



LEGISLATIVE BUDGET REQUEST

Florida Fish and Wildlife Conservation Commission

October 15, 2014

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

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Cynthia Kelly, Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 32399-0001

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

Cindy Kynoch, Staff Director
Senate Committee on Appropriations
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Florida Fish and Wildlife Conservation Commission is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2015-16 Fiscal Year. This submission has been approved by Nick Wiley, Executive Director.

Sincerely,

Charlotte Jerrett
Chief Financial Officer

CJ/caa

cc: Nick Wiley, Executive Director

FISH AND WILDLIFE CONSERVATION COMMISSION
PAY ADDITIVES REQUEST
FY 2015-2016

Section 110.2035(6)(c), Florida Statutes, prohibits pay additives for a cohort of positions sharing the same job classification or job occupations, unless authorized by the Legislature in the General Appropriation Act or other laws. The Fish and Wildlife Conservation Commission (FWC) requests approval to continue current long-standing pay additives and to establish new critical market pay additives for Broward and Miami-Dade counties. The agency does not require additional rate or appropriations for these additives.

In accordance with rule authority in 60L-32.0012, Florida Administrative Code, the agency has used existing rate and salary appropriations to grant pay additives when warranted, based on the duties and responsibilities of the position. The requested additives are justified for reasons such as the hazardous nature of the duties and the specialized training required to perform those duties.

Pay additives are a valuable management tool which allows agencies to recognize and compensate employees for identified duties without providing a permanent pay increase.

New Pay Additives

Critical Market Pay Additive (Broward and Miami-Dade Counties)

The agency requests approval to grant a pay additive to sworn and non-sworn law enforcement personnel who reside in Broward and Miami-Dade counties.

1. Justification:

The Division of Law Enforcement has the need to provide a pay adjustment to sworn and non-sworn personnel who are assigned to Broward and Miami-Dade counties to reduce excessive vacancy rates and the inability to retain tenured personnel as follows:

Sworn Personnel:	Broward County	\$3,000 annually
	Miami-Dade County	\$3,000 annually

Non-Sworn Personnel:	Broward, Miami-Dade	\$1,268.80/\$1,976 annually
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2. Length of time additive will be used:

When an employee is assigned to Broward or Miami-Dade counties, the agency will provide a pay adjustment as noted above and upon relocation out of these counties, the pay adjustment will be discontinued.

3. Classes and number of positions affected in Broward and Miami-Dade:

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	52
8540	Law Enforcement Investigator I	6

8541	Law Enforcement Investigator II	7
8534	Law Enforcement Airplane Pilot II	1
8522	Law Enforcement Lieutenant	15
8525	Law Enforcement Captain	2
0120	Staff Assistant	1
0712	Administrative Assistant II	1
6552	Marine Mechanic	<u>1</u>
	Total FTE	86

4. Area impacted:

Broward and Miami-Dade Counties

5. Historical data:

This is a new additive, however, pay additives for Lee, Collier, and Monroe counties were implemented in May 2003.

6. Estimated cost of this additive:

Sworn Personnel: Broward and Miami-Dade $\$3,000 \times 83 = \$249,000$

Non-Sworn Personnel: Broward and Miami-Dade

Administrative	$\$1,268.80 \times 2 = \$ 2,537.60$
Marine Mechanic	$\$1,976 \times 1 = \$ 1,976.00$
Total Estimated Cost	$\$253,513.60$

The agency does not require any additional rate or appropriations for this additive.

7. Additional information:

Retaining employees in these counties has become very difficult because of extreme increases in the cost of living. It has become nearly impossible for new employees to develop households in these areas, and long term employees have found it difficult to stay due to increases in property taxes and insurance.

Continue Current Pay Additives

Chapter 2014-51, Laws of Florida, authorized the following pay additives and we request continued authorization for FY 2015/16:

(a) Each agency is authorized to continue to pay, at the levels in effect on June 30, 2007, on-call fees and shift differentials as necessary to perform normal operations of the agency.

(b) Each agency that had a training program in existence on June 30, 2006, which included granting pay additives to participating employees, is authorized to continue such training program for the 2009-10 fiscal year. Such additives shall be granted under the provisions of the law, administrative rules, and collective bargaining agreements.

(d) The Fish and Wildlife Conservation Commission may continue to grant temporary special duty pay additives to law enforcement officers who perform additional duties as K-9 handlers, as regional recruiters/media coordinators and as breath test operators/inspectors, and may grant temporary special duty pay additives to law enforcement officers who perform additional duties as offshore patrol vessel crew members, as special operations group members and as long-term covert investigators.

(e) The Fish and Wildlife Conservation Commission and the Department of Highway Safety and Motor Vehicles are authorized to grant critical market pay additives to employees residing in and assigned to Lee County, Collier County, or Monroe County, at the levels that the employing agency granted salary increases for similar purposes prior to July 1, 2006. These pay additives shall be granted only during the time in which the employee resides in, and is assigned to duties within, those counties. In no instance may the employee receive an adjustment to the employee's base rate of pay and a critical market pay additive based on the employee residing in and being assigned in the specified counties.

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

The agency requests approval to continue the pay additive to sworn and non-sworn law enforcement personnel who reside in Lee, Collier, and Monroe counties.

1. Justification:

The Division of Law Enforcement has been providing a pay adjustment to sworn and non-sworn personnel who are assigned to Lee, Collier, and Monroe counties to reduce excessive vacancy rates and the inability to retain tenured personnel as follows:

Sworn Personnel:	Lee County	\$3,000 annually
	Collier County	\$3,000 annually
	Monroe County	\$5,000 annually
Non-Sworn Personnel:	Lee, Collier, Monroe	\$1,268.80/\$1,976 annually

2. Length of time additive will be used:

When an employee is assigned to Lee, Collier or Monroe county, the agency has been providing a pay adjustment as noted above and upon relocation out of these counties, the pay adjustment is discontinued.

3. Classes and number of positions currently affected in Lee, Collier and Monroe:

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	78
8540	Law Enforcement Investigator I	7
8541	Law Enforcement Investigator II	13
8534	Law Enforcement Airplane Pilot II	1
8522	Law Enforcement Lieutenant	18
8525	Law Enforcement Captain	4
0120	Staff Assistant	2
0709	Administrative Assistant I	2
0712	Administrative Assistant II	1
2035	Telecommunications Specialist III	1
6552	Marine Mechanic	<u>2</u>
	Total FTE	129

4. Area impacted:
Lee, Collier and Monroe Counties

5. Historical data:
This pay additive was implemented in May 2003. The number of positions receiving the additive has remained stable. Lee County was increased to \$3,000 to maintain the DEP Law Enforcement additive amount when consolidation became effective on July 1, 2012.

6. Estimated current cost of this additive:

Sworn Personnel:	Lee and Collier	\$3,000 x 63 = \$ 189,000
	Monroe	\$5,000 x 58 = \$ 290,000
Non-Sworn Personnel:	Lee, Collier, and Monroe	
Administrative		\$1,268.80 x 5 = \$ 6,344.00
Telecommunication Specialist		\$1,976 x 1 = \$ 1,976.00
Marine Mechanic		\$1,976 x 2 = \$ 3,952.00
	Total Estimated Cost	\$ 491,272.00

The agency does not require additional rate or appropriations for this additive.

7. Additional information:
Retaining employees in these counties is very difficult due to extreme increases in the cost of living. It became nearly impossible for new employees to develop households in those areas, and long term employees found it difficult to stay due to increases in property taxes and insurance.

K-9 Law Enforcement Officers Pay Additive

The agency requests approval to continue the 5% pay additive to Law Enforcement Officers who perform additional duties as K-9 handlers.

1. Justification:

The Division of Law Enforcement currently has eighteen K-9 Law Enforcement Officers (LEO) throughout the state. To become a K-9 LEO, the employee must attend and successfully complete a ten-week training academy and maintain proficiency and certification for K-9 handling. The employee must also be able to house and maintain the canine at their residence. These employees, along with their canines, work with the Patrol Officers, Investigation Officers, and Special Operations Groups, as well as assisting other state law enforcement agencies on special details.

2. Length of time additive will be included:

Employees who graduate from the Division's K-9 Academy are granted a temporary 5% increase upon completion of the Academy for K-9 duties. Should an employee leave the K-9 program, the additive will be discontinued.

3. Classes and number of positions affected:

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	18

4. Area impacted:

This additive will impact employees statewide.

5. Historical data:

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

6. Estimated cost:

Based on a salary estimate at the mid-range for a Law Enforcement Officer, the calculation is as follows: \$40,327 x 5% = \$2,016 annually x 18 positions = \$36,288. The cost with benefits is \$46,265. The agency does not require additional rate or appropriations for this additive.

7. Additional information:

K-9 officers receive a significant amount of additional, costly training. Retaining employees in these positions over an extended time is the most cost effective way to provide the highest quality service. In addition, these employees often work unusual and long hours. The K-9 Officer Additive provides the incentive needed to recruit and retain these specialized employees.

Law Enforcement Officer Recruiter/Community Relations Pay Additive

The agency requests approval to continue the 5% pay additive to Law Enforcement Officers who perform additional duties by conducting regional recruitment events and participating in news and media events.

1. Justification:

The Division of Law Enforcement has eight Recruiter/Community Relations Law Enforcement Officers throughout the state. In addition to the FWC Officer responsibilities, these positions conduct regional recruitment events with community service groups and minority professional organizations. They actively recruit qualified applicants at career fairs, local community events, and civic organizations.

2. Length of time additive will be used:

Employees are granted a temporary 5% increase upon appointment to such duties. Should an employee leave the recruit position, the additive will be discontinued.

3. Classes and number of positions affected:

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	8

4. Area impacted:

This additive will impact employees statewide.

5. Historical data:

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

6. Estimated cost:

Based on a salary estimate at the mid-range for a Law Enforcement Officer, the calculation is as follows: \$40,327 x 5% = \$2,016 annually x 7 positions = \$14,112. The cost with benefits is \$17,989. The agency does not request additional rate or appropriations for this additive.

7. Additional information:

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

Law Enforcement Breath Test Operator/Inspector Pay Additive

The agency requests approval to continue the 5% pay additive to Law Enforcement Officers who perform additional duties as Breath Test Operators/Inspectors.

1. Justification:

The Division of Law Enforcement has six Breath Test Operators/Inspectors throughout the state. In addition to the FWC Officer responsibilities, these positions require additional training to conduct these tests. The employee must maintain a current Breath Test Operator Permit from the Florida Department of Law Enforcement, attend mandatory re-certification classes, and is responsible for keeping the intoxilizer machine calibrated. A Breath Test Operator/Inspector is often called as an expert for testimony in court cases.

2. Length of time additive will be used:

Employees are granted a temporary 5% increase upon appointment to such duties. Should an employee leave the breath test operator position, the additive will be discontinued.

3. Classes and number of positions affected:

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	5
8540	Law Enforcement Investigator I	1

4. Area impacted:

This additive will impact employees statewide.

5. Historical data:

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

6. Estimated cost:

Based on a salary estimate at the mid-range for the positions, the calculation as follows: \$40,327 x 5% = \$2,016 annually x 5 positions = \$10,080 and \$45,334 X 5% = \$2,267 for a total estimated cost of \$12,347. The cost with benefits is \$15,739. The agency does not require additional rate or appropriations for this additive.

7. Additional information:

Law Enforcement Breath Test Operators/Inspectors receive a significant amount of additional training to perform their unique responsibilities. Retaining these employees for long periods of time helps to ensure our agency can provide the highest quality service. These employees often work unusual and long hours. This pay additive provides the incentive needed to recruit and retain these specialized employees.

Law Enforcement Field Training Officer Pay Additive

The agency requests approval to continue the 10% pay additive to Law Enforcement Officers who perform additional duties as Field Training Officers.

1. Justification:

The Division of Law Enforcement uses more experienced senior officers to provide field training to newly hired officers. In addition to the Law Enforcement Officer responsibilities, these positions require additional training. Officers are given the pay additive of 10% for all time periods they are performing as Field Training Officer duties.

2. Length of time additive will be used:

When an officer is assigned to provide field training, they are granted a temporary 10% increase upon appointment to such duties, which may last from 14 to 18 weeks.

3. Classes and number of positions affected:

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	105

4. Area impacted:

This additive impacts employees statewide.

5. Historical data:

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

6. Estimated cost:

Based on a salary estimate at the mid-range for a Law Enforcement Officer, the calculation for the increase for the officer is as follows: \$40,327 x 10% = \$4,033 annually divided by 26.1 pay periods = \$154.53 bi-weekly x 8 pay periods (16 weeks) = \$1,236 per position x 105 positions = \$129,805. The cost with benefits is \$165,462. The agency does not require additional rate or appropriations for this additive.

7. Additional information:

In an effort to minimize increasing liabilities and better address the unique and specialized training requirements associated with resource and maritime law enforcement, the Division of Law Enforcement has recently restructured the Field Training Officer program for new recruits. The program has been extended from 12 to 14 weeks. The program may be longer than 14 weeks because of extensions and the need for veteran officers to perform field training officer's duties for consecutive new hires. This program is necessary in order to enhance officer and

public safety and our ability to proficiently train new officers. At the conclusion of the Core Competency Evaluation phase, the trainee will be released to solo patrol and the Field Training Officer's pay additive will be removed.

Law Enforcement Dispatch Trainer Pay Additive

The agency requests approval to continue the 5% pay additive to Law Enforcement Duty Officers who perform additional duties as Dispatch Trainers.

1. Justification:

The Division of Law Enforcement uses duty officers to provide on the job training to newly hired duty officers. With Computer Aided Dispatch, there are numerous hours of training required before the new duty officer can work without assistance to ensure the safety of the sworn officers. The training occurs while the duty officer performs their regular work duties.

2. Length of time additive will be used:

The increase ends 90 days after the new duty officer begins work or is for 12 weeks.

3. Classes and number of positions affected:

The number within each class code is an estimate.

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8410	Duty Officer	13

4. Area impacted:

This additive impacts employees statewide.

5. Historical data:

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

6. Estimated cost:

Based on a salary estimate at the mid-range for a Law Enforcement Duty Officer, the calculation is as follows: $\$32,743 \times 5\% = \$1,637$ annually divided by 26.1 pay periods = $\$62.73$ bi-weekly $\times 6$ pay periods (12 weeks) = $\$376$ per position $\times 13$ positions = $\$4,888$. The cost with benefits is $\$5,622$. The agency does not require additional rate or appropriations for this additive.

7. Additional information:

Two trainers are assigned for each new duty officer hired.

Law Enforcement Temporary Special Duty Pay Additive

The agency requests approval to continue to the a pay additive to employees who are placed in an acting capacity for a vacant position or a position where the incumbent is on Active Military Leave or is out in accordance with the Family Medical Leave Act. The additive is equal to the amount of a promotional pay increase which is 10% or the base of the hiring range for the particular position, whichever is greater.

1. Justification:

Since the Division of Law Enforcement cannot hire new staff for the time the positions that are vacant, other staff must perform the extra work duties that must be accomplished while the position is vacant.

2. Length of time additive will be used:

For included personnel, the pay will be effective after the duties have been performed in excess of 22 days. For excluded personnel, the pay will be effective upon the day the employee started in the acting capacity.

3. Classes and number of positions affected:

The number within each class code is an estimate.

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	6
8534	Law Enforcement Pilot II	0
8540	Law Enforcement Investigator I	4
8541	Law Enforcement Investigator II	1
8522	Law Enforcement Lieutenant	2
8525	Law Enforcement Captain	2

4. Area impacted:

This additive impacts employees statewide.

5. Historical data:

This pay additive began in 2002.

6. Estimated cost of the additive:

The increase will vary depending on the position class that is vacant. There is an average of 12 to 20 positions that are affected each fiscal year. The agency does not require additional rate or appropriations for this additive.

7. Additional information:

For sworn positions, with class codes 8515, 8534, 8540 and 8541, the collective bargaining agreement with PBA requires the additive.

Off Shore Patrol Vessel Pay Additive

The agency requests approval to continue the 5% pay additive to sworn law enforcement personnel who perform additional duties as Off Shore Patrol Vessel crew members.

1. Justification:

The Division of Law Enforcement currently has twenty-four sworn officers who serve as Off Shore Patrol Vessel crew members. These teams are the first law enforcement and search and rescue to respond to impacted areas during homeland security situations or natural disasters. They have received additional training and equipment to work in the roughest environmental conditions. The crews on the Off Shore patrol vessels spend long hours on board vessels offshore, most often all night, during harsh conditions. These teams have proven their worth in

responses to many emergency situations over the last few years. These employees are placed in higher risk situations than other law enforcement officers and are therefore held to a higher physical fitness level and readiness level, as well as strenuous levels of training.

2. Length of time additive will be used:

When an employee is assigned to an Off Shore Patrol Vessel crew, they will be granted a 5% increase. Should an officer leave the crew, the additive will be discontinued.

3. Classes and number of positions affected:

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	24
8522	Law Enforcement Lieutenant	6
	Total FTE	30

4. Area impacted:

This additive will impact employees statewide.

5. Historical data:

This pay additive was authorized and implemented in FY 2014-15.

6. Estimated cost of this additive:

Based on a 5% pay additive for each position affected, the estimated cost \$60,368. The cost with benefits is \$76,200. The agency does not require additional rate or appropriations for this additive.

7. Additional information:

Crew members of FWC Off Shore patrol vessels are required to patrol and operate in offshore sea conditions for extended periods of time. Off Shore vessels are first responders and floating command centers during natural disasters. Recruiting and keeping crew members is difficult because of long hours and hazardous conditions. There are additional training and certification requirements for the vessel operators and crews. The vessels and equipment are increasingly high-tech and require continued advanced training.

Special Operations Group Pay Additive

The agency requests approval to continue the 5% pay additive to sworn law enforcement personnel who perform additional duties as Special Operations Group (SOG) team members.

1. Justification:

The Division of Law Enforcement currently has seventy-five sworn officers who serve as SOG team members. These teams are the first law enforcement and search and rescue to respond to impacted areas during homeland security situations or natural disasters. They have received additional training and equipment to work in the roughest environmental conditions. The SOG teams often spend the first several nights of an emergency response in their truck beds or in small tents. These teams have proven their worth in responses to many emergency situations over the last few years. These officers are placed in higher risk situations than other law enforcement officers and are therefore held to a higher physical fitness level and readiness level, as well as strenuous levels of training. The officers volunteer and have to compete for positions on the team.

2. Length of time additive will be used:

When an employee is assigned to a SOG team, they will be granted a 5% increase. Should an employee leave the team, the additive will be discontinued.

3. Classes and number of positions affected:

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	
8540	Law Enforcement Investigator	
8522	Law Enforcement Lieutenant	
8525	Law Enforcement Captain	
	Total FTE	75

4. Area impacted: This additive will impact employees statewide.

5. Historical data:

This pay additive was authorized and implemented in FY 2014-15.

6. Estimated cost:

Based on a 5% pay additive for each position affected, estimated cost is \$146,332. The cost with benefits is \$184,707. The agency does not require any additional rate or appropriations for this additive.

7. Additional information:

The number and classes of positions varies based upon active SOG team members. The teams are the first responders for search and rescue during homeland security situations and natural disasters. They maintain a high level of personal readiness, physical fitness, meet increased training requirements, and endure dangerous living conditions during responses.

Covert Investigation Pay Additive

The agency requests approval to continue the 10% pay additive to sworn law enforcement personnel who perform long-term covert investigations.

1. Justification:

FWC Covert Investigators are assigned protracted investigations and work independent of the backup and support normally provided for the uniform patrol officer and investigator. These covert assignments frequently require the investigator to closely associate with known criminal elements for extended periods of time. These associations require the investigator to operate without radio communications, and in many cases without their issued service weapons.

2. Length of time additive will be used:

These investigations are long-term and can last from 12 months to 24 months. Once the investigation is complete the 10% additive will be discontinued.

3. Classes and number of positions affected:

<u>Class Code</u>	<u>Class Title</u>	<u># of FTE</u>
8515	Law Enforcement Officer	531

8540	Law Enforcement Investigator	53
8541	Law Enforcement Investigator II	65
8534	Law Enforcement Airplane Pilot II	10
8522	Law Enforcement Lieutenant	139

4. Area impacted: This additive will impact employees statewide.

5. Historical data:

This pay additive was authorized and implemented in FY 2014-15.

6. Estimated cost:

The annual cost will depend on the salary of the employee conducting the investigation. For an estimate based on mid-range of a mid-level position listed in # 3 (LE Investigator II), estimated cost for the increase for the officer is \$5,260 per FTE. The cost with benefits is \$6,705 per FTE. The agency does not require additional rate or appropriations for this additive.

7. Additional information:

These are long term investigations and typically there will not be more than 2 FTE per year approved for the pay additive.

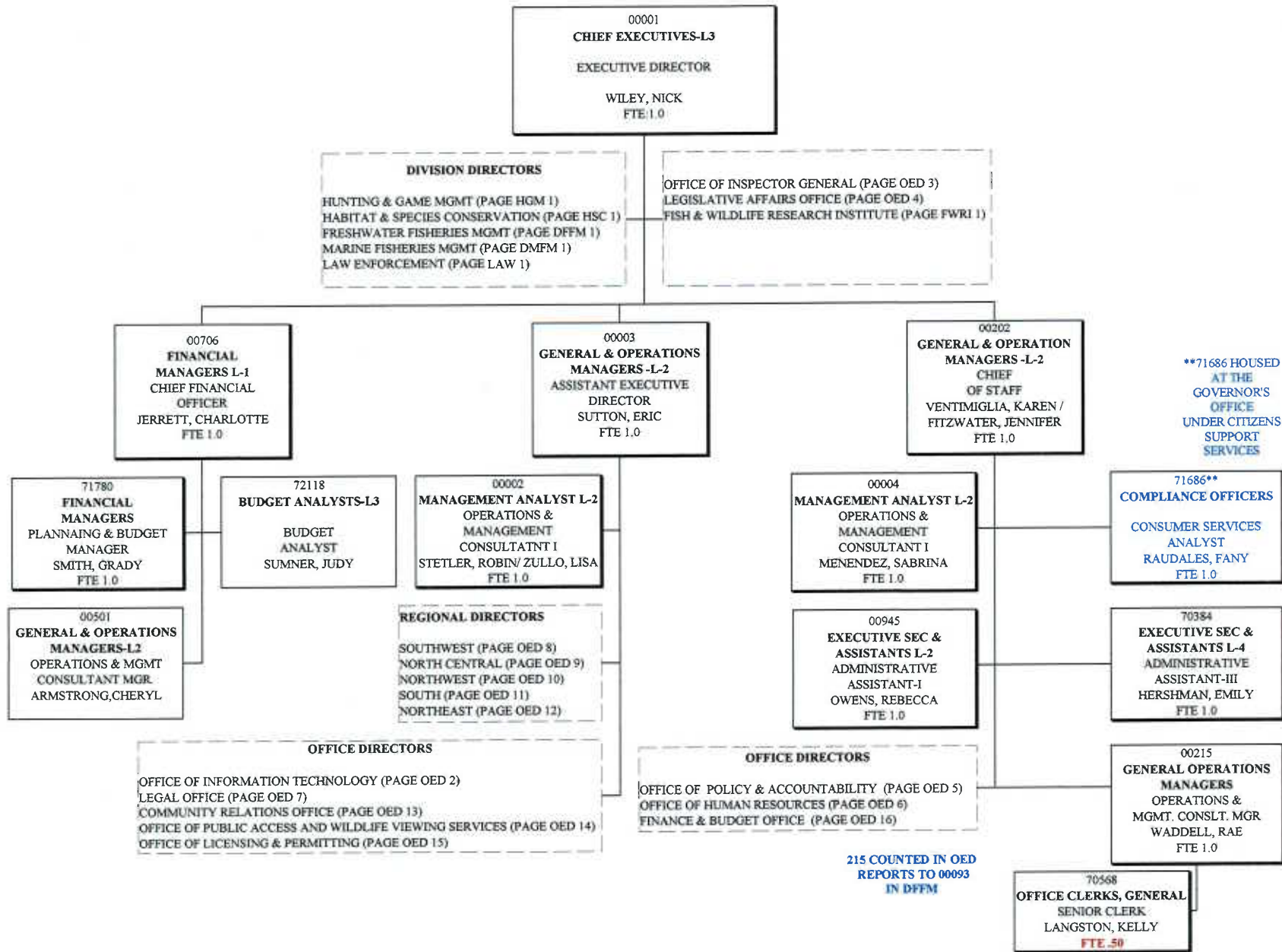
Department Level Exhibits and Schedules



Schedule VII: Agency Litigation Inventory

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

Agency:	Florida Fish and Wildlife Conservation Commission		
Contact Person:	Bud Vielhauer	Phone Number:	(850) 921-5461
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Wakulla Fisherman Association v. Fish and Wildlife Conservation Commission		
Court with Jurisdiction:	Fla Supreme Court		
Case Number:	CASE NO: 1D13-5115		
Summary of the Complaint:	Challenging Art X Section 16 of the Florida Constitution and out rules that implement the provision which limit the types of nets fishermen can use.		
Amount of the Claim:	\$N/A		
Specific Statutes or Laws (including GAA) Challenged:	Challenges the validity of Art X Section 16 of the Florida Constitution		
Status of the Case:	1 st District Court of Appeals upheld the constitutional provisions and the agency rules implementing the provision. Plaintiffs have appealed to the Florida Supreme Court.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		



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

70082
COMPUTER & INFORMATION
SYSTEMS MANAGERS-L1
 DIRECTOR OF
 INFORMATION TECHNOLOGY
 SANCHEZ, IGNACIO
 FTE:1.0

70802
EXECUTIVE SEC & ADMIN
 ASSISTANTS-L3
 ADMINISTRATIVE
 ASSISTANT II
 BERGOZZA, STEPHANIE
 FTE:1.0

72710
EXECUTIVE SECRETARY
 & ADMIN ASST.
 STAFF ASST.
 MCCARTER, LAWANDA
 FTE:1.0

72710 reports to 72498 at FWRI

APPLICATION SERVICES SECTION

DESKTOP SERVICES SECTION

NETWORK SERVICES SECTION

70467
COMPUTER & INFORMATION
SYSTEMS MANAGERS-L2
 INFORMATION TECHNOLOGY
 SECTION LEADER
 REYNOLDS, GLEN
 FTE:1.0

71709
COMPUTER & INFORMATION
SYSTEMS MANAGERS-L2
 INFORMATION TECHNOLOGY
 SECTION LEADER
 STOUN, DOUGLAS
 FTE:1.0

71736
COMPUTER & INFORMATION
SYSTEMS MANAGERS-L2
 INFORMATION TECHNOLOGY
 SECTION LEADER
 HUBBARD, STEPHEN
 FTE:1.0

72690
COMPUTER
SPECIALISTS L-4
 SR. INFO. TECH. BUS.
 CONSULTANT
 TALLEY, THOMAS
 FTE:1.0

70073
COMPUTER PROGRAMMERS-L2
 COMPUTER
 PROGRAMMER ANALYST II
 VACANT
 FTE:1.0

00712
COMPUTER SPECIALISTS
ALL OTHERS - L4
 SR. INFO. TECH.
 BUSINESS CONSULTANT
 FEIERTAG, LEEANN
 FTE:1.0

00865
COMPUTER SYSTEMS
ANALYST
COMPUTER SYSTEMS
CONSULTANT
 VACANT
 FTE:1.0

71842
COMPUTER SUPPORT
SPECIALISTS - L2
 OFFICE AUTOMATION
 ANALYST
 LOONEY, JOHN
 FTE:1.0

00597
NETWORK & COMPUTER
SYSTEMS ADM-L3
 DISTRIBUTED COMPUTER
 SYSTEMS ANALYST
 MCAFEE, BRANDON
 FTE:1.0

00005
MANAGEMENT
ANALYST L-3
 OPERATIONS
 ANALYST II
 MCCOWN, KAITLYN
 FTE:1.0

71972
COMPUTER
PROGRAMMER
 SCIENTIFIC/ENGINEERING
 PROGRAMMER
 MZHEN, DMITRY

60233
COMPUTER
PROGRAMMER L-3
 SCIENTIFIC/ENGINEERING
 PROGRAMMER
 BOMBA, JOHN

73603
COMPUTER
PROGRAMMERS
 COMPUTER
 PROGRAMMER
 ROPP, AMANDA
 FTE:1.0

01180
COMPUTER SUPPORT
SPECIALISTS - L2
 OFFICE AUTOMATION
 ANALYST
 BEYER, JASON
 FTE:1.0

72590
COMPUTER & INFORMATION
SYSTEMS MANAGERS
 NETWORK SYSTEMS
 ADMINISTRATOR
 SMITH, LARRY

71573
MANAGEMENT ANALYST L-3
 GOVERNMENT OPERATIONS
 CONSULTANT I
 JOHNSON, ANNA
 FTE:1.0

00710
COMPUTER SPECIALISTS
ALL OTHERS - L4
 SR. INFO. TECH.
 BUSINESS CONSULTANT
 EDMONDS, APRIL
 FTE:1.0

70378, 71972 72950 AND 60233 COUNTED UNDER FWRI

00845
COMPUTER PROGRAMMERS-L2
 COMPUTER
 PROGRAMMER ANALYST II
 BAILER, ANN
 FTE:1.0

70378
COMPUTER SUPPORT
SPECIALISTS
 OFFICE AUTOMATION
 SPECIALIST II
 BILLICK, CATHERINE

00561
COMPUTER SYSTEMS
ANALYST-L3
 SYSTEMS PROJECT
 ANALYST
 LEE, VIRGINIA
 FTE:1.0

73603
COMPUTER
PROGRAMMERS
 COMPUTER
 PROGRAMMER
 ROPP, AMANDA
 FTE:1.0

01180
COMPUTER SUPPORT
SPECIALISTS - L2
 OFFICE AUTOMATION
 ANALYST
 BEYER, JASON
 FTE:1.0

60292
NETWORK SYSTEMS & DATA
COMMUNICATION ANALYSTS-L4
 SYSTEMS
 PROGRAMMER III
 TURNER, MICHAEL
 FTE:1.0

00513
COMPUTER
SPECIALISTS L-4
 SR. INFO. TECH. BUS.
 CONSULTANT
 HAUVERSBUK, DANIEL
 FTE:1.0

71495
NETWORK AND COMPUTER
SYSTEMS ANALYST -L4
 SYSTEMS
 PROGRAMMER III
 ROGERS, DON
 FTE:1.0

00163
NETWORK & COMPUTER
SYSTEMS ADM-L2
 DISTRIBUTED COMPUTER
 SYSTEMS ANALYST
 VAUSE, RILEY
 FTE:1.0

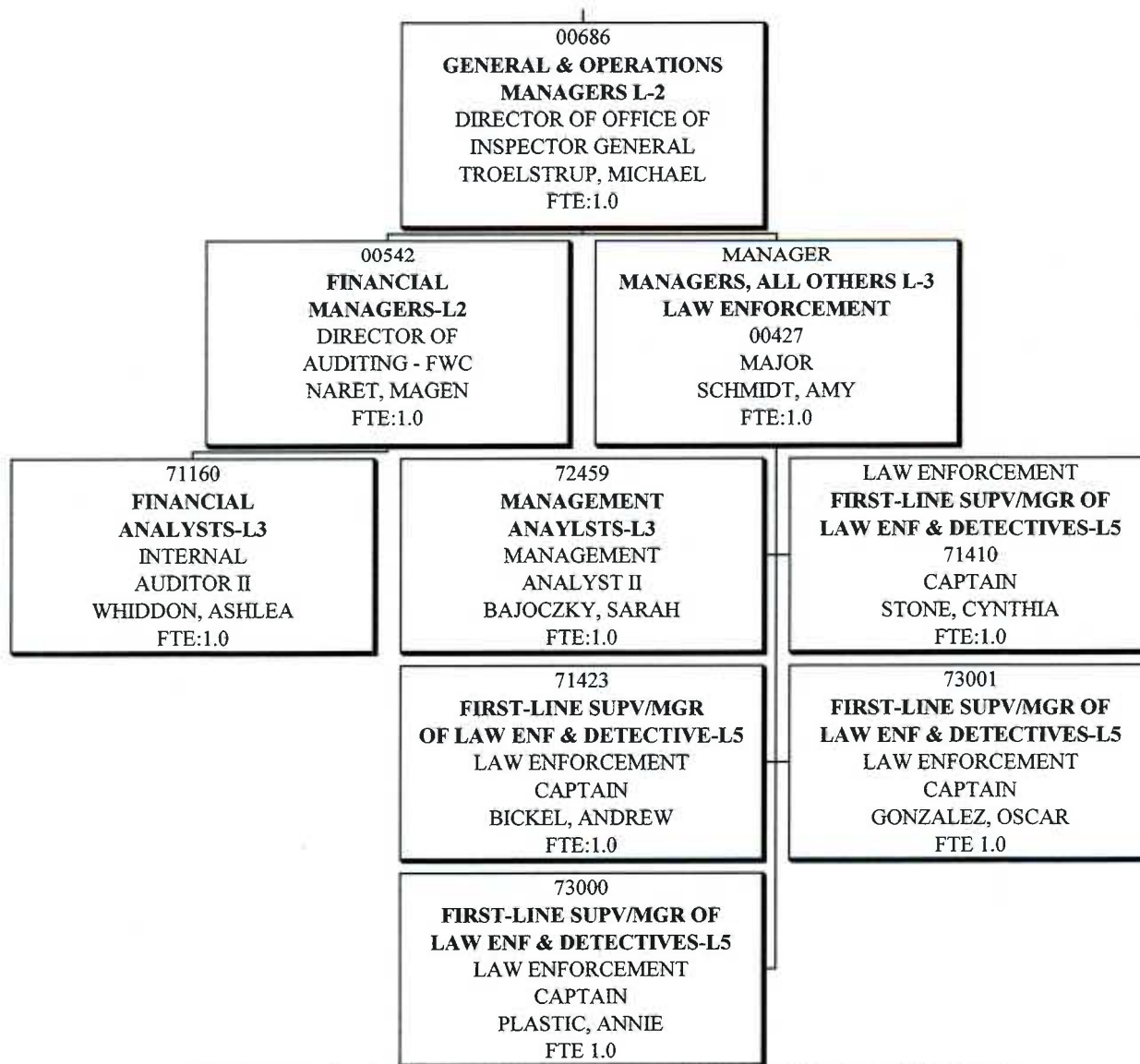
00148
MANAGEMENT ANALYSTS-L3
 OPERATIONS & MANAGEMENT
 CONSULTANT I
 VACANT
 FTE:1.0

CHIEF EXECUTIVES-L3

EXECUTIVE DIRECTOR

00001

WILEY, NICK



0001
CHIEF EXECUTIVES L-3
EXECUTIVE DIRECTOR
WILEY, NICK

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

70007
GENERAL & OPERATIONS
MANAGERS L-3
DEPUTY LEGISLATIVE
AFFAIRS DIRECTOR
ELLIOTT, BRANDY
FTE:1.0

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

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

00036
NEW TITLE
MANAGERS-L4
DIRECTOR OF
POLICY AND ACCOUNTABILITY
GRAYSON, ANDREW
FTE:1.0

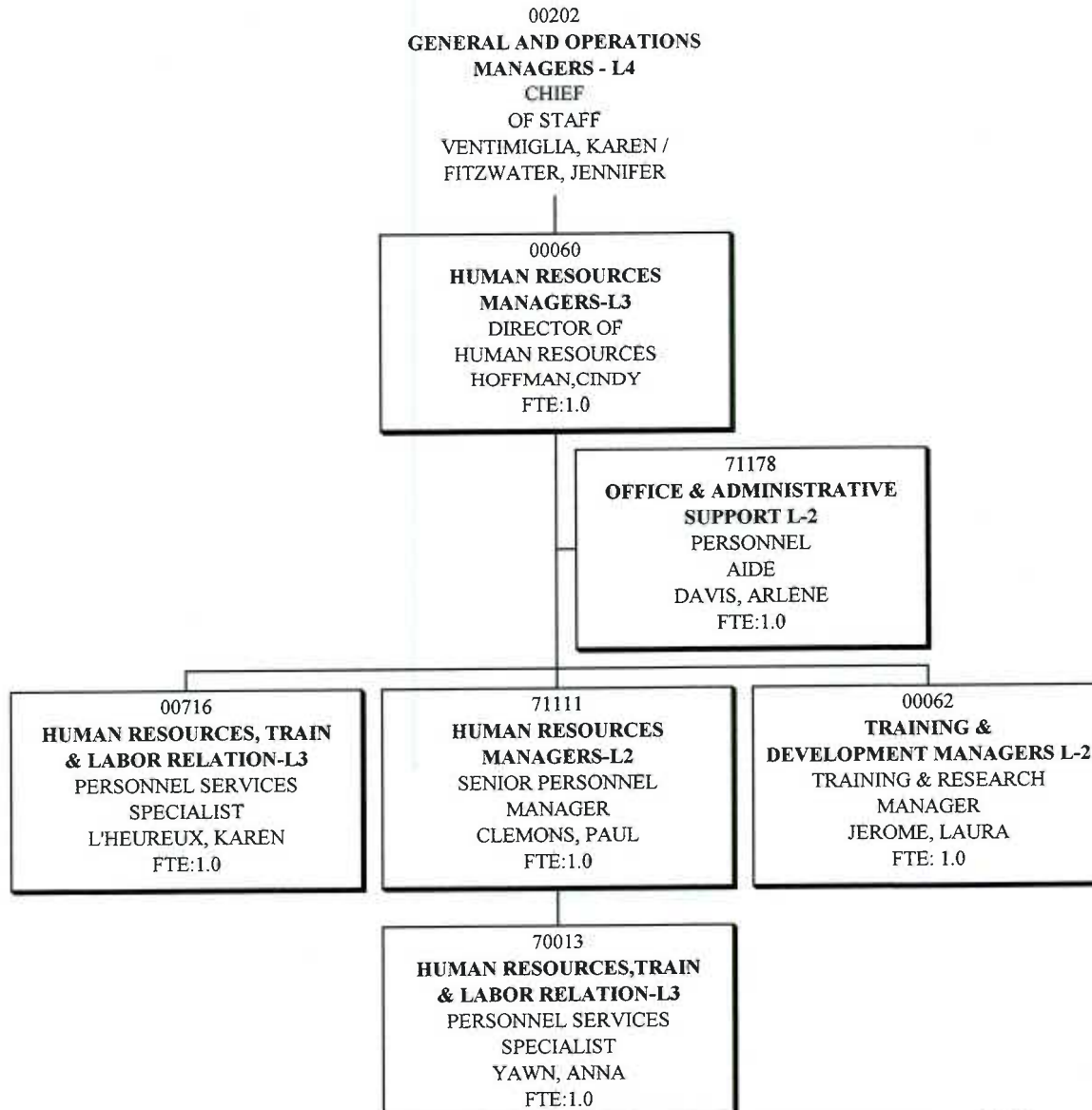
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MANAGEMENT
ANALYSTS-L4
SENIOR MANAGEMENT
ANALYST II
SILVANIMA, LORA
FTE:1.0

060365**
MANAGEMENT
ANALYST
MANAGEMENT
ANALYST II
FORSTCHEN, ANN

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

00718
GENERAL AND
OPERATIONS MANAGERS
GULF RESTORATION
COORDINATOR
VACANT
FTE:1.0

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



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

00003
GENERAL & OPERATIONS
MANAGERS-L2
ASSISTANT EXECUTIVE
DIRECTOR
SUTTON, ERIC

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

00541 AND 73148 COUNTED UNDER LE

73148*
LAWYERS L-4

SENIOR ATTORNEY
HARTMAN, TRACEY

00541*
LAWYERS L-4

SENIOR ATTORNEY
NORTON, EMILY

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

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

00603
LAWYERS-L4

SENIOR
ATTORNEY
MIRALIA, QUILLA
FTE:1.0

72486
LAWYERS-L4

SENIOR
ATTORNEY
OSBORNE, RYAN
FTE:1.0

70037
EXECUTIVE SECRETARIES
& ADMIN ASSISTANTS
ADMINISTRATIVE
ASSISTANT II
KIMSEY, HOLLIE
FTE:1.0

71581
EXECUTIVE SEC & ADMIN
ASSISTANTS-L3
ADMINISTRATIVE
ASSISTANT II
VACANT
FTE:1.0

61018
LAWYERS-L4

SENIOR
ATTORNEY
OGLO, CARLA
FTE:1.0

70300
LAWYERS-L3

ATTORNEY
PINZINO, ANTHONY
FTE:1.0

00003
GENERAL & OPERATIONS
MANAGERS-L2
ASSISTANT EXECUTIVE
DIRECTOR
SUTTON, ERIC

00006
GENERAL & OPERATIONS
MANAGERS-L2
REGIONAL DIRECTOR
GRAEF, THOMAS
FTE:1.0

REGIONAL FUNCTIONS

FIELD OFFICES

INFORMATION & NEWS

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

00046,00035 AND 00160 COUNTED IN F&BO

00046	0035	00160
PURCHASING AGENTS L-2 PROPERTY ANALYST STARLING, GARY	ADMIN. SERVICES MANAGERS L-2 BUSINESS MANAGER I WHEAT, ANGELA	ADMIN SERVICES MANAGERS L-2 BUSINESS MANAGER I GULLEY, ESTHER

00592
SECRETARIES, EXCEPT
LEGAL, MED & EXEC-L1
SECRETARY
SPECIALIST
VACANT
FTE:1.0

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

00426
EXECUTIVE SEC & ADMIN
ASSISTANTS-L2
STAFF
ASSISTANT
HELL, TINA
FTE:1.0

00003
**GENERAL & OPERATIONS
MANAGERS-L2**
ASSISTANT EXECUTIVE
DIRECTOR
SUTTON, ERIC

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

WYNN, CHRIS
FTE:1.0

REGIONAL FUNCTIONS

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

FIELD OFFICES

INFORMATION & NEWS

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

BEACH, KAREN
FTE:1.0

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

72705
**ADMINISTRATIVE SERVICES
MANAGERS L-2**
BUSINESS
MANAGER I
HEWIT, KIMBERLY

00073
**PUBLIC RELATIONS
MANAGERS-L2**
PUBLIC INFORMATION
DIRECTOR
PARKER, KAREN
FTE:1.0

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

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

BOOZER, WILLIAM
FTE 1.0

72578, 72705 AND 01172 COUNTED IN F&BO

00003
**GENERAL & OPERATIONS
MANAGERS L-2**
ASSISTANT EXECUTIVE
DIRECTOR
SUTTON, ERIC

00014
**GENERAL & OPERATIONS
MANAGERS-L1**
REGIONAL DIRECTOR

SHEA, STEPHEN
FTE:1.0

REGIONAL FUNCTIONS

00015
**GENERAL &
OPERATIONS MGRS L-2**
OPERATIONS &
MGMT. CONSULTANT MGR
MORCATE, JOSEPH
FTE:1.0

FIELD OFFICES

INFORMATION & NEWS

01175
**SECRETARIES, EXCEPT LEGAL,
MED & EXEC-L1**
SECRETARY
SPECIALIST
MASON, JENNIFER
FTE:1.0

72471
**SECRETARIES, EXCEPT LEGAL
MED & EXEC-L1**
SECRETARY
SPECIALIST
KENNEDY, TAMARRA
FTE: 1.0

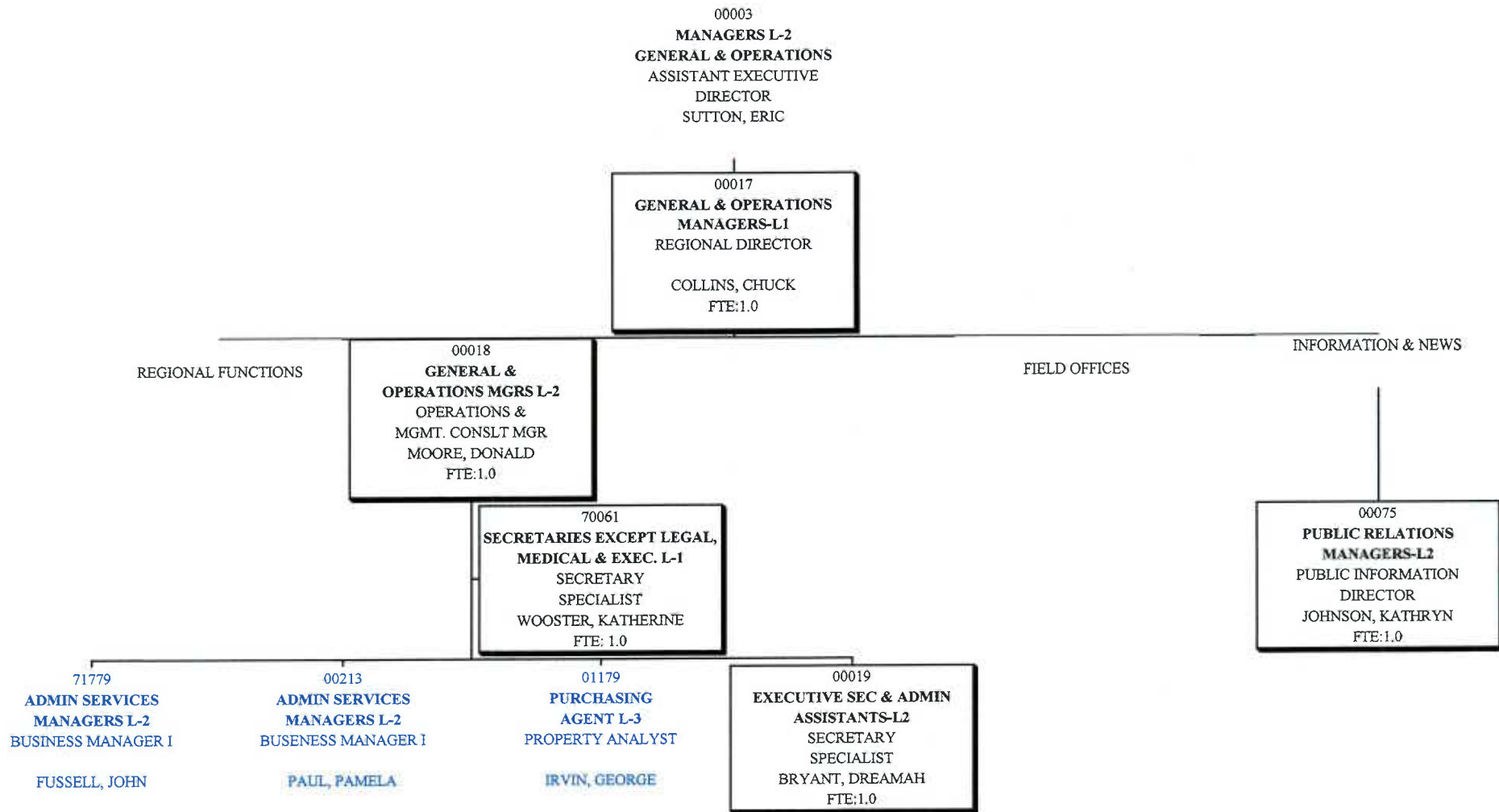
00074
**PUBLIC REALTIONS
MANAGERS-L2**
PUBLIC INFORMATION
DIRECTOR
KIRKLAND, STANLEY
FTE:1.0

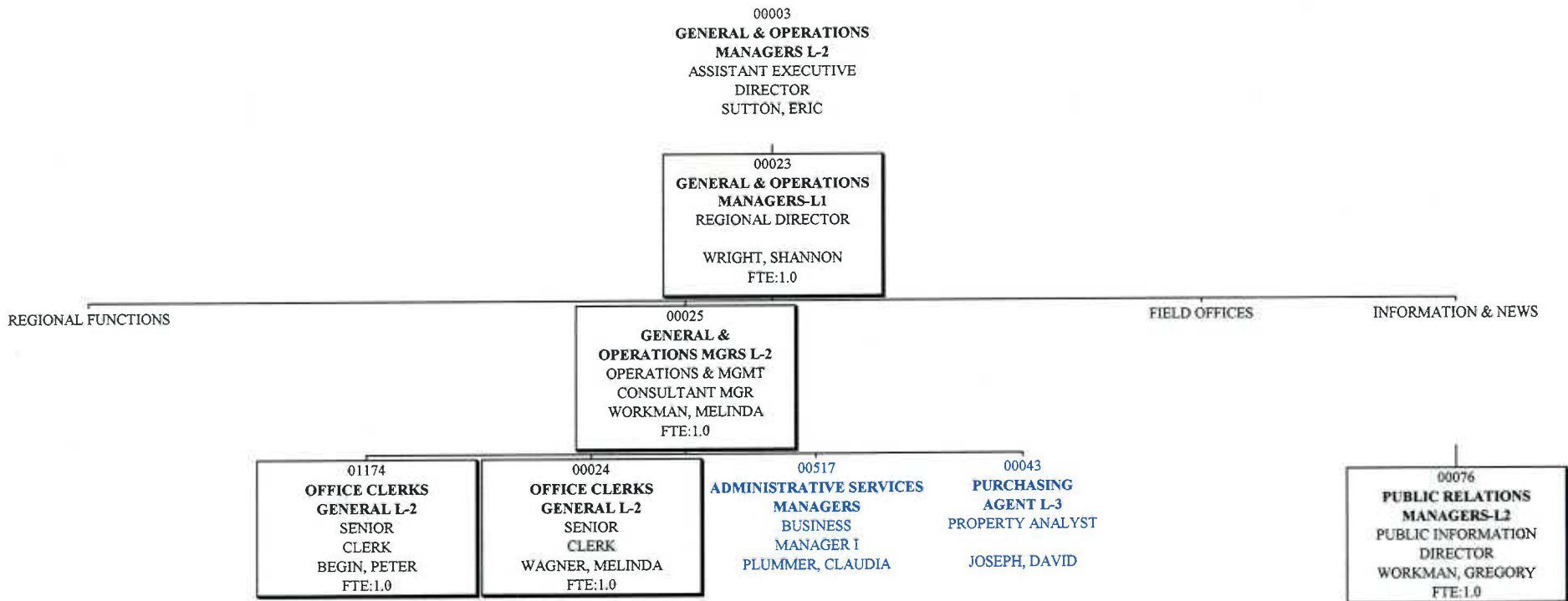
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00684
**PURCHASING
AGENTS L-2**
PROPERTY
ANALYST
YEOMANS, WILLIARD

00251
**ADMINISTRATIVE SERVICES
MANAGERS L-2**
BUSINESS
MANAGER I
HENSEL, SHERI

00808
**EXECUTIVE SEC & ADMIN
ASSISTANTS-L2**
STAFF
ASSISTANT
BRANNON, TONI
FTE:1.0





00517 AND 00043 COUNTED IN
F&BO

00003
**GENERAL & OPERATIONS
 MANAGERS L-2**
 ASSISTANT EXECUTIVE
 DIRECTOR
 SUTTON, ERIC

00064
**GENERAL & OPERATIONS
 MANAGERS-L4**
 DIRECTOR OF
 COMMUNITY RELATIONS
 KOKOL, IRV
 FTE:1.0

00065
**EXECUTIVE SEC & ADMIN
 ASSISTANTS-L4**
 ADMINISTRATIVE
 ASSISTANT III
 LORD, CONNIE
 FTE:1.0

000751
**EXECUTIVE SEC & ADMIN
 ASSISTANTS-L3**
 ADMINISTRATIVE
 ASSISTANT II
 ROBERTS, PATRICIA
 FTE:1.0

00068
**PUBLIC RELATIONS
 MANAGERS-L3**
 ASSISTANT DIRECTOR
 OF COMMUNITY RELATIONS
 SMITH, SUSAN
 FTE:1.0

00069
**PUBLIC RELATIONS
 MANAGERS - L3**
 COMMUNICATION SERVICES
 PROGRAM MANAGER
 BALL, SCOTT
 FTE: 1.0

01191
**ART
 DIRECTORS - L3**
 ART
 EDITOR
 TAVARRES, ANN
 FTE: 1.0

1191 COUNTED IN HSC

72882
**GENERAL & OPERATIONS
 MANAGERS-L3**
 FLORIDA WILDLIFE MAGAZINE
 SECTION LEADER
 BRODERICK, KELLY
 FTE:1.0

NEWS MEDIA
 RELATIONS

PUBLIC
 AWARENESS

**Regional
 PICS**

SUBSECTION OF
 MEDIA SERVICES

00048
**PUBLIC RELATIONS
 SPECIALISTS-L2**
 PUBLIC INFORMATION
 SPECIALIST
 DIAL, WENDY
 FTE:1.0

01190
**PUBLIC RELATIONS
 MANAGERS-L3**
 PUBLIC AWARENESS
 SECTION LEADER
 WELLMAN, ALICIA
 FTE:1.0

00070
**PUBLIC RELATIONS
 SPECIALISTS-L2**
 PUBLIC INFORMATION
 SPECIALIST
 HOLZER, EVERETT
 FTE:1.0

72883
**PUBLIC RELATIONS
 SPECIALISTS
 INFORMATION
 SPECIALIST**
 VACANT
 FTE: .50

72763
**PUBLIC RELATIONS
 MANAGER - L3**
 PUBLIC INFORMATION
 DIRECTOR
 THERRIAULT, JESSICA
 FTE: 1.0

70058
**ART
 DIRECTORS L-3**
 ART
 EDITOR
 HUNTER, MIKE
 FTE: 1.0

00752
**PUBLIC RELATIONS
 SPECIALISTS-L2**
 PUBLIC INFORMATION
 SPECIALIST
 LEWIS, EDWARD
 FTE:1.0

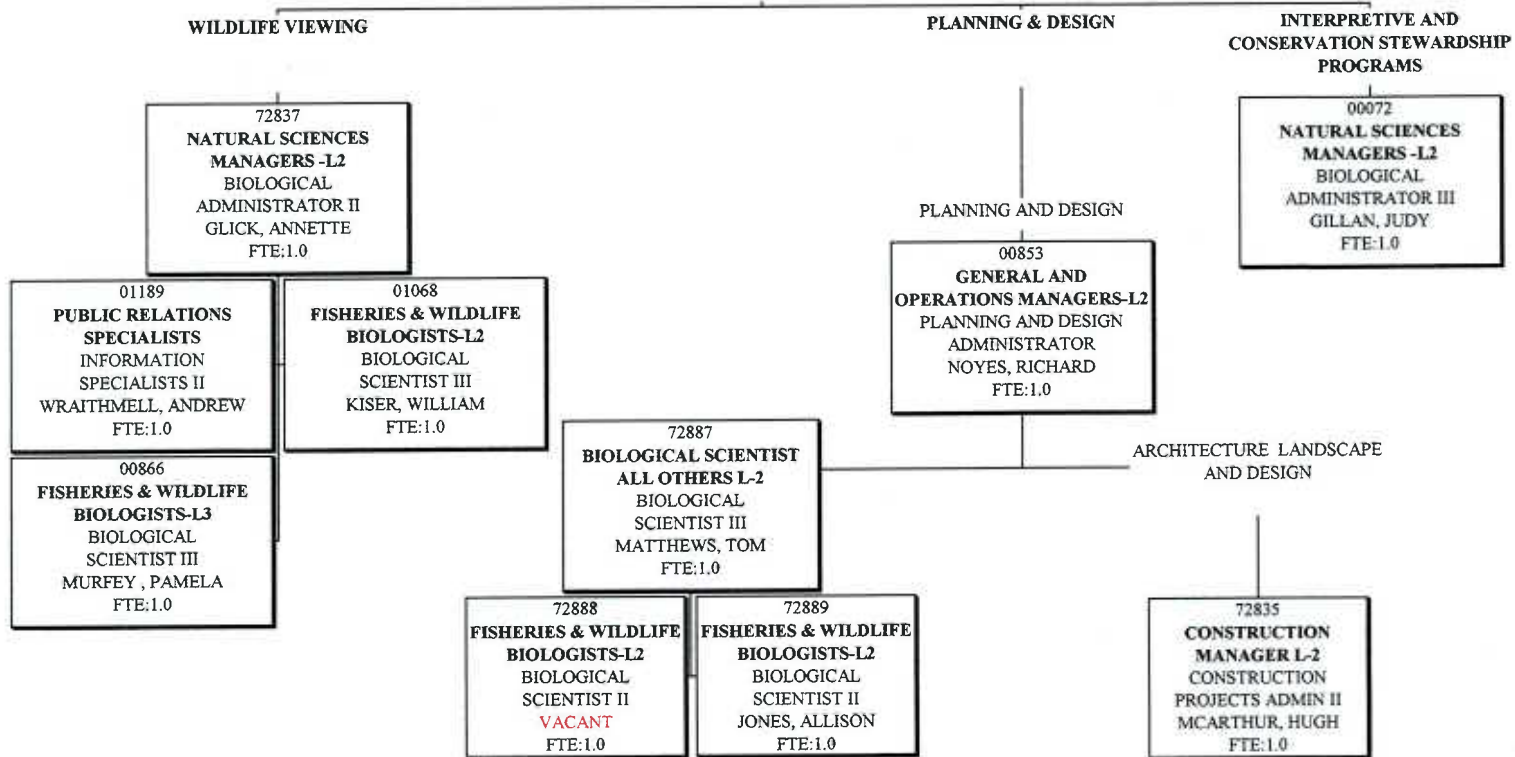
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**PUBLIC RELATIONS
 SPECIALISTS-L2**
 INFORMATION
 SPECIALIST III
 DONOVAN, TIM
 FTE:1.0

00003
**GENERAL & OPERATIONS
MANAGERS L-2**
ASSISTANT EXECUTIVE
DIRECTOR
SUTTON, ERIC

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

72836
**ADMINISTRATIVE
SERVICES MGRS L-2**
BUSINESS
MANAGER II
BOSLEY, GARLENE
FTE:1.0

SUBSECTIONS



00003
**GENERAL & OPERATIONS
 MANAGERS L-2**
 ASSISTANT EXECUTIVE
 DIRECTOR
 SUTTON, ERIC

71170
**GENERAL & OPERATIONS
 MANAGERS-L4**
 DIRECTOR OF
 LICENSING & PERMITTING
 HUNTER, WILLIAM
 FTE:1.0

72711
**EXECUTIVE SECRETARIES &
 ADMINSTRATIVE ASSISTANTS**
 ADMINISTRATIVE
 ASSISTANT II
 COMPTON, ALLEN
 FTE:1.0

SECTIONS

CUSTOMER SERVICE

COMMERCIAL LICENSING & PERMITTING

RECREATIONAL LICENSING & PERMITTING

70336
**GENERAL & OPERATIONS
 MANAGERS-L3**
 CUSTOMER SERVICE
 SECTION LEADER
 LEE, MING
 FTE:1.0

72713
**GENERAL & OPERATIONS
 MANAGERS-L3**
 LICENSING & PERMITTING
 SECTION LEADER
 RAINEY, ERIN
 FTE:1.0

00116
**GENERAL & OPERATIONS
 MANAGERS-L3**
 LICENSING & PERMITTING
 SECTION LEADER
 BRAND, BRENDA
 FTE:1.0

00231
**COMPLIANCE
 OFFICERS L-3**
 REGULATORY
 CONSULTANT
 WHITE, THOMAS
 FTE:1.0

01119
**TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT**
 REVENUE
 SPECIALIST I
 HOWELL, MONICA
 FTE:1.0

72746
**INFORMATION & RECORDS
 CLERKS, ALL OTHER**
 RECORDS
 TECHNICIAN
 WEAVER, JOY
 FTE:1.0

71689
**MANAGEMENT
 ANALYST**
 PLANNER IV
 HOLLET, AMANDA
 FTE:1.0

00037
**TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT**
 REVENUE
 SPECIALIST III
 CARPENTER, DONNA
 FTE:1.0

01117
**INFORMATION & RECORDS
 CLERKS, ALL OTHER**
 RECORDS
 TECHNICIAN
 GIBSON, TARA
 FTE:1.0

00944
**TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT**
 REVENUE
 SPECIALIST III
 GLENN, BARBARA
 FTE:1.0

72757
**TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT**
 REVENUE
 SPECIALIST I
 DORSEY, JOYCELYN
 FTE:1.0

72709
**TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT**
 REVENUE
 SPECIALIST II
 BARNES, KATHY
 FTE:1.0

72505
**TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT**
 REVENUE
 SPECIALIST III
 TORRES, JOHN
 FTE:1.0

01118
**ACCOUNTANTS &
 AUDITORS-L3**
 ACCOUNTING SERVICES
 ANALYST A
 WHITTINGTON, CYNTHIA
 FTE:1.0

01043
**COMPLIANCE
 OFFICERS L-1**
 REGULATORY
 SPECIALIST I
 ROUMELIS, JUSTIN
 FTE:1.0

72631
**TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT**
 REVENUE
 SPECIALIST I
 CHAMPION, CAROLYN
 FTE:1.0

72712
**TAX EXAMINERS,
 COLLECTOR & REVENUE AGENT**
 REVENUE
 SPECIALIST III
 BAUER, STEPHEN
 FTE:1.0

72720
**COMPLIANCE
 OFFICERS L-1**
 REGULATORY
 SPECIALIST I
 CARINA, MENDIOLA
 FTE:1.0

000033
**MANAGEMENT
 ANALYST L-4**
 PLANNER IV
 YOUNG, KATIE
 FTE:1.0

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

00032
ADMINISTRATIVE SERVIC...
MANAGERS-L1
 DIRECTOR OF
 FINANCE & BUDGET
 ROBERTSON, ANGIE
 FTE:1.0

72916
FINANCIAL MANAGERS-L3
 FINANCE &
 ACCOUNTING
 ADMINISTRATOR
 WEIMORTS, ALEXANDRA
 FTE 1.0

00034
**GENERAL OPERATIONS
 MANAGERS L-2**
 OPERATIONS MANAGEMENT
 MANAGER
 MOATS, JUDY
 FTE:1.0

00041
**ACCOUNTANTS &
 AUDITORS**
 PROFESSIONAL ACCOUNTANT
 SPECIALIST
 NORTON, LAVONDRIA
 FTE:1.0

60161
**MANAGEMENT
 ANALYST L-4**
 SENIOR MANAGMENT
 ANALYST II
 PONCHAK, ALICIA
 FTE 1.0

SECTIONS

00040
FINANCIAL MANAGERS...
 FINANCE & ACCOUNTING
 DIRECTOR I
 LAWHON, CINDY
 FTE:1.0

00943
**ACCOUNTANTS
 & AUDITORS-L3**
 ACCOUNTING
 SYSTEMS ANALYST
 MARICHAL, MELBA
 FTE:1.0

70352
MANAGEMENT ANAYLSTS...
 OPERATIONS & MANAGEM...
 CONSULTANT I
 PORTER, TIFFANY
 FTE:1.0

70490
**EXECUTIVE SEC & ADMIN
 ADPT. L-2**
 ADMINISTRATIVE
 SECRETARY
 HENDRY, JANA
 FTE: 1.0

REGIONAL SERVICE CENTERS
 PAGE 17

ACCOUNTING SERVICES
 PAGE 18

01143
**ACCOUNTANTS
 & AUDITORS-L2**
 ACCOUNTANT III
 COGGINS, MARTHA
 FTE:1.0

00498
**ACCOUNTANTS
 & AUDITORS-L1**
 ACCOUNTANT I
 VACANT
 FTE: 1.0

61559
**ACCOUNTANTS &
 AUDITORS-L3**
 ACCOUNTING SYSTEMS
 ANALYST
 HENRY, NATOSHA
 FTE:1.0

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

OFFICE OPERATIONS
 PAGE 19

70021
**ACCOUNTANT
 & AUDITORS-L1**
 ACCOUNTANT I
 CARR, MARY
 FTE: 1.0

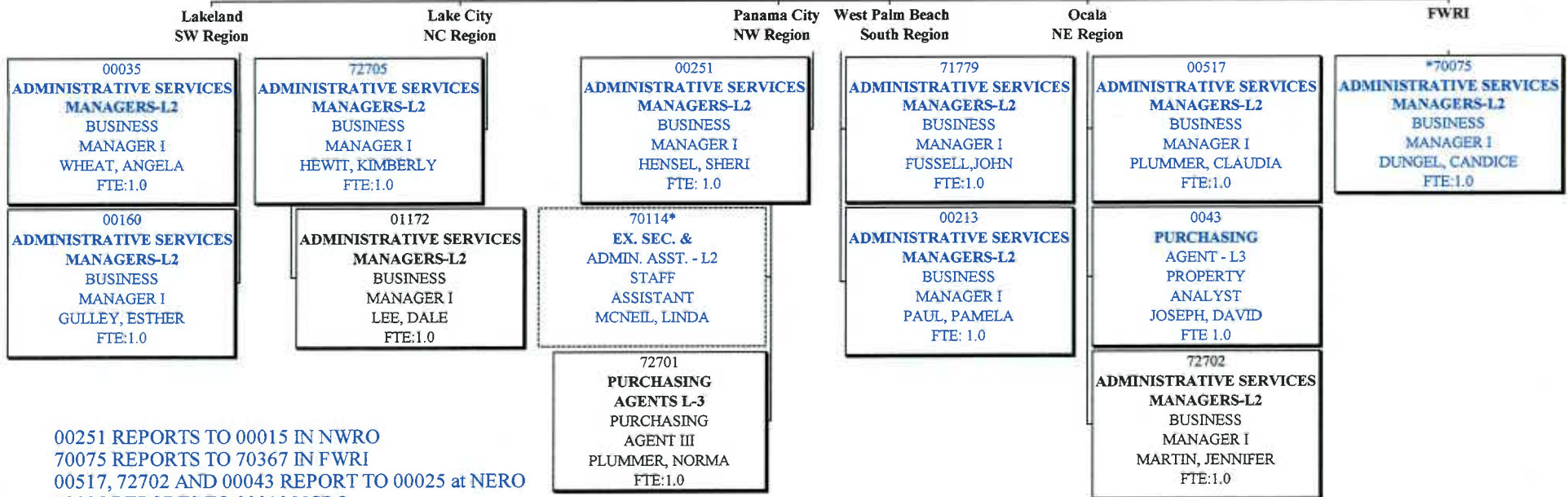
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ACCOUNTANTS & AUDITO...
 ACCOUNTANT III
 SINGLETARY, ANDREA
 FTE:1.0

71719
MANAGEMENT ANALYST
 GOVERNMENT
 OPERATIONS
 CONSULTANT II
 COLE, SHEILA
 FTE:1.0

00042
**COMPUTER SYSTEM
 ANALYST**
 SYSTEMS
 PROJECT ANALYST
 SCOTT, JUDY
 FTE:1.0

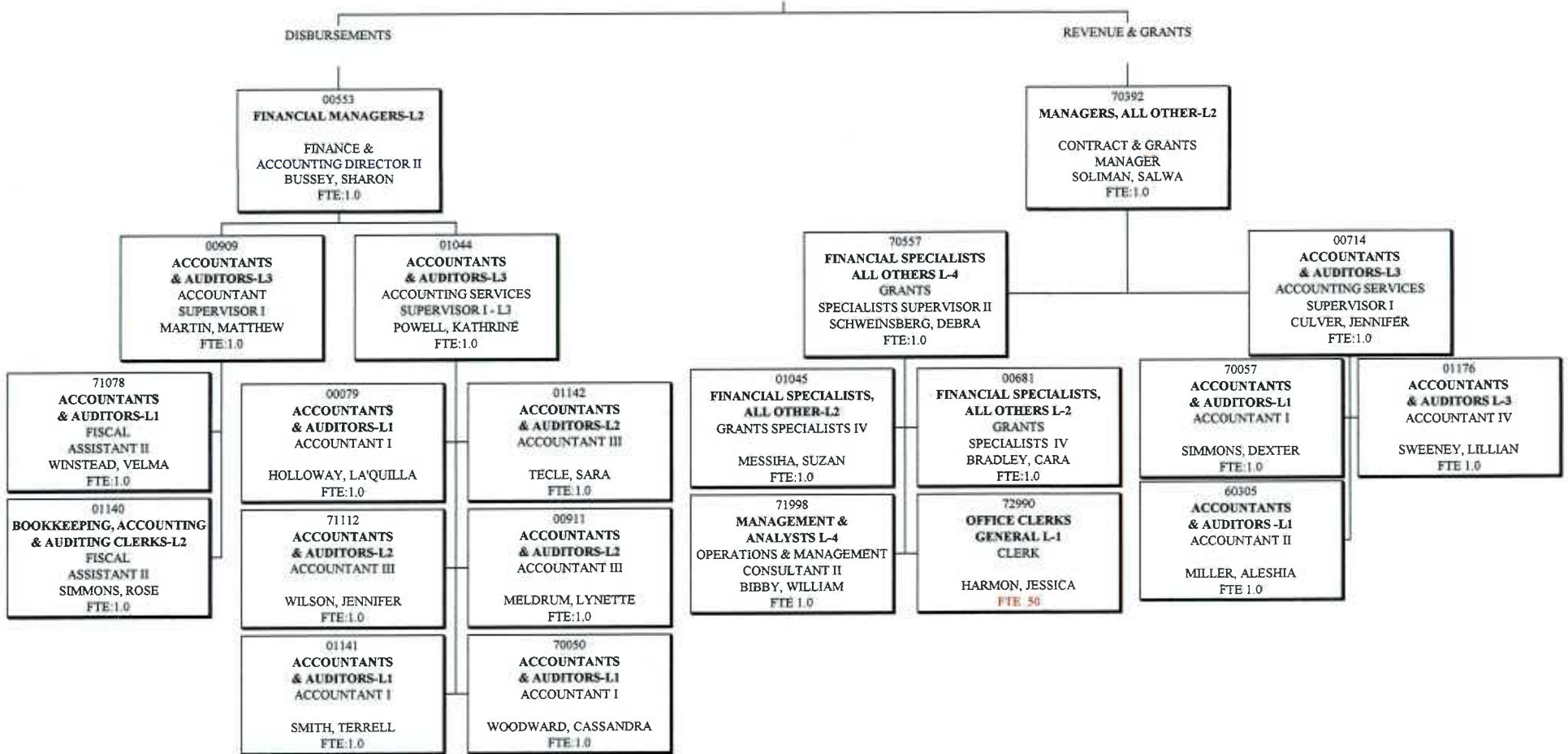
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ACCOUNTANTS & AUDITO...
 ACCOUNTANT IV
 ADKISON, MARY
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ADMINISTRATIVE SERVICES
MANAGERS L-1
 DIRECTOR OF
 FINANCE & BUDGET
 ROBERTSON, ANGIE

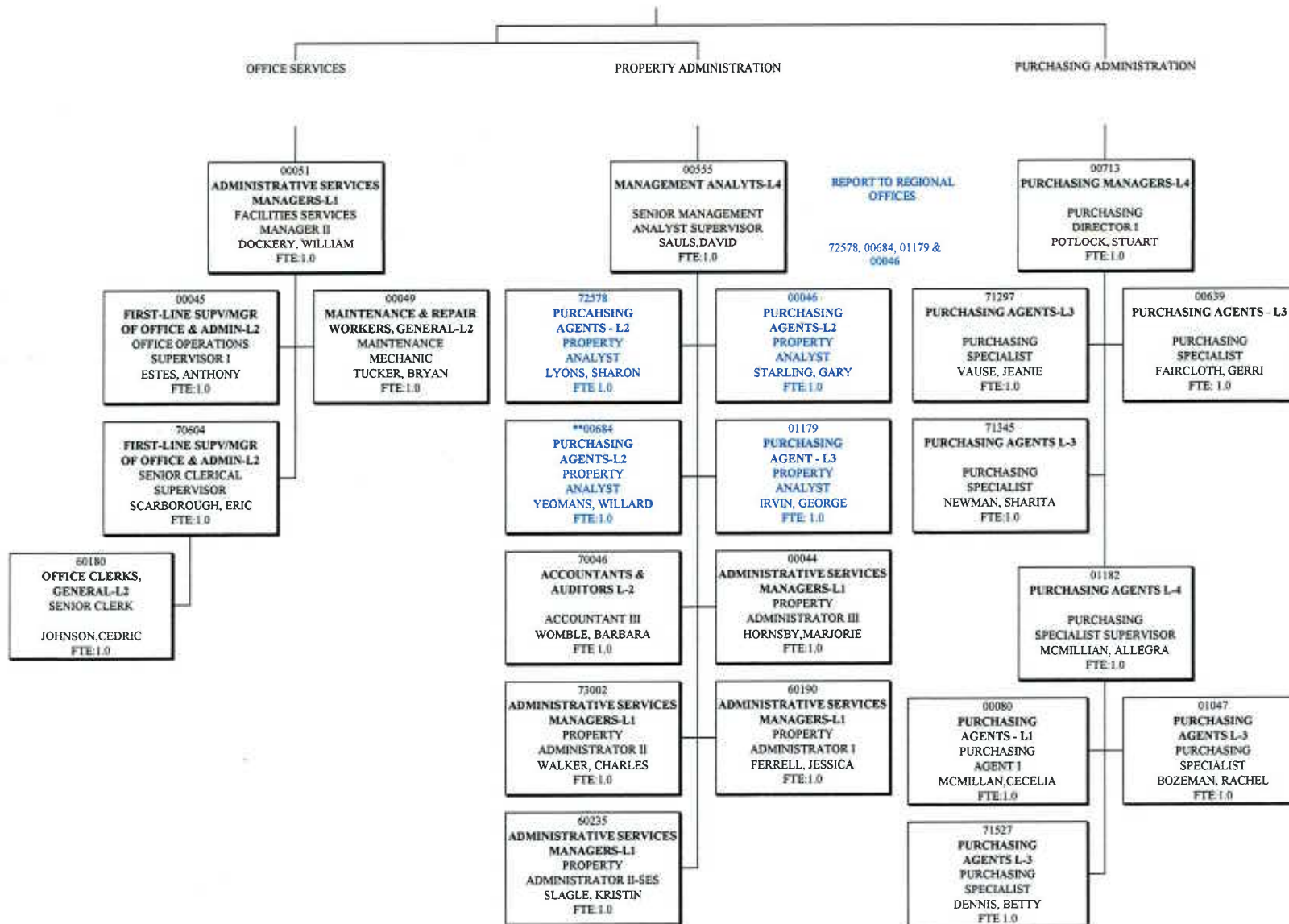


00251 REPORTS TO 00015 IN NWRO
 70075 REPORTS TO 70367 IN FWRI
 00517, 72702 AND 00043 REPORT TO 00025 at NERO
 72705 REPORTS TO 00010 NCRO
 00035 AND 00160 REPORT TO 00007 SWRO
 71779 AND 00213 REPORT TO 00018 IN SRO
 70114 COUNTED IN LE

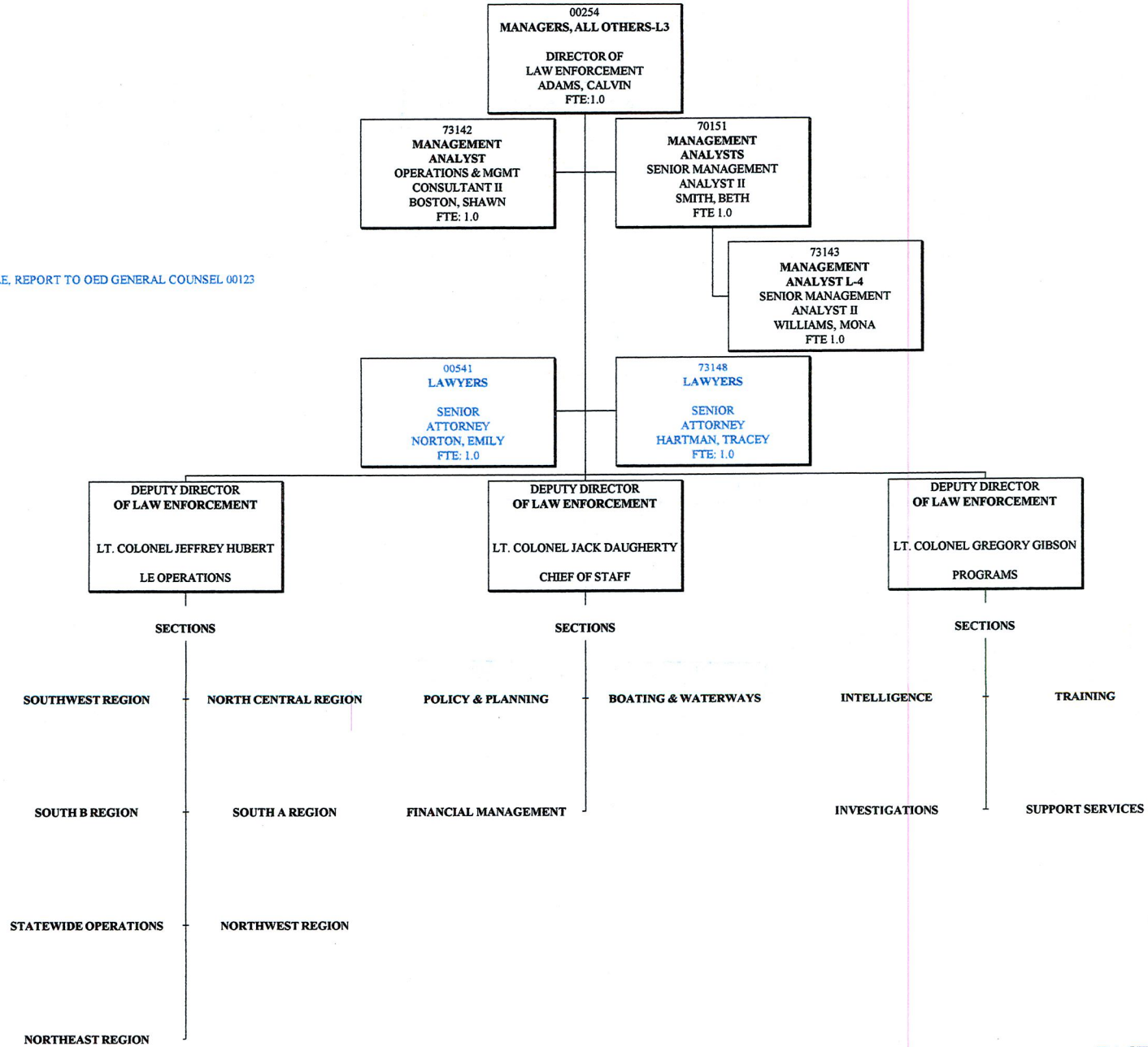
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ADMINISTRATIVE SERVICES
MANAGERS-L1
DIRECTOR OF
FINANCE & BUDGET
ROBERTSON, ANGIE

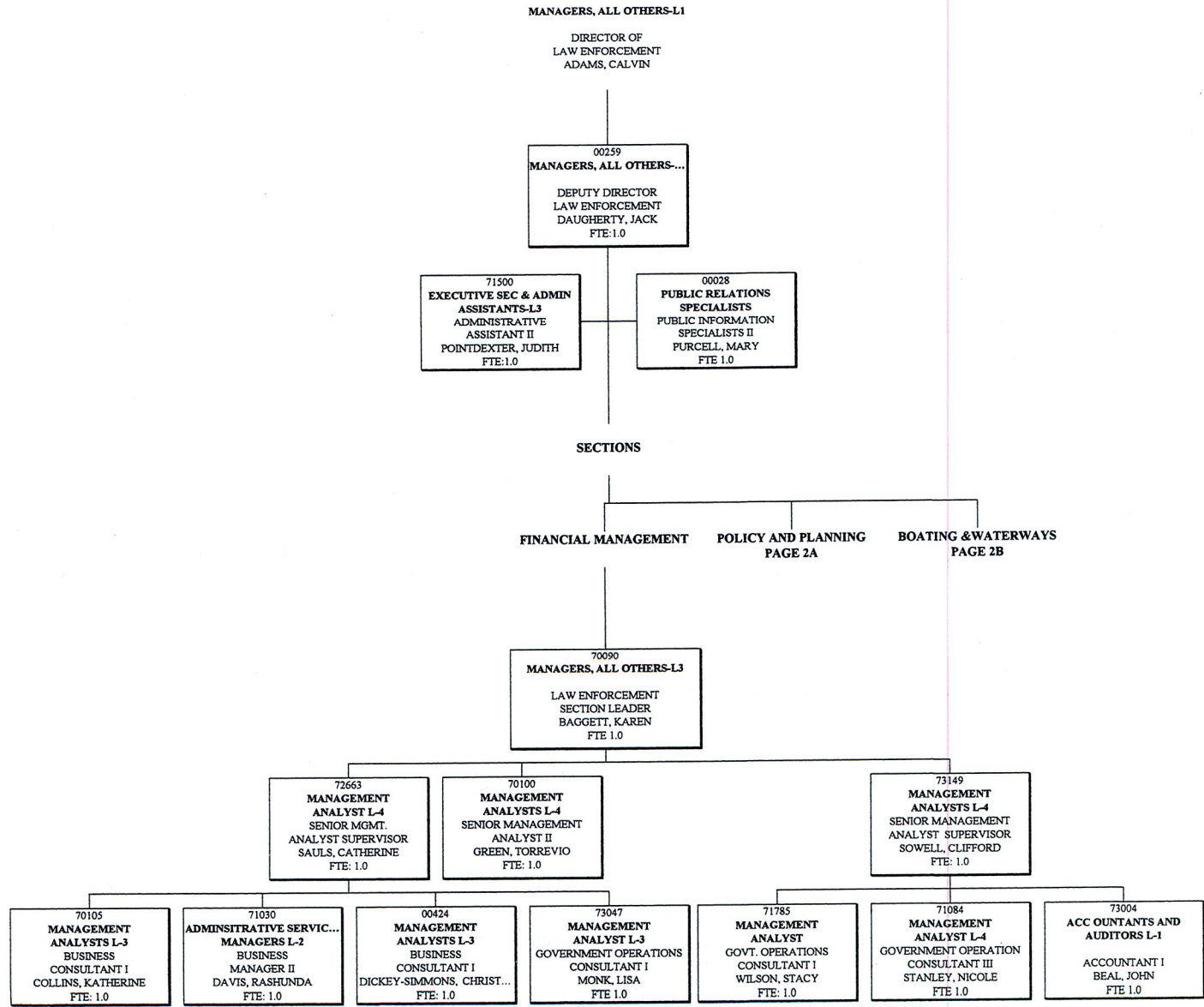


00032
 ADMINISTRATIVE SERVICES
 MANAGERS L-1
 DIRECTOR OF
 FINANCE & BUDGET
 ROBERTSON, ANGIE



00541 & 73148 COUNTED IN LE, REPORT TO OED GENERAL COUNSEL 00123





00259
MANAGERS, ALL OTHERS-L4

DEPUTY DIRECTOR
LAW ENFORCEMENT
DAUGHERTY, JACK

00434
MANAGERS &
ALL OTHERS L-3
LAW ENFORCEMENT
SECTION LEADER
BROWN, CURTIS
FTE 1.0

00466
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES -L-5
LAW ENFORCEMENT
CAPTAIN
SMITH, BRIAN
FTE: 1.0

00682
MANAGEMENT
ANALYST L-2
MANAGEMENT REVIEW
SPECIALIST
GRINELLE, BISHOP
FTE 1.0

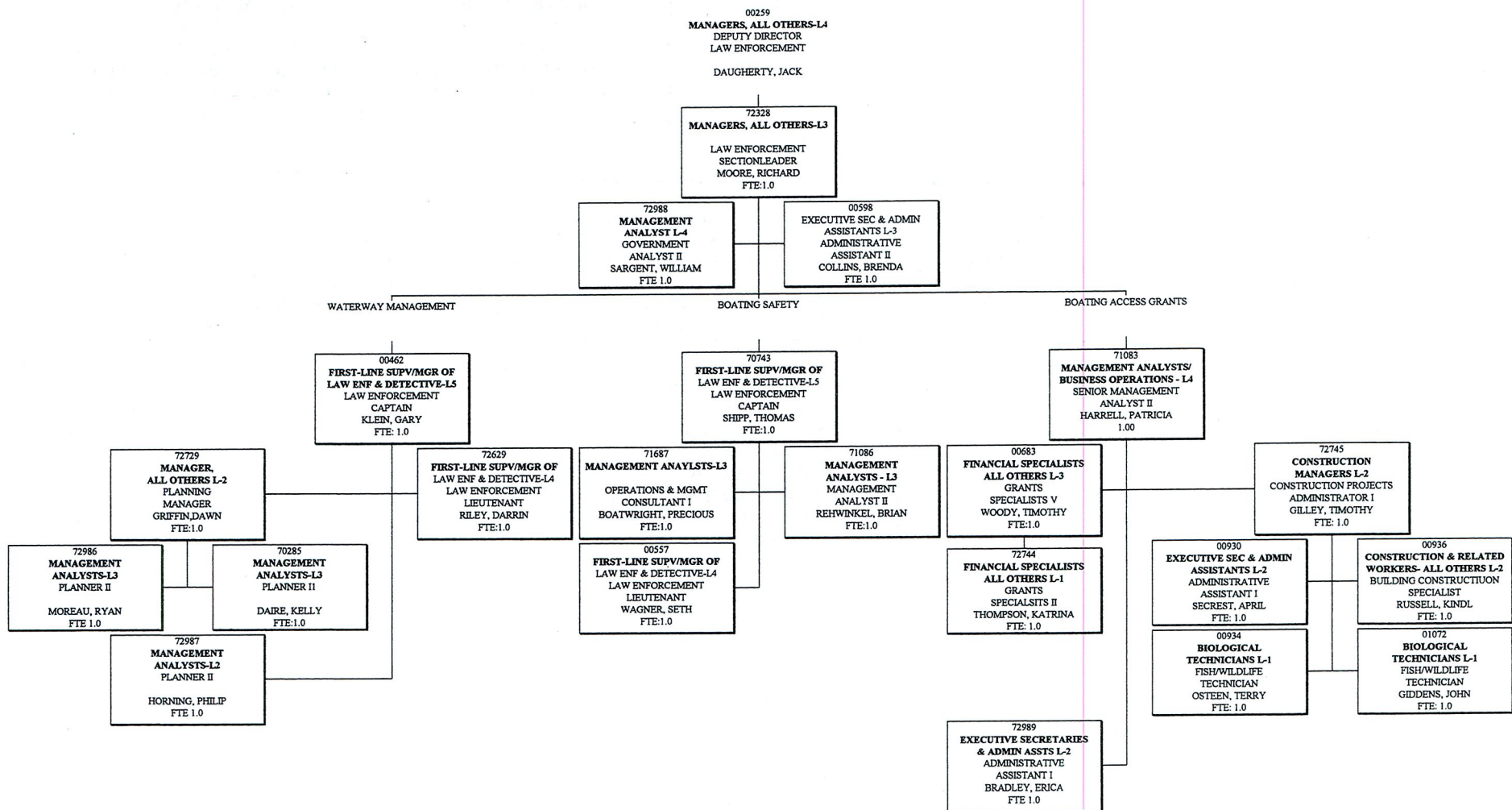
71914
MANAGEMENT
ANALYST L-4
SENIOR MANAGEMENT
ANALYST II
BROWN, JULI
FTE: 1.0

73045
MANAGEMENT
ANALYST L-4
GOVERNMENT
ANALYST II
DEAN, MICHELLE
FTE 1.0

00832
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES L-4
LAW ENFORCEMENT
LIEUTENANT
CATES, EDWARD
FTE 1.0

73070
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES L-4
LAW ENFORCEMENT
LIEUTENANT
BRYANT, RACHEL
FTE 1.0

73144
MANAGEMENT
ANALYST L-3
GOVERNMENT OPERATIONS
CONSULTANT I
PAYNE, MELISSA
FTE 1.0



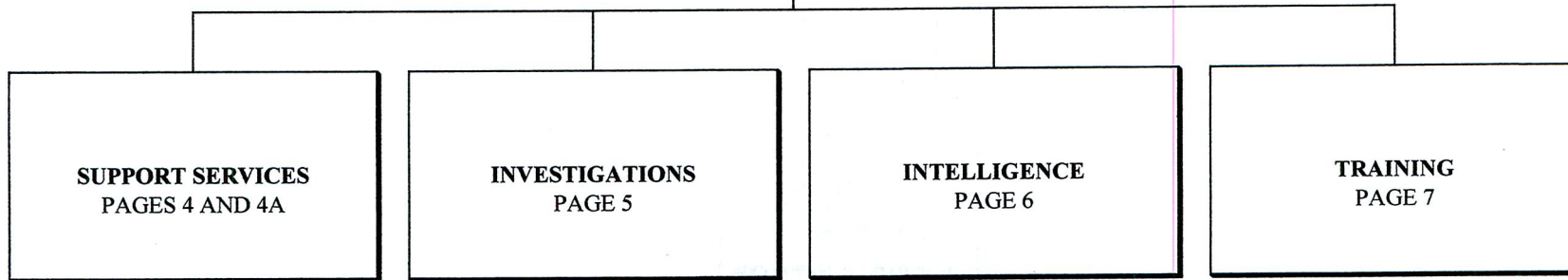
MANAGERS, ALL OTHERS-L1

DIRECTOR OF
LAW ENFORCEMENT
ADAMS, CALVIN

73007
MANAGERS, ALL OTHERS-L4

DEPUTY DIRECTOR
LAW ENFORCEMENT
GIBSON, GREGORY
FTE:1.0

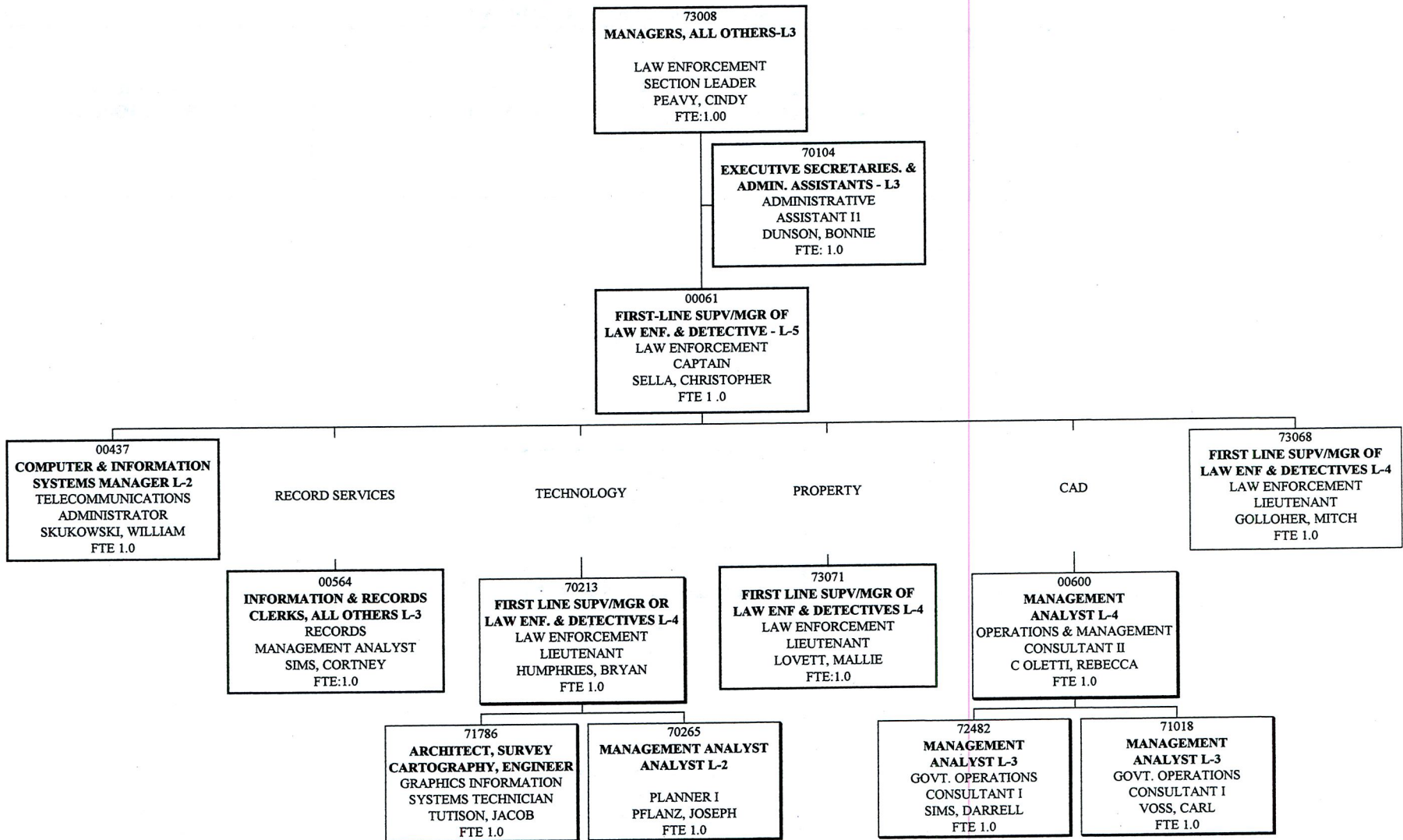
SECTIONS



**REVISED
6/30/2014**

**DIVISION OF LAW ENFORCEMENT
LAW ENFORCEMENT PROGRAMS
ESTABLISHED FTE 82.5
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73145
FIRST-LINE SUPV/MGR
LAW ENF & DETECTIVES L-5
OPERATIONS & MANAGEMENT
CONSULTANT II
MCCLURE, DENNIS
 FTE: 1.0

NORTH FLORIDA SHOP

70106
MANAGERS, ALL OTHERS-L1
 MARINE EQUIPMENT
 MAINTENANCE SUPERINTENDENT
 MATTHEWS, DARYL
 FTE:1.0

71542
LOGISTICIANS
 STORES
 CONSULTANT
 EDWARDS, GEORGE
 FTE: 1.0

00441
MANAGERS, ALL OTHERS-L1
 MARINE EQUIPMENT
 MAINTENANCE SUPERINTENDENT
 DOUIN, JAMES
 FTE: 1.0

70110
MANAGERS
ALL OTHERS L-1
 MARINE EQUIPMENT
 MAINTENANCE SUPERINTENDENT
 KELSCH, JOSEPH
 FTE: 1.0

00560
NETWORK SYSTEMS & DATA
COMM ANALYSTS-L3
TELECOMMUNICATIONS
SUPERVISOR
 VACANT
 FTE:1.0

70108
MOTORBOAT
MECHANICS-L2
 MARINE
 MECHANIC
 GAYLORD, TOM
 FTE:1.0

70107
MAINTENANCE & REPAIR
WORKERS L2
 MASTER EQUIPMENT
 MECHANIC
 ENDER, CONRAD
 FTE:1.0

71571
MAINTENANCE & REPAIR
WORKERS L2
 MASTER EQUIPMENT
 MECHANIC
 CLIFTON, MICHAEL
 FTE:1.0

71497
MOTORBOAT
MECHANICS-L2
 MARINE
 MECHANIC
 FREEMAN, JAMES
 FTE:1.0

71057
MOTORBOAT
MECHANICS-L2
 MARINE
 MECHANIC
 LASHLEY, LARRY
 FTE:1.0

73150
NETWORK SYSTEM &
COMMUNICATIONS ANALYS...
TELECOMMUNICATIONS
SPECIALIST III
 LEWIS, KENNETH
 FTE 1.0

71917
MOTORBOAT
MECHANICS-L2
 MARINE
 MECHANIC
 ANNONI, ROBERTO
 FTE:1.0

71541
MOTORBOAT
MECHANICS-L2
 MARINE
 MECHANIC
 SIMPSON, JOSEPH
 FTE:1.0

00442
MOTORBOAT
MECHANICS L-2
 MARINE
 MECHANIC
 VACANT
 FTE:1.0

71915
MOTORBOAT
MECHANICS - L2
 MARINE
 MECHANIC
 COGLON, PAUL
 FTE: 1.0

71916
MOTORBOAT
MECHANICS L-S
 MARINE
 MECHANIC
 VASILE, WAYNE
 FTE:1.0

71912
MAINTENANCE & REPAIR
WORKERS - L2
 MASTER EQUIPMENT
 MECHANIC
 TEMPLIN, JOHN
 FTE:1.0

70019
MOTORBOAT
MECHANICS-L2
 MARINE
 MECHANIC
 KENNEDY, PATRICK
 FTE:1.0

70111
MOTORBOAT
MECHANICS-L2
 MARINE
 MECHANIC
 HOCKETT, RICHARD
 FTE:1.0

72080
MOTORBOAT
MECHANICS-L2
 MARINE
 MECHANIC
 RICHARDS, THOMAS
 FTE:1.0

00440
NETWORK SYSTEMS &
DATA COMM ANALYSTS- L2
TELECOMMUNICATIONS
SPECIALISTS III
 ROBERTS, JOHN
 FTE:1.0

00559
NETWORK SYSTEMS & DATA
COMM ANALYSTS-L2
TELECOMMUNICATIONS
SPECIALIST III
 WEIMAR, MILES
 FTE:1.0

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NETWORK SYSTEMS & DATA
COMM ANALYSTS-L2
TELECOMMUNICATIONS
SPECIALIST III
 HUMELSINE, JAMES
 FTE:1.0

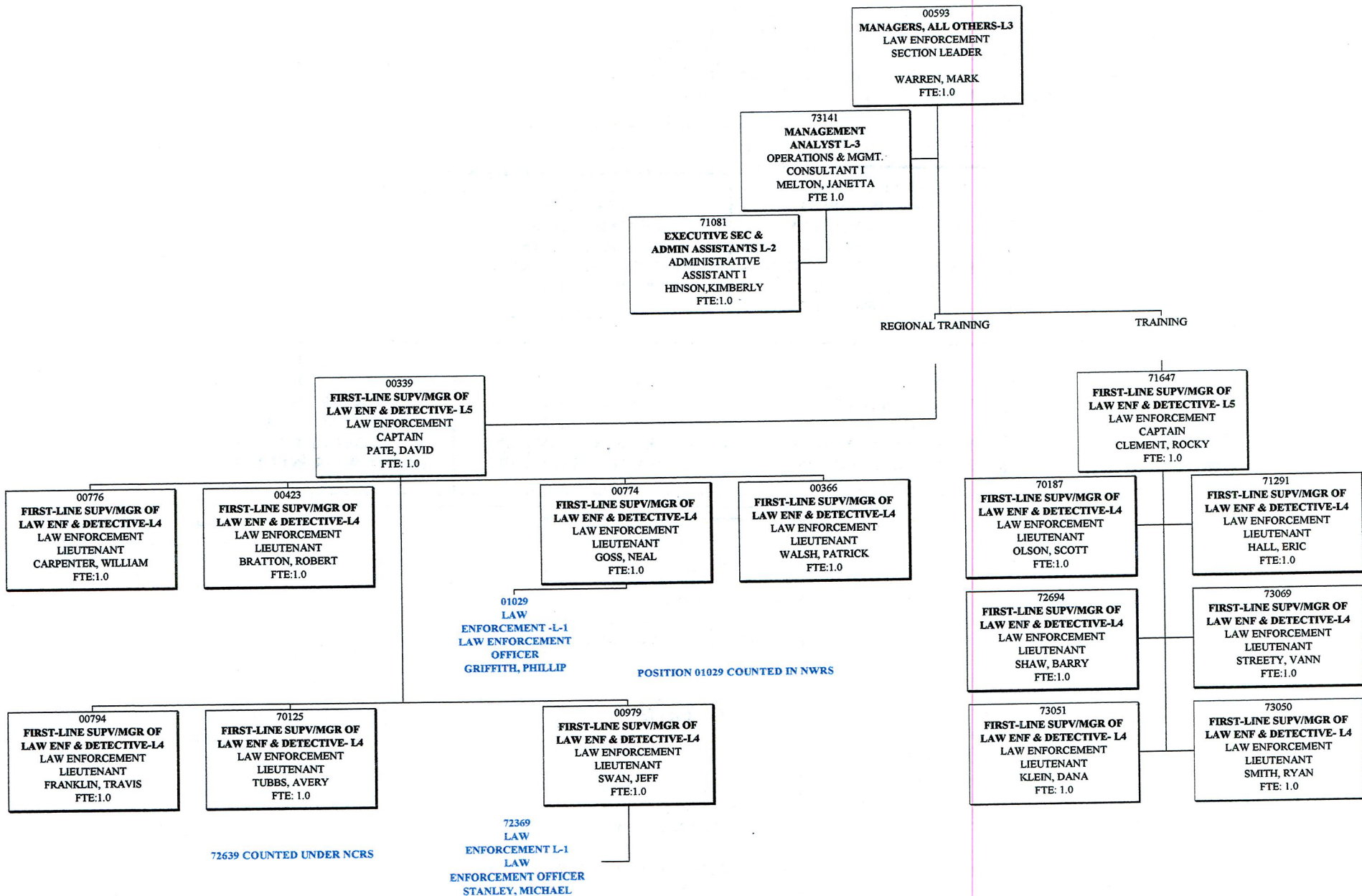
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COMM ANALYSTS-L2
TELECOMMUNICATIONS
SPECIALIST III
 SICKAFOOSE, DARYL
 FTE:1.0

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NETWORK SYSTEMS & DATA
COMM ANALYSTS-L2
TELECOMMUNICATIONS
SPECIALIST III
 DOWDY, RANDALL
 FTE:1.0

72164
NETWORK SYSTEMS & DATA
COMM ANALYSTS-L2
TELECOMMUNICATIONS
SPECIALIST III
 SANCHEZ, GARY
 FTE:1.0

00458
NETWORK SYSTEMS & DATA
COMM ANALYSTS-L2
TELECOMMUNICATIONS
SPECIALIST III
 SWEAT, RICHARD
 FTE:1.0

71085
NETWORK SYST. &
DATA COMM. ANALYST
TELECOMMUNICATIONS
SYSTEMS CONSULTANT
 GRUBBS, TIMOTHY
 FTE 1.0



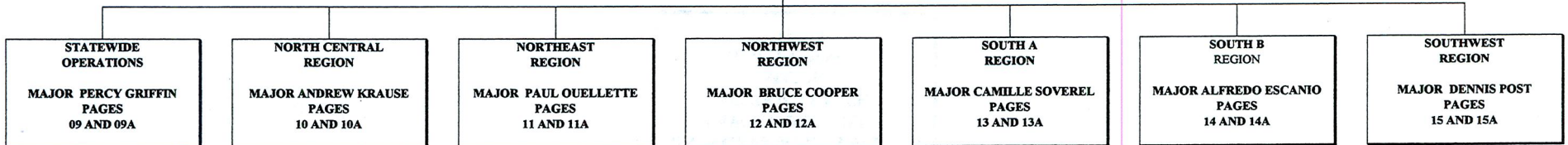
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MANAGERS, ALL OTHERS-L1

DIRECTOR OF
LAW ENFORCEMENT
ADAMS, CALVIN

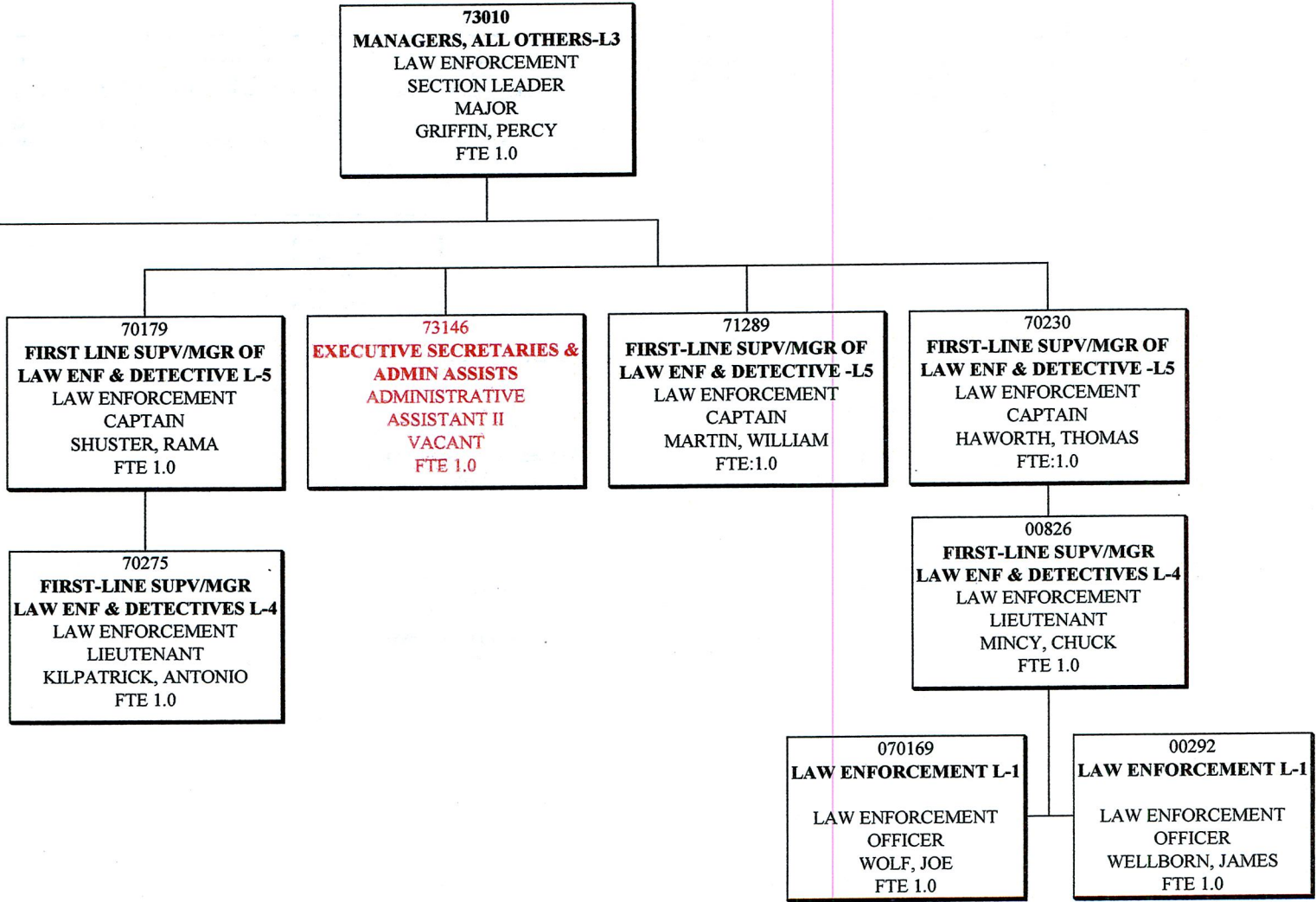
00701
MANAGERS, ALL OTHERS-L4

DEPUTY DIRECTOR
LAW ENFORCEMENT
HUBERT, JEFFREY
FTE:1.0

00425
MANAGEMENT
ANALYST L-3
OPERATIONS & MANAGEMENT
CONSULTANT I
BYRD, CYNTHIA
FTW 1.0



AVIATION
PAGE 10A



73010
MANAGERS, ALL OTHERS-L3

LAW ENFORCEMENT
SECTION LEADER
GRIFFIN, PERCY

71416
LAW ENFORCEMENT
DETECTIVES-L5
LAW ENFORCEMENT
CAPTAIN
RIORDAN, TIMOTHY
FTE:1.0

00568
MANAGEMENT
ANALYST
OPERATIONS & MGMT.
CONSULTANT I
STOLIKER, ANGELINA
FTE 1.0

00558
AIRCRAFT MECHANICS
& SERVICE TECHNICIANS
AIRCRAFT MECHANIC/
INSPECTOR
LOVETT, LANCE
FTE:1.0

SOUTH AVIATION

NORTH AVIATION

00433
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE -L4
LAW ENFORCEMENT
LIEUTENANT
VACANT
FTE:1.0

71285
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE -L4
LAW ENFORCEMENT
LIEUTENANT
COLON, CHRISTOPHER
FTE:1.0

00379
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVE -L4
LAW ENFORCEMENT
LIEUTENANT
WALDECK, GEORGE
FTE:1.0

71670
LAW ENFORCEMENT-L3
LAW ENFORCEMENT
AIRPLANE PILOT II
VACANT
FTE:1.0

00431
LAW ENFORCEMENT-L3
LAW ENFORCEMENT
AIRPLANE PILOT II
FIELDS, GARRET
FTE:1.0

72608
LAW ENFORCEMENT-L3
LAW ENFORCEMENT
AIRPLANE PILOT II
VACANT
FTE:1.0

70234
LAW ENFORCEMENT-L3
LAW ENFORCEMENT
AIRPLANE PILOT II
WILLMAN, DANIEL
FTE:1.0

71029
LAW ENFORCEMENT-L3
LAW ENFORCEMENT
AIRPLANE PILOT II
VACANT
FTE:1.0

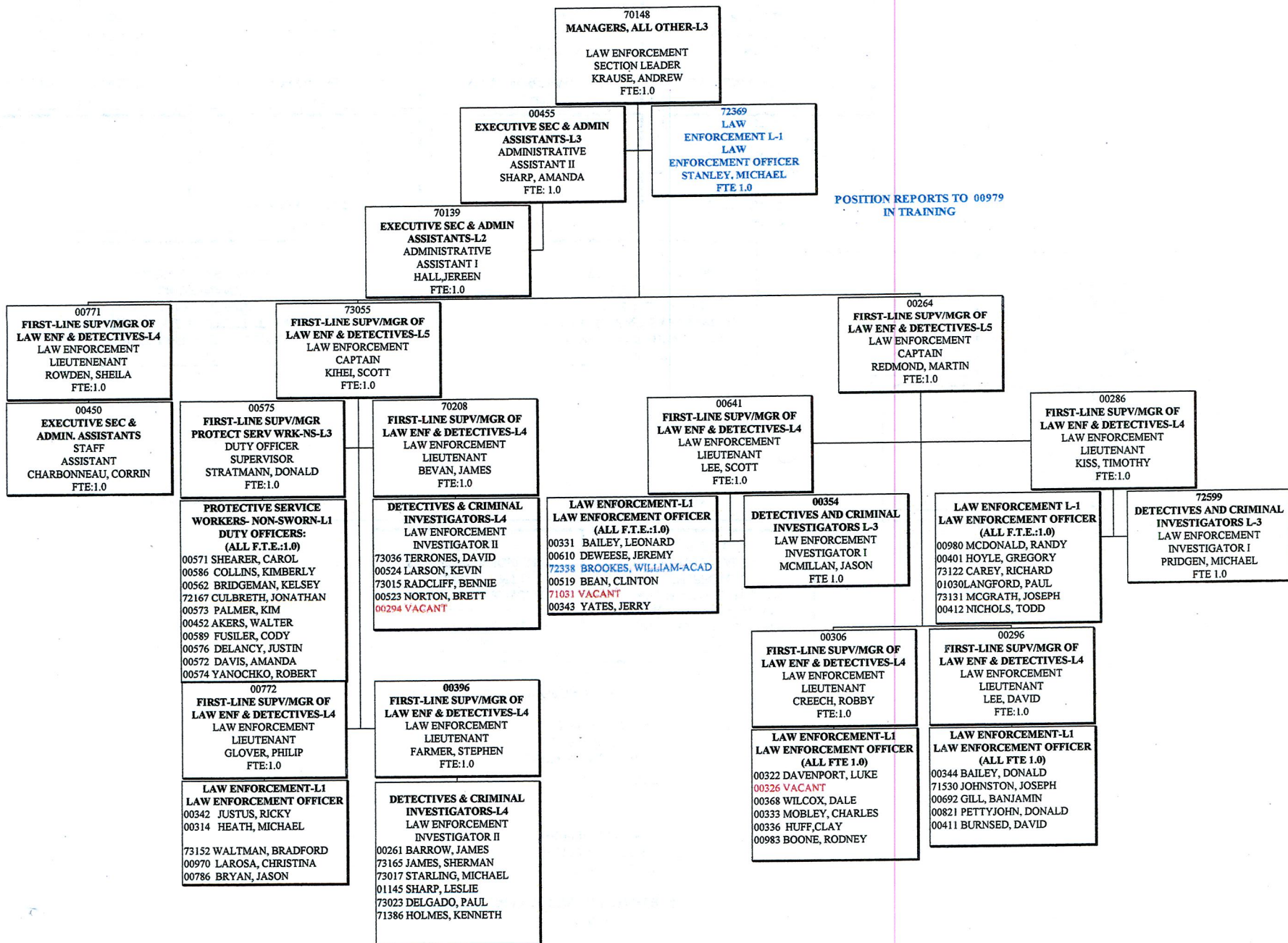
00799
LAW ENFORCEMENT-L3
LAW ENFORCEMENT
AIRPLANE PILOT II
JOHNSTON, JOE
FTE:1.0

0890
LAW ENFORCEMENT-L3
LAW ENFORCEMENT
AIRPLANE PILOT II
WOOD, MICHAEL
FTE:1.0

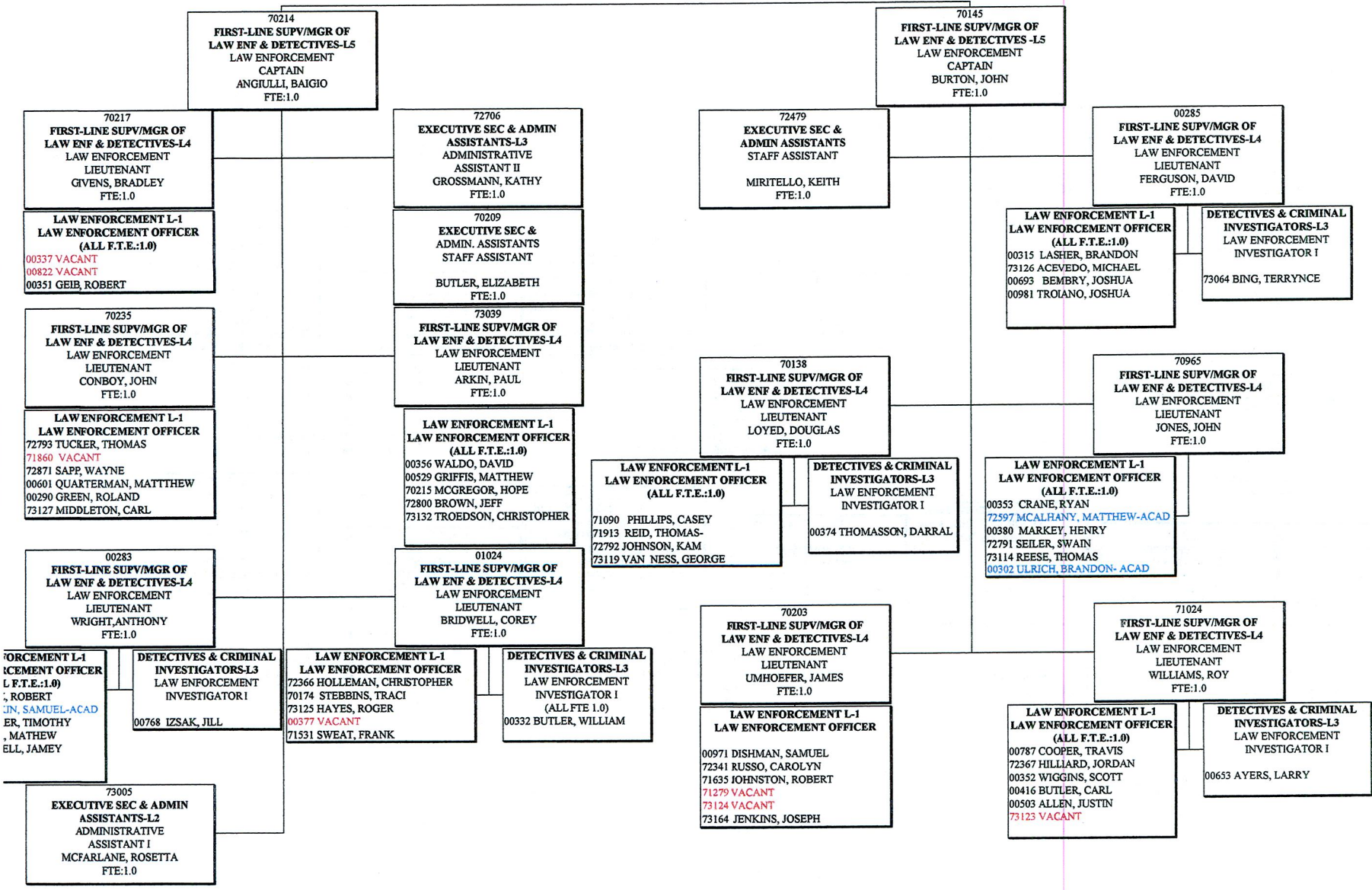
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AIRPLANE PILOT II
DOUGAN, DONALD
FTE:1.0

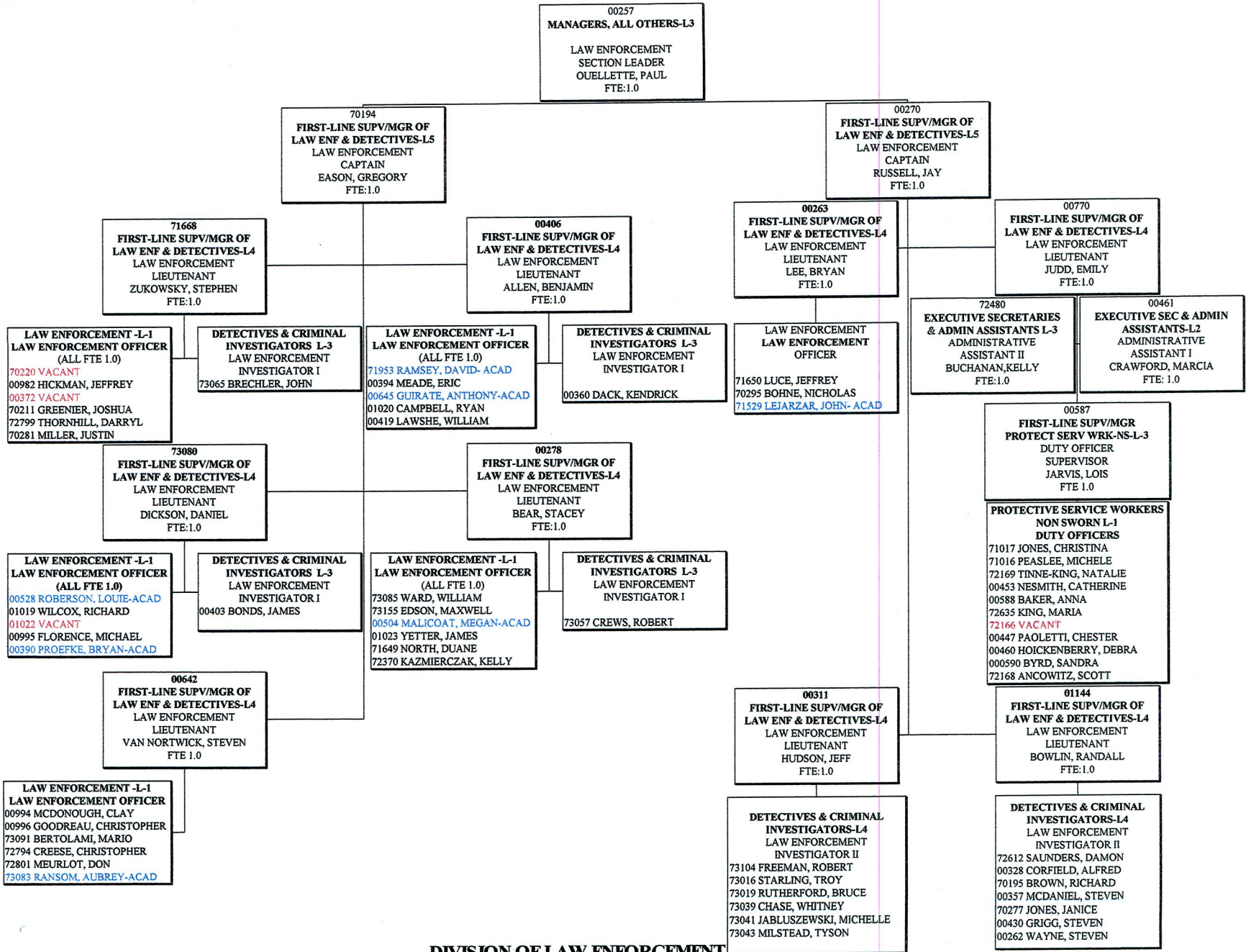
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LAW ENFORCEMENT
AIRPLANE PILOT II
CAIN, CAROLYN
FTE:1.0

71567
LAW ENFORCEMENT-L3
LAW ENFORCEMENT
AIRPLANE PILOT II
BURKE, CHARLES
FTE:1.0

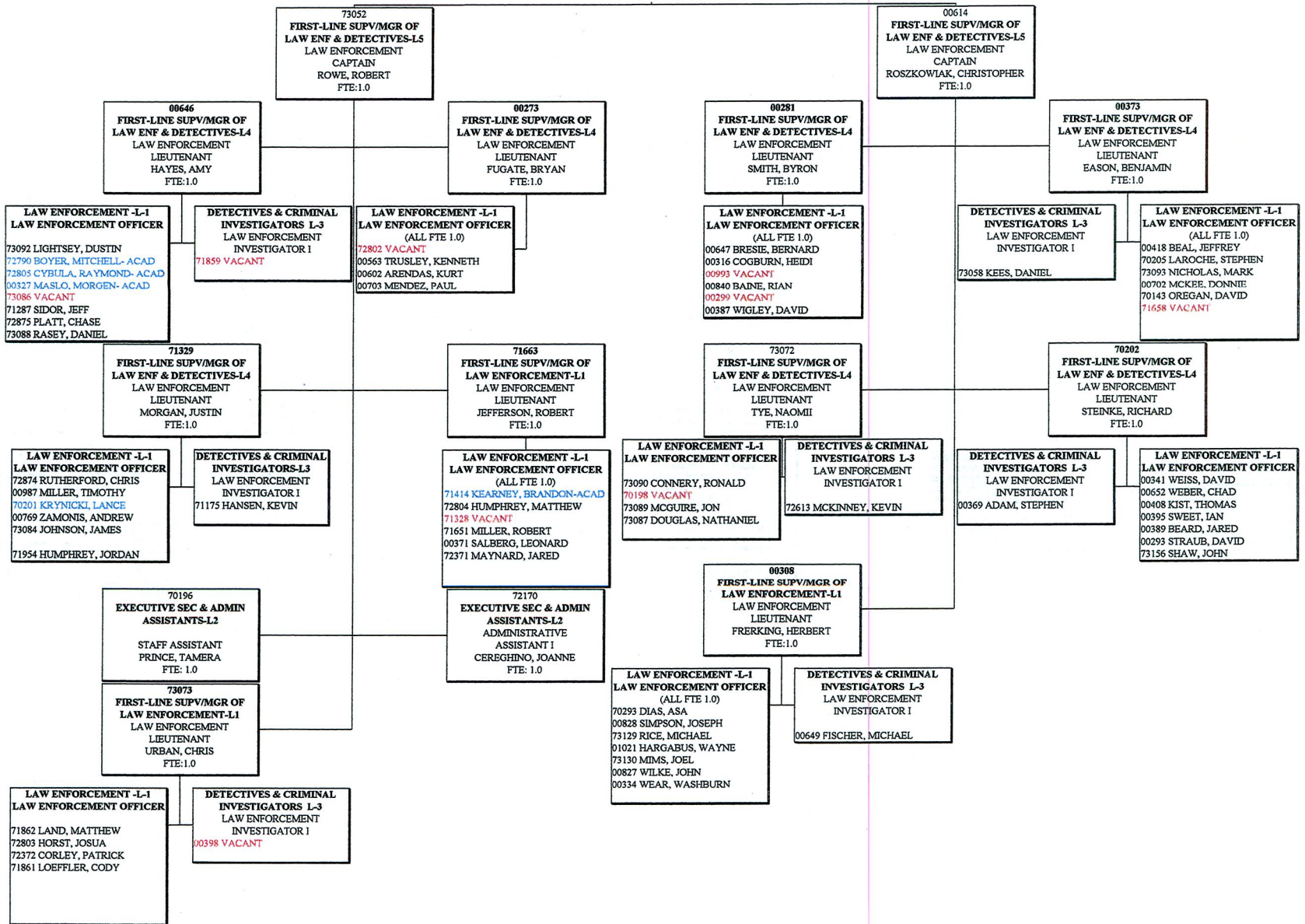


POSITION REPORTS TO 00979
IN TRAINING

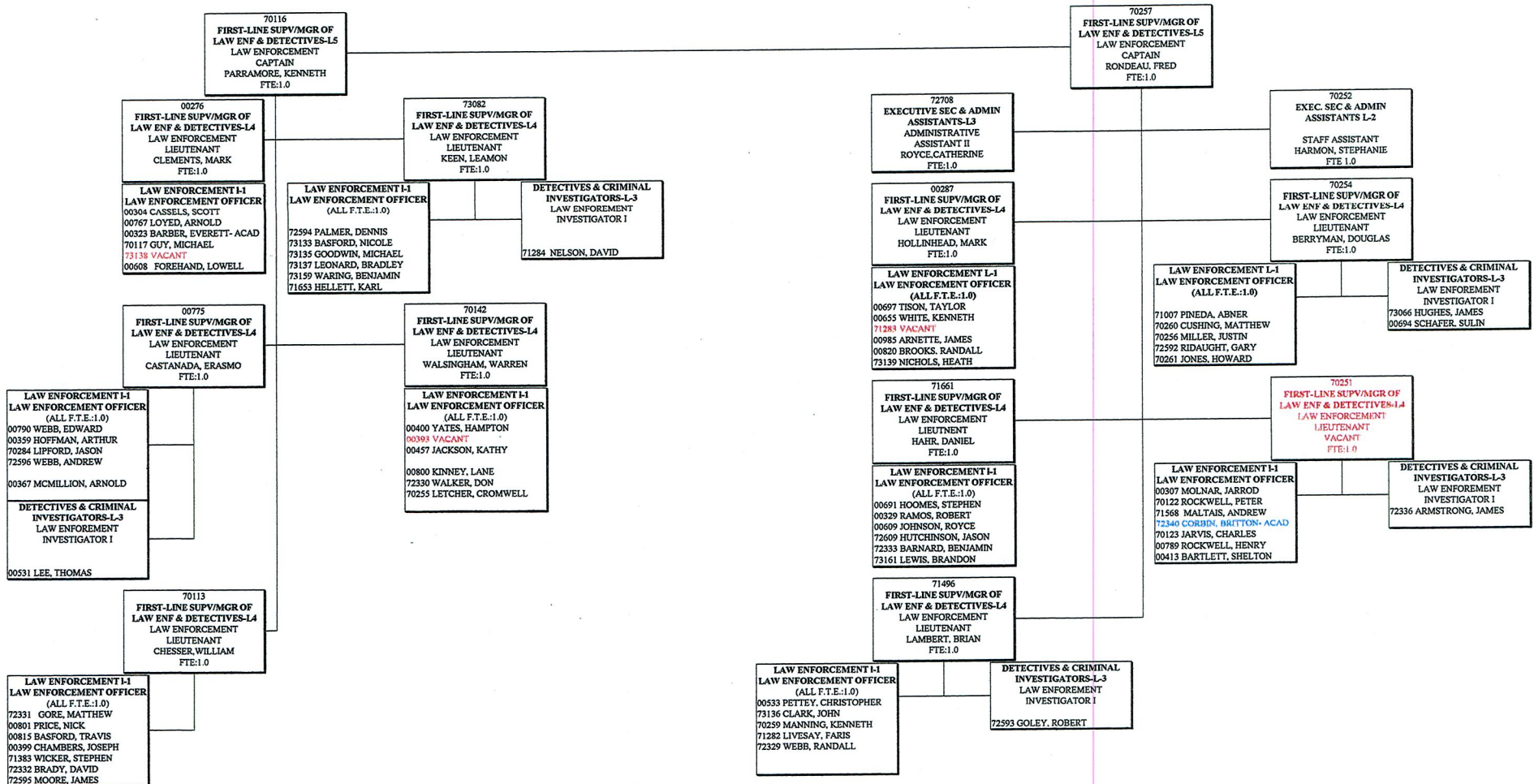




DIVISION OF LAW ENFORCEMENT
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ESTABLISHED FTE 153
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DIVISION OF LAW ENFORCEMENT
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70165
MANAGERS, ALL OTHERS-L3
LAW ENFORCEMENT
SECTION LEADER
COOPER, BRUCE
FTE: 1.0

00782
EXECUTIVE SEC & ADMIN
ASSISTANTS-L3
ADMINISTRATIVE
ASSISTANT II
LEWIS, JOAN
FTE: 1.0

70114
EXECUTIVE SEC & ADMIN
ASSISTANTS-L2
STAFF
ASSISTANT
MCNEIL, LINDA
FTE: 1.0

70114 REPORTS TO 00251 IN F&BO SERVICE CENTER

01029
LAW
ENFORCEMENT L-1
LAW
ENFORCEMENT OFFICER
GRIFFITH, PHILLIP
FTE: 1.0

01029 REPORTS TO 00774 IN TRAINING

00267
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES-L5
LAW ENFORCEMENT
CAPTAIN
BEATON, ROB
FTE: 1.0

73056
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES-L5
LAW ENFORCEMENT
CAPTAIN
DUVAL, DONALD
FTE: 1.0

71000
EXECUTIVE SEC & ADMIN
ASSISTANTS-L2
ADMINISTRATIVE
ASSISTANT I
MASSEY, DENISE
FTE: 1.0

00280
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES-L4
LAW ENFORCEMENT
LIEUTENANT
WAAS DE CZEGE, ALBERT
FTE: 1.0

73009
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES-L4
LAW ENFORCEMENT
LIEUTENANT
CLARK, KEITH
FTE: 1.0

00325
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES - L4
LAW ENFORCEMENT
LIEUTENANT
TOLBERT, GARY
FTE: 1.0

00456
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES-L4
LAW ENFORCEMENT
LIEUTENANT
PARKER, HARRY
FTE: 1.0

00537
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES-L4
LAW ENFORCEMENT
LIEUTENANT
BARTLETT, STEVEN
FTE: 1.0

LAW ENFORCEMENT I-1
LAW ENFORCEMENT OFFICER
(ALL F.T.E.:1.0)
00318 LOUQUE, JAMES
00392 WILCOX, STEFANIE
00530 YARBOROUGH, CHASEN
70127 VACANT

DETECTIVES & CRIMINAL
INVESTIGATORS-L3
LAW ENFORCEMENT
INVESTIGATOR I
73067 BRYANT, JAMES

DETECTIVES & CRIMINAL
INVESTIGATORS-L4
LAW ENFORCEMENT
INVESTIGATOR II
73018 FIELD, CHARLES
73020 WILKINSON, JOSEPH
73030 BROWN, JOHN
73033 DUPREE, TAMEKA
73038 GOSS IV, NEAL
73044 NELSON, ANTHONY

72359
EXECUTIVE SEC & ADMIN
ASSISTANTS-L3
ADMINISTRATIVE
ASSISTANT II
LEIS, LORI
FTE: 1.0

LAW ENFORCEMENT I-1
LAW ENFORCEMENT OFFICER
(ALL F.T.E.:1.0)
72335 MIMS, CHARLES
72769 BELL, MATT
70126 HENDERSON, DARRELL
00465 BROWER, SHON
00375 JOHNSON, BENJAMIN

DETECTIVES & CRIMINAL
INVESTIGATORS-L4
LAW ENFORCEMENT
INVESTIGATOR II
70188 KING, WILLIAM
006596 SHORES, JERRY
71023 WILLIAMS, SHELBY
00355 THOMAS, STEVEN

71672
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES-L4
LAW ENFORCEMENT
LIEUTENANT
HOOKER, TRAVIS
FTE: 1.0

71639
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES-L4
LAW ENFORCEMENT
LIEUTENANT
HARVEY, KENNETH
FTE: 1.0

71010
FIRST-LINE SUPV/MGR PROTECT
SERV WRK-NS-L3
DUTY OFFICER
SUPERVISOR
POPPE, RACHEL
FTE: 1.0

LAW ENFORCEMENT I-1
LAW ENFORCEMENT OFFICER
(ALL F.T.E.:1.0)
72614 MALLOW, CHARLES
70131 HOELSCHER, BLAKE
71632 VACANT
73162 RAKER, RUEL
70168 HARRISON, TYLER
73140 MAYNARD, FRENCH

DETECTIVES & CRIMINAL
INVESTIGATORS-L3
LAW ENFORCEMENT
INVESTIGATOR I
00785 JOHNSTON, ROBERT

LAW ENFORCEMENT I-1
LAW ENFORCEMENT OFFICER
(ALL F.T.E.:1.0)
00764 VACANT
70134 ANDERSON, CASEY
70245 ALLEN, JOHN
70278 VACANT
00657 JONES, CHRISTOPHER

PROTECTIVE SERVICE WORKERS
NON SWORN-L1
DUTY OFFICER
00580 EMBROSKI, ANNE
00446 MIELKE, JOSEPH
00579 MALLOY, AMBER
72636 MITHCELL, BRENDA
71028 BRACKINS, TINA
00578 DYGOVSKI, RACHELLE
71381 GIBSON, DARBIE
70109 WORLEY, VIRGINIA
70157 WESTMORELAND, SARAH
71020 CHASON, RICHARD
70184 KEYSER, VENESSA
00577 VANWILPE, KIMBERLY

00831
FIRST-LINE SUPV/MGR OF
LAW ENF & DETECTIVES-L4
LAW ENFORCEMENT
LIEUTENANT
WOOD, CHARLIE
FTE: 1.0

LAW ENFORCEMENT I-1
LAW ENFORCEMENT OFFICER
(ALL F.T.E.:1.0)
70130 COOK, PERCY
70136 VACANT
60321 BROWNELL, CARMON
00986 AKOS, TYLER
73151 MARTIN, TERRY
00409 STEPHENS, SUSANNA
73134 NELSON, THOMAS

DETECTIVES & CRIMINAL
INVESTIGATORS-L3
LAW ENFORCEMENT
INVESTIGATOR I
00388 COOK, STEVEN

70135
EXEC. SEC. & ADMIN
ASSISTANTS - L2
STAFF
ASSISTANT
JOHNSON, VIRGINIA
FTE: 1.0

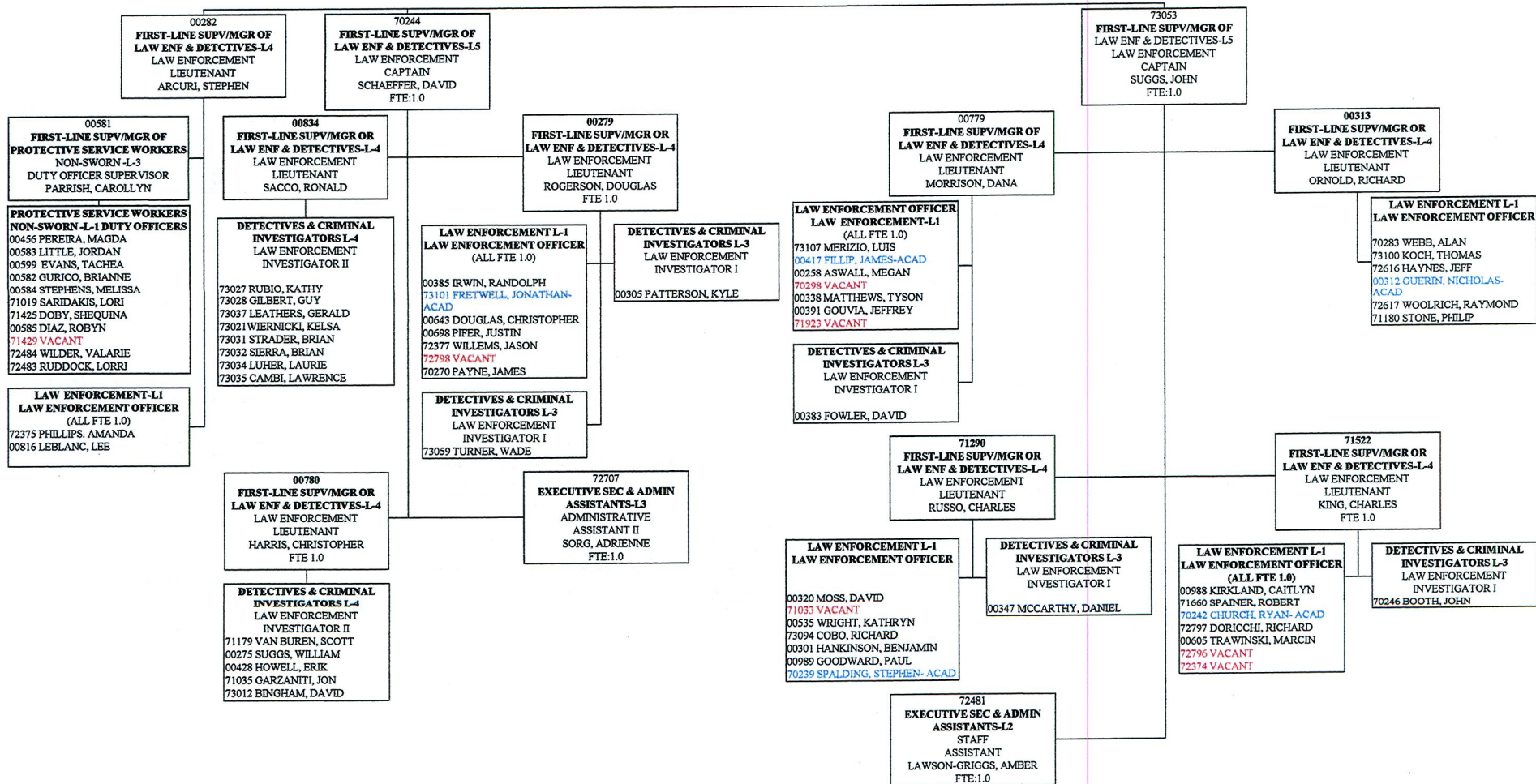
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LAW ENF & DETECTIVES-L4
LAW ENFORCEMENT
LIEUTENANT
PIERCE, NIEL
FTE: 1.0

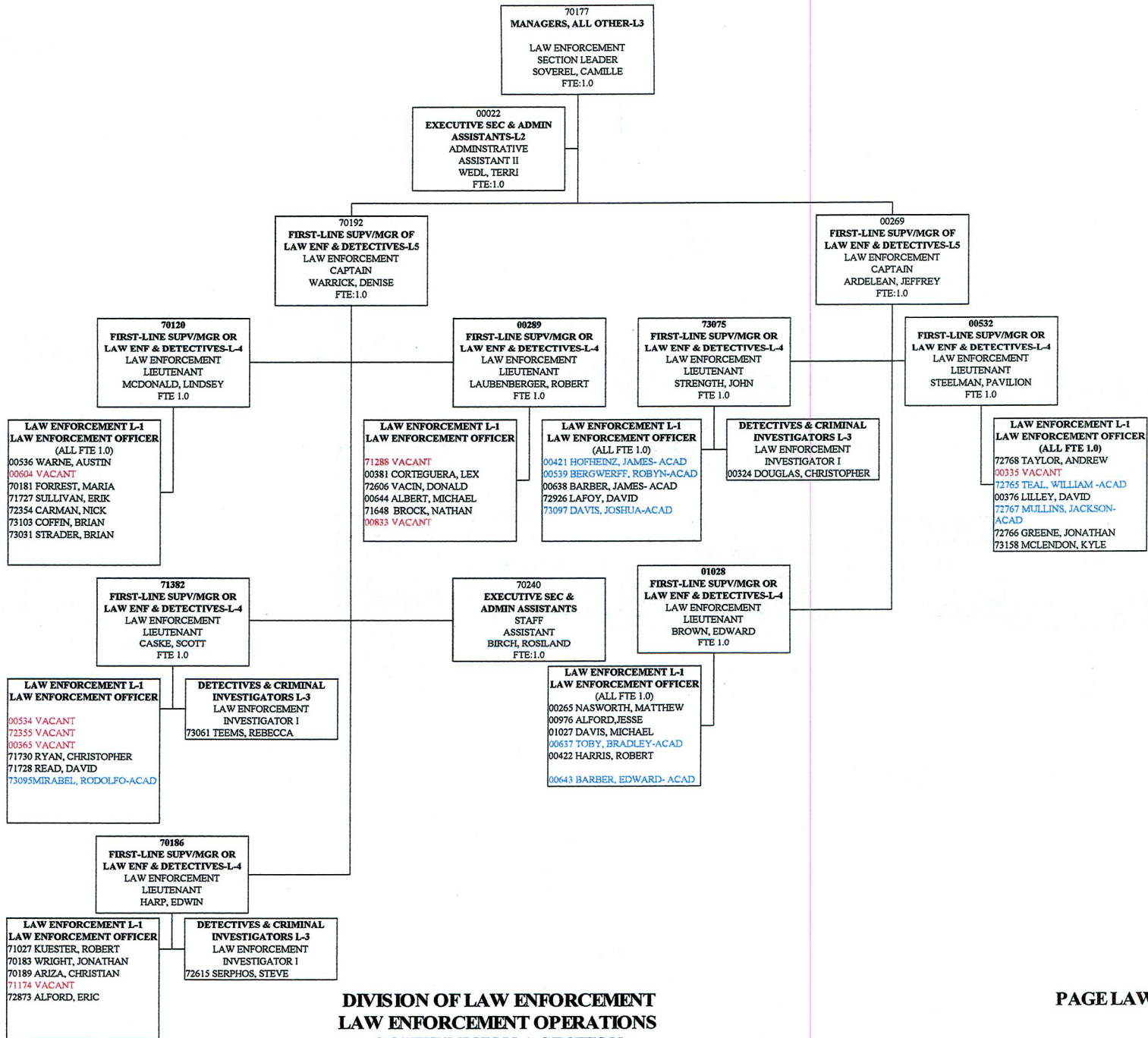
LAW ENFORCEMENT I-1
LAW ENFORCEMENT OFFICER
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00317 MARLOW, JASON
00984 VACANT
71325 BUNKER, ADAM

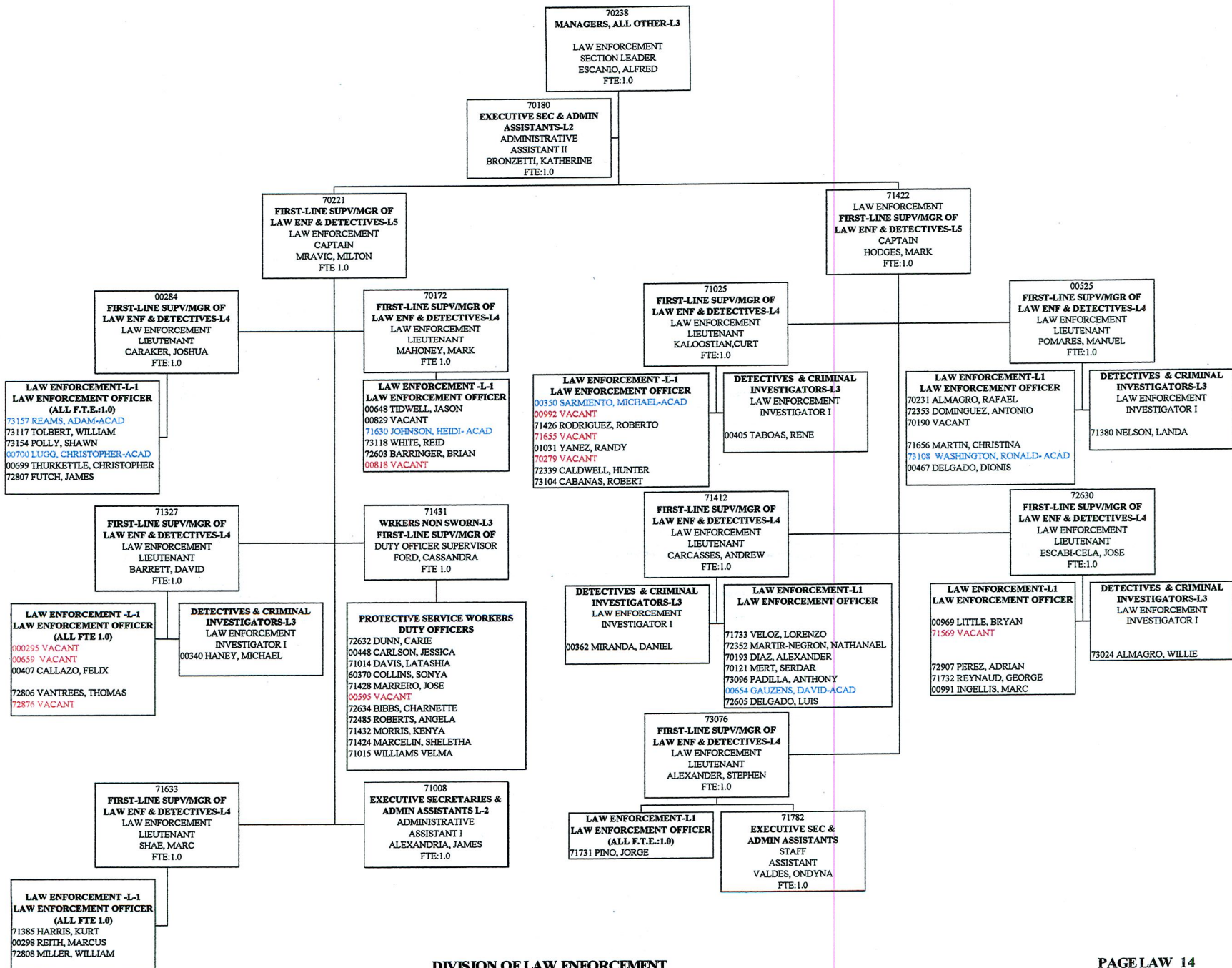
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6/30/2014

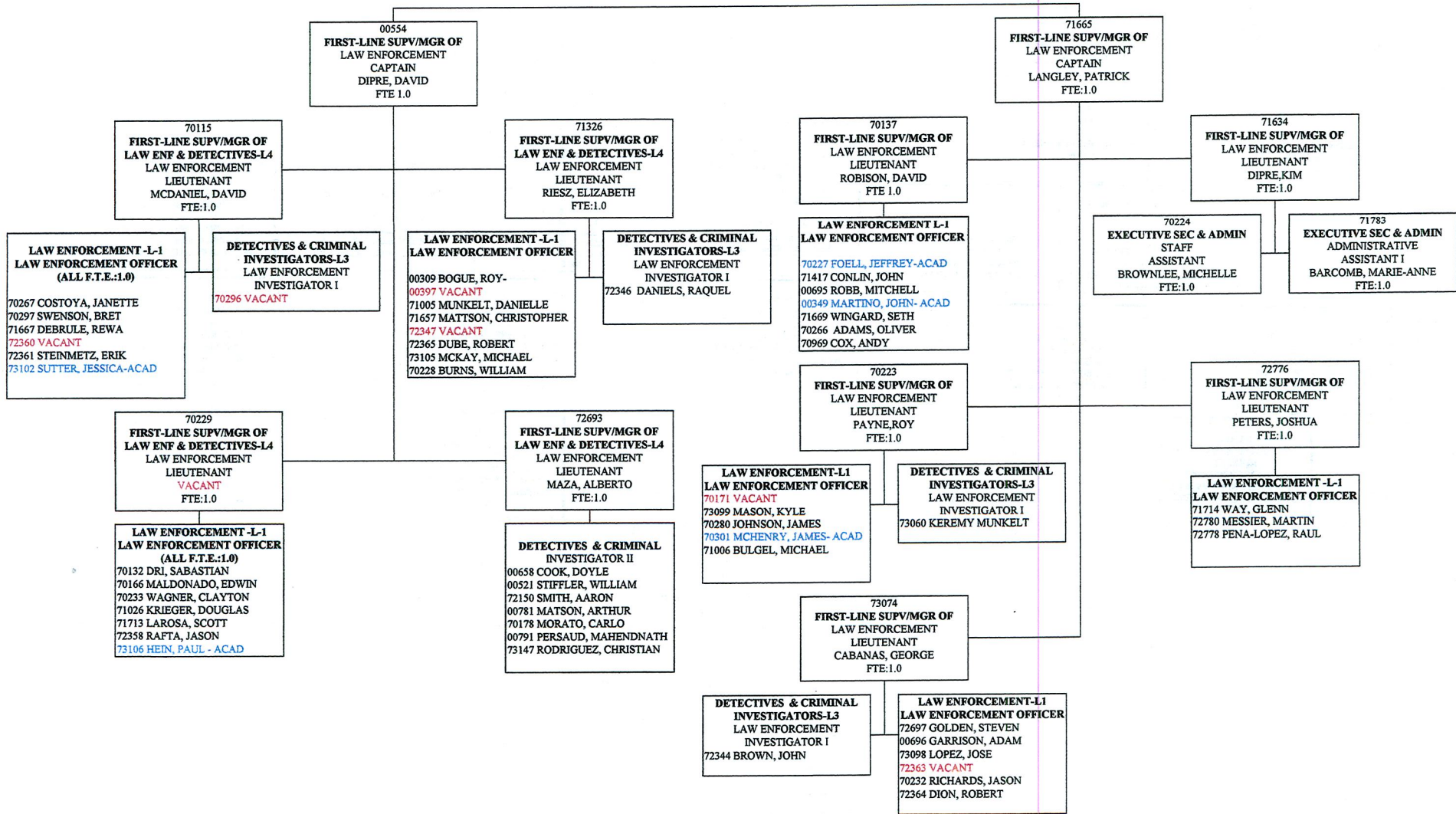
DIVISION OF LAW ENFORCEMENT
LAW ENFORCEMENT OPERATIONS
NORTHWEST REGIONAL SECTION
TOTAL ESTABLISHED F.T.E. 152
F.T.E. THIS PAGE 75

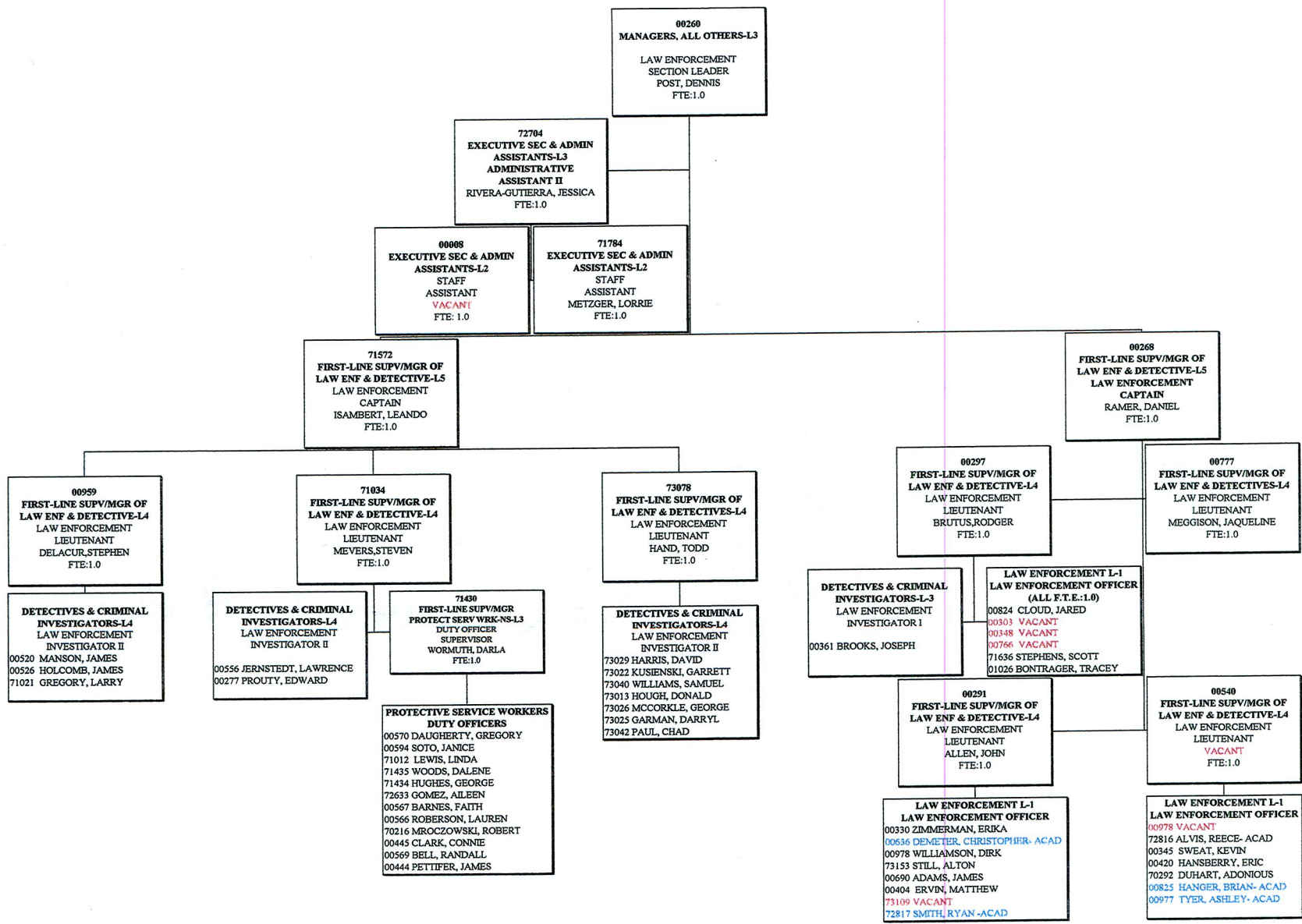
PAGE LAW 12



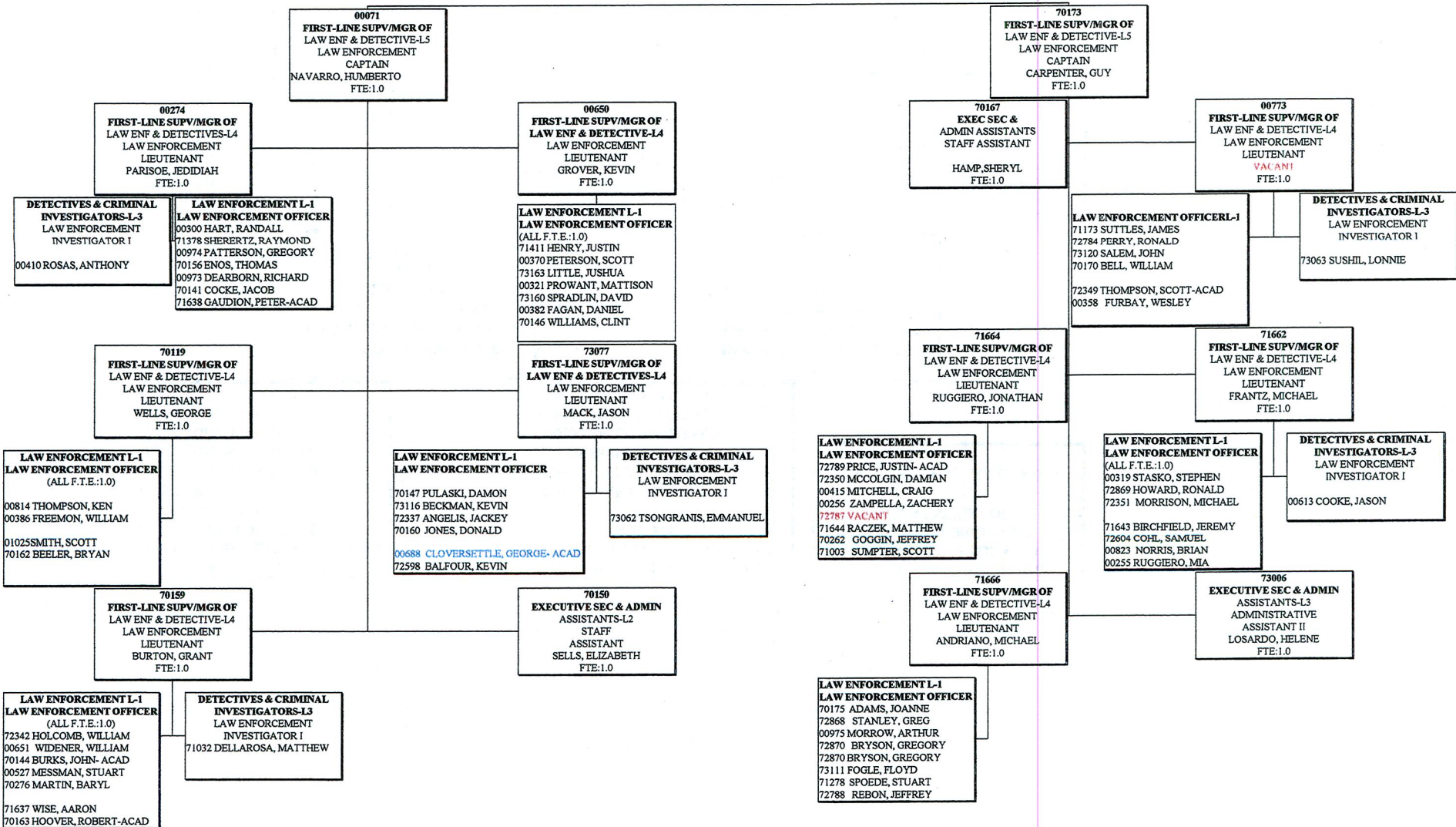


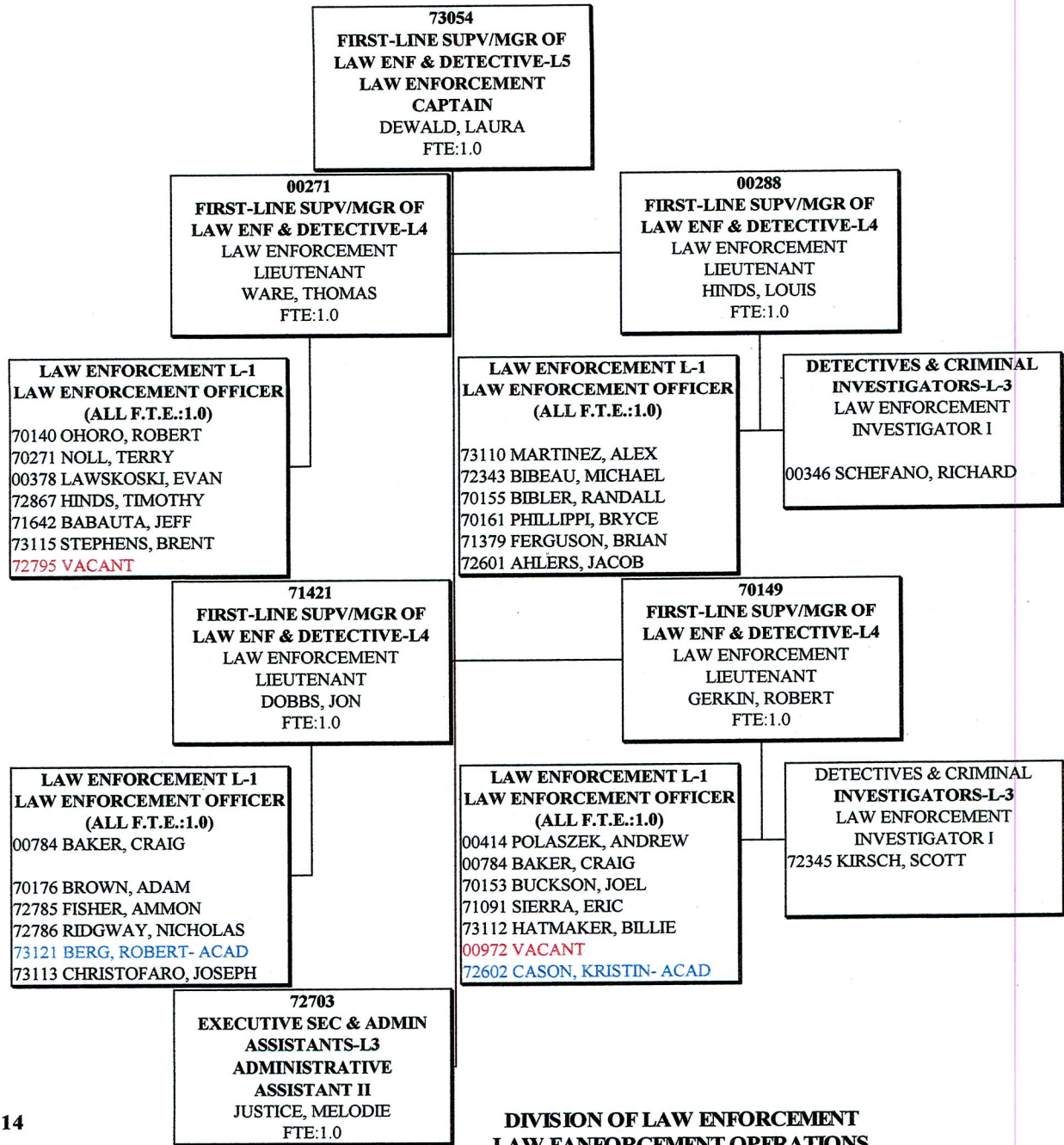


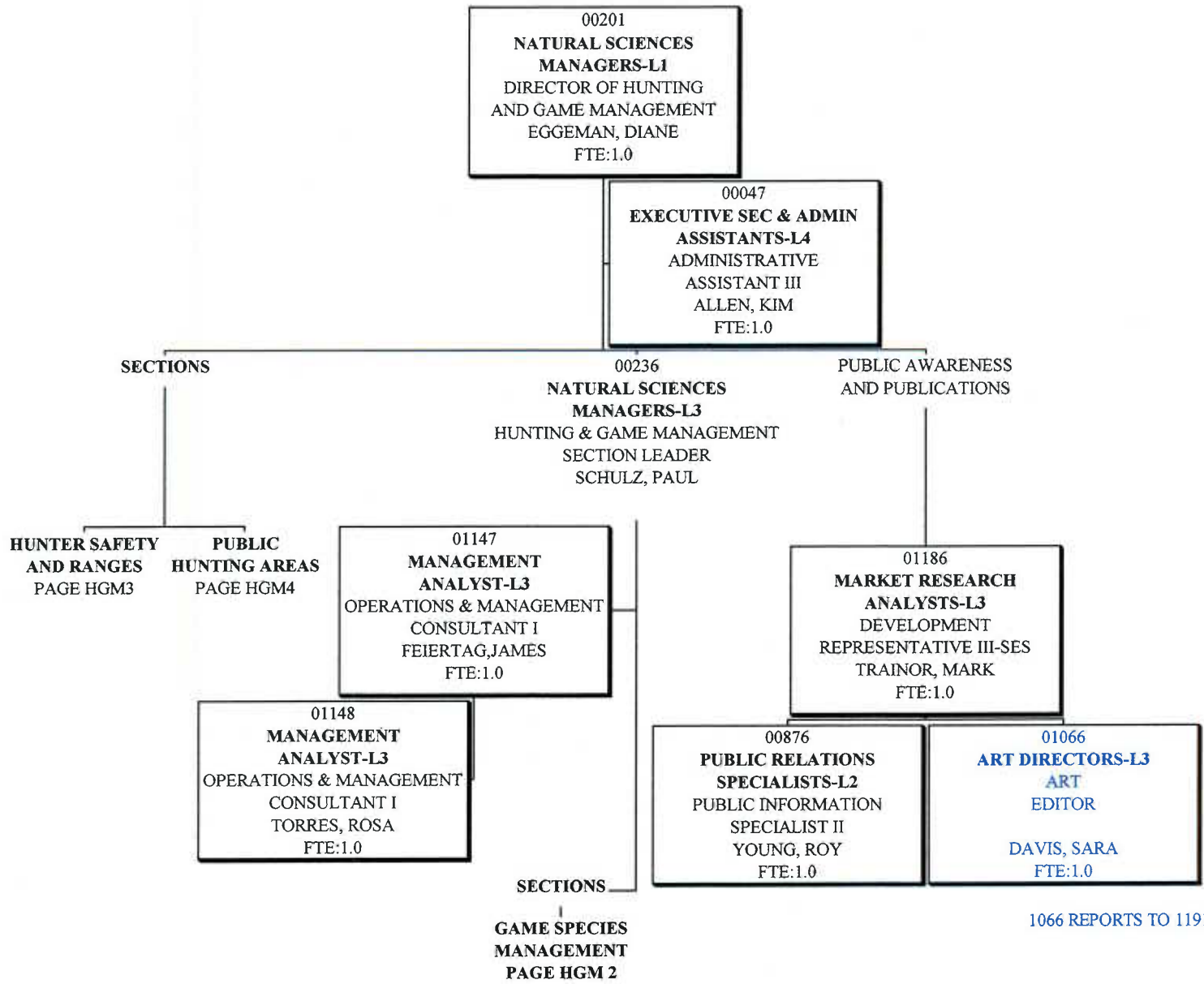




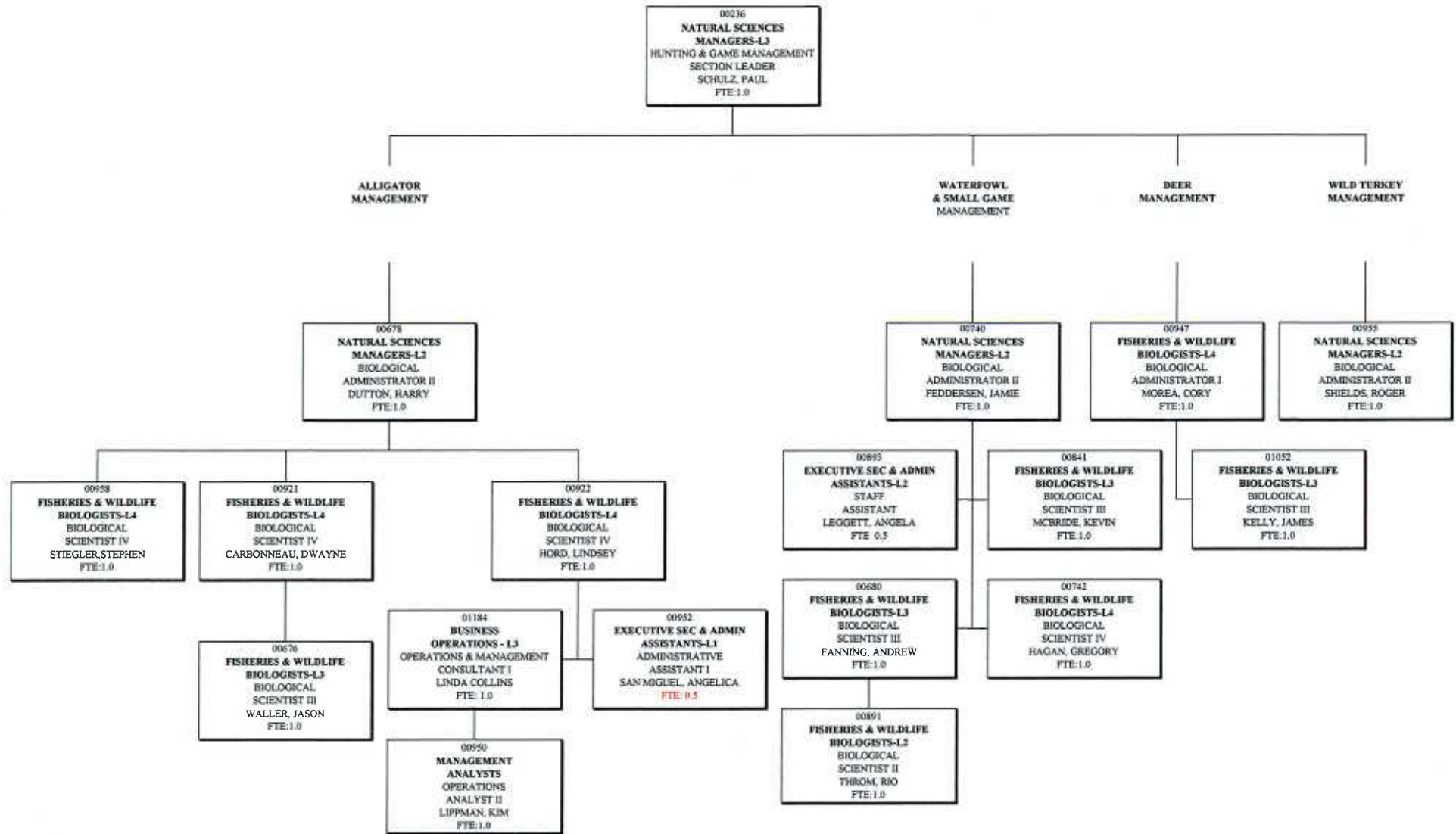
DIVISION OF LAW ENFORCEMENT
LAW ENFORCEMENT OPERATIONS
SOUTHWEST REGIONAL SECTION
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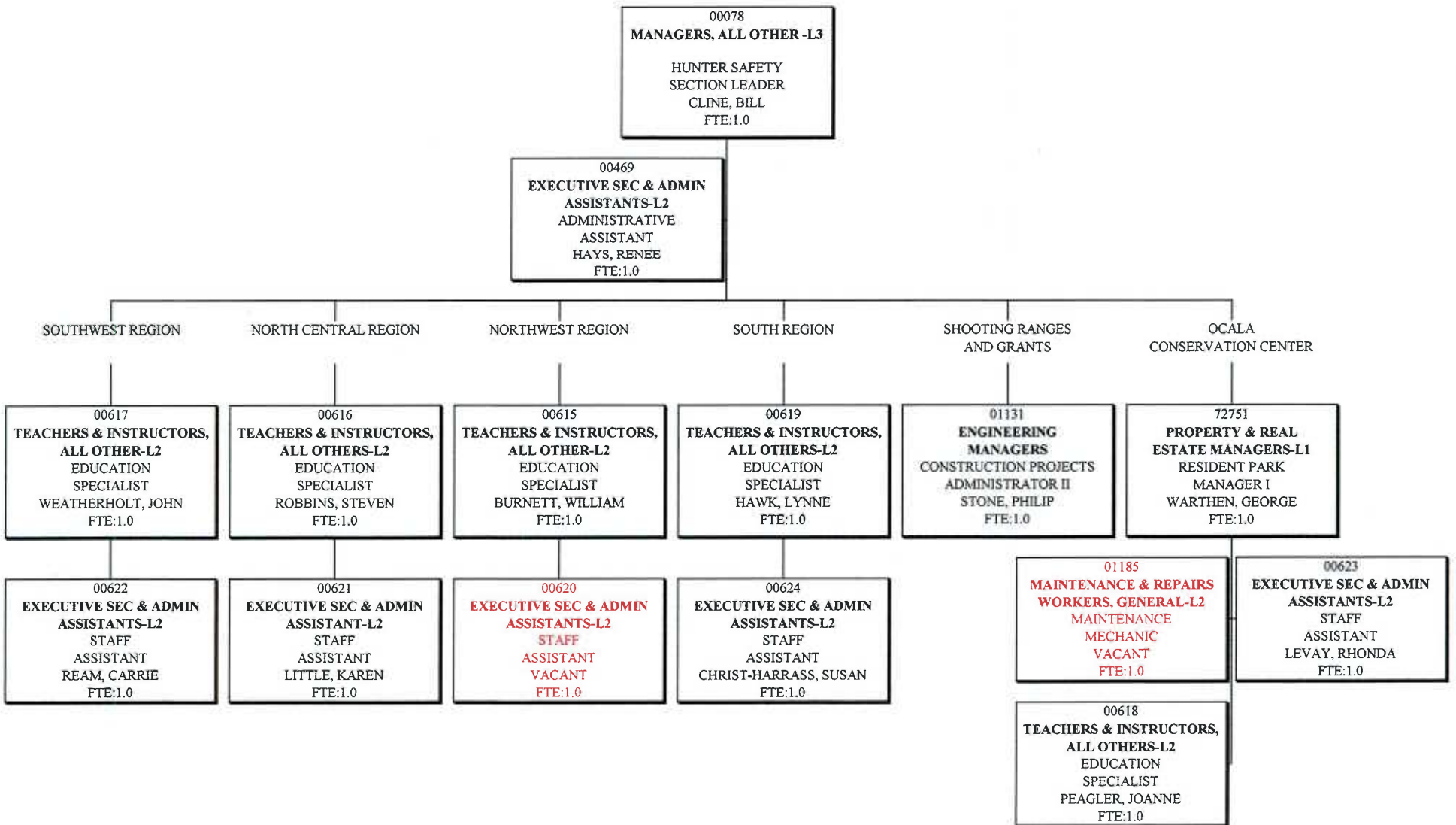






1066 REPORTS TO 1191 IN HSC





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

SOUTH REGION

NORTHWEST REGION

NORTHEAST REGION

NORTH CENTRAL REGION

SOUTHWEST REGION

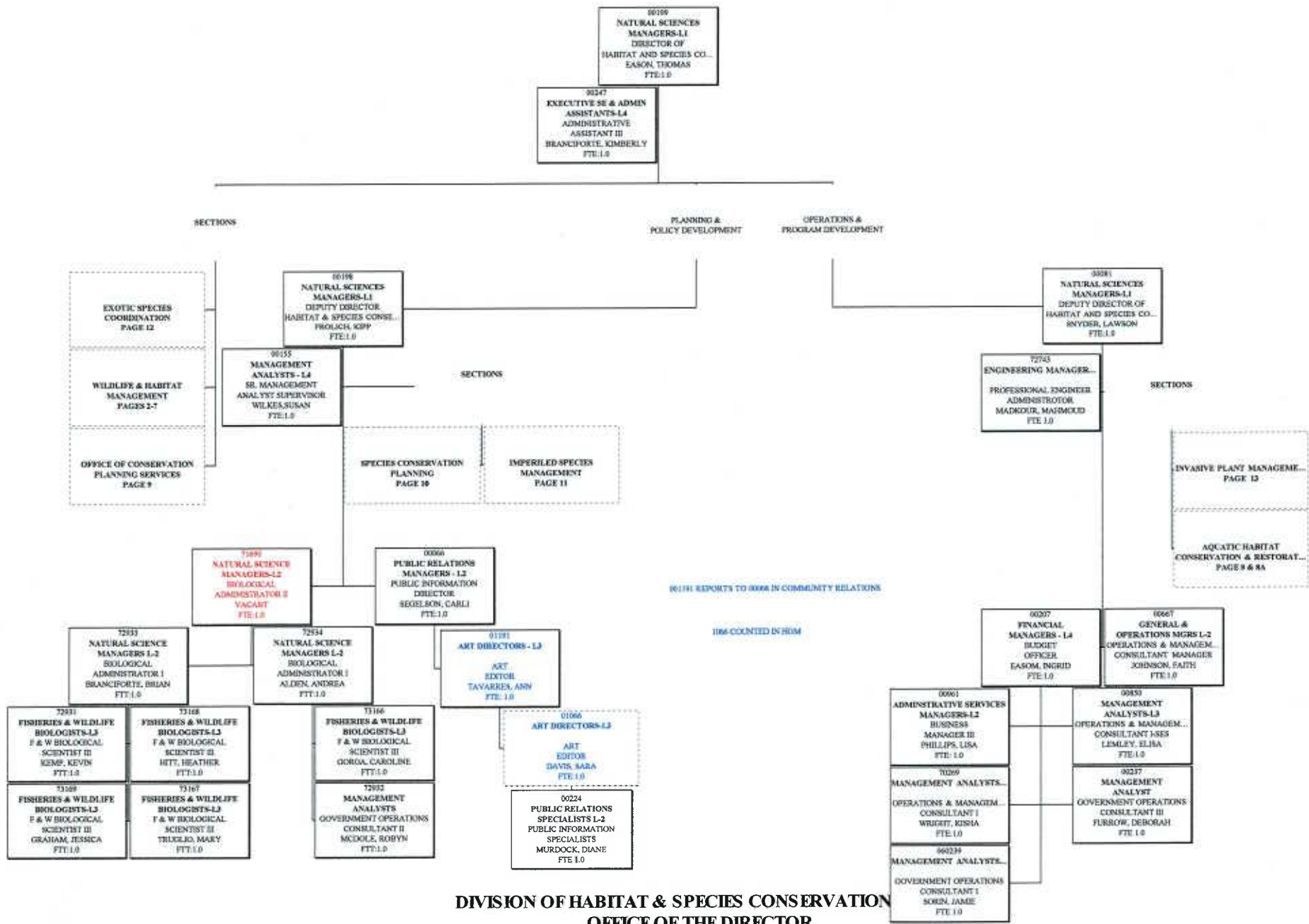
72832
**FISHERIES & WILDLIFE
BIOLOGISTS - L4**
BIOLOGICAL
SCIENTIST IV
SEITZ, WESLEY
FTE:1.0

72833
**FISHERIES & WILDLIFE
BIOLOGISTS - L4**
BIOLOGICAL
SCIENTIST IV
SCHARINE, PAUL
FTE:1.0

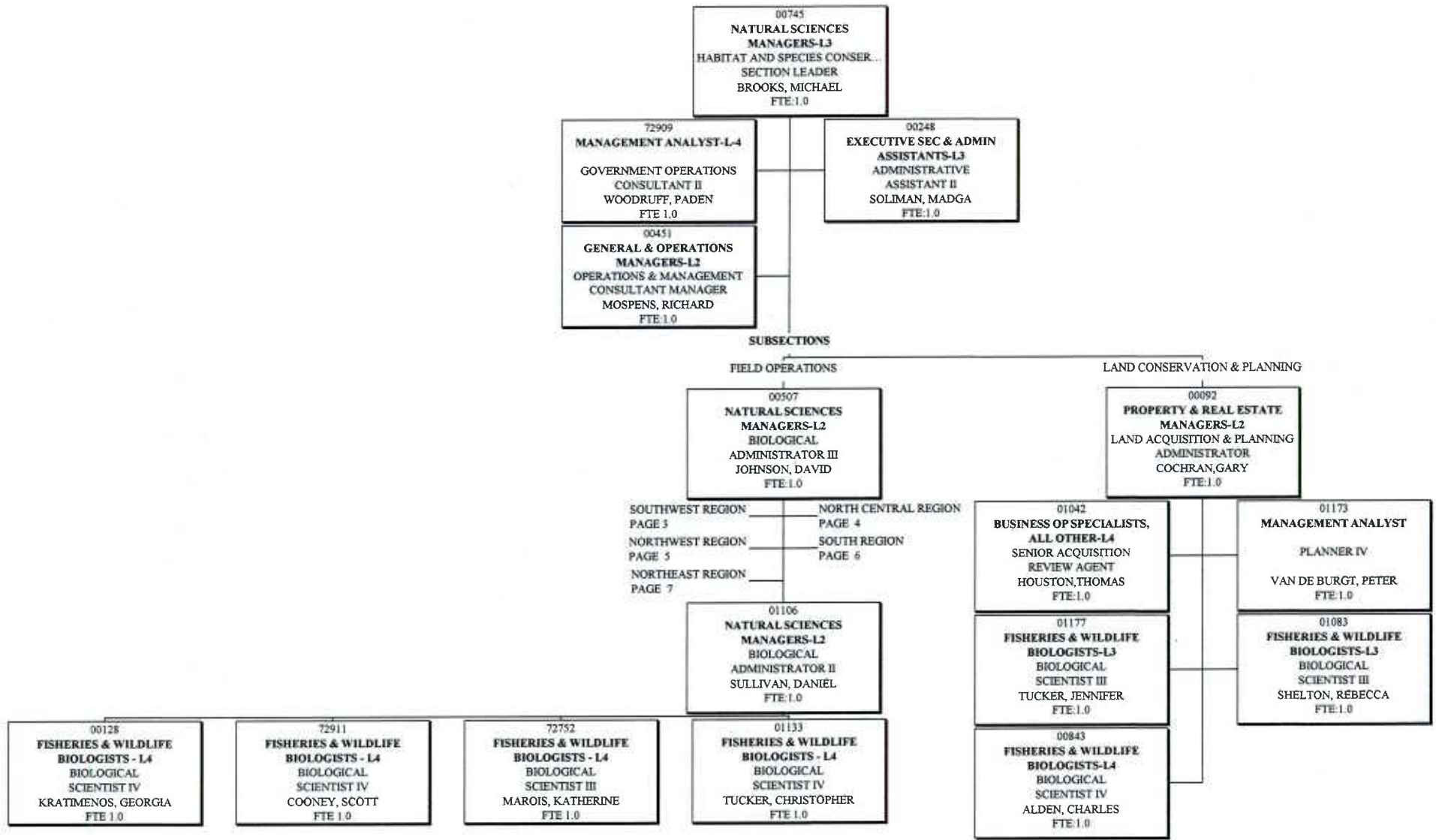
72834
**FISHERIES & WILDLIFE
BIOLOGISTS - L4**
BIOLOGICAL
SCIENTIST IV
WALKER, ANDREA
FTE:1.0

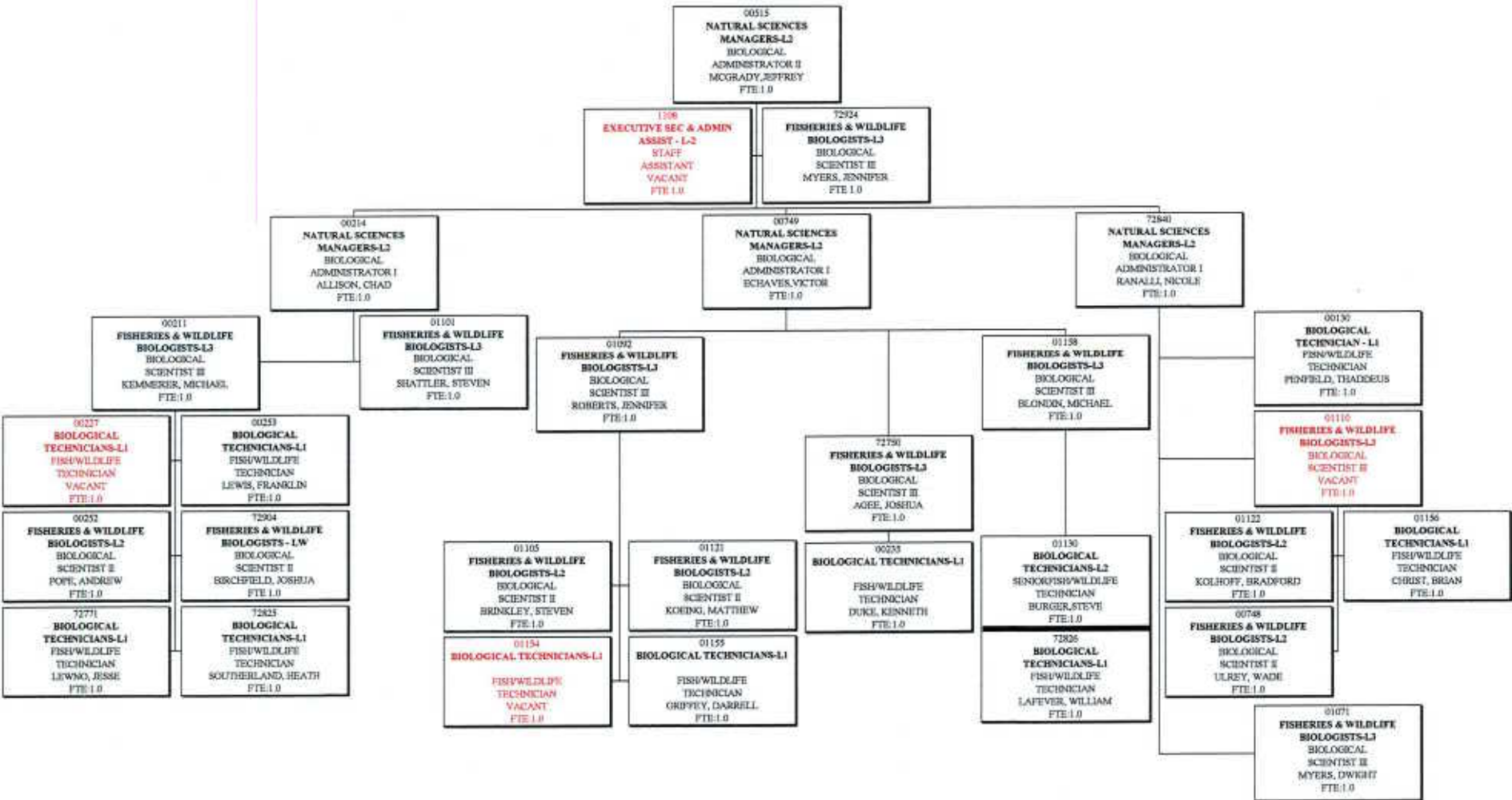
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BIOLOGISTS - L4**
BIOLOGICAL
SCIENTIST IV
CHOPP, MATTHEW
FTE:1.0

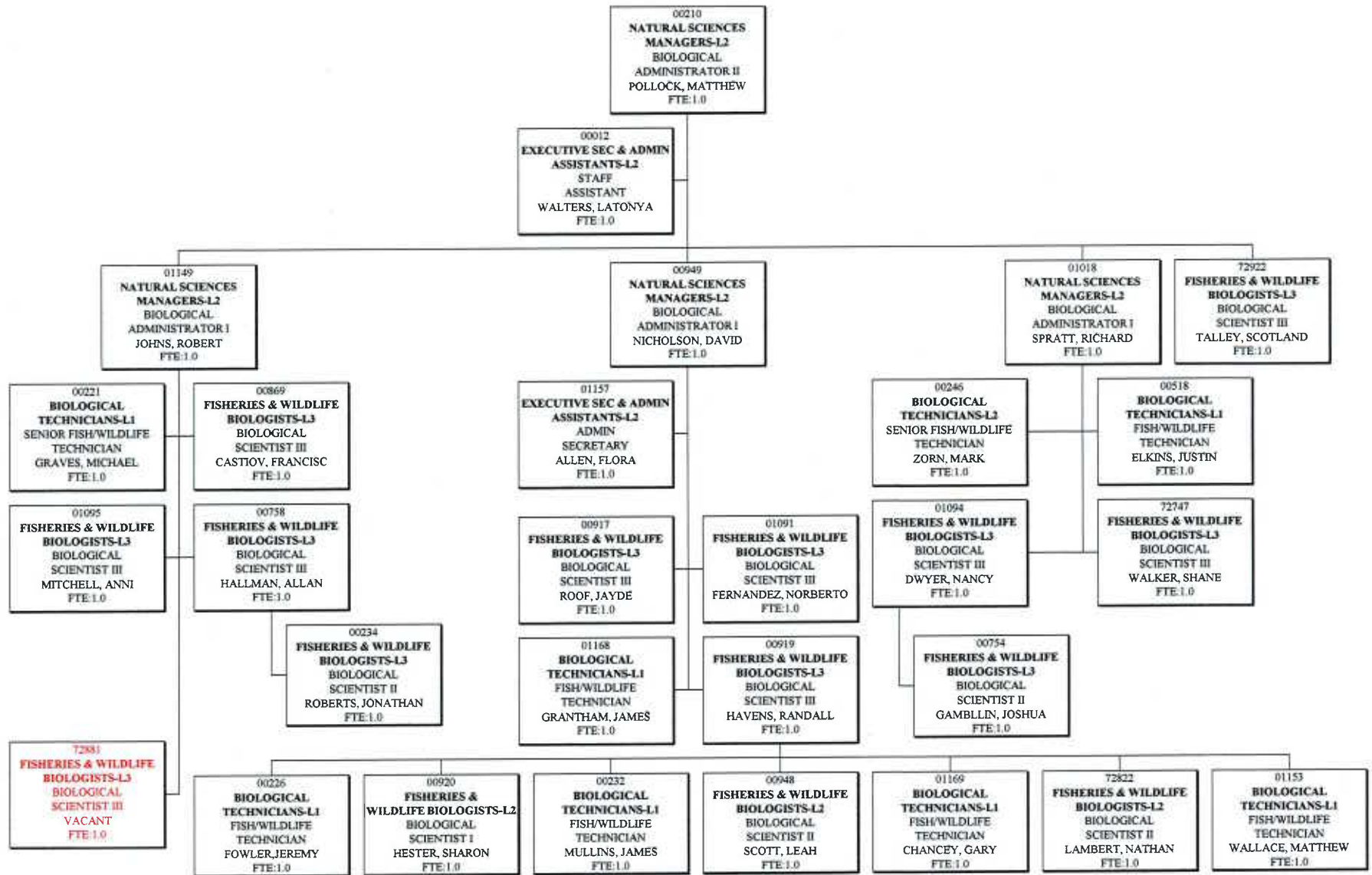
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**FISHERIES & WILDLIFE
BIOLOGISTS - L4**
BIOLOGICAL
SCIENTIST IV
BURTON, JASON
FTE:1.0

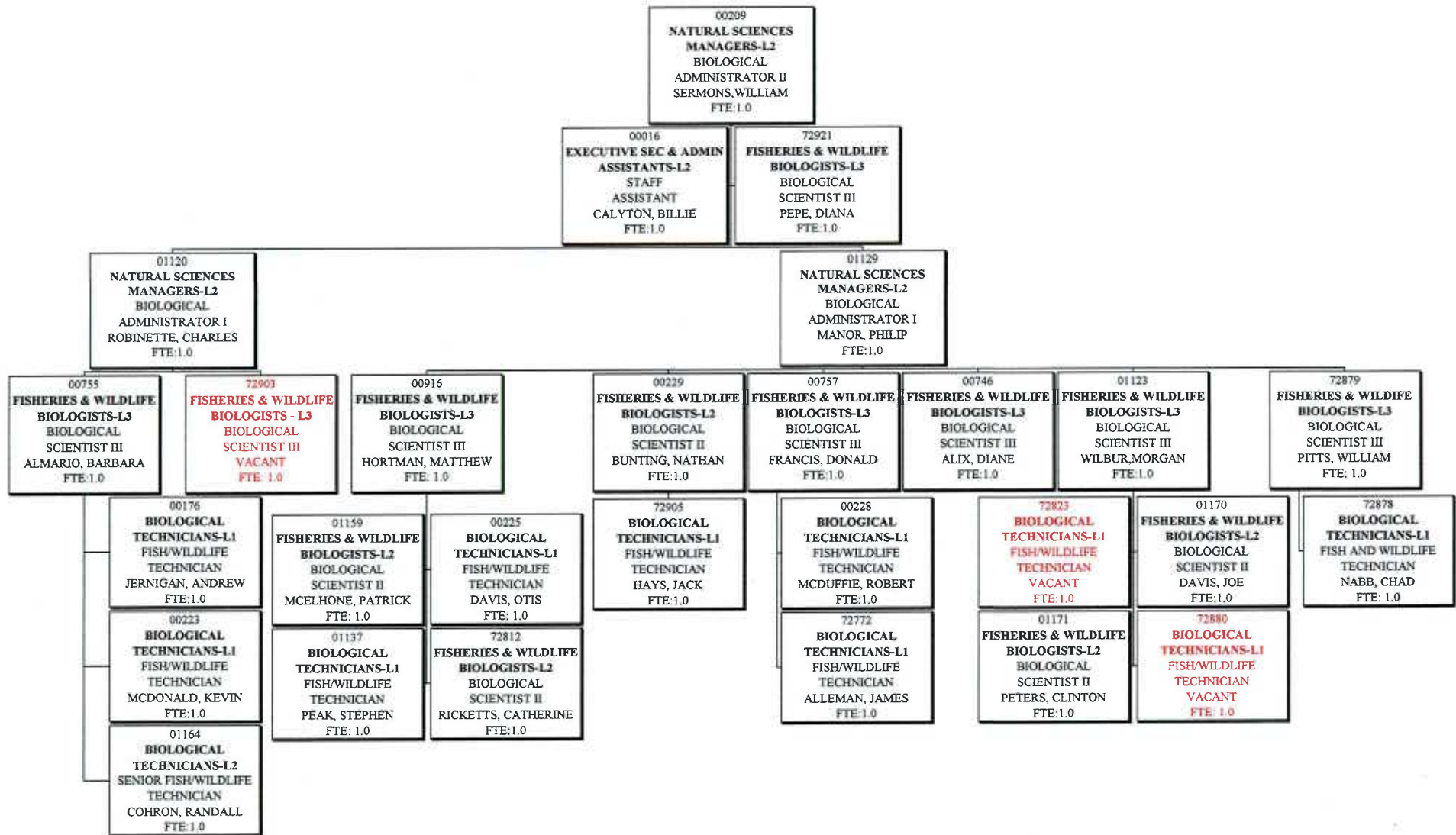


**DIVISION OF HABITAT & SPECIES CONSERVATION
OFFICE OF THE DIRECTOR
TOTAL F.T.E 361
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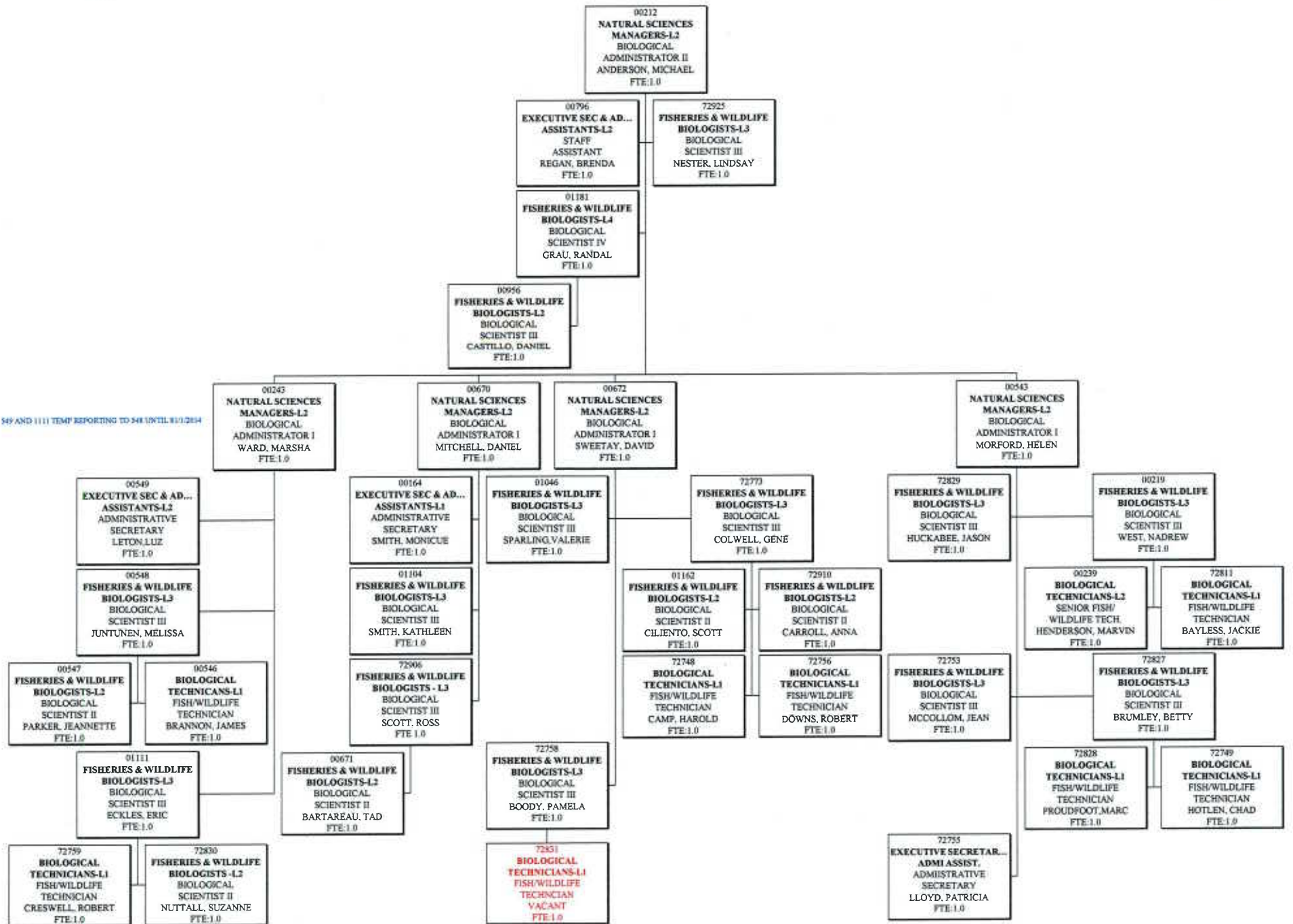


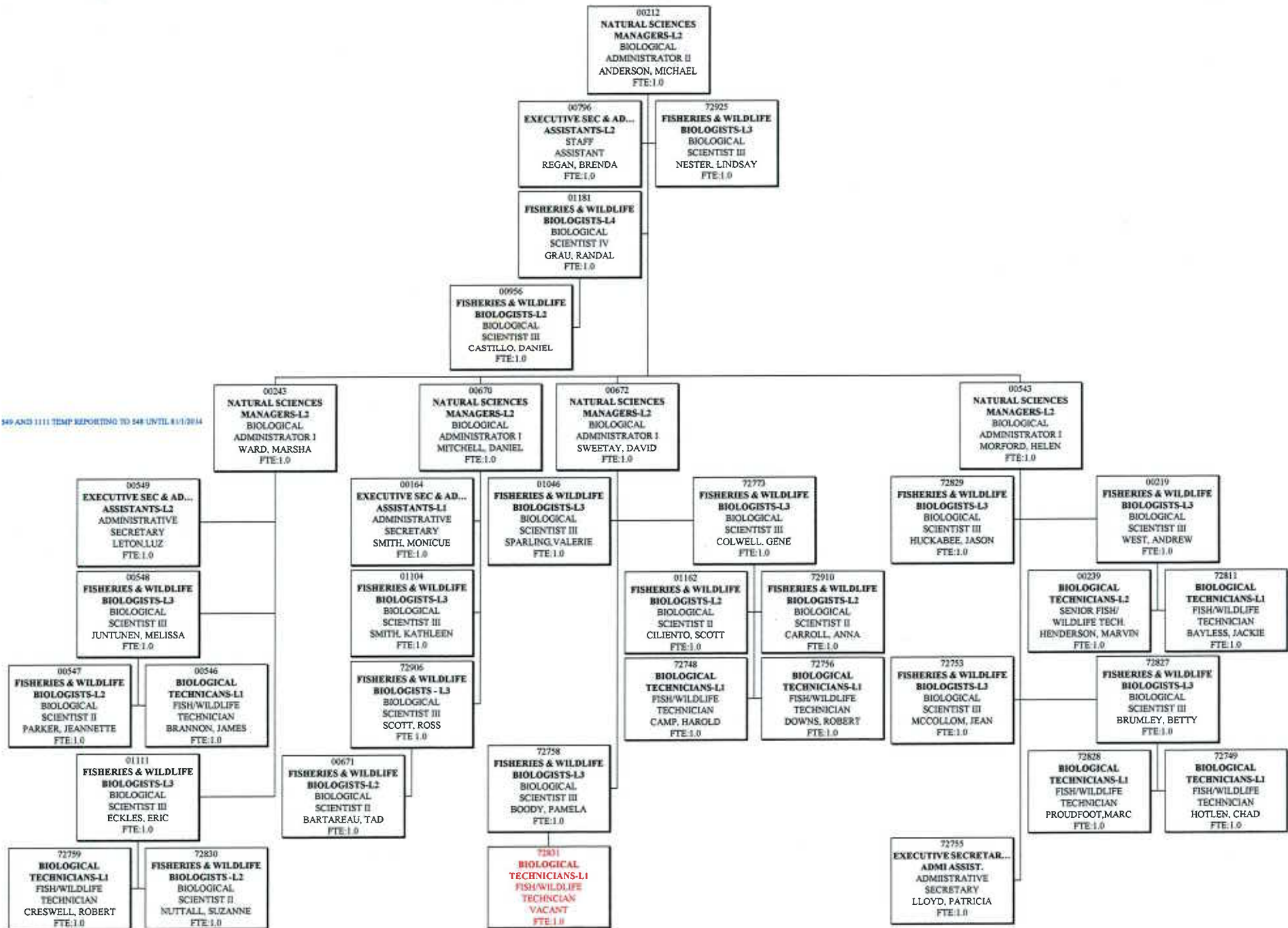


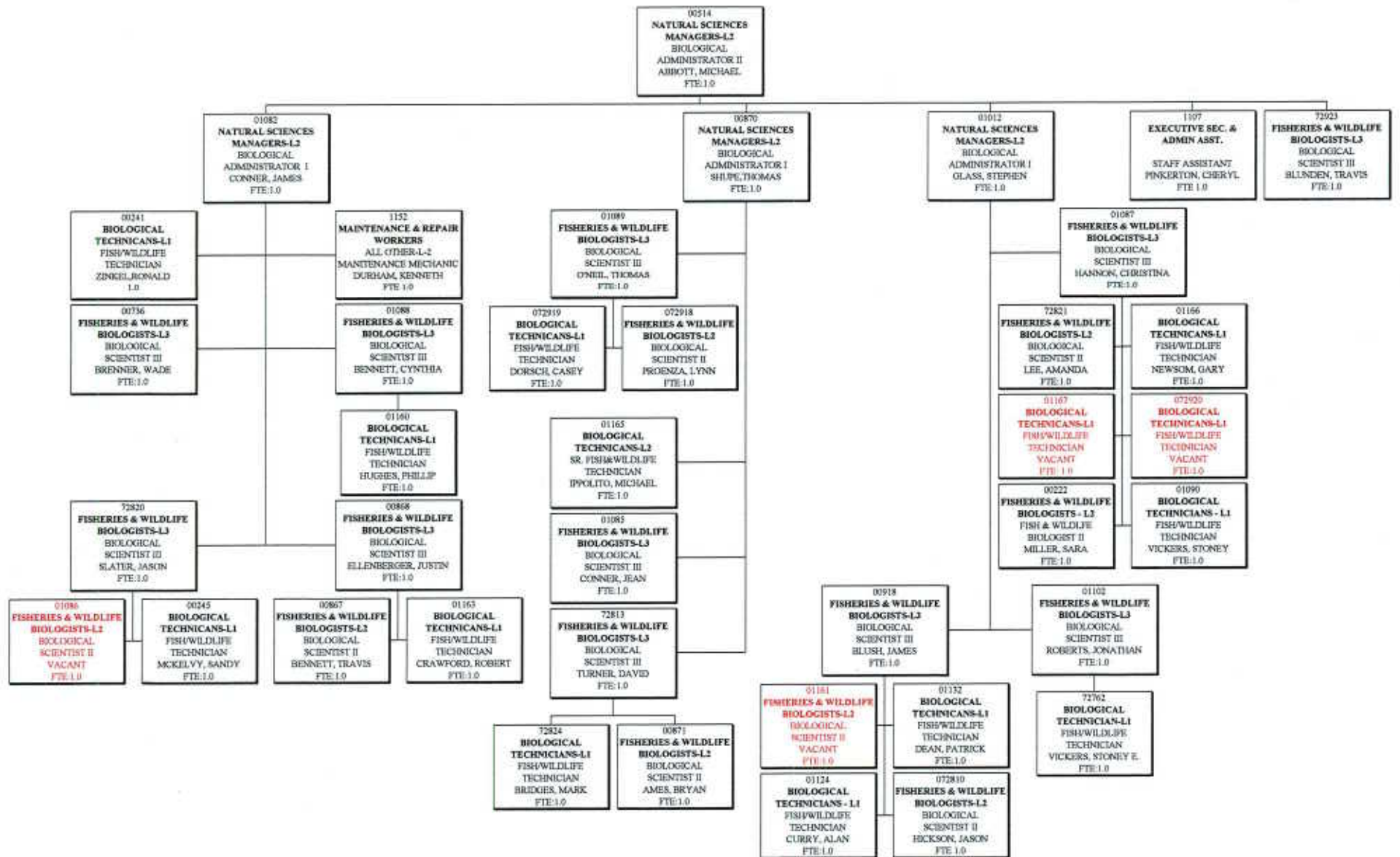


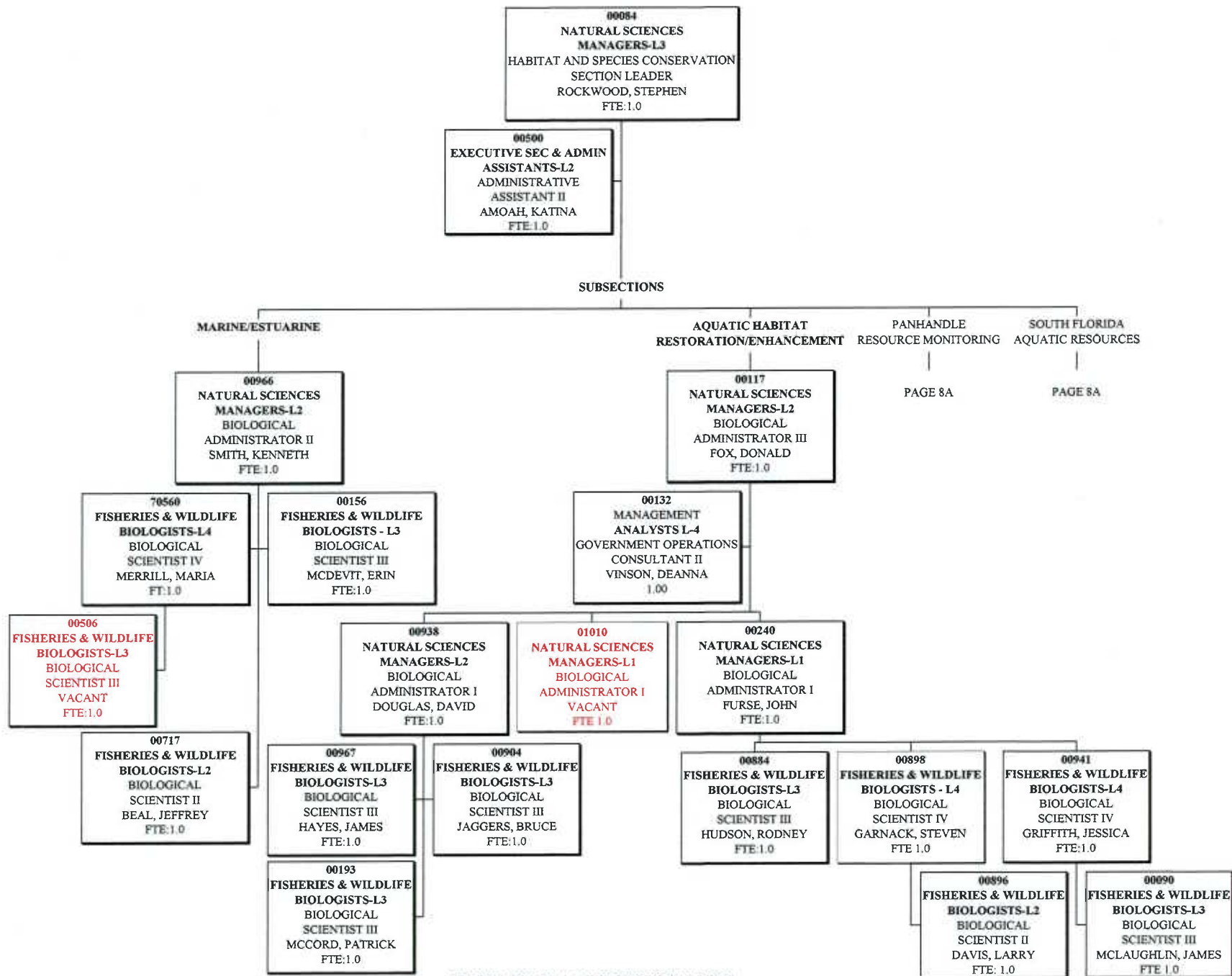
DIVISION OF HABITAT AND SPECIES CONSERVATION
 WILDLIFE AND HABITAT MANAGEMENT SECTION
 NORTHWEST REGION
 F.T.E. THIS PAGE 28

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00117
**NATURAL SCIENCES
 MANAGERS-L2**
 BIOLOGICAL
 ADMINISTRATOR III
 VACANT

PANHANDLE RESOURCE MONITORING

SOUTH FLORIDA
 AQUATIC RESOURCES

00630
**NATURAL SCIENCES
 MANAGERS-L2**
 BIOLOGICAL
 ADMINISTRATOR I
 JAMISON, BENNIE
 FTE:1.0

00094
**NATURAL SCIENCES
 MANAGERS-L2**
 BIOLOGICAL
 ADMINISTRATOR I
 COUGHLIN, TIMOTHY
 FTE:1.0

00091
**NATURAL SCIENCES
 MANAGERS - L2**
 BIOLOGICAL
 ADMINISTRATOR I
 VACANT
 FTE 1.0

00810
**EXECUTIVE SEC & ADMIN.
 ASSISTANTS - L2**
 STAFF
 ASSISTANT
 SMALL, DARCY
 FTE 1.0

00101
**FISHERIES & WILDLIFE
 BIOLOGISTS - L2**
 BIOLOGICAL
 SCIENTIST II
 LONG, ERIC
 FTE:1.0

00459
**EXECUTIVE SEC & ADMIN.
 ASSISTANTS - L2**
 STAFF
 ASSISTANT
 JASENT, ANNA
 FTE 1.0

01139
**FISHERIES & WILDLIFE
 BIOLOGISTS-L3**
 BIOLOGICAL
 SCIENTIST III
 LANDRUM, ADRIENE
 FTE:1.0

00635
**EXECUTIVE SEC & ADMIN.
 ASSISTANTS - L2**
 STAFF
 ASSISTANT
 MANN, LINDSEY
 FTE 1.0

00114
**FISHERIES & WILDLIFE
 BIOLOGISTS -L3**
 BIOLOGICAL
 SCIENTIST III
 BACHELDER, BRENT
 FTE 1.0

00812
**FISHERIES & WILDLIFE
 BIOLOGISTS-L3**
 BIOLOGICAL
 SCIENTIST III
 HILL, MICHAEL
 FTE:1.0

01038
**FISHERIES & WILDLIFE
 BIOLOGISTS-L3**
 BIOLOGICAL
 SCIENTIST III
 ANDREAS, JOEL
 FTE:1.0

00940
**FISHERIES & WILDLIFE
 BIOLOGISTS-L3**
 BIOLOGICAL
 SCIENTIST III
 MCDANIEL, CLARENCE
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 BIOLOGISTS- L3**
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 BIOLOGISTS - L3**
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 MANAGERS-L?**
 DIRECTOR OF
 CONSERVATION PLANNING SERVICES
 SANDERS, JAY SCOTT
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SUBSECTION
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SUBSECTION
 LAND USE PLANNING

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NORTHWEST REGION

NORTH CENTRAL REGION

SOUTH REGION

SOUTHWEST REGION

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 & ADMIN ASST. L-4**
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 SHERRER, NANCY
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 ASSISTANTS-L2**
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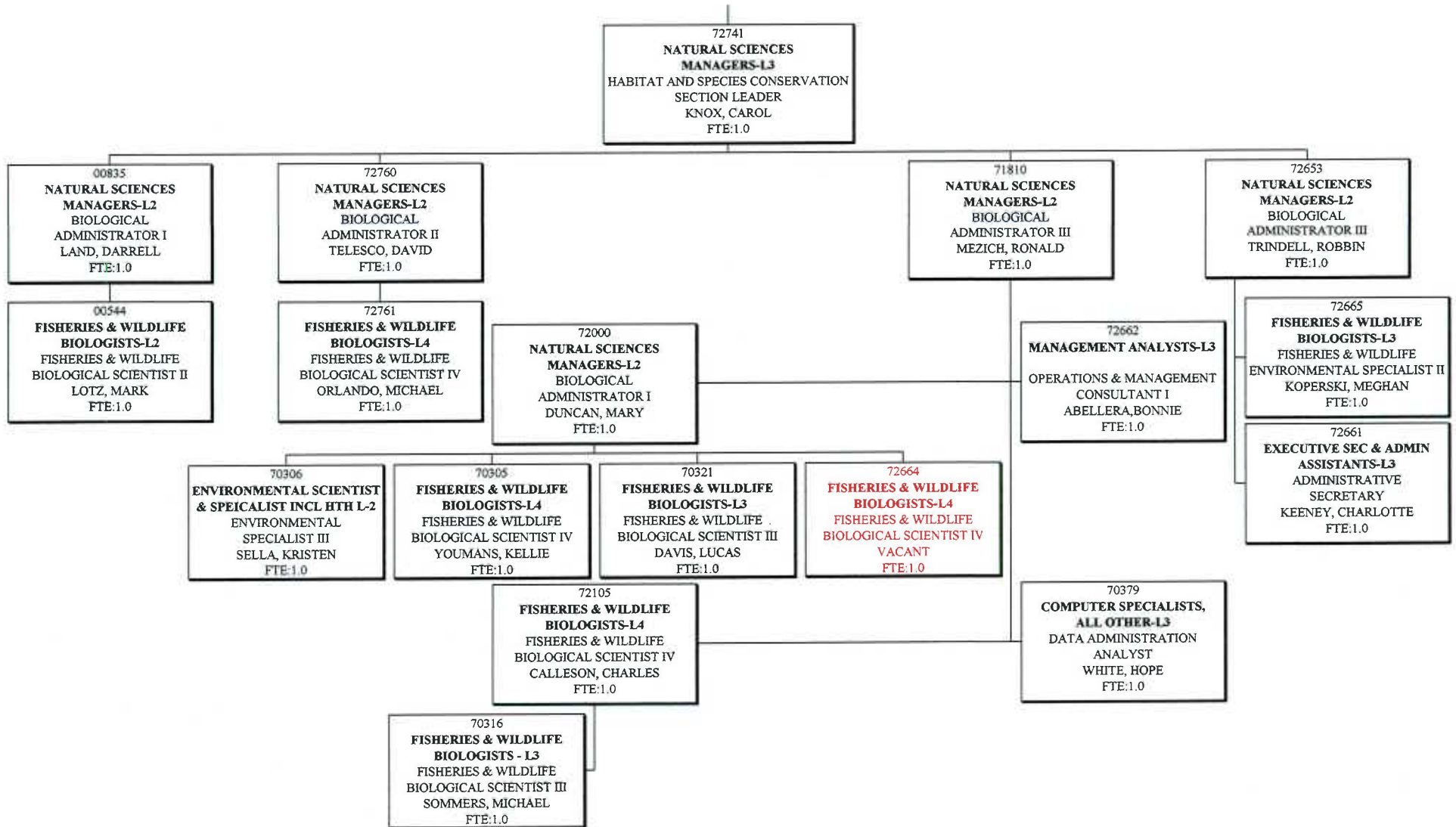
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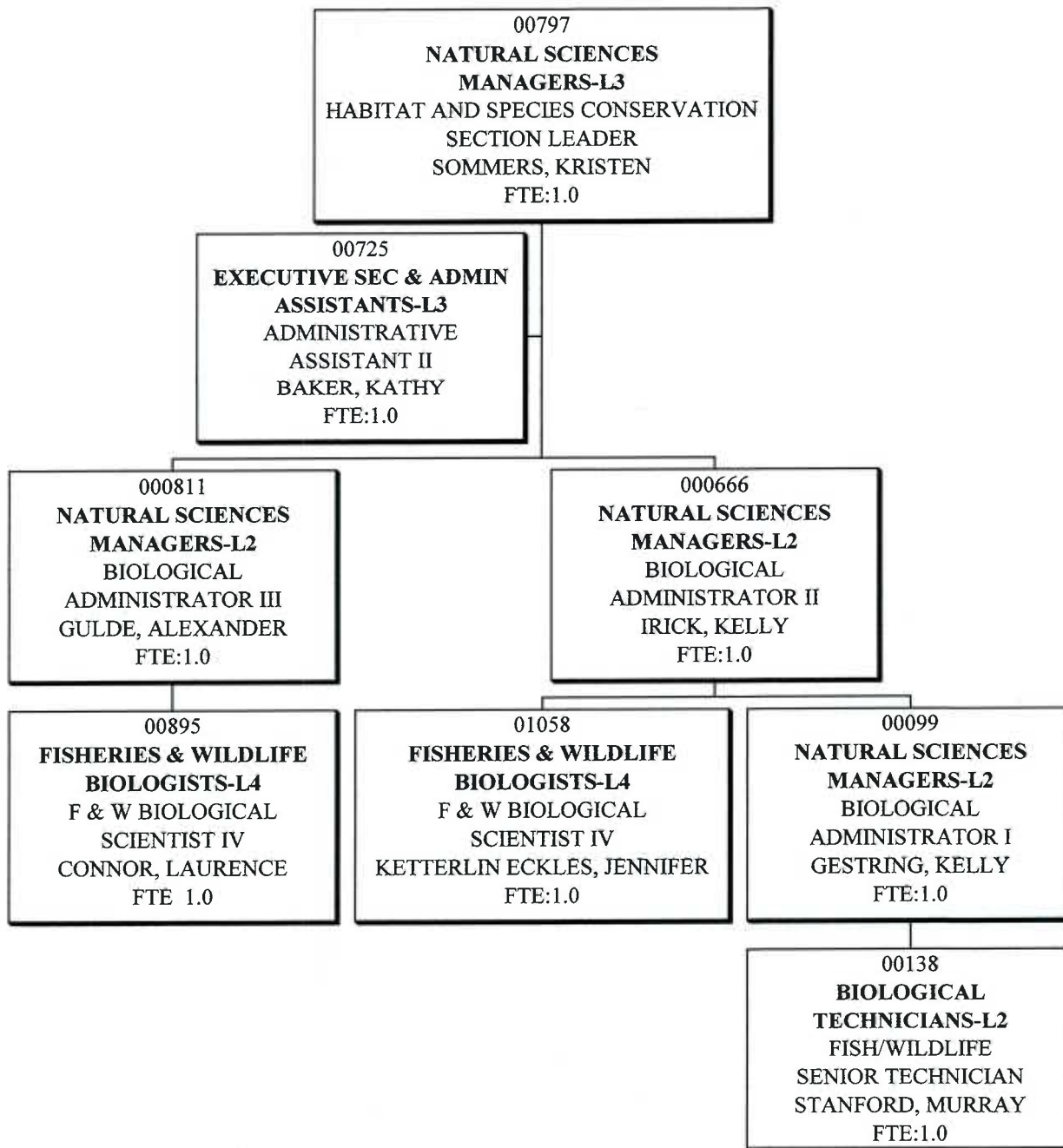
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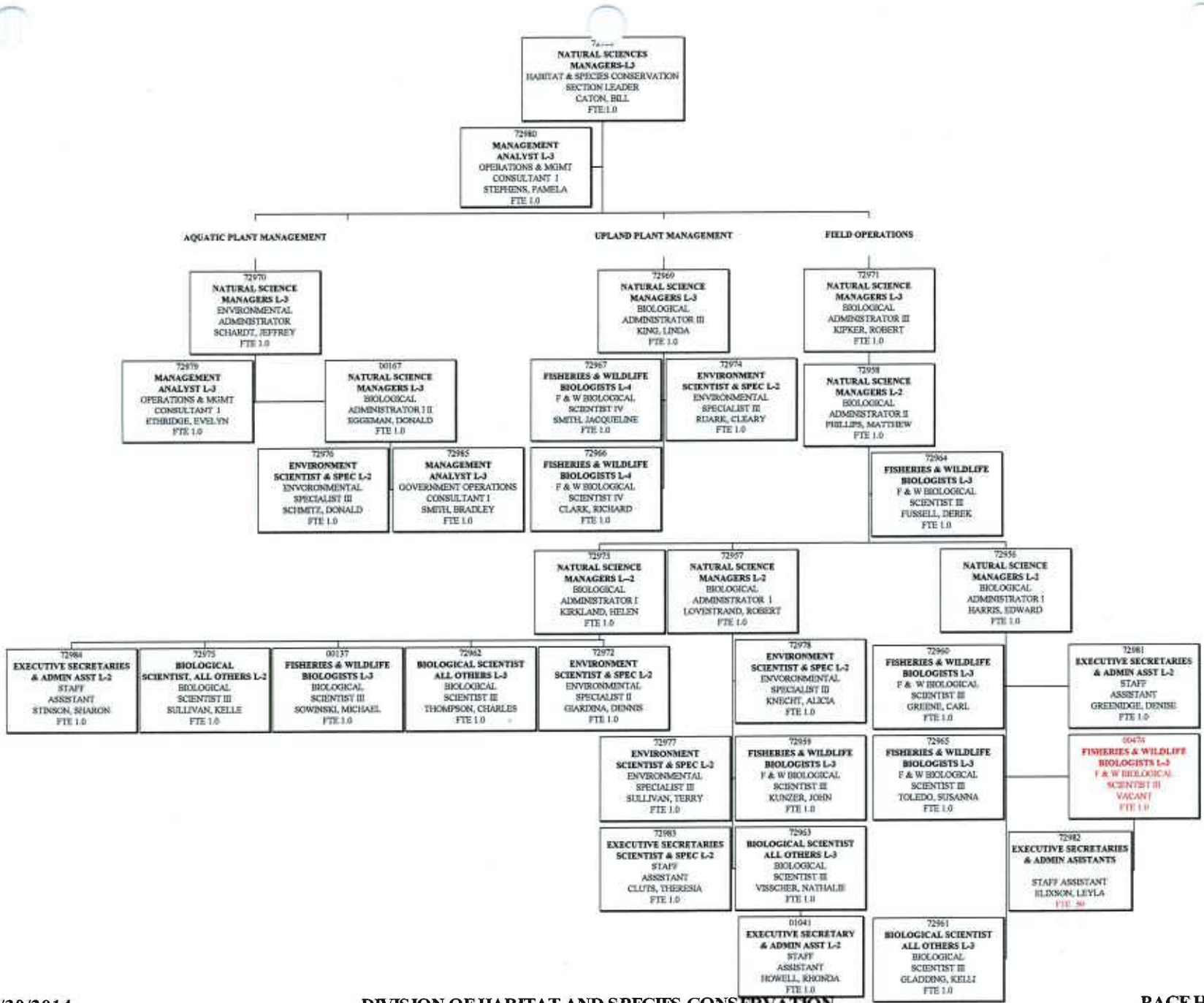
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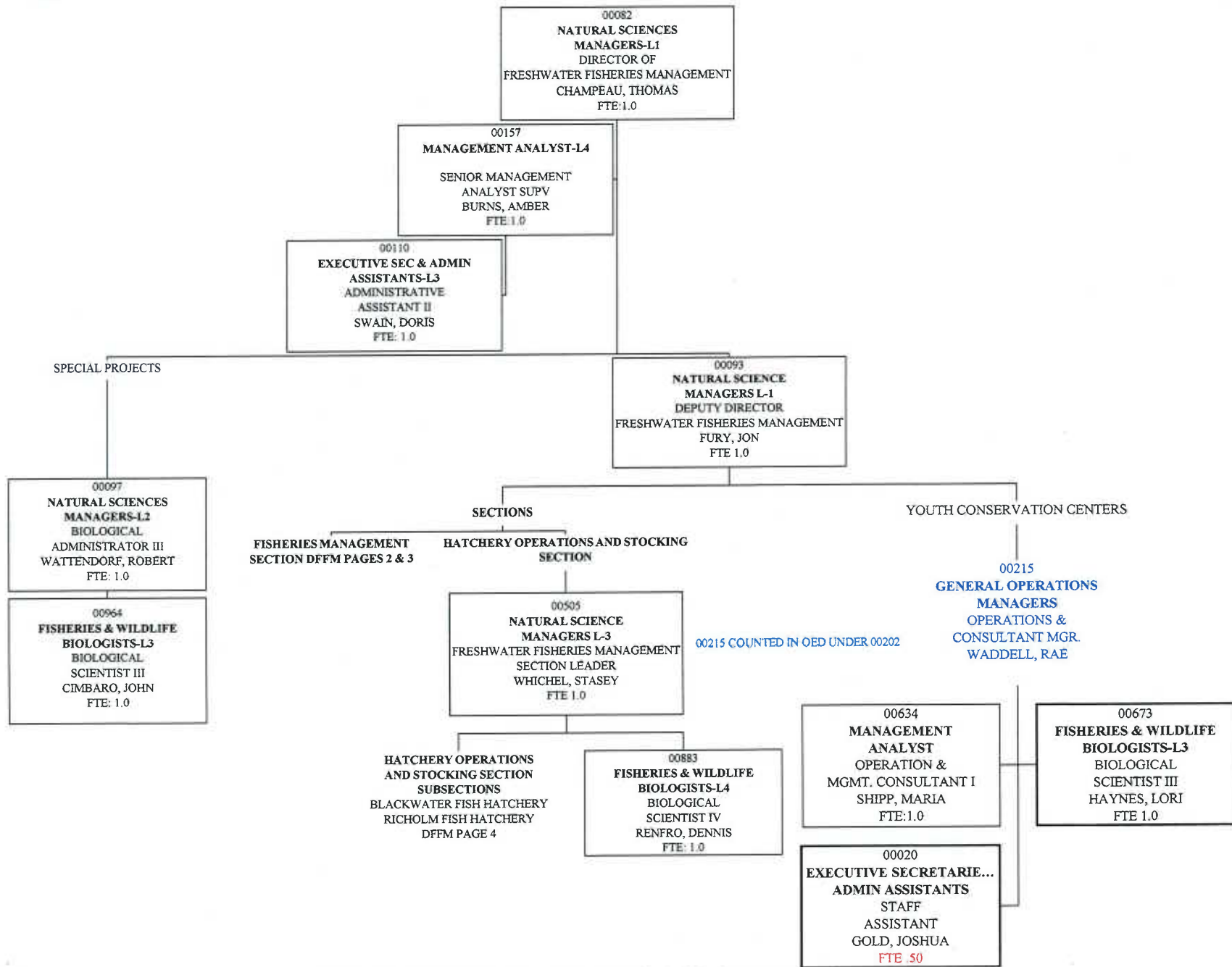
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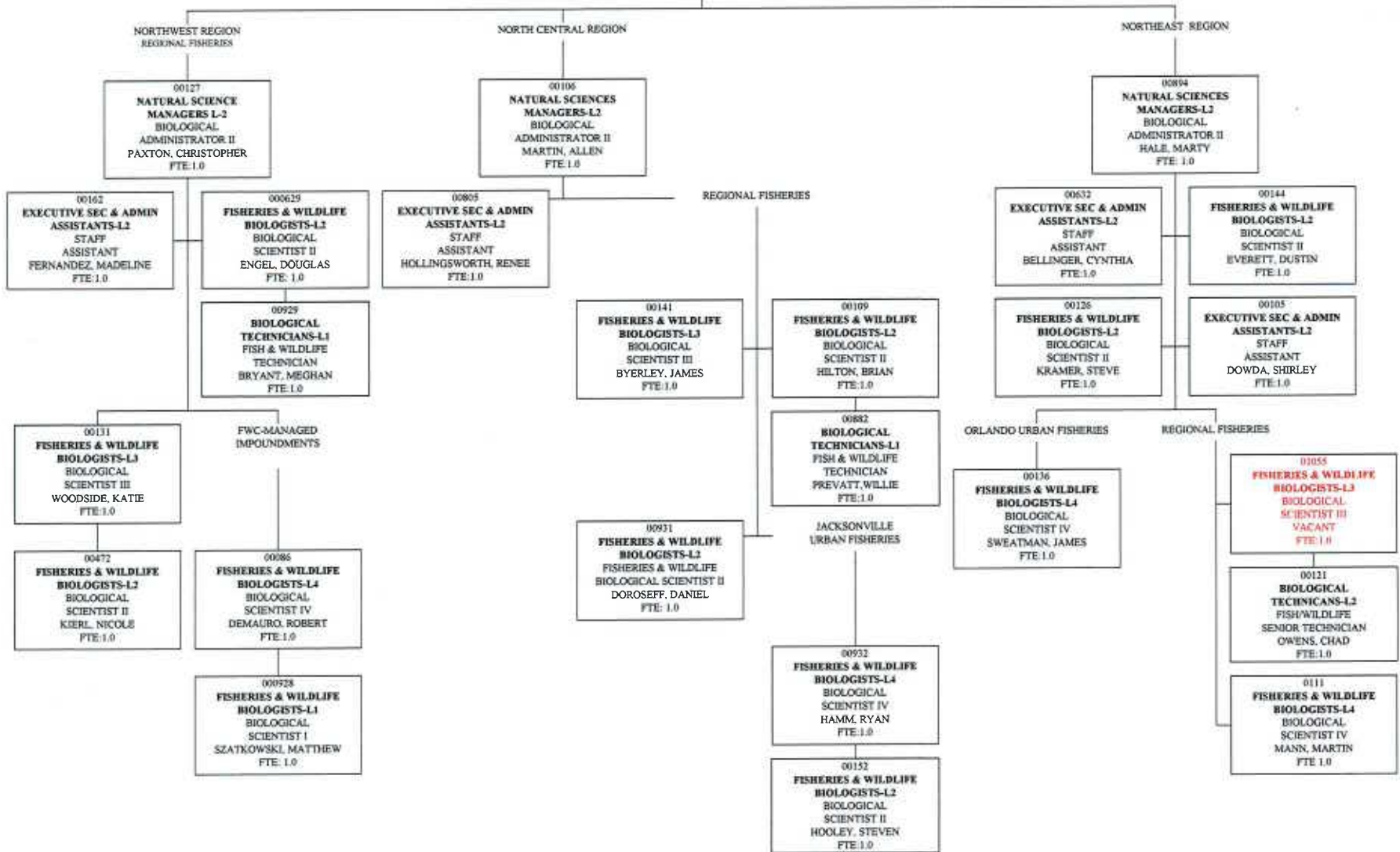




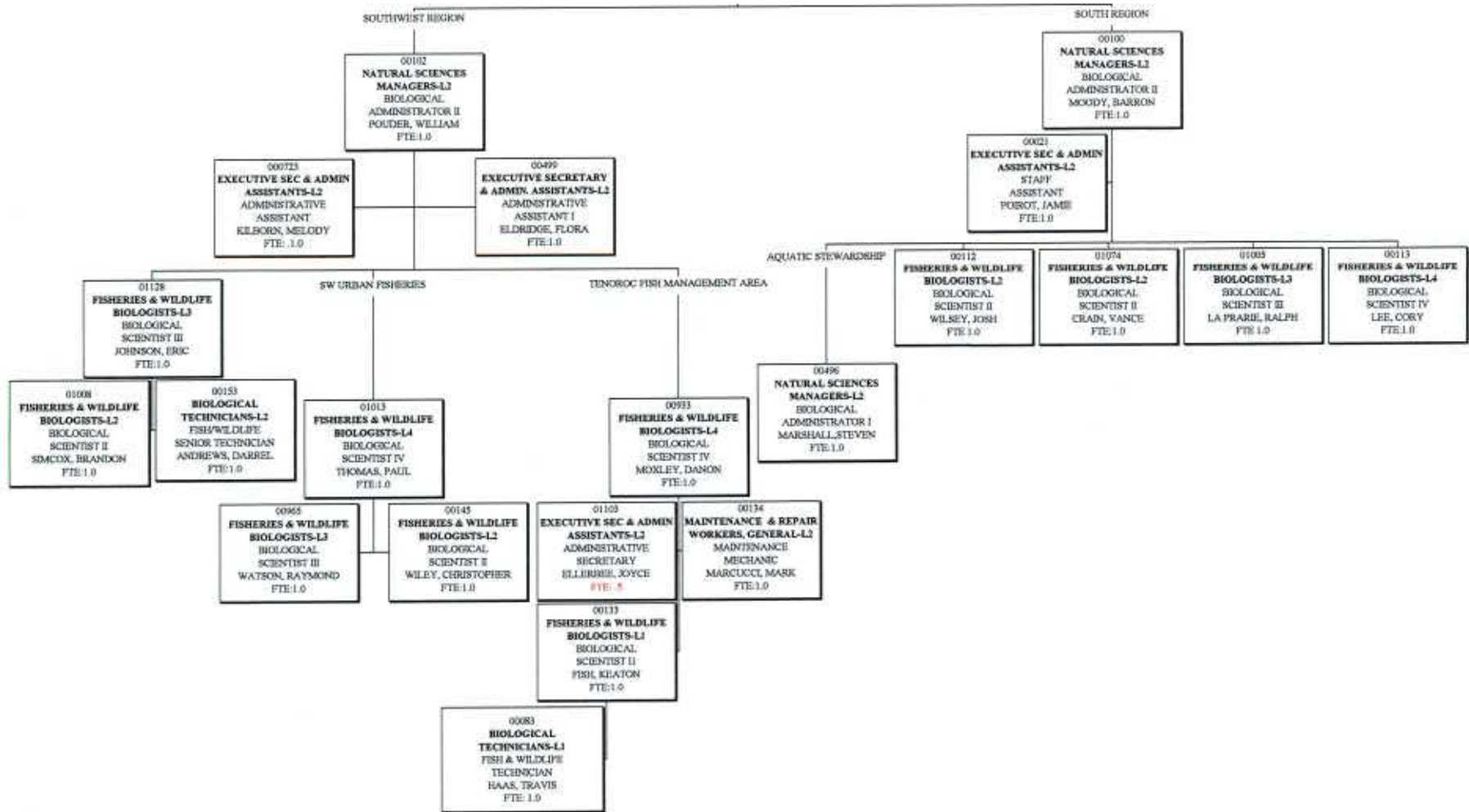




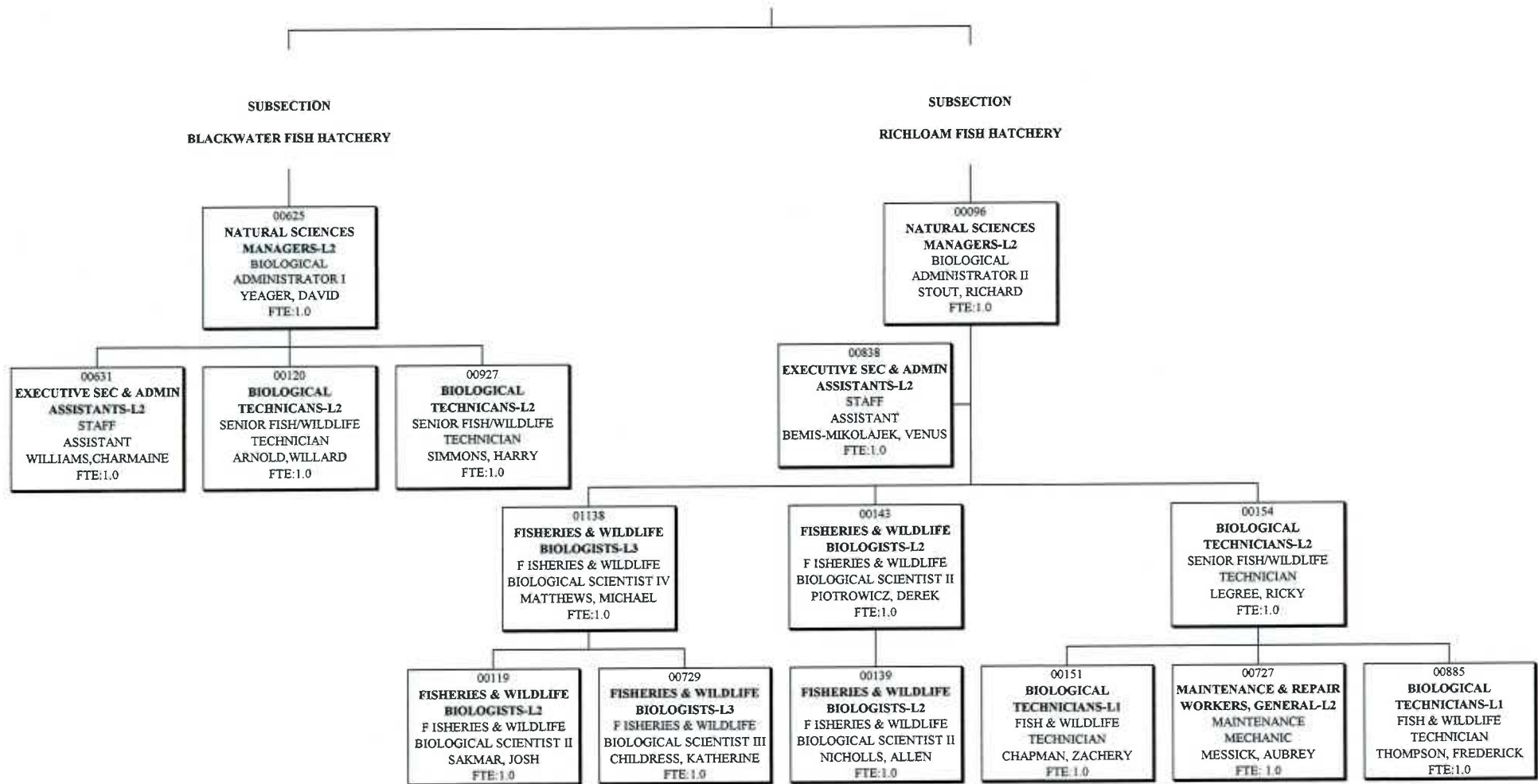
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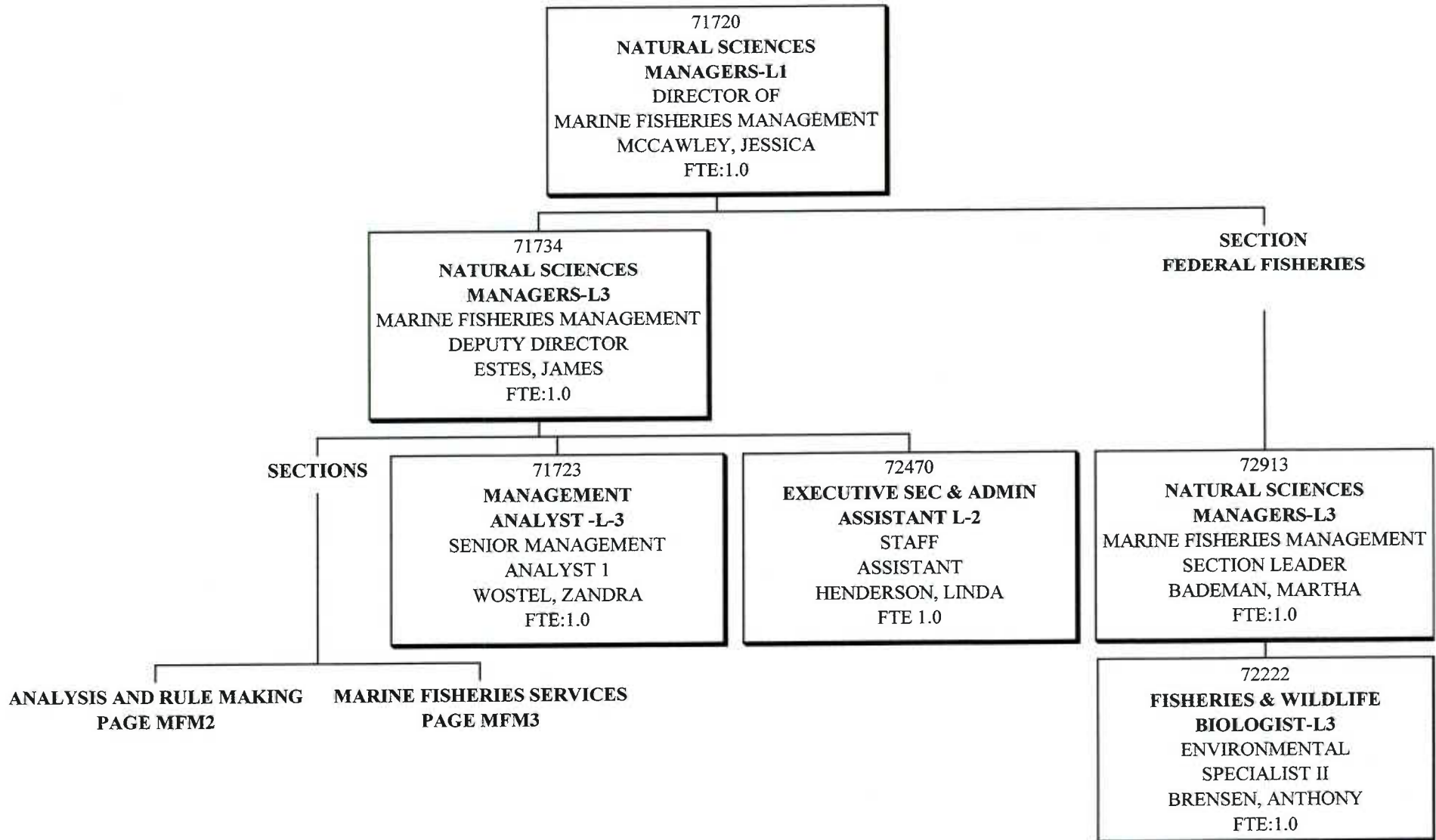


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 DEPUTY DIRECTOR
 FRESHWATER FISHERIES MANAGEMENT
 FURY, KIN



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 MANAGERS L-3**
 FRESHWATER FISHERIES MANAGEMENT
 SECTION LEADER
 WHICHEL, STASEY





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DIVISION OF MARINE FISHERIES MANAGEMENT
DIRECTOR'S OFFICE
TOTAL ESTABLISHED F.T.E. 30
TOTAL F.T.E. THIS PAGE 6

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REVISED
6/30/2014

71734
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MANAGERS-L3
MARINE FISHERIES MANAGEMENT
DEPUTY DIRECTOR
ESTES, JAMES

SECTION
ANALYSIS AND RULE-MAKING

71748
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MANAGERS-L3
MARINE FISHERIES MANAGEMENT
SECTION LEADER
RECKS, MELISSA
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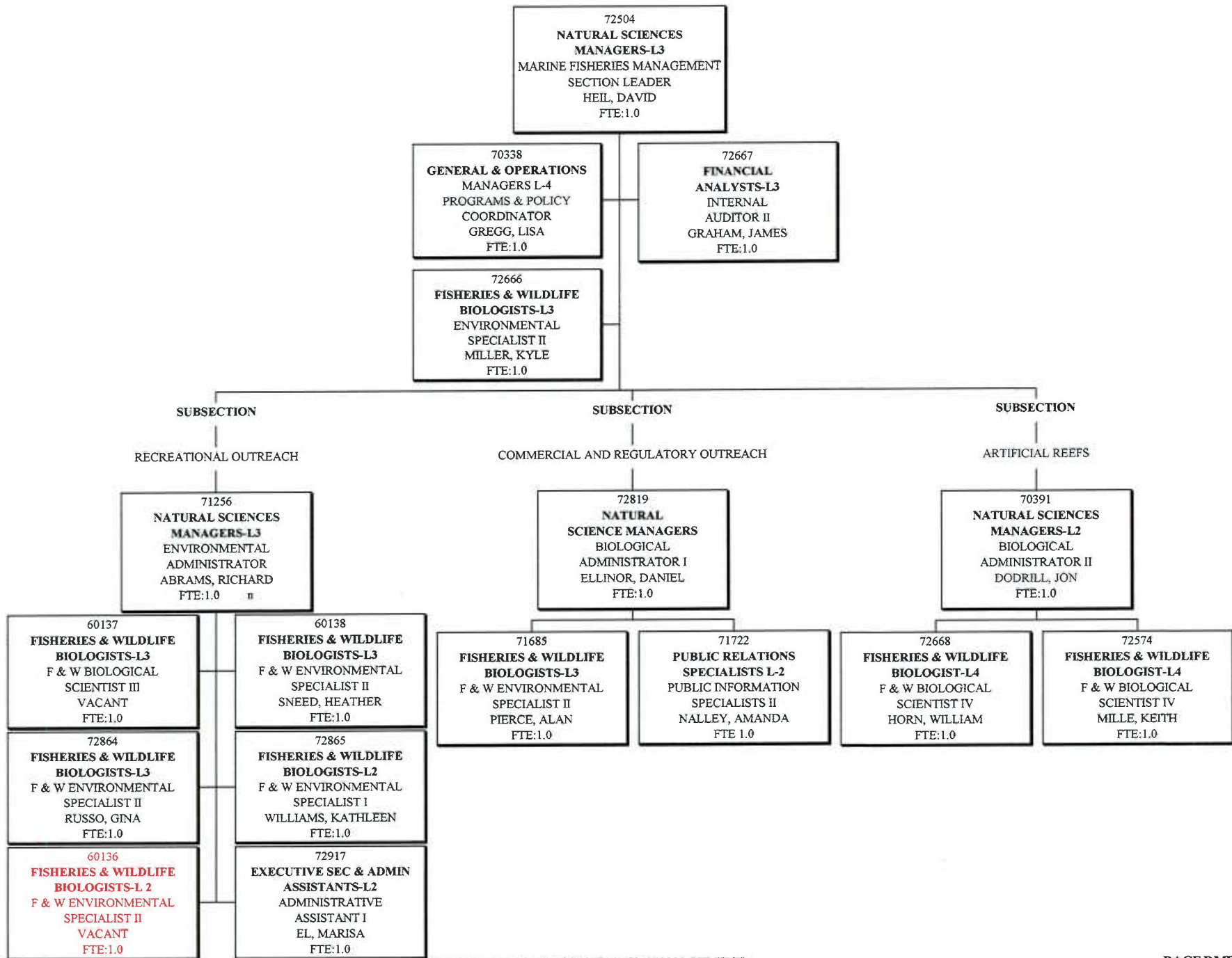
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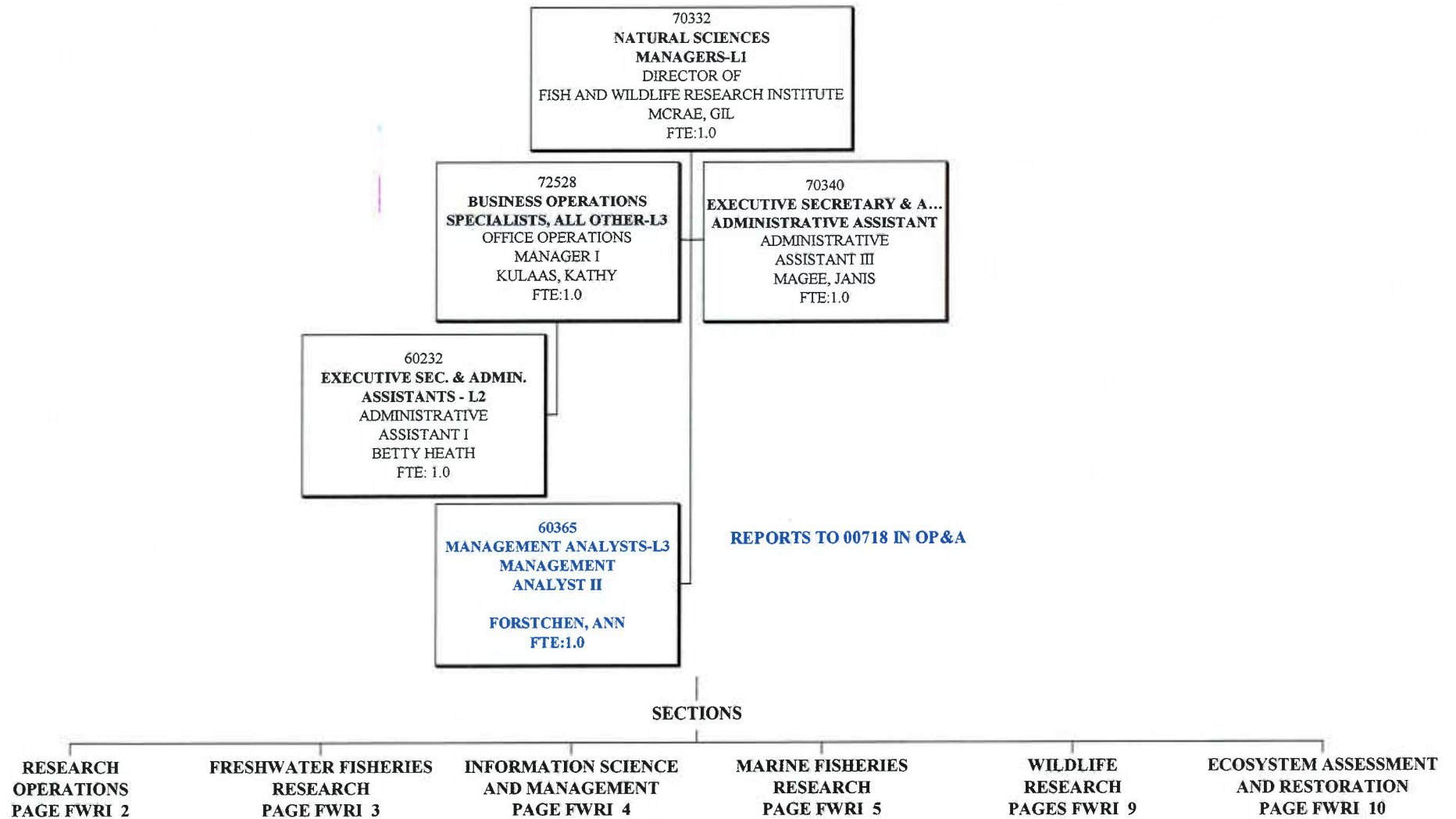
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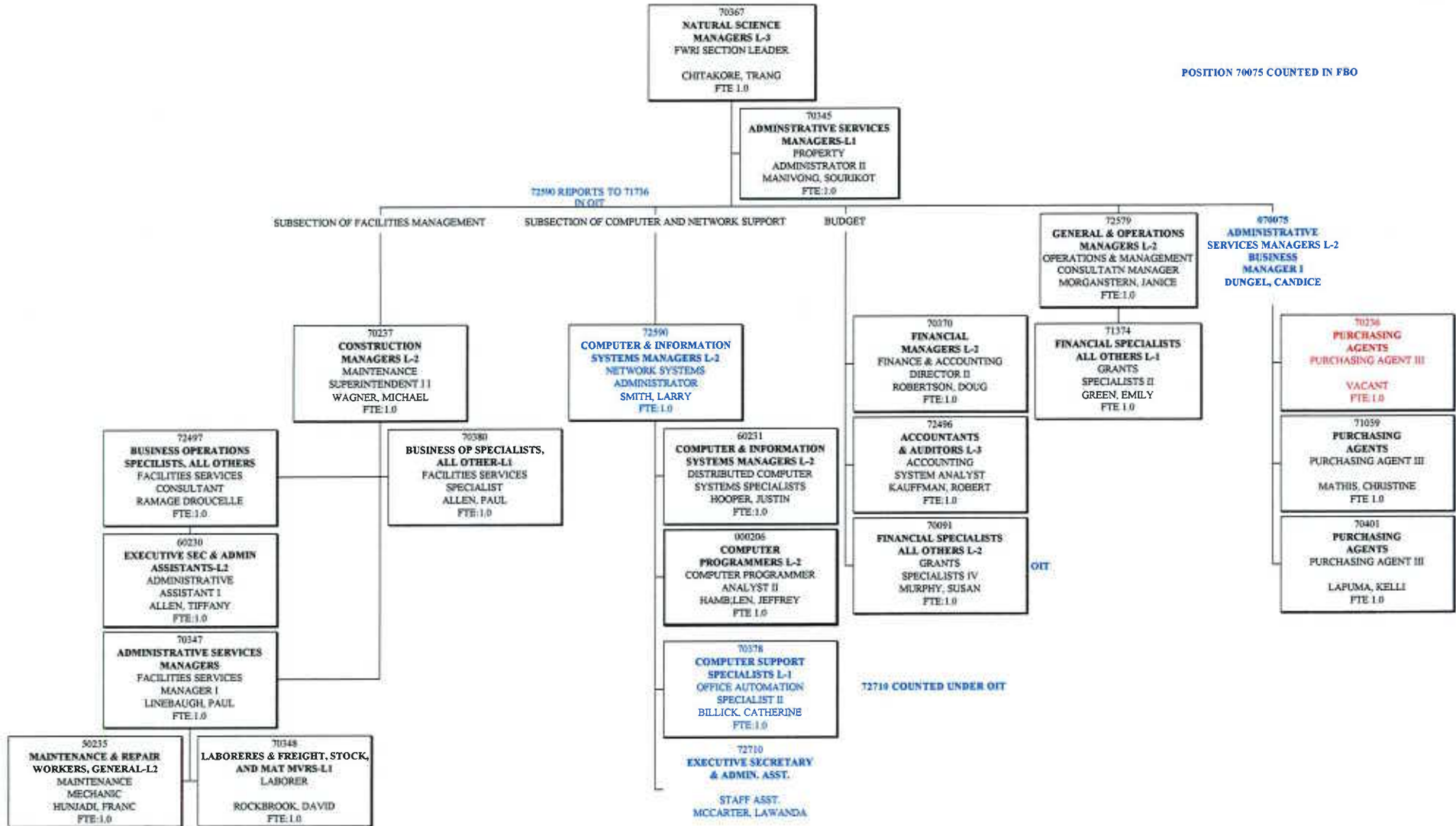
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BUSINESS OPERATIONS - L3
GOVERNMENT OPERATIONS
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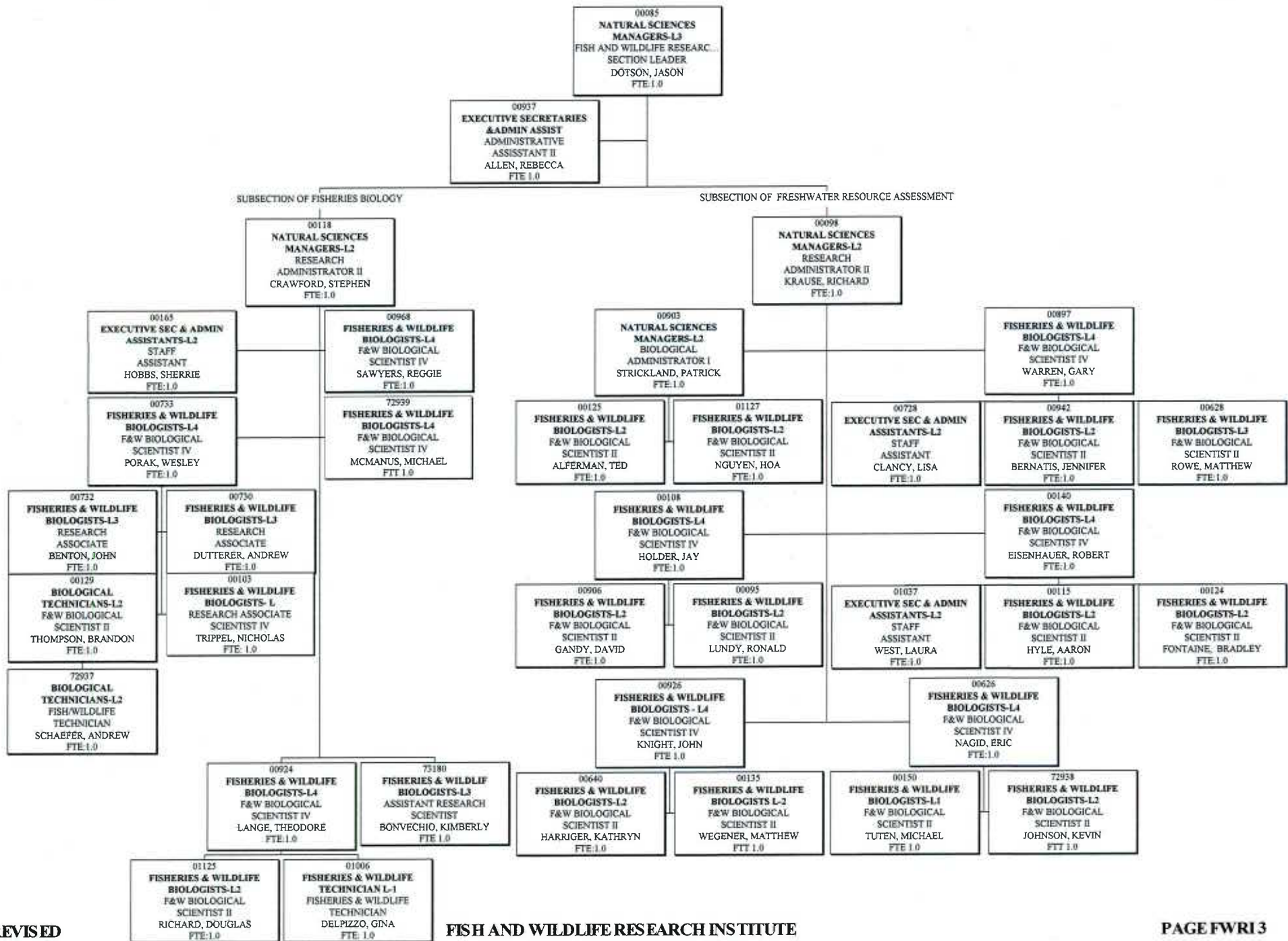
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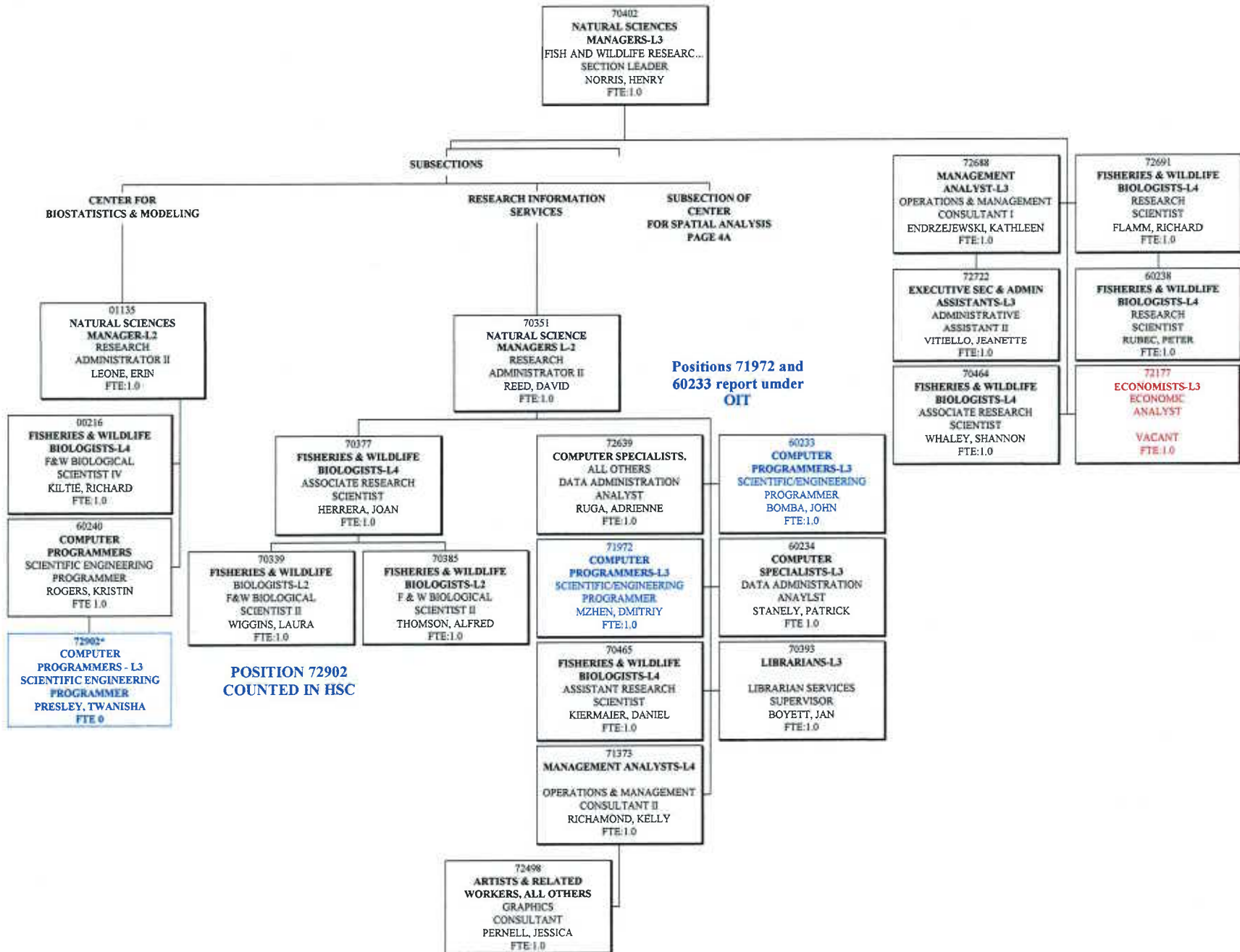






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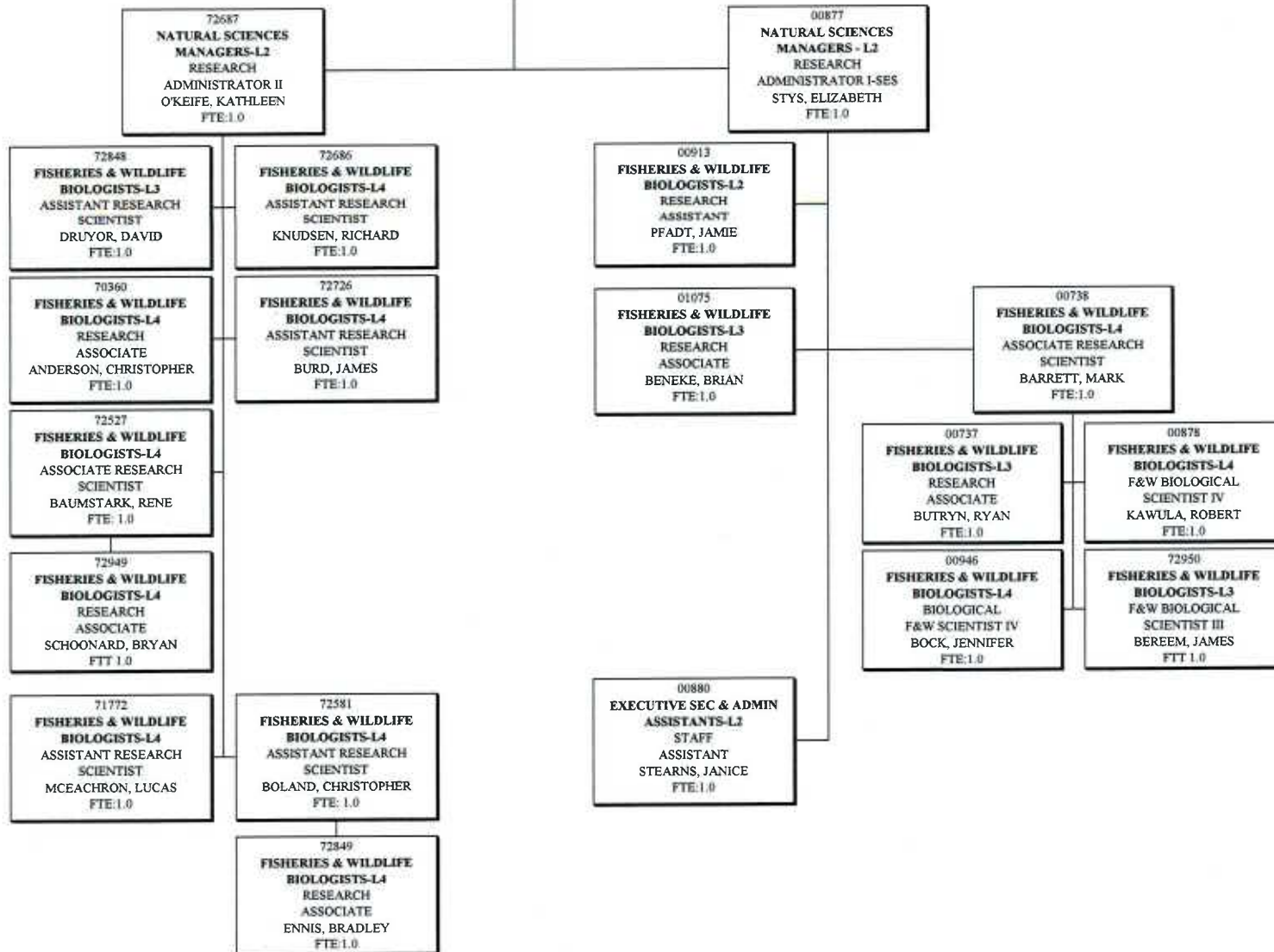


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SUBSECTION - CENTER FOR
 SPATIAL ANALYSIS



7032
NATURAL SCIENCES MANAGER...
DIRECTOR OF
FISH AND WILDLIFE RESEARCH...
MCRAE, GIL

71752
NATURAL SCIENCES
MANAGERS-L3
FISH AND WILDLIFE RESEARCH...
SECTION LEADER
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EXECUTIVE SEC & ADMIN
ASSISTANTS-L3
ADMINISTRATIVE
ASSISTANT D
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70470
EXECUTIVE SEC & ADMIN
ASSISTANTS-L2
ADMINISTRATIVE
ASSISTANT I
MUIR, VILMA
FTE: 1.0

SUBSECTIONS

FISHERIES STOCK
ASSESSMENT

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RESEARCH
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MONITORING
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BIOLOGY
PAGE FWRI 8

FISHERIES DEPENDENT
MONITORING
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FISHERIES STOCK
ENHANCEMENT RESEARCH

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MANAGER-L3
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MAINTENANCE
SUPERVISOR I
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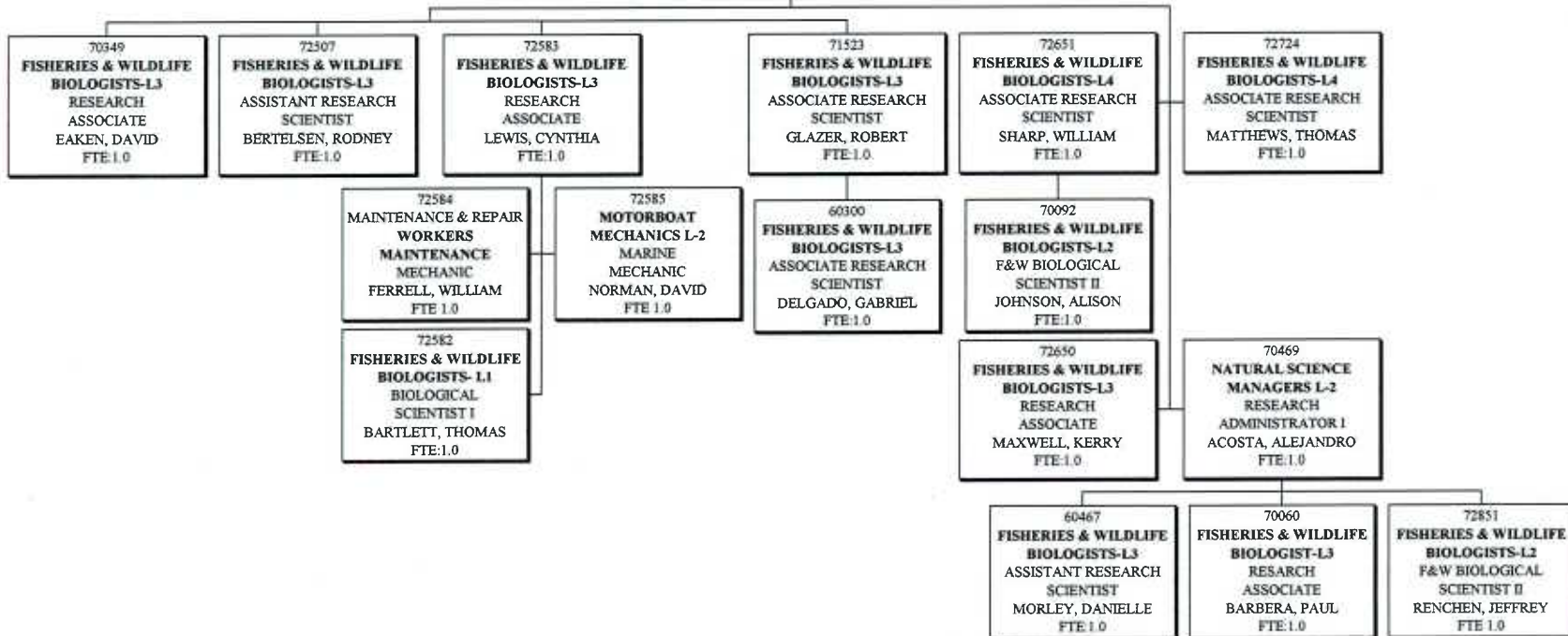
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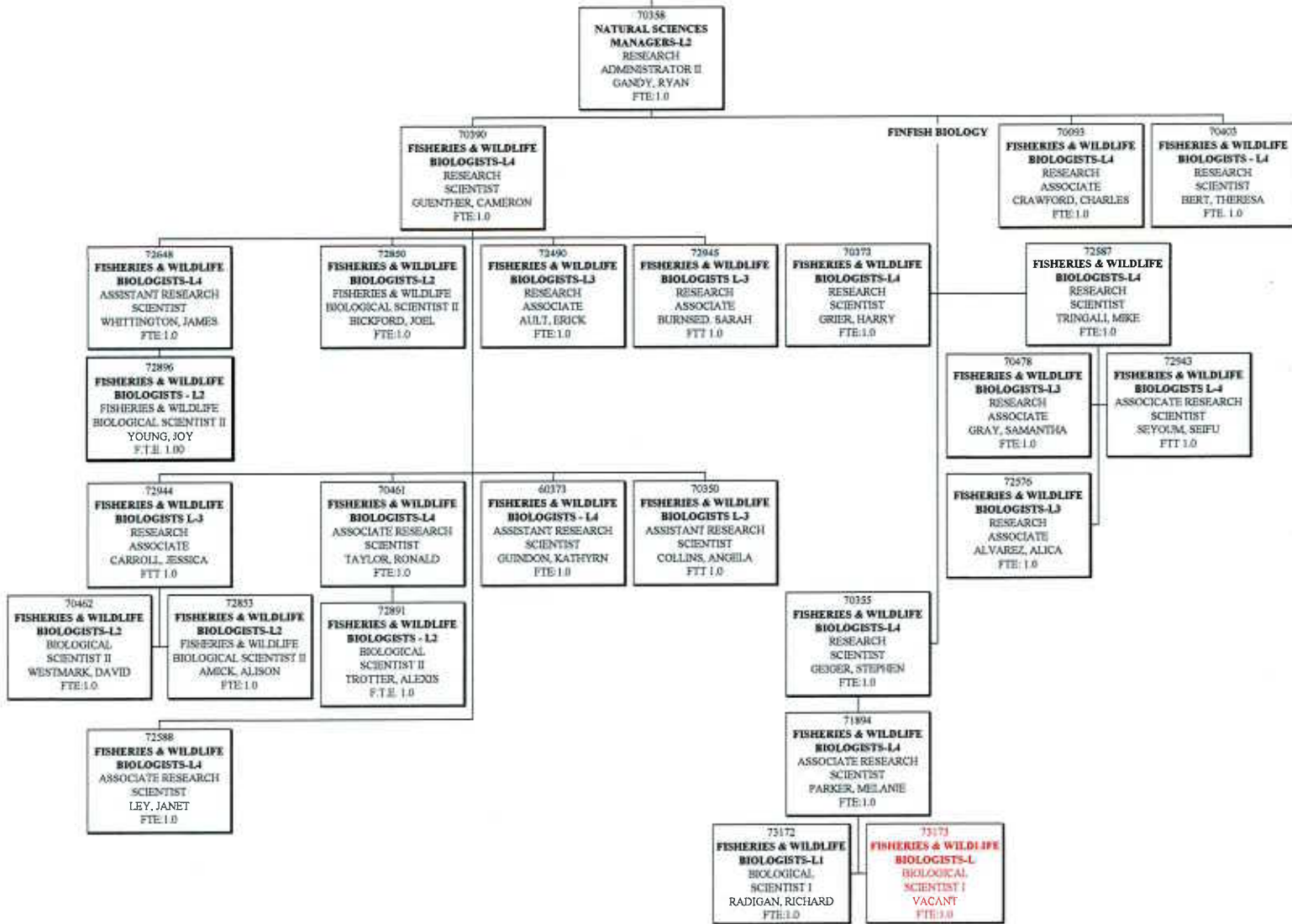
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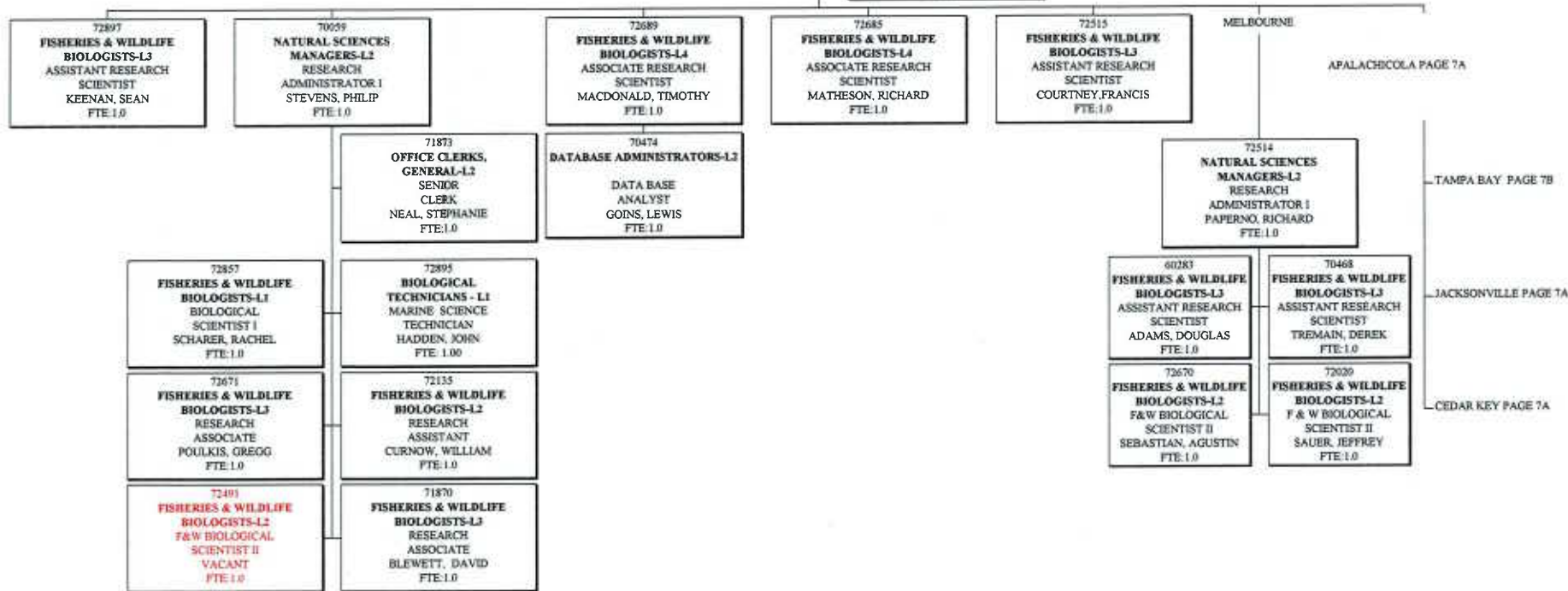


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FISHERIES INDEPENDENT MONITORING SUBSECTION

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FISHERIES INDEPENDENT MONITORING SUBSECTION

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APALACHICOLA

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 BIOLOGISTS-L3**
 RESEARCH
 ASSOCIATE
 DIGIROLAMO, ANTHONY
 FTE:1.0

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 BIOLOGISTS-L1**
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 SCIENTIST I
 NAROTTA, DAN
 FTE:1.0

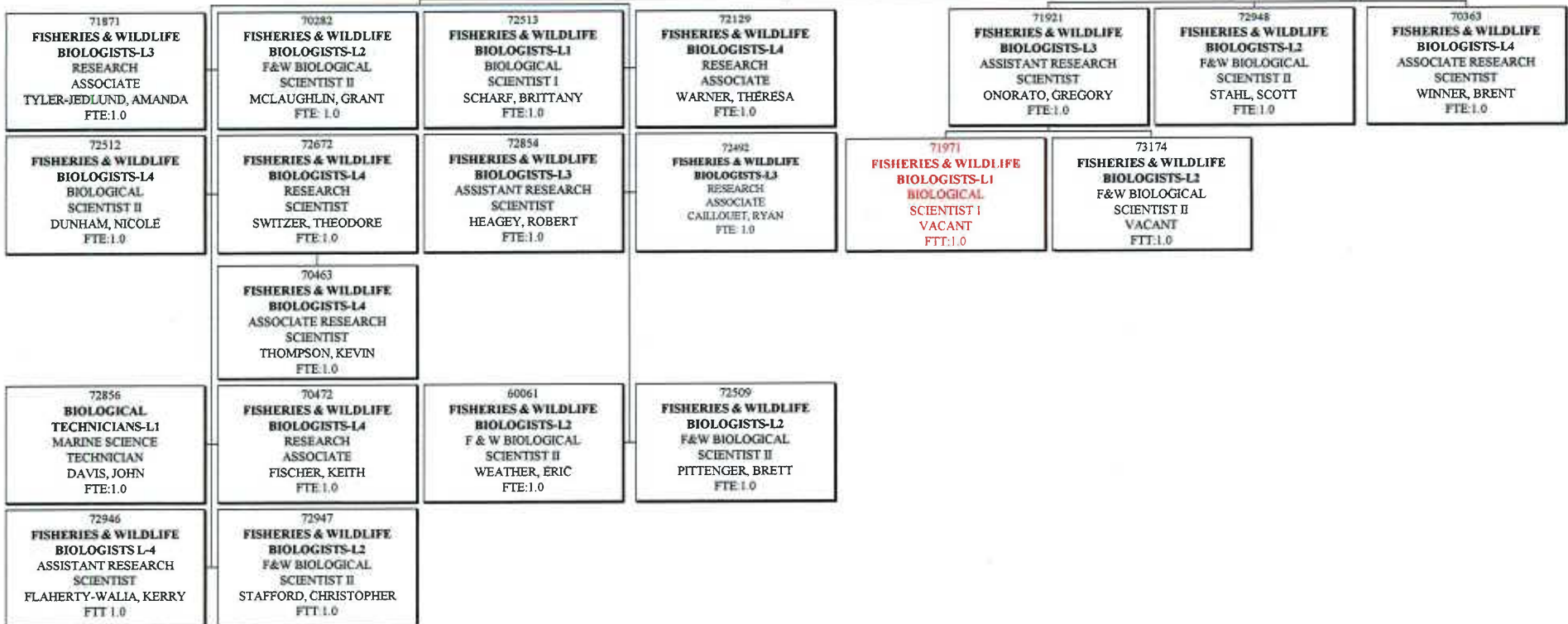
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 ADAMS, JESSICA
 FTE: 1.0

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 BIOLOGISTS-L2**
 F & W BIOLOGICAL
 SCIENTIST II
 SINGER, MICHAEL
 FTE:1.0

FISHERIES INDEPENDENT MONITORING SUBSECTION

72677
 NATURAL SCIENCE
 MANAGERS L-2
 RESEARCH
 ADMINISTRATOR II
 MCMICHAEL JR, ROBERT

72489
 NATURAL SCIENCES
 MANAGERS-L2
 RESEARCH
 ADMINISTRATOR I
 LEFFLER, DEBORAH
 FTE:1.0



71752
NATURAL SCIENCES MANAGERS L-2
FISH AND WILDLIFE RESEARCH INSTITUTE
 SECTION LEADER

FISHERIES DEPENDENT
MONITORING SUBSECTION

70337
NATURAL SCIENCES
MANAGERS-L2
 RESEARCH
 ADMINISTRATOR II
 COOY, RICHARD
 FTE:1.0

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COMPUTER SYSTEMS
ANALYSTS-L3
 SYSTEMS PROJECT
 ANALYST
 DEMAY, SUZANNE
 FTE:1.0

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EXECUTIVE SEC & ADMIN
ASSISTANTS -L-2
 ADMINISTRATIVE
 ASSISTANT I
 DAVIS, LAUREN
 FTE: 1.0

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BIOLOGISTS-L2
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 KOWAL, KELLEY
 FTE:1.0

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BIOLOGISTS-L4
 ASSOCIATE RESEARCH
 SCIENTIST
 SAULS, BEVERLY
 FTE:1.0

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BIOLOGISTS-L4
 ASSOCIATE RESEARCH
 SCIENTIST
 BROWN, STEVEN
 FTE:1.0

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BIOLOGISTS-L3
 ASSISTANT RESEARCH
 SCIENTIST
 CERMAK, BRDOET
 FTE:1.0

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BIOLOGISTS-L3
 ASSISTANT RESEARCH
 SCIENTIST
 AYALA, OSCAR
 FTE:1.0

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 FISHERIES & WILDLIFE
 BIOLOGICAL SCIENTIST II
 FREED, STEPHANIE
 FTE:1.0

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 BOGDAN, JENNIFER
 FTE:1.0

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 MENZEL, TERRI
 FTE:1.0

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BIOLOGISTS-L2
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 BIOLOGICAL SCIENTIST II
 PURDY, ADAM
 FTE:1.0

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FISHERIES & WILDLIFE
BIOLOGISTS-L4
 RESEARCH
 ASSOCIATE
 MAURER, THOMAS
 FTE:1.0

7004
BIOLOGICAL TECH L-1
 MARINE SCIENCE
 TECHNICIAN
 SHERIDAN, NANCY
 FTE:1.0

70459
FISHERIES & WILDLIFE
BIOLOGISTS-L2
 FISHERIES & WILDLIFE
 SCIENTIST II
 LAVINE, CRAIG
 FTE:1.0

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FISHERIES & WILDLIFE
BIOLOGISTS - L1
 BIOLOGICAL
 SCIENTIST II
 VACANT
 FTE: 1.0

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FISHERIES & WILDLIFE
BIOLOGISTS - L2
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 BIOLOGICAL SCIENTIST II
 ADAMS, ADRIE
 FTE: 1.0

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BIOLOGISTS - L2
 FISHERIES & WILDLIFE
 BIOLOGICAL SCIENTIST II
 SANDER, THEODORE
 FTE: 1.0

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 SCIENTIST II
 ANDERSON, STACEY
 FTE: 1.0

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FISHERIES & WILDLIFE
BIOLOGISTS-L2
 FISHERIES & WILDLIFE
 BIOLOGICAL SCIENTIST II
 SULLIVAN, KELLY
 FTE:1.0

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FIRST-LINE SUPV/MGR OF
OFFICE & ADMIN -L2
 SENIOR CLERICAL
 SUPERVISOR
 CLARK, BERNICE
 FTE:1.0

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FISHERIES & WILDLIFE
BIOLOGISTS-L4
 ASSISTANT RESEARCH
 SCIENTIST
 BRADSHAW, CHRIS
 FTE:1.0

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OFFICE CLERKS,
GENERAL-L2
 SENIOR
 CLERK
 WEAVER, YVONNE
 FTE:1.0

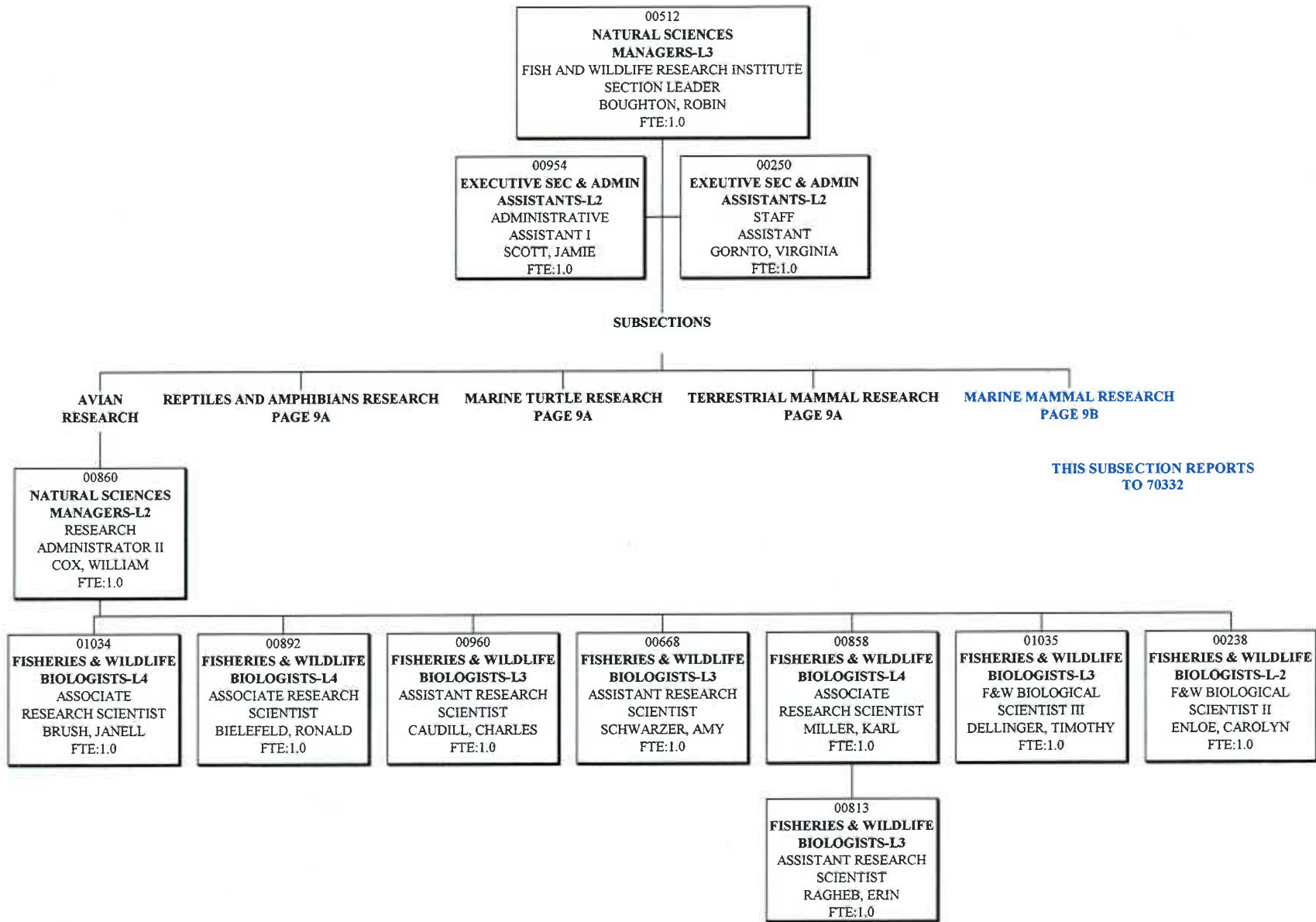
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GENERAL-L2
 SENIOR
 CLERK
 DARLING, SUSAN
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GENERAL-L2
 SENIOR
 CLERK
 KRAMER, ANITA
 FTE:1.0

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BIOLOGISTS-L2
 BIOLOGICAL
 SCIENTIST II
 FABIAN, NICOLE
 FTE:1.0

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BIOLOGISTS-L1
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 SCIENTIST I
 LULL, CARLOS
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BIOLOGISTS-L1
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 RENALDO, JANALEA
 FTE:1.0



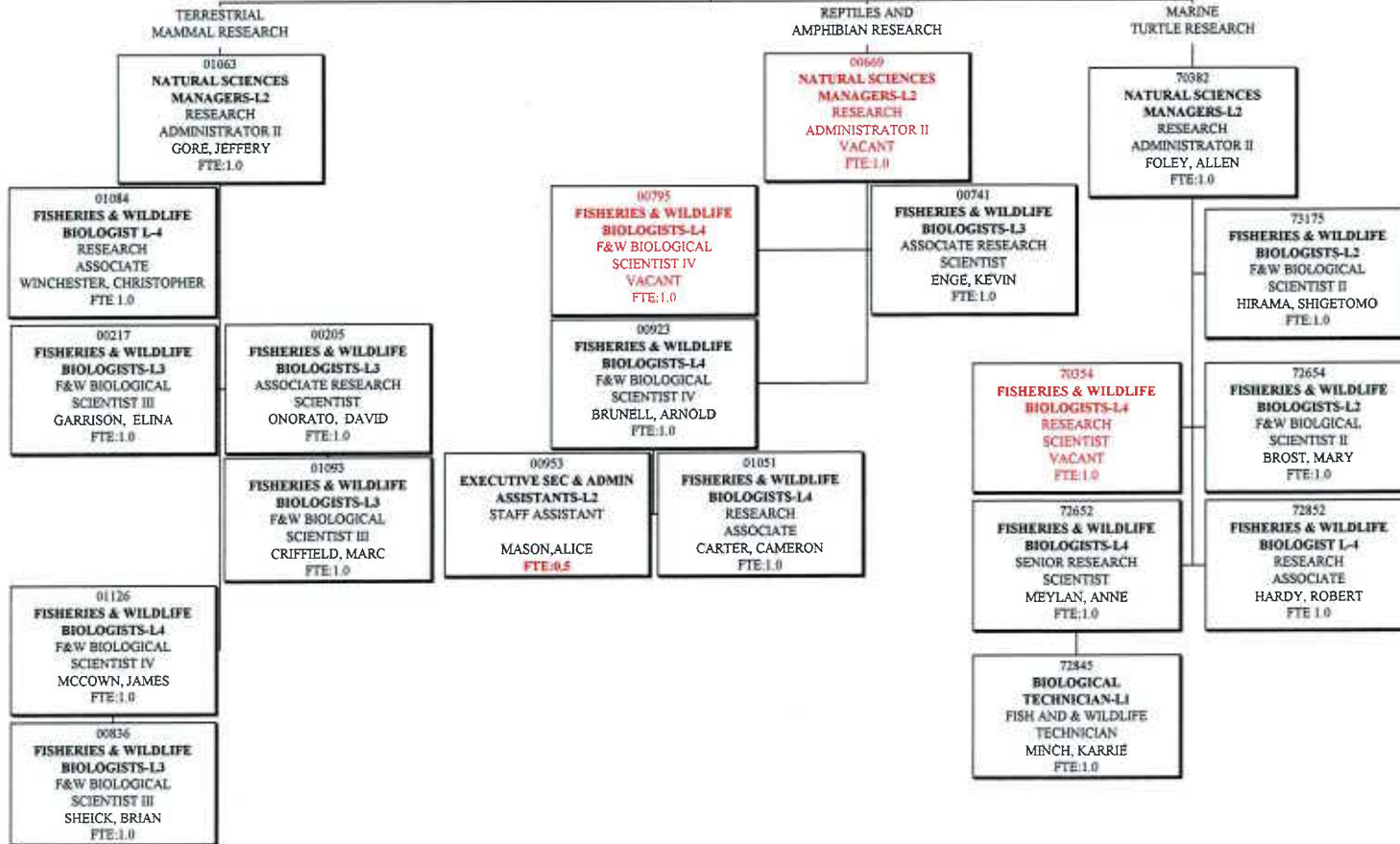
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FISH AND WILDLIFE RESEARCH INSTITUTE
WILDLIFE RESEARCH SECTION
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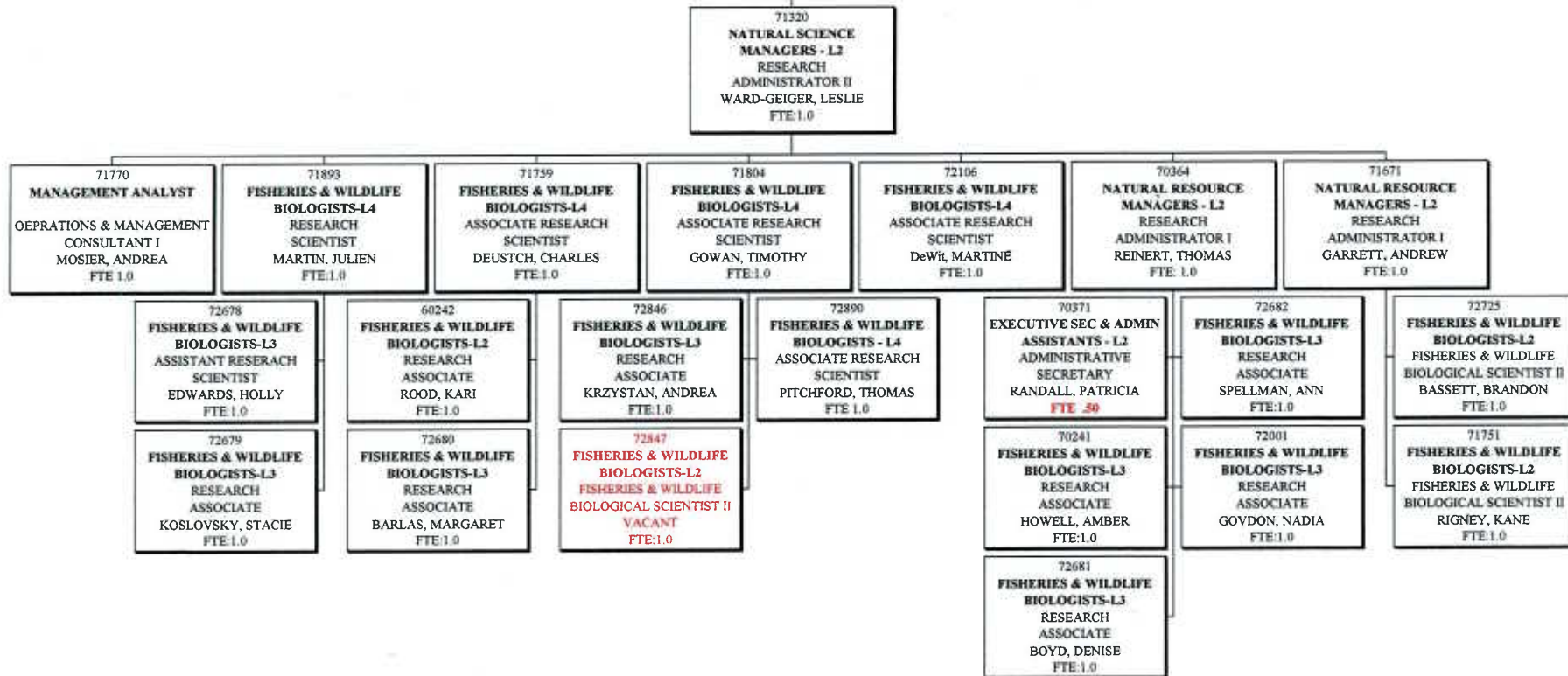
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 MANAGERS-L3**
 FISH AND WILDLIFE RESEAR...
 SECTION LEADER
 BOUGHTON, ROBIN

SUBSECTIONS



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

SUBSECTION OF MARINE MAMMAL RESEARCH



70332
**NATURAL SCIENCES
 MANAGERS-L1**
 DIRECTOR OF
 FISH AND WILDLIFE RESEARCH INSTITUTE
 MCRAE, GILL

70476
**NATURAL SCIENCES
 MANAGERS-L2
 RESEARCH**
 ADMINISTRATOR II
 FLEWELLING, LEANNE
 FTE: 1.0

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**MANAGEMENT
 ASSISTANTS-L3**
 OPERATIONS MANAGEMENT
 CONSULTANT I
 HOYT, JEANNE
 FTE: 1.0

SUBSECTIONS

60478
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 BIOLOGISTS-L3
 RESEARCH
 ASSOCIATE
 VACANT
 FTE:1.0**

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**FISHERIES & WILDLIFE
 BIOLOGISTS-L2
 RESEARCH
 ASSISTANT**
 GRANHOLM, APRIL
 FTE:1.0

HARMFUL ALGAL
 BLOOMS RESEARCH

FISH AND
 WILDLIFE HEALTH

**SUBSECTION
 HABITAT
 RESEARCH
 PAGE 10A**

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 BIOLOGISTS-L4
 RESEARCH
 SCIENTIST**
 CORCORAN, ALINA
 FTE:1.0

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**MEDICAL & HEALTH SERVICES
 MANAGERS-L2**
 DIAGNOSTIC VETERINARIAN
 MANAGER
 CUNNINGHAM, MARK
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 BIOLOGISTS-L4
 RESEARCH
 SCIENTIST**
 LANDSBERG, JAN
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 BIOLOGISTS-L4
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 SCIENTIST**
 HUBBARD, KATHERINE
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 RICHARDSON, RALPH
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 ASSOCIATE**
 CLEMONS, BAMBI
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 SCIENTIST**
 KIRYU, YASUNARI
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 IVEY, JAMES
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 GARNETT, MATTHEW
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 SCIENTIST**
 CODY, THERESA
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 VACANT
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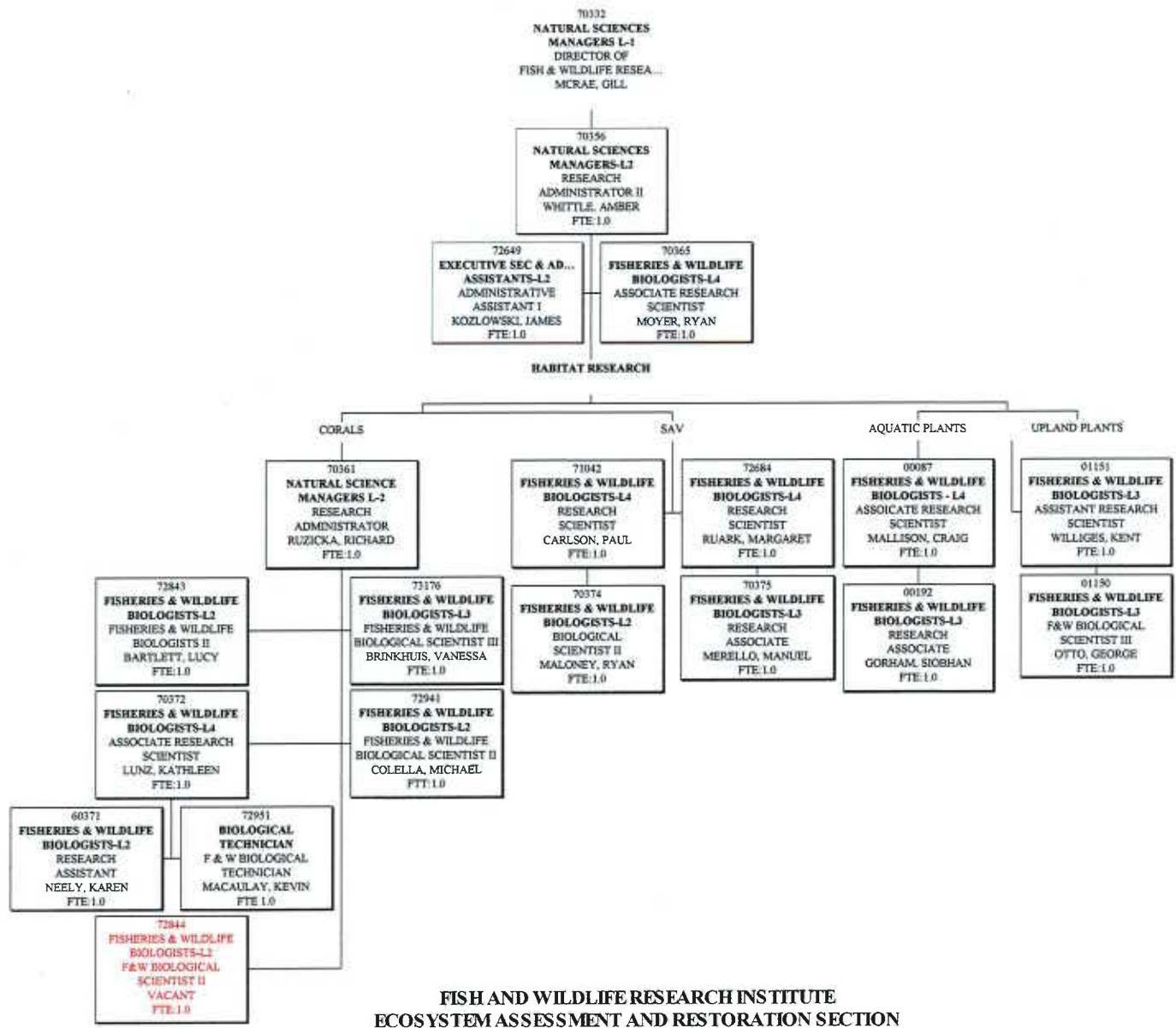
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 ACCOCIATE**
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 RICHARDSON, ADAM
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 ASSOCIATE**
 GRAY, GREGORY
 FTE:1.0

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 BIOLOGISTS-L1
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 SCIENTIST I**
 BROWN, CATALINA
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**FISH AND WILDLIFE RESEARCH INSTITUTE
 ECOSYSTEM ASSESSMENT AND RESTORATION SECTION
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FISH AND WILDLIFE CONSERVATION COMMISSION		FISCAL YEAR 2012-13			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		271,302,062		11,982,600	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		39,438,964		3,527,765	
FINAL BUDGET FOR AGENCY		310,741,026		15,510,365	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>					0
Fisheries Assessment * Number of fisheries assessments and data summaries conducted		1,039,054	20.95	21,763,579	
Imperiled Species And Wildlife Assessments * Number of requests for status of endangered and threatened species and wildlife		172,653	42.48	7,334,128	
Harmful Algal Bloom And Aquatic Health Monitoring And Assessment * Number of red tide and aquatic health assessments completed		217,849	18.40	4,009,347	
Habitat Monitoring And Assessment * Number of requests for assessments or seagrass, salt marsh, or mangrove, coral, aquatic, and upland habitat		68,892	37.58	2,588,863	
GIS Technical Support And Services * Number of technical and analytical GIS remote sensing requests completed and GIS oil spill training assistance provided		1,104,538	4.41	4,872,542	
Manatee Rehabilitation * Number of Manatees Rehabilitated		83	24,096.39	2,000,000	
Fwri - Administrative Services And Facilities Management * N/A		5,326,716	1.04	5,515,908	2,000,000
Recreational Licenses And Permits * Number of Recreational Licenses and Permits Issued		2,432,325	1.15	2,790,936	
Commercial Licenses And Permits * Number Commercial fishing and wildlife licenses, permits and tags issued		2,048,435	0.63	1,297,682	
Conservation Stewardship: Educate Citizens About Fish And Wildlife Conservation * Number of people reached with conservation messages		2,022,701	0.09	178,102	
Hunter Safety And Ranges * Number of students graduating from Hunter Safety courses		13,612	181.84	2,475,152	1,400,000
Media Relation - Inform And Educate Citizens About Fish And Wildlife Messages * Number of People reached with fish and wildlife messages		19,575,097	0.07	1,435,657	
Public Awareness And Economic Development * Number of counties counseled regarding use of nature-based recreation as an economic tool		57	602.98	34,370	
Land Acquisition * Acres of fish and wildlife habitat purchased		543,296	1.09	594,894	
Uniform Patrol And Investigations * Number of patrol and investigation hours		1,251,623	68.57	85,830,003	623,865
Inspections * Number of Inspections		5,257	273.48	1,437,667	
Aviation * Number of flight hours		3,551	701.28	2,490,228	
Boating And Waterways * Number of boating and waterway projects supported		424	8,873.00	3,762,150	5,112,000
Law Enforcement Administration * N/A		4,119,090	1.06	4,368,480	
Field Services * Number of service/repair hours		22,360	187.76	4,198,417	
Training * Hours of training completed		85,368	33.08	2,823,622	
Manage And Restore Public Lands * Number of acres managed for wildlife		5,911,730	4.02	23,776,390	999,500
Game Management - Hunting Opportunities * Number of hunters served		175,526	23.99	4,210,319	
Plan And Coordinate Habitat And Land Use * Number of written technical assists provided		1,163	2,244.18	2,609,979	
Wildlife Viewing Recreation * Number of Floridians and visitors engaged in wildlife viewing		5,214,235	0.23	1,216,414	
Habitat And Species Conservation Administration * N/A		4,265,882	1.05	4,498,073	
Protect Manatees, Sea Turtles, Panthers And Black Bear * Number of recovery plan actions implemented		54	41,092.24	2,218,981	
Manage And Restore Freshwater And Marine Habitats * Number of water acres where habitat projects have been completed		87,269	69.87	6,097,598	4,000,000
Protect Nongame Fish And Wildlife * Number of native fish and wildlife species with stable or increasing populations		353	20,864.44	7,365,147	
Prevent Introduction Of And Eliminate Undesirable Exotic Species * Number of exotic species with management plans written		6	228,848.33	1,373,090	
Manage Invasive Aquatic Plants In Public Waterways * Number of acres of public water bodies managed		1,250,000	20.38	25,477,285	75,000
Manage Invasive Exotic Upland Plants On Public Conservation Lands * Number of acres of invasive exotic upland plants managed		414,854	25.57	10,607,915	
Hunting And Game Management Coordination And Oversight * N/A		377,827	1.09	412,226	
Lakes And Rivers Freshwater Fisheries Management * Number of Water Bodies and Acres Managed to Improve Fishing		1,717,523	3.68	6,320,673	
Freshwater Fish Stocking * Number of Fished Stocked		3,540,604	0.49	1,751,250	
Freshwater Fisheries Administration * N/A		189,967	1.09	207,166	
Marine Fisheries Management * Number of Fishery Management Plans Reviewed and Analysis Conducted		67	12,661.18	848,299	
Marine Fisheries Education And Outreach * Number of Educational and Outreach Contacts		1,772,618	0.50	887,757	
Artificial Reef Management * Number of Reefs Created and/or Monitor		296	1,417.01	419,435	1,300,000
Marine Fisheries Administration * N/A		221,131	1.04	229,731	
Marine Fisheries Commercial Services * Number of Marine Fisheries Service Contacts		596,536	1.60	954,612	
TOTAL				263,284,067	15,510,365
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS				47,460,395	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				310,744,462	15,510,365

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

(1) Some activity unit costs may be overstated due to the allocation of double budgeted items.

(2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.

(3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.

(4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

**SCHEDULE XIII
PROPOSED CONSOLIDATED FINANCING OF DEFERRED-PAYMENT
COMMODITY CONTRACTS**

Contact Information
Agency: Fish and Wildlife Conservation Commission
Name: Trang Chitakone
Phone: 727-502-4956
E-mail address: trang.chitakone@myfwc.com

Deferred-payment commodity contracts are approved by the Department of Financial Services (department). The rules governing these contracts are in Chapter 69I-3, *Florida Administrative Code* and may be accessed via the following website <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69I-3>. Information on the program and other associated information on the Consolidated Equipment Financing Program and Guaranteed Energy Savings Contracts may be accessed via the following website http://www.myfloridacfo.com/aadir/statewide_financial_reporting/.

For each proposed deferred-payment commodity contract that exceeds the threshold for Category IV as defined in Section 287.017, *Florida Statutes*, complete the following information and submit Department of Financial Services forms Lease Checklist DFS-A1-411 and CEFP Checklist DFS-A1-410 with this schedule.

1. Commodities proposed for purchase.			
<u>Equipment Group</u>	<u>Description</u>	<u>Compensation to Company (From Escrow)</u>	
na	Investment Grade Audit & Design Documents	\$220,400	
1	Joint Use Bldg Lighting Retrofit	\$54,018	
2	RMI Bldg Lighting Retrofit	\$31,334	
3	F Bldg Lighting Retrofit	\$16,447	
4(a)	Joint Use Bldg First Floor AHU Change Out	\$200,840	
4(b)	Joint Use Bldg Second Floor AHU Change Out	\$186,494	
4(c)	Joint Use Bldg Third Floor AHU Change Out	\$172,147	
4(d)	Joint Use Bldg Fourth Floor AHU Change Out	\$157,804	
5(a)	Joint Use Bldg Boiler Plant	\$329,925	
5(b)	Joint Use Bldg First Floor Hot Water Distribution	\$314,928	
5(c)	Joint Use Bldg Second Floor Hot Water Distribution	\$299,931	
5(d)	Joint Use Bldg Third Floor Hot Water Distribution	\$284,935	
5(e)	Joint Use Bldg Fourth Floor Hot Water Distribution	\$269,939	
6(a)	Joint Use Bldg First Floor AHU Controls	\$19,387	
6(b)	Joint Use Bldg Second Floor AHU Controls	\$18,002	
6(c)	Joint Use Bldg Third Floor AHU Controls	\$16,617	
6(d)	Joint Use Bldg Fourth Floor AHU Controls	\$15,233	
6(e)	Joint Use Bldg Boiler Plant Controls	\$41,612	
6(f)	Joint Use Bldg First Floor Hot Water Controls	\$39,721	

6(g)	Joint Use Bldg Second Floor Hot Water Controls	\$37,830
6(h)	Joint Use Bldg Third Floor Hot Water Controls	\$35,938
6(i)	Joint Use Bldg Fourth Floor Hot Water Controls	\$34,047
6(j)	Joint Use Bldg Joint Use Bldg Chiller Plant Controls	\$160,071
7	Joint Use Bldg Joint Use Bldg Chiller Replacement	\$716,891
8	Joint Use Bldg Load Mgmt Structure	\$77,387
9	Cedar Key Station Lighting Retrofit	\$23,877
10(a)	Cedar Key Station Chiller Replacement	\$103,300
10(b)	Cedar Key Station AHU 1 Change Out	\$66,408
10(c)	Cedar Key Station AHU 2 Change Out	\$70,097
10(d)	Cedar Key Station Ductwork & VAV Boxes	\$129,126
10(e)	Cedar Key Station Controls	\$14,255
11	Gainesville Facility Lighting Retrofit	\$17,756
12	Keys Marine Lab Lighting Retrofit	\$14,893
13	Tequesta Field Lab Lighting Retrofit	\$8,410

Total Construction Compensation To Company: \$4,200,000

2. Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts.

FWC/FWRI is committed to a guaranteed energy performance savings contract involving Energy Systems Group (ESG). Performance contracting is authorized by Section 489.145, Florida Statute. We have partnered with ESG for the development and implementation of this project. ESG is an approved Energy Services Company under State Term Contract Number 973-320-03-1, entitled *Comprehensive Energy Strategy*. We have used the *Guaranteed Energy Performance Savings Contract* and *Financing Agreement* model templates provided by DFS.

This contract provides energy conservation measures and capital improvements at several FWC/FWRI sites around Florida. The energy contract will replace worn out equipment with energy efficient equipment (HVAC, lighting, and controls). Savings from the reductions of energy use in future years will pay for this contract. These savings, in turn, will reduce the burden on the State of Florida to replace this equipment and will utilize existing appropriations. The guaranteed energy savings projects we have developed embody the energy conservation and efficiency priorities of Governor Charlie Crist. Governor Crist issued three executive orders mandating improved energy conservation by state agencies and reduction of greenhouse gases. Of particular note is Executive Order 07-126, *Leadership by Example: Immediate Actions to Reduce Greenhouse Gas Emissions from Florida State Government* that calls for immediate and measurable energy conservation actions by state agencies.

3. Summary of one-time payment versus financing analysis including a summary amortization schedule for the financing by fiscal year (amortization schedule and analysis detail may be attached separately).

\$4,200,000 financed over a 20-year period. See attached Exhibit A.

4. Identify base budget proposed for payment of contract and/or issue code and title of budget request if increased authority is required for payment of the contract.

No increased spending authority is required for payment. Payments will come from existing expense and OPS appropriations in Budget Entity # 77600200 – Fish and Wildlife Research Institute. The contract has startup and constructions costs of \$4,200,000 financed over a 20-year period. The agency's after installation payments are offset by energy and operation savings ensuring that the project remains budget neutral or budget positive for the agency through the project term. FWC/FWRI begins paying back the loan beginning on 9/1/08. The annual guaranteed energy savings will be at least \$319,000 that will be used to repay the loan with annual payment amounts of \$319,000.

EXHIBIT A
PAYMENT SCHEDULE

Commencement Date: 08/08/2008, or the date on which the principal funds are deposited in the Escrow Agreement, whichever occurs later.

The Lender acknowledges that all documents required under the Agreement have been submitted and the interest rate shall be as set forth below.

Interest Rate: 4.3064% (Monthly)

P#	Date	Payment	Principal	Interest	Accrued	
					Interest	Principal Balance
	Commencement Date					4,200,000.00
0	8/8/08	0	0	0	15,072.28	4,215,072.28
0		0	0	0	60,614.42	4,260,614.42
0		0	0	0	106,648.63	4,306,648.63
0		0	0	0	153,180.21	4,353,180.21
1	9/1/09	81,486.17	0	81,486.17	115,052.00	4,315,052.00
2	12/1/09	81,486.17	0	81,486.17	80,188.22	4,280,188.22
3	3/1/10	81,486.17	0	81,486.17	44,947.74	4,244,947.74
4	6/1/10	81,486.17	0	81,486.17	9,326.50	4,209,326.50
5	9/1/10	81,486.17	26,679.61	54,806.56	0	4,173,320.39
6	12/1/10	81,486.17	36,395.14	45,091.03	0	4,136,925.25
7	3/1/11	81,486.17	36,788.37	44,697.80	0	4,100,136.88
8	6/1/11	81,486.17	37,185.86	44,300.31	0	4,062,951.02
9	9/1/11	81,486.17	37,587.64	43,898.53	0	4,025,363.39
10	12/1/11	81,486.17	37,993.76	43,492.41	0	3,987,369.63
11	3/1/12	81,486.17	38,404.26	43,081.91	0	3,948,965.37
12	6/1/12	81,486.17	38,819.20	42,666.97	0	3,910,146.16
13	9/1/12	81,486.17	39,238.63	42,247.54	0	3,870,907.53
14	12/1/12	81,486.17	39,662.59	41,823.58	0	3,831,244.94
15	3/1/13	81,486.17	40,091.13	41,395.04	0	3,791,153.82
16	6/1/13	81,486.17	40,524.29	40,961.88	0	3,750,629.52
17	9/1/13	81,486.17	40,962.14	40,524.03	0	3,709,667.38
18	12/1/13	81,486.17	41,404.72	40,081.45	0	3,668,262.66
19	3/1/14	81,486.17	41,852.08	39,634.09	0	3,626,410.58
20	6/1/14	81,486.17	42,304.28	39,181.89	0	3,584,106.30
21	9/1/14	81,486.17	42,761.36	38,724.81	0	3,541,344.94
22	12/1/14	81,486.17	43,223.38	38,262.79	0	3,498,121.56
23	3/1/15	81,486.17	43,690.39	37,795.78	0	3,454,431.17
24	6/1/15	81,486.17	44,162.45	37,323.72	0	3,410,268.73
25	9/1/15	81,486.17	44,639.60	36,846.57	0	3,365,629.12
26	12/1/15	81,486.17	45,121.92	36,364.25	0	3,320,507.21
27	3/1/16	81,486.17	45,609.44	35,876.73	0	3,274,897.77
28	6/1/16	81,486.17	46,102.23	35,383.94	0	3,228,795.54
29	9/1/16	81,486.17	46,600.35	34,885.82	0	3,182,195.19

30	12/1/16	81,486.17	47,103.84	34,382.33	0	3,135,091.34
31	3/1/17	81,486.17	47,612.78	33,873.39	0	3,087,478.56
32	6/1/17	81,486.17	48,127.22	33,358.95	0	3,039,351.34
33	9/1/17	81,486.17	48,647.21	32,838.96	0	2,990,704.13
34	12/1/17	81,486.17	49,172.83	32,313.34	0	2,941,531.30
35	3/1/18	81,486.17	49,704.12	31,782.05	0	2,891,827.18
36	6/1/18	81,486.17	50,241.15	31,245.02	0	2,841,586.03
37	9/1/18	81,486.17	50,783.99	30,702.18	0	2,790,802.04
38	12/1/18	81,486.17	51,332.69	30,153.48	0	2,739,469.35
39	3/1/19	81,486.17	51,887.32	29,598.85	0	2,687,582.03
40	6/1/19	81,486.17	52,447.94	29,038.23	0	2,635,134.09
41	9/1/19	81,486.17	53,014.62	28,471.55	0	2,582,119.47
42	12/1/19	81,486.17	53,587.42	27,898.75	0	2,528,532.06
43	3/1/20	81,486.17	54,166.41	27,319.76	0	2,474,365.65
44	6/1/20	81,486.17	54,751.66	26,734.51	0	2,419,613.99
45	9/1/20	81,486.17	55,343.22	26,142.95	0	2,364,270.77
46	12/1/20	81,486.17	55,941.19	25,544.98	0	2,308,329.58
47	3/1/21	81,486.17	56,545.61	24,940.56	0	2,251,783.97
48	6/1/21	81,486.17	57,156.56	24,329.61	0	2,194,627.41
49	9/1/21	81,486.17	57,774.11	23,712.06	0	2,136,853.30
50	12/1/21	81,486.17	58,398.34	23,087.83	0	2,078,454.96
51	3/1/22	81,486.17	59,029.31	22,456.86	0	2,019,425.65
52	6/1/22	81,486.17	59,667.10	21,819.07	0	1,959,758.56
53	9/1/22	81,486.17	60,311.78	21,174.39	0	1,899,446.78
54	12/1/22	81,486.17	60,963.42	20,522.75	0	1,838,483.36
55	3/1/23	81,486.17	61,622.10	19,864.07	0	1,776,861.26
56	6/1/23	81,486.17	62,287.91	19,198.26	0	1,714,573.35
57	9/1/23	81,486.17	62,960.90	18,525.27	0	1,651,612.45
58	12/1/23	81,486.17	63,641.17	17,845.00	0	1,587,971.28
59	3/1/24	81,486.17	64,328.79	17,157.38	0	1,523,642.49
60	6/1/24	81,486.17	65,023.83	16,462.34	0	1,458,618.66
61	9/1/24	81,486.17	65,726.39	15,759.78	0	1,392,892.27
62	12/1/24	81,486.17	66,436.54	15,049.63	0	1,326,455.74
63	3/1/25	81,486.17	67,154.36	14,331.81	0	1,259,301.38
64	6/1/25	81,486.17	67,879.93	13,606.24	0	1,191,421.45
65	9/1/25	81,486.17	68,613.35	12,872.82	0	1,122,808.10
66	12/1/25	81,486.17	69,354.68	12,131.49	0	1,053,453.42
67	3/1/26	81,486.17	70,104.03	11,382.14	0	983,349.38
68	6/1/26	81,486.17	70,861.48	10,624.69	0	912,487.90
69	9/1/26	81,486.17	71,627.11	9,859.06	0	840,860.80
70	12/1/26	81,486.17	72,401.01	9,085.16	0	768,459.78
71	3/1/27	81,486.17	73,183.27	8,302.90	0	695,276.51
72	6/1/27	81,486.17	73,973.99	7,512.18	0	621,302.52
73	9/1/27	81,486.17	74,773.25	6,712.92	0	546,529.27
74	12/1/27	81,486.17	75,581.14	5,905.03	0	470,948.13
75	3/1/28	81,486.17	76,397.77	5,088.40	0	394,550.36
76	6/1/28	81,486.17	77,223.21	4,262.96	0	317,327.15
77	9/1/28	81,486.17	78,057.58	3,428.59	0	239,269.57
78	12/1/28	81,486.17	78,900.96	2,585.21	0	160,368.61
79	3/1/29	81,486.17	79,753.45	1,732.72	0	80,615.16
80	6/1/29	81,486.17	80,615.14	871.03	0	0

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Totals	6,518,893.60	4,200,000.00	2,318,893.60

* Including Payment due on such date, accrued interest and any other amounts accrued and unpaid on such date. There is no, and this amount does not reflect any, prepayment penalty, fee or premium. The Prepayment Price on each respective Payment Date is equal to the Principal Balance as of each respective Payment Date.

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Fish and Wildlife Conservation Commission

Contact: Charlotte Jerrett (850) 617-9600

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

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2014 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 2015-2016 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 2015-2016 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Doc Stamps - State Game TF Land Mgmt - From CARL	R	7,800,000	7,800,000
b	Doc Stamps - Invasive Plant Control	R	34,500,000	34,500,000
c	Doc Stamps - State Game TF Lake Restoration	R	9,400,000	9,400,000
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.

Notes: (a) Doc Stamps - State Game TF Land Mgmt - From CARL: new request of \$700,000 will make total budget for land management equal to \$7,800,000. (b) Doc Stamps - Invasive Plant Control: no new funding requested; current budget equals \$34,500,000. (c) Doc Stamps - State Game TF Lake Restoration: no new funding requested; current budget equals \$9,400,000.

* R/B = Revenue or Budget Driver

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2015-16

Department: Fish and Wildlife Conservation Commission

Chief Internal Auditor: Magen Naret, Director of Auditing

Budget Entity: _____

Phone Number: (727) 502-4909

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
IA-1304	Oct-13	Upland Invasive Plant Management Section	<p>Finding 1: The IPMS contract award process requires improvements. Specifically, the IPMS should establish a scoring threshold and award contracts to contractors who meet or exceed the threshold; An explanation for the basis of the contract award (established evaluation criteria and scoring scale) should be included in the contract file; and specific evaluation criteria should be clearly defined in the Evaluation Criteria section of the RFP. Finding 2: The IPMS project award process requires improvements. Specifically, additional staffing resources should be provided to the Uplands program so that pre-quote meetings (resulting in competitive bids) can be held for all projects; All contractors should be included in the solicitation of quotes for any project that falls within a region where the contractor submitted a proposal to provide services. The contractor submitting the lowest quote should be selected; Justification for awarding a specific project to a specific contractor should be maintained in the project file; as specifically related to RFP 09/10-74, Page 52, Program Mechanics/Procedures, #7 and #8;and the FWC OIG recommended that IPMS staff seek FWC legal counsel to assist in drafting the contract that replaces RFP 09/10-74 upon its expiration in August 2014. Finding 3: Itemized Costs Do Not Always Agree With Supporting Documentation. Specifically, IPMS</p>	Corrective actions are underway. A follow-up review is scheduled for the current (14/15) fiscal year.	

IA-1305	Apr-14	All Divisions/Offices possessing bulk fuel tanks	<p>Finding 1: Agency bulk fuel policies and procedures require updating and strengthening. Our recommendations included the following: A new bulk fuel tank procedure should be written by those knowledgeable about the tanks. This would include a team comprising tank custodians, FBO representatives, environmental and safety representatives, and any other representations deemed necessary for a comprehensive procedure. Representation from varied disciplines should ensure adequate financial and operational controls over the tanks. The Purchasing Procedure manual should be updated to stress that receipt of written quotations or written records of telephone quotations are recognized as best practices; New procedures should address record keeping control over the tanks such as standard fuel log formats that include meter readings for each fueling, built in step instructions for tank custodian and management review of fuel usage, provisions for periodic inventory reconciliations for the larger tanks (Beginning inventory plus deliveries less the gallons that are withdrawn in a period should equal a close approximation to current gallons in the tank). It should also</p>	<p>Corrective actions are currently underway. The FWC OIG continues to follow-up on corrective action items as they become due.</p>
IA-1409	Mar-14	Division of Law Enforcement (DLE)- DAVID Attestation Statement Review	<p>During our review, the following issues were identified that required management attention:</p> <ul style="list-style-type: none"> • FWC's Internal Control Attestation Statement was not submitted timely to the Department of Highway Safety and Motor Vehicles (HSMV); • FWC was not timely notifying HSMV of compromised information; • Quarterly Quality Reviews of user access were not being performed; • Terminated or reassigned users' DAVID access was not timely updated; and • Inadequate Agency policies and procedures. <p>The FWC OIG recommended that the above issues be addressed by the FWC DLE.</p>	<p>Corrective actions are underway. A follow-up review is scheduled for the current (14/15) fiscal year.</p>

IA-1411	Feb-14	DLE - Evidence and Information Revolving Fund Review	<p>During our review, the following issues were identified that required management attention:</p> <ul style="list-style-type: none"> Unscheduled cash counts were not being conducted; Unallowable payments occurred for credit card purchases of gas; The Agency's E&I Fund amount exceeded the authorized limit; and The Agency's E&I Fund policies and procedures are inadequate. The FWC OIG recommended that the above issues be addressed by the FWC DLE. 	<p>Corrective actions are underway. A follow-up review is scheduled for the current (14/15) fiscal year.</p>	
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Fish and Wildlife Conservation Commission FY 2015-16 – Vehicles Retained In Service

When an original vehicle exhausts its useful life for the purpose for which it was purchased, funding is requested to replace it with a new one. If approved, the old vehicle is replaced and normally it is retired and sold. Occasionally, when there is an emergency or critical unforeseen need, the old vehicle may be retained in service to meet that need rather than sold. An example would be a law enforcement vehicle which is no longer suitable to meet the high demands required of it for patrol but might still have useful life left when used to support an unforeseen biological monitoring need. Significant savings are realized when a used vehicle is retained to meet such needs rather than purchasing a new one. The following vehicles have been retained in service since the submission of the FY 2014-15 Legislative Budget Request:

Hunting and Game Management

The following vehicles were retained to collect game species biological data, facilitate and coordinate game species management on public lands, and provide maintenance of public use facilities. Required activities include driving in off-road conditions and pulling trailers. Retained vehicles provide staff the ability to go into the field to conduct these activities. This work is a critical part of FWC's mission, often requiring resources beyond standard staffing and equipment availability. The need for vehicles was unforeseen when the funding supporting the programs was initially requested and received. In 2 cases (property #115043, #46166), repair costs were so excessive for previously reported vehicles that retaining a different vehicle to accomplish critical functions resulted in cost savings. Maintenance costs for vehicles retained to serve the Hunter Safety and Ranges program are grant funded.

Game Species Management

- 1999 Dodge ½ Ton 4x4 Pick-up (#44987)
- 2005 Chevrolet ½ Ton Pick-up (#115043)

Public Hunting Areas

- 2000 Dodge 3/4 Ton 4x4 Pick-up (#46166)

Hunter Safety and Ranges

- 2004 Ford F150 ½ Ton Pick-up (#114884)

Habitat & Species Conservation FY 2015-16 LBR - Vehicles Retained In Service

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

Wildlife and Habitat Management Program

- 2008 Ford F150 ½ Ton (#120898)
- 2004 Ford 4x4 ¾ Ton (#114448)

Freshwater Fisheries Management
FY 2015-16 LBR – Vehicles Retained In Service

The following vehicles were retained in service and were kept in place of two previously retained vehicles that were surplus during FY 2013-14. #107254 replaced previously justified retained dump truck #335797. #129675 replaced previously justified retained vehicle #112397.

Tenoroc Fish Management Area (FMA)

2001 International Dump Truck FWC79 (#107254)

2006 Chevy C1500 (#129675)

The following vehicle is retained in service for OPS staff to use on Southwest Florida Water Management District (SWFWMD) Funded Grant. This is a newly established three year project outside of our Divisional Federal grant-funded project. The vehicle is used to meet transportation needs for travel and trailer personnel, equipment, and boats to complete this SWFWMD grant-funded project. Since this is a specific and new project and adds additional staff and workload outside of our current Federal grant-funded project, without this vehicle both projects would be compromised in completing requirements of both grants.

SW Regional Office

2005 Ford F150 1/2 Ton Pickup Truck FWC4036 (#114174)

Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish & Wildlife Conservation Commission/Office of Executive Diretion & Administrative Support
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/

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	77	100	700		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)					
	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)					
	Y				

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?					
	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?					
	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?					
	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?					
	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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				

AUDITS:

3.2 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				

		Program or Service (Budget Entity Codes)				
Action		77	100	700		
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
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 2013-14 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		77	100	700		
<p>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.</p>						
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
<p>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.</p>						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	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				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #14-001?	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				

Action		Program or Service (Budget Entity Codes)				
		77	100	700		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	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				
7.16	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 28 and 88 of the LBR Instructions.)	N/A				
7.17	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, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.					

		Program or Service (Budget Entity Codes)				
Action		77	100	700		
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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).					
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				

Action		Program or Service (Budget Entity Codes)				
		77	100	700		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	100	700		
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
8.31	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")	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 130 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 161 of the LBR Instructions.)	Y				

	Program or Service (Budget Entity Codes)				
Action	77	100	700		

10. SCHEDULE III (PSCR, SC3)

10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				

11. SCHEDULE IV (EADR, SC4)

11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						

12. SCHEDULE VIIIA (EADR, SC8A)

12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Y				
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13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1	NOT REQUIRED FOR THIS YEAR					
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14. SCHEDULE VIIIB-2 (EADR, S8B2)

14.1	Do the reductions comply with the instructions provided on pages 104 through 106 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				
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15. SCHEDULE VIIIC (EADR, S8C)

(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)

15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Y				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y				

AUDIT:

15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Y				
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		Program or Service (Budget Entity Codes)				
Action		77	100	700		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)						
16.1	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				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	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				
16.5	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				
16.6	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				
16.7	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.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A				

	Program or Service (Budget Entity Codes)				
Action	77	100	700		

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.	

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
18.5	Are the appropriate counties identified in the narrative?	N/A				
18.6	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				
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.					

19. FLORIDA FISCAL PORTAL

19.1	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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Fiscal Year 2015-16 LBR Technical Review Checklist

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

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	77	200	100		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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				
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AUDITS:

3.2 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				
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		Program or Service (Budget Entity Codes)				
Action		77	200	100		
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
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 2013-14 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		77	200	100		
<p>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.</p>						
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
<p>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.</p>						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #14-001?	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				

Action		Program or Service (Budget Entity Codes)				
		77	200	100		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	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				
7.16	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 28 and 88 of the LBR Instructions.)	N/A				
7.17	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, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.					

		Program or Service (Budget Entity Codes)				
Action		77	200	100		
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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).					
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				

Action		Program or Service (Budget Entity Codes)				
		77	200	100		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	200	100		
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
8.31	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")	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 130 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 161 of the LBR Instructions.)	N/A				

	Program or Service (Budget Entity Codes)				
Action	77	200	100		

10. SCHEDULE III (PSCR, SC3)

10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				

11. SCHEDULE IV (EADR, SC4)

11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						

12. SCHEDULE VIIIA (EADR, SC8A)

12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Y				
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13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1	NOT REQUIRED FOR THIS YEAR					
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14. SCHEDULE VIIIB-2 (EADR, S8B2)

14.1	Do the reductions comply with the instructions provided on pages 104 through 106 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				
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15. SCHEDULE VIIIC (EADR, S8C)

(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)

15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Y				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y				

AUDIT:

15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Y				
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		Program or Service (Budget Entity Codes)				
Action		77	200	100		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)						
16.1	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				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	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				
16.5	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				
16.6	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				
16.7	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.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				

	Program or Service (Budget Entity Codes)				
Action	77	200	100		

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.	

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
18.5	Are the appropriate counties identified in the narrative?	N/A				
18.6	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				
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.					

19. FLORIDA FISCAL PORTAL

19.1	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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Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish & Wildlife Conservation Commission/Hunting and Game Management
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/

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	77	300	200		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)					
	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)					
	Y				

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?					
	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?					
	Y				
2.3 Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?					
	Y				
2.4 Have the coding guidelines in Section 3 of the LBR Instructions (pages 15 through 29) been followed?					
	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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				

AUDITS:

3.2 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				

		Program or Service (Budget Entity Codes)				
Action		77	300	200		
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
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 2013-14 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		77	300	200		
<p>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.</p>						
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
<p>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.</p>						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #14-001?	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				

		Program or Service (Budget Entity Codes)				
Action		77	300	200		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	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				
7.16	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 28 and 88 of the LBR Instructions.)	N/A				
7.17	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, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.					

		Program or Service (Budget Entity Codes)				
Action		77	300	200		
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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).					
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	300	200		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	300	200		
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
8.31	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")	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 130 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 161 of the LBR Instructions.)	N/A				

	Program or Service (Budget Entity Codes)				
Action	77	300	200		

10. SCHEDULE III (PSCR, SC3)

10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				

11. SCHEDULE IV (EADR, SC4)

11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						

12. SCHEDULE VIIIA (EADR, SC8A)

12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Y				
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13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1	NOT REQUIRED FOR THIS YEAR					
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14. SCHEDULE VIIIB-2 (EADR, S8B2)

14.1	Do the reductions comply with the instructions provided on pages 104 through 106 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				
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15. SCHEDULE VIIIC (EADR, S8C)

(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)

15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Y				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y				

AUDIT:

15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Y				
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		Program or Service (Budget Entity Codes)				
Action		77	300	200		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)						
16.1	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				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	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				
16.5	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				
16.6	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				
16.7	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.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				

	Program or Service (Budget Entity Codes)				
Action	77	300	200		

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.	

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
18.5	Are the appropriate counties identified in the narrative?	N/A				
18.6	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				
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.					

19. FLORIDA FISCAL PORTAL

19.1	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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Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish & Wildlife Conservation Commission/Habitat & Species Conservation
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/

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	77	350	200		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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				
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AUDITS:

3.2 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				
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		Program or Service (Budget Entity Codes)				
Action		77	350	200		
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
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 2013-14 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		77	350	200		
<p>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.</p>						
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
<p>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.</p>						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	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.	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #14-001?	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				

		Program or Service (Budget Entity Codes)				
Action		77	350	200		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	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				
7.16	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 28 and 88 of the LBR Instructions.)	N/A				
7.17	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, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.					

		Program or Service (Budget Entity Codes)				
Action		77	350	200		
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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).					
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	350	200		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	350	200		
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
8.31	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")	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 130 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 161 of the LBR Instructions.)	Y				

	Program or Service (Budget Entity Codes)				
Action	77	350	200		

10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	Y			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A			
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	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 104 through 106 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 VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y			
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y			
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Y			
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y			
AUDIT:					
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Y			

		Program or Service (Budget Entity Codes)				
Action		77	350	200		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)						
16.1	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				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	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				
16.5	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				
16.6	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				
16.7	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.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				

	Program or Service (Budget Entity Codes)				
Action	77	350	200		

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.	

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
18.5	Are the appropriate counties identified in the narrative?	N/A				
18.6	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				
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.					

19. FLORIDA FISCAL PORTAL

19.1	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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Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish & Wildlife Conservation Commission/Freshwater Fisheries Management
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/

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	77	400	200		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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				
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AUDITS:

3.2 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				
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		Program or Service (Budget Entity Codes)				
Action		77	400	200		
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
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 2013-14 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		77	400	200		
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 to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #14-001?	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				

		Program or Service (Budget Entity Codes)				
Action		77	400	200		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	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				
7.16	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 28 and 88 of the LBR Instructions.)	N/A				
7.17	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, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.					

		Program or Service (Budget Entity Codes)				
Action		77	400	200		
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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).					
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	400	200		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	400	200		
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
8.31	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")	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 130 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 161 of the LBR Instructions.)	Y				

	Program or Service (Budget Entity Codes)				
Action	77	400	200		

10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	Y			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A			
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	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 104 through 106 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 VIIIC (EADR, S8C) (LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y			
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y			
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Y			
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y			
AUDIT:					
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Y			

		Program or Service (Budget Entity Codes)				
Action		77	400	200		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)						
16.1	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				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	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				
16.5	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				
16.6	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				
16.7	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.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				

	Program or Service (Budget Entity Codes)				
Action	77	400	200		

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.	

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
18.5	Are the appropriate counties identified in the narrative?	N/A				
18.6	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				
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.					

19. FLORIDA FISCAL PORTAL

19.1	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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Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish & Wildlife Conservation Commission/Marine Fisheries Management
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/

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	77	500	200		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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				
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AUDITS:

3.2 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				
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		Program or Service (Budget Entity Codes)				
Action		77	500	200		
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
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 2013-14 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		77	500	200		
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 to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #14-001?	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				

		Program or Service (Budget Entity Codes)				
Action		77	500	200		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	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				
7.16	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 28 and 88 of the LBR Instructions.)	N/A				
7.17	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, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.					

		Program or Service (Budget Entity Codes)				
Action		77	500	200		
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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).					
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				

Action		Program or Service (Budget Entity Codes)				
		77	500	200		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	500	200		
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
8.31	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")	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 130 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 161 of the LBR Instructions.)	Y				

	Program or Service (Budget Entity Codes)				
Action	77	500	200		

10. SCHEDULE III (PSCR, SC3)

10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				

11. SCHEDULE IV (EADR, SC4)

11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						

12. SCHEDULE VIIIA (EADR, SC8A)

12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Y				
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13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1	NOT REQUIRED FOR THIS YEAR					
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14. SCHEDULE VIIIB-2 (EADR, S8B2)

14.1	Do the reductions comply with the instructions provided on pages 104 through 106 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				
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15. SCHEDULE VIIIC (EADR, S8C)

(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)

15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Y				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y				

AUDIT:

15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Y				
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		Program or Service (Budget Entity Codes)				
Action		77	500	200		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)						
16.1	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				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	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				
16.5	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				
16.6	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				
16.7	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.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				

	Program or Service (Budget Entity Codes)				
Action	77	500	200		

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.	

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
18.5	Are the appropriate counties identified in the narrative?	N/A				
18.6	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				
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.					

19. FLORIDA FISCAL PORTAL

19.1	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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Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish & Wildlife Conservation Commission/Fish and Wildlife Research Institute
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong/

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	77	650	200		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y				
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AUDITS:

3.2 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				
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		Program or Service (Budget Entity Codes)				
Action		77	650	200		
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
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 2013-14 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		77	650	200		
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 to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #14-001?	Y				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	650	200		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	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				
7.16	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 28 and 88 of the LBR Instructions.)	N/A				
7.17	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, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.					

		Program or Service (Budget Entity Codes)				
Action		77	650	200		
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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).					
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	650	200		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	650	200		
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
8.31	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")	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 130 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 161 of the LBR Instructions.)	N				

	Program or Service (Budget Entity Codes)				
Action	77	650	200		

10. SCHEDULE III (PSCR, SC3)

10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				

11. SCHEDULE IV (EADR, SC4)

11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						

12. SCHEDULE VIIIA (EADR, SC8A)

12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Y				
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13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1	NOT REQUIRED FOR THIS YEAR					
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14. SCHEDULE VIIIB-2 (EADR, S8B2)

14.1	Do the reductions comply with the instructions provided on pages 104 through 106 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				
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15. SCHEDULE VIIIC (EADR, S8C)

(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)

15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Y				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y				

AUDIT:

15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Y				
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		Program or Service (Budget Entity Codes)				
Action		77	650	200		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)						
16.1	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				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	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				
16.5	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				
16.6	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				
16.7	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.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A				

	Program or Service (Budget Entity Codes)				
Action	77	650	200		

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.	

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
18.5	Are the appropriate counties identified in the narrative?	N/A				
18.6	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				
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.					

19. FLORIDA FISCAL PORTAL

19.1	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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Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Trust Fund Schedules
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong

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	77	000	000		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)					
	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)					
	Y				

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?					
	N/A				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?					
	N/A				
2.3 Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?					
	N/A				
2.4 Have the coding guidelines in Section 3 of the LBR Instructions (pages 15 through 29) been followed?					
	N/A				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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				

AUDITS:

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

		Program or Service (Budget Entity Codes)				
Action		77	000	000		
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	N/A				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	N/A				
4.2	Is the program component code and title used correct?	N/A				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	N/A				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	N/A				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	N/A				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	N/A				
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 2013-14 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		77	000	000		
<p>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.</p>						
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	N/A				
<p>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.</p>						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	N/A				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	N/A				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #14-001?	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				

		Program or Service (Budget Entity Codes)				
Action		77	000	000		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
7.15	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				
7.16	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 28 and 88 of the LBR Instructions.)	N/A				
7.17	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, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	N/A				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.					

		Program or Service (Budget Entity Codes)				
Action		77	000	000		
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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).					
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment 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?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	000	000		
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?	Y				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate general revenue 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				

		Program or Service (Budget Entity Codes)				
Action		77	000	000		
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y				
8.28	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				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
8.31	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				
8.32	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				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Y				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 130 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 161 of the LBR Instructions.)	N/A				

	Program or Service (Budget Entity Codes)				
Action	77	000	000		

10. SCHEDULE III (PSCR, SC3)

10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				

11. SCHEDULE IV (EADR, SC4)

11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						

12. SCHEDULE VIIIA (EADR, SC8A)

12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
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13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1	NOT REQUIRED FOR THIS YEAR					
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14. SCHEDULE VIIIB-2 (EADR, S8B2)

14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	N/A				
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15. SCHEDULE VIIIC (EADR, S8C)
(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)

15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	N/A				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				

AUDIT:

15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
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		Program or Service (Budget Entity Codes)				
Action		77	000	000		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	N/A				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A				
16.5	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				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	N/A				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A				

	Program or Service (Budget Entity Codes)				
Action	77	000	000		

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.	

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
18.5	Are the appropriate counties identified in the narrative?	N/A				
18.6	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				
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.					

19. FLORIDA FISCAL PORTAL

19.1	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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Fiscal Year 2015-16 LBR Technical Review Checklist

Department/Budget Entity (Service): Fish and Wildlife Conservation Commission/Capital Improvements Program
Agency Budget Officer/OPB Analyst Name: Cheryl Armstrong

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	77	000	000		

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	N/A				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	N/A				
2.3 Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	N/A				
2.4 Have the coding guidelines in Section 3 of the LBR Instructions (pages 15 through 29) been followed?	N/A				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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				
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AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	N/A				
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		Program or Service (Budget Entity Codes)				
Action		77	000	000		
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	N/A				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	N/A				
4.2	Is the program component code and title used correct?	N/A				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	N/A				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	N/A				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	N/A				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	N/A				
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 2013-14 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		77	000	000		
<p>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.</p>						
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	N/A				
<p>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.</p>						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	N/A				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	N/A				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #14-001?	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				

		Program or Service (Budget Entity Codes)				
Action		77	000	000		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
7.15	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				
7.16	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 28 and 88 of the LBR Instructions.)	N/A				
7.17	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, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	N/A				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions.					

		Program or Service (Budget Entity Codes)				
Action		77	000	000		
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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2015-16 data center costs, this can be completed by using the new State Data Center data processing services category (210001). (NSRC data processing services category (210022) and the SSRC data processing services category (210021) will no longer be used).					
TIP	If an appropriation made in the FY 2014-15 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	000	000		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				

		Program or Service (Budget Entity Codes)				
Action		77	000	000		
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
8.31	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")	N/A				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A				
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	N/A				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 130 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 161 of the LBR Instructions.)	N/A				

	Program or Service (Budget Entity Codes)				
Action	77	000	000		

10. SCHEDULE III (PSCR, SC3)

10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				

11. SCHEDULE IV (EADR, SC4)

11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						

12. SCHEDULE VIIIA (EADR, SC8A)

12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
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13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1	NOT REQUIRED FOR THIS YEAR					
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14. SCHEDULE VIIIB-2 (EADR, S8B2)

14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	N/A				
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15. SCHEDULE VIIIC (EADR, S8C)
(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)

15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	N/A				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				

AUDIT:

15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
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		Program or Service (Budget Entity Codes)				
Action		77	000	000		
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	N/A				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2013-14 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A				
16.5	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				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	N/A				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				
17.4	Does the LBR include a separate IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: IT@LASPBS.state.fl.us	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				

	Program or Service (Budget Entity Codes)				
Action	77	000	000		

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.	

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5	Are the appropriate counties identified in the narrative?	Y				
18.6	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.					

19. FLORIDA FISCAL PORTAL

19.1	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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