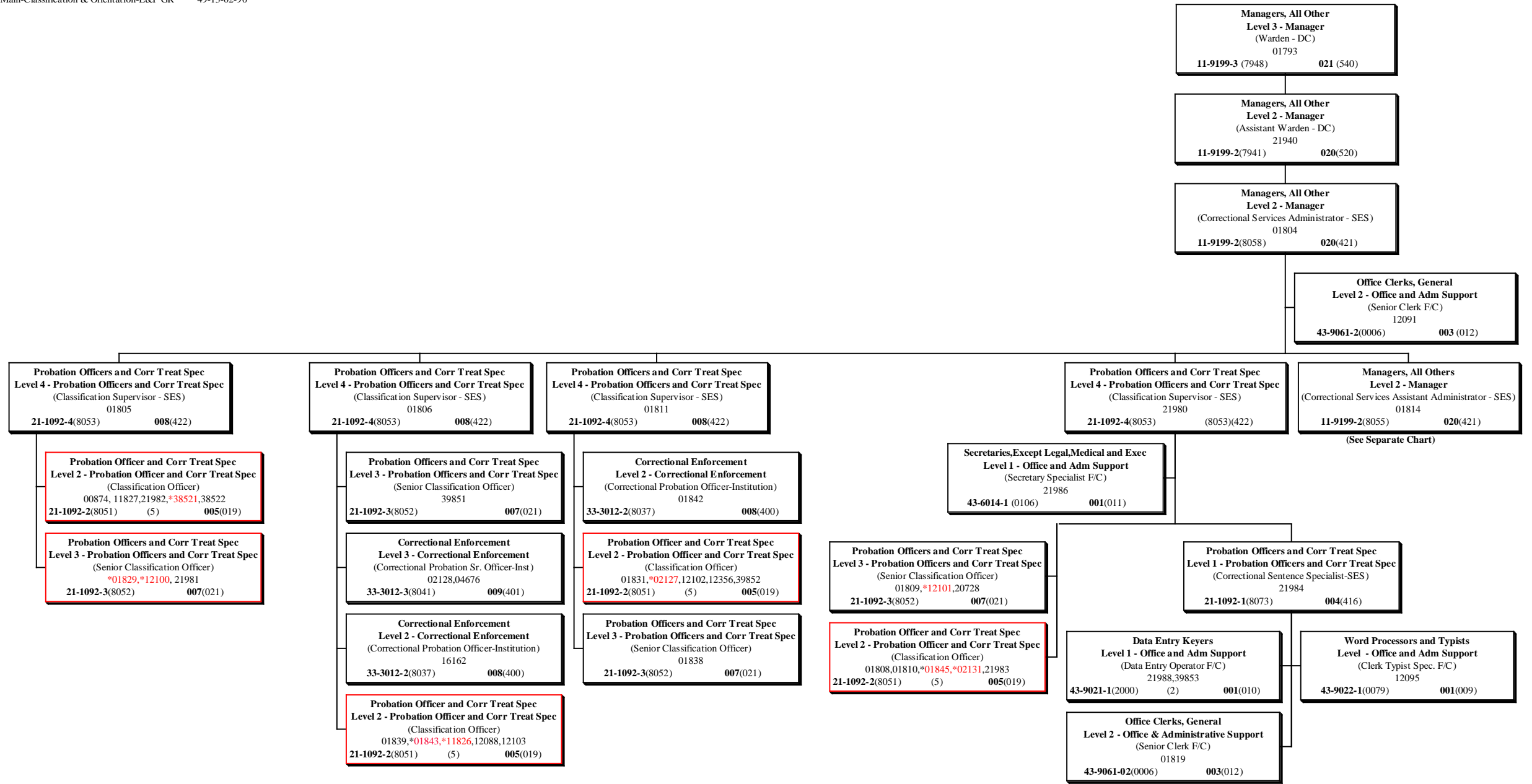
Submitted: 7/21/11
 Verified: Brenda Williams
 Effective: 7/22/11



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

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

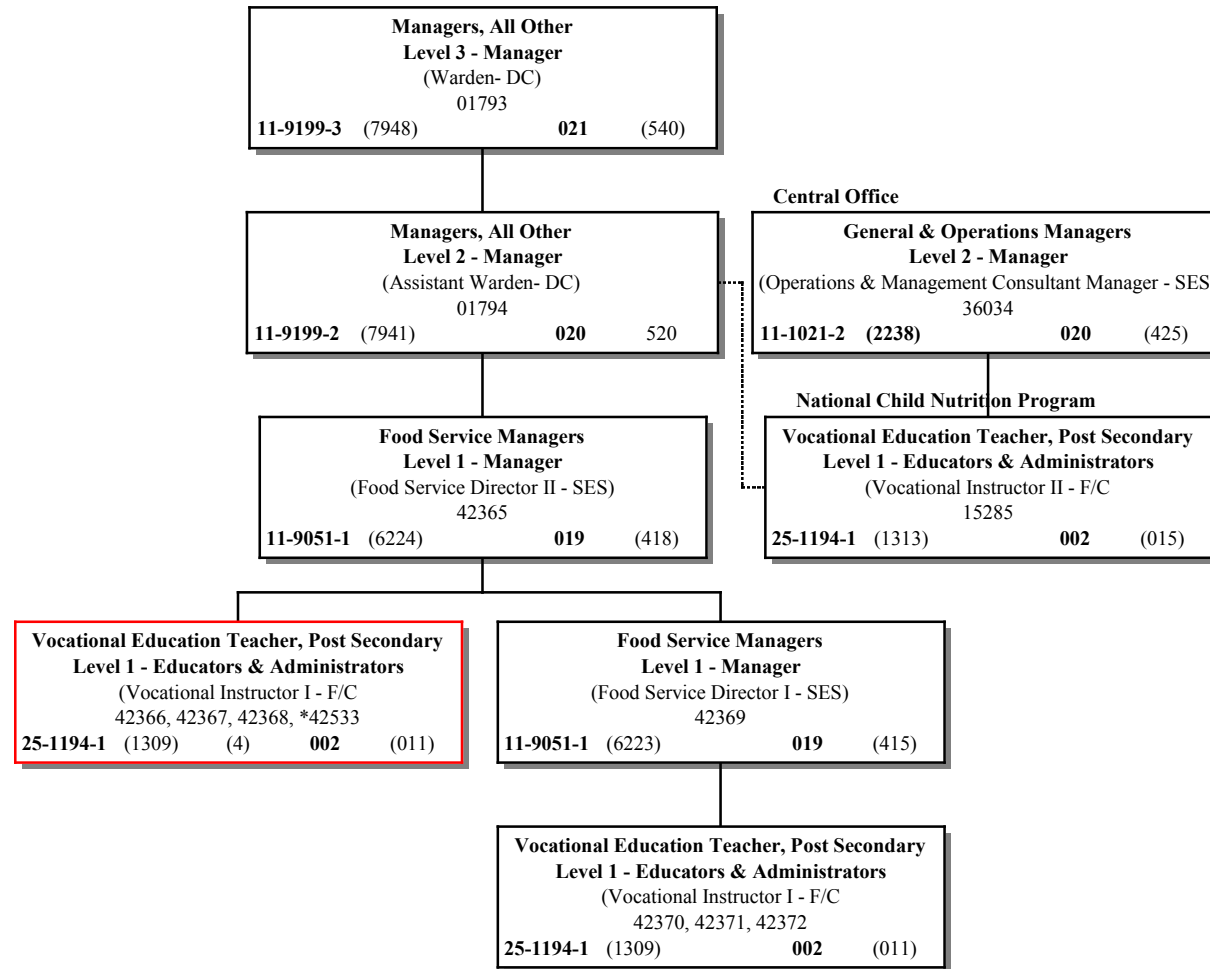
Submitted: 8-10-11
 Verified by: Christie Green
 Effective 8-5-11



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

DEPARTMENT OF CORRECTIONS
RECEPTION & MEDICAL CENTER
FOOD SERVICES

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

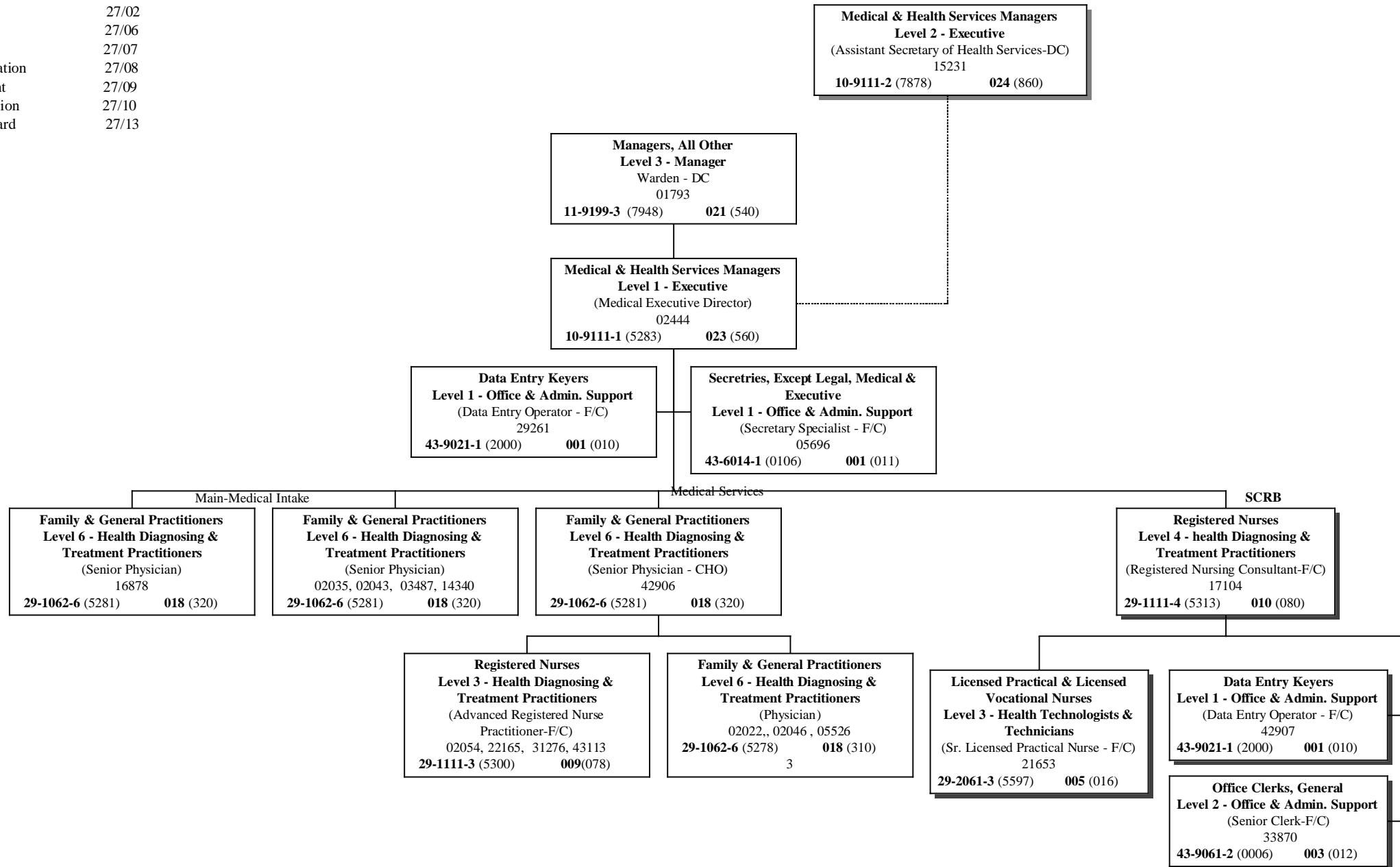


Vocational Instructor I F/c position 42533 was transferred from SFRC to RMC effective 1-22-10

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

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

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



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

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

Submitted: _5/11/10
Verified: ___Brenda Williams
Effective: ___5/14/10

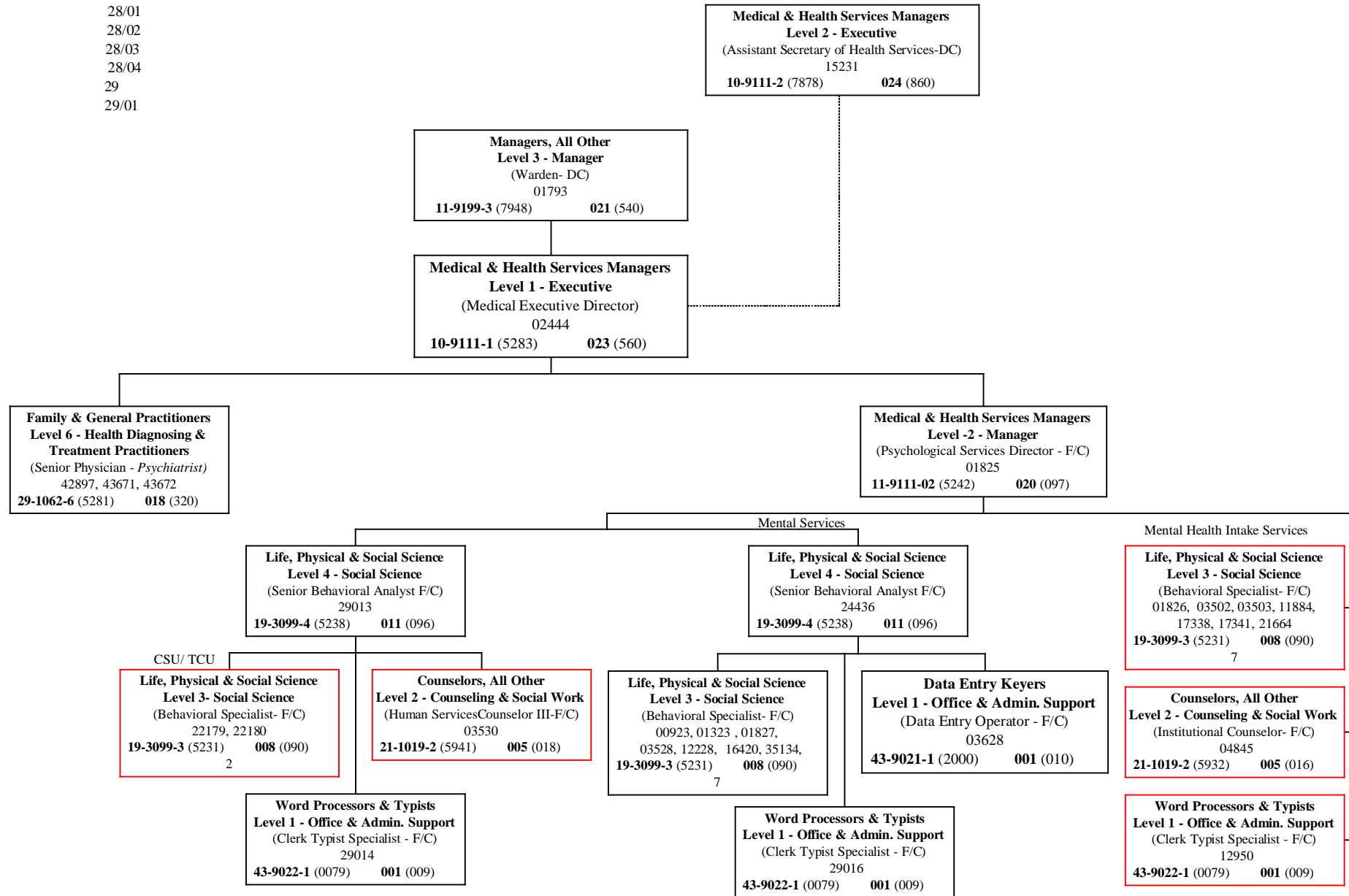
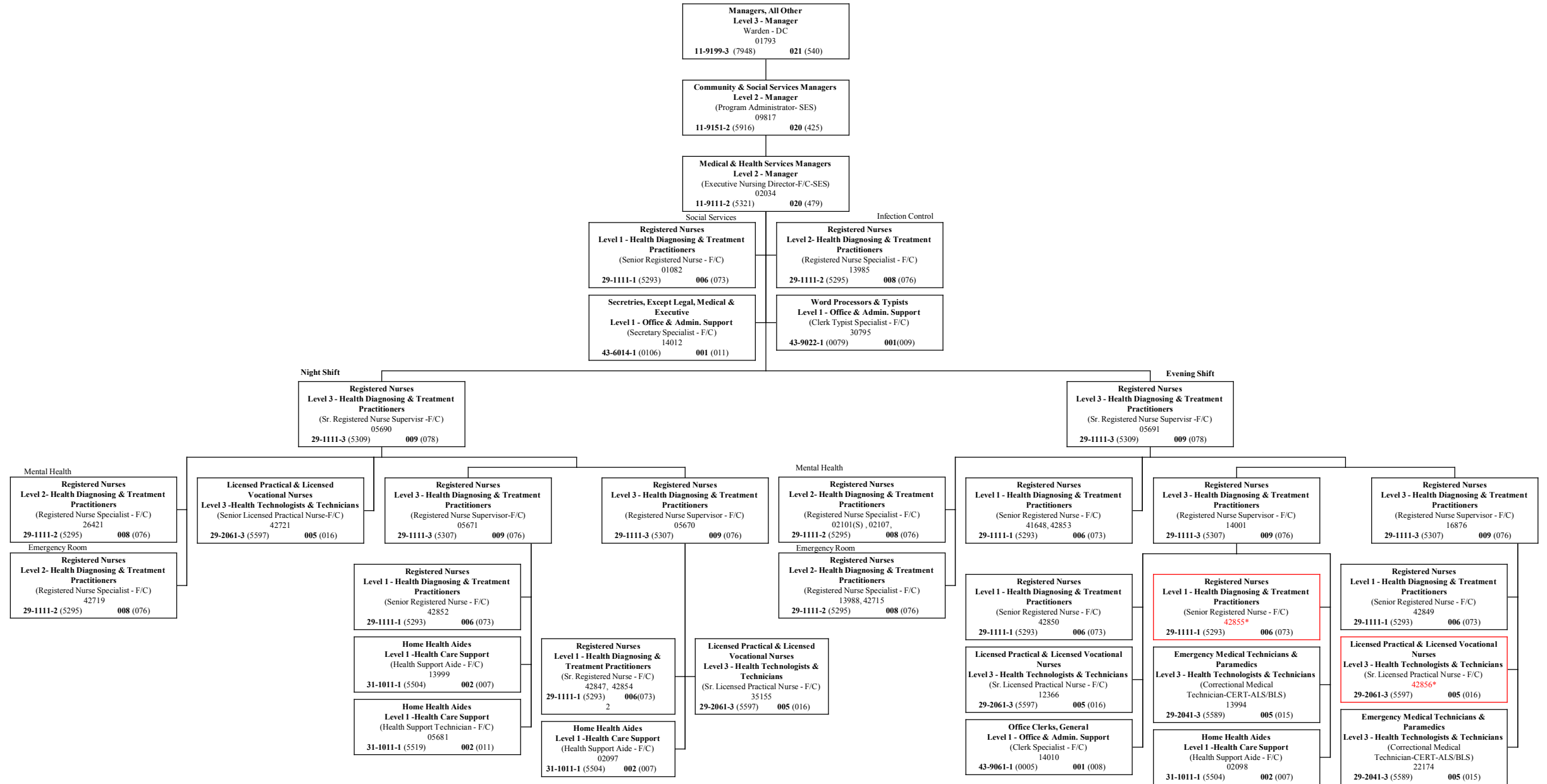
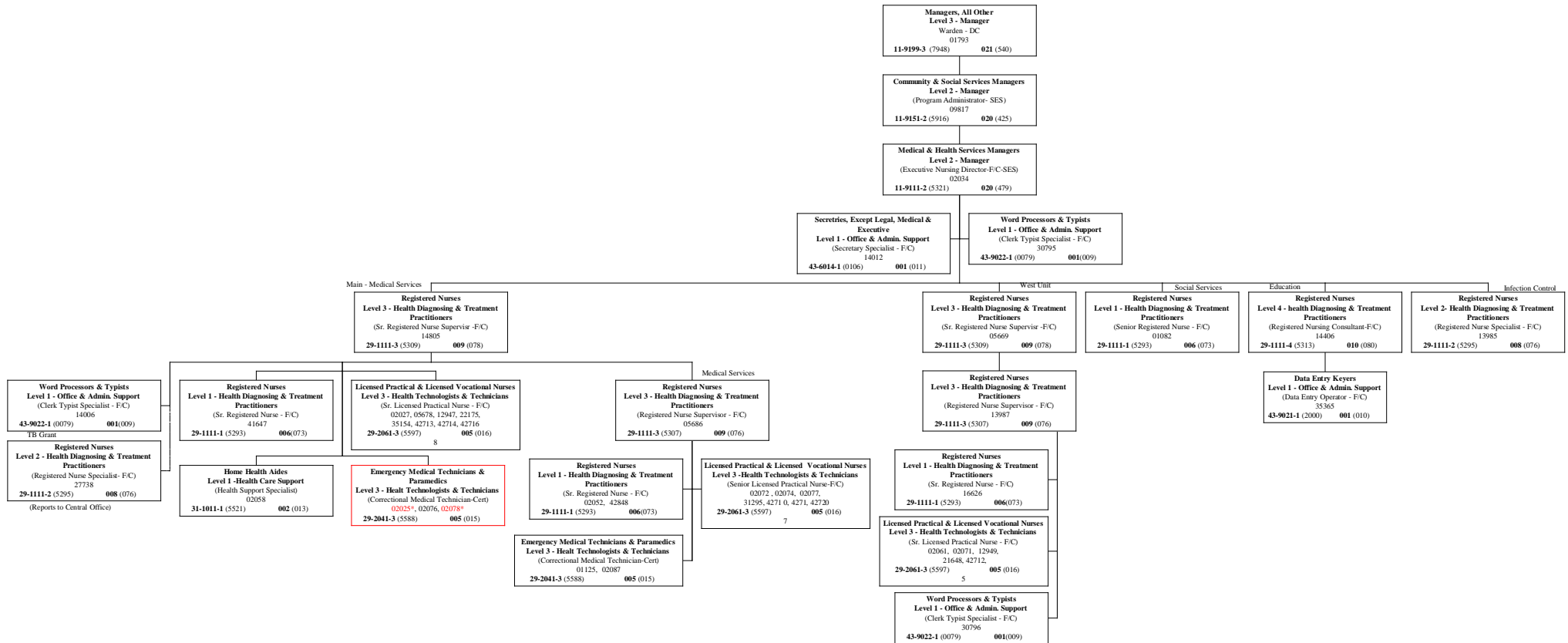


Chart reflects updated supervisory structure. Change in supervision for CSU and TCU units.

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

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

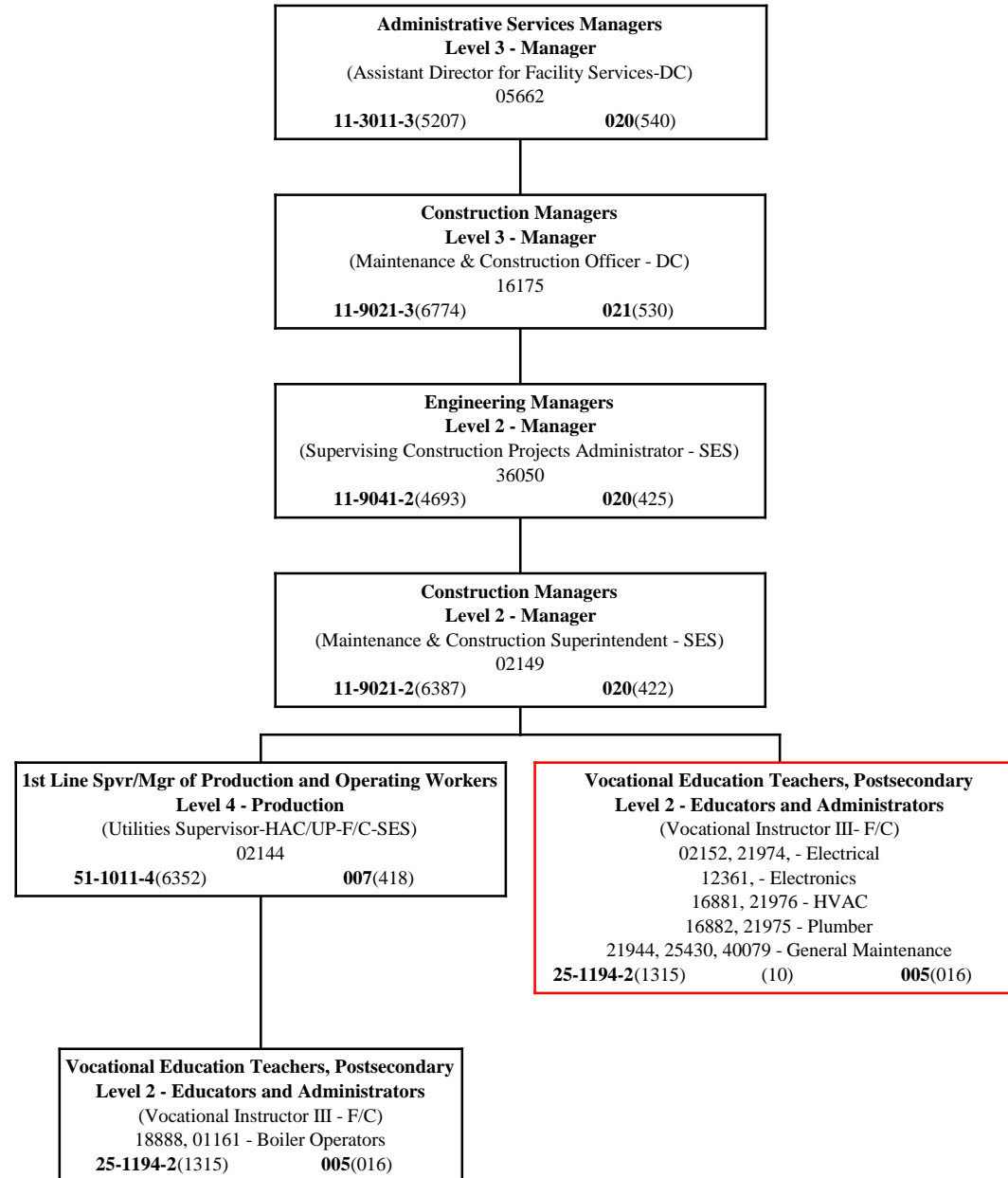




Department of Corrections 70
 Security & Institutional Mgmt 32
 Lake City Service Center 09
 Reception & Medical Center 49-36
 Main - Maintenance 49-36-01
 Main - Maintenance - Utilities 49-36-02
 Main- Maintenance - Fleet

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

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

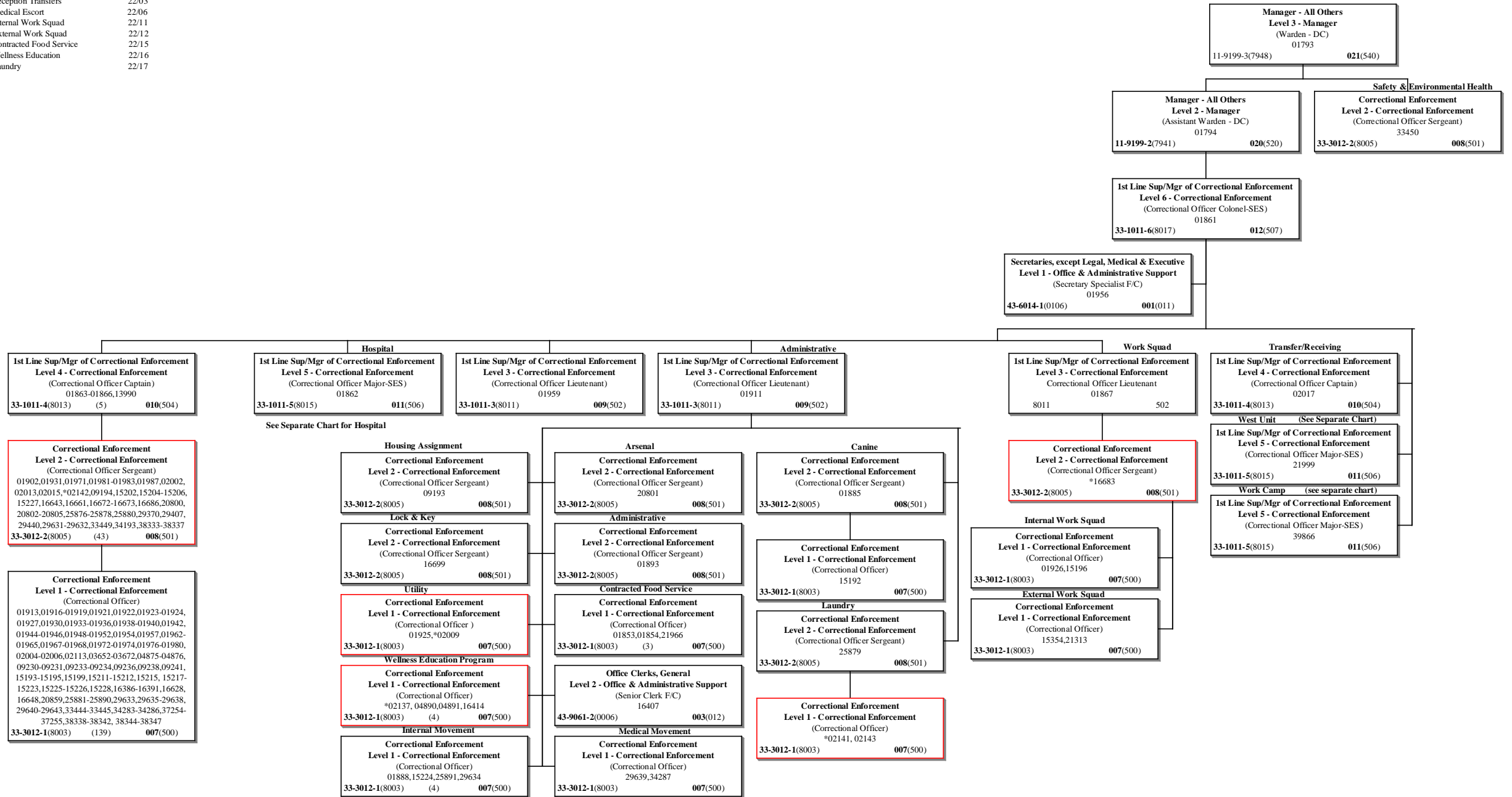


Position 40080 - Vocational Instructor III F/C was reclassified to Senior Clerk and transferred to the Region II Maintenance office effective 6-25-10

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

Department of Corrections
 Reception & Medical Center
 Main Unit

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



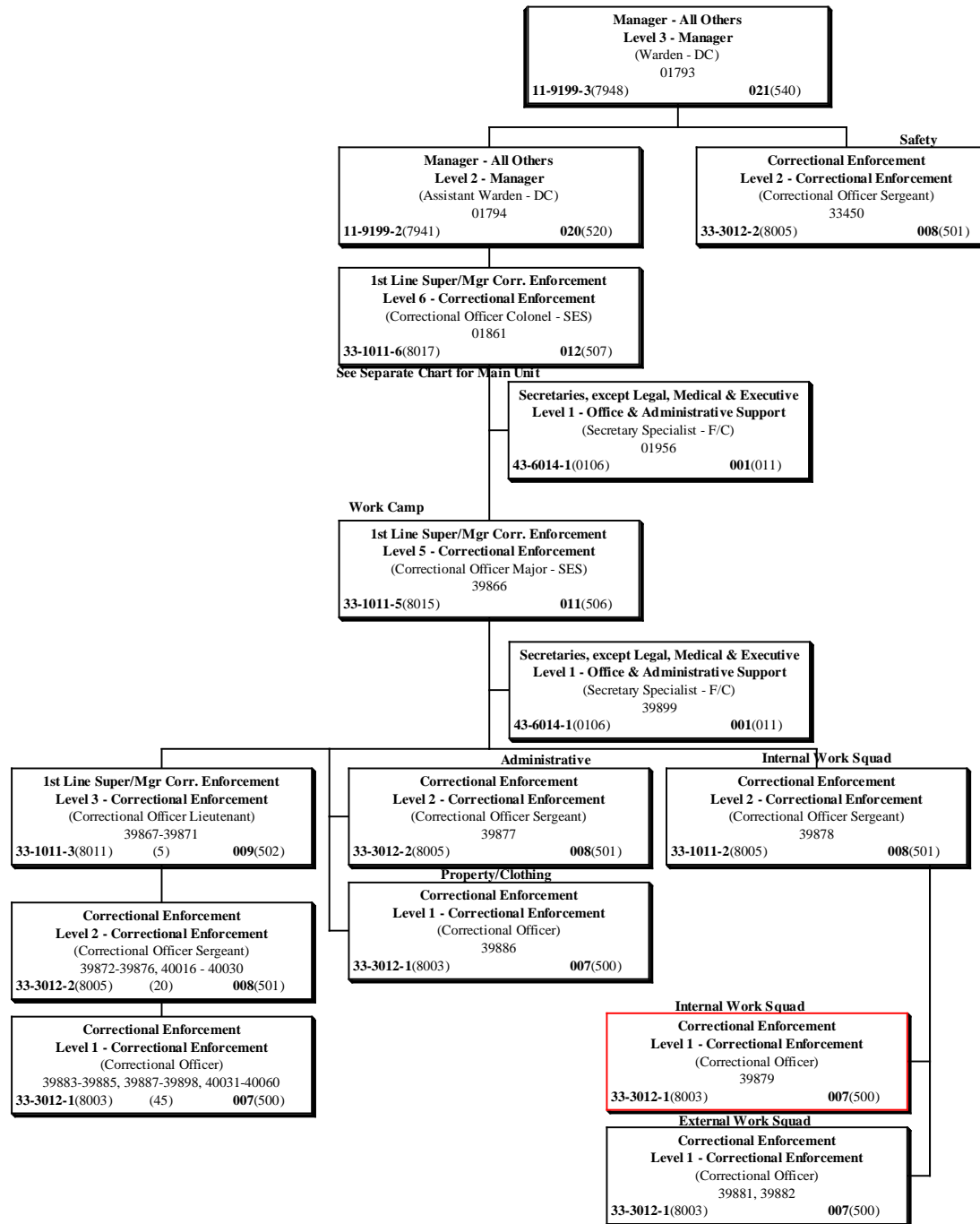
** CDL requirement

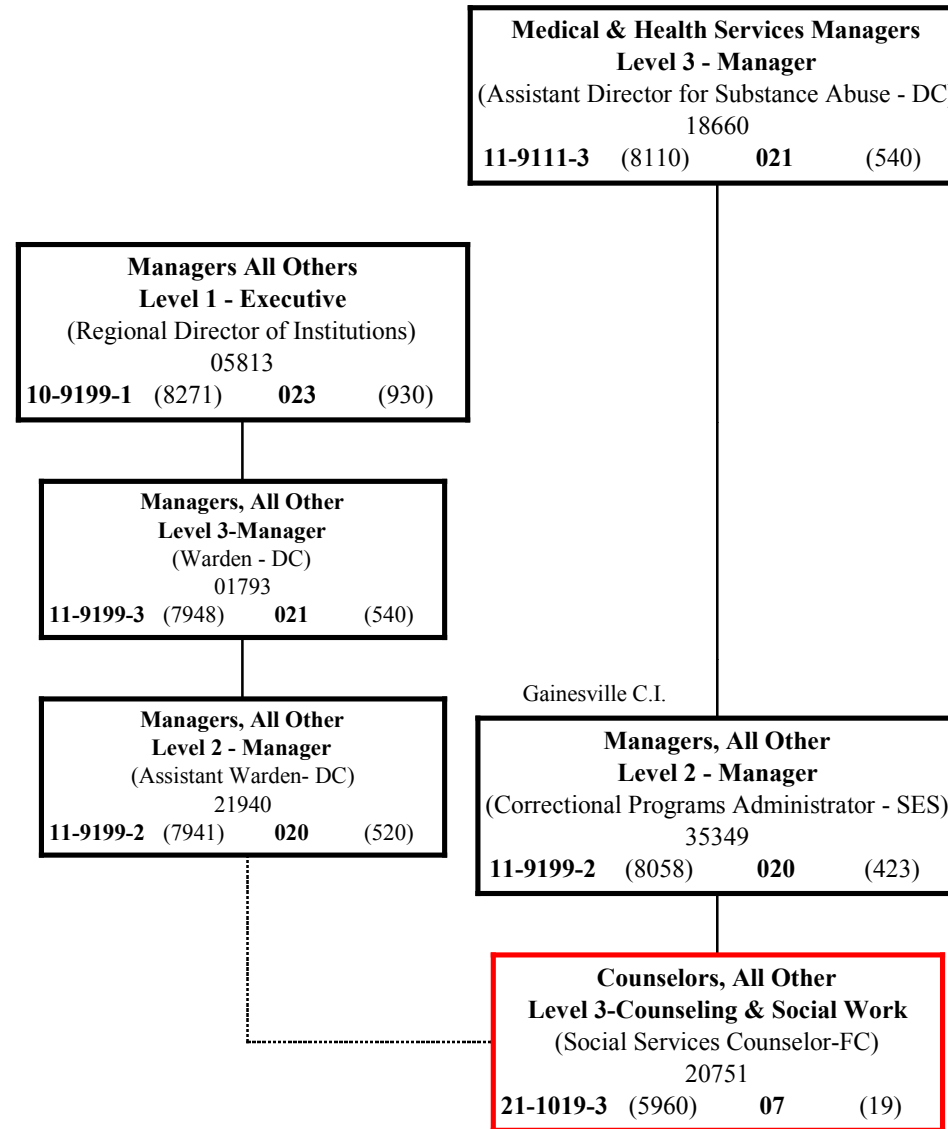
C. O. Lieutenant positions 02009, 02137, 02141, were reclassified to C. O.'s and C. O. Lieutenant positions 02142, 16683 were reclassified to C. O. Sergeants effective 9-3-10

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

Department of Corrections
Reception & Medical Center
Work Camp - Security

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



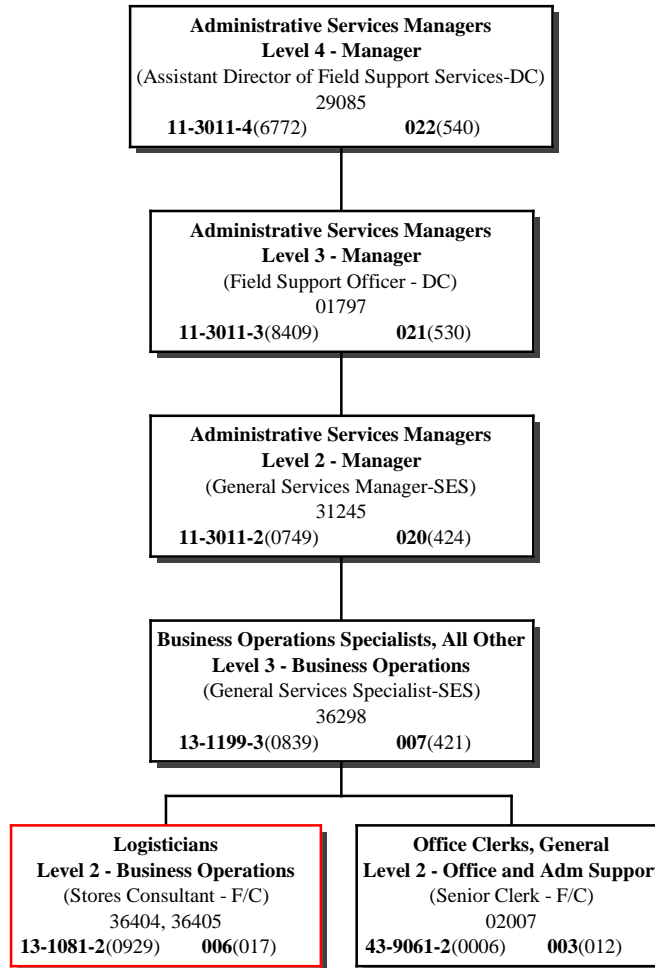


Social Services Counselor F/C #20752 transferred to Indian River C.I. and reclassified to Program Operations Administrator-SES.

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

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

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

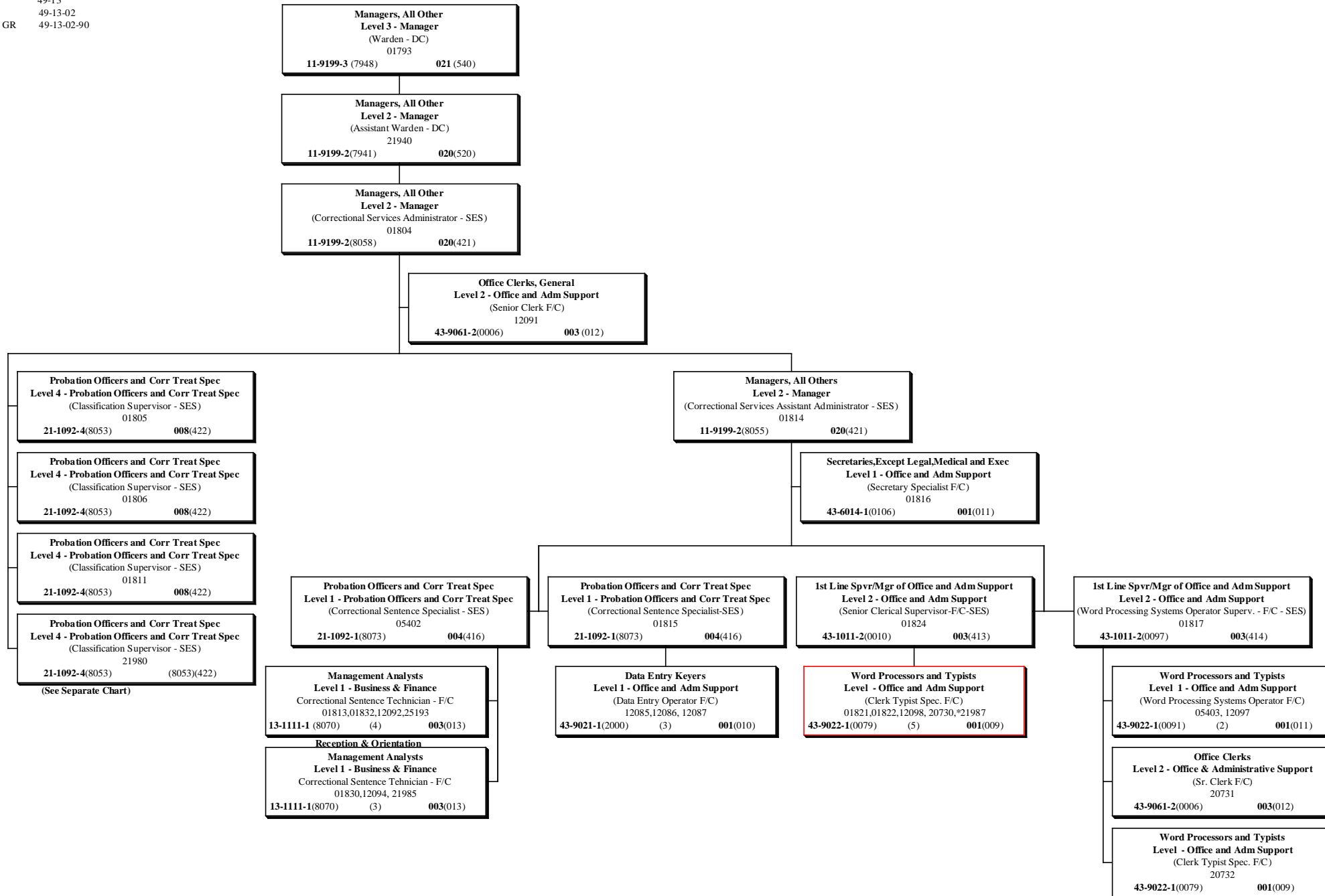


Logisticians - Level 2 (Stores Consultant-F/C) #36285 deleted due to outsourcing of Canteen services.

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

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

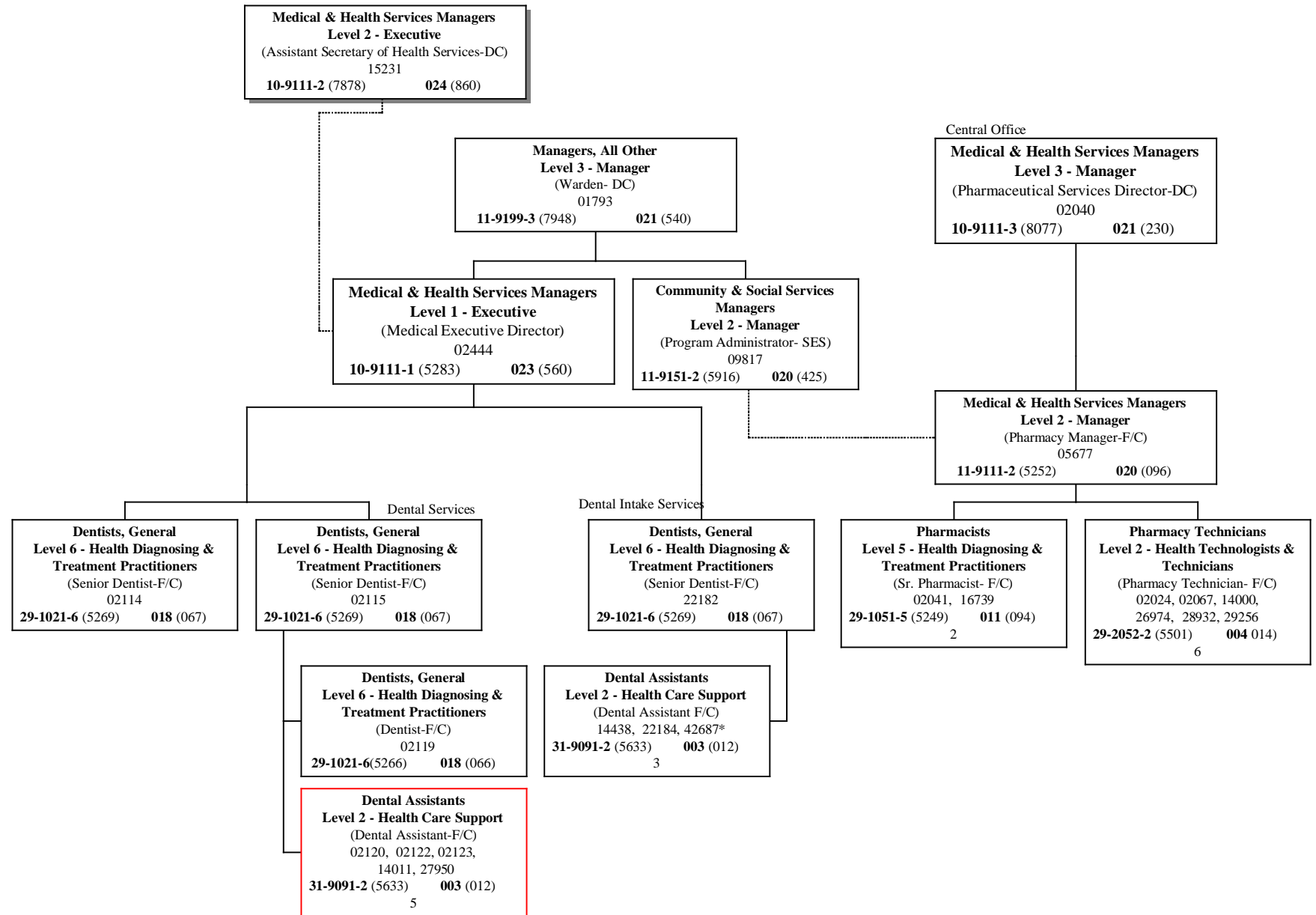
Submitted: 11-3-10
 Verified by: Christie Green
 Effective 10-29-10



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

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

Submitted: ___/6/27/11
 Verified: ___Brenda Williams___
 Effective: ___/7/1/11



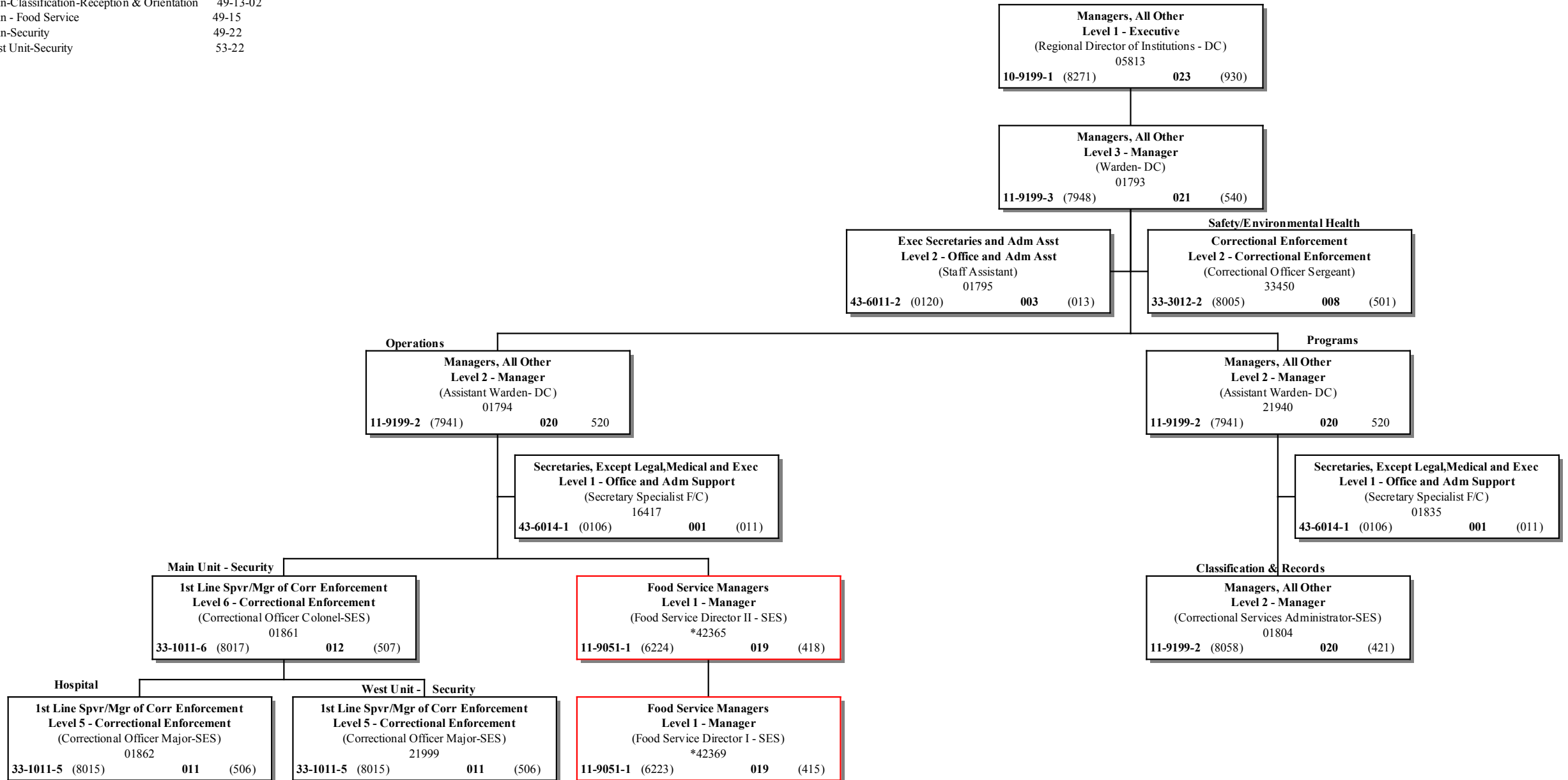
Dental Assistant F/C #16871 deleted in 2011 statewide deletions.

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

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

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

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

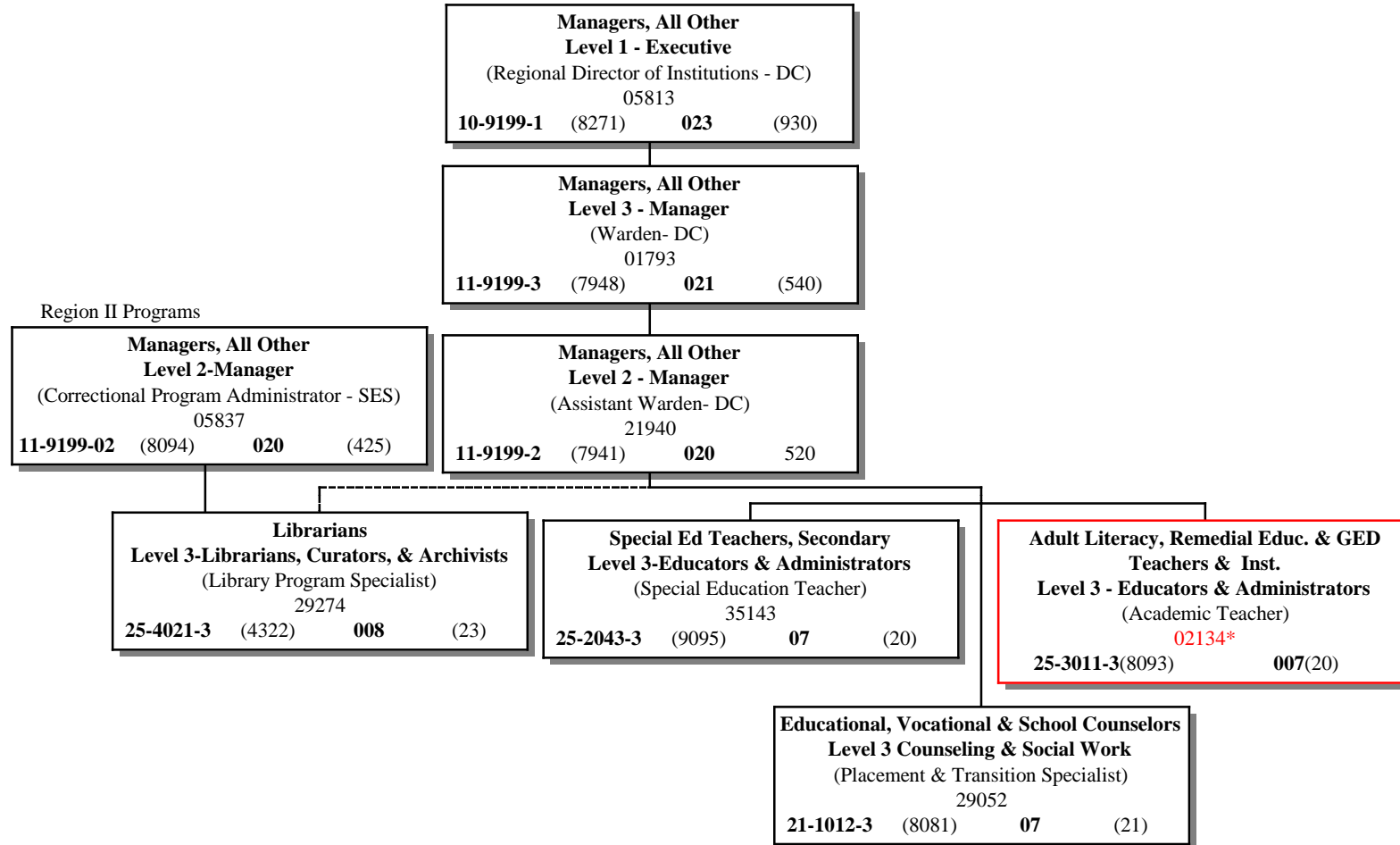


Established Food Service Director II - SES position 42365 and Food Service Director I - SES position 42369 effective 7-10-09

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

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

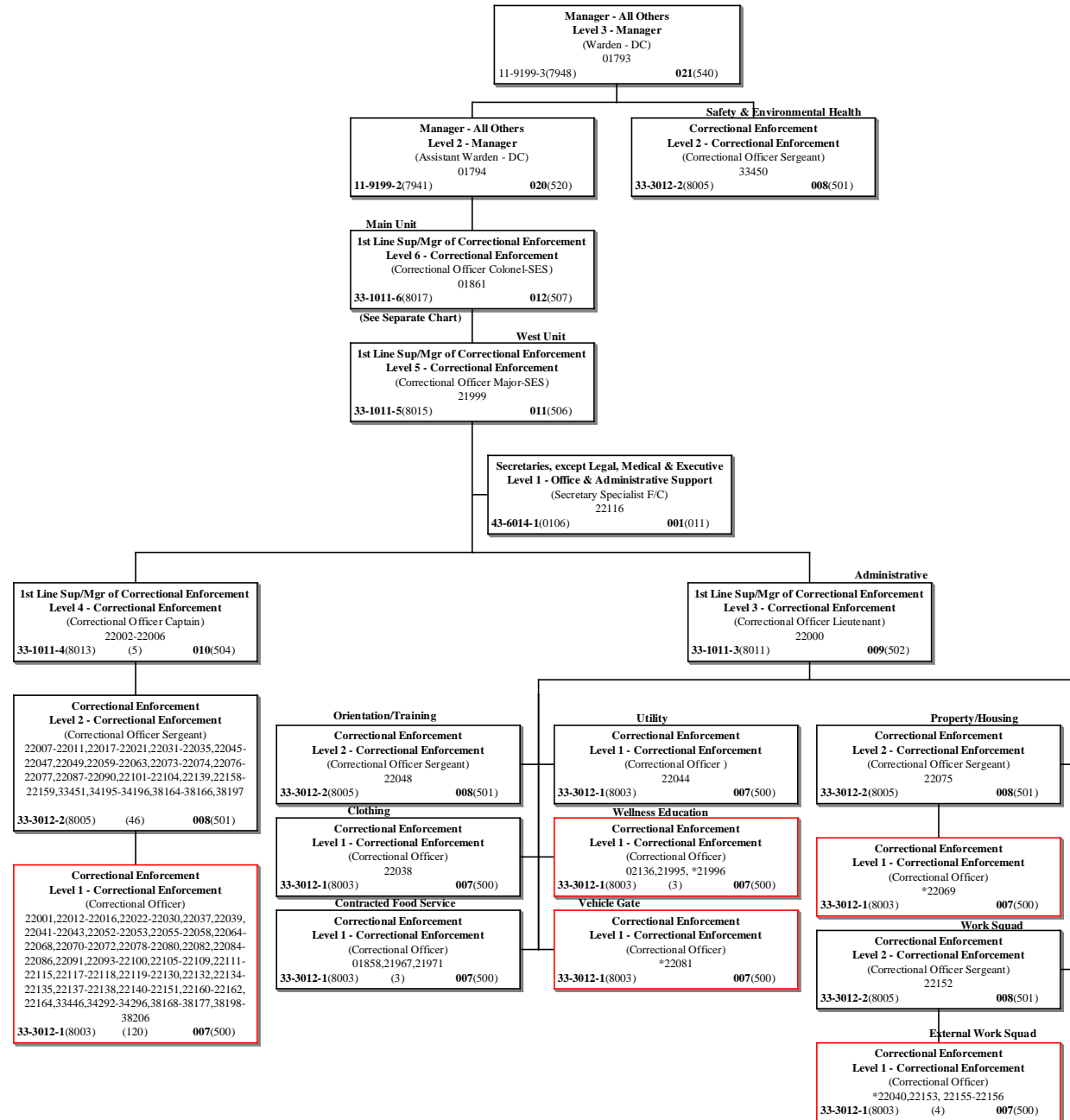
Submitted: 5/19/2011
 Verified: Brenda Williams
 Effective: 6/10/11



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

Department of Corrections Reception & Medical Center West Unit

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



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

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

Department of Corrections
Reception Medical Center
Health Services - Hospital Services

Submitted: _1/22/10
 Verified: ___Brenda Williams___
 Effective: __1/22/10

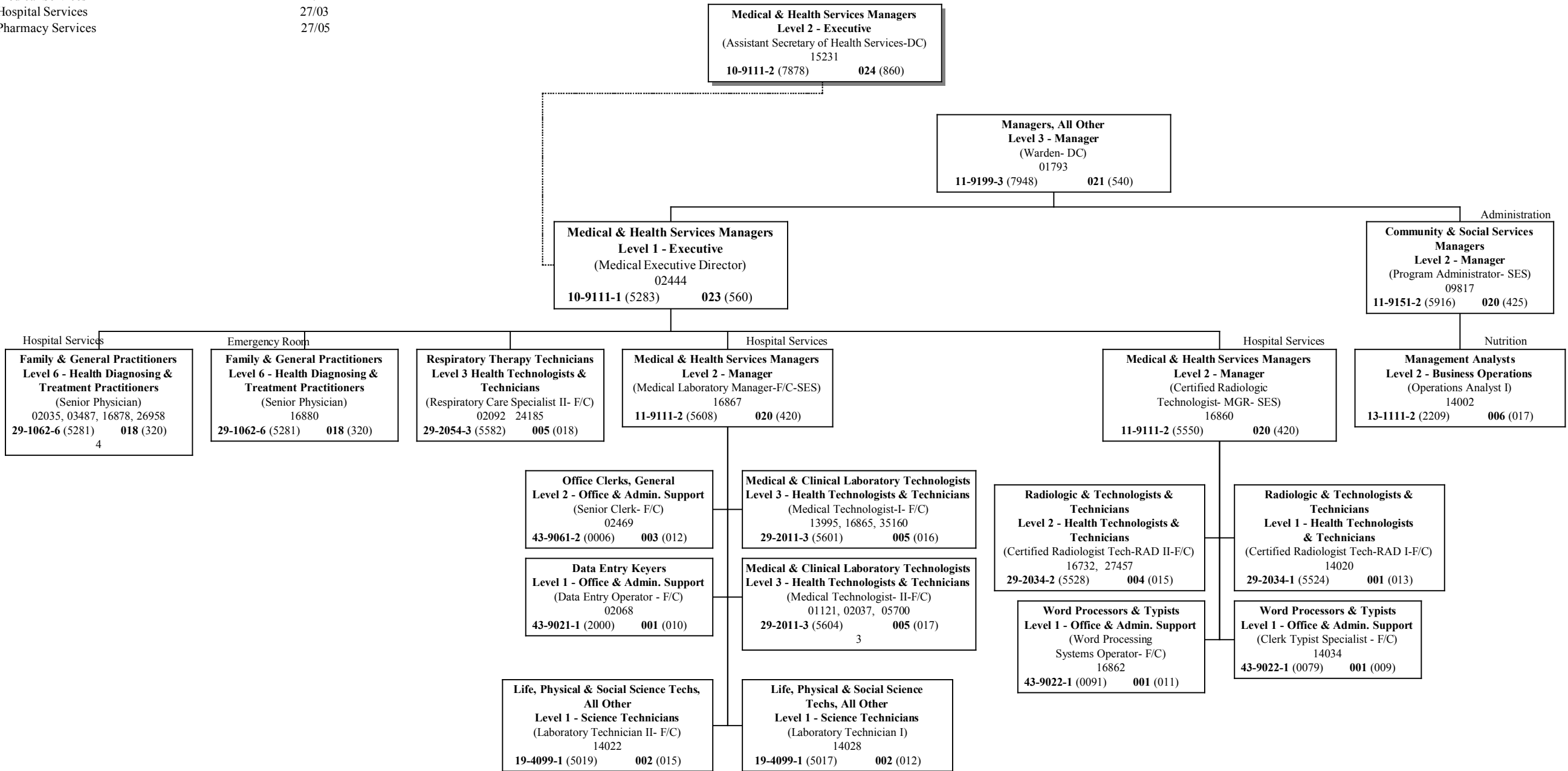


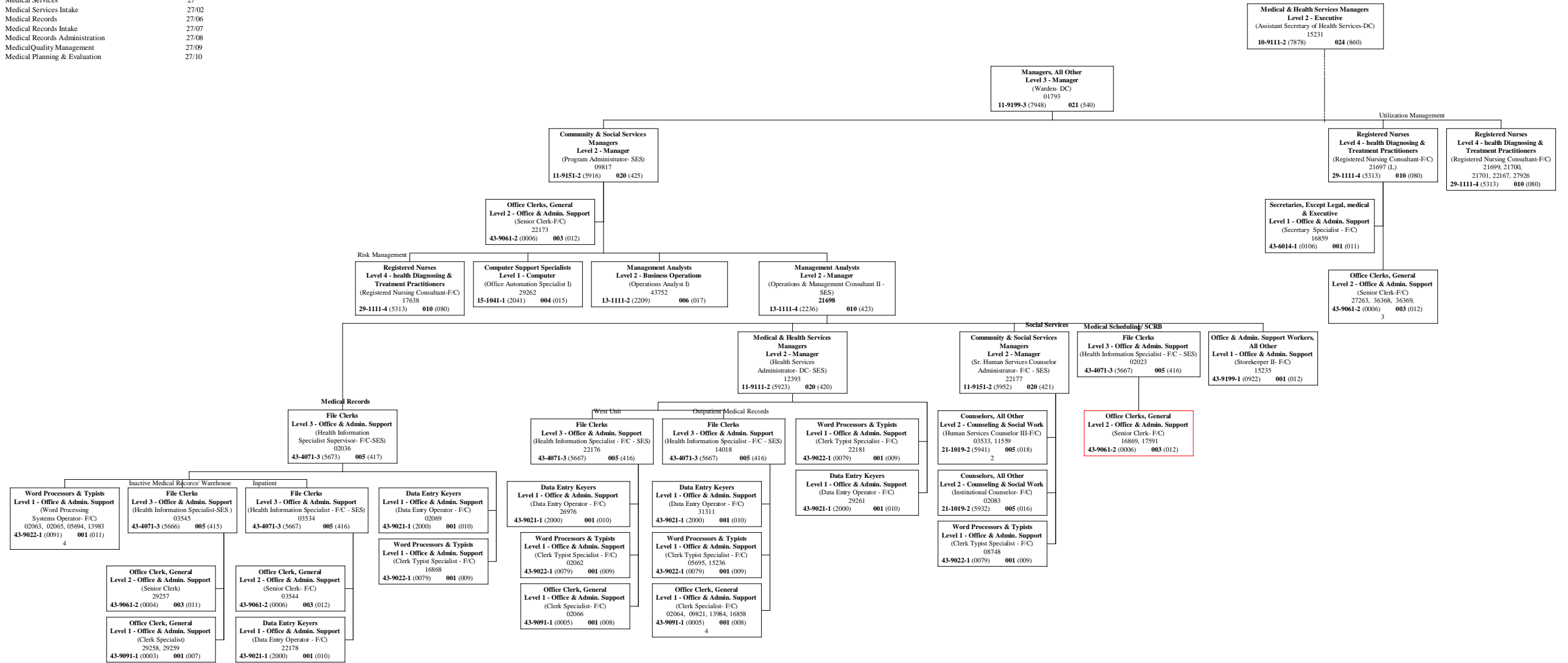
Chart updated to reflect correct reporting relationships.

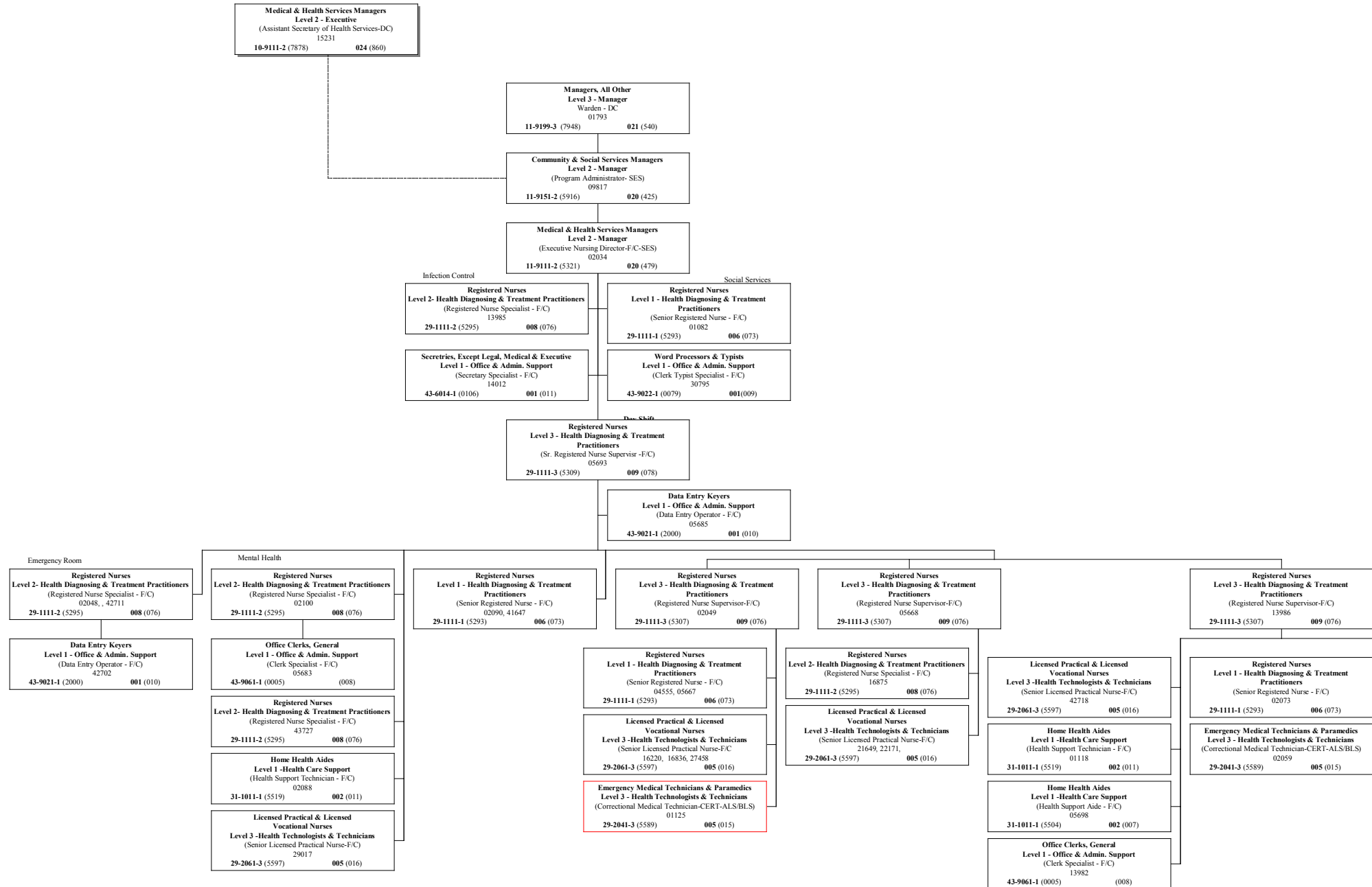
See Additional Charts for Medical Services, Admin. & Medical Records, Mental, Dental & Pharmacy Services and Nursing Services

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

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

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

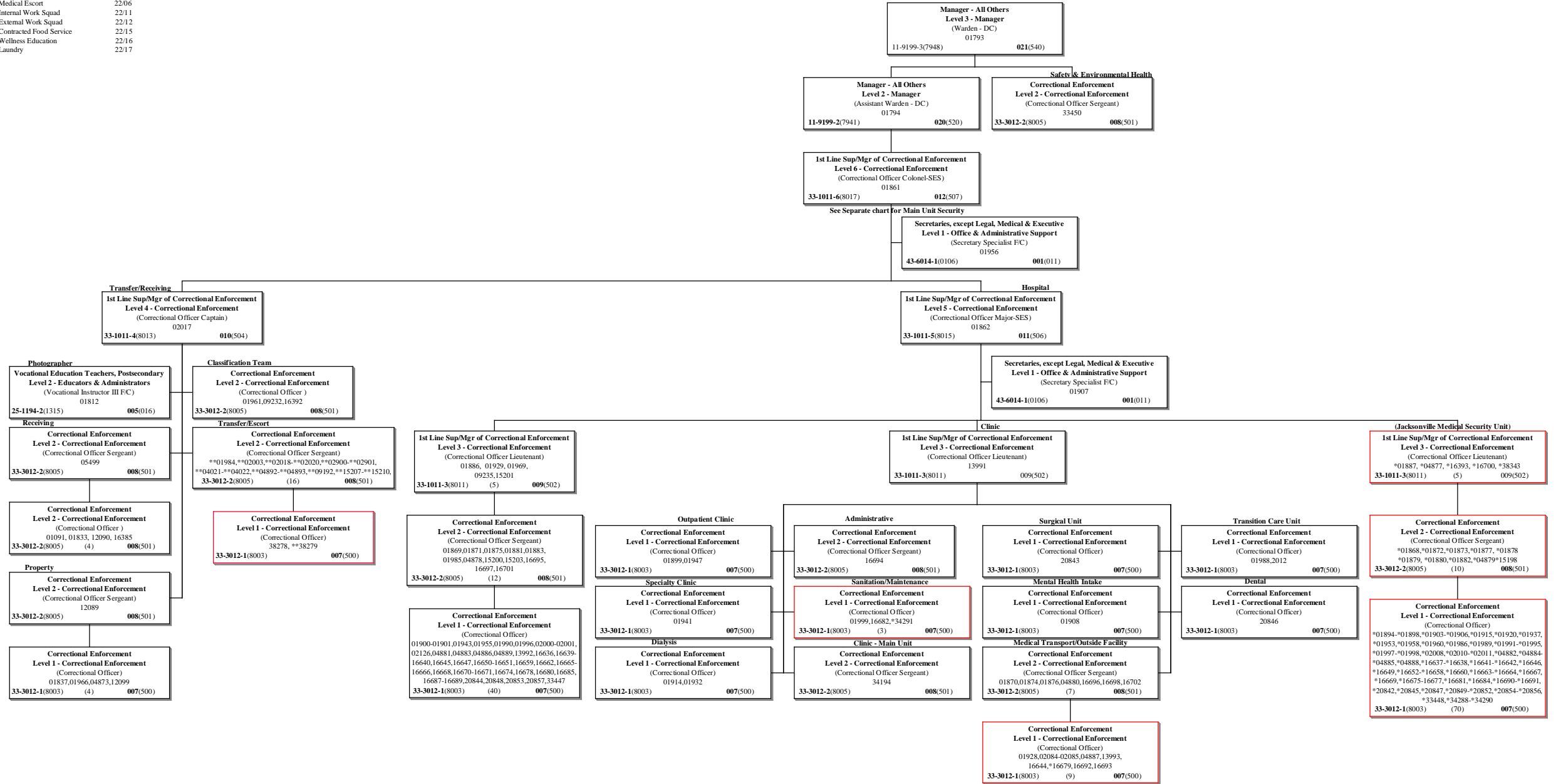




Department of Corrections	70
Administrative Service Center	32
Region II	20
Reception & Medical Center	09
Main Unit	49
Hospital	22
Security	22
Reception & Orientation	2202
Reception Transfers	2203
Medical Escort	2206
Internal Work Squad	2211
External Work Squad	2212
Contracted Food Service	2215
Wellness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

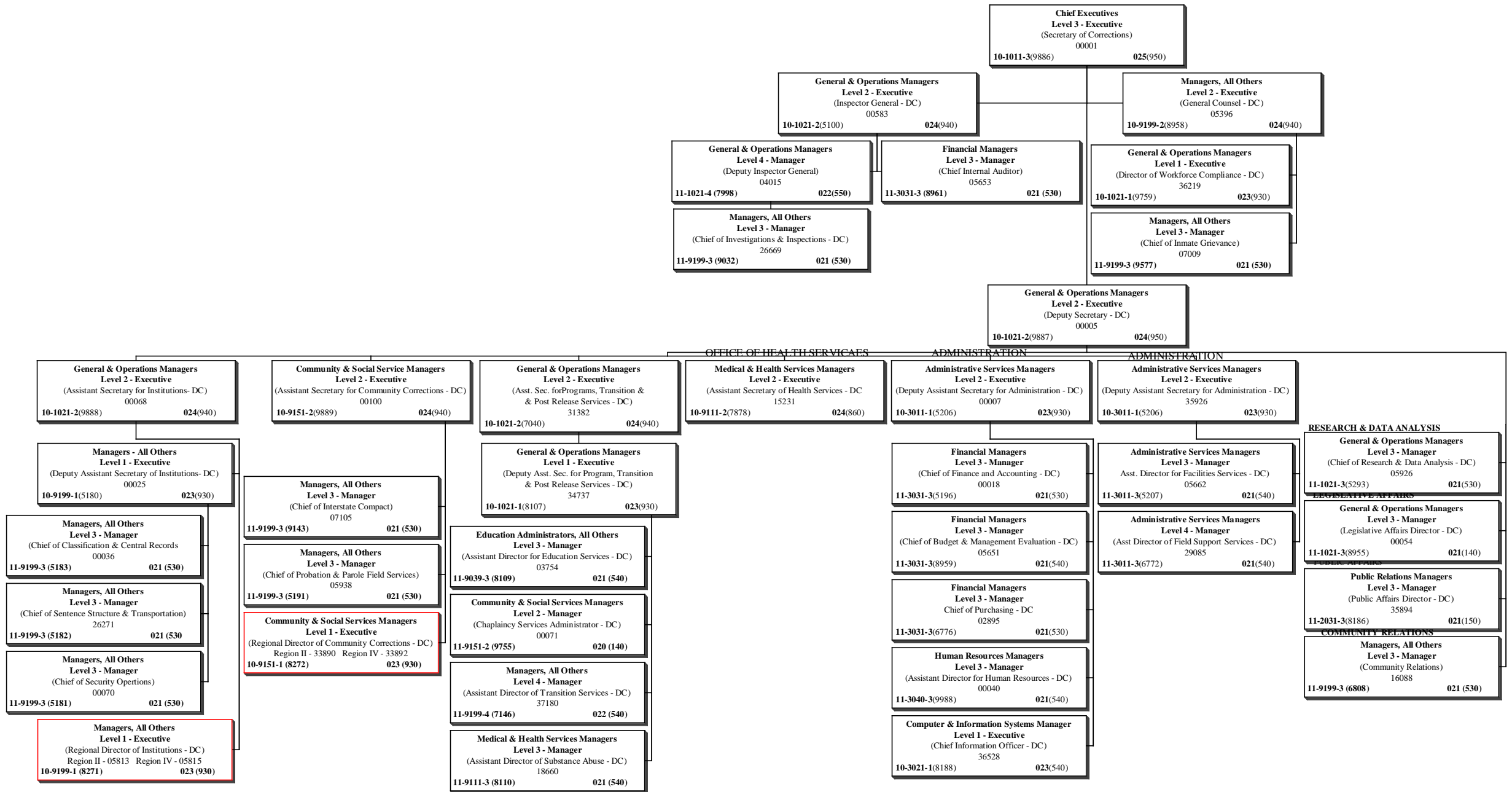
**Department of Corrections
Reception & Medical Center
Transfer & Receiving Unit
Hospital / Jacksonville Medical Security Unit**

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



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

CURRENT APPROVED



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

CORRECTIONS, DEPARTMENT OF		FISCAL YEAR 2011-12			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT			2,204,684,637	72,639,384	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)			-71,756,400	-5,800,000	
FINAL BUDGET FOR AGENCY			2,132,928,237	66,839,384	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					0
Maintenance * Square footage of correctional facilities maintained		23,707,606	4.10	97,095,421	66,800,377
Dental Care * Average daily population		90,850	205.19	18,641,569	
Physical Health Care * Average daily population		90,850	1,993.94	181,149,479	
Mental Health Care * Average daily population		90,850	680.56	61,828,844	
Pharmacy Services * Number of prescriptions filled		2,062,610	32.75	67,557,242	
Community Hospital Treatment * Number of patient days of treatment		15,706	4,023.32	63,190,194	
Maintaining Security * Number of adult male inmates		100,935	11,564.61	1,167,274,005	
Food Production * Number of pounds produced per year		10,293,823	0.14	1,454,988	
Food Service * Number of meals served to adult male inmates per year		97,808,742	0.75	73,752,611	
Transport * Number of inmates transported per year		198,213	17.32	3,432,268	
Supervise Inmate Work Activities * Number of inmate job assignments		49,942	716.73	35,795,016	
Classification * Number of inmate assessments per year		37,171	1,618.10	60,146,575	
Inmate Release * Number of inmates released per year		34,463	25.15	866,590	
Sentence Structure * Number of sentence structure actions per year		308,878	9.06	2,797,450	
Inmate Records * Number of inmate records maintained per year		135,411	16.32	2,210,457	
Director Of Security And Institutional Operations * Number of unannounced security audits per year		34	94,241.15	3,204,199	
Victims Assistance * Number of victim notifications per year		36,834	26.89	990,574	
Inspector General Investigations * Number of investigations completed per year		38,103	254.48	9,696,533	
Inmate Substance Abuse Program * Number of inmates participating in substance abuse programs		41,858	183.26	7,670,878	
General Equivalency Diploma * Number of inmates participating in General Equivalency Diploma (GED)		1,884	3,115.64	5,869,863	
Vocational Education Skills * Number of inmates participating in vocational education programs		4,730	1,302.61	6,161,345	
Basic Literacy Skills * Number of inmates participating in basic literacy programs		1,720	1,401.72	2,410,961	
Other Academic Skills * Number of inmates participating in academic education programs		6,930	795.50	5,512,786	
Library Services * Number of inmates participating in library services programs		1,588,249	0.80	1,276,215	
Transition Skills Training * Number of inmates participating in transition skills programs		48,617	107.93	5,247,104	
Faith-based Transitional Programs * Number of inmates participating in faith-based activities		42,761	81.40	3,480,538	
Instruct, Supervise, Investigate And Report * Number of non-specialized offenders actively supervised in a year		115,077	1,714.12	197,255,834	
Drug Testing * Number of random drug tests conducted on inmates per year		585,112	4.42	2,584,611	
Electronic Monitoring * Number of community control offenders actively supervised in a year with the use of an electronic monitoring device		2,911	2,156.12	6,276,469	
Non-residential Substance Abuse Treatment * Number of offenders served per year		29,472	69.33	2,043,303	
Residential Substance Abuse * Number of offenders served per year		3,968	4,156.47	16,492,892	
Offender Interstate Movement * Number of interstate transfers per year		12,030	66.95	805,371	
TOTAL				2,114,172,185	66,800,377
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS				18,756,231	39,007
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				2,132,928,416	66,839,384

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.

ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

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

*** NO ACTIVITIES FOUND ***

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

*** NO OPERATING CATEGORIES FOUND ***

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

*** NO ACTIVITIES FOUND ***

TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 70	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	2,132,928,237	66,839,384
TOTAL BUDGET FOR AGENCY (SECTION III):	2,132,928,416	66,839,384
	-----	-----
DIFFERENCE:	179-	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

**Schedule XIV
Variance from Long Range Financial Outlook**

Agency: Department of Corrections

Contact: Mark Tallent

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

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 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	Restore DOC Inmate Health Services Privatization Cost Savings	B	\$ 28.2	\$ 7.1
b	Restore Department of Corrections Prison Privatization Cost Savings	B	\$ 21.8	\$ 10.9
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.

a) The Legislative Budget Commission approved privatization of the Florida Department of Corrections Health Services program on September 12, 2012. Implementation is anticipated for January 2013. Anticipated savings resulting from privatization, as well as other cost saving initiatives, will reduce the department's requirement to \$7.1 million for 2013-14. However, due to the delay in the privatization efforts, there will be a current year need which is understood to be included in EDR's 2013-14 number. b) Due to privatizing of prisons in the old Region IV not occurring, the department needs to have \$10.9m recurring fund restored that was reduced as a savings. In addition, \$10.9m will be needed current year for the privatization that did not occur and no savings realized.

* R/B = Revenue or Budget Driver

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Corrections / Department Administration
Agency Budget Officer/OPB Analyst Name: Mark Tallent / Beth Hamilton

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

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

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (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		
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		Program or Service (Budget Entity Codes)				
Action		70010100	70010200	70010400		
3.2	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A		
AUDITS:						
3.3	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (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		

		Program or Service (Budget Entity Codes)				
Action		70010100	70010200	70010400		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2011-12 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y		
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y	Y	Y		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y	Y	Y		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y		

Action		Program or Service (Budget Entity Codes)				
		70010100	70010200	70010400		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y	Y	Y		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	Y	Y	Y		
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	Y	Y	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y		
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	Y	Y	Y		
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	Y	Y	Y		
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	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	Y		

		Program or Service (Budget Entity Codes)				
Action		70010100	70010200	70010400		
AUDIT:						
7.19	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y	Y	Y		
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y		
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y		
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y		
7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	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?	Department Level				

Action		Program or Service (Budget Entity Codes)			
		70010100	70010200	70010400	
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Department Level			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Department Level			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Department Level			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Department Level			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Department Level			
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Department Level			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	Department Level			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Department Level			
8.10	Are the statutory authority references correct?	Department Level			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Department Level			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Department Level			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Department Level			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Department Level			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Department Level			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Department Level			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Department Level			

Action		Program or Service (Budget Entity Codes)			
		70010100	70010200	70010400	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?				
		Department Level			
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?				
		Department Level			
8.20	Are appropriate service charge nonoperating amounts included in Section II?				
		Department Level			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?				
		Department Level			
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)				
		Department Level			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?				
		Department Level			
8.24	Are prior year September operating reversions appropriately shown in column A01?				
		Department Level			
8.25	Are current year September operating reversions appropriately shown in column A02?				
		Department Level			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?				
		Department Level			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?				
		Department Level			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?				
		Department Level			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).				
		Department Level			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")				
		Department Level			
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)				
		Department Level			

		Program or Service (Budget Entity Codes)				
Action		70010100	70010200	70010400		
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:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y		
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	Y	Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y		
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Department Level				
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?	Department Level				
15. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)						

		Program or Service (Budget Entity Codes)				
Action		70010100	70010200	70010400		
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.)					
		Department Level				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?					
		Department Level				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 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		
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?					
		Department Level				
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.					

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

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A	N/A		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	N/A		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A	N/A		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	N/A		
17.5	Are the appropriate counties identified in the narrative?	N/A	N/A	N/A		
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A	N/A		
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					

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		
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Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Corrections/Security and Institutional Operations
Agency Budget Officer/OPB Analyst Name: Mark Tallent/Beth Hamilton

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

Action	Program or Service (Budget Entity Codes)			
	70031000	70033000		

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.	N/A	N/A			
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A			

AUDITS:

		Program or Service (Budget Entity Codes)				
Action		70031000	70033000			
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.)	N/A	N/A			
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	N/A	N/A			
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	N/A	N/A			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	N/A	N/A			

		Program or Service (Budget Entity Codes)				
Action		70031000	70033000			
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?	N/A	N/A			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A	N/A			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y			

Action		Program or Service (Budget Entity Codes)				
		70031000	70033000			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	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			
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			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y			
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A	N/A			
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	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			
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)	N/A	N/A			
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)	N/A	N/A			

		Program or Service (Budget Entity Codes)				
Action		70031000	70033000			
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			
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?	Submitted at the Department Level				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at the Department Level				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at the Department Level				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at the Department Level				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Submitted at the Department Level				

		Program or Service (Budget Entity Codes)			
Action		70031000	70033000		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Submitted at the Department Level			
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Submitted at the Department Level			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	Submitted at the Department Level			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Submitted at the Department Level			
8.10	Are the statutory authority references correct?	Submitted at the Department Level			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Submitted at the Department Level			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at the Department Level			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at the Department Level			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at the Department Level			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at the Department Level			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at the Department Level			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at the Department Level			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Submitted at the Department Level			
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Submitted at the Department Level			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Submitted at the Department Level			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at the Department Level			

		Program or Service (Budget Entity Codes)			
Action		70031000	70033000		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Submitted at the Department Level			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at the Department Level			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Submitted at the Department Level			
8.25	Are current year September operating reversions appropriately shown in column A02?	Submitted at the Department Level			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Submitted at the Department Level			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Submitted at the Department Level			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at the Department Level			
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at the Department Level			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Submitted at the Department Level			
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Submitted at the Department Level			
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!				
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					

		Program or Service (Budget Entity Codes)			
Action		70031000	70033000		
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		
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		
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?	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?	Submitted at the Department Level			
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?	Submitted at the Department Level			
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.)	Submitted at the Department Level			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at the Department Level			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Submitted at the Department Level			
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Submitted at the Department Level			

		Program or Service (Budget Entity Codes)			
Action		70031000	70033000		
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")	Submitted at the Department Level			
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Submitted at the Department Level			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Submitted at the Department Level			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
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?	Submitted at the Department Level			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Submitted at the Department Level			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at the Department Level			
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?	FCO Submitted Separately			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	FCO Submitted Separately			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	FCO Submitted Separately			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	FCO Submitted Separately			
17.5	Are the appropriate counties identified in the narrative?	FCO Submitted Separately			
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	FCO Submitted Separately			

		Program or Service (Budget Entity Codes)			
Action		70031000	70033000		
<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?	Submitted at the Department Level			

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Corrections/Community Corrections
Agency Budget Officer/OPB Analyst Name: Mark Tallent/Beth Hamilton

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

	Program or Service (Budget Entity Codes)				
Action	700501	70054	70056		

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		
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		Program or Service (Budget Entity Codes)				
Action		700501	70054	70056		
3.2	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A		
AUDITS:						
3.3	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (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.)	N/A	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")	N/A	Y	Y		

		Program or Service (Budget Entity Codes)				
Action		700501	70054	70056		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	N/A	Y	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	N/A	Y	Y		
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		
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y	Y	Y		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	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		

Action		Program or Service (Budget Entity Codes)				
		700501	70054	70056		
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.	Y	N/A	N/A		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A		
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?	N/A	N/A	N/A		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y		
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	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?					

		Program or Service (Budget Entity Codes)				
Action		700501	70054	70056		
AUDIT:						
7.19	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	N/A	Y	Y		
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	Y	N/A		
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	Y	N/A		
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	Y	N/A		
7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	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?	Submitted at the Department Level				

		Program or Service (Budget Entity Codes)				
Action		700501	70054	70056		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at the Department Level				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at the Department Level				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at the Department Level				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Submitted at the Department Level				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Submitted at the Department Level				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Submitted at the Department Level				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	Submitted at the Department Level				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Submitted at the Department Level				
8.10	Are the statutory authority references correct?	Submitted at the Department Level				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Submitted at the Department Level				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at the Department Level				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at the Department Level				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at the Department Level				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at the Department Level				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at the Department Level				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at the Department Level				

		Program or Service (Budget Entity Codes)				
Action		700501	70054	70056		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Submitted at the Department Level				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Submitted at the Department Level				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Submitted at the Department Level				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at the Department Level				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Submitted at the Department Level				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at the Department Level				
8.24	Are prior year September operating reversions appropriately shown in column A01?	Submitted at the Department Level				
8.25	Are current year September operating reversions appropriately shown in column A02?	Submitted at the Department Level				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Submitted at the Department Level				
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Submitted at the Department Level				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at the Department Level				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at the Department Level				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Submitted at the Department Level				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Submitted at the Department Level				

		Program or Service (Budget Entity Codes)				
Action		700501	70054	70056		
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:						
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.	Y	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?	Submitted at the Department Level				
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?	Submitted at the Department Level				
15. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)						

		Program or Service (Budget Entity Codes)			
Action		700501	70054	70056	
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.)	Submitted at the Department Level			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at the Department Level			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Submitted at the Department Level			
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Submitted at the Department Level			
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")	Submitted at the Department Level			
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Submitted at the Department Level			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Submitted at the Department Level			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
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?	Submitted at the Department Level			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Submitted at the Department Level			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at the Department Level			
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.				

	Program or Service (Budget Entity Codes)				
Action	700501	70054	70056		

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	FCO Submitted Separately
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	FCO Submitted Separately
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	FCO Submitted Separately
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	FCO Submitted Separately
17.5	Are the appropriate counties identified in the narrative?	FCO Submitted Separately
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	FCO Submitted Separately
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.	

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?	Submitted at the Department Level
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Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Corrections / Health Services
Agency Budget Officer/OPB Analyst Name: Mark Tallent / Beth Hamilton

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

	Program or Service (Budget Entity Codes)				
Action	70251000	70252000			

1. GENERAL

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

AUDITS:

Action		Program or Service (Budget Entity Codes)				
		70251000	70252000			
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		70251000	70252000			
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?	N / A	N / A			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N / A	N / A			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N / A	N / A			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y			

Action		Program or Service (Budget Entity Codes)				
		70251000	70252000			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N / A	N / A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	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			
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			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N / A	N / A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N / A	N / A			
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y			
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N / A	N / A			
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			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	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?	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)	N / A	N / A			
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)	N / A	N / A			

		Program or Service (Budget Entity Codes)				
Action		70251000	70252000			
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			
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.					
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TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
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TIP	If an appropriation made in the FY 2012-13 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Submitted at Department Level				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at Department Level				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at Department Level				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at Department Level				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Submitted at Department Level				

		Program or Service (Budget Entity Codes)			
Action		70251000	70252000		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Submitted at Department Level			
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Submitted at Department Level			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	Submitted at Department Level			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Submitted at Department Level			
8.10	Are the statutory authority references correct?	Submitted at Department Level			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Submitted at Department Level			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at Department Level			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at Department Level			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at Department Level			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at Department Level			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at Department Level			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at Department Level			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Submitted at Department Level			
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Submitted at Department Level			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Submitted at Department Level			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at Department Level			

		Program or Service (Budget Entity Codes)			
Action		70251000	70252000		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)				Submitted at Department Level
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?				Submitted at Department Level
8.24	Are prior year September operating reversions appropriately shown in column A01?				Submitted at Department Level
8.25	Are current year September operating reversions appropriately shown in column A02?				Submitted at Department Level
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?				Submitted at Department Level
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?				Submitted at Department Level
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?				Submitted at Department Level
AUDITS:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).				Submitted at Department Level
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")				Submitted at Department Level
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)				Submitted at Department Level
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!				
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					

		Program or Service (Budget Entity Codes)				
Action		70251000	70252000			
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?	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?	Submitted at Department Level				
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?	Submitted at Department Level				
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.)	Submitted at Department Level				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at Department Level				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 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")	Submitted at Department Level				

		Program or Service (Budget Entity Codes)				
Action		70251000	70252000			
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")	Submitted at Department Level				
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	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?	Submitted at Department Level				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N / A	N / A			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N / A	N / A			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N / A	N / A			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N / A	N / A			
17.5	Are the appropriate counties identified in the narrative?	N / A	N / A			
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N / A	N / A			

	Program or Service (Budget Entity Codes)								
Action	70251000	70252000							
<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			

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Corrections / Education and Programs
Agency Budget Officer/OPB Analyst Name: Mark Tallent / Beth Hamilton

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

Action	Program or Service (Budget Entity Codes)			
	70450100	70450200	70450300	70450400

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
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

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
1.4 Has security been set correctly? (CSDR, CSA)	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
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y	Y	Y	Y
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

Action	Program or Service (Budget Entity Codes)			
	70450100	70450200	70450300	70450400
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
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
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
4.2 Is the program component code and title used correct?	Y	Y	Y	Y
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.				
5. EXHIBIT D-1 (ED1R, EXD1)				
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	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
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
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

Action	Program or Service (Budget Entity Codes)				
	70450100	70450200	70450300	70450400	
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	
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	
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	
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	
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	
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	
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	
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	

Action	Program or Service (Budget Entity Codes)			
	70450100	70450200	70450300	70450400
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y
7.9 Does the issue narrative reference the specific county(ies) where applicable?	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
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
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	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
7.14 Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y
7.15 Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	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
7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A
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	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	Y
7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	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
7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)			
	70450100	70450200	70450300	70450400
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	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?	Department Level			
8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Department Level			
8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Department Level			
8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Department Level			
8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Department Level			

Action		Program or Service (Budget Entity Codes)			
		70450100	70450200	70450300	70450400
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?				Department Level
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?				Department Level
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?				Department Level
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?				Department Level
8.10	Are the statutory authority references correct?				Department Level
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)				Department Level
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?				Department Level
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?				Department Level
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?				Department Level
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?				Department Level
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?				Department Level
8.17	If applicable, are nonrecurring revenues entered into Column A04?				Department Level
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?				Department Level
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?				Department Level
8.20	Are appropriate service charge nonoperating amounts included in Section II?				Department Level
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?				Department Level

Action	Program or Service (Budget Entity Codes)			
	70450100	70450200	70450300	70450400
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Department Level			
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Department Level			
8.24 Are prior year September operating reversions appropriately shown in column A01?	Department Level			
8.25 Are current year September operating reversions appropriately shown in column A02?	Department Level			
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Department Level			
8.27 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Department Level			
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Department Level			
AUDITS:				
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Department Level			
8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Department Level			
8.31 Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Department Level			
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!				
TIP Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) 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)				
	70450100	70450200	70450300	70450400	
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	
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	
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	
11. SCHEDULE IV (EADR, SC4)					
11.1 Are the correct Information Technology (IT) issue codes used?	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?	Department Level				
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?	Department Level				
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.)	Department Level				
15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Department Level				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
15.3 Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	N/A	
15.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	

Action	Program or Service (Budget Entity Codes)			
	70450100	70450200	70450300	70450400
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	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	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
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
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Department Level			
AUDITS - GENERAL INFORMATION				
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.				
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)				
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A	N/A	N/A
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	N/A	N/A
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A	N/A	N/A
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	N/A	N/A
17.5 Are the appropriate counties identified in the narrative?	N/A	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	N/A

		Program or Service (Budget Entity Codes)				
Action		70450100	70450200	70450300	70450400	
<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	

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Corrections (70)
Agency Budget Officer/OPB Analyst Name: Mark Tallent/Beth Hamilton

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

	Program or Service (Budget Entity Codes)				
Action					

1. GENERAL

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

AUDITS:

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

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.					
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		Program or Service (Budget Entity Codes)				
Action						
3.2	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.					
AUDITS:						
3.3	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")					
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")					
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?					
4.2	Is the program component code and title used correct?					
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)					
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")					

		Program or Service (Budget Entity Codes)				
Action						
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.)					
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.)					
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?					
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.)					
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.)					
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?					
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?					

		Program or Service (Budget Entity Codes)				
Action						
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)					
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.					
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.					
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?					
7.9	Does the issue narrative reference the specific county(ies) where applicable?					
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?					
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)					
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?					
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?					
7.14	Do the amounts reflect appropriate FSI assignments?					
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)					
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?					
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?					
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?					

		Program or Service (Budget Entity Codes)				
Action						
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")					
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)					
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)					
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)					
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))					
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				

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

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

		Program or Service (Budget Entity Codes)				
Action						
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:						
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.)					
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)					
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.					
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?					
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y				
15. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)						

		Program or Service (Budget Entity Codes)				
Action						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y				
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					

	Program or Service (Budget Entity Codes)				
Action					

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
17.5	Are the appropriate counties identified in the narrative?	NA				
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				
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					

18. FLORIDA FISCAL PORTAL

18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				
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