

Ken Lawson, Secretary

Rick Scott, Governor

LEGISLATIVE BUDGET REQUEST

Department of Business and Professional Regulation

Tallahassee

September 15, 2015

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 Department of Business and Professional Regulation 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 2016-17 Fiscal Year. As Secretary of the Department of Business and Professional Regulation, I approve this submission.

Sincerely,



Ken Lawson
Secretary

**The Department of Business and Professional Regulation
 Temporary Special Duty – General Pay Additives Implementation Plan
 Fiscal Year 2016-2017**

The Department of Business and Professional Regulation (DBPR) proposes the following plan to implement the temporary special duties – general pay additive:

- The department will use existing resources to grant the temporary special duties – general pay additive, when warranted, based on the duties and responsibilities of a position.
- Description of the pay additive and the circumstances for use:

This additive may be recommended for career service classes for a period of ninety (90) days, when a position has been assigned temporary duties and responsibilities not customarily assigned to the position (e.g. assigned duties of a vacant position or working on a special project). This pay additive is a valuable management tool that allows the department to recognize and compensate employees for identified duties without providing a permanent pay increase.

- Effective day, amount and time period:

An employee who is covered by the current American Federation of State, County and Municipal Employees’ (AFSCME), the Police Benevolent Association (PBA) or the Florida Nursing Association (FNA) collective bargaining agreement and who meets the requirements of Article 21, Out of Title Work, shall be eligible to receive a temporary special duties-general pay additive on the 23rd day in an amount up to 15% of the employee’s rate of pay for a period not to exceed ninety (90) days. For employees not covered by the current AFSCME, PBA or FNA’s collective bargaining agreement, this additive may be requested in an amount up to 15% of the employee’s rate of pay for a period not to exceed ninety (90) days. The department may approve an extension of the ninety (90) days period, if necessary, after reviewing the circumstances under which the additive was implemented.

- Classes and number of positions affected:

| <u>Class Code</u> | <u>Class Title</u> | <u>Number of Positions</u> |
|-------------------|--------------------|----------------------------|
| See Class Listing | See Class Listing | 1,200 |

- Historical data:

Each agency has the authority to implement the follow additives as necessary to accomplish the agency's mission and in accordance with department rules, specific instructions contained in the General Appropriations Act and in accordance with applicable collective bargaining units. If the department grants a salary additive to an employee, the following amounts of increase shall be granted:

1. Leadworker – up to 10% of the broadband minimum;
2. Temporary Special Duty – Absent Coworker – up to 15% of the employee's base rate of pay;
3. Trainer – up to 15% of the broadband minimum;
4. Hazardous Duty – up to 15% of the broadband minimum

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

- Estimated annual cost:

This additive has the potential to impact any of our current 1200 Career Service position incumbents statewide. The amount will not exceed 15% of an employee's current rate of pay.

- Collective Bargaining Units Impacted:

The American Federation of State County and Municipal Employees (AFSCME), the Police Benevolent Association (PBA) and the Florida Nursing Association (FNA) are impacted:

Article 21 of **AFSCME**...“Each time an employee is designated by the employee's immediate supervisor to act in a vacant established position in a vacant established position in a higher broadband level than the employee's current broadband level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with the Rules of the State Personnel System, beginning with the 23rd day.”

Article 21 of **PBA**...” Each time an employee if officially designated by the appropriate supervisor to act in an established position in a higher broadband level than the employee's current broadband level, and performs a major

portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six consecutive months, the employee shall be eligible for a temporary special duty additive in accordance with Chapter 60L-32, Florida Administrative Code.

Section 2 – Method of Compensation

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

Section 3 – Return to Regular Rate

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

Article 21 of **FNA**...“Each time an employee is officially designated by the appropriate supervisor to act in a position in a higher broadband level than the employee’s current level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six (6) consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with Rule 60L-32, Florida Administrative Code, beginning the 23rd day.”

These additives will be implemented within current approved salary appropriations and rate.

Any requests to revise the DBPR plan will be submitted for approval through the Department of Management Services and the Executive Office of the Governor to address any additional need for pay additives which may arise.

Legislative Budget Request

Fiscal Year 2016-17

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: | Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco | | |
| Contact Person: | Michael Martinez | Phone Number: | 850-717-1240 |
| Names of the Case: (If no case name, list the names of the plaintiff and defendant.) | Plaintiffs: Good Times Pinellas, LLC, Planet Trading, Inc, Miami Hookah Co, CH Wholesale, Inc., First American Tobacco Company, RYO Select, LLC, R&B Tobacco, LLC, Florida Association of Wholesale Dealers, Brandy’s Products, Inc., and Basik Trading, Inc. | | |
| Court with Jurisdiction: | 5 th , 6 th , 9 th , 10 th , 11 th , 13 th 15 th and 19 th Judicial Circuits and 2 nd District Court of Appeal | | |
| Case Number: | Various | | |
| Summary of the Complaint: | Tax liability cases arising from the interpretation of sections 210.30(1) and 210.276(1), F.S. based interpretation of Micjo v. DBPR, 78 So.3d 124, in which the 2nd DCA held that the Division was limited in incorporating subsequent charges, such as federal excise taxes and delivery costs, into the wholesale sales price of tobacco but only as it related to the class of products at issue in the case. The assessed costs being challenged are Federal Excise Taxes, which the Division categorizes as a component of the price for which the manufacturer sells a tobacco product to a distributor. All plaintiffs are making the same argument so ultimately these cases form a single issue. | | |
| Amount of the Claim: | \$Would exceed threshold amount of \$500,000 if successful | | |
| Specific Statutes or Laws (including GAA) Challenged: | 210.30(1) and 210.276(1) | | |
| Status of the Case: | Good Times Pinellas LLC has proceeded to the 2 nd DCA and was granted a motion for summary judgment counsel for the Department has filed a notice of appeal. | | |
| 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 | | |

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: | The Department of Business and Professional Regulation, Division of Pari-Mutuel Wagering | | |
| Contact Person: | William Spicola | Phone Number: | 850-717-1241 |
| Names of the Case: (If no case name, list the names of the plaintiff and defendant.) | Gretna Racing LLC v. The Department of Business and Professional Regulation, Division of Pari-Mutuel Wagering | | |
| Court with Jurisdiction: | The First District Court of Appeal | | |
| Case Number: | 1D14-3484 | | |
| Summary of the Complaint: | The Division Denied Gretna’s application for a slot machine license. | | |
| Amount of the Claim: | \$ N/A | | |
| Specific Statutes or Laws (including GAA) Challenged: | The correct interpretation of section 551.102(4) Florida Statutes (2013) is directly at issue | | |
| Status of the Case: | First DCA ruled for Gretna Racing LLC and there is a pending motion for rehearing en banc. | | |
| 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 | | |

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: | The Department of Business and Professional Regulation, Division of Pari-Mutuel Wagering | | |
| Contact Person: | William Spicola | Phone Number: | 850-717-1241 |
| Names of the Case: (If no case name, list the names of the plaintiff and defendant.) | Investment Corporation of Palm Beach v. The Department of Business and Professional Regulation, Division of Pari-Mutuel Wagering | | |
| Court with Jurisdiction: | The Fourth District Court of Appeal | | |
| Case Number: | 4D15-460 | | |
| Summary of the Complaint: | The Division Denied Investment Corporation of Palm Beach’s application for a slot machine license. The issues is the same as the Gretna Racing LLC v. DBPR case. | | |
| Amount of the Claim: | \$ N/A | | |
| Specific Statutes or Laws (including GAA) Challenged: | The correct interpretation of section 551.102(4) Florida Statutes (2013) is directly at issue | | |
| Status of the Case: | The petitioners initial brief was due on August 14, 2015 however the court granted petitioners motion to abate the case for 120 days. | | |
| 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 | | |

Schedule VII: Agency Litigation Inventory

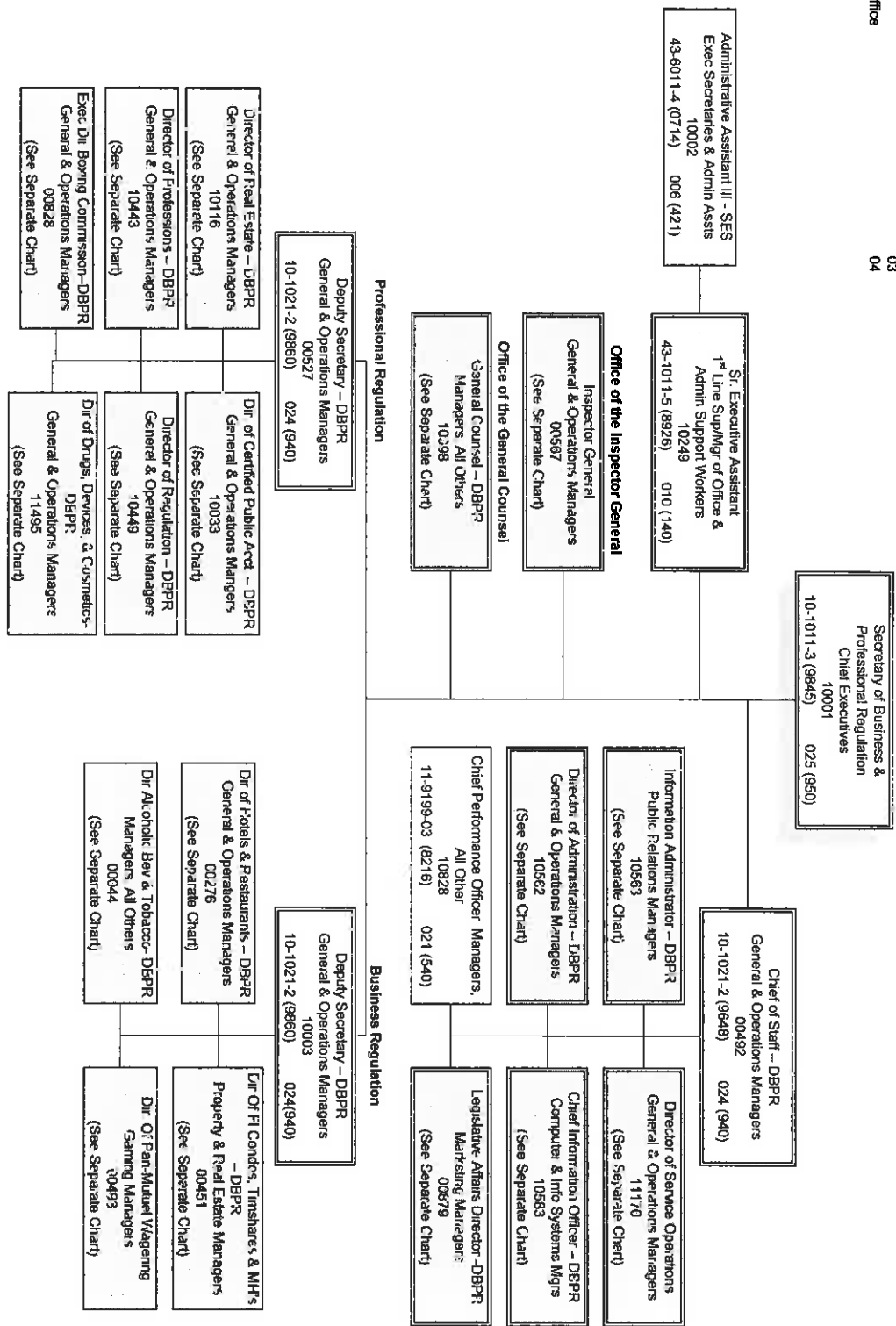
For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.

| | | | |
|---|---|---|--------------|
| Agency: | The Department of Business and Professional Regulation, Division of Pari-Mutuel Wagering | | |
| Contact Person: | Jason Maine | Phone Number: | 850-717-1243 |
| Names of the Case: (If no case name, list the names of the plaintiff and defendant.) | SCF Inc v. The Department of Business and Professional Regulation, Division of Pari-Mutuel Wagering and the Florida Thoroughbred Breeders’ Association, et al. | | |
| Court with Jurisdiction: | Leon County Circuit Court | | |
| Case Number: | 2015CA000040 | | |
| Summary of the Complaint: | Plaintiff is challenging the constitutionality of Sections 550.2616(5), 550.2625(3), 550.3345, 550.625(2)(a) and 551.104(10)(a)1 Florida Statutes claiming that are either special laws or not an unconstitutional exercise of the State’s police power | | |
| Amount of the Claim: | \$N/A | | |
| Specific Statutes or Laws (including GAA) Challenged: | Sections 550.2616(5), 550.2625(3), 550.3345, 550.625(2)(a) and 551.104(10)(a)1 | | |
| Status of the Case: | Counsel for the Department filed a motion to dismiss the amended complaint on August 5, 2015. | | |
| 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). | The class has yet to be certified. | | |

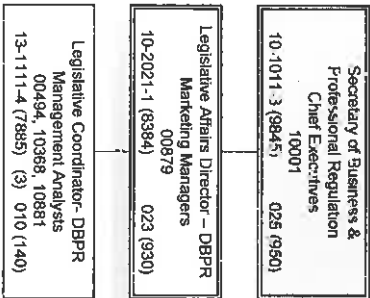
Department of Business & Professional Regulation 79
 Office of the Secretary 01
 Legislative Affairs 02
 Public Information 03
 Inspector General Office 04

Department of Business & Professional Regulation Office of the Secretary

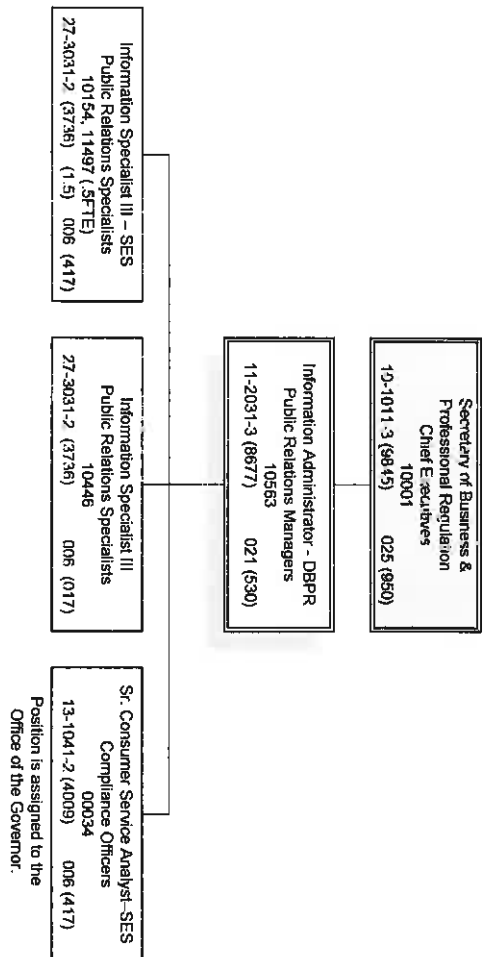
Current: 6-30-15
 Last Updated: 6-30-15



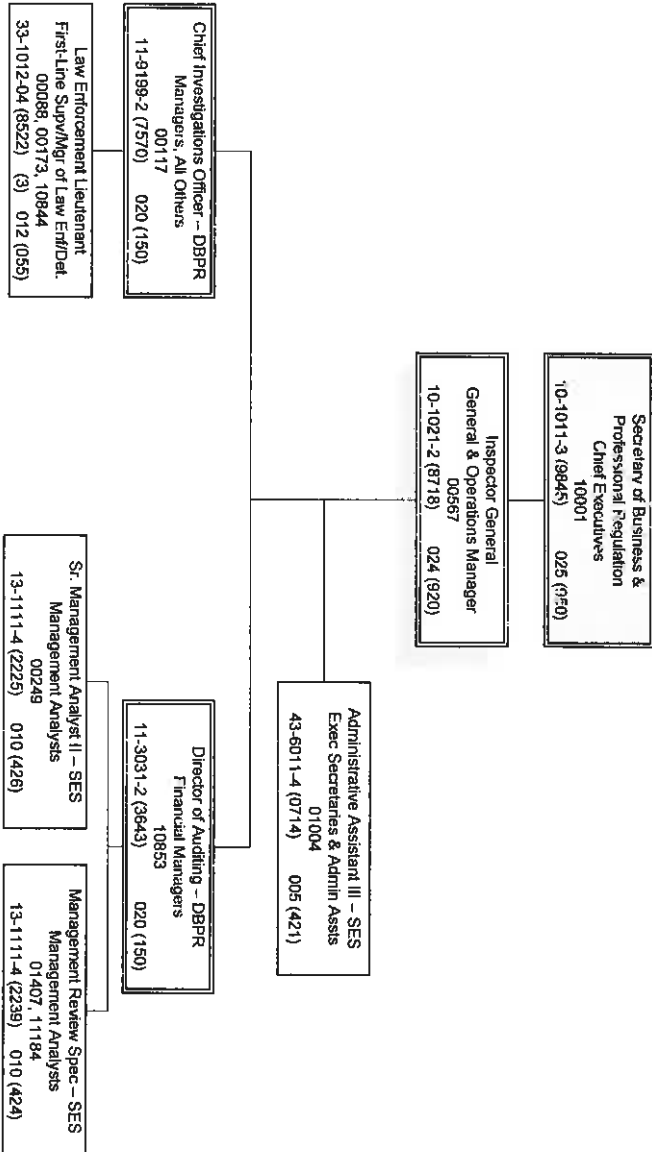
**Department of Business and Professional Regulation
Office of the Secretary
Legislative Affairs**



**Department of Business and Professional Regulation
 Office of the Secretary
 Office of Public Information**



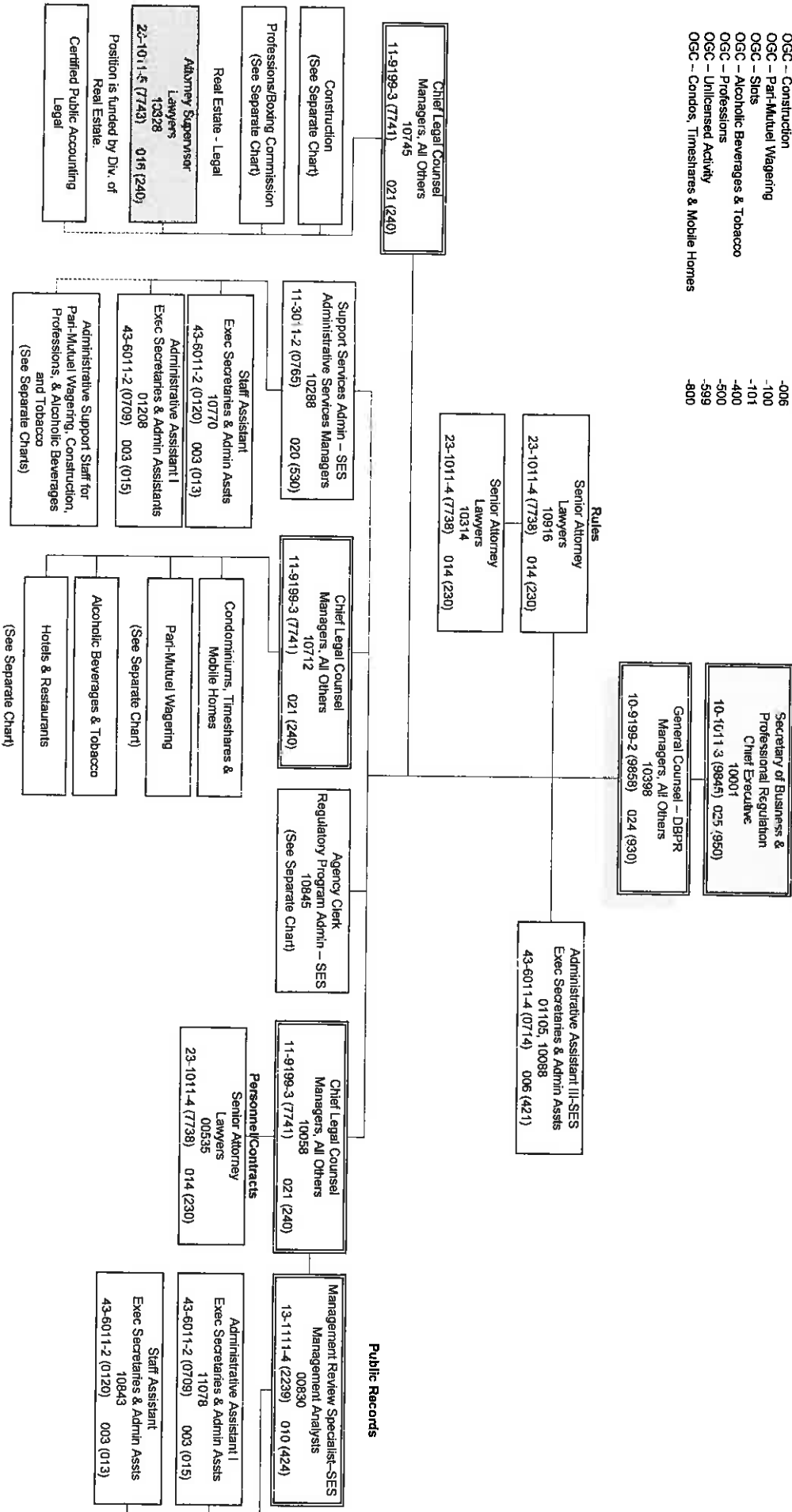
**Department of Business & Professional Regulation
 Office of the Secretary
 Inspector General**



Department of Business & Professional Regulation
 Office of the Secretary 79
 Office of the General Counsel 01
 OGC - Construction 0105
 OGC - Part-Mutual Wagering -006
 OGC - Slots -100
 OGC - Alcoholic Beverages & Tobacco -101
 OGC - Professions -400
 OGC - Unlicensed Activity -500
 OGC - Condos, Timeshares & Mobile Homes -599
 -800

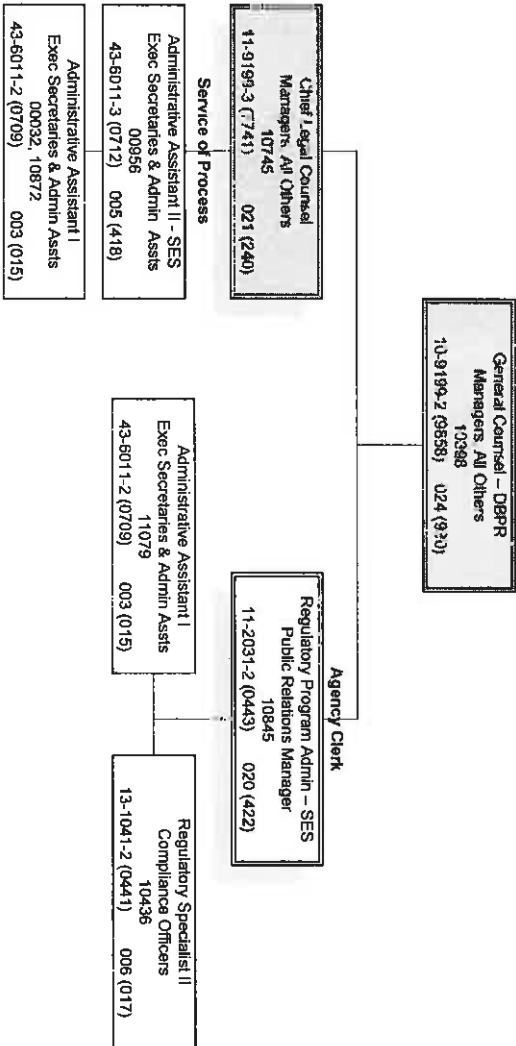
**Department of Business & Professional Regulation
 Office of the General Counsel**

Current: 6-30-15
 Last Updated: 6-30-15



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|--|------|
| Department of Business & Professional Regulation | 79 |
| Office of the Secretary | 01 |
| Office of the General Counsel | 0105 |
| OGC - Construction | -006 |
| OGC - Part-Mutual Wagering | -100 |
| OGC - Slots | -101 |
| OGC - Alcoholic Beverages & Tobacco | -400 |
| OGC - Professions | -500 |
| OGC - Unlicensed Activity | -599 |
| OGC - Condos, Timeshares & Mobile Homes | -800 |

**Office of the General Counsel
Agency Clerk/Service of Process**

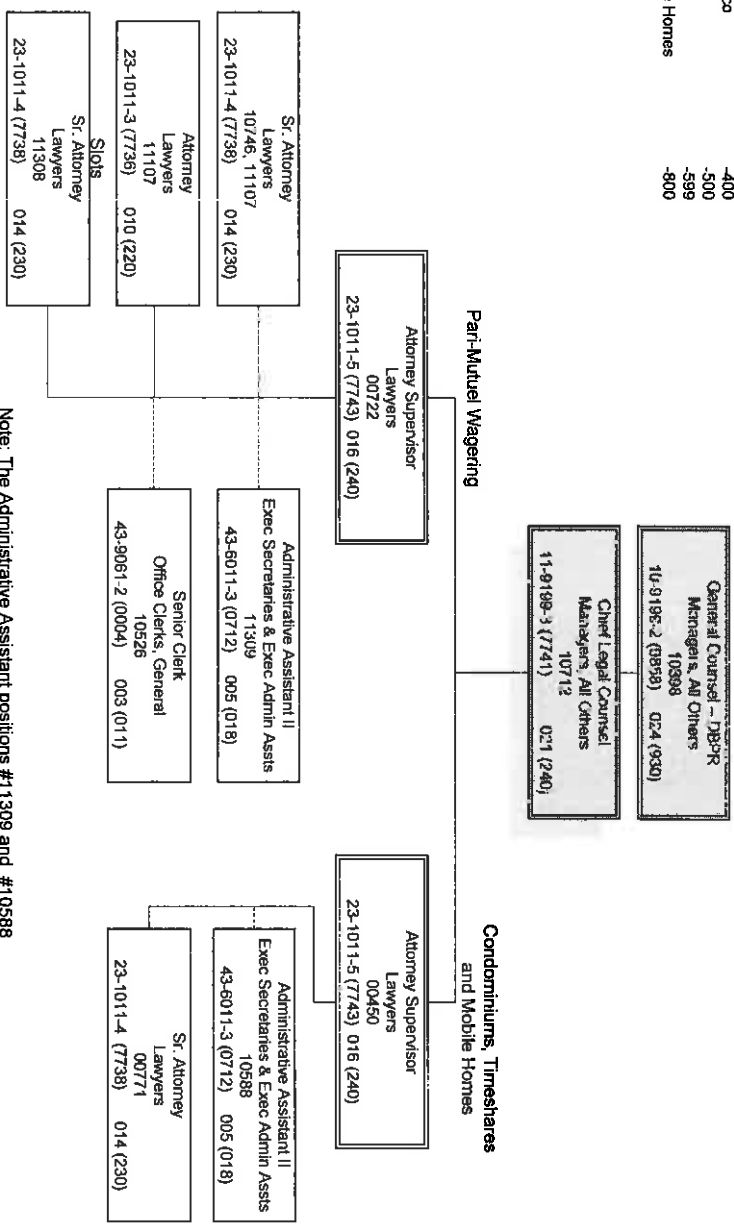


Current: 6-30-15
Last Updated: 6-30-15

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| Department of Business & Professional Regulation | 79 |
| Office of the Secretary | 0105 |
| Office of the General Counsel | -006 |
| OGC - Construction | -100 |
| OGC - Pari-Mutuel Wagering | -101 |
| OGC - Slots | -400 |
| OGC - Alcoholic Beverages & Tobacco | -500 |
| OGC - Professions | -599 |
| OGC - Unlicensed Activity | -800 |
| OGC - Casinos, Timeshares & Mobile Homes | |

**Office of the General Counsel
Pari-Mutuel Wagering/Condominiums,
Timeshares, and Mobile Homes**

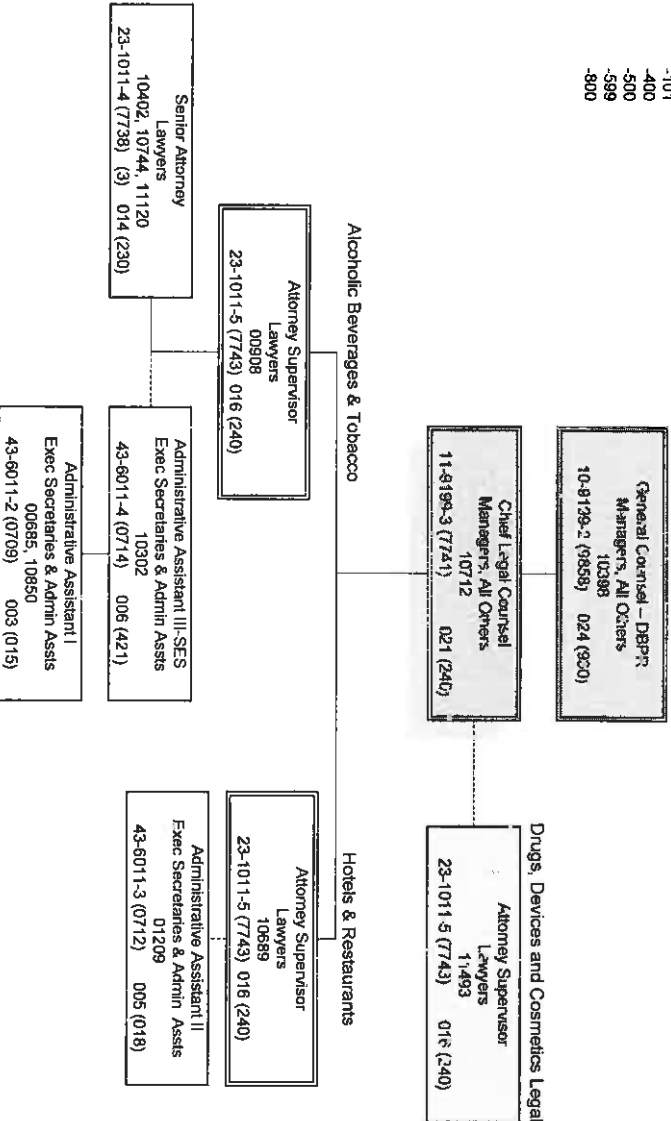
Current: 6-30-15
Last Updated: 6-30-15



Note: The Administrative Assistant positions #11309 and #10588 and the Senior Clerk position #10526 are jointly supervised by the Attorney Supervisors and the Support Services Administrator-DBPR.

Department of Business & Professional Regulation
 Office of the Secretary 79
 Office of the General Counsel 0105
 OGC – Construction -006
 OGC – Par-Mutuel Wagering -100
 OGC – Slots -101
 OGC – Alcoholic Beverages & Tobacco -400
 OGC – Professions -500
 OGC – Unlicensed Activity -599
 OGC – Condos, Timeshares & Mobile Homes -800

**Office of the General Counsel
 Alcoholic Beverages & Tobacco/
 Hotels & Restaurants**

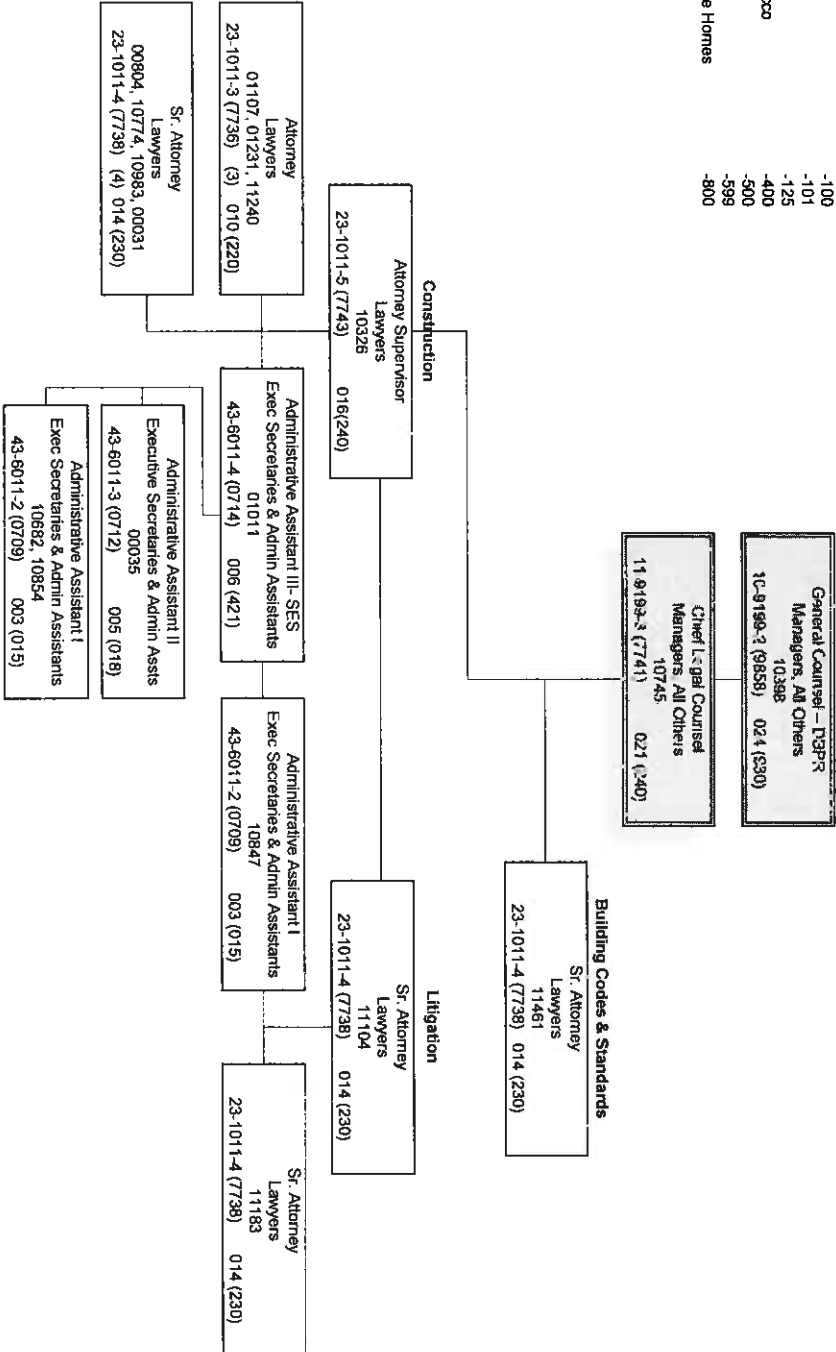


Note: Positions #01209 and #10302 are jointly supervised by the Senior Attorney and the Support Services Administrator-DBPR.

Current: 6-30-15
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| Department of Business & Professional Regulation | 79 |
| Office of the Secretary | 01 |
| Office of the General Counsel | 0105 |
| OGC - Construction | -006 |
| OGC - Par-Mutuel Wagering | -100 |
| OGC - Slots | -101 |
| OGC - Building Codes & Standards | -125 |
| OGC - Alcoholic Beverages & Tobacco | -400 |
| OGC - Professors | -500 |
| OGC - Unlicensed Activity | -599 |
| OGC - Condos, Timeshares & Mobile Homes | -800 |

Office of the General Counsel Accountancy / Construction / Building Codes



Note: The Administrative Assistant II position #01011 is jointly supervised by the Attorney Supervisor and the Support Services Administrator-DBPR.

Department of Business & Professional Regulation
 Office of the Secretary
 Office of the General Counsel
 OGC - Construction
 OGC - Part-Mutuel Wagering
 OGC - Slots
 OGC - Alcoholic Beverages & Tobacco
 OGC - Professions
 OGC - Unlicensed Activity
 OGC - Condos, Timeshares & Mobile Homes

79
 01
 0105
 -006
 -100
 -101
 -400
 -500
 -599
 -800

**Office of the General Counsel
 Professions / Boxing**

General Counsel - DBPR
 Managers, All Others
 10,598 024 (830)
 10,9199-2 (98928)

Chief Legal Counsel
 Managers, All Others
 10,745 021 (240)
 11,9199,3 (7741)

Attorney Supervisor
 Lawyers
 01380 016 (240)
 23-1011-5 (7743)

Sr. Attorney
 Lawyers
 00718 014 (230)
 23-1011-4 (7738)

Sr. Attorney
 Lawyers
 11525 014 (230)
 23-1011-4 (7738)

Attorney
 Lawyers
 11076, 00754 010 (220)
 23-1011-3 (7736)

Administrative Assistant III-SES
 Exec Secretaries & Admin Assis
 00731 006 (421)
 43-8011-4 (0714)

Sr. Attorney
 Lawyers
 10821 014 (230)
 23-1011-4 (7738)

Sr. Attorney
 Lawyers
 00958 014 (230)
 23-1011-4 (7738)

Sr. Attorney
 Lawyers
 11526 014 (230)
 23-1011-4 (7738)

Litigation
 Sr. Attorney
 Lawyers
 01429 014 (230)
 23-1011-4 (7738) (2)

Administrative Assistant II
 Executive Secretaries & Admin Assis
 00286 005 (018)
 43-6011-3 (0712)

Administrative Assistant I
 Exec Secretaries & Admin Assis
 10879 003 (015)
 43-6011-2 (0709)

Administrative Assistant II
 Exec Secretaries & Admin Assis
 11500 005 (018)
 43-6011-3 (0712)

OGC ULA - 79309005

Current: 6-30-15
 Last Updated: 6-30-15

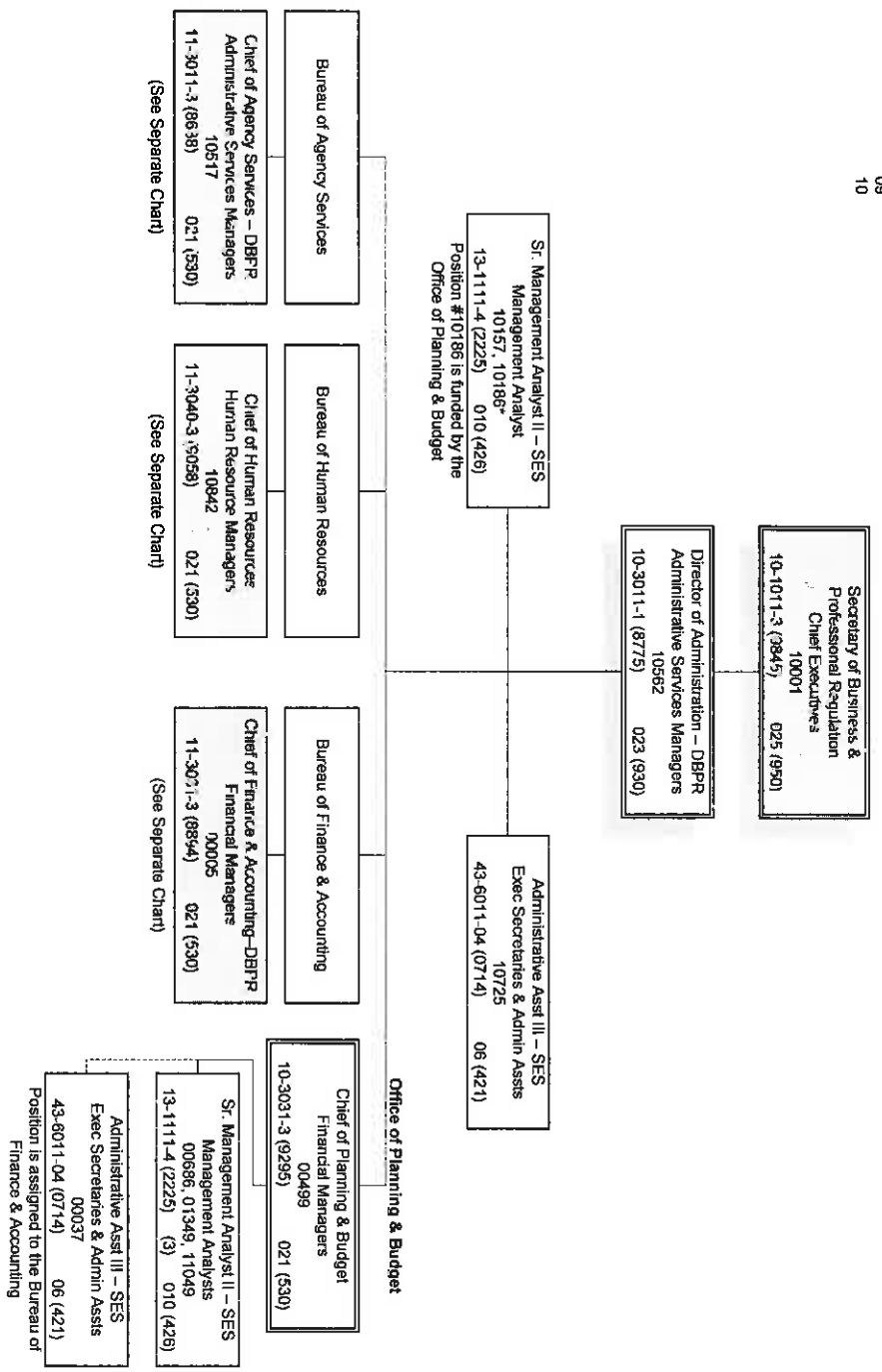
Note: The Administrative Assistant III-SES, position #00731 is jointly supervised by the Attorney Supervisor, or Sr. Attorney, and the Support Services Administrator DBPR.

Position is funded by Div. of CPA

Department of Business & Professional Regulation
 Division of Administration 79
 Director's Office 03
 Agency Services 01
 Human Resources 03
 Bureau of Finance & Accounting 05
 Office of Planning & Budget 09
 10

**Department of Business & Professional Regulation
 Division of Administration
 Director's Office**

Current: 6-30-15
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Department of Business & Professional Regulation
 Division of Administration 79
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 Human Resources 03
 Bureau of Finance & Accounting 05
 Office of Planning & Budget 09
 10

**Division of Administration
 Agency Services**

Director of Administration - DBPR
 Administrative Services Managers
 10562 023 (930)
 10-301-1-1 (8775)
 Chief of Agency Services - DBPR
 Administrative Services Managers
 10517 021 (930)
 11-301-1-3 (9638)

Government Operations Consultant II
 10428 010 (023)
 13-1111-03 (2236)

Management Review Spec - SES
 Management Analyst
 00022 010 (424)
 13-1111-4 (2239)

Property & Central Receiving

Office Operations Manager I - SES
 Business Operations Spec, All Others
 10523 007 (420)
 12-1199-3 (0162)

Property Analysts
 Purchasing Agents
 00461, 00659 006 (016)
 13-1023-2 (0942)

Property Specialist
 Logisticians
 00012 003 (014)
 13-1061-01-1 (0939)
 Position is funded by Chief's Office.

Purchasing and Contract Services

Purchasing Analyst - SES
 Purchasing Agents
 00007 010 (423)
 13-1023-4 (0930)

Purchasing Agent III
 Purchasing Agents
 00957 007 (018)
 13-1023-3 (0815)

Management Review Spec - SES
 Management Analysts
 10448 010 (424)
 13-1111-4 (2239)

General Services Specialist
 Business Operations Specialist
 10610 007 (021)
 13-1199-3 (0939)

Employee Support

Safety Program Administrator-SES
 Managers, All Other
 00386 020 (421)
 11-9199-2 (8712)

Staff Assistant
 Exec Secretaries & Admin. Assis
 00509 003 (013)
 43-6011-2 (0120)

Records Administration

Office Operations Manager I - SES
 Business Operations Spec, All Others
 10655 007 (420)
 13-1199-3 (0162)

Operations Analyst II
 Management Analysts
 10659 007 (019)
 13-1111-3 (2212)

Records Technician
 Info & Record Clerks, All Others
 10878 003 (013)
 43-4199-2 (0045)

Records Specialist
 Info & Record Clerks, All Others
 00565 003 (015)
 43-4199-2 (0130)

Print Shop/Mail Services

Office Operations Manager II - SES
 Business Operations Spec, All Others
 00039 006 (421)
 43-1011-4 (0185)

Staff Assistant
 Exec Secretaries & Admin. Assis
 10442 003 (013)
 43-6011-2 (0120)

Courier
 Couriers & Messengers
 10239 001 (011)
 43-5021-1 (0934)

Chief Specialist
 Office Clerks, General
 00785 (.5 FTE) 001 (007)
 43-9061-1 (0003)

Administrative Assistant II
 Exec Secretaries & Admin. Assis
 00041 005 (018)
 43-6011-3 (0712)

Staff Assistant
 Exec. Secretaries & Admin. Assistants
 00870, 10020, 10771 003 (013)
 43-6011-2 (0120) (3)

Department of Business & Professional Regulation 79
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 Agency Services 03
 Human Resources 05
 Bureau of Finance & Accounting 09
 Office of Planning & Budget 10

**Division of Administration
 Bureau of Human Resources**

Director of Administration - DEFR
 Administrative Services Managers
 10562 023 (930)
 10-3011-1 (8775)

Chief of Human Resources
 Human Resource Managers
 10842 021 (530)
 11-3040-3 (9058)

Information Specialist II - SES
 Public Relations Specialists
 11497 (.5FTE) 006 (417)
 27-3031-2 (3736)

Administrative Asst II - SES
 Exec Secretaries & Admin Assis
 01121 05 (418)
 43-6011-03 (0712)

**Org Management/Classification & Pay
 Payroll & Benefits/Attendance & Leave**

Sr. Management Analyst II - SES
 Management Analysts
 00802 010 (426)
 13-1111-4 (2225)

Personnel Technician II - SES
 HR, Train, Labor Relat. Spec Other
 00717 (.5 FTE) 003 (416)
 13-1079-4 (1009)

Human Relations Mgr - SES
 Human Resource Managers, All Other
 00944 020 (426)
 11-3049-2 (9149)

Payroll & Benefits Specialist
 Personnel Services Spec - SES
 HR, Train, Labor Relat. Spec Other
 00028 010 (421)
 13-1079-4 (1015)

FMLA, Workers Comp Specialist
 Classification/Org Management
 Management Review Spec - SES
 Management Analysts
 10425 010 (424)
 13-1111-4 (2239)

Human Resource Analyst - SES
 HR, Train, Labor Relat. Spec, Other
 00893 010 (424)
 13-1079-4 (1023)

Personnel Services Spec - SES
 HR, Train, Labor Relat. Spec Other
 10195 010 (421)
 13-1079-4 (1015)

Personnel Technician III - SES
 HR, Train, Labor Relat. Spec Other
 01057 006 (419)
 13-1079-2 (1012)

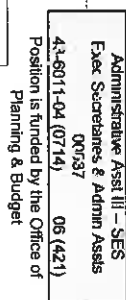
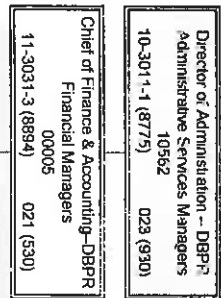
Operations & Mgmt Consultant I-SES
 Management Analysts
 10714 07 (421)
 13-1111-3 (2234)

Employee Relations, Training

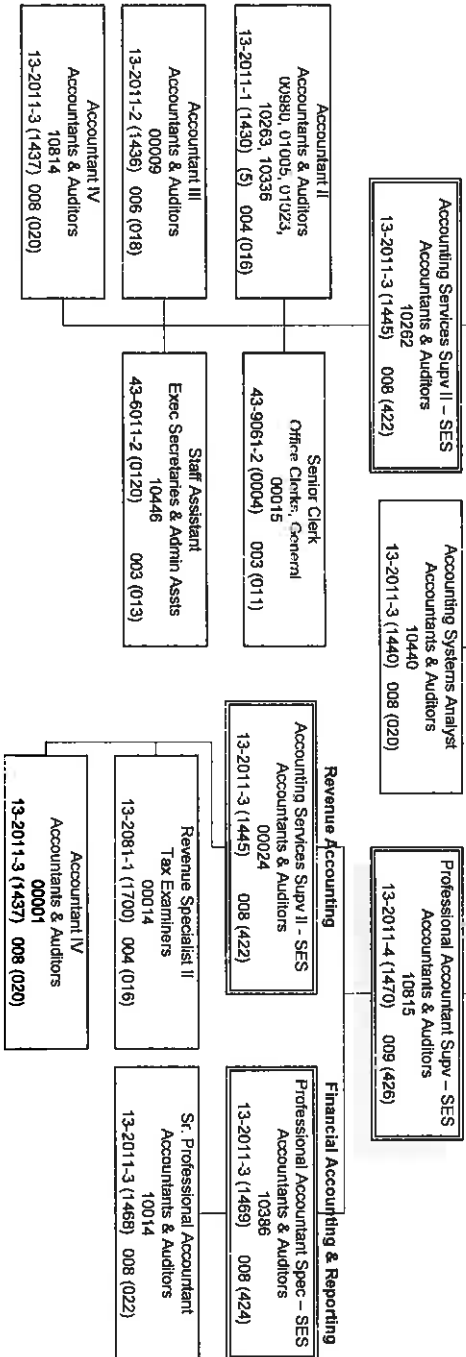
Department of Business & Professional Regulation
 Division of Administration
 Director's office
 Agency Services
 Purchasing and Contract Administration
 Human Resources
 Bureau of Finance & Accounting
 Office of Planning & Budget

79
03
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03
04
05
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10

**Division of Administration
 Bureau of Finance & Accounting**



Disbursements



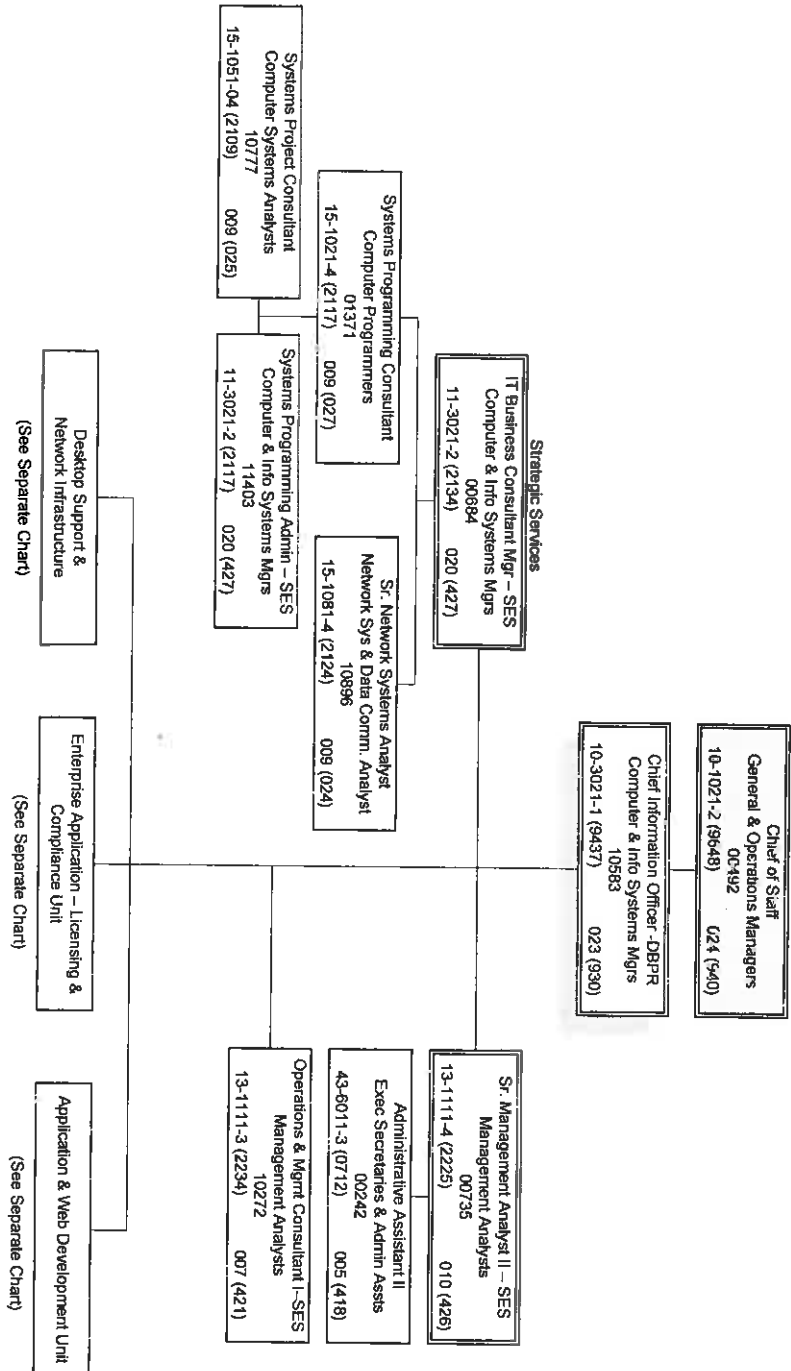
Current: 6-30-15
 Last Updated: 6-30-15

Department of Business & Professional Regulations
 Division of Technology
 Application Configuration & Operations
 Network Infrastructure
 Help Desk
 Applications & Web Development

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 08/01
 08/02
 08/03
 08/04
 08/06

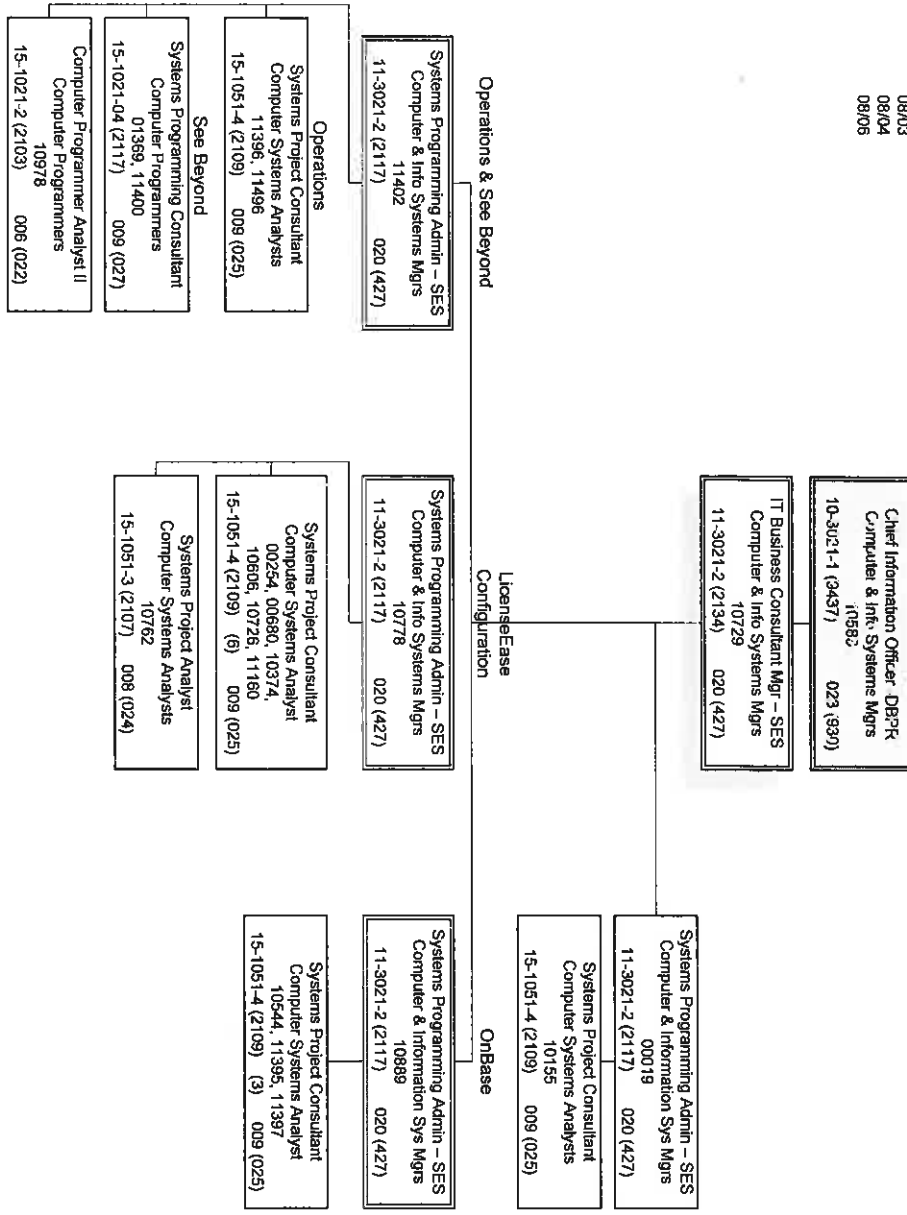
Department of Business and Professional Regulation
Division of Technology
Director's Office

Current: 6-30-15
 Last Updated: 6-30-15



Department of Business & Professional Regulations
 Division of Technology 79
 Application Configuration & Operations 08/01
 Network Infrastructure 08/02
 Help Desk 08/03
 Applications & Web Development 08/04
 08/05

Division of Technology Enterprise Applications – Licensing & Compliance

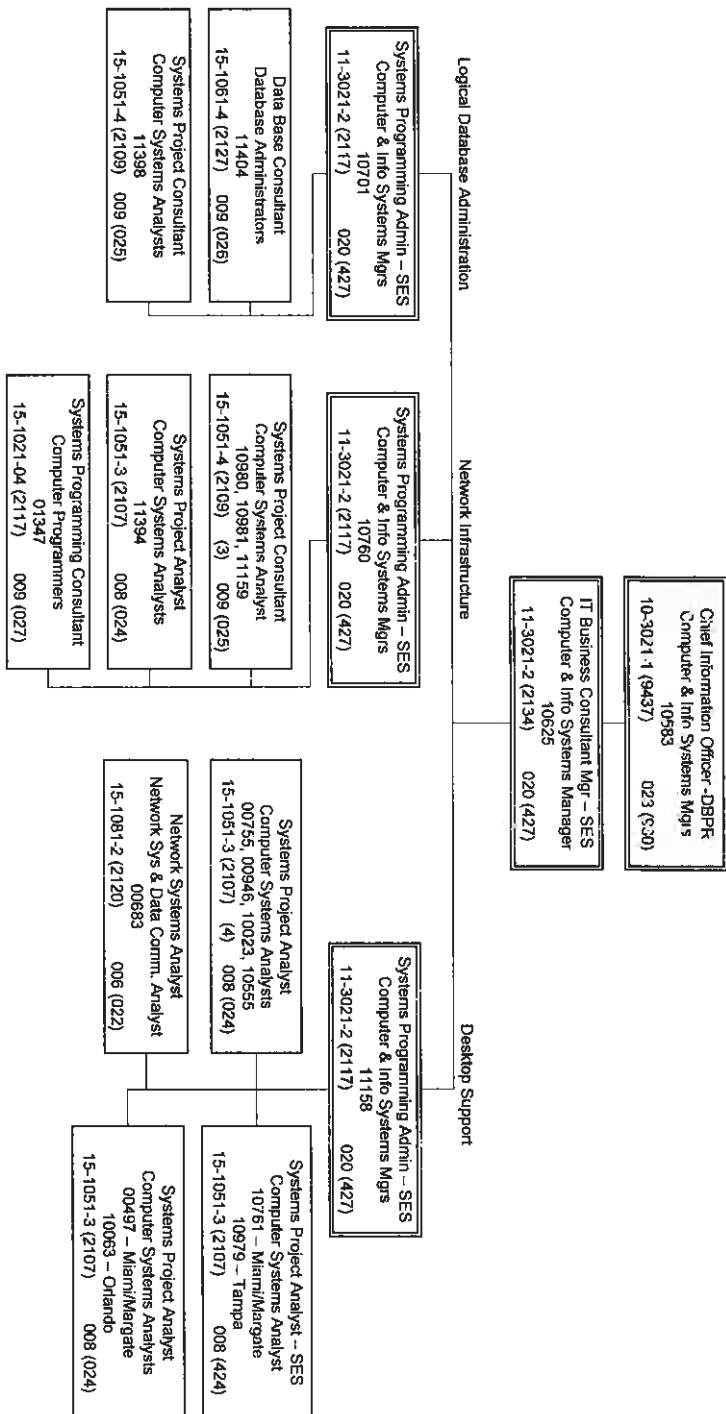


Current: 6-30-15
 Last Updated: 6-30-15

Department of Business & Professional Regulations
 Division of Technology 79
 Application Configuration & Operations 08/01
 Network Infrastructure 08/02
 Help Desk 08/03
 Applications & Web Development 08/04
 08/05

Division of Technology
Desktop Engineering & Network Infrastructure
Desktop Support

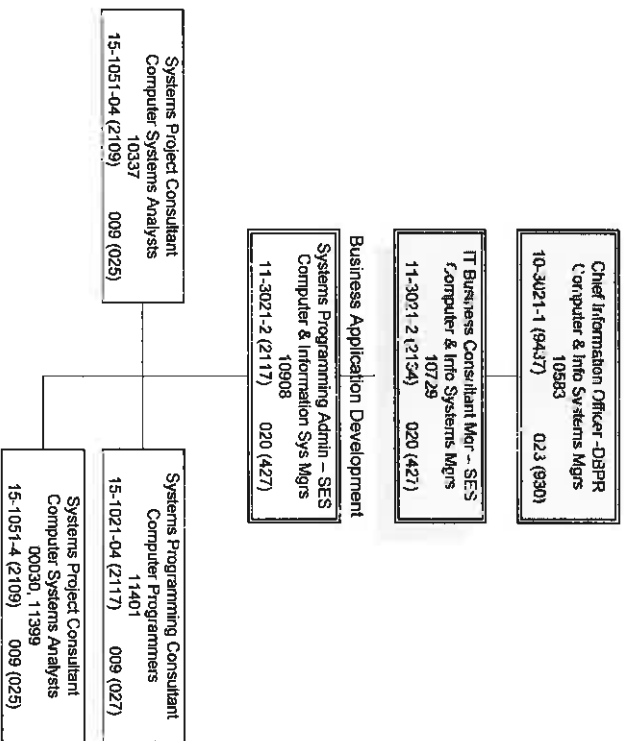
Current: 6-30-15
 Last Updated: 6-30-15



Department of Business & Professional Regulations
 Division of Technology 79
 Application Configuration & Operations 08/01
 Network Infrastructure 08/02
 Help Desk 08/03
 Applications & Web Development 08/04
 08/06

Division of Technology Business Applications & Web Development

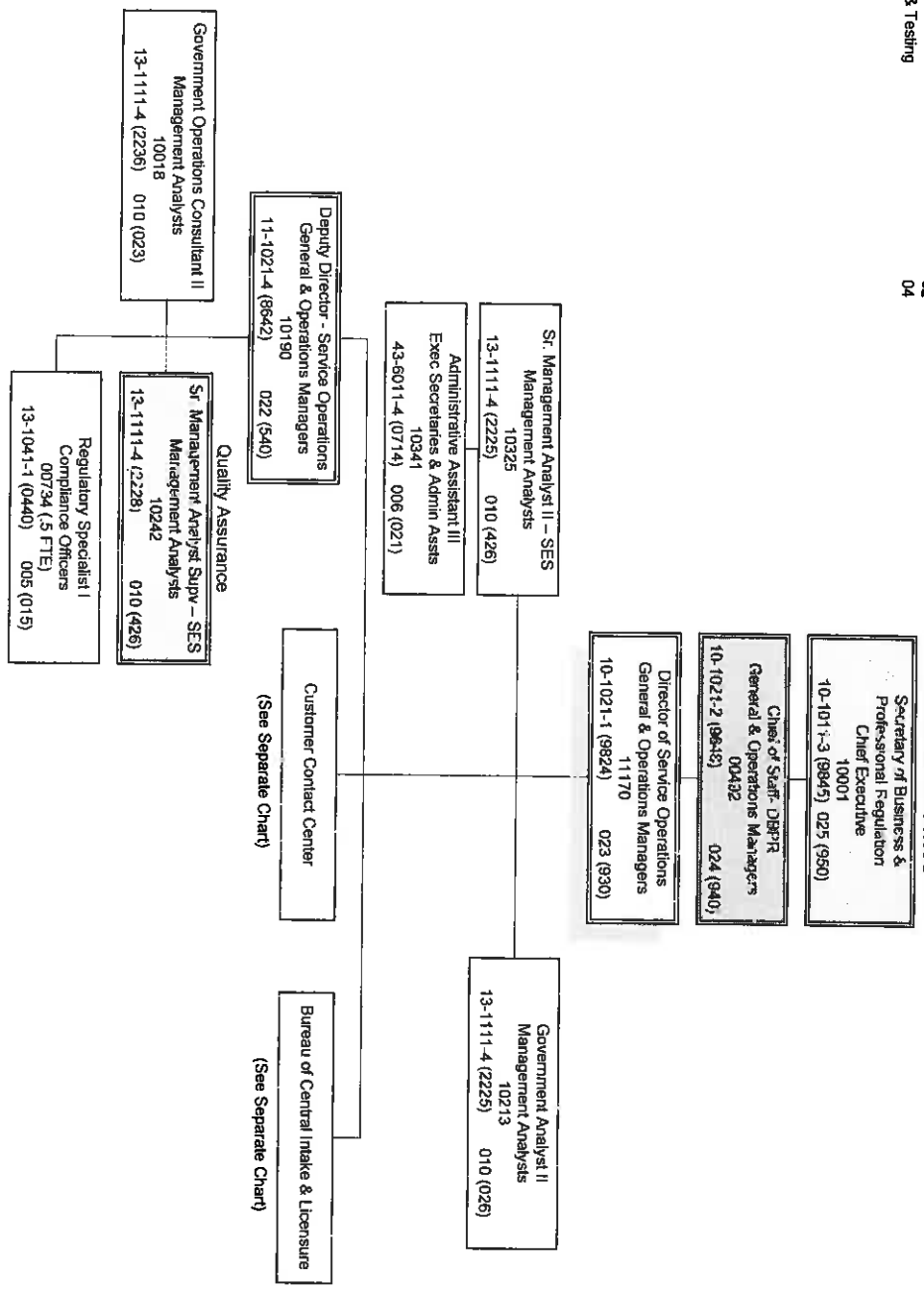
Current: 6-30-15
 Last Updated: 6-30-15



Department of Business & Professional Regulations
 Division of Service Operations
 Bureau of Customer Contact
 Bureau of Central Intake & Licensure
 Bureau of Education & Testing

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Department of Business & Professional Regulation
Division of Service Operations
Director's Office



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Department of Business & Professional Regulations
 Division of Service Operations 79
 Bureau of Customer Contact 04
 Customer Contact Center – Queue #1 01
 Customer Contact Center – Queue #2 0107
 Customer Contact Center – Queue #3 0108
 0109

**Division of Service Operations
 Customer Contact Center
 Chief's Office**

Director of Service Operations
 General & Operations Managers
 11 170 022 (330)
 10-1021-1 (9824)

Chief of Customer Contact
 General & Operations Managers
 10584 021 (530)
 11-1021-3 (9523)

Quality Assurance Team
 Regulatory Consultant
 Compliance Officers
 00795, 10010, 11200
 13-1041-3 (0442) (3) 307 (020)

Administrative Assistant III – SES
 Exec Secretaries & Admin Assistants
 00480 006 (421)
 43-6011-4 (0714)

CCC Team Supervisor

Call Center
 (See Separate Charts)

Sr. Management Analyst Supv – SES
 Management Analysts
 10136 010 (426)
 13-1111-4 (2228)

Government Analyst II
 Management Analysts
 10171 010 (026)
 13-1111-4 (2225)

Training

Research & Training Specialist – SES
 Training & Development Spec
 10079 010 (423)
 13-1073-4 (1334)

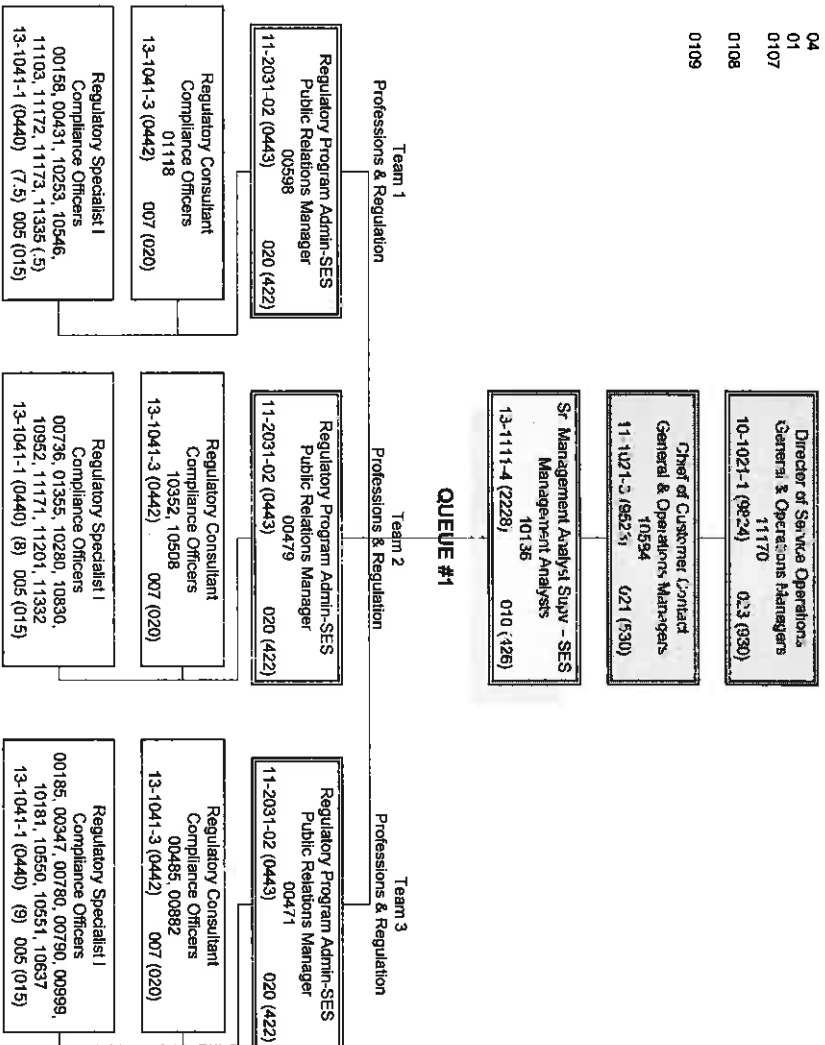
Regulatory Specialist III
 Compliance Officers
 00794, 00806 007 (019)
 13-1041-3 (0444)

Current: 6-30-15
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Department of Business & Professional Regulations
 Division of Service Operations
 Bureau of Customer Contact
 Customer Contact Center – Queue #1
 Teams 1-3
 Customer Contact Center – Queue #2
 Teams 4-5
 Customer Contact Center – Queue #3
 Teams 6-7

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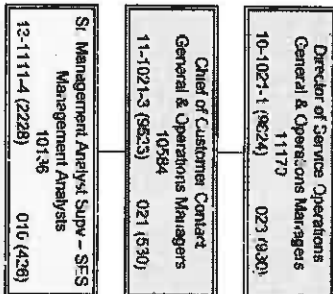
**Division of Service Operations
 Customer Contact Center**



Current: 6-30-15
 Last Updated: 6-30-15

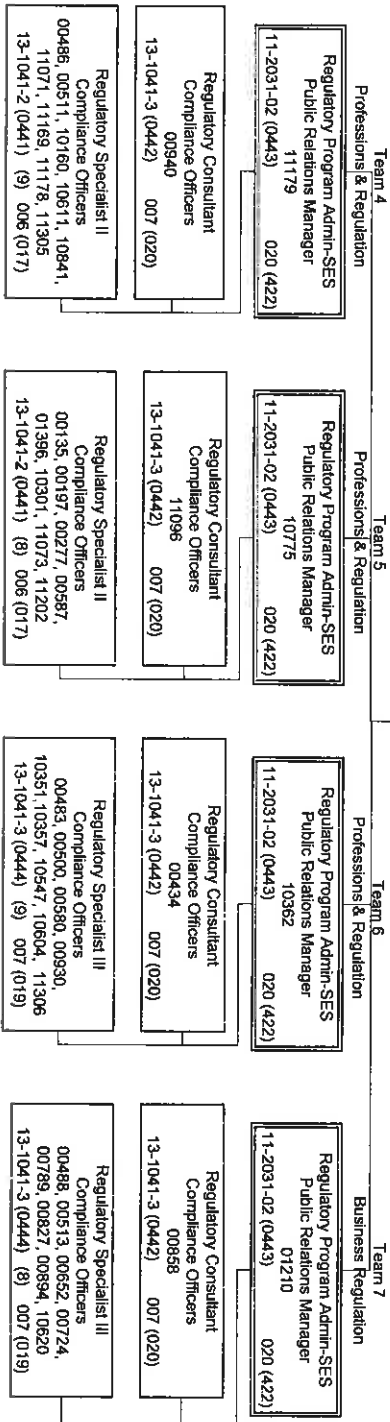
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| Department of Business & Professional Regulations | 79 |
| Division of Service Operations | 04 |
| Bureau of Customer Contact | 01 |
| Customer Contact Center – Queue #1 | 0107 |
| Teams 1-3 | |
| Customer Contact Center – Queue #2 | 0108 |
| Teams 4-5 | |
| Customer Contact Center – Queue #3 | 0109 |
| Teams 6-7 | |

Division of Service Operations Customer Contact Center



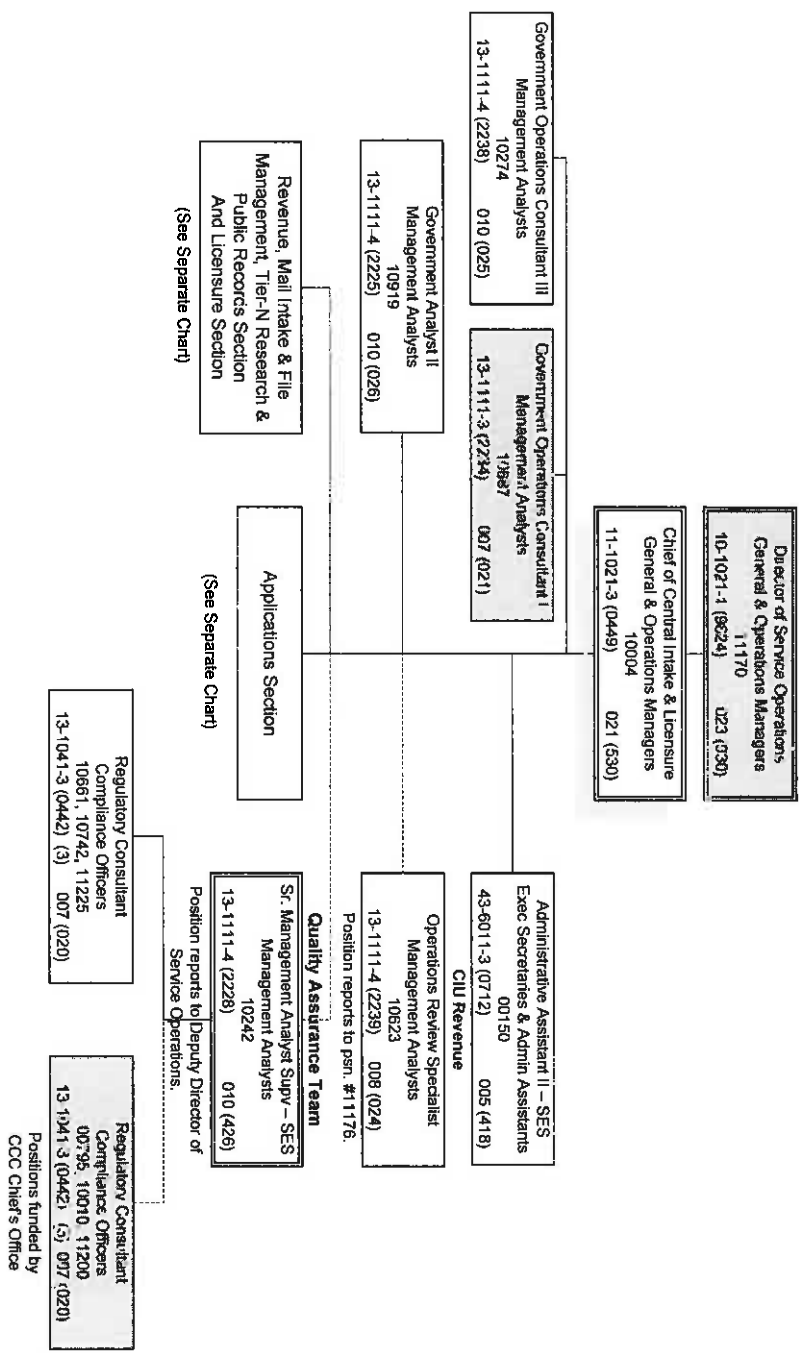
QUEUE #2

QUEUE #3



Department of Business & Professional Regulations 79
 Division of Service Operations 04
 Bureau of Central Intake & Licensure 02
 CIU – Administration 02 01
 CIU – Revenue 02 02
 CIU – Application 02 03
 CIU – Licensure 02 04

**Division of Service Operations
 Central Intake & Licensure
 Chief's Office**



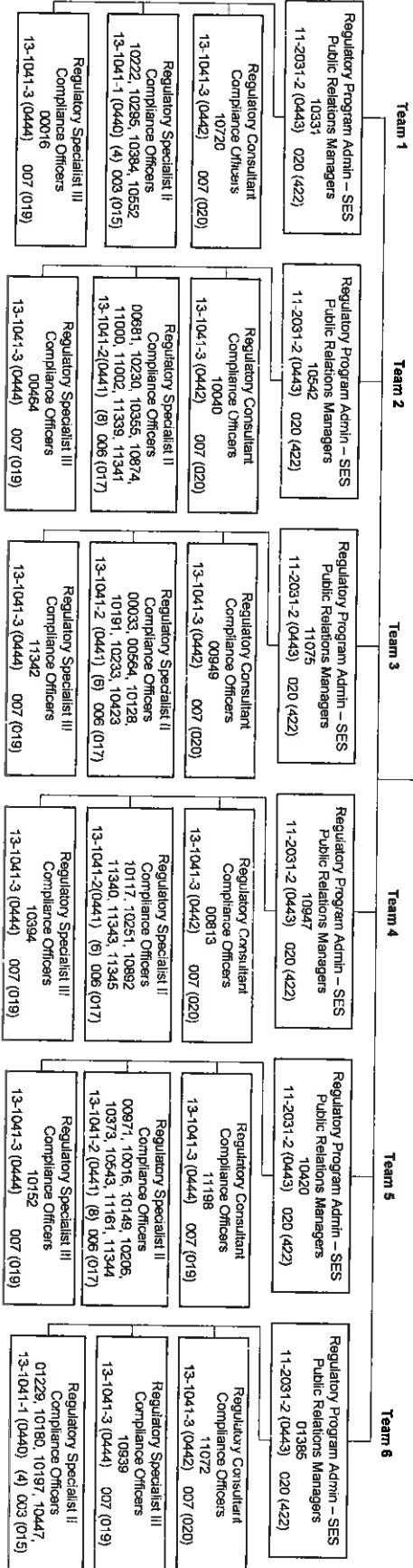
Current: 6-30-15
 Last Updated: 6-30-15

Department of Business & Professional Regulations 79
 Division of Service Operations 04
 Bureau of Central Intake & Licensure 02
 CIU - Administration 02 01
 CIU - Revenue 02 02
 CIU - Application 02 03
 CIU - Licensure 02 04

**Division of Service Operations
 Central Intake & Licensure
 Applications**

Chief of Central Intake & Licensure
 General & Operations Managers
 10004
 11-1021-3 (0449) C21 (330)

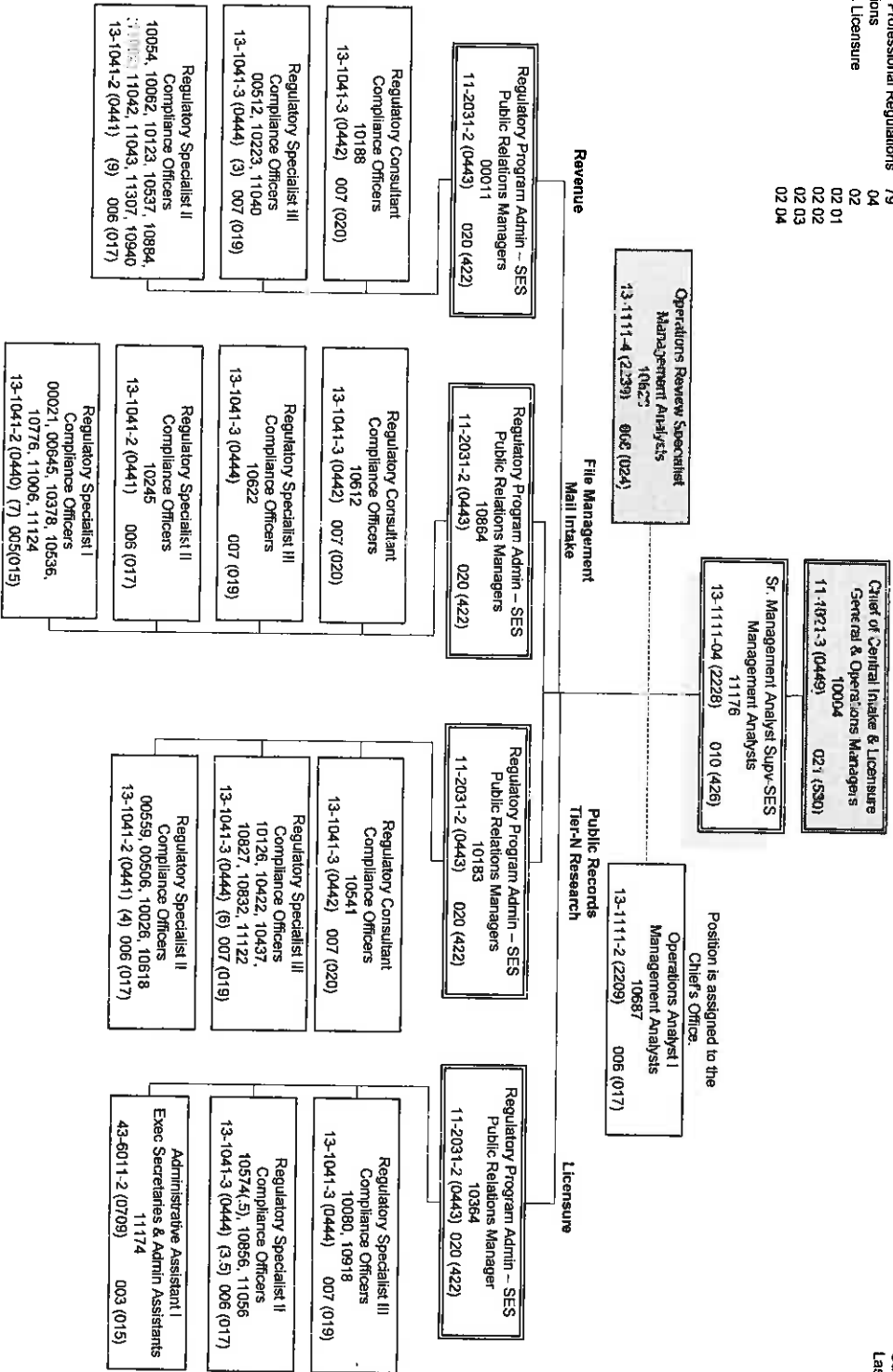
Sr. Management Analyst Supv-SES
 Management Analysis
 10439
 13-1114 (2228) 010 (426)



Current: 5-30-15
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**Division of Service Operations
Central Intake & Licensure
Revenue/Administration/File Management**

Department of Business & Professional Regulations 79
 Division of Service Operations 04
 Bureau of Central Intake & Licensure 02
 CIU - Administration 02 01
 CIU - Revenue 02 02
 CIU - Application 02 03
 CIU - Licensure 02 04

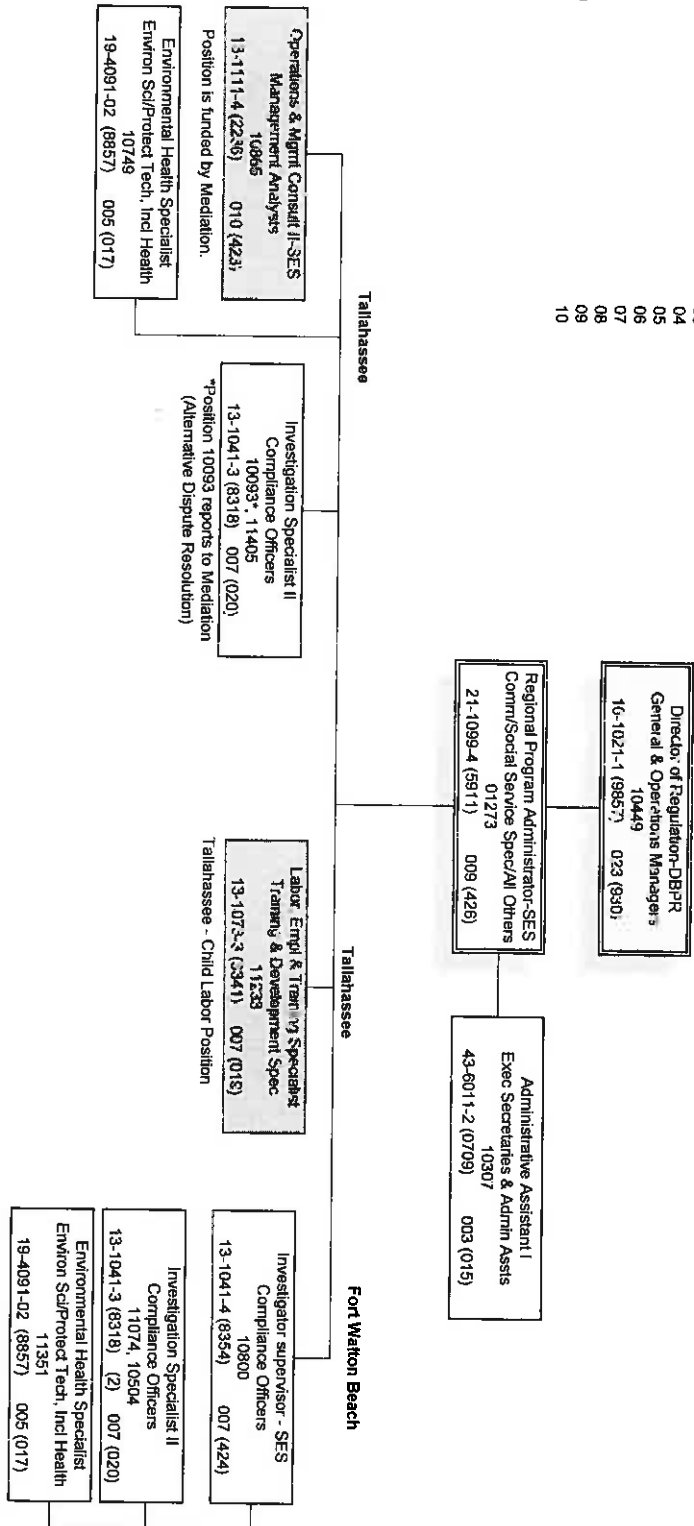


Current: 6-30-15
 Last Updated: 6-30-15

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| Department of Business & Professional Regulation | 79 |
| Division of Regulation | 30 |
| Investigative Services - Field Offices | 03 |
| Tallahassee | 01 |
| Orlando | 02 |
| Jacksonville | 03 |
| Tampa | 04 |
| Miami | 05 |
| West Palm Beach | 06 |
| Margate | 07 |
| Fort Myers | 08 |
| Fort Walton Beach | 09 |
| Gainesville | 10 |

Division of Regulation Regional Office – Tallahassee/Fort Walton Beach

Current: 6-30-15
Last Updated: 5-30-15



Department of Business & Professional Regulation
 Division of Regulation
 Investigative Services - Field Offices
 Orlando
 Tallahassee
 Jacksonville
 Tampa
 Miami
 West Palm Beach
 Margate
 Fort Myers
 Fort Walton Beach
 Gainesville

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**Division of Regulation
 Regional Office – Orlando/Tampa**

Director of Regulation DBPR
 General & Operations Managers
 10-1021-1 (9857) 023 (930)

Regional Program Administrator-SES
 Comm/Social Service Spec/All Others
 21-1089-4 (5911) 009 (426)

Administrative Assistant II
 Exec Secretaries & Admin Assts
 11209 005 (018)
 43-601-3 (0712)

Tampa

Investigator Supervisor-SES
 Compliance Officers
 10929 010 (424)
 13-1041-4 (8354)

Investigation Specialist II
 Compliance Officers
 10139, 10282, 10318, 11407
 13-1041-3 (8318) (4) 007 (020)

Environmental Health Specialist
 Environmental Sci & Protection Techs
 10101, 10867, 11015
 19-4091-2 (8857) (3) 005 (017)

Tampa - Farm Labor Positions
 Labor, Emp'l & Training Specialist
 Training & Development Spec
 11213, 11214
 13-1073-3 (3341) (2) 007 (019)

Tampa - Child Labor Position
 Labor, Emp'l & Training Specialist
 Training & Development Spec
 11237
 13-1073-3 (3341) 007 (019)

Orlando

Investigator Supervisor-SES
 Compliance Officers
 10920 010 (424)
 13-1041-4 (8354)

Investigation Specialist II
 Compliance Officers
 10046, 10140, 10573, 10755, 10813
 13-1041-3 (8318) (5) 007 (020)

Environmental Health Specialist
 Environmental Sci & Protection Techs
 10597, 10649
 19-4091-2 (8857) 005 (017)

Orlando - Child Labor Position
 Labor, Emp'l & Training Specialist
 Training & Development Spec
 11234
 13-1073-3 (3341) 007 (019)

Orlando - Farm Labor Positions
 Labor, Emp'l & Training Specialist
 Training & Development Spec
 11238
 13-1073-3 (3341) 007 (019)

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Department of Business & Professional Regulation
 Division of Regulation - Field Offices
 Investigative Services - Field Offices
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 Margate
 Fort Myers
 Fort Walton Beach
 Gainesville

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**Division of Regulation
 Regional Office - Jacksonville**

Director of Regulation-DBPR
 General & Operations Managers
 10449
 10-1021-1 (9857) 022 (9307)

Regional Program Administrator-SES
 Comm/Social Service Spec/All Others
 01282
 21-1099-4 (5911) 009 (426)

Administrative Assistant II - SES
 Exec Secretaries & Admin Assis
 10211
 43-8011-3 (0712) 005 (418)

Environmental Health Specialist
 Environmental Sd & Protection Techs
 10579, 10650
 19-4091-2 (9857) 005 (017)

Investigator Supervisor-SES
 Compliance Officers
 10955
 13-1041-4 (8354) 010 (424)

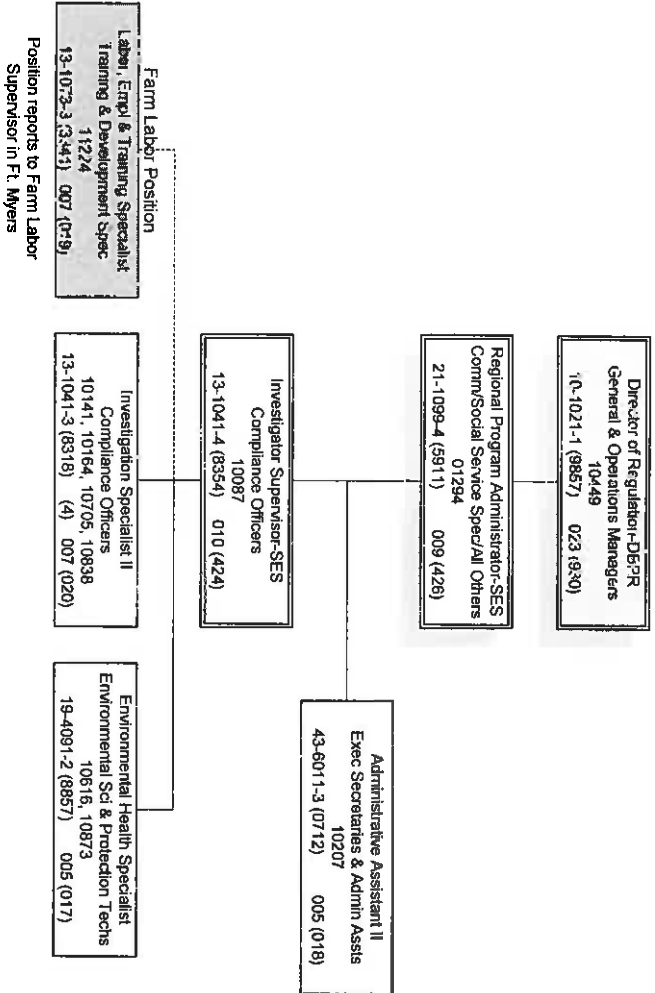
Investigation Specialist II
 Compliance Officers
 10060, 10234
 13-1041-3 (8318) 007 (020)

Child Labor Position
 Labor Enrl & Training Specialist
 Training & Development Spec
 11235
 13-1073-3 (3341) 007 (013)
 See Child Labor Chart

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| Department of Business & Professional Regulation | 79 |
| Division of Regulation | 30 |
| Investigative Services - Field Offices | 03 |
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| Tallahassee | 01 |
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| Jacksonville | 03 |
| Tampa | 04 |
| West Palm Beach | 06 |
| Margate | 07 |
| Fort Walton Beach | 08 |
| Gainesville | 09 |
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**Division of Regulation
Regional Office - Miami**

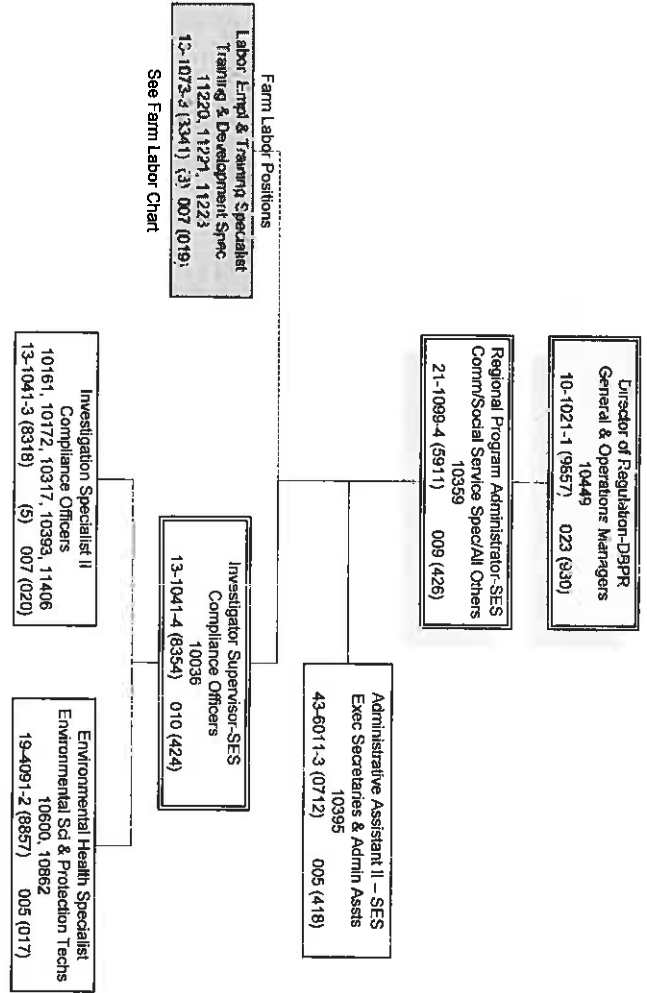


Current: 6-30-15
Last Updated: 6-30-15

Department of Business & Professional Regulation
 Division of Regulation
 Investigative Services - Field Offices
 West Palm Beach
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 Jacksonville
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**Division of Regulation
 Regional Office – West Palm Beach**



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 Last Updated: 6-30-15

Department of Business & Professional Regulation
 Division of Regulation
 Investigative Services - Field Offices
 Margate
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**Division of Regulation
 Regional Office – Margate**

Director of Regulation- JBPR
 General & Operations Managers
 10449
 10-1021-1 (9857) 023 (330)

Regional Program Administrator-SES
 Comm/Social Service Spec/All Others
 01353
 21-1098-4 (5911) 009 (426)

Administrative Assistant II
 Exec Secretaries & Admin Assis
 10445
 43-8011-3 (0712) 005 (018)

Environmental Health Specialist
 Environmental Sci & Protection Techs
 10869
 19-4091-2 (8857) 005 (017)

Investigator Supervisor-SES
 Compliance Officers
 10011
 13-1041-4 (9334) 010 (424)

Child Labor Position
 Labor, Emp't & Training Specialist
 Training & Development Spec
 11236
 13-1073-3 (8341) 007 (019)
 See Child Labor Chart

Investigation Specialist II
 Compliance Officers
 10409, 10502, 10510, 10734
 13-1041-3 (8318) (4) 007 (020)

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Department of Business & Professional Regulation
 Division of Regulation
 Investigative Services - Field Offices
 Fort Myers
 Tallahassee
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 Jacksonville
 Tampa
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 Margate
 Fort Walton Beach
 Gainesville

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**Division of Regulation
 Regional Office – Fort Myers**

Director of Regulation-DBPR
 General & Operations Managers
 10449
 10-1021-1 (6877) 020 (930)

Regional Program Administrator-SES
 Comm/Social Service Spec/All Others
 01290
 21-1099-4 (5911) 009 (428)

Administrative Assistant I – SES
 Exec Secretaries & Admin Assists
 10212
 43-6011-2 (0709) 003 (415)

Environmental Health Specialist
 Environmental Sci & Protection Techns
 10615
 19-4091-2 (8857) 006 (017)

Investigation Specialist II
 Compliance Officers
 10135, 10311, 10348, 10356
 13-1041-3 (8318) (4) 007 (020)

Child Labor Position

Labor, Enroll & Training Specialist
 Training & Development Spec
 11232
 13-1073-3 (3341) 007 (019)
 See Child Labor Chart

Farm Labor Supervisor

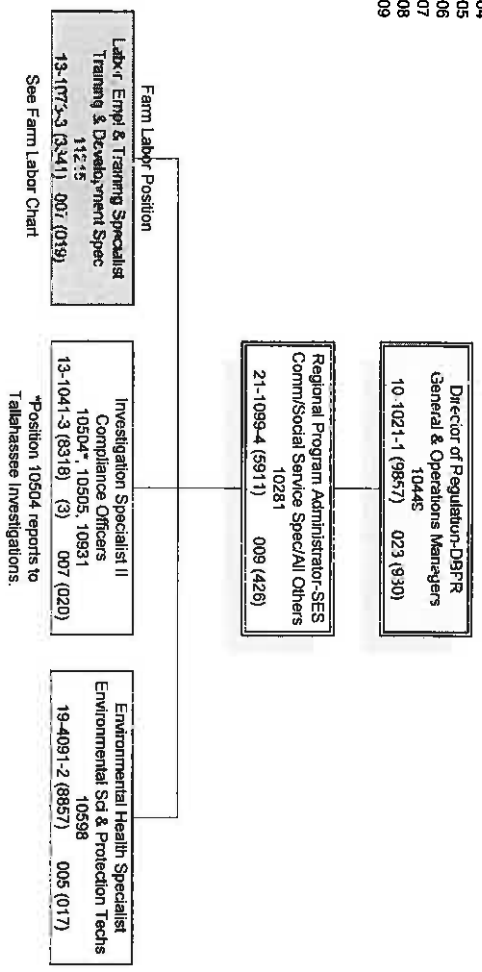
Investigator Supervisor-SES
 Compliance Officers
 11204
 13-1041-4 (8354) 010 (424)
 See Farm Labor Chart

Current: 6-30-15
 Last Updated: 6-30-15

Department of Business & Professional Regulation
 Division of Regulation
 Investigative Services – Field Offices
 Gainesville
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 Tampa
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**Division of Regulation
 Regional Office – Gainesville**



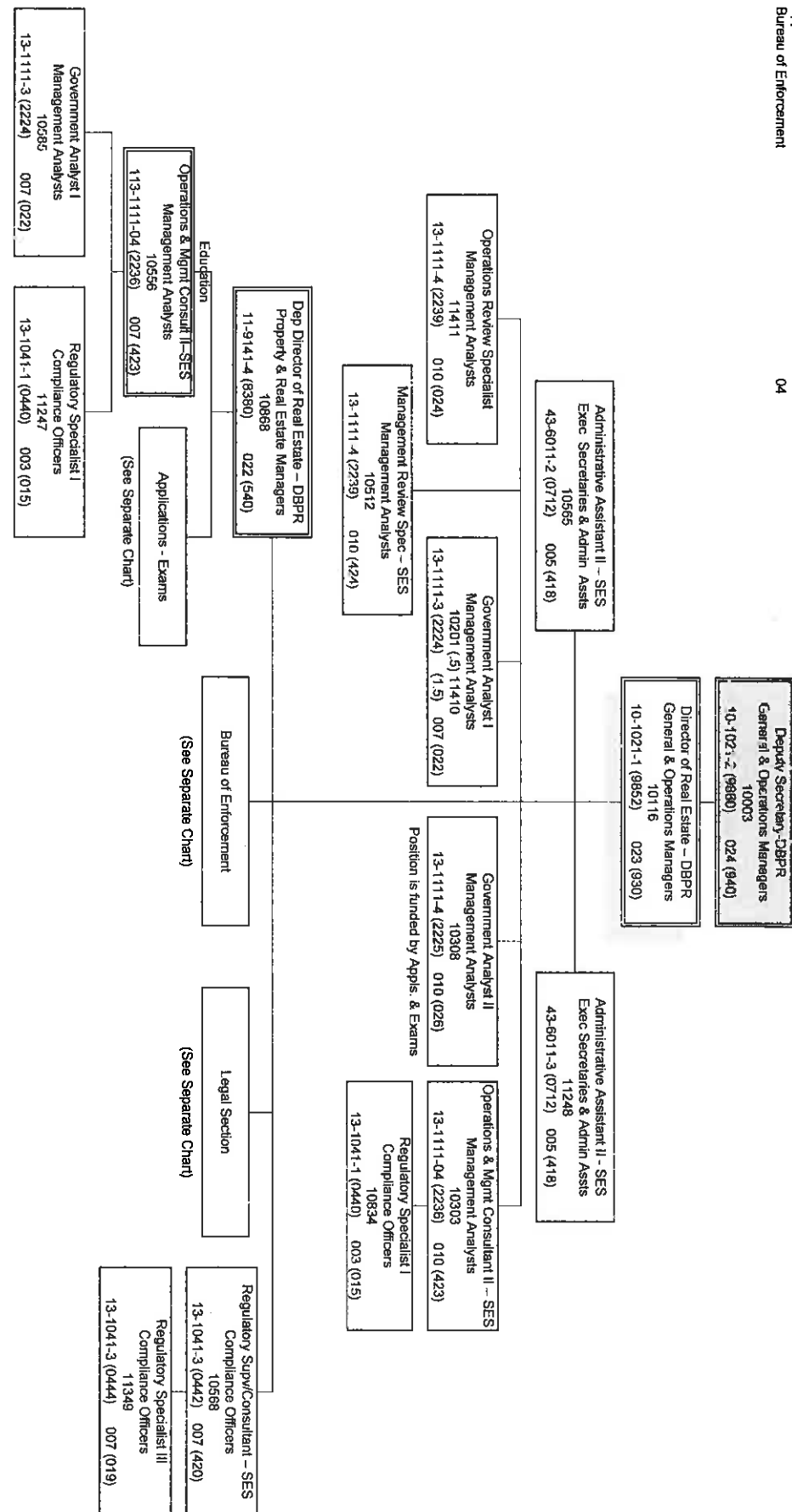
Current: 6-30-15
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Department of Business & Professional Regulation
 Division of Real Estate
 Director's Office
 Legal Section
 Applications/Exams
 Bureau of Enforcement

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Department of Business & Professional Regulation
Division of Real Estate
Director's Office

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Department of Business & Professional Regulation
 Division of Real Estate
 Director's Office
 Legal Section
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 Bureau of Enforcement

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**Division of Real Estate
 Application - Exams**

Dep Director of Real Estate - DBPR
 Property & Real Estate Managers
 10398
 11-8141-4 (R380) 022 (540)

Sr Management Analyst I - SES
 Management Analysis
 10741
 13-1111-3 (2224) 007 (422)

Government Analyst II
 Management Analysis
 10308
 13-1111-4 (2225) 010 (026)

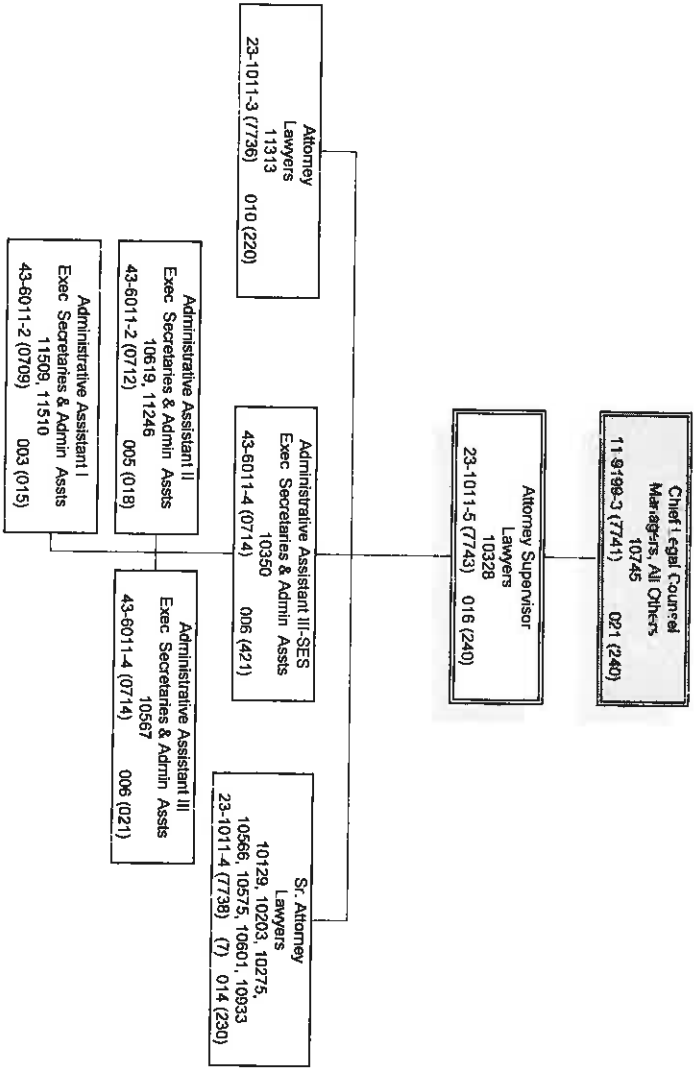
Position is assigned to Director's Office.

Regulatory Specialist III
 Compliance Officers
 10549, 11249
 13-1041-3 (0444) 007 (019)

Regulatory Specialist II
 Compliance Officers
 10293, 10304, 11346
 13-1041-2 (0441) (3) 006 (017)

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**Division of Real Estate
 Legal Section
 Tallahassee**



Note: Administrative Assistant position #10350 is jointly supervised by the Attorney Supervisor and the Support Services Administrator-DBPR in the Office of the General Counsel.

Department of Business & Professional Regulation
 Division of Real Estate
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**Division of Real Estate
 Bureau of Enforcement
 Chief's Office**

Director of Real Estate – DEPR
 General & Operations Managers
 10116
 10-1021-1 (9852) 023 (930)

Chief of Enforcement-DBPR
 Managers, All Others
 10345
 11-9199-3 (8649) 021 (530)

Investigation Specialist II
 Compliance Officers
 10047
 13-1041-3 (8318) 007 (020)

Administrative Assistant II
 Exec Secretaries & Admin Assis
 10271
 43-6011-03 (0712) 005 (018)

Administrative Assistant I
 Exec. Secretaries & Admin Assis
 11508
 43-6011-02 (0709) 003 (015)

Regional Offices

Investigator Supervisor – SES
 Compliance Officers
 10277
 13-1041-4 (8354) 010 (424)

Investigator Supervisor – SES
 Compliance Officers
 10035
 13-1041-4 (8354) 010 (424)

Investigator Supervisor – SES
 Compliance Officers
 10156
 13-1041-4 (8354) 010 (424)

Sr Consumer Service Analyst
 Compliance Officers
 10572, 10740, 10845
 13-1041-2 (4009) 006 (017)

Central Region
 Ft Myers, Orlando, Tampa
 (See Separate Chart)

Southern Region
 Ft Lauderdale, Miami, Margate
 (See Separate Chart)

North Region
 Tallahassee, Gainesville,
 Jacksonville, Fort Walton
 (See Separate Chart)

Investigation Specialist II
 Compliance Officers
 11310
 13-1041-3 (8318) 007 (020)

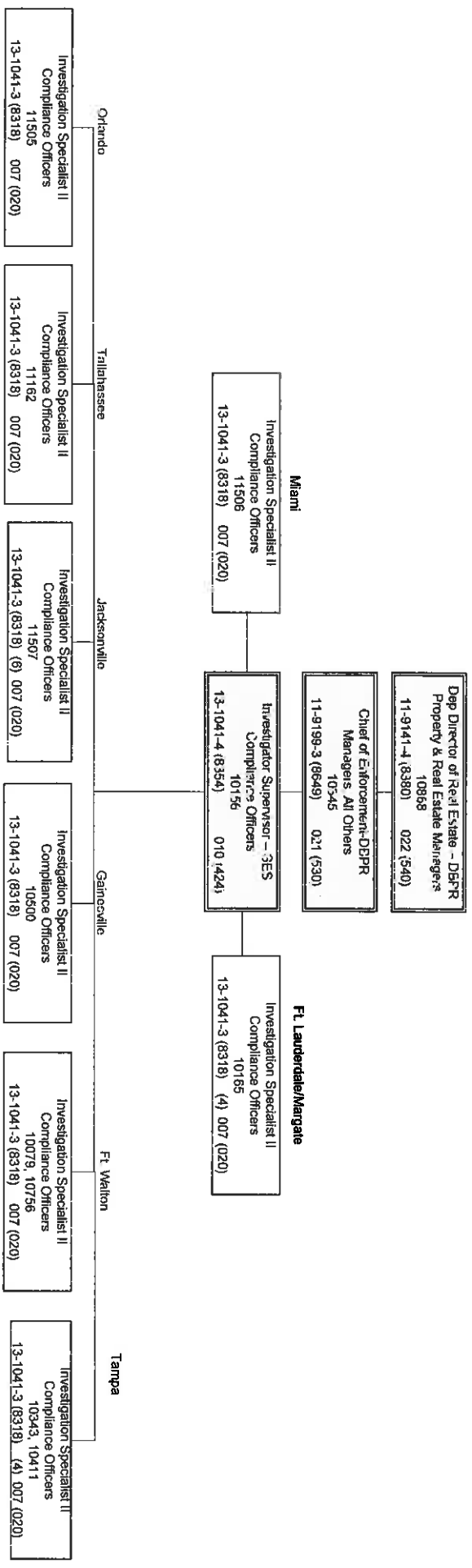
(Position is assigned to
 Central Region Office.)

Department of Business & Professional Regulation
 Division of Real Estate
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**Division of Real Estate
 Bureau of Enforcement
 North Region**

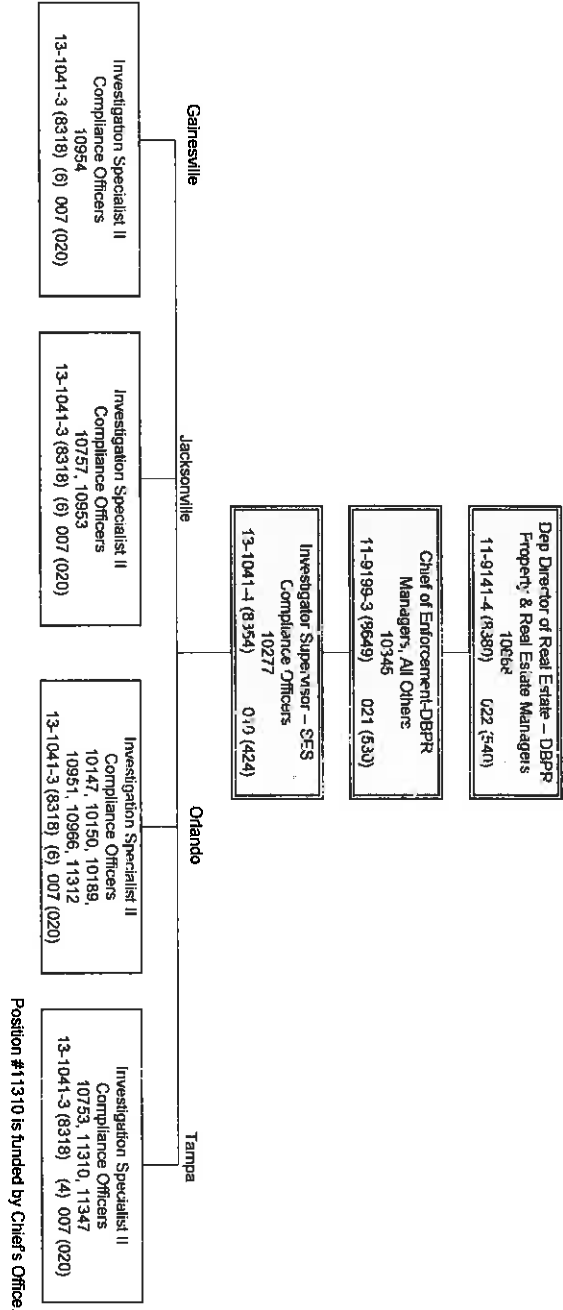
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Department of Business & Professional Regulation
 Division of Real Estate
 Director's Office
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 Bureau of Enforcement

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**Division of Real Estate
 Bureau of Enforcement
 Central Region**



Position #11310 is funded by Chief's Office.

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Department of Business & Professional Regulation
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 Bureau of Enforcement

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**Division of Real Estate
 Bureau of Enforcement
 Southern Region**

Dep Director of Real Estate – DBPR
 Property & Real Estate Managers
 10968
 11-9141-4 (8380) 022 (540)

Chief of Enforcement-DBPR
 Managers, All Others
 10345
 11-9106-3 (8649) 021 (630)

Investigation Specialist II
 Compliance Officers
 10748
 13-1041-3 (8318) (5) 007 (020)

Investigator Supervisor – SES
 Compliance Officers
 10035
 13-1041-4 (8354) 010 (424)

Ft. Myers

Palm Beach Gardens

Ft. Lauderdale/Margate

Miami

Investigation Specialist II
 Compliance Officers
 10957, 11348
 13-1041-3 (8318) 007 (020)

Investigation Specialist II
 Compliance Officers
 10205, 10959
 13-1041-3 (8318) 007 (020)

Investigation Specialist II
 Compliance Officers
 10044, 10750
 13-1041-3 (8318) (4) 007 (020)

Investigation Specialist II
 Compliance Officers
 10143, 10278, 10758, 11314
 13-1041-3 (8318) (5) 007 (020)

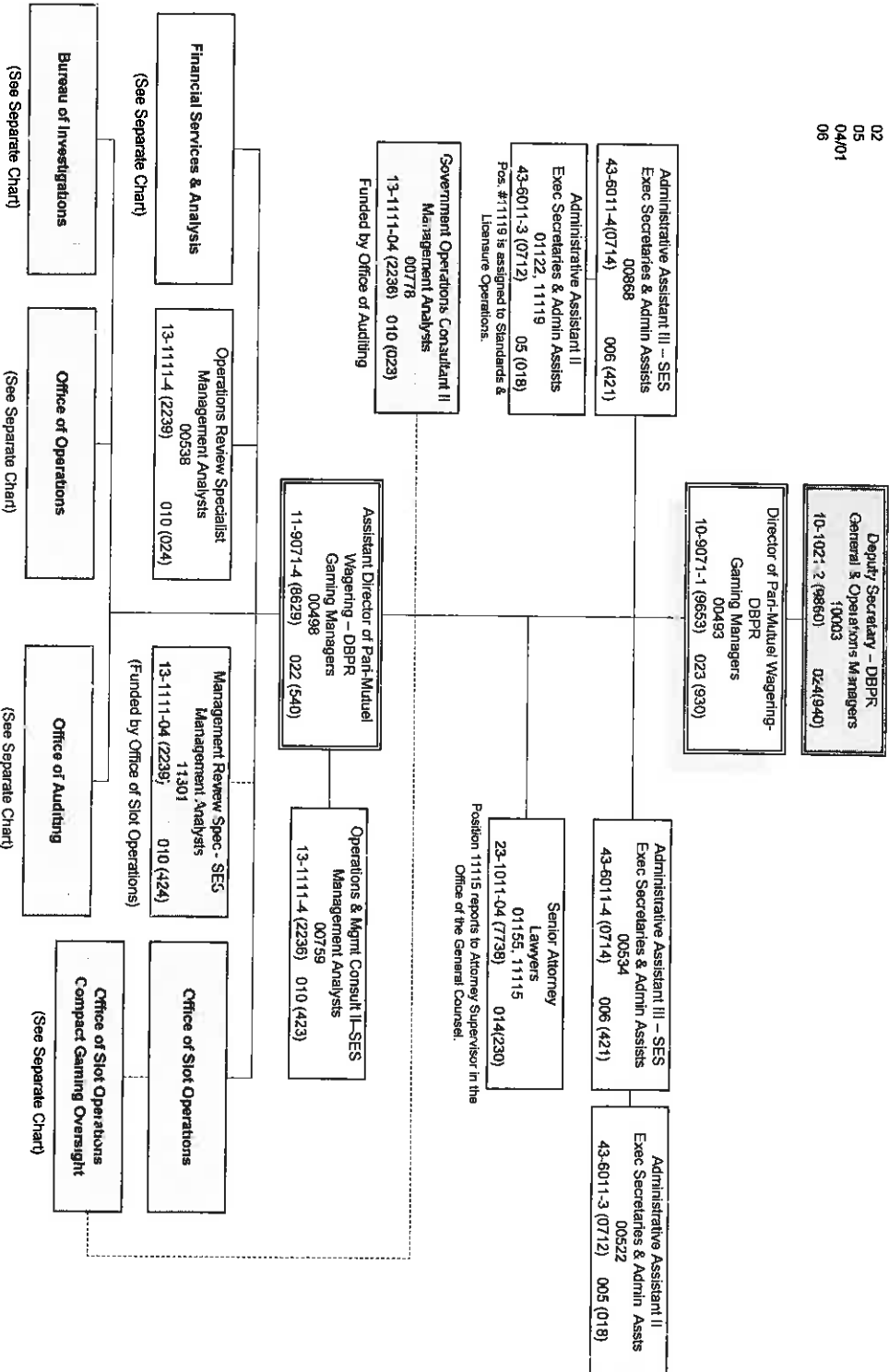
Current: 6-30-15
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Department of Business & Professional Regulation
 Division of Pari-Mutuel Wagering
 Director's Office
 Investigations
 Operations
 Auditing/Revenue
 Office of Slot Operations

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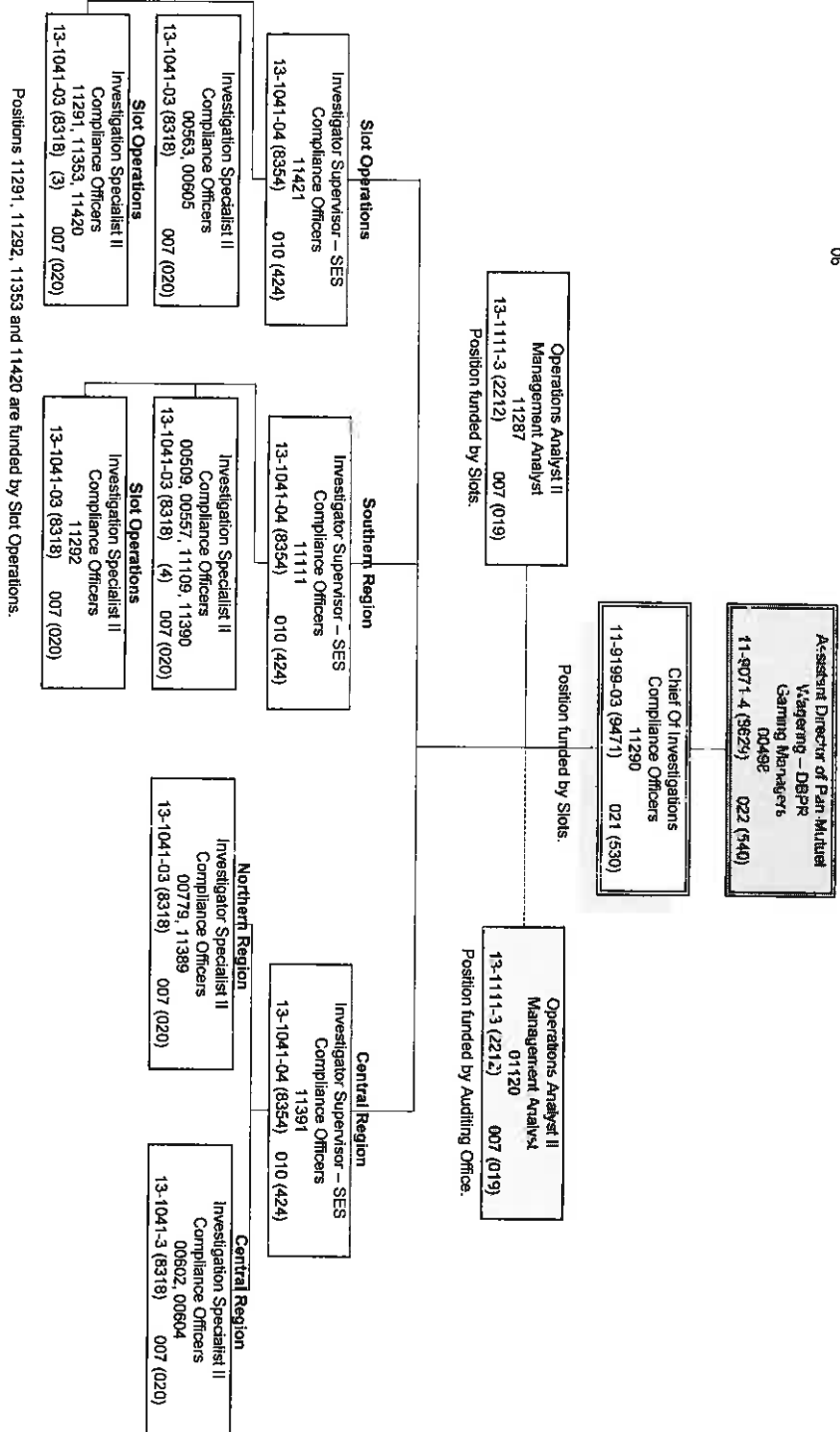
Department of Business & Professional Regulation Division of Pari-Mutuel Wagering Director's Office

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| Department of Business & Professional Regulation | 79 |
| Division of Pari-Mutuel Wagering | 10 |
| Director's Office | 01 |
| Investigations | 02 |
| Operations | 05 |
| Auditing/Revenue | 04/01 |
| Office of Slot Operations | 06 |

Division of Pari-Mutuel Wagering Bureau of Investigations

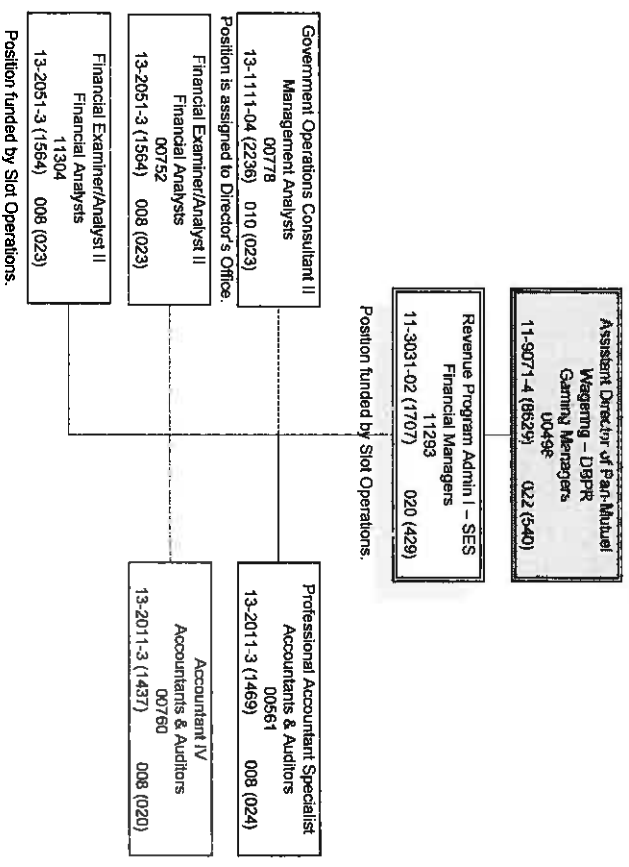


Positions 11291, 11292, 11353 and 11420 are funded by Slot Operations.

Department of Business & Professional Regulation
 Division of Pari-Mutuel Wagering
 Director's Office
 Investigations
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 Auditing/Revenue
 Office of Slot Operations

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Division of Pari-Mutuel Wagering
Office of Auditing
Financial Services & Analysis

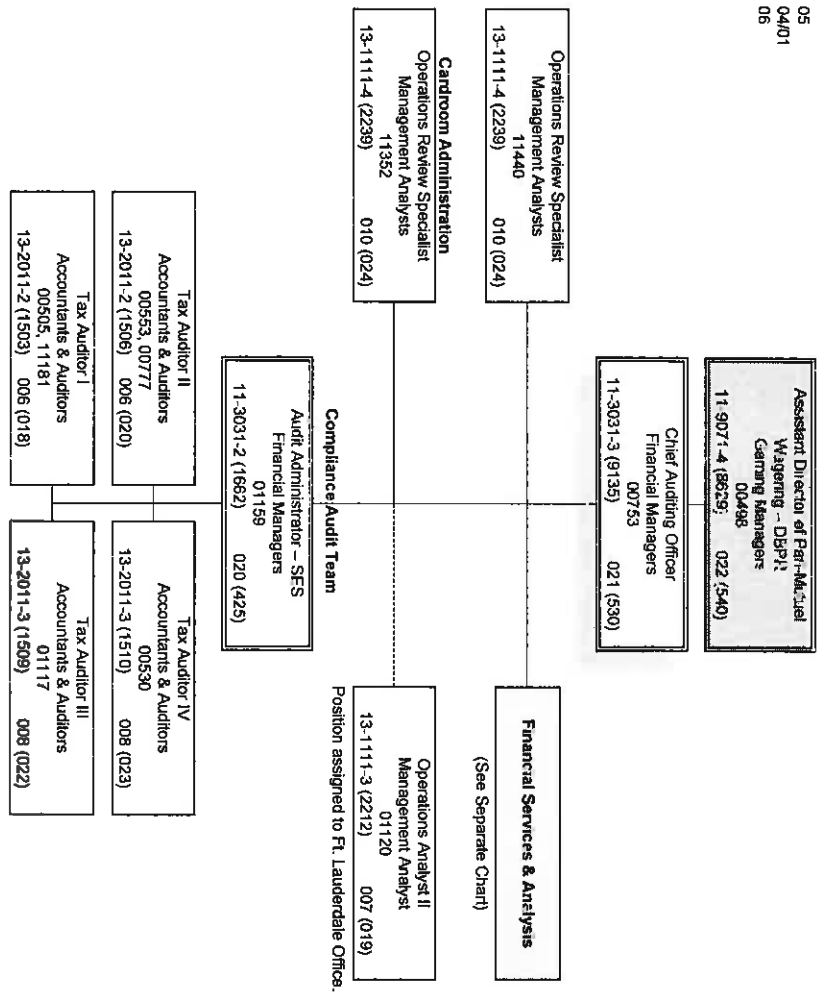


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- Department of Business & Professional Regulation 79
- Division of Pari-Mutuel Wagering 10
- Director's Office 01
- Investigations 02
- Operations 05
- Auditing/Revenue 04/01
- Office of Slot Operations 06

Note: Positions 00505, 01122 and 11181 are assigned to the Office of Operations. These positions are to be moved to Tallahassee.

Division of Pari-Mutuel Wagering Office of Auditing



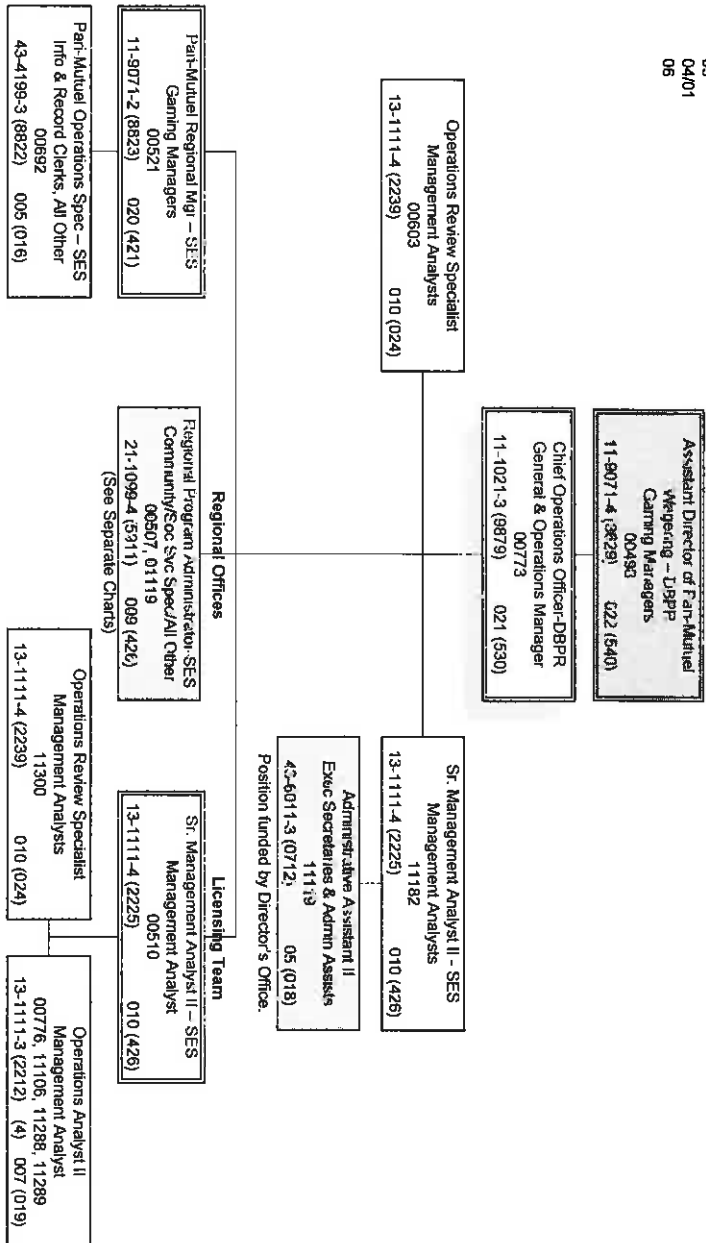
Current: 6-30-15
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Department of Business & Professional Regulation
 Division of Pari-Mutuel Wagering
 Director's Office
 Investigations
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 Auditing/Revenue
 Office of Slot Operations

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 04/01
 06

**Division of Pari-Mutuel Wagering
 Office of Operations
 Chief's Office**

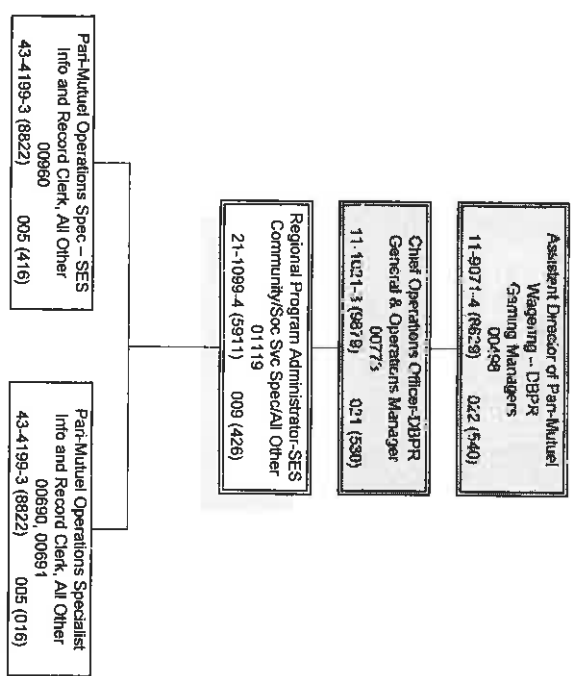
Current: 6-30-15
 Last Updated: 6-30-15



Note: Position numbers 11288, 11289, and 11300 are funded by Slot Operations.

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| Department of Business & Professional Regulation | 79 |
| Division of Pari-Mutuel Wagering | 10 |
| Director's Office | 01 |
| Investigations | 02 |
| Operations | 05 |
| Auditing/Revenue | 04/01 |
| Office of Slot Operations | 06 |

**Division of Pari-Mutuel Wagering
Office of Operations
Central Region**



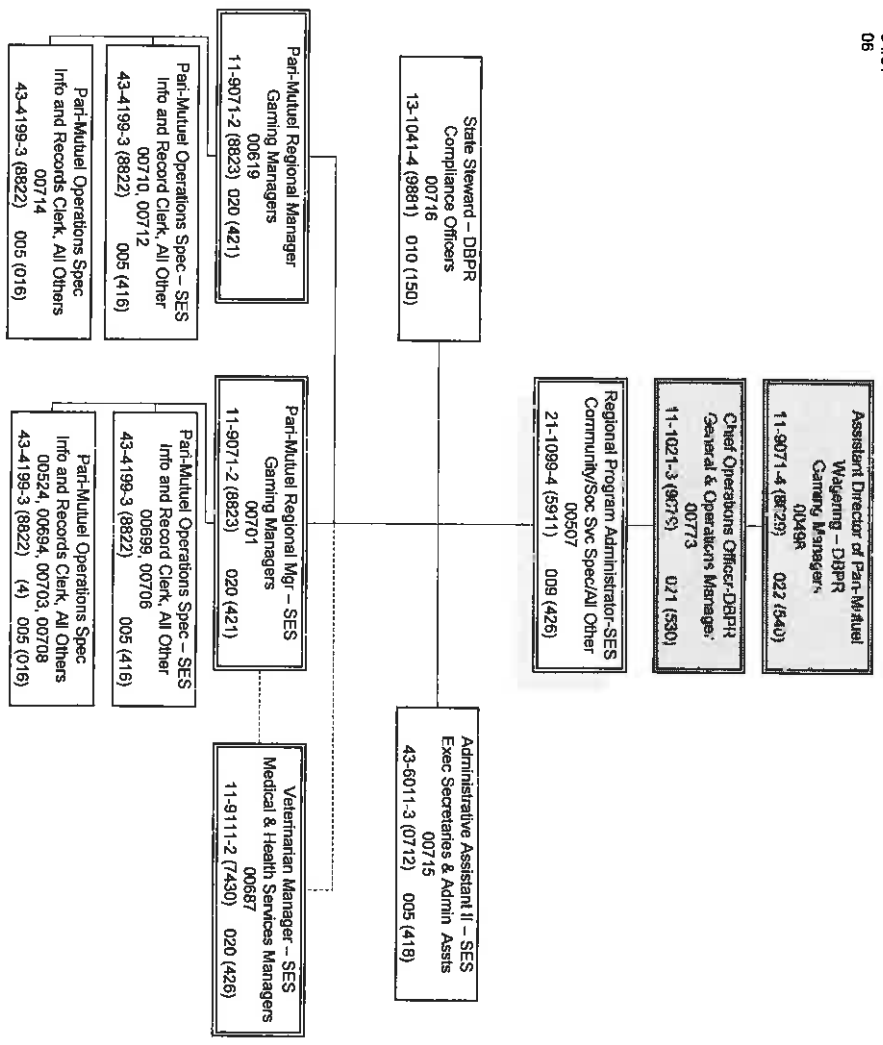
Current: 6-30-15
Last Updated: 6-30-15

Department of Business & Professional Regulation
 Division of Pari-Mutuel Wagering
 Director's Office
 Investigations
 Operations
 Auditing/Revenue
 Office of Slot Operations

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 10
 01
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 05
 04/01
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**Division of Pari-Mutuel Wagering
 Office of Operations
 Southern Region**

Current: 6-30-15
 Last Updated: 6-30-15

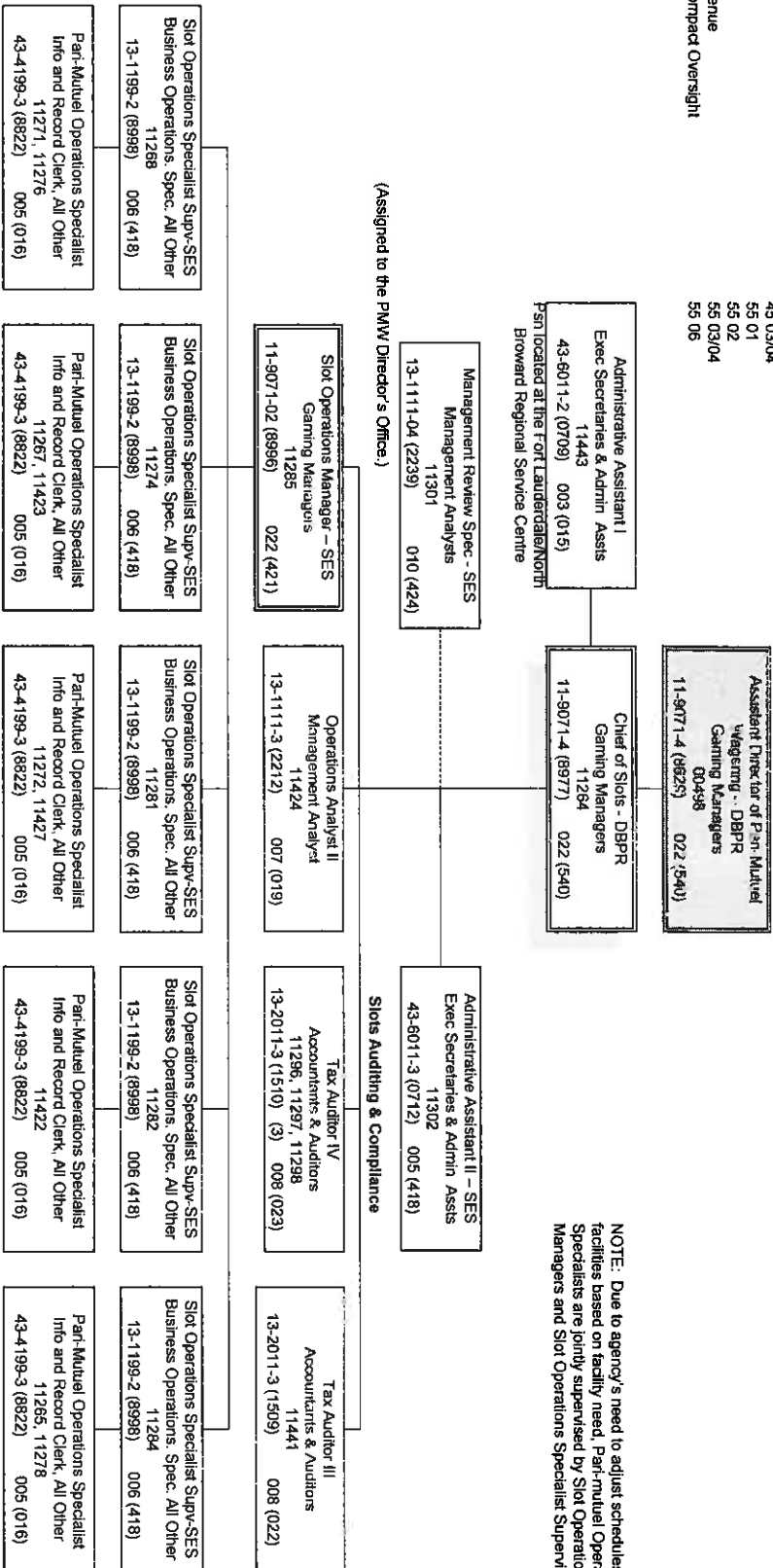


Department of Business & Professional Regulation
 Division of Pari-Mutuel Wagering
 Director's Office
 Investigations
 Operations
 Auditing/Revenue
 Slot Investigation
 Slot Operations
 Slot Auditing/Revenue
 Indian Gaming Compact Oversight

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01
45 01
45 02
45 03/04
55 01
55 02
55 03/04
55 06

**Division of Pari-Mutuel Wagering
 Office of Slot Operations – Page 1
 Pompano, Dania, & Hallendale**

Current: 6-30-15
 Last Updated: 6-30-15



The following positions are assigned to other offices in support of the office of Slot Operations: Positions 11293 and 11304 are assigned to the Office of Auditing, Financial Services Section, Positions 11288, 11289, 11441, and 11300 are assigned to the PMW Office of Operations, Positions 11291, 11292, 11353 and 11420 are assigned to Bureau of Investigations. (These positions are not reflected on this page.)

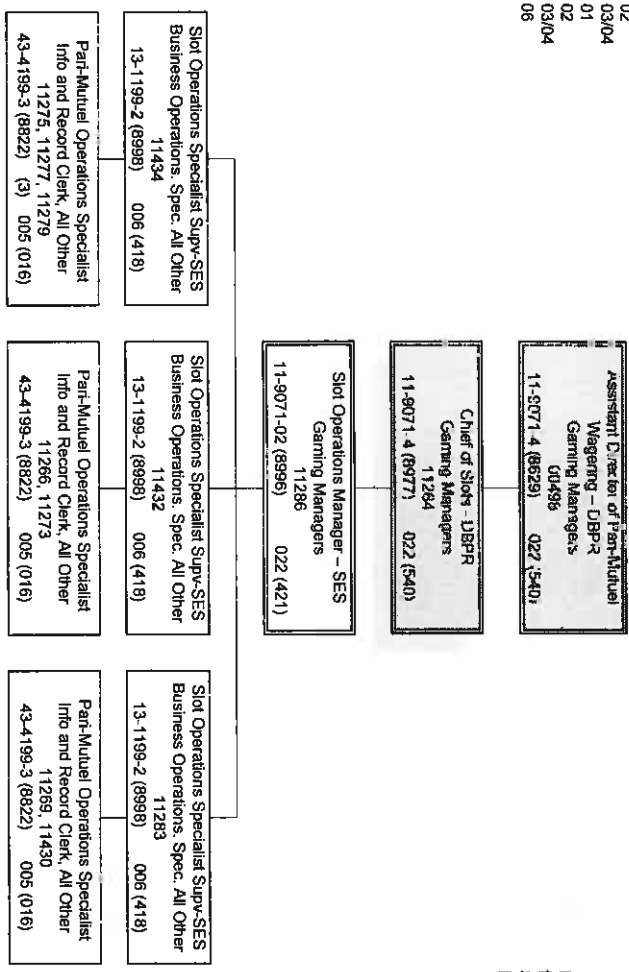
NOTE: Due to agency's need to adjust schedules/assigned facilities based on facility need, Pari-mutuel Operations Specialists are jointly supervised by Slot Operations Managers and Slot Operations Specialist Supervisors.

Department of Business & Professional Regulation
 Division of Pari-Mutuel Wagering
 Director's Office
 Investigations
 Operations
 Auditing/Revenue
 Slot Investigation
 Slot Operations
 Slot Auditing/Revenue
 Indian Gaming Compact Oversight

79
 10
 01
 45 01
 45 02
 45 03/04
 55 01
 55 02
 55 03/04
 55 06

**Division of Pari-Mutuel Wagering
 Office of Slot Operations – Page 2
 Miami**

Current: 6-30-15
 Last Updated: 6-30-15

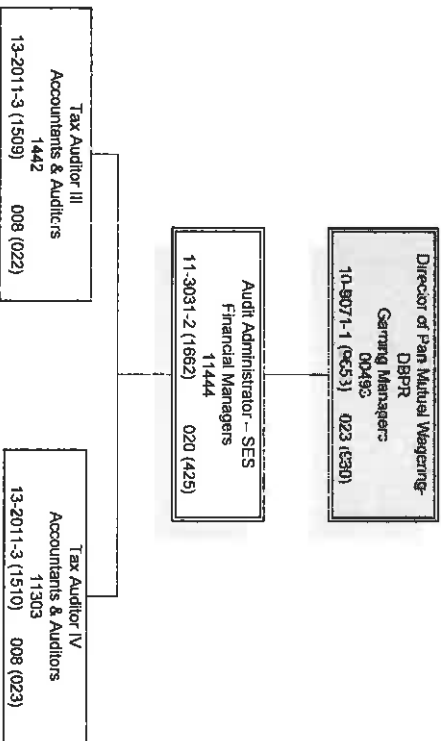


NOTE: Due to agency's need to adjust schedules/assigned facilities based on facility need, Part-mutuel Operations Specialists are jointly supervised by Slot Operations Managers and Slot Operations Specialist Supervisors.

Department of Business & Professional Regulation
 Division of Pari-Mutuel Wagering
 Director's Office
 Investigations
 Operations
 Auditing/Revenue
 Office of Slot Operations

79
 10
 01
 02
 05
 04/01
 06

**Division of Pari-Mutuel Wagering
 Office of Slot Operations
 Gaming Compact Oversight**

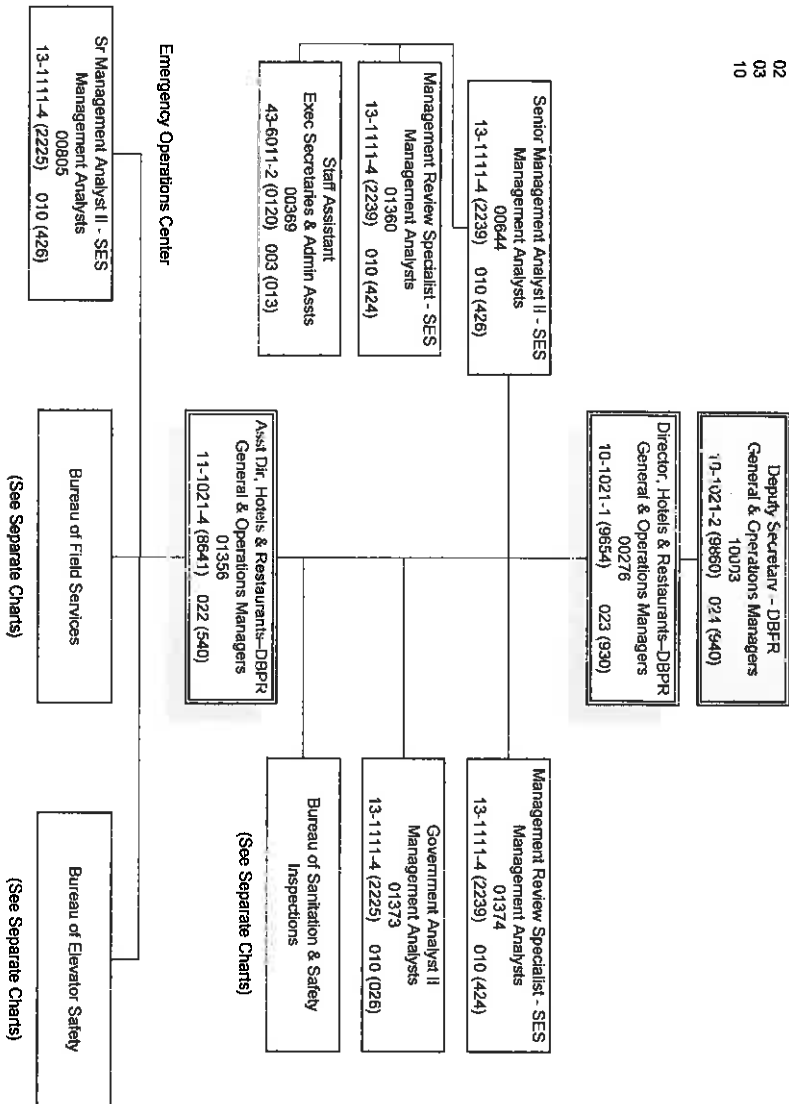


Current: 6-30-15
 Last Updated: 6-30-15

Department of Business & Professional Regulations
 Division of Hotels & Restaurants
 Director's Office
 Program Policy
 Bureau of Sanitation & Safety Inspections
 Bureau of Elevator Safety
 Bureau of Field Services

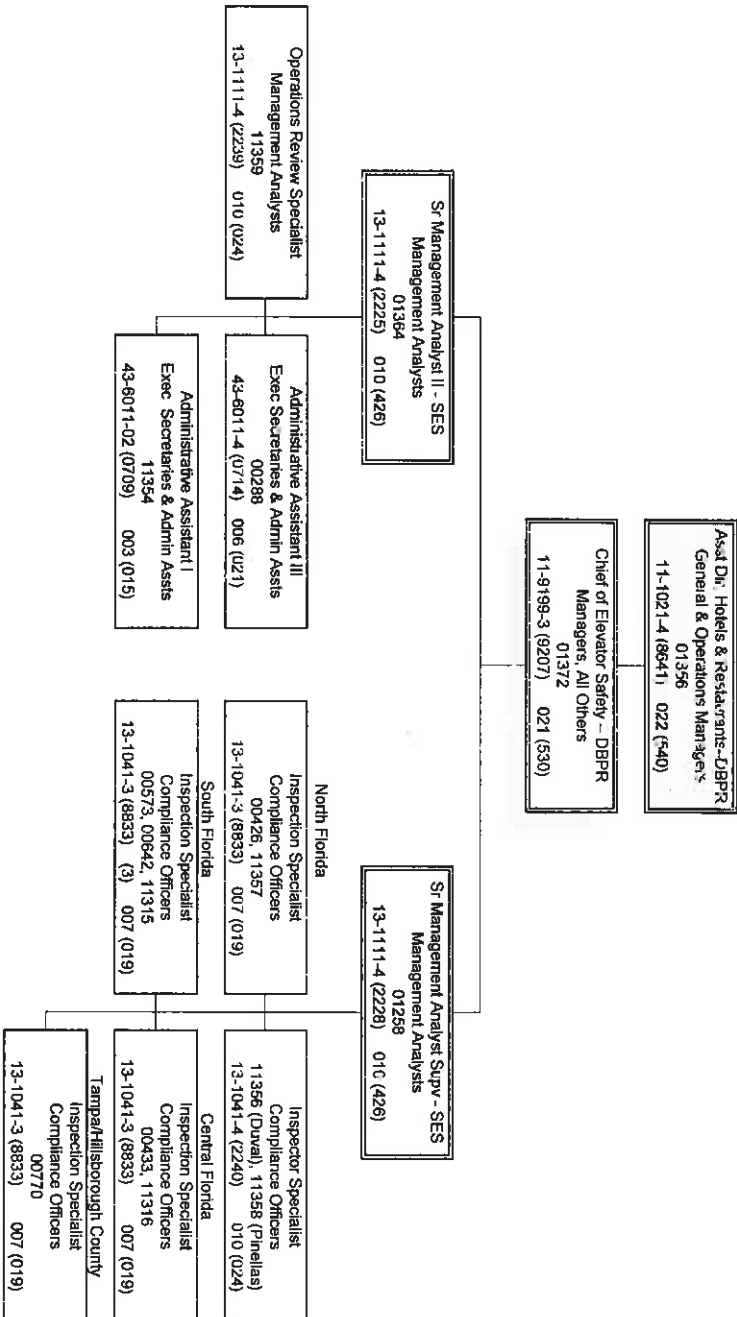
79
20
01
02/09
02
03
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**Division of Hotels & Restaurants
 Director's Office**



Current: 6-30-15
 Last Updated: 6-30-15

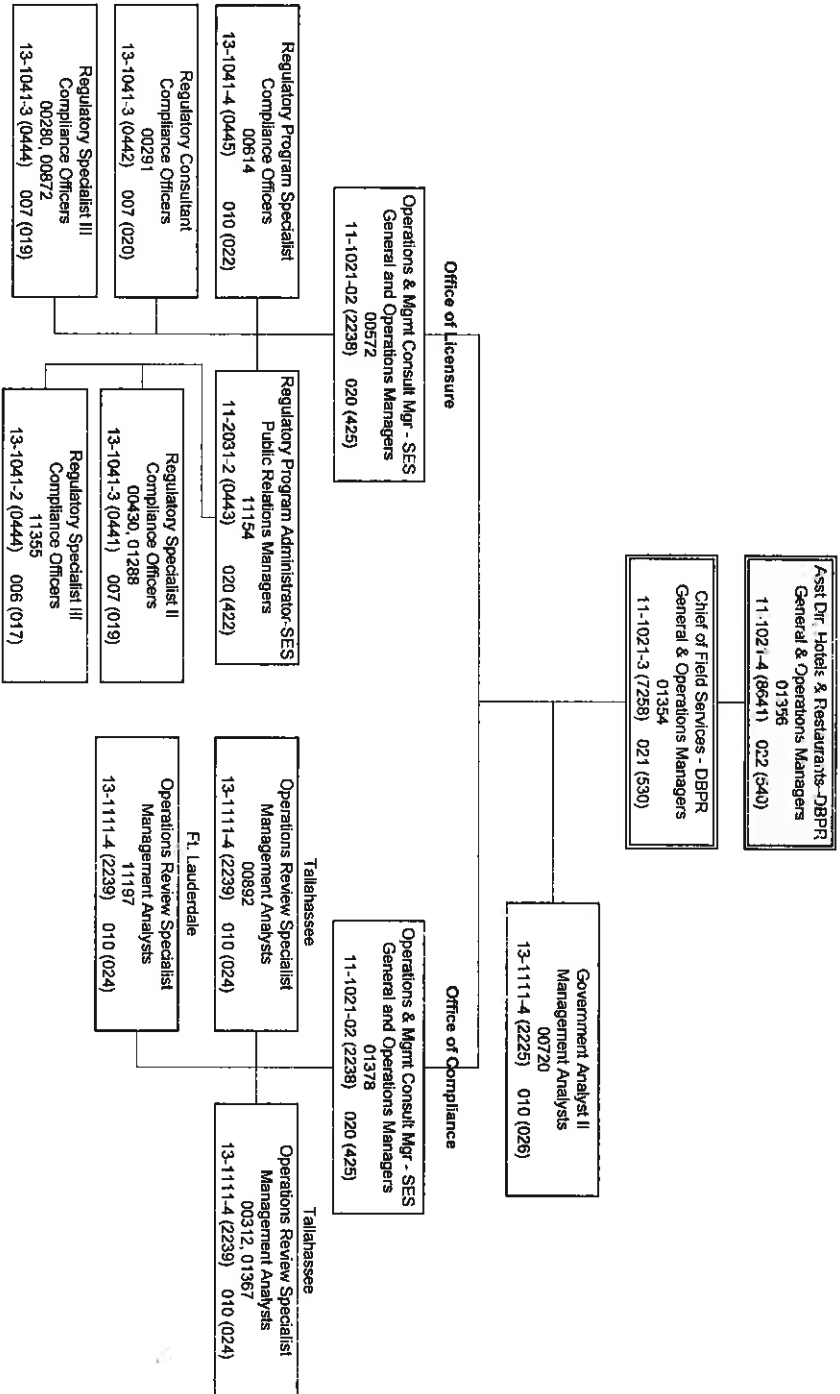
**Division of Hotels & Restaurants
 Bureau of Elevator Safety**



Department of Business & Professional Regulations 79
 Division of Hotels & Restaurants 20
 Bureau of Field Services 10

**Division of Hotels & Restaurants
 Bureau of Field Services**

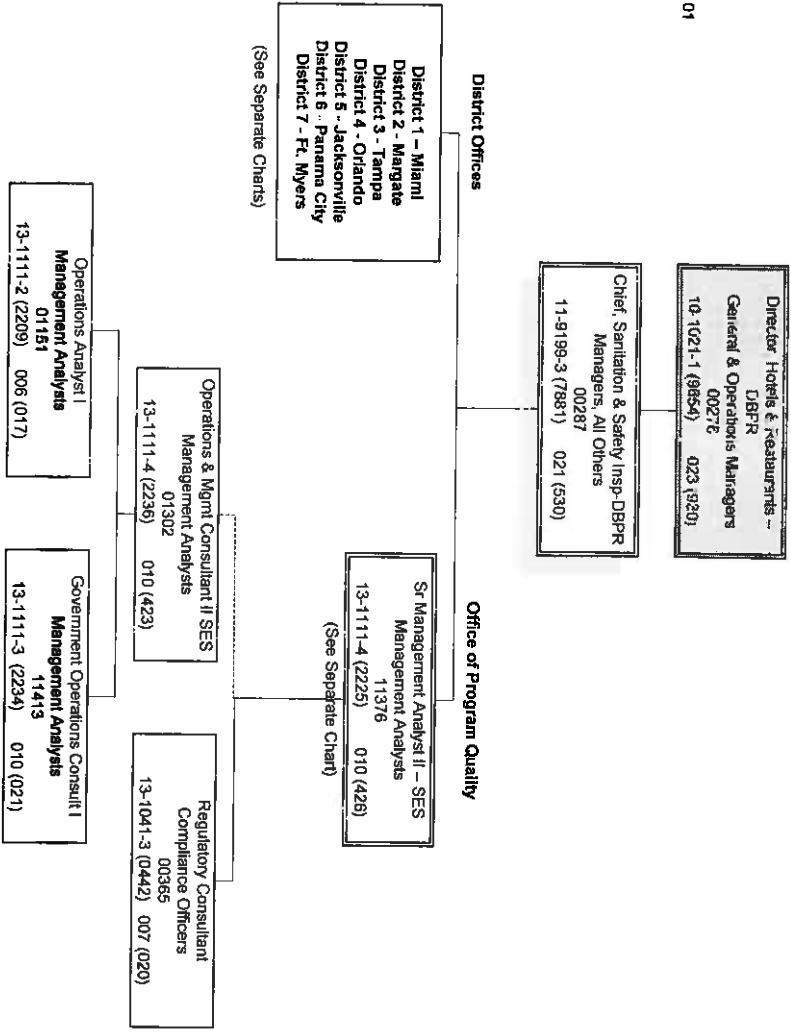
Current: 6-30-15
 Last Updated: 6-30-15



| | |
|---|------------|
| Department of Business & Professional Regulations | 79 |
| Division of Hotels & Restaurants | 20 |
| Bureau of Sanitation & Safety | 02 |
| District 1 - Miami | 02 02 |
| District 2 - Margate | 02 03 |
| District 3 - Tampa | 02 04 |
| District 4 - Orlando | 02 05 |
| District 5 - Jacksonville | 02 06 |
| District 6 - Panama City | 02 07 |
| District 7 - Ft. Myers | 02 08 |
| Office of Program Quality/Plan Review | 02 09 & 01 |

Division of Hotels & Restaurants Bureau of Sanitation & Safety

Current: 6-30-15
Last Updated: 6-30-15



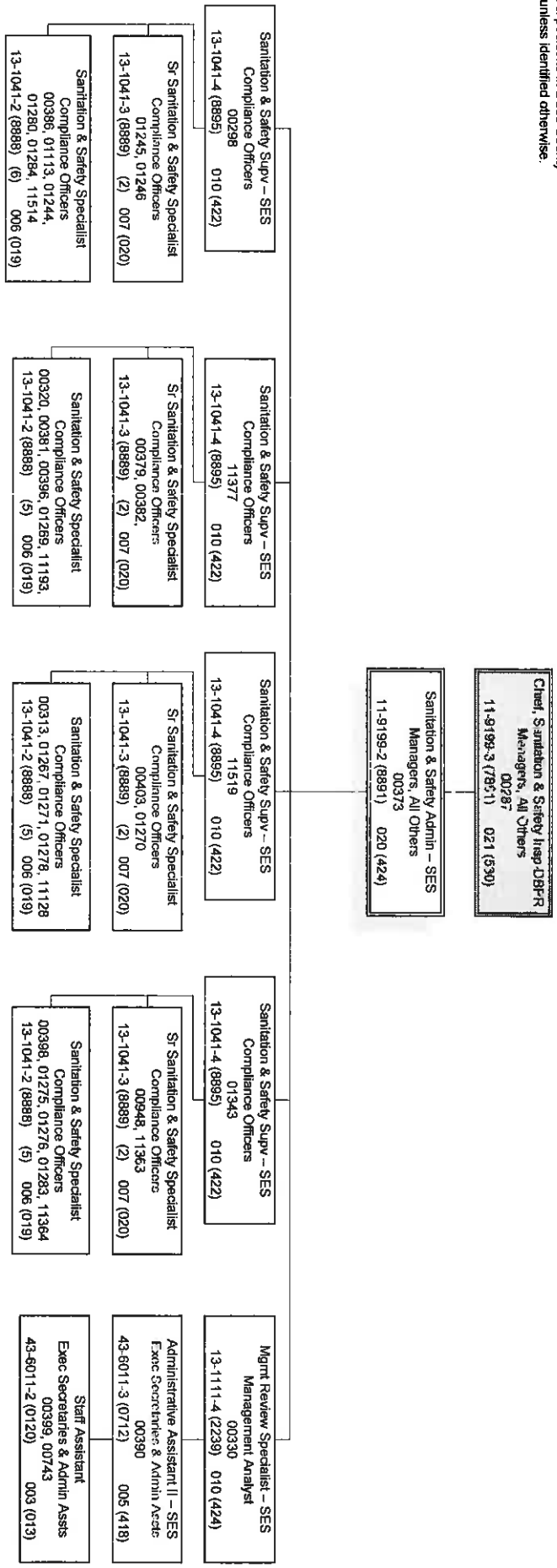
Department of Business & Professional Regulations
 Division of Hotels & Restaurants
 Sanitation & Safety Inspections
 District 1 - Miami

79
20
02

**Division of Hotels & Restaurants
 Sanitation & Safety Inspections
 District 1 – Miami**

Current: 6-30-15
 Last Updated: 6-30-15

All positions in Dade County
 unless identified otherwise.



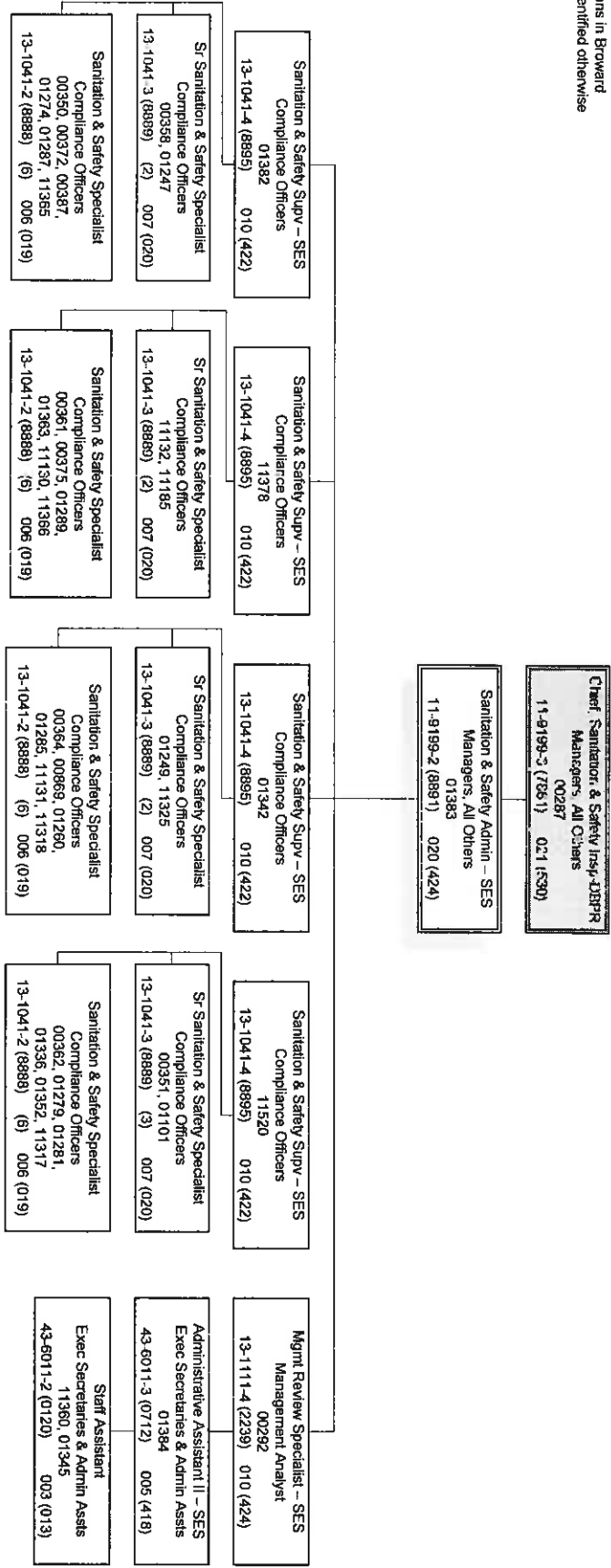
Department of Business & Professional Regulations
 Division of Hotels & Restaurants
 Sanitation & Safety Inspections
 District 2 - Margate

79
 20
 02
 03

**Division of Hotels & Restaurants
 Sanitation & Safety Inspections
 District 2 - Margate**

Current: 6-30-15
 Last Updated: 6-30-15

All positions in Broward
 unless identified otherwise



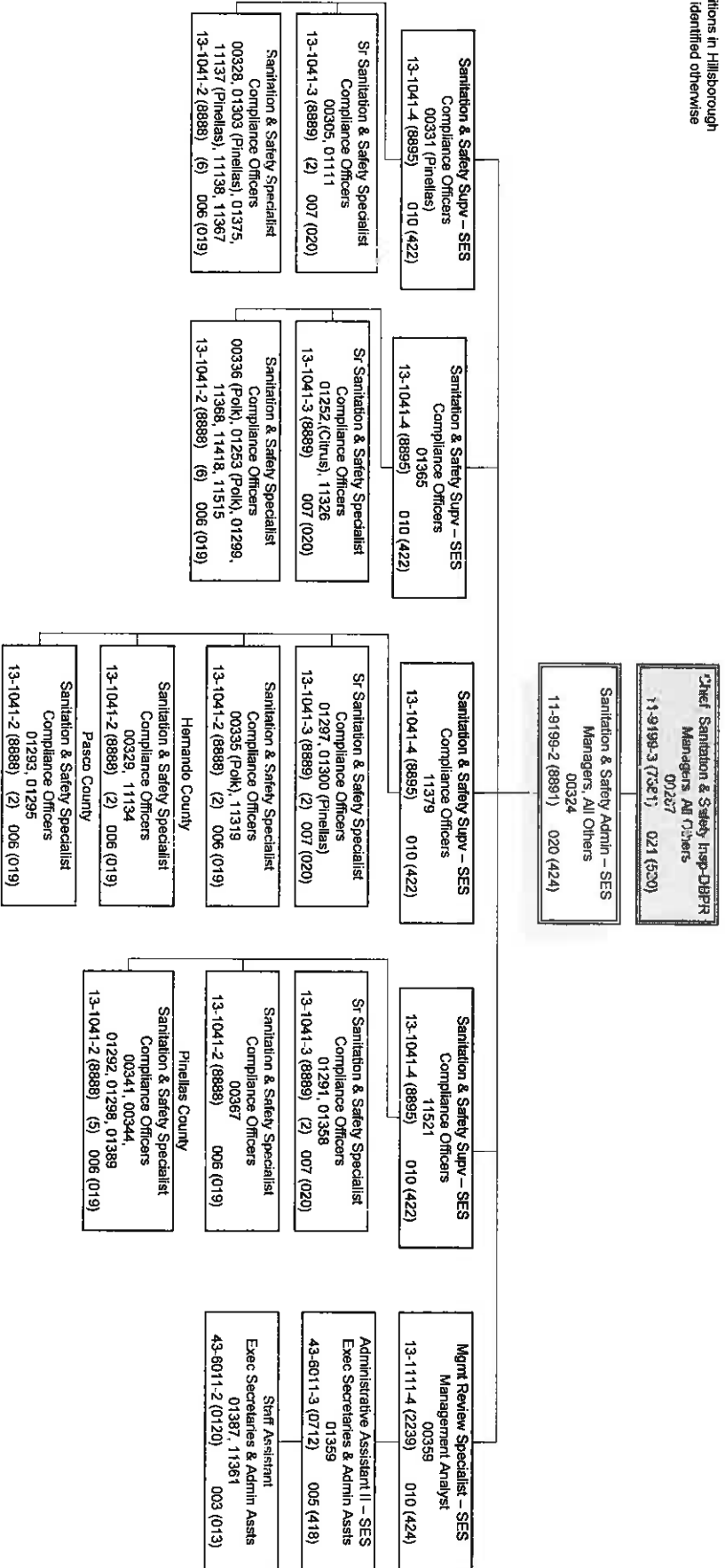
Department of Business & Professional Regulations
 Division of Hotels & Restaurants
 Sanitation & Safety Inspections
 District 3 - Tampa

79
20
02
04

**Division of Hotels & Restaurants
 Sanitation & Safety Inspections
 District 3 - Tampa**

Current: 6-30-15
 Last Updated: 6-30-15

All positions in Hillsborough
 unless identified otherwise

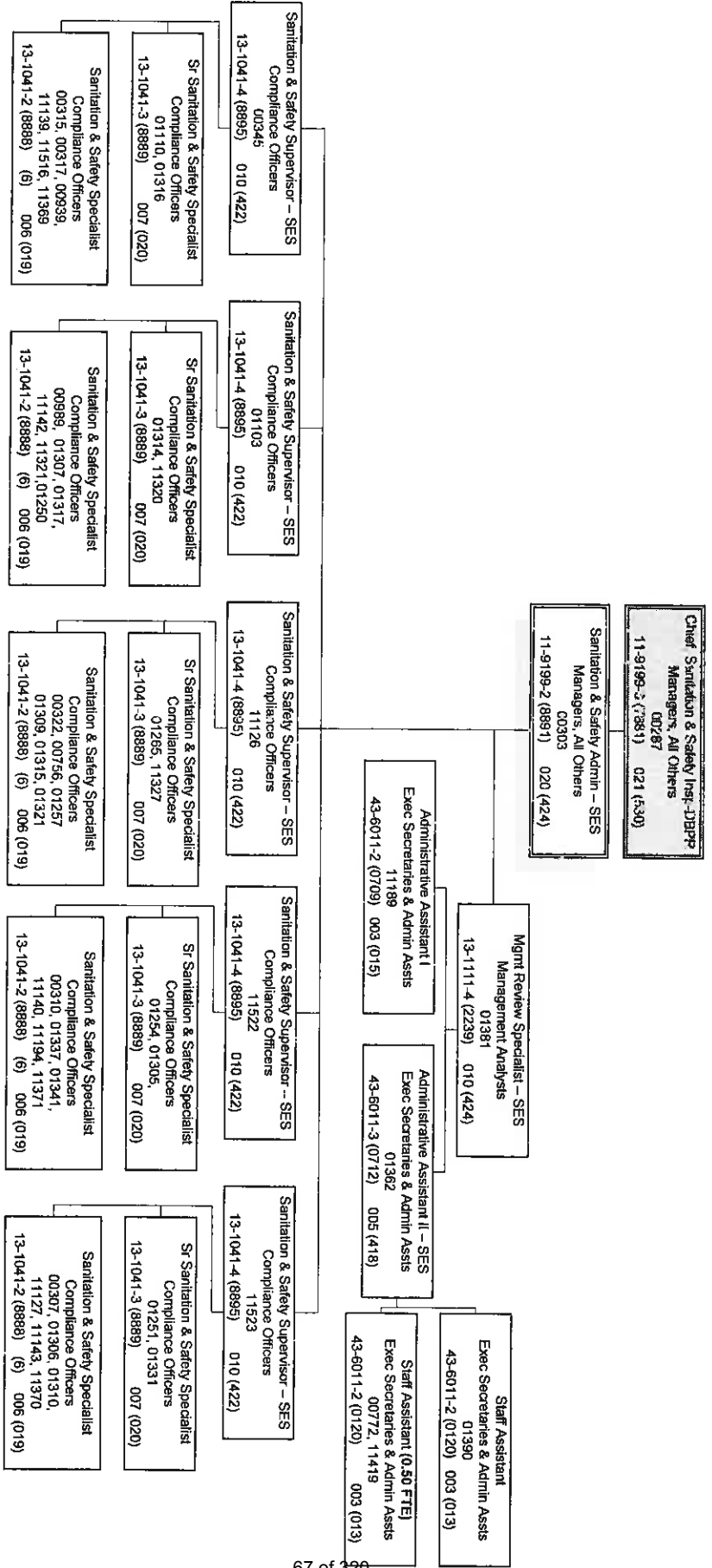


Department of Business & Professional Regulations
 Division of Hotels & Restaurants
 Sanitation & Safety Inspections
 District 4 - Orlando

79
 20
 02
 05

**Division of Hotels & Restaurants
 Sanitation & Safety Inspections
 District 4 - Orlando**

Current: 6-30-15
 Last Updated: 6-30-15

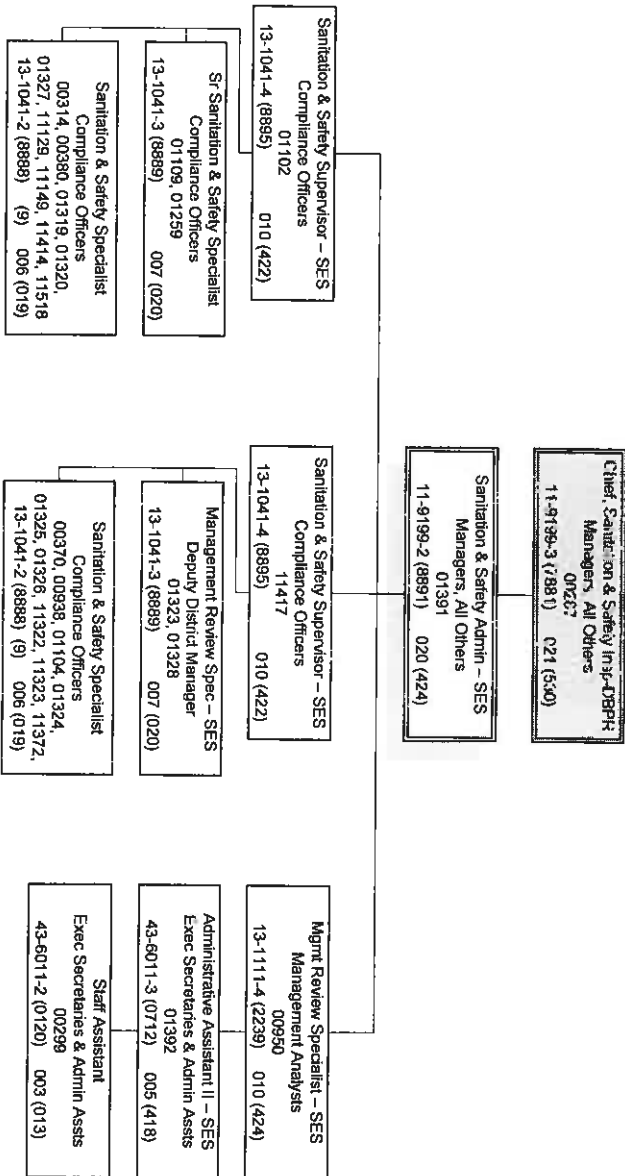


Department of Business & Professional Regulations
 Division of Hotels & Restaurants
 Sanitation & Safety Inspections
 District 5 - Jacksonville

79
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**Division of Hotels & Restaurants
 Sanitation & Safety Inspections
 District 5 - Jacksonville**

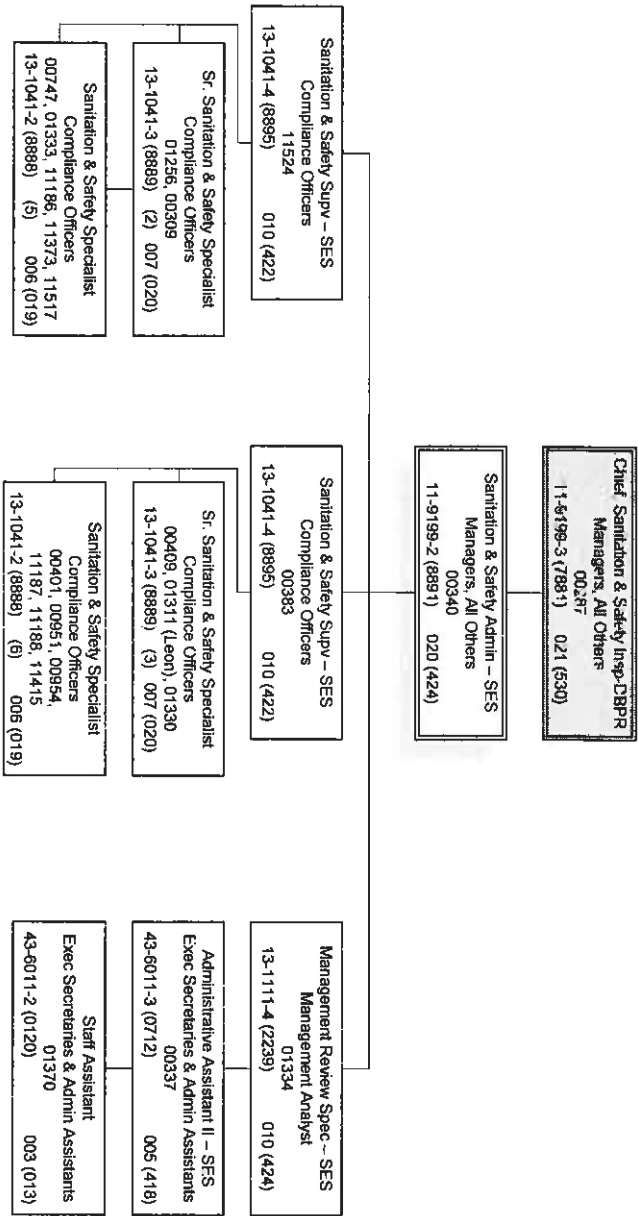
Current: 6-30-15
 Last Updated: 6-30-15



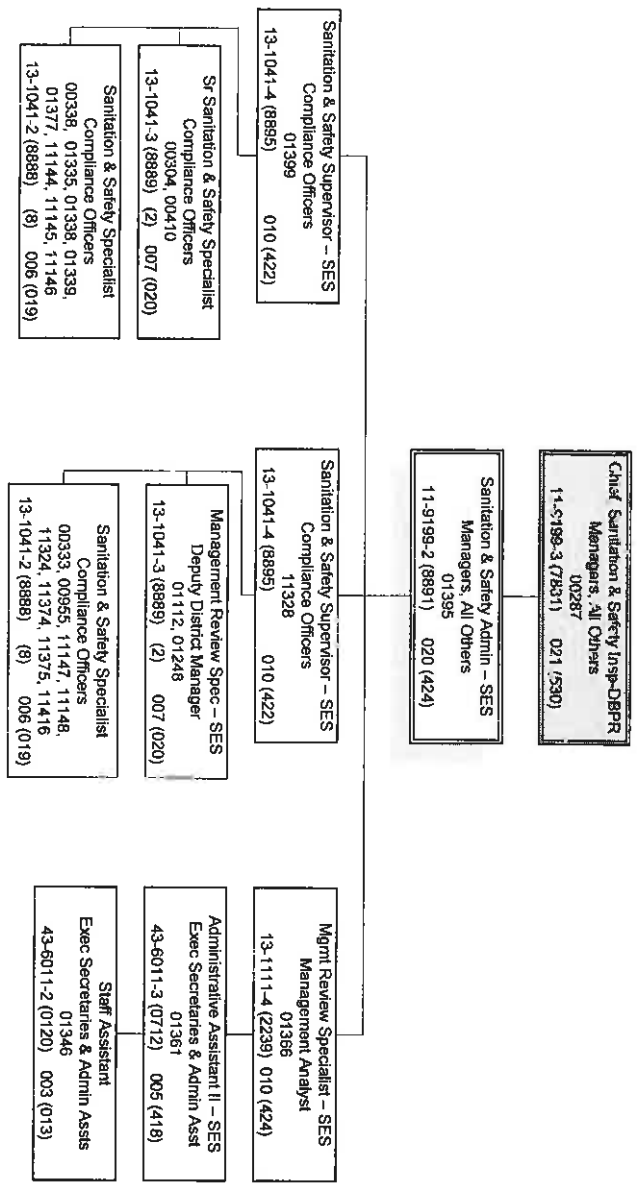
Department of Business & Professional Regulations
 Division of Hotels & Restaurants
 Sanitation & Safety Inspectors
 District 6 - Panama City

**Division of Hotels & Restaurants
 Sanitation & Safety Inspectors
 District 6 - Panama City**

Current: 6-30-15
 Last Updated: 6-30-15



**Division of Hotels & Restaurants
 Sanitation & Safety Inspections
 District 7 - Ft. Myers**

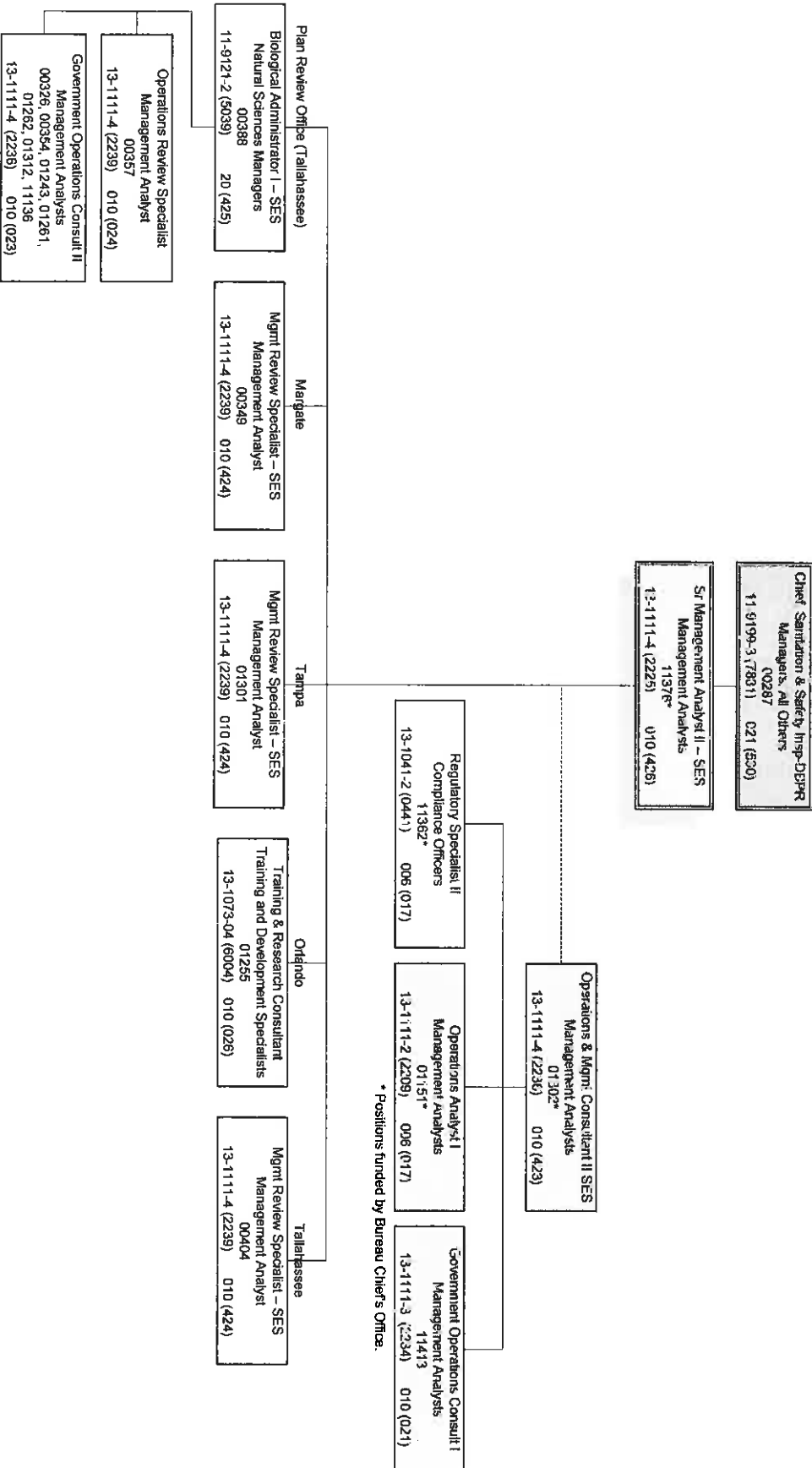


Department of Business & Professional Regulations
 Division of Hotels & Restaurants
 Bureau of Sanitation & Safety
 Office of Program Quality/Plan Review

79
 20
 02
 02.09 & 01

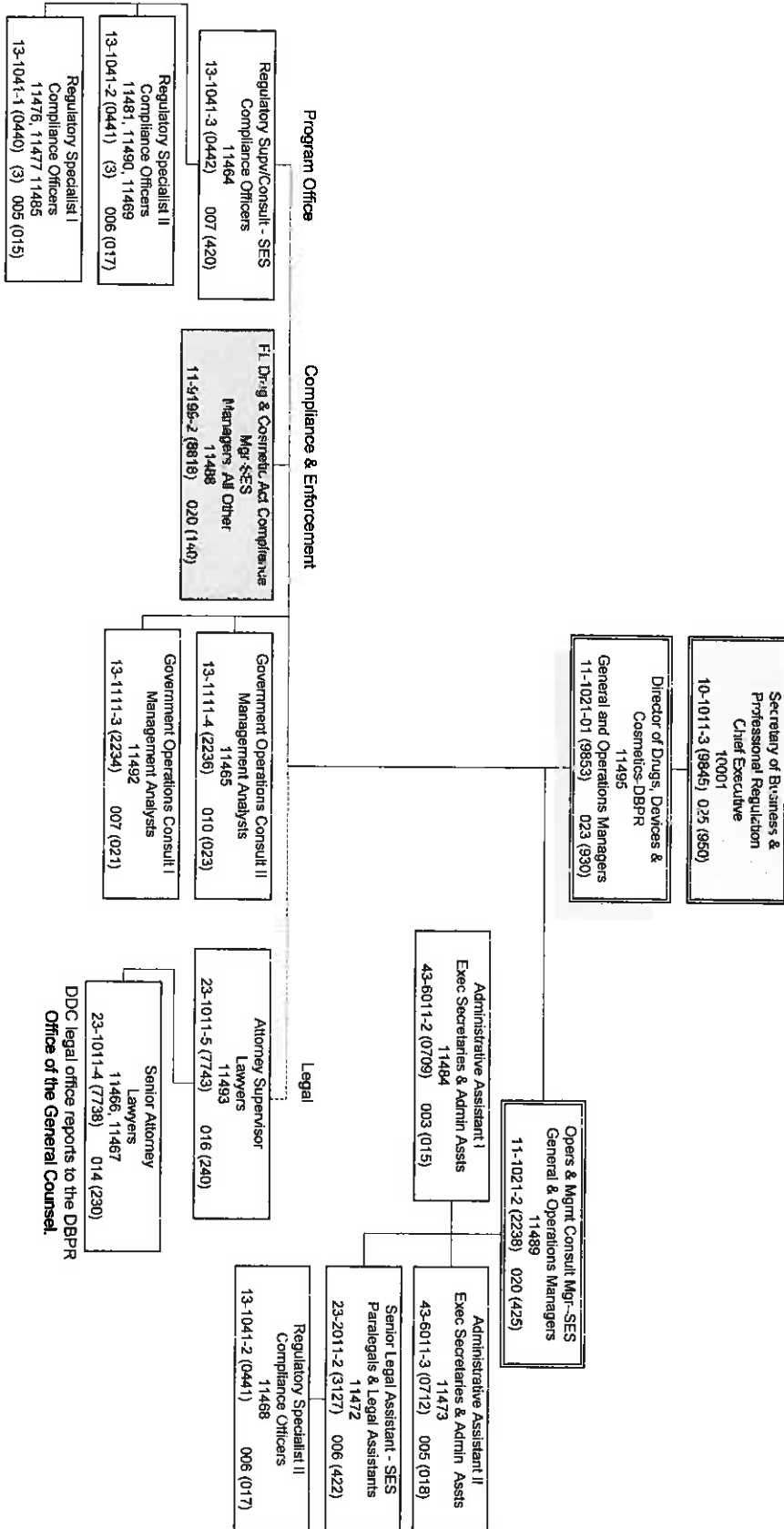
**Division of Hotels & Restaurants
 Office of Program Quality**

Current: 6-30-15
 Last Updated: 6-30-15

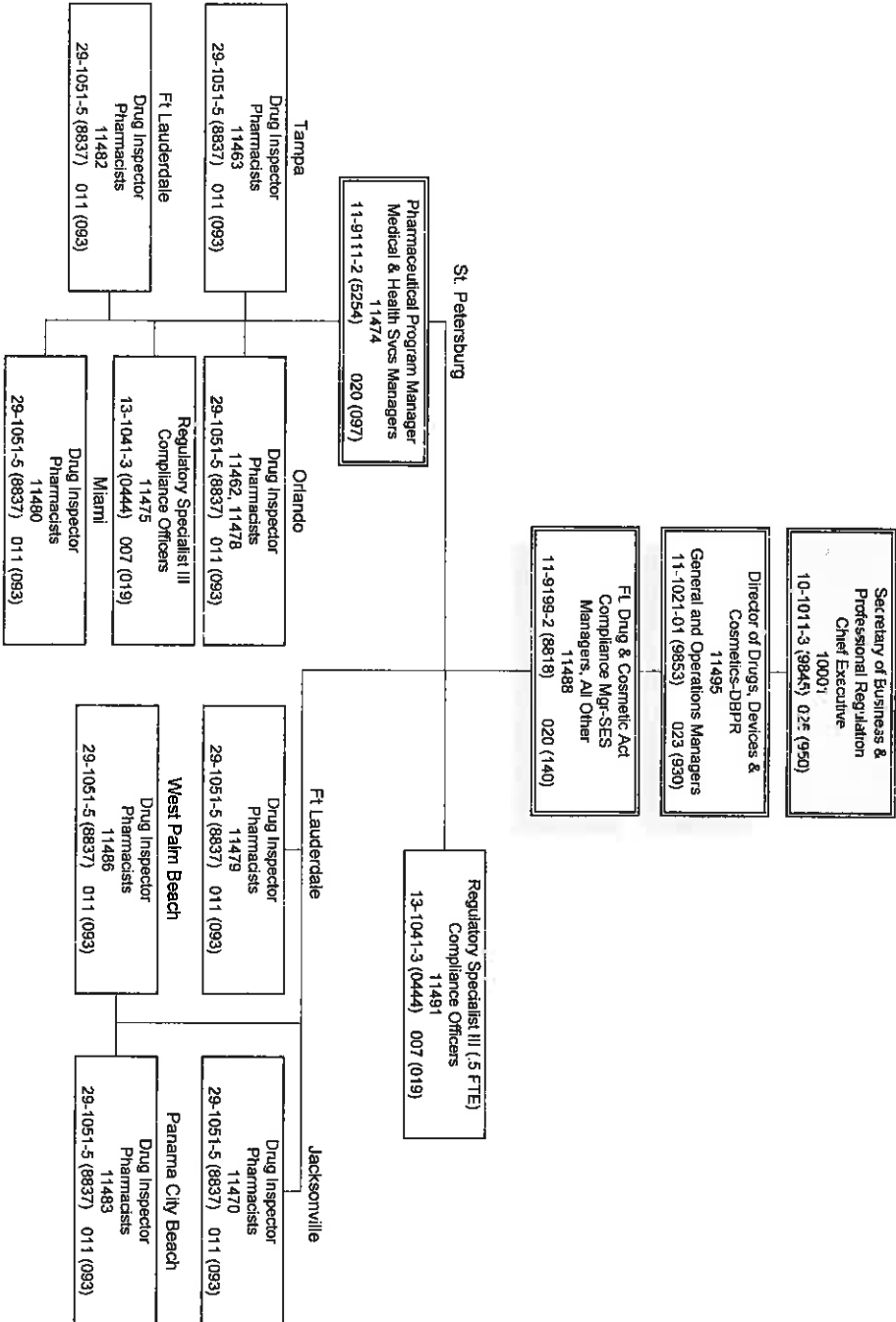


* Positions funded by Bureau Chief's Office.

**Department of Business & Professional Regulation
 Drugs, Devices & Cosmetics Program**



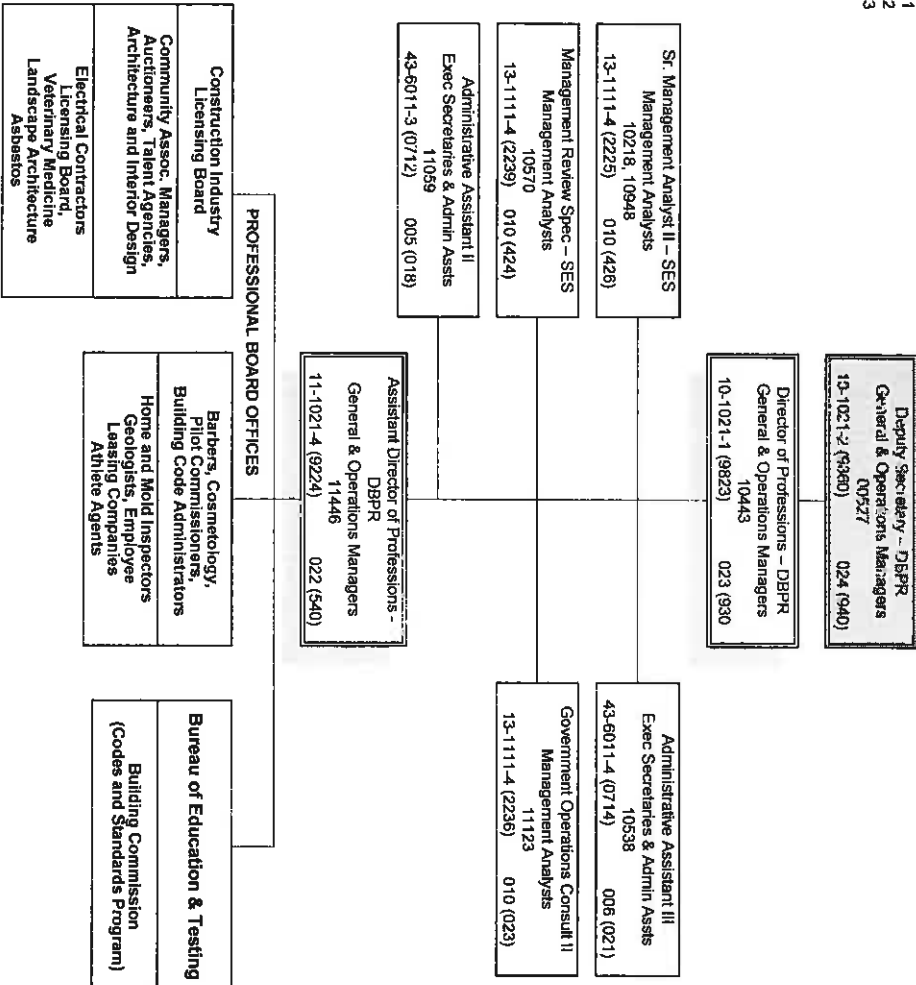
**Department of Business & Professional Regulation
 Drugs, Devices & Cosmetics Program
 Compliance & Enforcement**



| | |
|---|----|
| Department of Business & Professional Regulation | 79 |
| Division of Professions – Director’s Office | 50 |
| Bureau of Education & Testing | 04 |
| Construction Industry Licensing Board | 07 |
| Arch & Int Des/Vet/Medical/Landscape Architecture | 10 |
| CAMS/Auctioneers/Talent Agts/ELCB | 11 |
| Barbers/Cosmo/Pilot Comm/Pilottage Rate/Rev/Bldg Code | 12 |
| Geologists/Emp'l Leasing/Home Mold Inspection | 13 |

**Department of Business & Professional Regulation
Division of Professions
Director’s Office**

Current: 6-30-15
Last Updated: 6-30-15



| | |
|---|----|
| Department of Business & Professional Regulation | 79 |
| Division of Professions – Director’s Office | 50 |
| Bureau of Education & Testing | 04 |
| Construction Industry Licensing Board | 07 |
| Arch & Int Des/Vet Medical/Landscape Architecture | 10 |
| CAMS/Auctioneers/Talent Agts/ELCB | 11 |
| Barbers/Cosmo/Pilot Comm/Photage Rate/Rev/Bldg Code | 12 |
| Geologists/Empl L Leasing/Home Mold Inspection | 13 |

**Division of Professions
Professions Board Offices**

Director of Professions – DBPR
General & Operations Managers
10-1021-1 (9323) 023 (950)

Assistant Director of Professions -
DBPR
General & Operations Managers
11-1021-4 (9224) 022 (540)

**Construction Industry
Licensing Board**

Board Executive Director
Administrative Services Managers
11-3011-3 (9938) 021 (530)

Senior Management Analyst Supv-SES
Management Analysis
13-1111-4 (2228) 010 (426)

Regulatory Consultant
Compliance Officers
13-1041-3 (0442) 007 (020)

CI Recovery Fund
Administrative Assistant III-SES
Exec Secretaries & Admin Assis
10224
43-6011-4 (0714) 006 (421)

Administrative Assistant I
Exec Secretaries & Admin Assis
00732, 10430
43-6011-2 (0709) 003 (015)

**Electrical Contractors
Licensing Board, Veterinary
Medicine, Landscape
Architecture, Asbestos**

Board Executive Director
Administrative Services Managers
11-3011-3 (9938) 021 (530)

Government Analyst II
Management Analysis
13-1111-4 (2225) 010 (426)

Government Analyst I
Management Analysis
10266
13-1111-4 (2224) 007 (022)

Operators Analyst II
Management Analysis
10924
13-1111-3 (2212) 007 (019)

| | |
|---|----|
| Department of Business & Professional Regulation | 79 |
| Division of Professions – Director's Office | 50 |
| Bureau of Education & Testing | 04 |
| Construction Industry Licensing Board | 07 |
| Arch & Int Des/Vet Medicine/Landscape Architecture | 10 |
| CAWS/Auctioneers/Talent Agts/E/DCB | 11 |
| Barbers/Cosmo/Pilot Comm/Pilotsage Rate/Rev/Bldg Code | 12 |
| Geologists/Emp/Leasing/Home Mold Inspection | 13 |

**Division of Professions
Professions Board Offices**

| | | |
|---|-------|-----------|
| Director of Professions – DBPR General & Operations Managers | 10443 | 023 (430) |
| 10-1021-1 (9823) | | |

| | | |
|---|-------|-----------|
| Assistant Director of Professions- DBPR General & Operations Managers | 11446 | 022 (640) |
| 11-1021-4 (9224) | | |

**Barbers, Cosmetology,
Pilot Commissioners, Building
Code Administrators**

| | | |
|--|-------|-----------|
| Board Executive Director Administrative Services Managers | 11157 | 021 (530) |
| 11-3011-3 (9938) | | |

**Home and Mold Inspectors
Geologists, Employee
Leasing Companies
Athlete Agents**

| | | |
|--|-------|-----------|
| Board Executive Director Administrative Services Managers | 10032 | 021 (530) |
| 11-3011-3 (9938) | | |

**Community Assoc. Managers,
Auctioneers, Talent Agencies,
Architecture and Interior
Design**

| | | |
|--|-------|-----------|
| Board Executive Director Administrative Services Managers | 11005 | 021 (530) |
| 11-3011-3 (9938) | | |

| | | |
|--|-------|-----------|
| Government Analyst II Management Analysts | 10330 | 010 (026) |
| 13-1111-4 (2225) | | |

| | | |
|---|-------|-----------|
| Government Analyst I Management Analysts | 00668 | 007 (022) |
| 13-1111-4 (2224) | | |

| | | |
|--|-------|-----------|
| Administrative Assistant II – SES Exec Secretaries & Admin Assistants | 10913 | 006 (418) |
| 43-6011-3 (0712) | | |

| | | |
|--|-------|-----------|
| Administrative Assistant II – SES Exec Secretaries & Admin Assistants | 10532 | 005 (418) |
| 43-6011-3 (0712) | | |

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|---|-------|-----------|
| Government Analyst I Management Analysts | 11175 | 007 (022) |
| 13-1111-4 (2224) | | |

| | | |
|--|-------|-----------|
| Government Analyst II Management Analysts | 10747 | 010 (426) |
| 13-1111-4 (2225) | | |

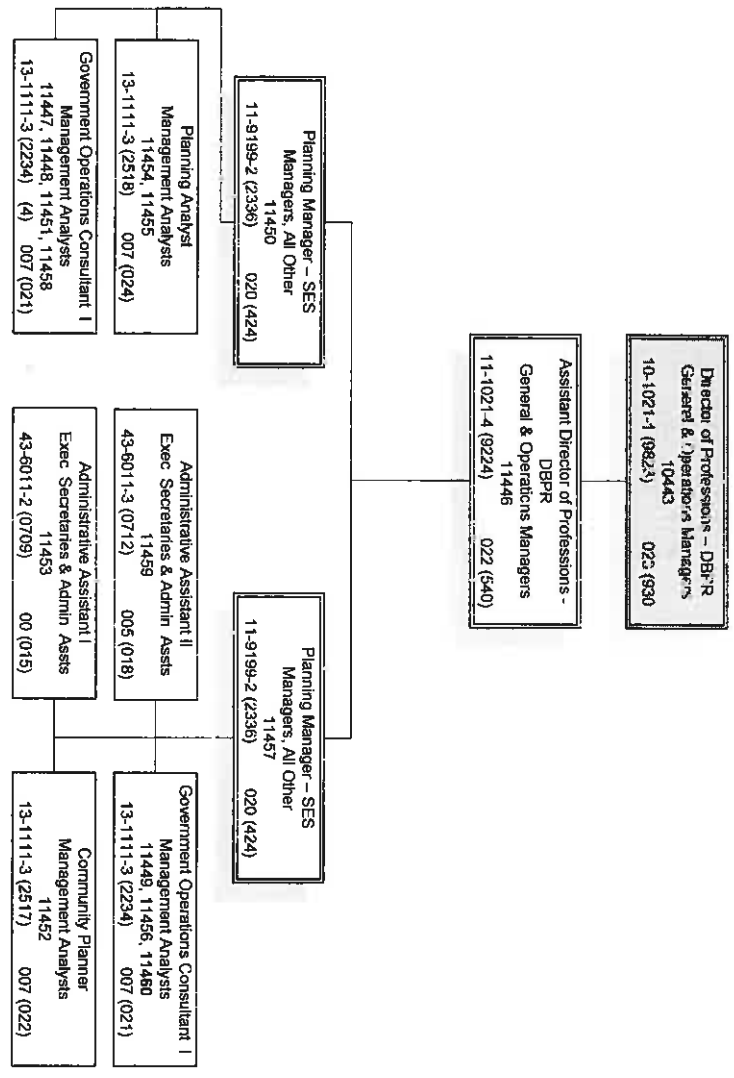
| | | |
|--|-------|-----------|
| Administrative Assistant II Exec Secretaries & Admin Assistants | 10730 | 005 (018) |
| 43-6011-3 (0712) | | |

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|--|--------------|-----------|
| Government Analyst II Management Analysts | 11102, 11070 | 010 (426) |
| 13-1111-4 (2225) | | |

Current: 6-30-15
Last Updated: 6-30-15

| | |
|--|----|
| Department of Business & Professional Regulation | 79 |
| Division of Professions - Director's Office | 50 |
| Bureau of Education & Testing | 04 |
| Construction Industry Licensing Board | 07 |
| Arch & Int Des/Vet Medicine/Landscape Architecture | 10 |
| CAMS/Auctioneers/Talent Agts/EICB | 11 |
| Barbers/Cosmo/Pilot Comm/Pilodge Rates/Rev/Bldg Code | 12 |
| Geologists/Emp'l Leasing/Home Mold Inspection | 13 |

**Division of Professions
Building Commissions
(Codes & Standards Program)**

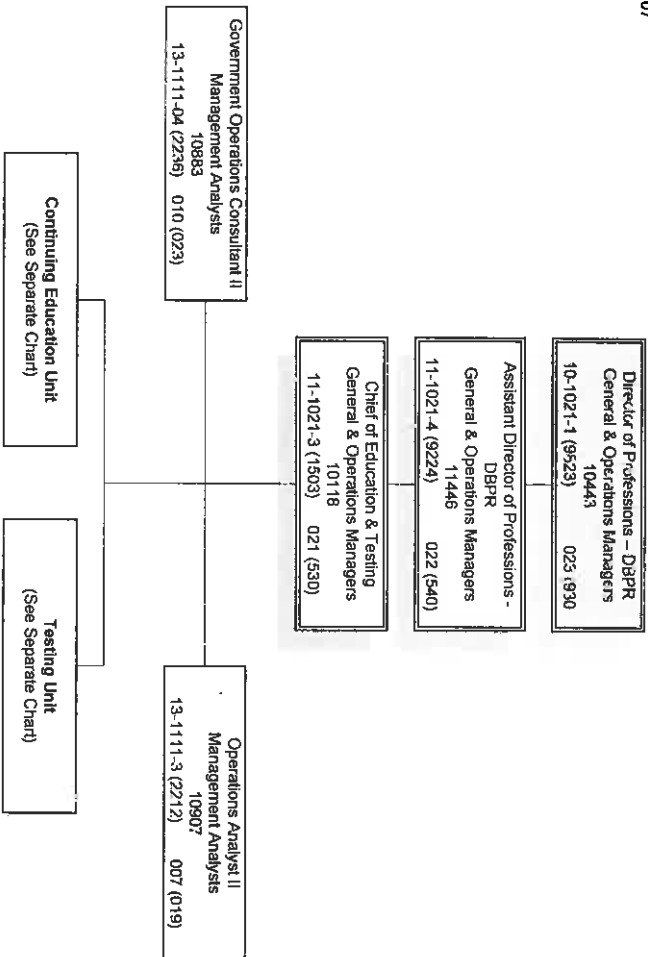


Current: 5-30-15
Last Updated: 6-30-15

Department of Business & Professional Regulations
 Division of Professions
 Bureau of Education & Testing
 Continuing Education Unit
 Testing Unit

79
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 04
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 04.07

**Division of Professions
 Bureau of Education & Testing
 Chief's Office**

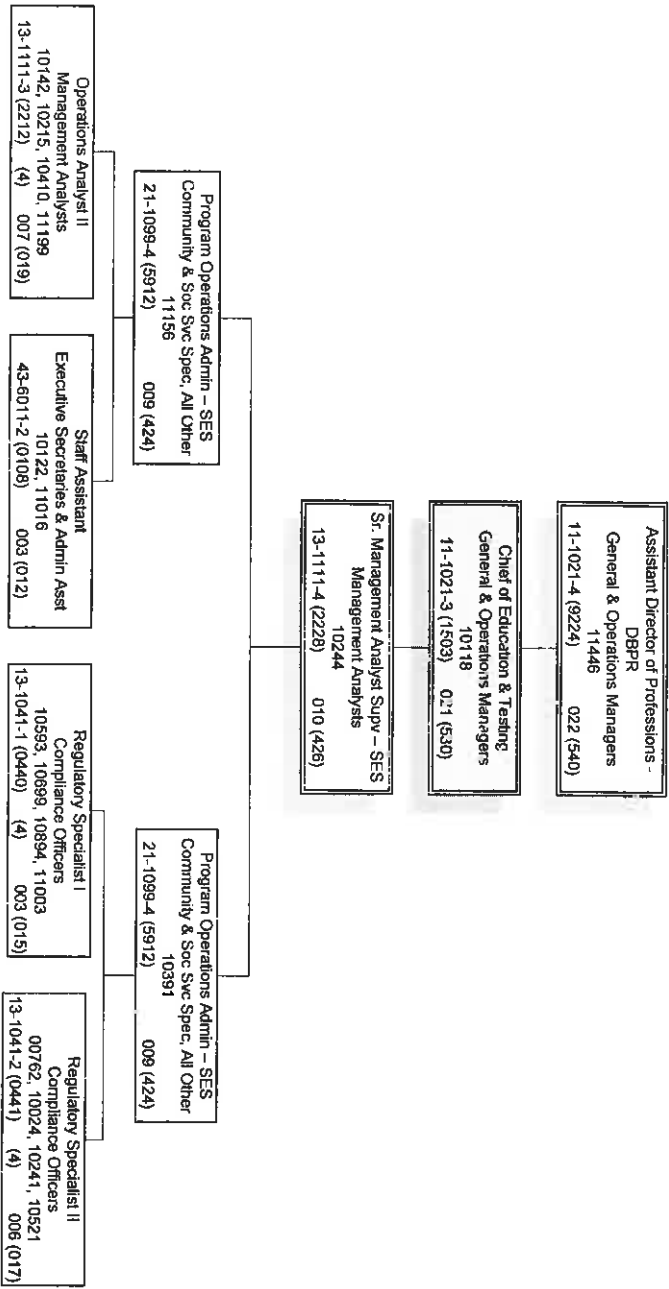


Current: 6-30-15
 Last Updated: 6-30-15

Department of Business & Professional Regulations
 Division of Professions
 Bureau of Education & Testing
 Continuing Education Unit
 Testing Unit

79
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 04
 04 06
 04 07

**Division of Professions
 Bureau of Education & Testing
 Continuing Education Unit**



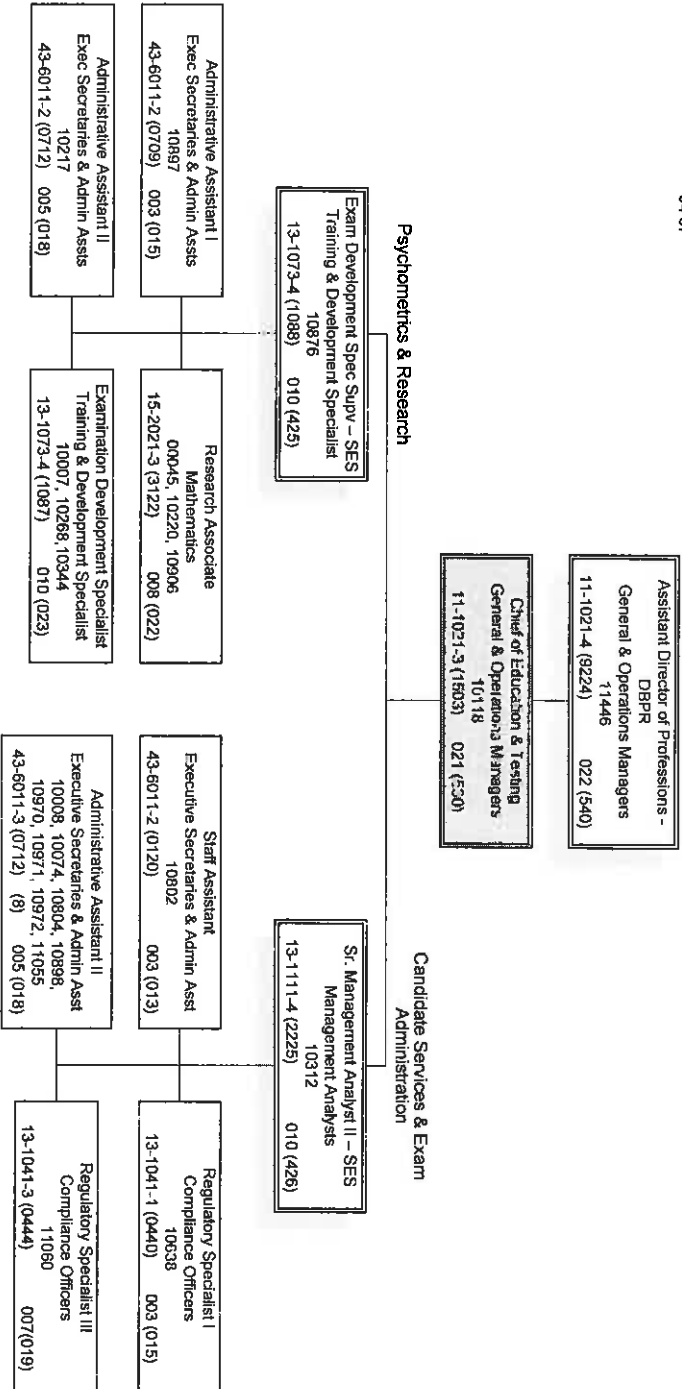
Current: 6-30-15
 Last Updated: 5-30-15

Department of Business & Professional Regulations
 Division of Professions & Testing
 Bureau of Education & Testing
 Continuing Education Unit
 Testing Unit

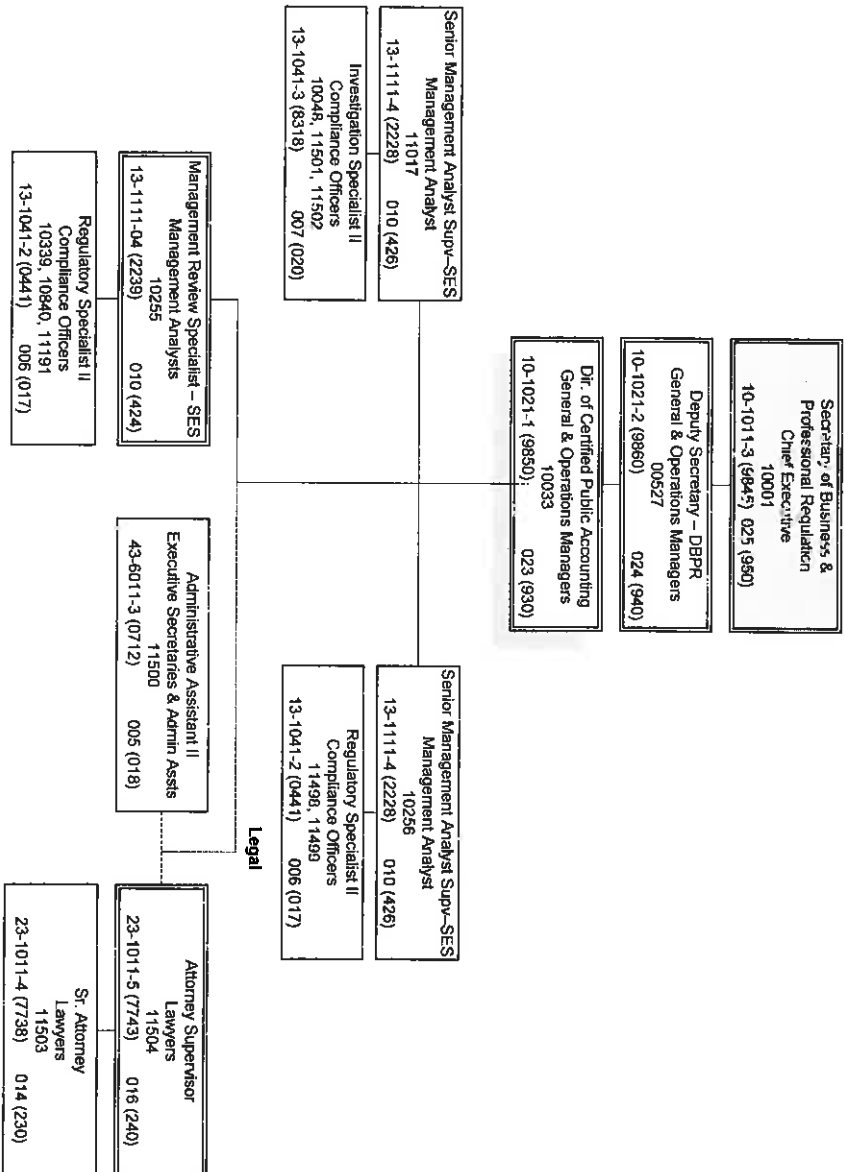
79
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 04
 04 06
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**Division of Professions
 Bureau of Education & Testing
 Testing Unit**

Current: 6-30-15
 Last Updated: 6-30-15

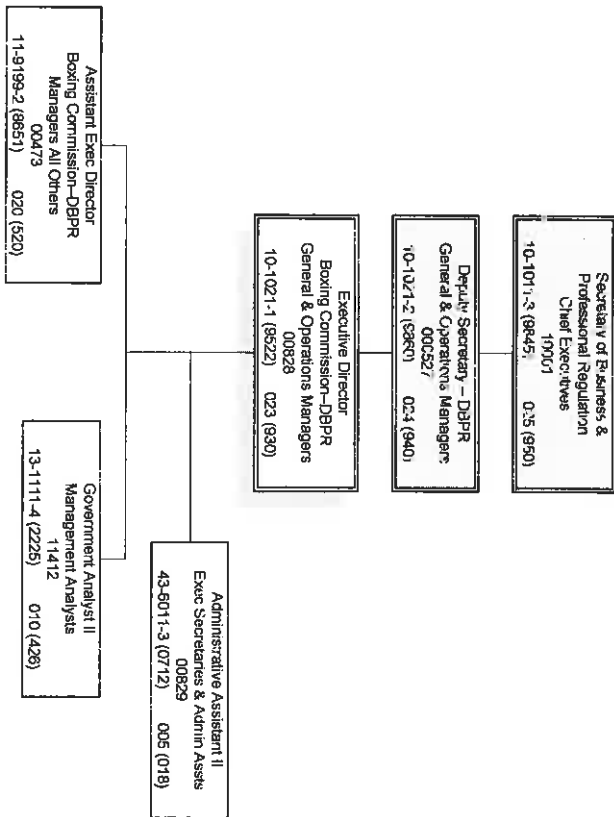


**Department of Business & Professional Regulation
 Division of Certified Public Accounting**



CPA Legal positions report to Tallahassee
 General Counsel's Office.

**Department of Business & Professional Regulation
 Florida Boxing Commission**

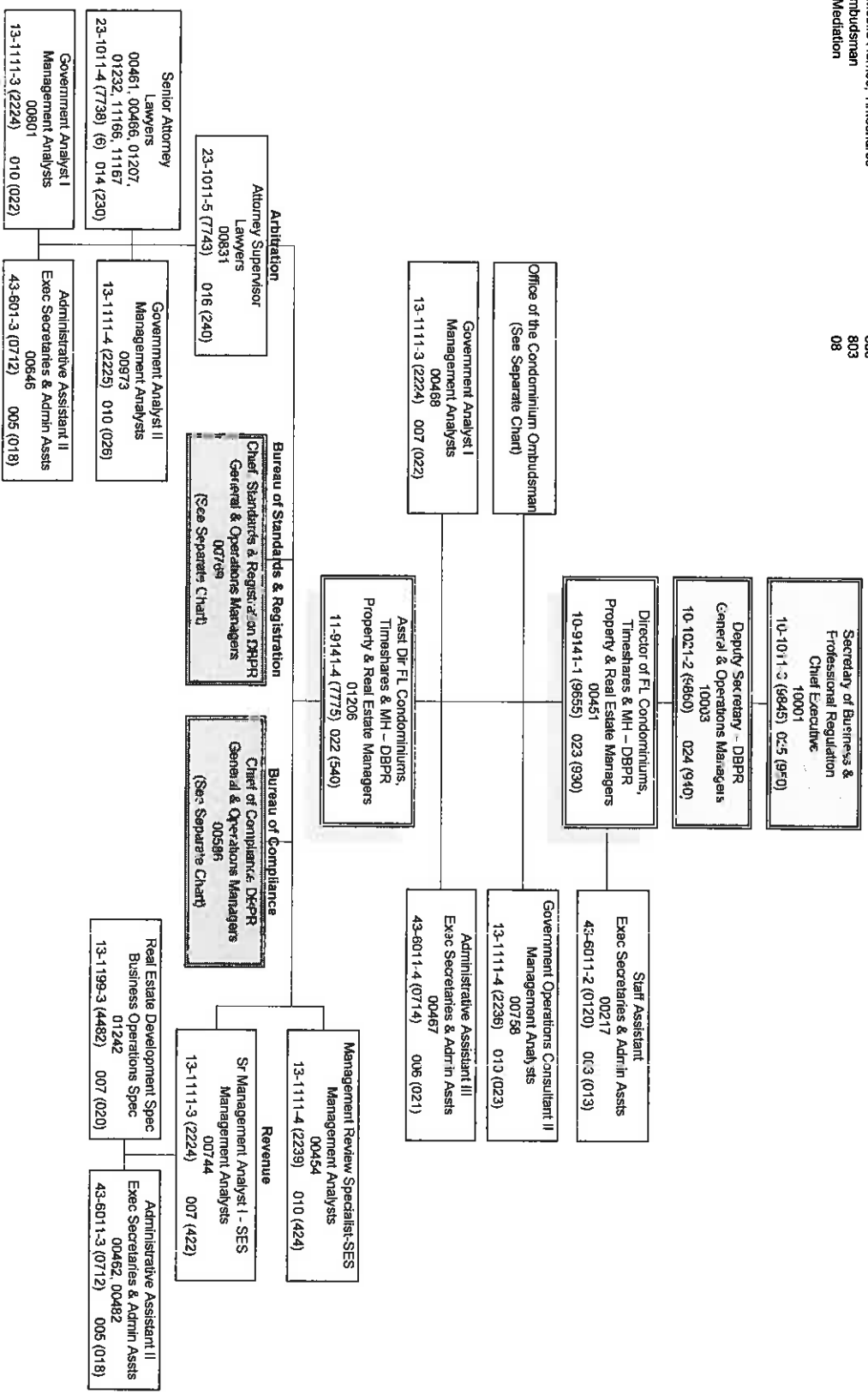


Department of Business & Professional Regulation
 Division of Florida Condominiums, Timeshares & Mobile Homes
 Director's Office
 Bureau of Standards and Registration
 Condominiums, Mobile Homes, Timeshares
 Condominium Ombudsman
 Arbitration/HOA Mediation

79
80
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06
800
803
08

Division of Florida Condominiums, Timeshares & Mobile Homes Director's Office

Current: 6-30-15
Last Updated: 6-30-15

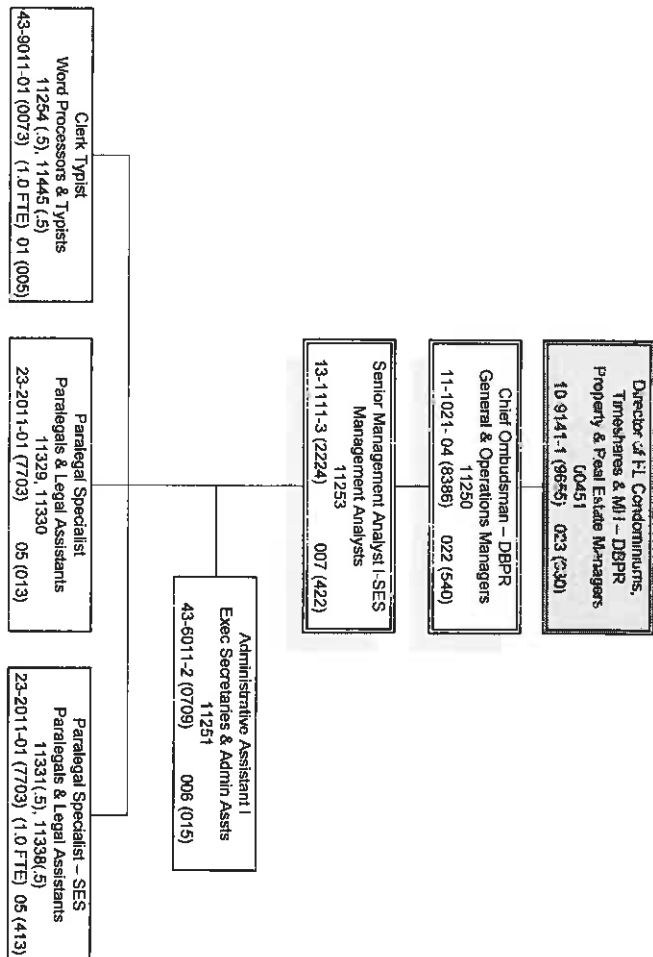


Department of Business & Professional Regulation
 Division of Florida Condominiums, Timeshares & Mobile Homes
 Director's Office
 Bureau of Standards and Registration
 Condominiums, Mobile Homes, Timeshares
 Condominium Ombudsman
 Arbitration/HOA Mediation

79
80
01
06
800
803
08

**Division of Florida Condominiums, Timeshares & Mobile Homes
 Office of the Condominium Ombudsman**

Current: 6-30-15
 Last Updated: 6-30-15



Department of Business & Professional Regulation
 Division of Florida Condominiums, Timeshares & Mobile Homes
 Compliance
 Condominiums
 Mobile Homes
 Timeshare

79
80
08
803
804
805

Division of Florida Condominiums, Timeshares & Mobile Homes Bureau of Compliance

Asst Dir FL Condominiums,
 Timeshares & MH - DBPR
 Property & Real Estate Managers
 61206
 11-9141-4 (7775), 022 (540)

Chief of Compliance DBPR
 General & Operations Managers
 00586
 11-1021-3 (7884) 021 (530)

Admin Assistant II
 Exec Secretaries & Exec Admin Assis
 00782
 43-801-3 (0712) 005 (018)

Administrative Assistant II
 Exec Secretaries & Admin Assis
 11387
 43-801-3 (0712) 005 (018)

Government Analyst II
 Management Analysis
 01240
 13-1111-4 (2225) 010 (026)

Research & Training Specialist
 Training & Development Specialist
 01227 (Ft. Lauderdale)
 01219 (Tallahassee)
 13-1073-4 (1334) 010 (023)

Financial Exam/Analyst Supv - SES
 Financial Analysis
 01241
 13-2051-4 (1575) 009 (426)

Condominiums
 Financial Exam Analyst II
 Financial Analysts
 00508, 01235, 11258
 13-2051-3 (1564) (3) 008 (023)

Timeshare
 Financial Exam Analyst II
 Financial Analysts
 00748, 11023
 13-2051-3 (1564) 008 (023)

Investigation Specialist II
 Compliance Officers
 00671
 13-1041-3 (8318) 007 (020)

Investigator Supervisor - SES
 Compliance Officers
 00786
 13-1041-4 (8354) 010 (424)

Condominiums
 Investigation Specialist II
 Compliance Officers
 00452, 00584, 11243
 13-1041-3 (8318) (3) 007 (020)

Mobile Homes
 Investigation Specialist II
 Compliance Officers
 00490, 00793, 11097
 13-1041-3 (8318) (3) 007 (020)

Regulatory Specialist II
 Compliance Officers
 00847
 13-1041-2 (0441) 006 (017)
 (Position is funded by Sids & Reg.)

Tampa
 Investigator Supervisor - SES
 Compliance Officers
 01233
 13-1041-4 (8334) 010 (424)
 (See Separate Chart)

Orlando
 Investigator Supervisor - SES
 Compliance Officers
 00478
 13-1041-4 (8354) 010 (424)
 (See Separate Chart)

Ft. Lauderdale
 Investigator Supervisor - SES
 Compliance Officers
 00441, 01234
 13-1041-4 (8354) 010 (424)
 (See Separate Chart)

Financial Exam/Analyst Supv - SES
 Financial Analysis
 00756
 13-2051-4 (1575) 009 (426)
 (See Separate Chart)

TALLAHASSEE

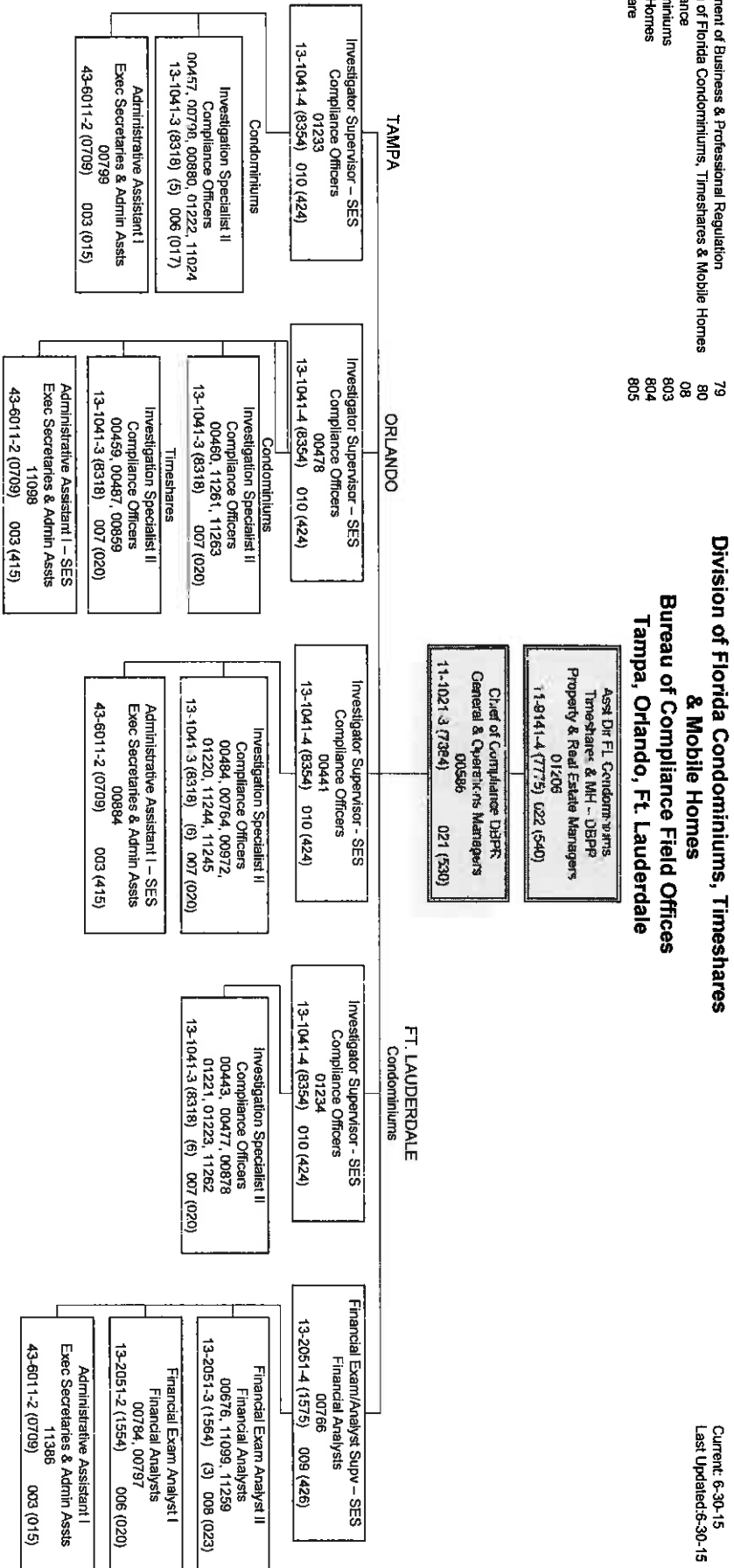
FIELD OFFICES

Department of Business & Professional Regulation
 Division of Florida Condominiums, Timeshares & Mobile Homes
 Compliance
 Condominiums
 Mobile Homes
 Timeshare

79
80
808
803
804
805

**Division of Florida Condominiums, Timeshares
 & Mobile Homes
 Bureau of Compliance Field Offices
 Tampa, Orlando, Ft. Lauderdale**

Current: 6-30-15
 Last Updated: 6-30-15

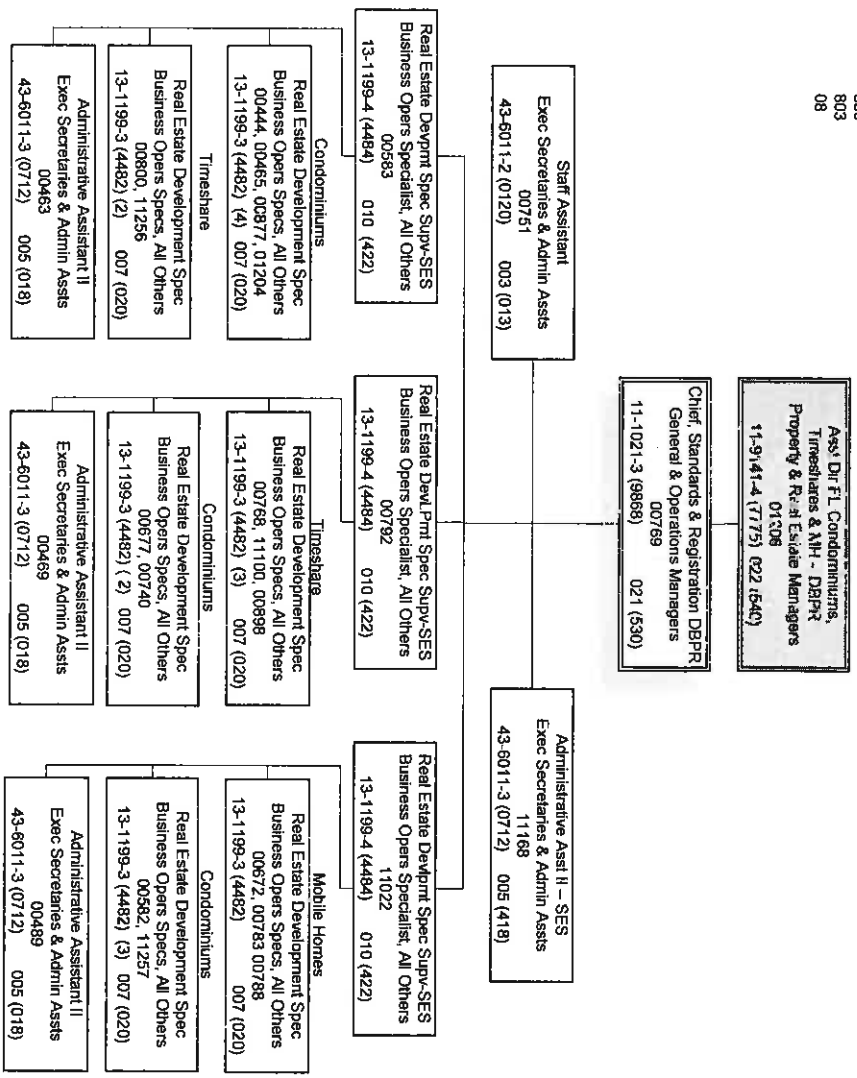


Department of Business & Professional Regulation
 Division of Florida Condominiums, Timeshares & Mobile Homes
 Director's Office
 Bureau of Standards and Registration
 Condominiums, Mobile Homes, Timeshares
 Condominium Ombudsman
 Arbitration/OA Mediation

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06
800
803
08

Division of Florida Condominiums, Timeshares & Mobile Homes
Bureau of Standards & Registration

Current: 6-30-15
 Last Updated: 6-30-15

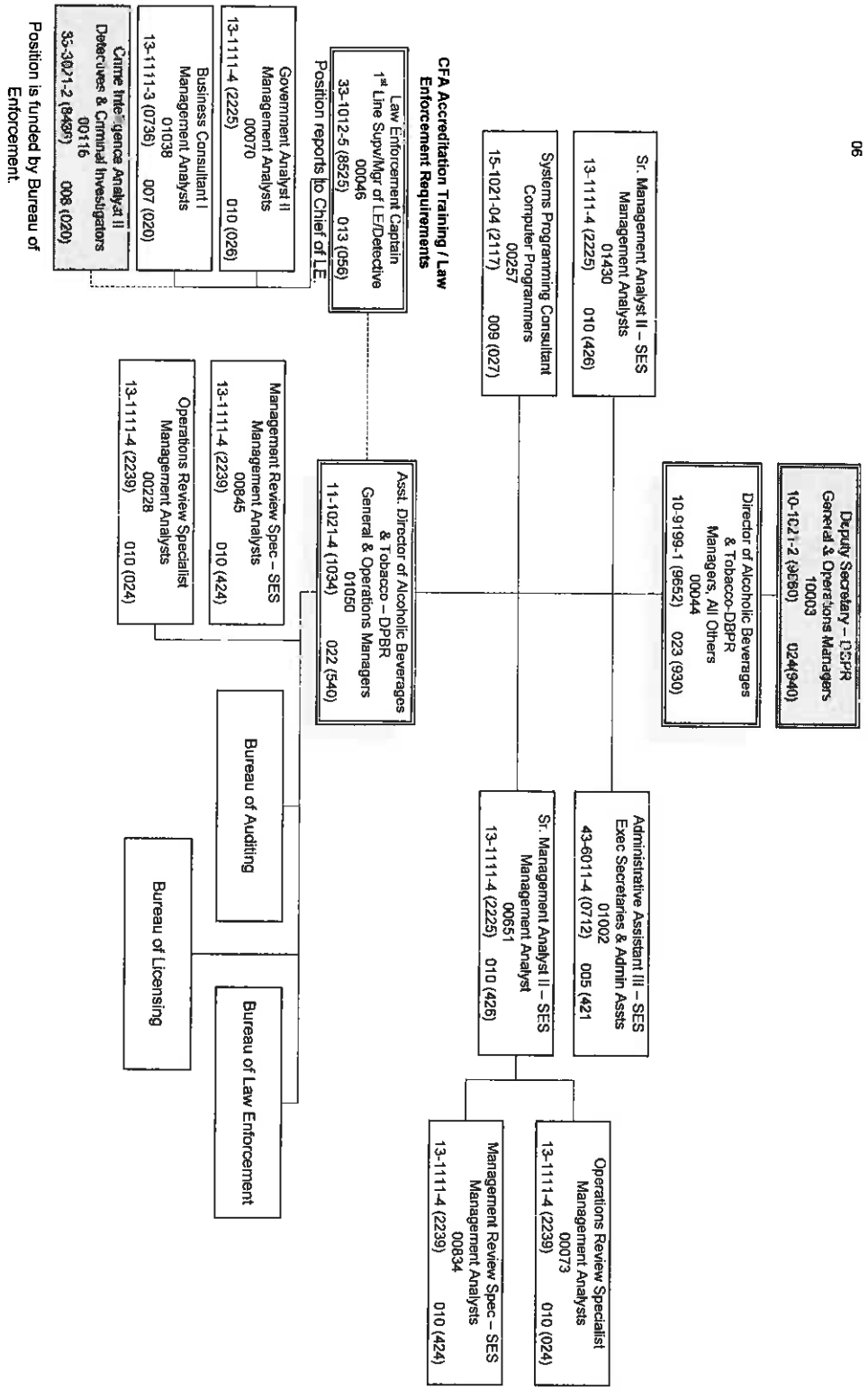


Department of Business & Professional Regulation
 Division of Alcoholic Beverages & Tobacco
 Director's Office
 Auditing/Field Operations
 Licensing
 Law Enforcement

79
40
01
04
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06

Department of Business & Professional Regulation
Division of Alcoholic Beverages & Tobacco
Director's Office

Current: 6-30-15
 Last Updated: 6-30-15

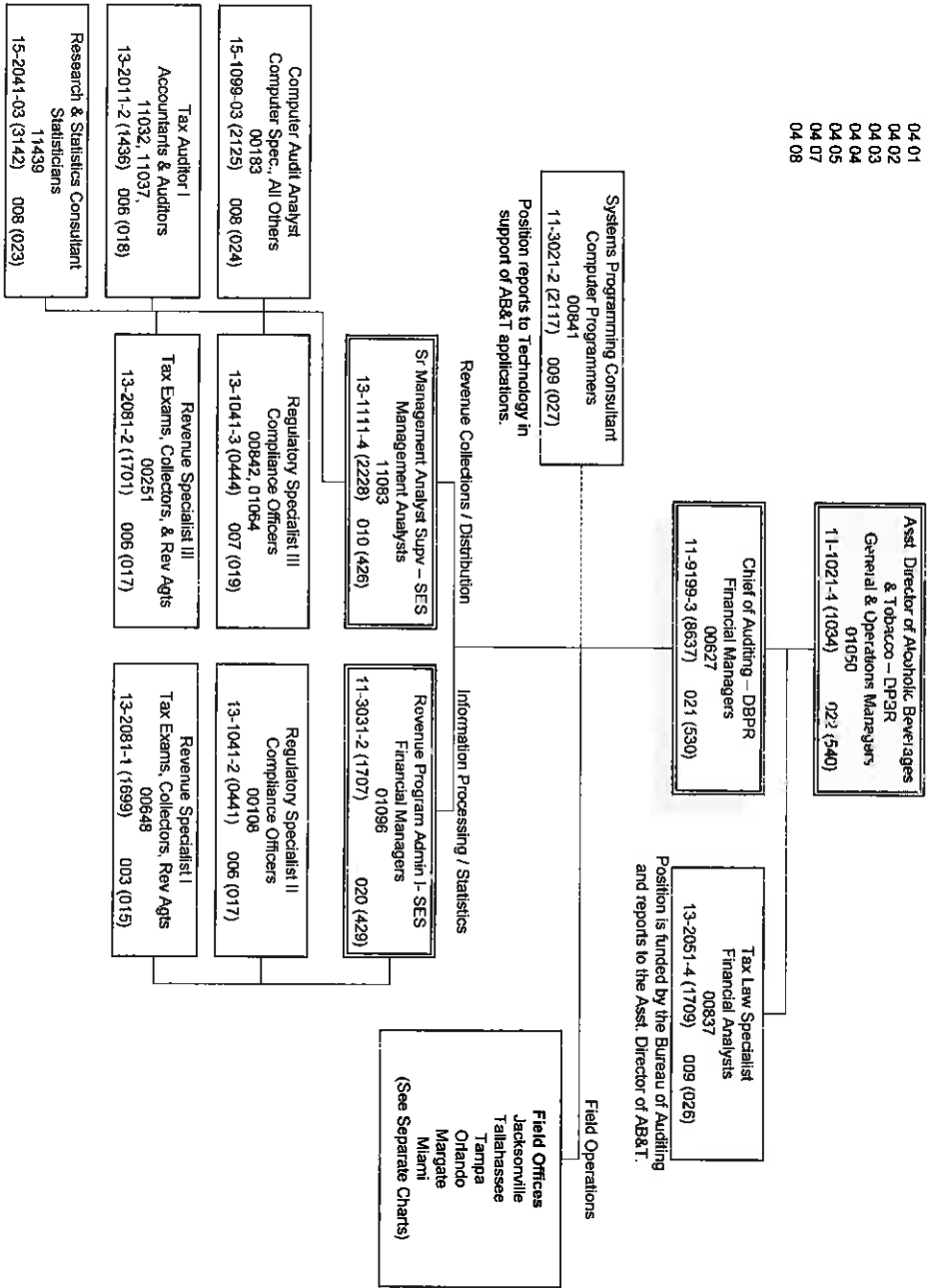


Department of Business and Professional Regulation
 Division of Alcoholic Beverages & Tobacco
 Bureau of Auditing
 Field Operations:

Pensacola 04 01
 Tallahassee 04 02
 Jacksonville 04 03
 Tampa 04 04
 Orlando 04 05
 Margate 04 07
 Miami 04 08

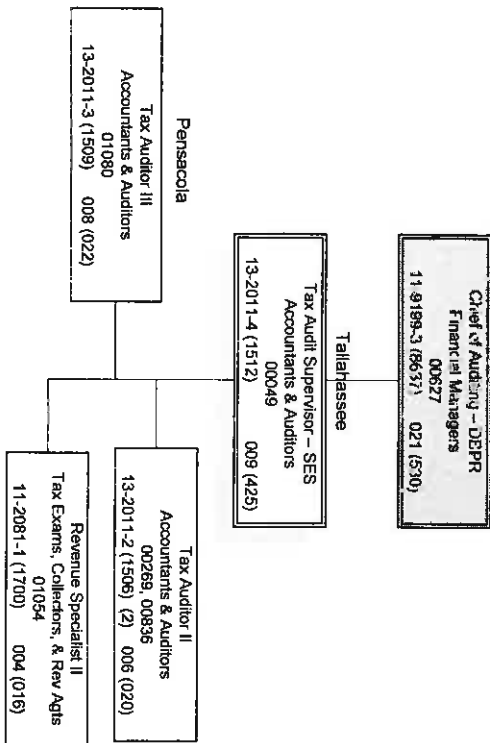
Division of Alcoholic Beverages & Tobacco
Bureau of Auditing
Chief's Office

Current: 6-30-15
 Last Updated: 6-30-15



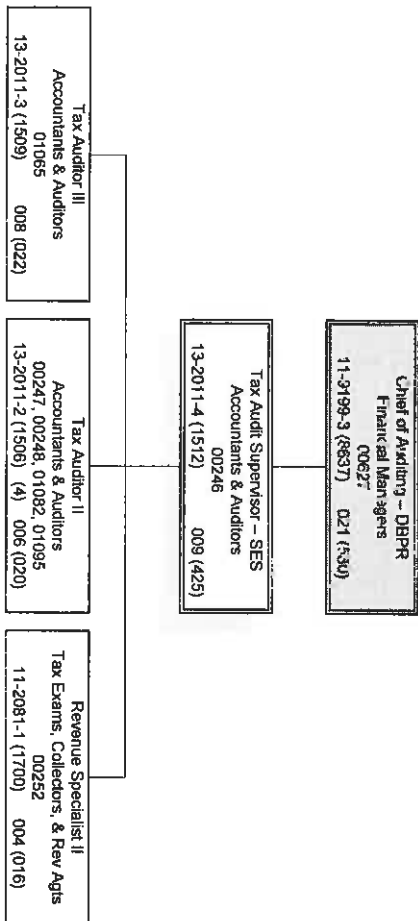
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|--|-------|
| Department of Business and Professional Regulation | 79 |
| Division of Alcoholic Beverages & Tobacco | 40 |
| Bureau of Auditing | 04 |
| Field Operations: | |
| Pensacola | 04 01 |
| Tallahassee | 04 02 |
| Jacksonville | 04 03 |
| Tampa | 04 04 |
| Orlando | 04 05 |
| Margate | 04 07 |
| Miami | 04 08 |

**Division of Alcoholic Beverages & Tobacco
Bureau of Auditing
Pensacola and Tallahassee Field Offices**



Department of Business and Professional Regulation
 Division of Alcoholic Beverages & Tobacco
 Bureau of Auditing
 Field Operations:
 Pensacola 04 01
 Tallahassee 04 02
 Jacksonville 04 03
 Tampa 04 04
 Orlando 04 05
 Mangate 04 07
 Miami 04 08

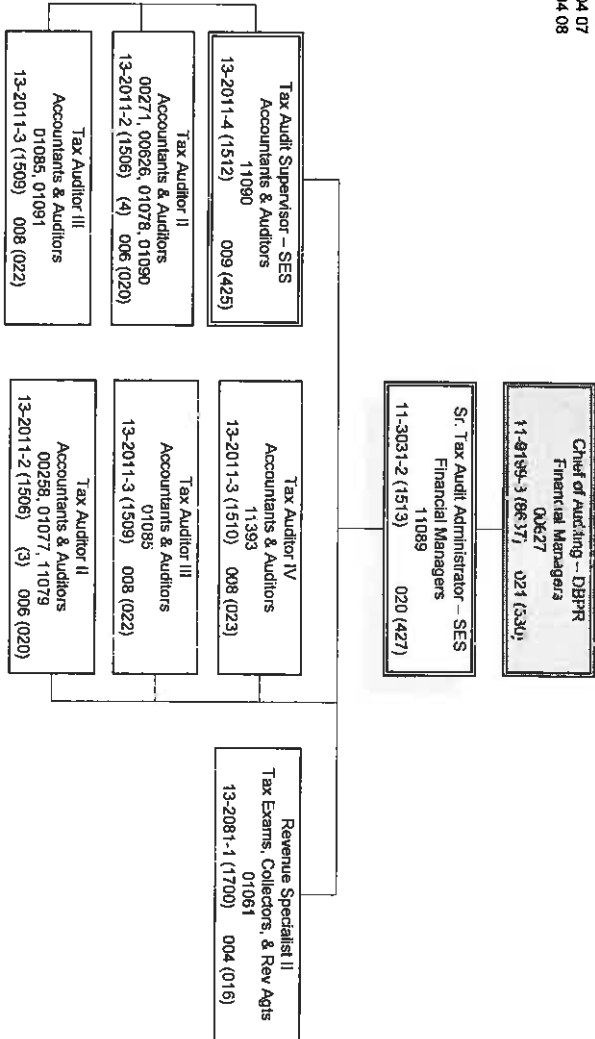
**Division of Alcoholic Beverages & Tobacco
 Bureau of Auditing
 Jacksonville Field Office**



Current: 6-30-15
 Last Updated: 6-30-15

Department of Business and Professional Regulation 79
 Division of Alcoholic Beverages & Tobacco 40
 Bureau of Auditing 04
 Field Operations: 04
 Pensacola 04 01
 Tallahassee 04 02
 Jacksonville 04 03
 Tampa 04 04
 Orlando 04 05
 Margate 04 07
 Miami 04 08

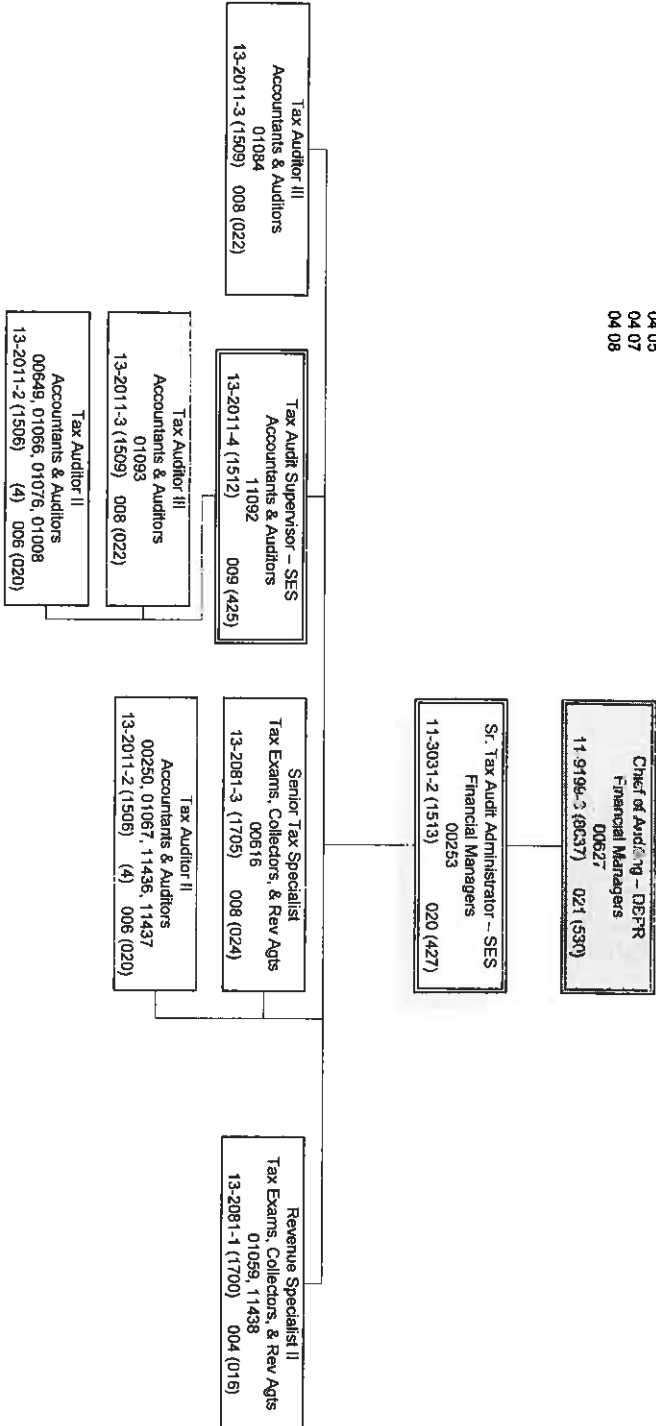
**Division of Alcoholic Beverages & Tobacco
 Bureau of Auditing
 Tampa Field Office**



Current: 6-30-15
 Last Updated: 6-30-15

Department of Business and Professional Regulation 79
 Division of Alcoholic Beverages & Tobacco 40
 Bureau of Auditing 04
 Field Operations: 04
 Pensacola 04 01
 Tallahassee 04 02
 Jacksonville 04 03
 Jacksonville 04 04
 Tampa 04 04
 Orlando 04 05
 Margate 04 07
 Miami 04 08

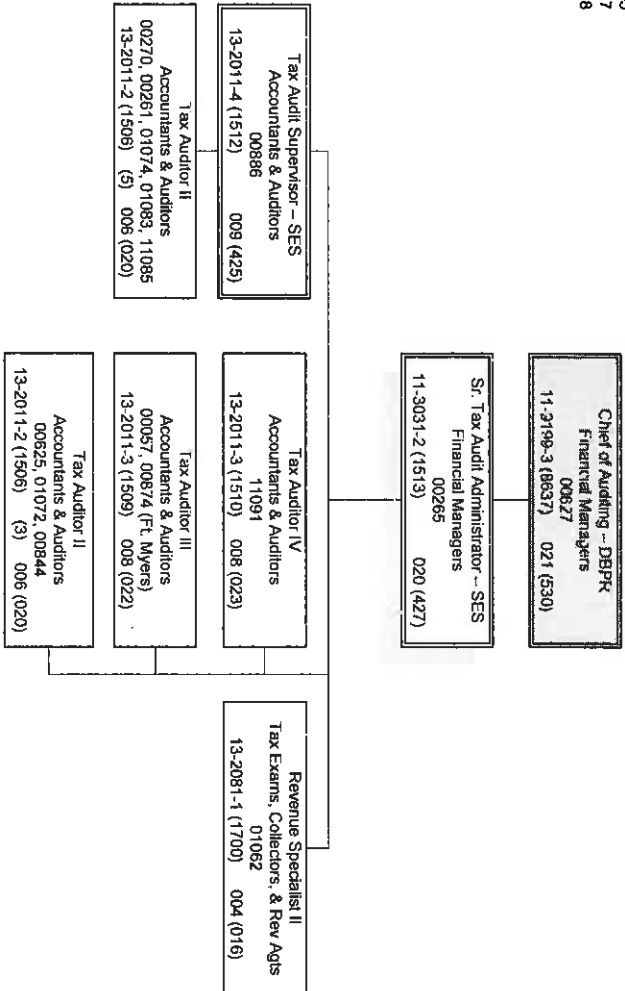
**Division of Alcoholic Beverages & Tobacco
 Bureau of Auditing
 Orlando Field Office**



Current: 6-30-15
 Last Updated: 6-30-15

Department of Business and Professional Regulation 79
 Division of Alcoholic Beverages & Tobacco 40
 Bureau of Auditing 04
 Field Operations: 04
 Pensacola 04 01
 Tallahassee 04 02
 Jacksonville 04 03
 Tampa 04 04
 Orlando 04 05
 Margate 04 07
 Miami 04 08

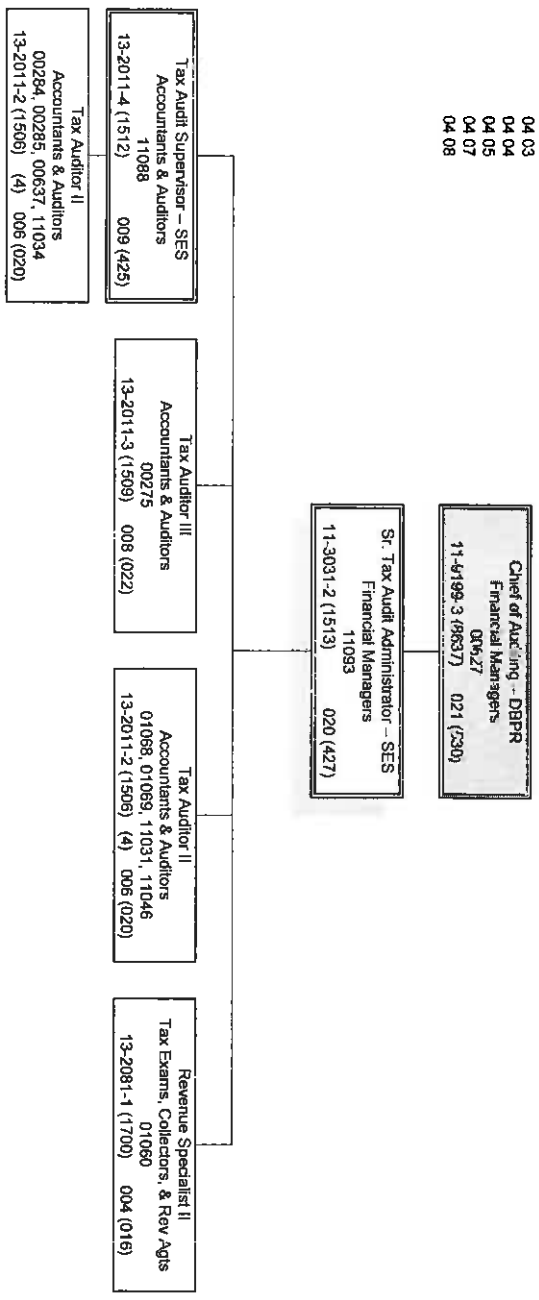
Division of Alcoholic Beverages & Tobacco
Bureau of Auditing
Margate Field Office
 (Includes West Palm Beach)



Current: 6-30-15
 Last Updated: 6-30-15

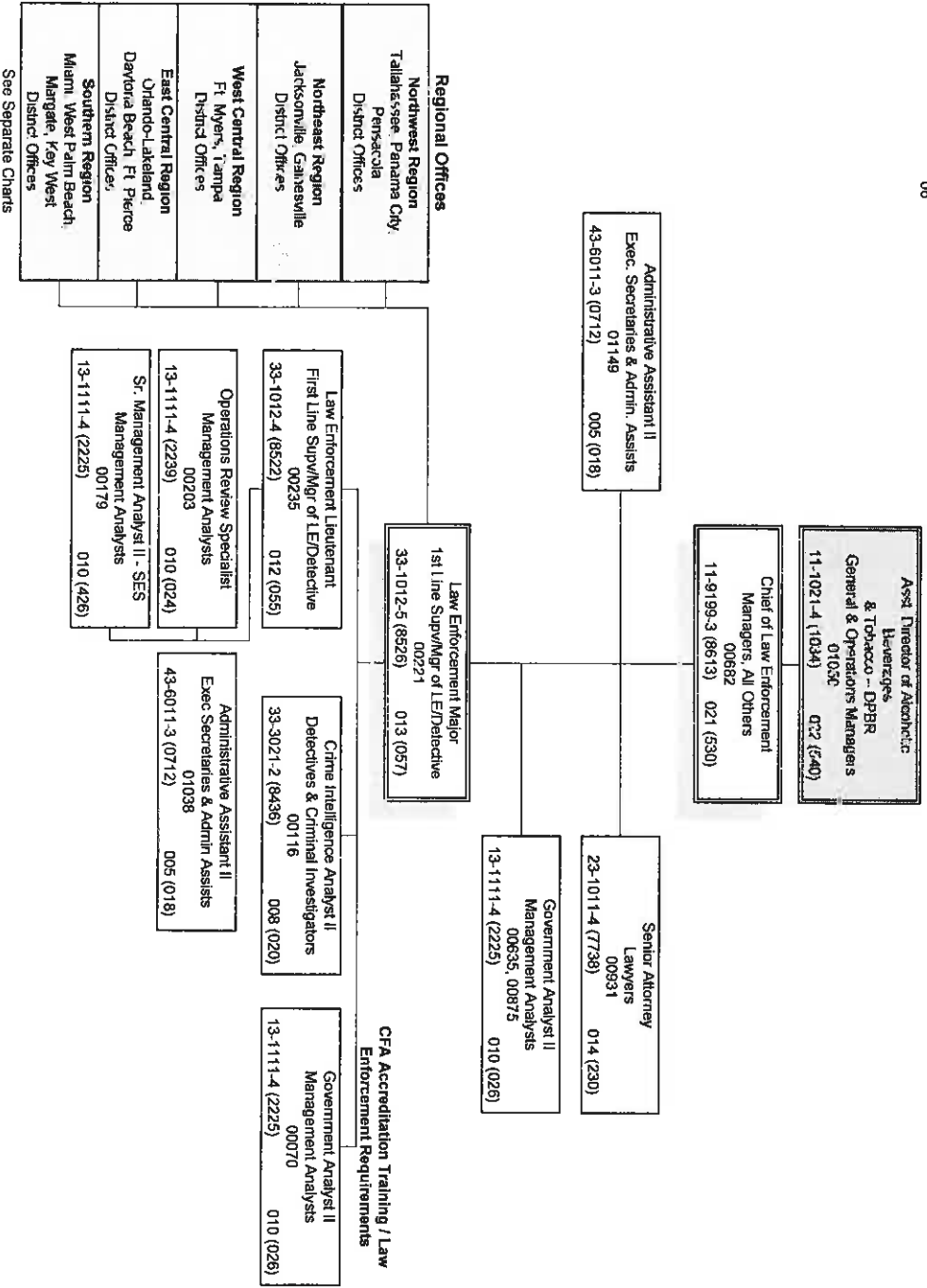
Department of Business and Professional Regulation 79
 Division of Alcoholic Beverages & Tobacco 40
 Bureau of Auditing 04
 Field Operations:
 Pensacola 04 01
 Tallahassee 04 02
 Jacksonville 04 03
 Tampa 04 04
 Orlando 04 05
 Margate 04 07
 Miami 04 08

Division of Alcoholic Beverages & Tobacco
Bureau of Auditing
Miami Field Office



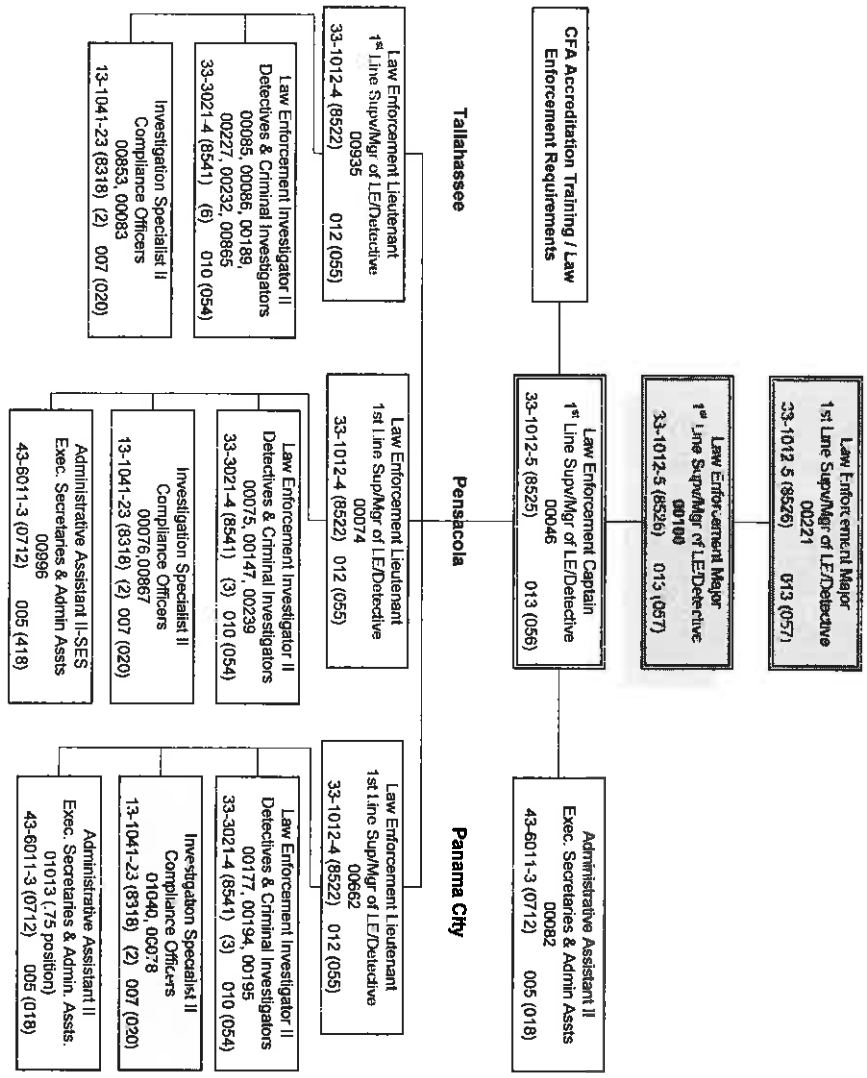
Current: 6-30-15
 Last Updated: 6-30-15

**Division of Alcoholic Beverages & Tobacco
 Bureau of Law Enforcement - Chiefs Office**



See Separate Charts

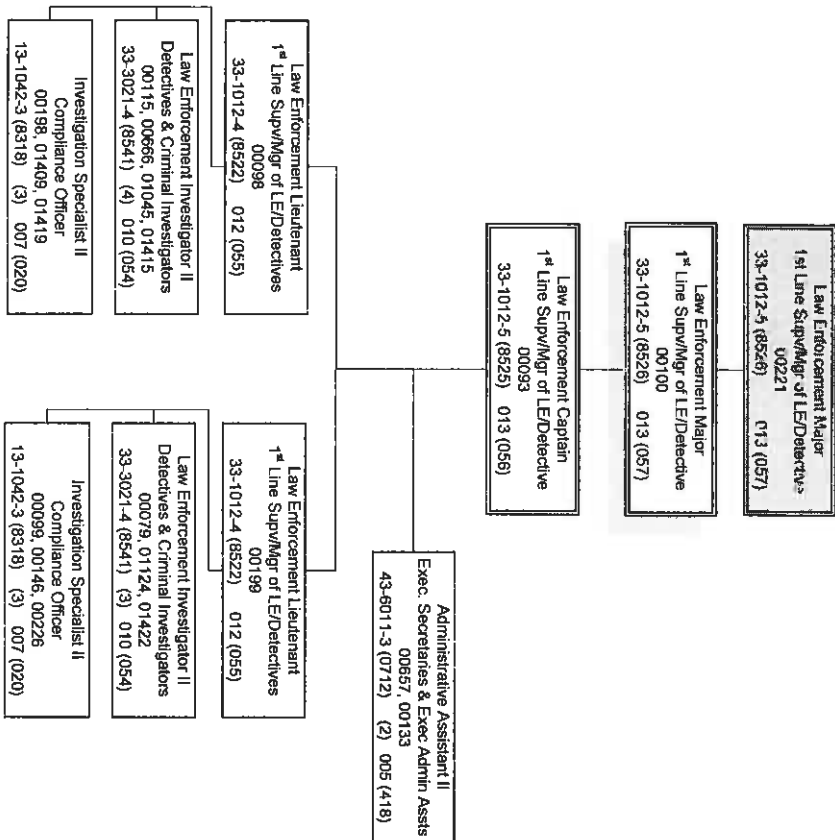
**Division of Alcoholic Beverages & Tobacco
 Bureau of Enforcement - Northwest Region
 Tallahassee, Pensacola & Panama City District Offices**



Department of Business & Professional Regulation
 Division of Alcoholic Beverages & Tobacco
 Bureau of Law Enforcement
 Northeast Region
 Gainesville
 Jacksonville

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**Division of Alcoholic Beverages & Tobacco
 Bureau of Enforcement - Northeast Region
 Jacksonville District Office**



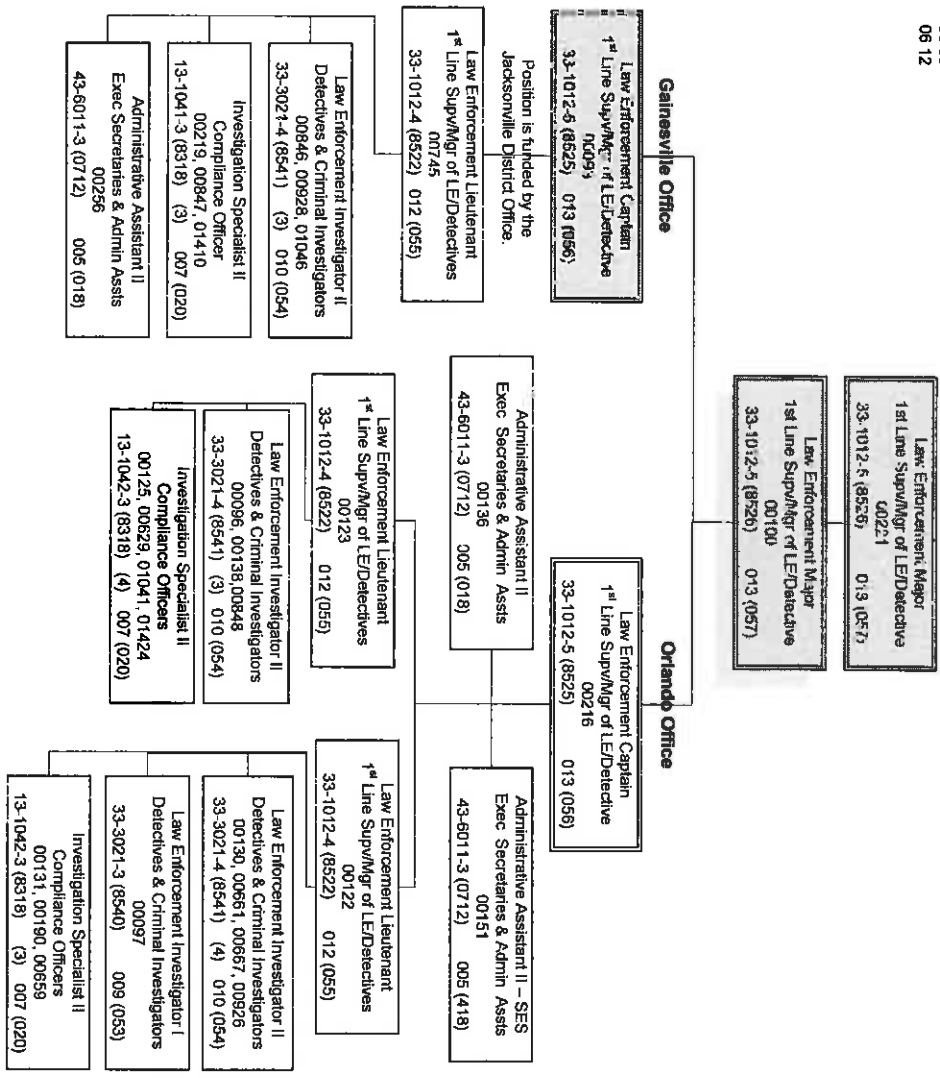
Current: 6-30-15
 Last Updated: 6-30-15

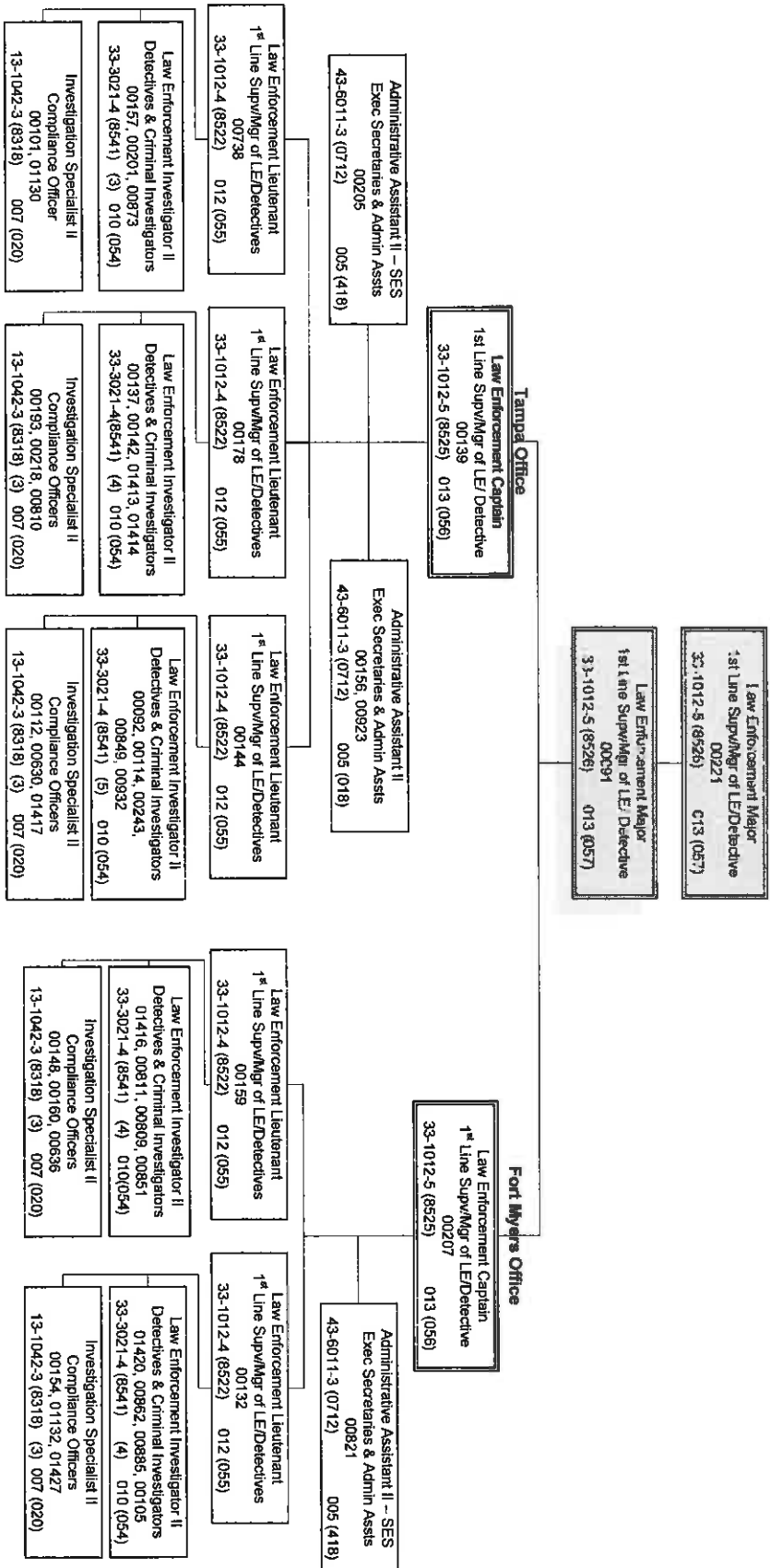
Department of Business & Professional Regulation
 Division of Alcoholic Beverages & Tobacco
 Bureau of Law Enforcement
 East Central Region:
 Orlando
 Fort Pierce

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**Division of Alcoholic Beverages & Tobacco
 Bureau of Enforcement – Central Region
 Gainesville & Orlando District Offices**

Current: 6-30-15
 Last Updated: 6-30-15

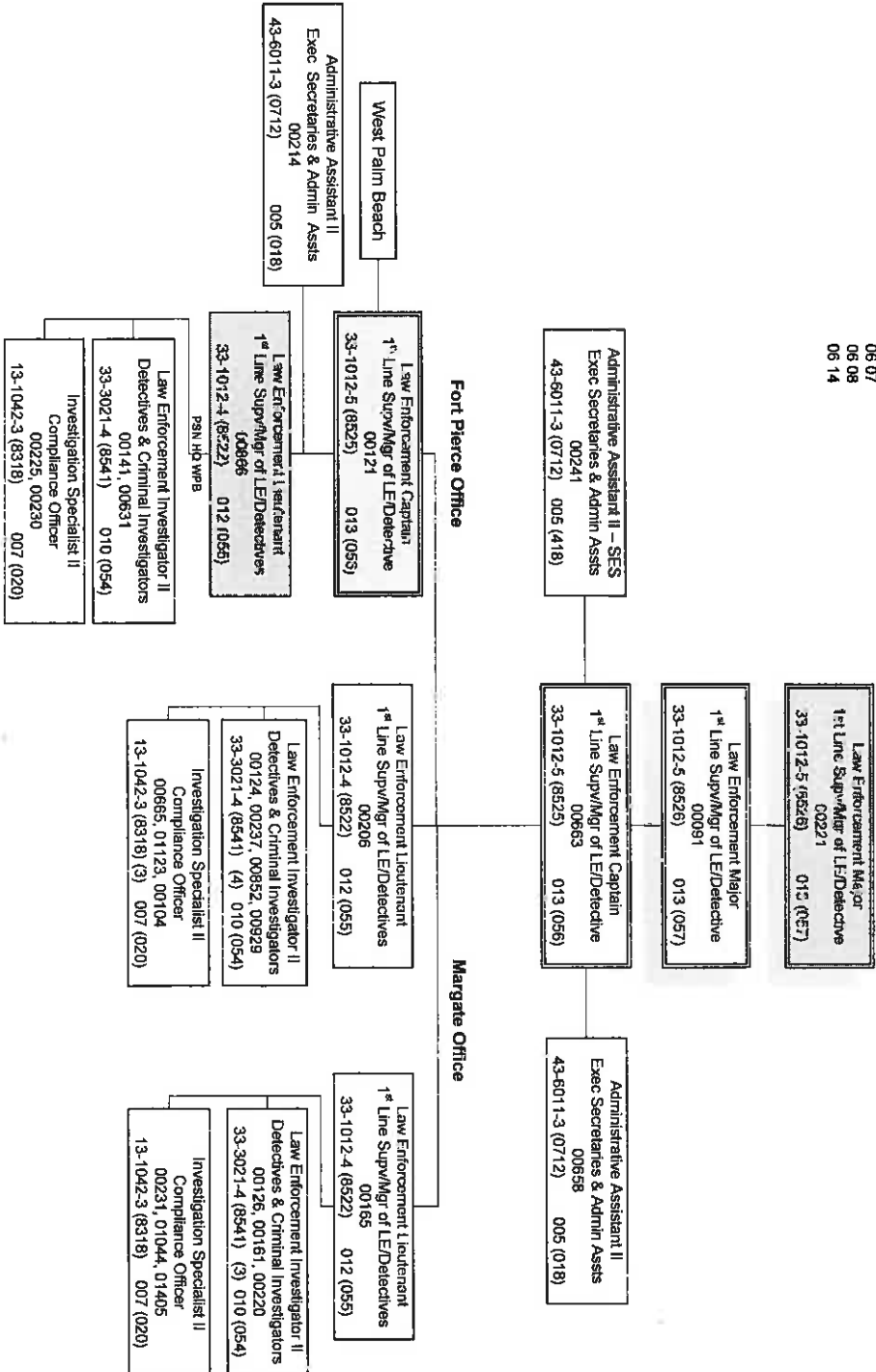




Department of Business & Professional Regulation
 Division of Alcoholic Beverages & Tobacco
 Bureau of Law Enforcement
 Southern Region:
 West Palm Beach
 Margate
 Miami
 Key West

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06 06
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**Division of Alcoholic Beverages & Tobacco
 Bureau of Enforcement - Southern Region
 Ft. Pierce & Margate District Offices**



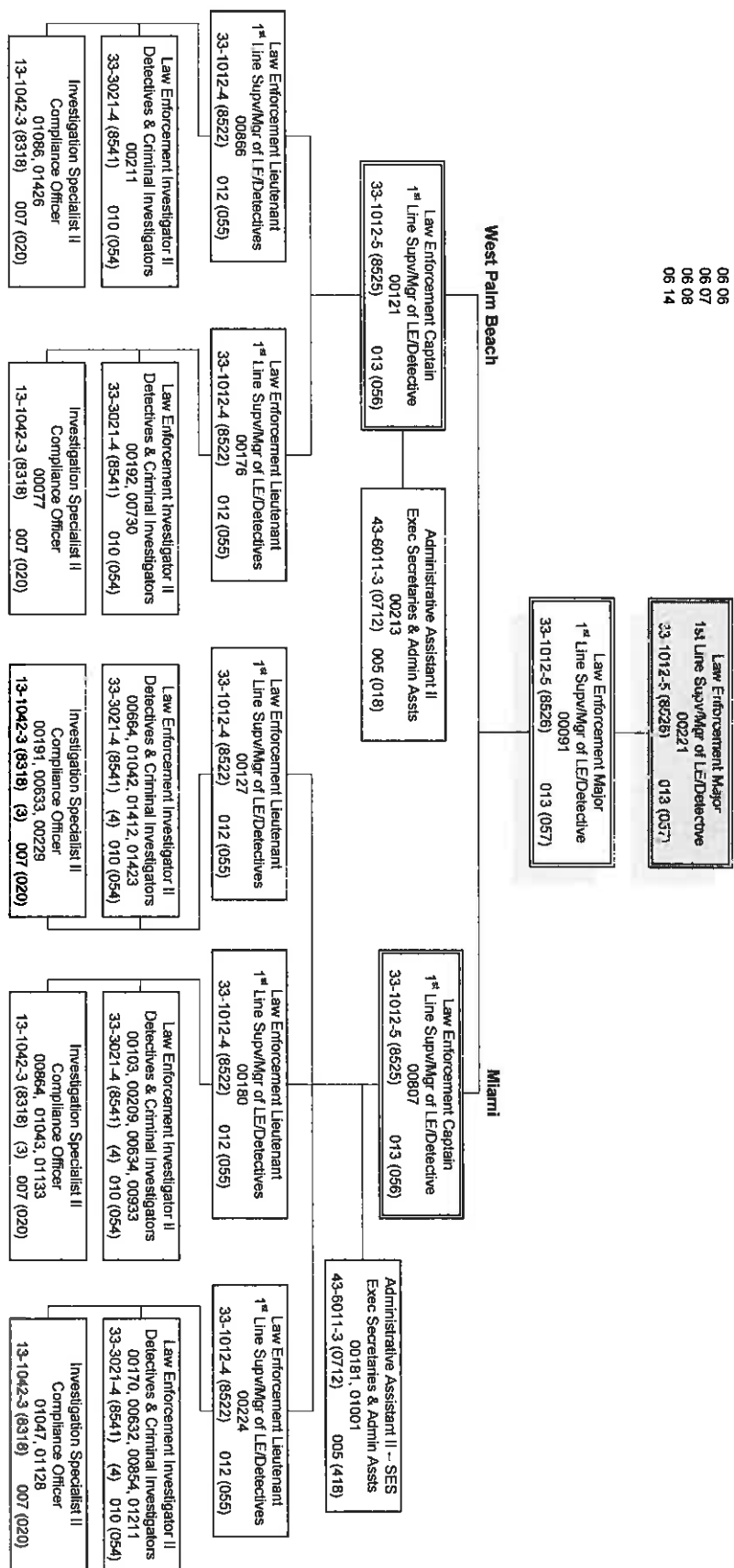
Current: 6-30-15
 Last Updated: 6-30-15

Department of Business & Professional Regulation
 Division of Alcoholic Beverages & Tobacco
 Bureau of Law Enforcement
 Southern Region
 West Palm Beach
 Margate
 Miami
 Key West

79
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06
06
06
06
06
14

Division of Alcoholic Beverages & Tobacco
Bureau of Enforcement - Southern Region
Miami & West Palm Beach District Offices

Current: 6-30-15
 Last Updated: 6-30-15

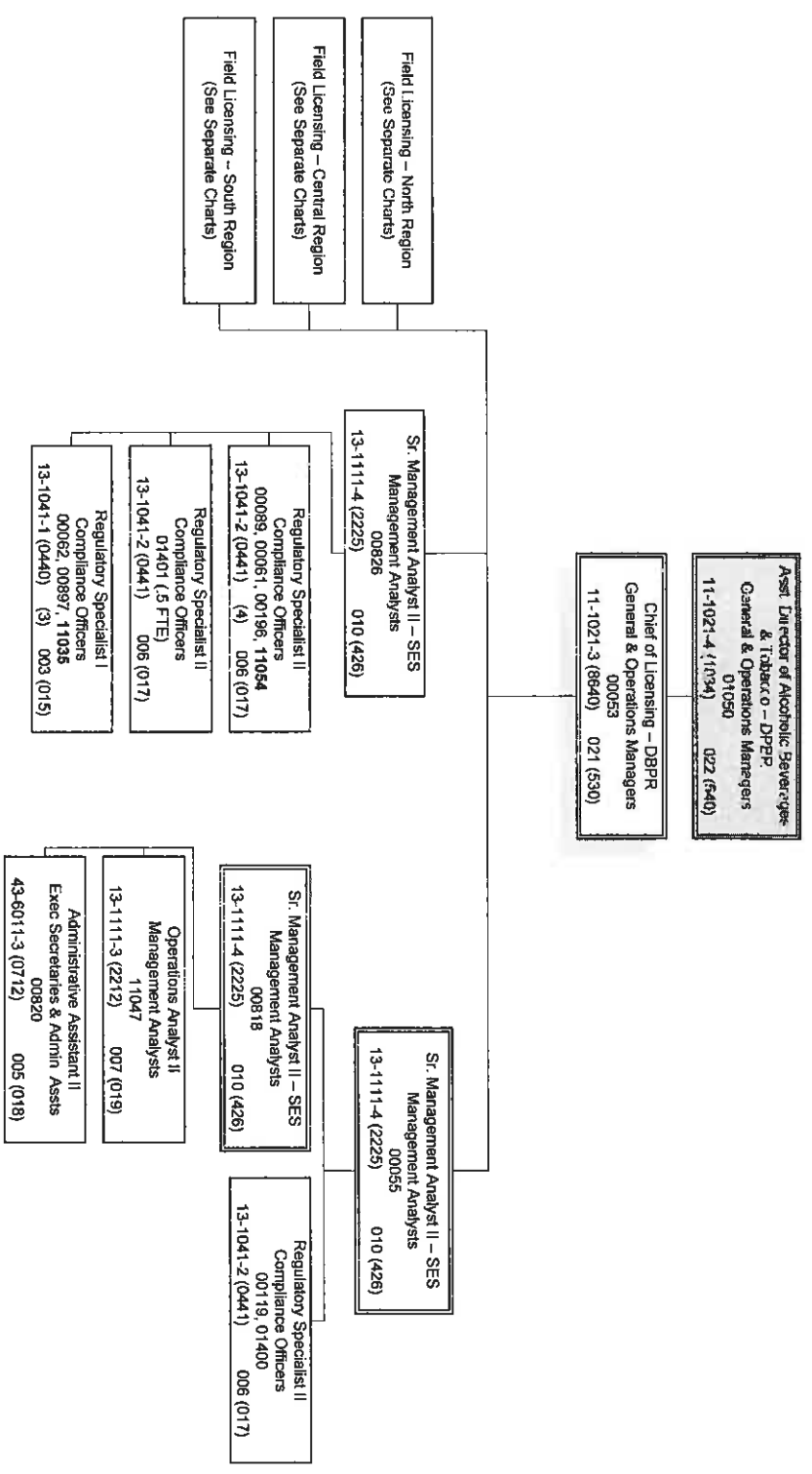


Department of Business & Professional Regulation
 Division of Alcoholic Beverages & Tobacco
 Director's Office
 Auditing/Field Operations
 Licensing
 Law Enforcement

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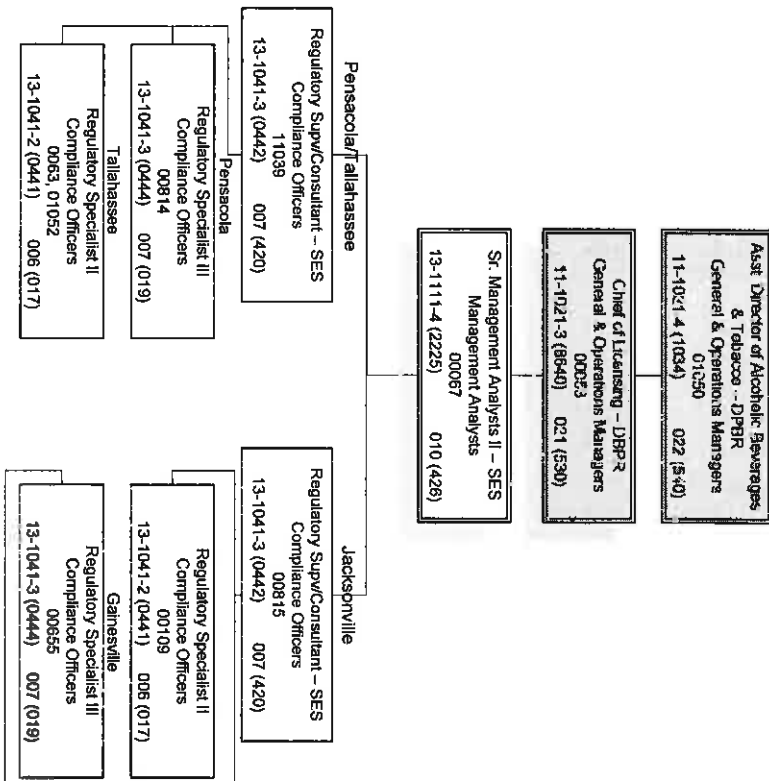
**Division of Alcoholic Beverages & Tobacco
 Bureau of Licensing
 Chief's Office**

Current: 6-30-15
 Last Updated: 6-30-15



Department of Business & Professional Regulations 79
 Division of Alcoholic Beverages & Tobacco 40
 Bureau of Licensing 05
 Field Licensing North: 05 01
 Pensacola 05 02
 Tallahassee 05 03
 Jacksonville 05 13
 Gainesville 05 09
 Panama City

Division of Alcoholic Beverages & Tobacco
Bureau of Licensing
Field Licensing - North Region



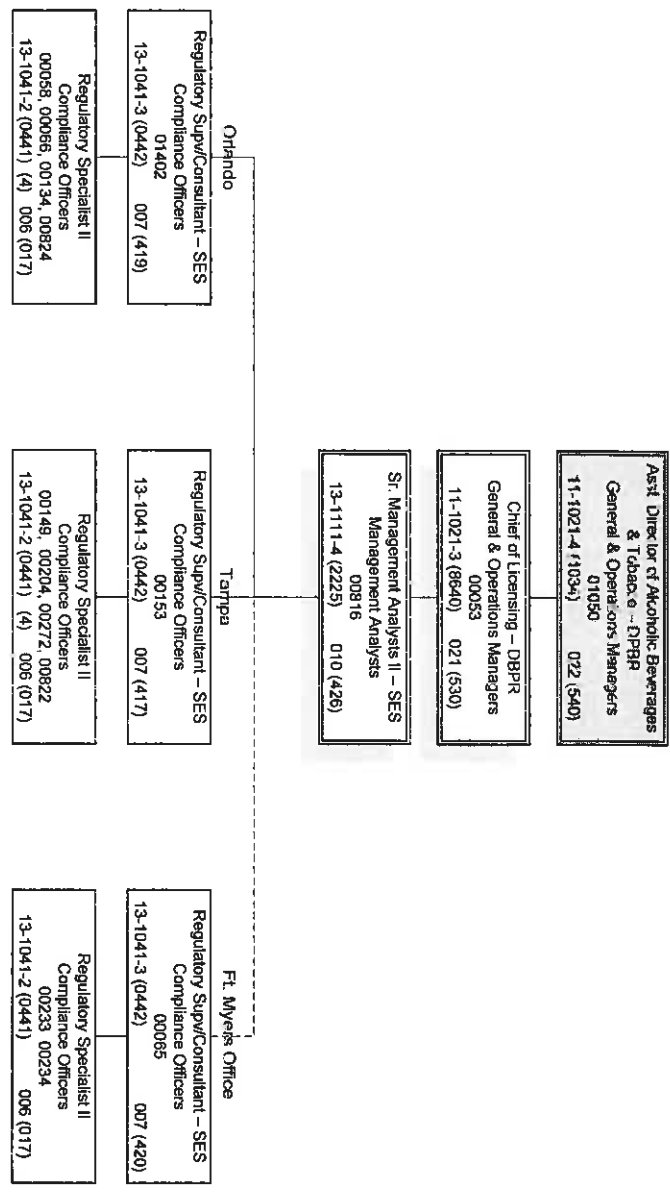
Current: 6-30-15
 Last Updated: 6-30-15

Department of Business & Professional Regulations
 Division of Alcoholic Beverages & Tobacco
 Bureau of Licensing
 Field Licensing:
 Tampa
 Orlando

79
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 05
 05 04
 05 05

**Division of Alcoholic Beverages & Tobacco
 Bureau of Licensing
 Field Licensing – Central Region**

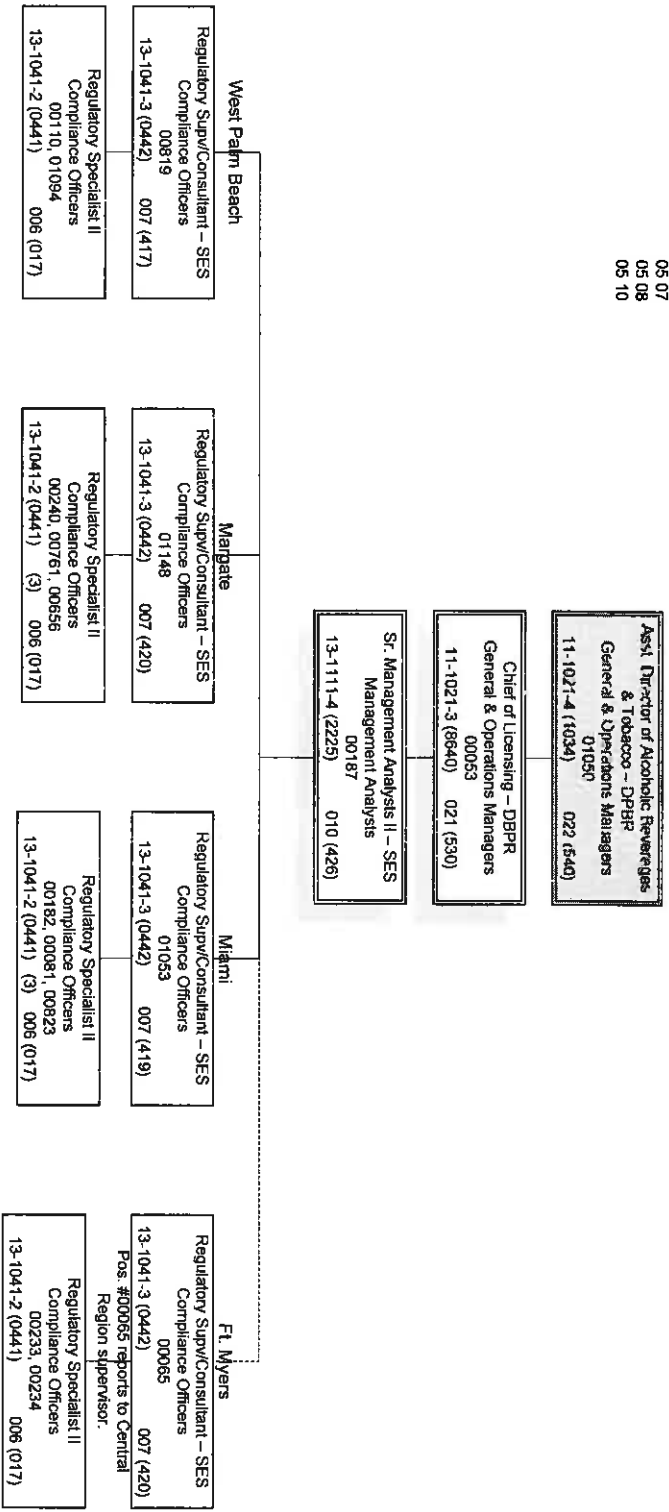
Current: 6-30-15
 Last Updated: 6-30-15



Department of Business & Professional Regulations
 Division of Alcoholic Beverages & Tobacco
 Bureau of Licensing
 Field Licensing:
 West Palm Beach 05 06
 Margate 05 07
 Miami 05 08
 Ft. Myers 05 10

**Division of Alcoholic Beverages & Tobacco
 Bureau of Licensing
 Field Licensing -- South Region**

Current: 6-30-15
 Last Updated: 6-30-15



| BUSINESS AND PROFESSIONAL REGULATION, DEPARTMENT OF | | FISCAL YEAR 2014-15 | | | |
|--|--|---------------------|---------------|------------------------------|---------|
| SECTION I: BUDGET | | OPERATING | | FIXED CAPITAL OUTLAY | |
| TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT | | | 147,533,984 | 0 | |
| ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.) | | | 1,297,294 | 0 | |
| FINAL BUDGET FOR AGENCY | | | 148,831,278 | 0 | |
| SECTION II: ACTIVITIES * MEASURES | | Number of Units | (1) Unit Cost | (2) Expenditures (Allocated) | (3) FCO |
| Executive Direction, Administrative Support and Information Technology (2) | | | | | 0 |
| Licensure/Revenue * Number of transactions processed | | 786,416 | 4.04 | 3,174,061 | |
| Protect Boxers * Number of scheduled boxing and kickboxing/mixed martial arts events. | | 42 | 25,590.90 | 1,074,818 | |
| Call Center * Number of calls, emails, public contacts | | 1,121,262 | 5.76 | 6,463,690 | |
| Central Intake - Initial Applications * Number of initial applications processed | | 132,895 | 33.89 | 4,504,012 | |
| Central Intake - Renewals * Number of renewals processed | | 559,727 | 1.53 | 853,717 | |
| Testing * Number of candidates tested | | 96,598 | 20.43 | 1,973,873 | |
| Continuing Education * Number of non-deficient, complete provider and individual course applications processed within 90 days | | 7,703 | 188.86 | 1,454,808 | |
| Board Of Architecture And Interior Design * Number of enforcement actions | | 283 | 1,502.61 | 425,239 | |
| Drug, Device And Cosmetic Regulation * Licensure and Regulatory activities | | 14,921 | 217.57 | 3,246,324 | |
| Monitor Employers For Compliance With Migrant Farmworker Labor Laws * Number of Investigations and Inspections | | 3,344 | 498.64 | 1,667,448 | |
| Monitor Employers For Compliance With Child Labor Laws * Number of Investigations and Inspections | | 8,161 | 77.09 | 629,155 | |
| Compliance And Enforcement Activities * Number of enforcement actions. | | 107,479 | 134.54 | 14,460,211 | |
| Laboratory Services * Number of blood and urine samples tested. | | 67,587 | 33.53 | 2,266,000 | |
| Standards And Licensure Activities * Number of licensees | | 862,000 | 18.41 | 15,873,163 | |
| Tax Collection And Auditing * Number of audits conducted. | | 60,233 | 27.24 | 1,640,585 | |
| Cardrooms * Number of audits conducted. | | 24 | 4,964.04 | 119,137 | |
| Pari-mutuel Number Of Slot Applications Processed * Number of Slot Applications Processed | | 4,146 | 1,192.63 | 4,944,637 | |
| Compliance And Enforcement Activities For Hotels And Restaurants * Inspections and enforcement actions | | 173,304 | 124.49 | 21,575,319 | |
| Compliance And Enforcement Activities For Elevators * Inspections and enforcement actions | | 8,491 | 179.93 | 1,527,766 | |
| School-to-career-grant * Students served through grant program. | | 21,326 | 33.14 | 706,698 | |
| Standards And Licensure Activities For Hotels And Restaurants * Number of licensees for public lodging and food service establishments | | 90,158 | 13.57 | 1,223,479 | |
| Standards And Licensure Activities For Elevators * Number of licensees for elevators, escalators and other vertical conveyance devices | | 51,070 | 9.30 | 474,707 | |
| Compliance And Enforcement Activities * Number of enforcement actions for Alcoholic Beverages and Tobacco | | 73,507 | 250.31 | 18,399,195 | |
| Code Promulgation * Code Amendments Promulgated | | 769 | 2,713.47 | 2,086,655 | |
| Regulation Of Manufactured Buildings * Permits Issued for Manufactured Buildings | | 27,448 | 9.85 | 270,361 | |
| Standards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco | | 21,149 | 227.04 | 4,801,621 | |
| Tax Collection And Auditing * Number of audits conducted for Alcoholic Beverages and Tobacco | | 4,285 | 1,658.38 | 7,106,160 | |
| Compliance And Enforcement Activities - General Regulation (yacht And Ship) * Number of regulatory activities. | | 4,314 | 53.75 | 231,890 | |
| Compliance And Enforcement Activities - Timeshare * Number of regulatory activities. | | 4,072 | 288.83 | 1,176,129 | |
| Compliance And Enforcement Activities - Condominiums * Number of regulatory activities. | | 67,384 | 86.63 | 5,837,435 | |
| Compliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. | | 5,780 | 73.49 | 424,780 | |
| Homeowners' Associations * Number of compliance actions. | | 797 | 276.57 | 220,427 | |
| Condominium Ombudsman * Number of activities in fulfillment of statutory duties. | | 17,718 | 26.96 | 477,663 | |
| TOTAL | | | | 131,311,163 | |
| SECTION III: RECONCILIATION TO BUDGET | | | | | |
| PASS THROUGHS | | | | | |
| TRANSFER - STATE AGENCIES | | | | | |
| AID TO LOCAL GOVERNMENTS | | | | | |
| PAYMENT OF PENSIONS, BENEFITS AND CLAIMS | | | | 5,724,462 | |
| OTHER | | | | 2,163,764 | |
| REVERSIONS | | | | 9,636,206 | |
| TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4) | | | | 148,835,595 | |

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.

THIS FORM IS NOT APPLICABLE

SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY

| Schedule XII Cover Sheet and Agency Project Approval | |
|--|--|
| Agency: <u>Department of Business and Professional Regulation</u> | Schedule XII Submission Date: <u>September 15, 2015</u> |
| Project Name: <u>N/A</u> | Is this project included in the Agency's LRPP? <div style="text-align: center;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> |
| FY 2016 - 2017 LBR Issue Code: | FY 2016 -2017 LBR Issue Title: |
| Agency Contact for Schedule XII (Name, Phone #, and E-mail address): Lynn Smith 850-717-1541 lynn.smith@myfloridalicense.com | |
| AGENCY APPROVAL SIGNATURES | |
| I am submitting the attached Schedule XII in support of our legislative budget request. I have reviewed and agree with the information in the attached Schedule XII. | |
| Agency Head: | Date: |
| Printed Name: | |
| Agency Chief Information Officer: <i>(If applicable)</i> | Date: |
| Printed Name: | |
| Budget Officer: | Date: |
| Printed Name: | |
| Planning Officer: | Date: |
| Printed Name: | |
| Project Sponsor: | Date: |
| Printed Name: | |

SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY

| I. Background Information |
|---|
| 1. Describe the service or activity proposed to be outsourced or privatized. |
| 2. How does the service or activity support the agency's core mission? What are the agency's desired goals and objectives to be achieved through the proposed outsourcing or privatization and the rationale for such goals and objectives? |
| 3. Provide the legal citation authorizing the agency's performance of the service or activity. |
| 4. Identify the service's or activity's major stakeholders, including customers, clients, and affected organizations or agencies. |
| 5. Describe and analyze how the agency currently performs the service or activity and list the resources, including information technology services and personnel resources, and processes used. |
| 6. Provide the existing or needed legal authorization, if any, for outsourcing or privatizing the service or activity. |

7. Provide the reasons for changing the delivery or performance of the service or activity. What is the current cost of service and revenue source?

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II. Evaluation of Options

1. Provide a description of the available options for performing the service or activity and list for each option the general resources and processes needed to perform the service or activity. If state employees are currently performing the service or activity, provide at least one option involving maintaining state provision of the service or activity.

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2. For each option, describe its current market for the service or activity under consideration for outsourcing or privatizing. How many vendors are currently providing the specific service or activity on a scale similar to the proposed option? How mature is this market?

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3. List the criteria used to evaluate the options. Include a cost-benefit analysis documenting the direct and indirect specific baseline costs, savings, and qualitative and quantitative benefits involved in or resulting from the implementation of the recommended option(s).

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4. Based upon the evaluation criteria, identify and analyze the advantages and disadvantages of each option, including potential performance improvements and risks.

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5. For each option, describe the anticipated impact on the agency and the stakeholders, including impacts on other state agencies and their operations.

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| <p>6. Identify changes in cost and/or service delivery that will result from each option. Describe how the changes will be realized. Describe how benefits will be measured and provide the annual cost.</p> |
| <p>7. List the major risks for each option and how the risks could be mitigated.</p> |
| <p>8. Describe any relevant experience of other agencies, other states, or the private sector in implementing similar options.</p> |

III. Information on Recommended Option

| |
|---|
| <p>1. Identify the proposed competitive solicitation including the anticipated number of respondents.</p> |
| <p>2. Provide the agency's projected timeline for outsourcing or privatization of the service or activity. Include key events and milestones from the beginning of the procurement process through the expiration of a contract and key events and milestones for transitioning the service or activity from the state to the vendor. Provide a copy of the agency's transition plan for addressing changes in the number of agency personnel, affected business processes, employee transition issues including reemployment and retraining assistance plan for employees who are not retained by the agency or employed by the contractor, and communication with stakeholders such as agency clients and the public.</p> |
| <p>3. Identify all forms of compensation to the vendor(s) for performance of the service or activity, including in-kind allowances and state resources to be transferred to the vendor(s). Provide a detailed cost estimate of each.</p> |

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| <p>4. Provide an analysis of the potential impact on federal, state, and local revenues, and expenditures. If federal dollars currently fund all or part of the service or activity, what has been the response of the federal funding agency(ies) to the proposed change in the service delivery method? If federal dollars currently fund all or part of the service or activity, does the change in the service delivery method meet federal requirements?</p> |
| |
| <p>5. What responsibilities, if any, required for the performance of the service or activity will be retained and performed by the agency? What costs, including personnel costs, will the agency continue to incur after the change in the service delivery model? Provide these cost estimations. Provide the method for monitoring progress in achieving the specified performance standards within the contract.</p> |
| |
| <p>6. Describe the agency's contract management process for the outsourced or privatized service or activity, including a description of the specific performance standards that must be met to ensure adequate performance and how the agency will address potential contractor nonperformance. Attach a copy of any competitive solicitation documents, requests for quote(s), service level agreements, or similar documents issued by the agency for this competitive solicitation if available.</p> |
| |
| <p>7. Provide the agency's contingency plan(s) that describes the tasks involved in and costs required for its implementation and how the agency will resume the in-house provision of the service or activity in the event of contract termination/non-renewal.</p> |
| |
| <p>8. Identify all other Legislative Budget Request issues that are related to this proposal.</p> |
| |

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| <p>9. Explain whether or not the agency can achieve similar results by a method other than outsourcing or privatization and at what cost. Please provide the estimated expenditures by fiscal year over the expected life of the project.</p> |
| |
| <p>10. Identify the specific performance measures that are to be achieved or that will be impacted by changing the service's or activity's delivery method.</p> |
| |
| <p>11. Provide a plan to verify vendor(s) compliance with public records laws.</p> |
| |
| <p>12. If applicable, provide a plan to verify vender compliance with applicable federal and state law ensuring access by persons with disabilities.</p> |
| |
| <p>13. If applicable, provide a description of potential differences among current agency policies or processes and a plan to standardize, consolidate, or revise current policies or processes.</p> |
| |
| <p>14. If the cost of the outsourcing is anticipated to exceed \$10 million in any given fiscal year, provide a copy of the business case study (and cost benefit analysis if available) prepared by the agency for the activity or service to be outsourced or privatized pursuant to the requirements set forth in s. 287.0571, F.S.</p> |
| |

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

THIS FORM IS NOT APPLICABLE

| |
|--|
| Contact Information |
| Agency: Department of Business and Professional Regulation |
| Name: Lynn Smith |
| Phone: 850-717-1541 |
| E-mail address: lynn.smith@myfloridalicense.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 CEFPP Checklist DFS-A1-410 with this schedule.

| |
|--|
| 1. Commodities proposed for purchase. |
| N/A |
| 2. Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts. |
| N/A |
| 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). |
| N/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. |
| N/A |

THIS FORM IS NOT APPLICABLE

SCHEDULE XV:

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

| |
|--|
| Contact Information |
| Agency: Department of Business and Professional Regulation |
| Name: Lynn Smith |
| Phone: 850-717-1541 |
| E-mail address: lynn.smith@myfloridalicense.com |

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

Legislative Budget Request

Fiscal Year 2016-17

Department Level Schedule I





Administrative Trust Fund 2021

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Business and Professional Reg. **Budget Period: 2016-17**
Program: Administrative Trust Fund
Fund: 2021
Specific Authority: _____
Purpose of Fees Collected: _____

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

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

SECTION I - FEE COLLECTION

| | ACTUAL | ESTIMATED | REQUEST |
|---|-------------------|-------------------|-------------------|
| | FY 2014-15 | FY 2015-16 | FY 2016-17 |
| <u>Receipts:</u> | | | |
| <u>Fees/Licenses/Taxes/Miscellaneous</u> | 9,934 | 25,000 | 25,000 |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| Total Fee Collection to Line (A) - Section III | 9,934 | 25,000 | 25,000 |

SECTION II - FULL COSTS

| | | | |
|---|-------------------|-------------------|-------------------|
| <u>Direct Costs:</u> | | | |
| Salaries and Benefits | 23,828,055.79 | 24,915,367.00 | 24,915,367 |
| Other Personal Services | 1,293,387.10 | 1,522,027.00 | 1,522,027 |
| Expenses | 4,191,197.09 | 4,032,521.00 | 4,028,363 |
| Operating Capital Outlay | 89,855.81 | 133,088.00 | 133,088 |
| Transfer to DOAH | 564,230.00 | 234,461.00 | 234,461 |
| Contracted Services | 2,966,241.03 | 3,684,691.00 | 3,684,691 |
| Operation/Motor Vehicles | 3,669.52 | 6,500.00 | 6,500 |
| Risk Management Services | 137,753.00 | 140,146.00 | 140,146 |
| Salary Incentive Payments | 5,125.74 | 7,650.00 | 7,650 |
| Tenant Broker Commissions | 51,377.20 | - | - |
| Lease /Purchase/Equipment | 102,258.41 | 153,387.00 | 153,387 |
| TR/DMS/HR SVCS/STW Contract | 141,405.00 | 142,762.00 | 142,762 |
| Southwood SRC | 37,413.73 | - | - |
| Northwood SRC (NSRC) | 617,451.00 | - | - |
| Northwest Regional DC | 25,415.00 | 172,136 | 172,136 |
| State Data Center | | 1,283,772 | 1,283,772 |
| <u>Indirect Costs Charged to Trust Fund</u> | 12,210 | 16,590 | 16,590 |
| Total Full Costs to Line (B) - Section III | 34,067,046 | 36,445,098 | 36,440,940 |

Basis Used: _____

SECTION III - SUMMARY

| | | | | |
|--------------------------------|-----|---------------------|---------------------|---------------------|
| TOTAL SECTION I | (A) | 9,934 | 25,000 | 25,000 |
| TOTAL SECTION II | (B) | 34,067,046 | 36,445,098 | 36,440,940 |
| TOTAL - Surplus/Deficit | (C) | (34,057,112) | (36,420,098) | (36,415,940) |

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

| | |
|-----------------------------|--------------------------------------|
| Department Title: | Budget Period: 2016-17 |
| Trust Fund Title: | Business and Professional Regulation |
| Budget Entity: | Administrative Trust Fund |
| LAS/PBS Fund Number: | 790000 |
| | 2021 |

| | Balance as of 6/30/2015 | | SWFS* Adjustments | Adjusted Balance |
|---|----------------------------|-----|----------------------|---------------------|
| Chief Financial Officer's (CFO) Cash Balance | 1,995,476.27 | (A) | | 1,995,476.27 |
| ADD: Other Cash (See Instructions) | 42,950.00 | (B) | | 42,950.00 |
| ADD: Investments | - | (C) | | - |
| ADD: Outstanding Accounts Receivable | 1,260,862.37 | (D) | | 1,260,862.37 |
| ADD: SWFS Adjustment | | (E) | - | - |
| Total Cash plus Accounts Receivable | 3,299,288.64 | (F) | | 3,299,288.64 |
| LESS: Allowances for Uncollectibles | 410.46 | (G) | | 410.46 |
| LESS: Approved "A" Certified Forwards | 1,561,806.97 | (H) | | 1,561,806.97 |
| Approved "B" Certified Forwards | 92,776.64 | (H) | | 92,776.64 |
| Approved "FCO" Certified Forwards | - | (H) | | - |
| LESS: Other Accounts Payable-Non Operating | 1,634,779.44 | (I) | | 1,634,779.44 |
| LESS: SWFS Adjustment | | (J) | 2,034.21 | 2,034.21 |
| Unreserved Fund Balance, 07/01/15 | 9,515.13 | (K) | (2,034.21) | 7,480.92 ** |

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016-17

Department Title: Business & Professional Regulation
Trust Fund Title: Administrative Trust Fund
LAS/PBS Fund Number: 20210

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15 **(102,291.77)** (A)
Total all GLC's 5XXXX for governmental Funds;
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments

SWFS Adjustment - Due to AST 2,034.21 (C)

SWFS Adjustment - Due to NSRC (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrance) per LAS/PBS 92,776.64 (D)

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

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

G/L 31120 - FCO Accounts Payable (recorded in FLAIR) (D)

G/L 27XXX-Property recorded in FLAIR- Assests (D)

Current Compensated Absences Liability (GL 38600) Not C/F (D)

Long-Term Compensated Absences Liability (GL 48600) - (D)

ADJUSTED BEGINNING TRIAL BALANCE: **(7,480.92)** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC **7,480.92** (F)

DIFFERENCE: **(0.00)** (G)*

***SHOULD EQUAL ZERO.**



Alcoholic Beverage and Tobacco Trust Fund 2022

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Business and Professional Regulation **Budget Period: 2016-17**
Program: Alcoholic Beverages and Tobacco
Fund: Alcoholic Beverages and Tobacco Trust Fund

Specific Authority: Chapters 561 and 569 Florida Statutes
Purpose of Fees Collected: To provide licensing and regulation of the alcoholic beverages and tobacco industry in accordance with Florida Statutes

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

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

SECTION I - FEE COLLECTION

| | ACTUAL | ESTIMATED | REQUEST |
|---|-------------------|-------------------|-------------------|
| | FY 2014-15 | FY 2015-16 | FY 2016-17 |
| Receipts: | | | |
| Fees | 2,414,447 | 2,403,697 | 2,403,697 |
| Licenses | 39,999,561 | 40,447,715 | 40,481,886 |
| Excise Tax | 12,422,502 | 13,394,000 | 13,394,000 |
| Refunds | 31,347 | | |
| Transfer from Cigarette Tax Collection | 2,458,569 | 2,400,000 | 2,300,000 |
| Fines/Miscellaneous | 185,577 | 74,010 | 75,385 |
| Warrant Cancellation | 12,771 | - | - |
| | | | |
| Total Fee Collection to Line (A) - Section III | 57,524,773 | 58,719,421 | 58,654,967 |

SECTION II - FULL COSTS

| | | | |
|---|-------------------|-------------------|-------------------|
| Direct Costs: | | | |
| Salaries and Benefits | 19,583,584 | 20,980,084 | 20,980,084 |
| Other Personal Services | 124,272 | 165,550 | 165,550 |
| Expenses | 2,570,653 | 2,660,911 | 2,654,467 |
| Operating Capital Outlay | 4,992 | 9,000 | 5,000 |
| Acquisition /Motor Vehicles | 279,945 | 315,644 | 315,644 |
| Contracted Services | 84,857 | 116,957 | 1,343,637 |
| Operation & Maintenance Patrol Vehicles | 724,213 | 896,017 | 896,017 |
| Cigarette Tax Stamps | 848,507 | 866,505 | 866,505 |
| Risk Management Services | 410,069 | 541,843 | 541,843 |
| Salary Incentive Payments | 141,969 | 172,846 | 172,846 |
| TR/Contracted Disptch Svs | 140,000 | 140,000 | 140,000 |
| Lease Purchase Equipment | 29,585 | 53,446 | 53,446 |
| TR/DMS/HR SVCS/STW Contract | 109,813 | 111,286 | 111,286 |
| State Data Senter-AST | | | 13,100 |
| | | | |
| | | | |
| | | | |
| Indirect Costs Charged to Trust Fund | 31,954,138 | 41,108,776 | 30,626,209 |
| Total Full Costs to Line (B) - Section III | 57,006,597 | 68,138,865 | 58,885,634 |

Basis Used: _____

SECTION III - SUMMARY

| | | | | |
|--------------------------------|------------|----------------|--------------------|------------------|
| TOTAL SECTION I | (A) | 57,524,773 | 58,719,421 | 58,654,967 |
| TOTAL SECTION II | (B) | 57,006,597 | 68,138,865 | 58,885,634 |
| TOTAL - Surplus/Deficit | (C) | 518,176 | (9,419,444) | (230,666) |

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

| | |
|-----------------------------|--|
| Department Title: | Budget Period: 2016-2017 |
| Trust Fund Title: | Business and Professional Regulation |
| Budget Entity: | Alcoholic Beverages and Tobacco Trust Fund |
| LAS/PBS Fund Number: | 79400X00 |
| | 2022 |

| | Balance as of 6/30/2015 | | SWFS* Adjustments | Adjusted Balance |
|---|----------------------------|-----|----------------------|-------------------------|
| Chief Financial Officer's (CFO) Cash Balance | 772,765.68 | (A) | | 772,765.68 |
| ADD: Other Cash (See Instructions) | 125,214.67 | (B) | | 125,214.67 |
| ADD: Investments | 11,502,930.29 | (C) | | 11,502,930.29 |
| ADD: Outstanding Accounts Receivable | 477,038.51 | (D) | | 477,038.51 |
| | | (E) | | - |
| Total Cash plus Accounts Receivable | 12,877,949.15 | (F) | - | 12,877,949.15 |
| LESS: Allowances for Uncollectibles | (17,060.89) | (G) | | (17,060.89) |
| LESS: Approved "A" Certified Forwards | (936,564.00) | (H) | | (936,564.00) |
| Approved "B" Certified Forwards | (29,881.20) | (H) | | (29,881.20) |
| Approved "FCO" Certified Forwards | | (H) | | |
| LESS: Other Accounts Payable (Nonoperating) | (705,666.16) | (I) | | (705,666.16) |
| LESS: Other Accounts Payable | | (J) | | - |
| Unreserved Fund Balance, 07/01/15 | 11,188,776.90 | (K) | - | 11,188,776.90 ** |

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016-2017

Department Title: Business and Professional Regulation
Trust Fund Title: Alcoholic Beverages and Tobacco Trust Fund
LAS/PBS Fund Number: 2022

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15 **(11,369,379.48)** (A)
Total all GLC's 5XXXX for governmental Funds;
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) **150,721.38** (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments

SWFS Adjustment # and Description _____ (C)

SWFS Adjustment # and Description _____ (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrance) per LAS/PBS **29,881.20** (D)

_____ (D)

_____ (D)

_____ (D)

_____ (D)

_____ - (D)

ADJUSTED BEGINNING TRIAL BALANCE: **(11,188,776.90)** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC **11,188,776.90** (F)

DIFFERENCE: **-** (G)*

***SHOULD EQUAL ZERO.**



Cigarette Tax Collection Trust Fund
2086

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Department of Business & Profession **Budget Period:** 2016-17
Program: Cigarette Tax Collection Trust Fund
Fund: 2086

Specific Authority: _____
Purpose of Fees Collected: _____

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

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

SECTION I - FEE COLLECTION

| | ACTUAL | ESTIMATED | REQUEST |
|---|----------------------|----------------------|----------------------|
| | FY 2014-15 | FY 2015-16 | FY 2016-17 |
| <u>Receipts:</u> | | | |
| <u>Taxes</u> | 273,196,564 | 266,900,000 | 261,200,000 |
| <u>Surcharge</u> | 813,121,150 | 798,500,000 | 781,700,000 |
| <u>Other Tobacco Products</u> | 72,697,993 | 75,400,000 | 77,100,000 |
| <u>Miscellaneous</u> | 454,692 | | |
| Total Fee Collection to Line (A) - Section III | 1,159,470,398 | 1,140,800,000 | 1,120,000,000 |

SECTION II - FULL COSTS

| | | | |
|---|----------------------|----------------------|----------------------|
| <u>Direct Costs:</u> | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| Indirect Costs Charged to Trust Fund | 1,159,470,398 | 1,143,200,000 | 1,122,304,000 |
| Total Full Costs to Line (B) - Section III | 1,159,470,398 | 1,143,200,000 | 1,122,304,000 |

Basis Used: _____

SECTION III - SUMMARY

| | | | | |
|--------------------------------|------------|---------------|--------------------|--------------------|
| TOTAL SECTION I | (A) | 1,159,470,398 | 1,140,800,000 | 1,120,000,000 |
| TOTAL SECTION II | (B) | 1,159,470,398 | 1,143,200,000 | 1,122,304,000 |
| TOTAL - Surplus/Deficit | (C) | (0) | (2,400,000) | (2,304,000) |

EXPLANATION of LINE C:

The deficit balance has been corrected with a post closing financial statement adjustment recording an account receivable with an increase to revenue.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016-17

| | |
|-----------------------------|-------------------------------------|
| Department Title: | Business and Professiona |
| Trust Fund Title: | Cigarette Tax Collection Trust Fund |
| Budget Entity: | Alcoholic Beverages and Tobacco |
| LAS/PBS Fund Number: | 2086 |

| | Balance as of 6/30/2015 | SWFS* Adjustments | Adjusted Balance |
|---|----------------------------|----------------------|---------------------|
| Chief Financial Officer's (CFO) Cash Balance | \$ 2,478,350.63 | | |
| ADD: Other Cash (See Instructions) | | | |
| ADD: Investments | | | |
| ADD: Outstanding Accounts Receivable | \$ 68,441,822.27 | | |
| ADD: _____ | | | |
| Total Cash plus Accounts Receivable | 70,920,172.90 | | |
| LESS: Allowances for Uncollectibles | | | |
| LESS: Approved "A" Certified Forwards | | | |
| Approved "B" Certified Forwards | | | |
| Approved "FCO" Certified Forwards | | | |
| LESS: Other Accounts Payable (Nonoperating) | \$ (70,920,172.90) | | |
| LESS: _____ | | | |
| Unreserved Fund Balance, 07/01/14 | - (K) | - | - ** |

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: Department of Business and Professional Regulation

Trust Fund Title: Federal Grants Trust Fund

LAS/PBS Fund Number: 2261

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-15 (A)

Add/Subtract:

(B)

Other Adjustment(s):

Post closing FS adjustment (C)

(C)

(C)

(C)

(C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: (D)

UNRESERVED FUND BALANCE, SCHEDULE IC (E)

DIFFERENCE: (F)*

***SHOULD EQUAL ZERO.**



Federal Grants Trust Fund
2261

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Business and Professional Regulation **Budget Period: 2016-17**
Program: Federal Grants Trust Fund
Fund: 2261
Specific Authority: _____
Purpose of Fees Collected: _____

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

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

SECTION I - FEE COLLECTION

| | ACTUAL FY 2014 - 2015 | ESTIMATED FY 2015 - 2016 | REQUEST FY 2016 - 2017 |
|---|----------------------------------|-------------------------------------|-----------------------------------|
| <u>Receipts:</u> | | | |
| _____ | - | | |
| _____ | - | | |
| _____ | - | | |
| _____ | | - | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| Total Fee Collection to Line (A) - Section III | - | - | |

SECTION II - FULL COSTS

| | | | |
|---|---------------|----------|--|
| <u>Direct Costs:</u> | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| Indirect Costs Charged to Trust Fund | 31,367 | - | |
| Total Full Costs to Line (B) - Section III | 31,367 | - | |

Basis Used: _____

SECTION III - SUMMARY

| | | | | |
|--------------------------------|-----|-----------------|----------|--|
| TOTAL SECTION I | (A) | - | - | |
| TOTAL SECTION II | (B) | 31,367 | - | |
| TOTAL - Surplus/Deficit | (C) | (31,367) | - | |

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

| | |
|-----------------------------|--|
| Department Title: | Department of Business and Professional Regulation |
| Trust Fund Title: | Federal Grants Trust Fund |
| Budget Entity: | |
| LAS/PBS Fund Number: | 2261 |

| | Balance as of 6/30/2015 | SWFS* Adjustments | Adjusted Balance |
|---|----------------------------|----------------------|---------------------|
| Chief Financial Officer's (CFO) Cash Balance | - | | - |
| ADD: Other Cash (See Instructions) | | | |
| ADD: Investments | | | |
| ADD: Outstanding Accounts Receivable | | | - |
| ADD: ADCO Stamp Inventory | | | |
| Total Cash plus Accounts Receivable | - | - | - |
| LESS: Allowances for Uncollectibles | | | |
| LESS: Approved "A" Certified Forwards | | | |
| Approved "B" Certified Forwards | | | |
| Approved "FCO" Certified Forwards | | | |
| LESS: Other Accounts Payable (Nonoperating) | | | |
| LESS: Other Accounts Payable | | | |
| Unreserved Fund Balance, 07/01/2015 | - | - | - |

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: Department of Business and Professional Regulation

Trust Fund Title: Federal Grants Trust Fund

LAS/PBS Fund Number: 2261

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-15 (A)

Add/Subtract:

(B)

Other Adjustment(s):

Post closing FS adjustment (C)

(C)

(C)

(C)

(C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: (D)

UNRESERVED FUND BALANCE, SCHEDULE IC (E)

DIFFERENCE: (F)*

***SHOULD EQUAL ZERO.**



Condominiums, Timeshares, and Mobile Homes
Trust Fund
2289

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Business and Professional Reg. **Budget Period: 2016-17**
Program: Condominiums, Timeshares, and Mobile Homes TF
Fund: 2289

Specific Authority: Chapters 396, 498, 715, 719, 720, 721, and 723 Florida Statutes
Purpose of Fees Collected: To provide protection to purchasers of timeshare interests, fund and regulation of: yacht and ship brokers and salespersons; subdivided land; condominiums and cooperatives, home owners associations and mobile home parks

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

| | |
|---|--|
| x | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.) |
| | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) |

SECTION I - FEE COLLECTION

| | ACTUAL | ESTIMATED | REQUEST |
|---|-------------------|-------------------|-------------------|
| | FY 2014-15 | FY 2015-16 | FY 2016-17 |
| Receipts: | | | |
| <u>Fees/Licenses/Taxes/Miscellaneous</u> | 13,840,282 | 13,729,050 | 13,716,550 |
| <u>Fines/Penalties</u> | 103,207 | 180,250 | 180,250 |
| <u>Refunds</u> | 18,404 | 7,800 | 7,800 |
| Total Fee Collection to Line (A) - Section III | 13,961,892 | 13,917,100 | 13,904,600 |

SECTION II - FULL COSTS

Direct Costs:

| | | | |
|---|-------------------|-------------------|-------------------|
| <u>Salaries and Benefits</u> | 5,740,274 | 6,248,896 | 6,248,896 |
| <u>Other Personal Services</u> | 20 | 49,076 | 49,076 |
| <u>Expenses</u> | 787,343 | 903,881 | 903,881 |
| <u>Operating Capital Outlay</u> | 1,509 | 1,298 | 1,298 |
| <u>Contracted Services</u> | 10,391 | 17,500 | 17,500 |
| <u>Risk Management Services</u> | 40,546 | 32,184 | 32,184 |
| <u>Lease /Purchase of Equipment</u> | 7,549 | 11,856 | 11,856 |
| <u>TR/DMS/HR SVCS/STW Contract</u> | 37,448 | 37,714 | 37,714 |
| <u> </u> | | | |
| <u> </u> | | | |
| <u> </u> | | | |
| Indirect Costs Charged to Trust Fund | 4,828,270 | 5,118,941 | 3,623,006 |
| Total Full Costs to Line (B) - Section III | 11,453,350 | 12,421,346 | 10,925,411 |

Basis Used: _____

SECTION III - SUMMARY

| | | | | |
|--------------------------------|-----|------------------|------------------|------------------|
| TOTAL SECTION I | (A) | 13,961,892 | 13,917,100 | 13,904,600 |
| TOTAL SECTION II | (B) | 11,453,350 | 12,421,346 | 10,925,411 |
| TOTAL - Surplus/Deficit | (C) | 2,508,543 | 1,495,754 | 2,979,189 |

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

| | |
|--|--|
| Budget Period: 2016-17 | |
| Department Title: Business and Professional Regulation | |
| Trust Fund Title: Condominiums, Timeshares, and Mobile Homes Trust Fund | |
| Budget Entity: 79800000 | |
| LAS/PBS Fund Number: 2289 | |

| | Balance as of 6/30/2015 | | SWFS* Adjustments | Adjusted Balance |
|---|----------------------------|-----|----------------------|------------------------|
| Chief Financial Officer's (CFO) Cash Balance | 418,639.15 | (A) | - | 418,639.15 |
| ADD: Other Cash (See Instructions) | 1,000.00 | (B) | - | 1,000.00 |
| ADD: Investments | 8,282,916.20 | (C) | - | 8,282,916.20 |
| ADD: Outstanding Accounts Receivable | 829,662.01 | (D) | - | 829,662.01 |
| ADD: Statewide Adjustments | | (E) | - | - |
| Total Cash plus Accounts Receivable | 9,532,217.36 | (F) | - | 9,532,217.36 |
| LESS: Allowances for Uncollectibles | (265,241.67) | (G) | - | (265,241.67) |
| LESS: Approved "A" Certified Forwards | (201,894.54) | (H) | - | (201,894.54) |
| Approved "B" Certified Forwards | (4,798.63) | (H) | - | (4,798.63) |
| Approved "FCO" Certified Forwards | | (H) | - | - |
| LESS: Other Accounts Payable (Nonoperating) | (65,298.74) | (I) | - | (65,298.74) |
| | | (J) | - | - |
| Unreserved Fund Balance, 07/01/15 | 8,994,983.78 | (K) | - | 8,994,983.78 ** |

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016-17

Department Title: Business and Professional Regulation

Trust Fund Title: Florida Condominiums, Timeshares and Mobile Home Trust Fund

LAS/PBS Fund Number: 2289

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15 [8,452,948.35] (A)
 Total all GLC's 5XXXX for governmental Funds;
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments

SWFS Adjustment # and Description [] (C)

SWFS Adjustment # and Description [] (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrance) per LAS/PBS [4,798.63] (D)

[] (D)

Current Compensated Absences Liability (GL 38600) Not C/F [(179,555.73)] (D)

Long-Term Compensated Absences Liability (GL 48600) [(367,278.33)] (D)

[] (D)

[] (D)

[] (D)

ADJUSTED BEGINNING TRIAL BALANCE: [8,994,983.78] (E)

UNRESERVED FUND BALANCE, SCHEDULE IC [8,994,983.78] (F)

DIFFERENCE: [-] (G)*

***SHOULD EQUAL ZERO.**



Hotel and Restaurant Trust Fund
2375

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Business and Professional Reg. **Budget Period:** 2016-17
Program: Hotel & Restaurant Trust Fund
Fund: 2375
Specific Authority: Chapter 509.072 and 509.302(3), F.S.
Purpose of Fees Collected: Fees collected under s. 509.302(3) must be used solely for the purpose of funding the Hospitality Education Program (HEP)

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

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

SECTION I - FEE COLLECTION

| | ACTUAL | ESTIMATED | REQUEST |
|---|-------------------|-------------------|-------------------|
| | FY 2014-15 | FY 2015-16 | FY 2016-17 |
| Receipts: | | | |
| <u>Fees/Licenses/Taxes/Miscellaneous</u> | 29,797,439 | 29,757,651 | 29,758,451 |
| <u>Fines/Penalties</u> | 1,612,949 | 1,613,000 | 1,613,000 |
| <u>Transfer From AB&T Catering</u> | 600,617 | 600,600 | 600,600 |
| <u>Refunds</u> | 17,690 | 18,000 | 18,000 |
| <u>Sale to State Agencies</u> | 150 | - | - |
| Total Fee Collection to Line (A) - Section III | 32,028,845 | 31,989,251 | 31,990,051 |

SECTION II - FULL COSTS

| | | | |
|---|-------------------|-------------------|-------------------|
| Direct Costs: | | | |
| <u>Salaries and Benefits</u> | 16,108,258 | 16,667,947 | 18,590,365 |
| <u>Other Personal Services</u> | 34,097 | 35,689 | 35,689 |
| <u>Expenses</u> | 1,717,067 | 1,689,491 | 1,861,116 |
| <u>Operating Capital Outlay</u> | 11,590 | 8,500 | 8,500 |
| <u>Acquisition /Motor Vehicles</u> | 270,419 | 476,222 | 275,000 |
| <u>Transfer to Visit Florida</u> | 500,000 | 2,000,000 | |
| <u>TR/DOH-Epidemiological Svr</u> | 558,289 | 607,149 | 607,149 |
| <u>G/A School to Career</u> | 706,698 | 706,698 | 706,698 |
| <u>Contracted Services</u> | 57,009 | 70,509 | 70,509 |
| <u>Operation/Motor Vehicles</u> | 382,174 | 466,941 | 466,941 |
| <u>Risk Management Services</u> | 224,324 | 276,484 | 276,484 |
| <u>Lease/Purchase of Equipment</u> | 19,952 | 25,000 | 25,000 |
| <u>TR/DMS/HR SVCS/STW Contract</u> | 96,684 | 97,718 | 97,718 |
| Indirect Costs Charged to Trust Fund | 7,842,029 | 9,434,367 | 9,638,082 |
| Total Full Costs to Line (B) - Section III | 28,528,590 | 32,562,715 | 32,659,251 |

Basis Used:

SECTION III - SUMMARY

| | | | | |
|--------------------------------|-----|------------|------------|------------|
| TOTAL SECTION I | (A) | 32,028,845 | 31,989,251 | 31,990,051 |
| TOTAL SECTION II | (B) | 28,528,590 | 32,562,715 | 32,659,251 |
| TOTAL - Surplus/Deficit | (C) | 3,500,255 | (573,464) | (669,200) |

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

| | |
|-----------------------------|--------------------------------------|
| Department Title: | Budget Period: 2016-17 |
| Trust Fund Title: | Business and Professional Regulation |
| Budget Entity: | Hotel & Restaraunt Trust Fund |
| LAS/PBS Fund Number: | 7920000 |
| | 2375 |

| | Balance as of 6/30/2015 | SWFS* Adjustments | Adjusted Balance |
|---|----------------------------|----------------------|-------------------------|
| Chief Financial Officer's (CFO) Cash Balance | 461,856.82 | | 461,856.82 |
| ADD: Other Cash (See Instructions) | 40,983.00 | | 40,983.00 |
| ADD: Investments | 14,689,776.72 | | 14,689,776.72 |
| ADD: Outstanding Accounts Receivable | 4,290,022.39 | | 4,290,022.39 |
| ADD: | | | |
| Total Cash plus Accounts Receivable | 19,482,638.93 | | 19,482,638.93 |
| LESS: Allowances for Uncollectibles | (3,420,946.80) | | (3,420,946.80) |
| LESS: Approved "A" Certified Forwards | (909,608.49) | | (909,608.49) |
| Approved "B" Certified Forwards | | | - |
| Approved "FCO" Certified Forwards | | | |
| LESS: Other Accounts Payable (Nonoperating) | (952,359.98) | | (952,359.98) |
| LESS: | | - | - |
| Unreserved Fund Balance, 07/01/15 | 14,199,723.66 | | 14,199,723.66 ** |

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016-17

| | |
|-----------------------------|--------------------------------------|
| Department Title: | Business and Professional Regulation |
| Trust Fund Title: | Hotel & Restaurant Trust Fund |
| LAS/PBS Fund Number: | 2375 |

BEGINNING TRIAL BALANCE:

| | | |
|---|----------------------|------|
| Total Fund Balance Per FLAIR Trial Balance, 07/01/15 Total all GLC's 5XXXX for governmental Funds; GLC 539XX for proprietary and fiduciary funds | 12,831,347.59 | (A) |
| Subtract Nonspendable Fund Balance (GLC 56XXX) | | (B) |
| Add/Subtract Statewide Financial Statement (SWFS) Adjustments | | (C) |
| | | (C) |
| Add/Subtract Other Adjustment(s): | | |
| Approved "B" Carry Forward (Encumbrance) per LAS/PBS | 0.00 | (D) |
| Approved "C" Carry Forward Total (FCO) per LAS/PBS | | (D) |
| A/P not C/F-Operating Categories | 7,871.60 | (D) |
| G/L 27XXX-Property recorded in FLAIR- Assests | | (D) |
| Current Compensated Absences Liability (GL 38600) Not C/F | 421,569.00 | (D) |
| Long-Term Compensated Absences Liability (GL 48600) | 938,935.47 | (D) |
| ADJUSTED BEGINNING TRIAL BALANCE: | 14,199,723.66 | (E) |
| UNRESERVED FUND BALANCE, SCHEDULE IC | 14,199,723.66 | (F) |
| DIFFERENCE: | - | (G)* |

***SHOULD EQUAL ZERO.**



Pari-Mutuel Wagering Trust Fund
2520

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Business and Professional Reg. **Budget Period: 2016-17**
Program: Pari-Mutuel Wagering
Fund: Pari-Mutuel Wagering TF 2520

Specific Authority: Chapter 550, Florida Statutes
Purpose of Fees Collected: To ensure lawful operation of pari-mutuel wagering facilities in Florida

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

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

SECTION I - FEE COLLECTION

| | ACTUAL | ESTIMATED | REQUEST |
|---|--------------------|--------------------|--------------------|
| | FY 2014-15 | FY 2015-16 | FY 2016-17 |
| <u>Receipts:</u> | | | |
| Fees (includes finger printing for slots) | 17,305,457 | 17,087,696 | 17,000,628 |
| Licenses | 712,058 | 543,954 | 543,954 |
| Fines/Penalties/Miscellaneous/Refunds | 127,429 | 240,600 | 240,600 |
| Taxes | 15,508,632 | 14,673,704 | 14,333,859 |
| Addictive Gambling Fund | 1,750,000 | 1,750,000 | 1,750,000 |
| Slot Licenses | 245,939 | 200,000 | 200,000 |
| Slot Taxes | 182,584,841 | 186,100,000 | 189,800,000 |
| Indian Gaming Compact Reimbursement | 253,772 | 250,000 | 250,000 |
| Total Fee Collection to Line (A) - Section III | 218,488,129 | 220,845,954 | 224,119,041 |

SECTION II - FULL COSTS

| | | | |
|---|--------------------|--------------------|--------------------|
| <u>Direct Costs:</u> | | | |
| Salaries and Benefits | 6,494,223 | 7,101,632 | 7,101,632 |
| Other Personal Services | 1,492,960 | 1,695,853 | 1,695,853 |
| Expenses | 856,919 | 940,875 | 940,875 |
| Operating Capital Outlay | 12,523 | 23,895 | 23,895 |
| Gambling Prevention Contract | 930,000 | 930,000 | 930,000 |
| TR/State Attorney/Slots | 222,971 | 223,876 | 223,876 |
| Acquisition Motor Vehicles | 20,385 | 80,002 | 80,002 |
| Contracted Services | 23,668 | 71,317 | 71,317 |
| Operation/Motor Vehicles | 61,944 | 87,743 | 87,743 |
| Risk Management | 169,792 | 175,120 | 175,120 |
| Lease Purchases | 7,816 | 12,911 | 12,911 |
| Racing Animal Med Research | 100,000 | 100,000 | 100,000 |
| Lab Contract | 2,266,000 | 2,266,000 | 2,266,000 |
| TR/DMS/HR Svcs/ Stw Contract | 58,635 | 59,051 | 59,051 |
| Con/Pari-Mut Wagering/Compl Sys | 246,396 | 296,476 | 296,476 |
| | | | |
| | | | |
| Indirect Costs Charged to Trust Fund | 209,665,902 | 210,494,057 | 210,121,866 |
| Total Full Costs to Line (B) - Section III | 222,630,134 | 224,558,808 | 224,186,617 |

Basis Used: _____

SECTION III - SUMMARY

| | | | | |
|--------------------------------|-----|--------------------|--------------------|-----------------|
| TOTAL SECTION I | (A) | 218,488,129 | 220,845,954 | 224,119,041 |
| TOTAL SECTION II | (B) | 222,630,134 | 224,558,808 | 224,186,617 |
| TOTAL - Surplus/Deficit | (C) | (4,142,005) | (3,712,854) | (67,576) |

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

| | |
|-----------------------------|--|
| Department Title: | Budget Period: 2016-17 Business and Professional Regulation |
| Trust Fund Title: | Pari-Mutuel Wagering Trust Fund |
| Budget Entity: | Pari-Mutuel Wagering |
| LAS/PBS Fund Number: | 2520 |

| | Balance as of 6/30/2015 | | SWFS* Adjustments | Adjusted Balance |
|---|----------------------------|-----|----------------------|------------------------|
| Chief Financial Officer's (CFO) Cash Balance | 749,804.23 | (A) | - | 749,804.23 |
| ADD: Other Cash (See Instructions) | 3,506.75 | (B) | - | 3,506.75 |
| ADD: Investments | 3,254,344.40 | (C) | - | 3,254,344.40 |
| ADD: Outstanding Accounts Receivable | 16,359,303.03 | (D) | - | 16,359,303.03 |
| ADD: SWFS Adjustment (S) | | (E) | - | - |
| Total Cash plus Accounts Receivable | 20,366,958.41 | (F) | - | 20,366,958.41 |
| LESS: Allowances for Uncollectibles | (36,217.14) | (G) | - | (36,217.14) |
| LESS: Approved "A" Certified Forwards | (401,674.17) | (H) | - | (401,674.17) |
| Approved "B" Certified Forwards | (10,906.21) | (H) | - | (10,906.21) |
| Approved "FCO" Certified Forwards | | (H) | - | |
| LESS: Other Accounts Payable (Nonoperating) | (14,087,464.52) | (I) | - | (14,087,464.52) |
| LESS: General Revenue Service Charge | (685,417.63) | (J) | - | (685,417.63) |
| Unreserved Fund Balance, 07/01/15 | 5,145,278.74 | (K) | - | 5,145,278.74 ** |

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016-17

Department Title: Business and Professional Regulation
Trust Fund Title: Pari-Mutuel Wagering Trust Fund
LAS/PBS Fund Number: 2520

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-15 [(5,156,184.95)] (A)

Add/Subtract:

Carry Forward Encumbrances [10,906.21] (B)

Other Adjustment(s): [] (C)

ADJUSTED BEGINNING TRIAL BALANCE: [(5,145,278.74)] (D)

UNRESERVED FUND BALANCE, SCHEDULE IC [5,145,278.74] (E)

DIFFERENCE: [0.00] (F)*

***SHOULD EQUAL ZERO.**



Professional Regulation Trust Fund
2547

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Business and Professional Reg. **Budget Period: 2016-17**
Program: Professional Regulation Program
Fund: Professional Regulation Trust Fund 2547

Specific Authority: Chapters 215, 450, 455, and 548 Florida Statutes
Purpose of Fees Collected: Various professions, farm labor contractors and child labor law enforcement

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

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

SECTION I - FEE COLLECTION

| | ACTUAL | ESTIMATED | REQUEST |
|---|-------------------|-------------------|-------------------|
| | FY 2014-15 | FY 2016-16 | FY 2016-17 |
| Receipts: | | | |
| <u>Fees/Licenses/Taxes/Miscellaneous</u> | 70,887,111 | 63,773,471 | 74,859,884 |
| <u>Fines/Penalties</u> | 1,436,733 | 1,500,000 | 1,400,000 |
| <u>Refunds</u> | 57,143 | - | - |
| <u>Sales of Goods and Services</u> | 32,006 | | |
| | | | |
| | | | |
| Total Fee Collection to Line (A) - Section III | 72,412,994 | 65,273,471 | 76,259,884 |

SECTION II - FULL COSTS

| | | | |
|---|-------------------|-------------------|-------------------|
| Direct Costs: | | | |
| <u>Salaries and Benefits</u> | 19,884,276.00 | 20,640,604.00 | 20,640,604 |
| <u>Other Personal Services</u> | 644,183.00 | 1,039,133.00 | 1,211,693 |
| <u>Expenses</u> | 3,504,137.00 | 3,772,444.00 | 3,920,115 |
| <u>Operating Capital Outlay</u> | 96,408.00 | 9,920.00 | 9,920 |
| <u>Acquisition /Motor Vehicles</u> | 171,596.00 | 201,900.00 | 273,900 |
| <u>Legal Services Contract</u> | 918,385.00 | 918,385.00 | 918,385 |
| <u>Transfer to DOH</u> | 563,812.00 | 282,637.00 | 282,637 |
| <u>Examination Testing Services</u> | 282,637.00 | 658,235.00 | 658,235 |
| <u>Unlicensed Activities</u> | 2,163,764.00 | 1,638,146.00 | 2,038,146 |
| <u>CL Pay/Construction Recovery Fund</u> | 4,594,527.00 | 5,000,000.00 | 5,000,000 |
| <u>Claims/Auction Recovery Fund</u> | 28,750.00 | 106,579.00 | 106,579 |
| <u>Trans Architect Activities</u> | 425,239.00 | 425,239.00 | 425,239 |
| <u>Contracted Services</u> | 2,110,666.00 | 2,186,728.00 | 1,261,728 |
| <u>Operation/Motor Vehicles</u> | 251,151.00 | 281,636.00 | 293,636 |
| <u>Risk Management Services</u> | 354,614.00 | 377,307.00 | 377,307 |
| <u>Minority Scholarships/CPA</u> | 196,363.00 | 200,000.00 | 200,000 |
| <u>Lease/Purchase of Equipment</u> | 63,622.00 | 91,221.00 | 91,221 |
| <u>TR/DMS/HR SVCS/STW Contract</u> | 134,045.00 | 134,998.00 | 135,478 |
| <u>G/A FEMC Contracted Services</u> | 2,070,000.00 | 2,070,000.00 | 2,070,000 |
| <u>Scholarship/Real Estate Recovery</u> | 904,822.00 | 450,000 | 450,000 |
| <u>FI Building Code Mitigation Program</u> | | | 925,000 |
| | | | |
| | | | |
| Indirect Costs Charged to Trust Fund | 31,460,090 | 30,758,434 | 32,054,407 |
| Total Full Costs to Line (B) - Section III | 70,823,087 | 71,243,546 | 73,344,230 |

Basis Used: _____

SECTION III - SUMMARY

| | | | | |
|--------------------------------|------------|------------------|--------------------|------------------|
| TOTAL SECTION I | (A) | 72,412,994 | 65,273,471 | 76,259,884 |
| TOTAL SECTION II | (B) | 70,823,087 | 71,243,546 | 73,344,230 |
| TOTAL - Surplus/Deficit | (C) | 1,589,907 | (5,970,075) | 2,915,654 |

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

| | |
|-----------------------------|--------------------------------------|
| Department Title: | Budget Period: 2016-17 |
| Trust Fund Title: | Business and Professional Regulation |
| Budget Entity: | Professional Regulation Trust Fund |
| LAS/PBS Fund Number: | Professional Regulation Program |
| | 2547 |

| | Balance as of 6/30/2015 | SWFS* Adjustments | Adjusted Balance |
|---|----------------------------|----------------------|---------------------|
| Chief Financial Officer's (CFO) Cash Balance | 887,774.53 | | 887,775 |
| ADD: Other Cash (See Instructions) | 131,970.29 | | 131,970 |
| ADD: Investments | 55,521,761.02 | | 55,521,761 |
| ADD: Outstanding Accounts Receivable | 27,821,552 | | 27,821,552 |
| ADD: SWFS Adjustment-Due from CU | - | | - |
| Total Cash plus Accounts Receivable | 84,363,058 | - | 84,363,058 |
| LESS: Allowances for Uncollectibles | (26,114,102) | | (26,114,102) |
| LESS: Approved "A" Certified Forwards | (2,615,686) | | (2,615,686) |
| Approved "B" Certified Forwards | (195,029) | | (195,029) |
| Approved "FCO" Certified Forwards | | | - |
| LESS: Other Accounts Payable (Nonoperating | (1,944,298) | | (1,944,298) |
| LESS: Other Accounts Payable GL 33100 | (60,000) | | (60,000) |
| Unreserved Fund Balance, 07/01/15 | 53,433,944 | - | 53,433,944 ** |

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016-17

| | |
|-----------------------------|--------------------------------------|
| Department Title: | Business and Professional Regulation |
| Trust Fund Title: | Professional Regulation Trust Fund |
| LAS/PBS Fund Number: | <u>2547</u> |

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15 51,224,353 (A)
 Total all GLC's 5XXXX for governmental Funds;
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments

SWFS Adjustment # and Description (C)
 Due from Component Unit-FEMC

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrance) per LAS/PBS (195,029) (D)

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

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

G/L 33100 (D)

G/L 27XXX-Property recorded in FLAIR- Assets (D)

Current Compensated Absences Liability (GL 38600) Not C/F 630,946 (D)

Long-Term Compensated Absences Liability (GL 48600) 1,773,674 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 53,433,944 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC 53,433,944 (F)

DIFFERENCE: (0) (G)*

***SHOULD EQUAL ZERO.**



Federal Law Enforcement Trust Fund
2719

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Business and Professional Regulation **Budget Period: 2016-17**
Program: Federal Equitable Sharing/ Law Enforcement Trust Fund
Fund: Alcoholic Beverages and Tobacco

Specific Authority: 561.03
Purpose of Fees Collected: Revenues collected are the result of federal criminal, administrative or civil forfeiture proceedings and receipts received from the federal asset-sharing programs

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

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

SECTION I - FEE COLLECTION

| | ACTUAL FY 2014-15 | ESTIMATED FY 2015-16 | REQUEST FY 2016-17 |
|---|----------------------|-------------------------|-----------------------|
| <u>Receipts:</u> | | | |
| Miscellaneous | 191,983 | - | - |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Fee Collection to Line (A) - Section I | 191,983 | - | - |

SECTION II - FULL COSTS

| | | | |
|--|---------|---------|---------|
| <u>Direct Costs:</u> | | | |
| Expenses | 53,510 | 206,585 | 177,854 |
| OCO | 45,870 | 43,000 | 54,000 |
| Acquisition of Motor Vehicles | | 300,000 | |
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| | | | |
| Indirect Costs Charged to Trust Fund | 1,043 | 1,200 | 1,200 |
| Total Full Costs to Line (B) - Section II | 100,423 | 550,785 | 233,054 |

Basis Used: _____

SECTION III - SUMMARY

| | | | | |
|------------------------------|-----|---------|-----------|-----------|
| TOTAL SECTION I | (A) | 191,983 | - | - |
| TOTAL SECTION II | (B) | 100,423 | 550,785 | 233,054 |
| TOTAL - Surplus/Defic | (C) | 91,560 | (550,785) | (233,054) |

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

| | |
|-----------------------------|--|
| Department Title: | Budget Period: 2016-17 |
| Trust Fund Title: | Business and Professional |
| Budget Entity: | Federal Equitable/Sharing Law Enforcement Trust Fund |
| LAS/PBS Fund Number: | Alcoholic Beverages and Tobacco |
| | 2719 |

| | Balance as of 6/30/2015 | | SWFS* Adjustments | Adjusted Balance |
|---|----------------------------|-----|----------------------|---------------------|
| Chief Financial Officer's (CFO) Cash Balance | \$ 169,756.21 | (A) | - | 169,756.21 |
| ADD: Other Cash (See Instructions) | | (B) | - | - |
| ADD: Investments | 866,651.05 | (C) | - | 866,651.05 |
| ADD: Interest Receivable | \$ 820.43 | (D) | - | 820.43 |
| ADD: _____ | | (E) | - | |
| Total Cash plus Accounts Receivable | 1,037,227.69 | (F) | - | 1,037,227.69 |
| LESS: Allowances for Uncollectibles | | (G) | - | |
| LESS: Approved "A" Certified Forwards | (1,539.76) | (H) | - | (1,539.76) |
| Approved "B" Certified Forwards | (2,999.85) | (H) | - | |
| Approved "FCO" Certified Forwards | | (H) | - | |
| LESS: Other Accounts Payable (Nonoperating) | \$ (86.66) | (I) | - | (86.66) |
| LESS: | | (J) | - | |
| Unreserved Fund Balance, 07/01/14 | 1,032,601.42 | (K) | - | 1,032,601.42 ** |

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016-17

| | |
|-----------------------------|---|
| Department Title: | Business and Professional Regulation |
| Trust Fund Title: | Federal Equity Sharing/Law Enforcement Trust Fund |
| LAS/PBS Fund Number: | 2719 |

BEGINNING TRIAL BALANCE:

| | | |
|---|---|-----|
| Unreserved Fund Balance Per Trial Balance, 07-01-15 | <input type="text" value="(1,035,601.27)"/> | (A) |
|---|---|-----|

Add/Subtract:

| | | |
|-------|---------------------------------------|-----|
| CF Bs | <input type="text" value="2,999.85"/> | (B) |
|-------|---------------------------------------|-----|

Other Adjustment(s):

| | |
|----------------------|-----|
| <input type="text"/> | (C) |
| <input type="text"/> | (C) |
| <input type="text"/> | (C) |
| <input type="text"/> | (C) |
| <input type="text"/> | (C) |

| | | |
|--|---|-----|
| ADJUSTED BEGINNING TRIAL BALANCE: | <input type="text" value="(1,032,601.42)"/> | (D) |
|--|---|-----|

| | | |
|---|---|-----|
| UNRESERVED FUND BALANCE, SCHEDULE IC | <input type="text" value="1,032,601.42"/> | (E) |
|---|---|-----|

| | | |
|--------------------|-----------------------------------|------|
| DIFFERENCE: | <input type="text" value="0.00"/> | (F)* |
|--------------------|-----------------------------------|------|

***SHOULD EQUAL ZERO.**



Florida Mobile Home Relocation Trust Fund
2865

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

| | |
|-----------------------------|--|
| Department Title: | Budget Period: 2016-17 Department of Business and Professional Regulation |
| Trust Fund Title: | Mobile Home Relocation Trust Fund |
| Budget Entity: | |
| LAS/PBS Fund Number: | 2865 |

| | Balance as of <u>6/30/2015</u> | SWFS* Adjustments | Adjusted Balance |
|---|-----------------------------------|----------------------|------------------------|
| Chief Financial Officer's (CFO) Cash Balance | 83,282.81 | | 83,282.81 |
| ADD: Other Cash (See Instructions) | | | |
| ADD: Investments | 1,846,661.61 | | 1,846,661.61 |
| ADD: Outstanding Accounts Receivable | 3,958.17 | | 3,958.17 |
| ADD: ADCO Stamp Inventory | | | |
| Total Cash plus Accounts Receivable | 1,933,902.59 | - | 1,933,902.59 |
| LESS: Allowances for Uncollectibles | | | |
| LESS: Approved "A" Certified Forwards | | | |
| Approved "B" Certified Forwards | | | |
| Approved "FCO" Certified Forwards | | | |
| LESS: Other Accounts Payable (Nonoperating) | (184.66) | | (184.66) |
| LESS: Due to General Revenue Service Charge | (2,978.72) | | (2,978.72) |
| Unreserved Fund Balance, 07/01/14 | 1,930,739.21 | - | 1,930,739.21 ** |

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016-17

Department Title: Department of Business and Professional Regulation

Trust Fund Title: Mobile Home Relocation Trust Fund

LAS/PBS Fund Number: 2865

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-15 (1,930,739.21) (A)

Add/Subtract: (B)

Other Adjustment(s):

 (C)

 (C)

 (C)

 (C)

 (C)

ADJUSTED BEGINNING TRIAL BALANCE: (1,930,739.21) (D)

UNRESERVED FUND BALANCE, SCHEDULE IC 1,930,739.21 (E)

DIFFERENCE: 0.00 (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IV-B FOR ELECTRONIC DATA SUBMISSION (EDS) SYSTEM

For Fiscal Year 2016-17



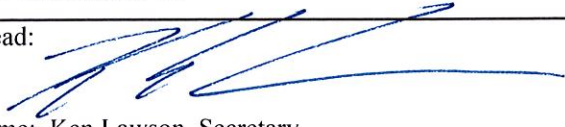
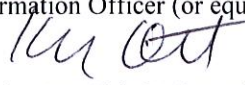
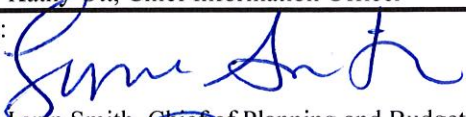
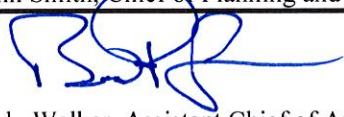

September 2015

BUSINESS AND PROFESSIONAL REGULATION

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I. Schedule IV-B Cover Sheet

| Schedule IV-B Cover Sheet and Agency Project Approval | |
|---|--|
| Agency: Business and Professional Regulation | Schedule IV-B Submission Date: September 15, 2015 |
| Project Name: Electronic Data Submission (EDS) System | Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| FY 2015-16 LBR Issue Code: 36330C0 | FY 2015-16 LBR Issue Title: Electronic Data Submission (EDS) System in the Division of Alcoholic Beverages and Tobacco |
| Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Lynn Smith 850.717.1541 Lynn.Smith@myfloridalicense.com | |
| AGENCY APPROVAL SIGNATURES | |
| I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B. | |
| Agency Head:  Printed Name: Ken Lawson, Secretary | Date: 9-14-15 |
| Agency Chief Information Officer (or equivalent):  Printed Name: Kathy Ott, Chief Information Officer | Date: 9/15/15 |
| Budget Officer:  Printed Name: Lynn Smith, Chief of Planning and Budget | Date: 9/15/15 |
| Planning Officer:  Printed Name: Andy Walker, Assistant Chief of Auditing | Date: 9-14-15 |
| Project Sponsor:  Printed Name: Thomas Philpot, Director of Alcoholic Beverages and Tobacco | Date: 09/14/2015 |
| Schedule IV-B Preparers (Name, Phone #, and E-mail address): | |
| Business Need: | Thomas Philpot 850.413.7973 Thomas.Philpot@myfloridalicense.com Debi Winters 850.717.1113 Debi.Winters@myfloridalicense.com |

| | |
|------------------------|---|
| Cost-Benefit Analysis: | Thomas Philpot 850.413.7973 Thomas.Philpot@myfloridalicense.com |
| | Debi Winters 850.717.1113 Debi.Winters@myfloridalicense.com |
| Risk Analysis: | Kathy Ott 850.717.1007 Kathy.Ott@myfloridalicense.com |
| | David Cantrell 850.717.1005 David.Cantrell@myfloridalicense.com Tom Coker 850.717.1267 Tom.Coker@myfloridalicense.com |
| Technology Planning: | David Cantrell 850.717.1005 David.Cantrell@myfloridalicense.com Tom Coker 850.717.1267 Tom.Coker@myfloridalicense.com |
| Project Planning: | Kathy Ott 850.717.1007 Kathy.Ott@myfloridalicense.com David Cantrell 850.717.1005 David.Cantrell@myfloridalicense.com Tom Coker 850.717.1267 Tom.Coker@myfloridalicense.com Robin Jordan 850.717.1046 Robin.Jordan@myfloridalicense.com |

General Guidelines

The Schedule IV-B contains more detailed information on information technology (IT) projects than is included in the D-3A issue narrative submitted with an agency's Legislative Budget Request (LBR). The Schedule IV-B compiles the analyses and data developed by the agency during the initiation and planning phases of the proposed IT project. A Schedule IV-B must be completed for all IT projects when the total cost (all years) of the project is \$1 million or more.

Schedule IV-B is not required for requests to:

- Continue existing hardware and software maintenance agreements,
- Renew existing software licensing agreements, or

- Replace desktop units (“refresh”) with new technology that is similar to the technology currently in use,
- Contract only for the completion of a business case or feasibility study for the replacement or remediation of an existing IT system or the development of a new IT system.

Documentation Requirements

The type and complexity of an IT project determines the level of detail an agency should submit for the following documentation requirements:

- Background and Strategic Needs Assessment
- Baseline Analysis
- Proposed Business Process Requirements
- Functional and Technical Requirements
- Success Criteria
- Benefits Realization Table
- Cost-Benefit Analysis
- Major Project Risk Assessment
- Risk Assessment Summary
- Current Information Technology Environment
- Current Hardware/Software Inventory
- Proposed Solution Description
- Project Management Planning

Compliance with s. 216.023(4)(a)10, F.S. is also required if the total cost for all years of the project is \$10 million or more.

A description of each IV-B component is provided within this general template for the benefit of the Schedule IV-B authors. These descriptions and this guidelines section will be removed prior to the submission of the document.

Sections of the Schedule IV-B may be authored in software applications other than MS Word, such as MS Project and Visio. Submission of these documents in their native file formats is encouraged for proper analysis.

The revised Schedule IV-B includes two required templates, the Cost-Benefit Analysis and Major Project Risk Assessment workbooks. For all other components of the Schedule IV-B, agencies should submit their own planning documents and tools to demonstrate their level of readiness to implement the proposed IT project. It is also necessary to assemble all Schedule IV-B components into one PDF file for submission to the Florida Fiscal Portal and to ensure that all personnel can open component files and that no component of the Schedule IV-B has been omitted.

Submit all component files of the agency’s Schedule IV-B in their native file formats to the Office of Policy and Budget and the Legislature at IT@LASPBS.STATE.FL.US. Reference the D-3A issue code and title in the subject line.

II. Schedule IV-B Business Case – Strategic Needs Assessment

A. Background and Strategic Needs Assessment

Purpose: To clearly articulate the business-related need(s) for the proposed project.

1. Business Need

The Bureau of Auditing (Bureau) within the Division of Alcoholic Beverages and Tobacco (ABT) is responsible for reviewing product movement reports, collecting alcoholic beverage and tobacco taxes, conducting tax and compliance audits, depositing revenues and assisting excise tax/surcharge taxpayers with instructions and forms. The ability to review monthly tax reports and perform audits efficiently is central to the bureau's core mission.

ABT currently maintains an Electronic Data Submission (EDS) system that serves only as a means to store monthly tax report data. There are no audit functions, limited sorting functions, and limited ability to export the data to accomplish these functions outside the system. Because of limited industry adoption, annually over 19,000 hours are spent manually entering monthly tax report data into the system for storage. Fewer auditing staff hours are available to perform audits due to time needed for manually entering data and performing manual audit functions not available electronically. These system limitations reduce the capacity of ABT's auditors to perform routine audits, which typically result in recovery of tax revenue due and credits or refunds to taxpayers where necessary.

In June 2014, the DBPR's Inspector General (IG) issued an audit report on the EDS system, citing the lack of an audit system and incomplete adoption by industry as overriding issues. The report recommended that ABT coordinate with the Division of Information Technology (IT) to establish a new systems development project to modernize the EDS system to realize the efficiencies of a fully electronic system with audit capabilities. In response to that audit, IT and ABT contracted for a Gap Analysis to determine the resources necessary to create a system that will be readily adopted by industry. The Gap Analysis evaluated the current EDS functionality in comparison to the desired EDS functionality. Interviews with internal and external stakeholders were conducted to ensure that both ABT and industry perspectives were considered in the future development and modernization of the current EDS system. The upgrade necessary to close functional gaps is estimated to be completed during Fiscal Years 2015-16 and 2016-17. Funding for the Fiscal Year 2015-16 phase of the project was approved by the 2015 Legislature.

The modernized EDS system will include enhanced revenue operations for cigarette tax stamp management, Indian coupon management, database management, and report generation. These enhanced features will provide a mechanism to validate the revenue collected with the ABT system. Again, these upgrades will eliminate the manual reconciliation process currently being done by hand or with makeshift Excel spreadsheets. In addition, new EDS functions will facilitate more transparency in the revenue operation of ABT because the data will be available for specialized reports that can be run for legislative requests, revenue estimating, and public records requests.

2. Business Objectives

The business objectives to enhance the EDS system include:

- Provide a more convenient, compatible means of electronic filing for external stakeholders;
- Add audit management features to enhance system functions and increase audit productivity;
- Add stamp and Indian coupon management; and
- Provide ABT staff with expanded reporting capabilities.

NOTE: For IT projects with total cost in excess of \$10 million, the business objectives described in this section must be consistent with existing or proposed substantive policy required in s. 216.023(4)(a)10, F.S.

B. Baseline Analysis

Purpose: To establish a basis for understanding the business processes, stakeholder groups, and current technologies that will be affected by the project and the level of business transformation that will be required for the project to be successful.

1. Current Business Process(es)

The EDS system as currently configured serves as a means to collect and store monthly tax report data. The IG report concluded that the tax reporting system is not user friendly for many industry members to send monthly tax reports to ABT electronically. Since many industry members do not utilize the electronic reporting capability of the system, the IG report estimated that annually over 19,000 hours are spent manually keying data into the system. For example, a single distributor submits on a monthly basis a report that is in excess of 650 pages representing over 6,500 individual transactions. Each transaction among the 6,500 recorded in this one report must be manually keyed in the EDS system by ABT staff.

During the Gap analysis, a common theme from interviews with industry members was the inability to have their current systems organize or manipulate the data in order to electronically import it into EDS. With the modernization of EDS, industry members will be able to utilize their current systems to communicate with EDS and submit monthly tax reports electronically saving industry members time and thousands of pieces of paper. An enhanced EDS platform would also speed up the processing time of monthly tax reports with industry members providing a confirmation in real time that a monthly report has been imported and accepted. Currently, processing the monthly tax reports requires more than thirty days due to the intensive manual process. The upgraded EDS system is anticipated to reduce this time to three days or less. An expedited and efficient processing time will allow auditing staff to conduct more audits instead of using that time to manually enter data. The accuracy of the data will improve with the elimination of human error from manual data input.

In order to conduct an audit, ABT auditing staff must manually cross-check the monthly data the distributors report buying from the manufacturers. This is a time intensive process that involves looking at the reports from the different industry members and matching invoices, dates and amounts bought and sold with pad, pencil, and a ruler. The automating of this process within EDS would do all of this work electronically and provide a list of exceptions in the data reported by the manufacturers and distributors. This cross-check capability would dramatically improve the auditors' ability to perform audits because they could focus on known discrepancies without having to discover them by manually comparing distributor and manufacturer reports.

NOTE: If an agency has completed a workflow analysis, include through file insertion or attachment the analyses documentation developed and completed by the agency.

2. Assumptions and Constraints

The return on investment assumes that the fully implemented EDS system would be utilized by all distributors and suppliers to electronically report data that is currently being submitted manually.

C. Proposed Business Process Requirements

Purpose: To establish a basis for understanding what business process requirements the proposed solution must meet in order to select an appropriate solution for the project.

1. Proposed Business Process Requirements

The business process requirements include:

- In Fiscal Year 2015-16, complete the technical specifications of the system needed for outside staff to proceed with programming the system in year two to facilitate the achievement of the objectives.
- Continue management for the current EDS system as the new modernized system is coming online.
- In Fiscal Year 2016-17, complete the programming of the new modern EDS system and launch upgraded system.
- Once the development project is complete, maintain the system and provide any bug fixes and upgrades that become necessary as time passes and technology improves.
- Serve as a resource for industry members as reporting entities work to adapt their current systems to electronically file with the new modern EDS.

2. Business Solution Alternatives

Utilizing current personnel from the Division of Technology to complete the build out of the modernized system or leaving the system in its current state are the alternatives.

3. Rationale for Selection

The current state of the system does not possess the functionality necessary to carry out modern automated auditing tasks necessary to achieve the return on investment and would leave ABT in the same position of manually cross checking the monthly data the distributors report buying from the manufacturers. In addition, the current state of the system, as noted in the IG report, is not user friendly and does not communicate with industry members' current systems. Utilizing current personnel from the Division of Technology is not a tenable solution because there simply are not enough personnel hours available to complete the project in a timely fashion. The modern EDS system would take multiple years to program with current resources. This would mean that from a technical standpoint a modern system would never be realized because the changes in technology over that time would outpace current personnel's availability to program the system. These alternatives to the recommended solution do not offer the return on investment, would not provide the customer service to industry members, and would not facilitate industry adoption.

4. Recommended Business Solution

In Fiscal Year 2015-16, two additional programmers will be utilized to complete the technical specifications of the system so that outside staff can program the system based on the specifications in year two. The FTEs also will be utilized to continue management for the current EDS system as the new modernized system is coming online. During Fiscal Year 2016-17, the second year of the project, the two programmers will be utilized in conjunction with outside staff to program the new modern EDS system. This will ensure that ABT system management staff will have the familiarity with the system in order to maintain EDS after the build-out is complete. Once the build-out is complete, the two programmer positions will maintain the system and provide any bug fixes and upgrades that become necessary as time passes and technology improves. Most importantly, the two programmers will serve as a resource for industry members as reporting entities work to adapt their current systems to electronically file with the new modern EDS. ABT will have the ability to provide expanded customer service to industry members to assist them in filing their monthly tax reports electronically, realizing efficiencies for ABT and the industry alike.

NOTE: For IT projects with total cost in excess of \$10 million, the project scope described in this section must be consistent with existing or proposed substantive policy required in s. 216.023(4)(a)10, F.S.

D. Functional and Technical Requirements

Purpose: To identify the functional and technical system requirements that must be met by the project.

The EDS upgrade project is expected to be completed in Fiscal Years 2015-16 and 2016-17. In Fiscal Year 2015-16, the project will be led by two additional programmer positions, who will remain on staff for ongoing maintenance and industry support for the system once implemented. Staff augmentation will be utilized for the build-out phase in Fiscal Year 2016-17.

The EDS Gap Analysis contains functional and technical requirements for the system.

III. Success Criteria

Purpose: To identify the critical results, both outputs and outcomes, that must be realized for the project to be considered a success.

SUCCESS CRITERIA TABLE

| # | Description of Criteria | How will the Criteria be measured/assessed? | Who benefits? | Realization Date (MM/YY) |
|---|--|--|--------------------------------|--------------------------|
| 1 | A fully operational EDS System completed within the 12 month build-out requirement and with all of the functionality outlined in the Gap analysis. | Through in-house and customer testing of each function of the system | The State and Industry Clients | 07/17 |
| 2 | Once fully operational and used by the Industry, the Division will eliminate the OPS data entry personnel and field audit personnel currently inputting data would return to performing their auditing duties. | As more and more tax filers begin filing their information electronically, the reduction in data entry will first be implemented with the field auditing personnel so that their time can be utilized to perform more tax and compliance audits. As the data entry tasks continue to diminish, the need to transfer budget authority via 5% transfers to provide for OPS data entry positions would be eliminated. | The State and Industry Clients | 12/17 |
| 3 | The EDS System will be User Friendly which will encourage more Industry Clients to file electronically. | The number of Industry Clients filing their monthly reports electronically will increase. Based on the adoption rate, mandatory electronic filing will be reviewed. | The State and Industry Clients | 07/18 |
| 4 | The EDS System will automate some of the auditing functions which will allow for increased audit production. | Once the Auditing portion of the system is fully implemented, the time savings during the audit process will increase the number of audits conducted. This will in turn result in more audit assessments and audit credits. | The State and Industry Clients | 07/18 |

IV. Schedule IV-B Benefits Realization and Cost Benefit Analysis

A. Benefits Realization Table

Purpose: To calculate and declare the tangible benefits compared to the total investment of resources needed to support the proposed IT project.

For each tangible benefit, identify the recipient of the benefit, how and when it is realized, how the realization will be measured, and how the benefit will be measured to include estimates of tangible benefit amounts.

| BENEFITS REALIZATION TABLE | | | | | |
|----------------------------|---|--|---|--|---|
| # | Description of Benefit | Who receives the benefit? | How is benefit realized? | How is the realization of the benefit measured? | Realization Date (MM/YY) |
| 1 | Increase in annual Excise Tax and Surcharge Revenue | State of Florida | Electronic reporting will eliminate manual review of monthly tax reports, thereby freeing up auditors to perform more audits, which will increase audits assessments. | By using actual data on audit assessments, which represented 21% of licensees; Extrapolating the value at 100%; and Reducing the benefit by 20% (in order to project conservative revenue increases). | Conservative 3-year phase-in starting in FY 2017-18 |
| 2 | Increase in Excise Tax and Surcharge Refunds | Alcoholic Beverage and Tobacco Licensees | Electronic reporting will eliminate manual review of monthly tax reports and automatically catch mathematical errors, thereby expediting refunds to licensees. | By using actual data on credit and refunds, which represented 21% of licensees; Extrapolating the value at 100%; and Reducing the benefit by 20% (in order to project conservative credit/refund increases). | Conservative 3-year phase-in starting in FY 2017-18 |

B. Cost Benefit Analysis (CBA)

Purpose: To provide a comprehensive financial prospectus specifying the project's tangible benefits, funding requirements, and proposed source(s) of funding.

1. The Cost Benefit Analysis Forms

The chart below summarizes the required CBA Forms which are included as Appendix A on the Florida Fiscal

Portal and must be completed and submitted with the Schedule IV-B.

| Cost Benefit Analysis | |
|---|---|
| Form | Description of Data Captured |
| CBA Form 1 - Net Tangible Benefits | <p>Agency Program Cost Elements: The program's current operational costs are \$103,532. The expected program operational costs resulting from the EDS project are \$211,015 in FY 2015-16, and \$213,671 in FY 2016-17 and each year thereafter.</p> <p>Tangible Benefits: The tangible benefits to the state, increased revenues, in FY 2017-18, FY 2018-19 and FY 2019-20 are \$1,860,528, \$3,721,057, and \$5,637,965, respectively.</p> <p>The tangible benefits to the alcoholic beverage and tobacco licensees, increased credit/refunds, in FY 2017-18, FY 2018-19 and FY 2019-20 are \$151,817, \$303,633, and \$460,050, respectively.</p> |
| CBA Form 2 - Project Cost Analysis | <p>Baseline Project Budget: Actual and Estimated project costs include:</p> <ul style="list-style-type: none"> • FY 2014-15 - \$28,124 non-recurring, Actual costs; and • FY 2016-17 - \$1,226,680 non-recurring, Estimated costs. <p>Project Funding Sources: Alcoholic Beverages and Tobacco TF</p> <p>Characterization of Project Cost Estimate. Gap Analysis and Staff Augmentation</p> |
| CBA Form 3 - Project Investment Summary | <p>Investment Summary Calculations: Summarizes total project costs and net tangible benefits and automatically calculates:</p> <ul style="list-style-type: none"> • Return on Investment – <ul style="list-style-type: none"> ○ FY 2015-16, (\$211,015); ○ FY 2016-17, (\$1,440,351); ○ FY 2017-18, \$1,495,041; ○ FY 2018-19, \$3,203,753 ; and ○ FY 2019-20, \$4,964,244 • Payback Period - 3 years • Breakeven Fiscal Year – 2018-19 • Net Present Value - \$6,366,567 • Internal Rate of Return – 111.58% |

V. Schedule IV-B Major Project Risk Assessment

Purpose: To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight and to improve the likelihood of project success. The risk assessment summary identifies the overall level of risk associated with the project and provides an assessment of the project’s alignment with business objectives.

NOTE: All multi-year projects must update the Risk Assessment Component of the Schedule IV-B along with any other components that have been changed from the original Feasibility Study.

The Risk Assessment Tool and Risk Assessment Summary are included in Appendix B on the Florida Fiscal Portal and must be completed and submitted with the agency's Schedule IV-B.

A. Risk Assessment Summary

Appendix B on the Florida Fiscal Portal includes the Risk Assessment Summary. After answering the questions on the Risk Assessment Tool, the Risk Assessment Summary is automatically populated.

***Note:** While the current Risks Assessment (inserted below and attached) has determined an Overall Project Risk of medium, DBPR has concluded a Gap Analysis Project, upon which this request is based. Once approvals are given to move forward with the EDS Upgrade Project, comprehensive project planning will occur. Because of the research conducted, information obtained during the Gap analysis Project, and DBPR's prior experience with other high level technology projects indicates that this project has an Overall Project Risk of low. DBPR's Division of Technology has a mature project management office using industry standard project management and change management methodologies and templates.

| | | |
|--|---|----------------------|
| Project | <i>EDS Upgrade Project</i> | |
| Agency | <i>DBPR</i> | |
| FY 2015-16 LBR Issue Code: | FY 2015-16 LBR Issue Title: | |
| <i>36C330C0</i> | <i>Electronic Data Submission (EDS)</i> | |
| Risk Assessment Contact Info (Name, Phone #, and E-mail Address): | | |
| <i>Robin Jordan, 850-717-1046, robin.jordan@myfloridalicense.com</i> | | |
| Executive Sponsor | <i>Thomas Philpot</i> | |
| Project Manager | <i>Robin Jordan</i> | |
| Prepared By | <i>Project Team</i> | <i>11/21/2014</i> |
| Risk Assessment Summary | | |
| Business Strategy | | |
| | Least Risk | Most Risk |
| Least Aligned | Level of Project Risk | |
| Most Aligned | | |
| Project Risk Area Breakdown | | |
| Risk Assessment Areas | | Risk Exposure |
| Strategic Assessment | | LOW |
| Technology Exposure Assessment | | MEDIUM |
| Organizational Change Management Assessment | | MEDIUM |
| Communication Assessment | | LOW |
| Fiscal Assessment | | MEDIUM |
| Project Organization Assessment | | MEDIUM |
| Project Management Assessment | | MEDIUM |
| Project Complexity Assessment | | MEDIUM |
| Overall Project Risk | | MEDIUM |

VI. Schedule IV-B Technology Planning

Purpose: To ensure there is close alignment with the business and functional requirements and the selected technology.

A. Current Information Technology Environment

1. Current System

a. Description of current system

The Division of Alcoholic Beverages and Tobacco currently has an Electronic Data Submission system that serves only as a means to store monthly tax report data. There are no audit functions, limited sorting functions, and limited ability to export the data to accomplish these functions outside of the system. Due to limited industry adoption, annually over 19,000 hours are spent manually entering monthly tax report data into the system for storage. Because of time used manually entering data and the lack of electronic audit functions fewer auditing staff hours are available to perform audits which typically result in recovery of tax revenue due and credit refunds. In fact, ABT audited approximately 21% of industry members resulting in audit findings of \$2 million dollars, \$1.9 million in uncollected revenue and over \$150,000 in tax refund credits. This issue addresses expanding and enhancing the current EDS system to improve efficiency of tax reporting and advance system functions for auditing which will result in more revenue to the State and more accurate refunds being returned to industry members.

Additional Information:

- The EDS system currently supports approximately 80 internal users who represent a combination of auditors, auditor supervisors, and data entry clerks using the internal interface. There are approximately 1100 external reporting business entities, representing approximately 71,000 transactions per month (average over last 12 months) using both the external web interface and the FTP Batch interface. These external EDS reporters currently represent 50% of the total transaction details, whereas internal users and data entry clerks input the remaining data from paper submissions.
- Although the information exchanged on the EDS is open to public record laws, careful consideration has been made for user security and access control.
- The EDS Application Architecture is comprised of separate, logical applications layers. This makes maintaining the code easier by allowing for reuse between the Web Interface and Batch Upload Interface, and provides the framework to potentially increase scalability by separating functions across separate servers.
- EDS's core code currently operates within the internal DBPR network.

b. Current system resource requirements

EDS's core code currently operates within the internal DBPR network.

- The EDS hardware requirements are: 1 vCPU RAM, 50GB Disk Space
- The software's currently requirements are: Window's Server 2003, IIS 6.0, .Net framework 3.5 and is actively being migrated to Server 2008, IIS7.5, .Net framework 3.5
- The cost for maintaining the servers at the NSRC and NWRC are incurred within DBPR's annual operating expenses.
- EDS User Support: 2 FTEs
- EDS Application Development & Support: 1 FTEs
- Project Management: .5 FTEs
- Contracted Business Analyst: 356 Hours for Gap Report

c. Current system performance

In June 2014, the DBPR's Inspector General (IG) issued an audit report on the EDS system, citing the lack of an audit system and incomplete adoption by industry as overriding issues. The report recommended that ABT coordinate with the Division of Information Technology (IT) to establish a new systems development project to

modernize the EDS system to realize the efficiencies of a fully electronic system with audit capabilities. In response to that audit, IT and ABT contracted for a Gap analysis to determine the resources necessary to create a system that will be readily adopted by industry. The Gap analysis compares the current EDS functionality to the desired EDS functionality. The upgrade necessary to close functional gaps is estimated to be completed during FY 2015-16 and FY 2016-17. Interviews with internal and external stakeholders were conducted to ensure that both ABT and industry perspectives were considered in the future development and modernization of the current EDS system.

The EDS system as currently configured serves as a means to collect and store monthly tax report data. The IG report concluded that the tax reporting system is not user friendly for many industry members to send monthly tax reports to ABT electronically. Since many industry members do not utilize the electronic reporting capability of the system, the IG report estimated that annually over 19,000 hours are spent manually keying data into the system. For example, a single distributor submits on a monthly basis a report that is in excess of 650 pages representing over 6,500 individual transactions. Each transaction among the 6,500 recorded in this one report must be manually keyed in the EDS system by ABT staff.

2. Information Technology Standards

EDS was developed utilizing Microsoft .NET 3.5 framework with a primary programming language of C# and resides on a Microsoft SQL Server database platform. The presentation layer contains approximately 545 code files and 72 web files utilizing HTML 4, CCS 3.0, and a substantial amount of client side JavaScript. The code base is represented in a development, test and production environment. The application must be highly available due to the alcoholic beverages and tobacco industry's specific timelines for tax and compliance reporting.

B. Current Hardware and/or Software Inventory

Development Server

- Type: Virtual
- CPU: 1 vCPU
- Memory: 1 GB
- Hard Drives: "C" = 10 GB and "D" = 30 GB
- Notes: EDS shares this server with most of the agencies DEV web sites, web services, and web applications. The OS is installed on "C" and this application resides on "D". The virtual machine is located on the DBPR DR virtual infrastructure which is located at the NWRDC.

Internal User Testing (UAT) Server

- Type: Virtual
- CPU: 1 vCPU
- Memory: 1 GB
- Hard Drives: "C" = 6 GB, "D" = 40 GB, "E" = 16 GB and "F" = 40 GB
- Notes: EDS shares this server with all of the agencies UAT web sites, web services, and web applications. The OS is installed on "C" and this application resides on "F". The virtual machine is located on the DBPR internal virtual infrastructure.

Production Server Cluster:

- Type: Virtual
 - CPU: 1 vCPU
 - Memory: 4 GB
 - Hard Drives: "C" = 10 GB and "D" = 10 GB
 - Notes: This server is temporary, dedicated to EDS external access. The OS is installed on "C" and the application resides on "D". The virtual machine is located on the DBPR internal virtual infrastructure.
-
- Type: Virtual
 - CPU: 4 vCPU
 - Memory: 4 GB
 - Hard Drives: "C" = 50 GB

- Type: Virtual
- CPU: 4 vCPU
- Memory: 4 GB
- Hard Drives: “C” = 50 GB

- Type: Virtual
- CPU: 4 vCPU
- Memory: 4 GB
- Hard Drives: “C” = 50 GB

- Type: Virtual
- CPU: 4 vCPU
- Memory: 4 GB
- Hard Drives: “C” = 50 GB

Production Disaster Recovery (DR) Servers

- Type: Virtual
- CPU: 1 vCPU
- Memory: 4 GB
- Hard Drives: “C” = 10 GB and “D” = 30 GB
- Notes: EDS shares each of these servers with the DBPR web site and the Portal web site. The OS is installed on “C” and the application resides on “D”. The virtual machine is located on the DBPR DR virtual infrastructure which is located at the NWRDC. Each server has the same specs.

C. Proposed Solution Description

1. Summary Description of Proposed System

During the Gap analysis, a common theme from interviews with industry members was the inability to have their current systems organize or manipulate the data in order to electronically import it into EDS. With the modernization of EDS, industry members will be able to utilize their current systems to communicate with EDS and submit monthly tax reports electronically saving industry members time and thousands of pieces of paper. An enhanced EDS platform would also speed up the processing time of monthly tax reports with industry members providing a confirmation in real time that a monthly report has been imported and accepted. Currently, processing the monthly tax reports requires more than thirty days due to the intensive manual process. The upgraded EDS system is anticipated to reduce this time to three days or less. An expedited and efficient processing time will allow auditing staff to conduct more audits instead of using that time to manually enter data. The accuracy of the data will improve with the elimination of human error from manual data input.

In order to conduct an audit, ABT auditing staff must manually cross check the monthly data the distributors report buying from the manufacturers. This is a time intensive process that involves looking at the reports from the different industry members and matching invoices, dates and amounts bought and sold with pad, paper, and a ruler. The automating of this process within EDS will do all of this work electronically and provide a list of exceptions in the data reported by the manufacturers and distributors. This cross-check capability would dramatically improve the auditors’ ability to perform audits because they could focus on known discrepancies without having to discover them by manually comparing distributor and manufacturer reports.

The modernized EDS system will include enhanced revenue operations for cigarette tax stamp management, Indian coupon management, database management, and report generation. These enhanced features would enable a mechanism to validate the revenue collected with the ABT system. Again, these upgrades will eliminate the manual reconciliation process currently being done by hand or with makeshift Excel spreadsheets. In addition, new EDS functions will facilitate more transparency in the revenue operation of ABT because the data will be available for specialized reports that could be run for legislative requests, revenue estimating, and public records requests.

2. Resource and Summary Level Funding Requirements for Proposed Solution (if known)

The EDS upgrade project is expected to be completed during Fiscal Years 2015-16 and 2016-17 with two long term needs for the two programmer positions appropriated in Fiscal Year 2015-16 to lead ongoing maintenance and industry support for the system in the first year, and staff augmentation for the build-out phase and additional hardware needs in the second year. In Fiscal Year 2015-16, two additional programmers will be utilized to complete the technical specifications of the system so that outside staff can program the system in Fiscal Year 2016-17. The FTEs also will be utilized to continue management for the current EDS system as the new modernized system is coming online. During the second year of the project, the two programmers would be utilized in conjunction with outside staff to program the new modern EDS system. This will ensure that ABT system management staff will have the familiarity with the system in order to maintain EDS after the build out is complete. Once the build out is complete, the two programmer positions will maintain the system and provide any bug fixes and upgrades that become necessary as time passes and technology improves. Most importantly, the two programmers will serve as a resource for industry members as reporting entities work to adapt their current systems to electronically file with the new modern EDS. ABT will have the ability to provide expanded customer service to industry members to assist them in filing their monthly tax reports electronically, realizing efficiencies for ABT and the industry alike. A breakout of project costs is listed in the table below:

| 1st Year - FY 2015-16 Request | Recurring | Non-Recurring | Total |
|--|------------------|----------------------|------------------|
| <i>FTE</i> | 2.00 | | |
| <i>Salary Rate</i> | 144,000 | | |
| | | | |
| Salaries and Benefits | 188,005 | | 188,005 |
| Expenses | 11,878 | 6,444 | 18,322 |
| Operating Capital Outlay | | 4,000 | 4,000 |
| HR Services | 688 | | 688 |
| Total | 200,571 | 10,444 | 211,015 |
| | | | |
| | | | |
| 2nd Year - FY 2016-17 Request | Recurring | Non-Recurring | Total |
| Contracted Services | - | 1,226,680 | 1,226,680 |
| Data Center Services | 13,100 | - | 13,100 |
| Total | 13,100 | 1,226,680 | 1,239,780 |
| | | | |
| | | | |
| | Recurring | Non-Recurring | |
| Total Recurring/Non-Recurring Project Costs | 213,671 | 1,237,124 | |

This investment of \$1.2 million dollars for the second year build out and the recurring \$213,671 is the best option for the State. This system will provide better customer service to industry members in the form of technical support and confirmation that their reports were submitted and received and that the information is accurate and secure. Nearly all transactions will be able to be audited resulting in an estimated additional \$5.6 million dollars in revenue and almost ½ million additional dollars in tax refunds (conservatively estimating that increasing audits by fivefold will result only in a fourfold increase in the audit finding) for a net increase of over \$5 million dollars each year to the State. Refunds of money through tax credits to hardworking businesses in the State who deserve to pay only what they owe will be ensured through increased data integrity and minimizing manual entry errors. Auditors will spend their time auditing instead of expending efforts manually dealing with paper reports. The modernization of the EDS system provides a positive return on investment, increases customer service, and makes revenue collection

more transparent for those in government, but most importantly, for the people of the great State of Florida.

This request aligns with the Florida Strategic Plan specific strategy of timely customer service to business and workers and improving the efficiency and effectiveness of government agencies at all levels. In addition, the request aligns with the Agency's Long Range Program Goal of streamlining government and Agency Objectives to continuously improve and streamline business processes and to providing quality assistance to our customers.

Request Summary for Fiscal Year 2016-17:

| | |
|-------------------------------------|--------------|
| Contracted Services (non-recurring) | \$ 1,226,680 |
| Data Center Services | 13,100 |
| | ----- |
| Issue Total | \$ 1,239,780 |

The non-recurring Contracted Services is needed to provide staff augmentation for the build-out phase in the second year. The Data Center Services is needed to implement a load balanced test environment that matches the production environment to ensure that thorough testing of the software can be performed. This applies to addressing the items in the Gap analysis, as well as, ongoing maintenance and future enhancements.

D. Capacity Planning *(historical and current trends versus projected requirements)*

The EDS system currently resides on aging servers that are slated to be replaced as part of normal Network and Infrastructure operations. The project team does not expect the upgraded system to exceed the capacity of the replacement servers.

VII. Schedule IV-B Project Management Planning

Purpose: To require the agency to provide evidence of its thorough project planning and provide the tools the agency will use to carry out and manage the proposed project. The level of detail must be appropriate for the project's scope and complexity.

DBPR concluded a Gap analysis to determine the resources necessary to create a system that will be readily adopted by industry. The Gap analysis compares the current EDS functionality to the desired EDS functionality. The EDS Gap Analysis Report is available for review. A high level project schedule is included with this document.

Based on the AST Risk and Complexity Assessment, the EDS project has been categorized as a level two project and will not require IV&V. Project post implementation close-out will be conducted by DBPR's project management office.

NOTE: For IT projects with total cost in excess of \$10 million, the project scope, business objectives, and timelines described in this section must be consistent with existing or proposed substantive policy required in s. 216.023(4)(a)10, F.S.

VIII. Appendices

- A. Cost Benefit Analysis
- B. Risk Assessment Tool
- C. GAP Analysis

D. Inspector General Audit Report A-1314-BPR-002

| | | | |
|--------|--------------------------------|---------|-----------------------------------|
| Agency | <u>Business and Prof. Reg.</u> | Project | <u>Electronic Data Sub. (EDS)</u> |
|--------|--------------------------------|---------|-----------------------------------|

| Net Tangible Benefits - Operational Cost Changes (Costs of Current Operations versus Proposed Operations as a Result of the Project) and Additional Tangible Benefits -- CBAForm 1A | | | | | | | | | | | | | | | |
|---|------------------------|-------------------------|---|------------------------|-------------------------|---|------------------------|-------------------------|---|------------------------|-------------------------|---|------------------------|-------------------------|---|
| Agency <i>(Operations Only -- No Project Costs)</i> | FY 2015-16 | | | FY 2016-17 | | | FY 2017-18 | | | FY 2018-19 | | | FY 2019-20 | | |
| | (a) | (b) | (c) = (a)+(b) | (a) | (b) | (c) = (a) + (b) | (a) | (b) | (c) = (a) + (b) | (a) | (b) | (c) = (a) + (b) | (a) | (b) | (c) = (a) + (b) |
| | Existing Program Costs | Operational Cost Change | New Program Costs resulting from Proposed Project | Existing Program Costs | Operational Cost Change | New Program Costs resulting from Proposed Project | Existing Program Costs | Operational Cost Change | New Program Costs resulting from Proposed Project | Existing Program Costs | Operational Cost Change | New Program Costs resulting from Proposed Project | Existing Program Costs | Operational Cost Change | New Program Costs resulting from Proposed Project |
| A. Personnel -- Total FTE Costs (Salaries & Benefits) | \$101,532 | \$188,005 | \$289,537 | \$101,532 | \$188,005 | \$289,537 | \$101,532 | \$188,005 | \$289,537 | \$101,532 | \$188,005 | \$289,537 | \$101,532 | \$188,005 | \$289,537 |
| A.b Total FTE | 1.00 | 2.00 | 3.00 | 0.00 | 2.00 | 2.00 | 0.00 | 2.00 | 2.00 | 0.00 | 2.00 | 2.00 | 0.00 | 2.00 | 2.00 |
| A-1.a. State FTEs (Salaries & Benefits) | \$101,532 | \$188,005 | \$289,537 | \$101,532 | \$188,005 | \$289,537 | \$101,532 | \$188,005 | \$289,537 | \$101,532 | \$188,005 | \$289,537 | \$101,532 | \$188,005 | \$289,537 |
| A-1.b. State FTEs (# FTEs) | 1.00 | 2.00 | 3.00 | 0.00 | 2.00 | 2.00 | 0.00 | 2.00 | 2.00 | 0.00 | 2.00 | 2.00 | 0.00 | 2.00 | 2.00 |
| A-2.a. OPS FTEs (Salaries) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| A-2.b. OPS FTEs (# FTEs) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| A-3.a. Staff Augmentation (Contract Cost) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| A-3.b. Staff Augmentation (# of Contract FTEs) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| B. Data Processing -- Costs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| B-1. Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| B-2. Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| B-3. Other Specify | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| C. External Service Provider -- Costs | \$0 | \$0 | \$0 | \$0 | \$13,100 | \$13,100 | \$0 | \$13,100 | \$13,100 | \$0 | \$13,100 | \$13,100 | \$0 | \$13,100 | \$13,100 |
| C-1. Consultant Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| C-2. Maintenance & Support Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| C-3. Network / Hosting Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| C-4. Data Communications Services | \$0 | \$0 | \$0 | \$0 | \$13,100 | \$13,100 | \$0 | \$13,100 | \$13,100 | \$0 | \$13,100 | \$13,100 | \$0 | \$13,100 | \$13,100 |
| C-5. Other Specify | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| D. Plant & Facility -- Costs (including PDC services) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| E. Others -- Costs | \$2,000 | \$23,010 | \$25,010 | \$2,000 | \$12,566 | \$14,566 | \$2,000 | \$12,566 | \$14,566 | \$2,000 | \$12,566 | \$14,566 | \$2,000 | \$12,566 | \$14,566 |
| E-1. Training | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| E-2. Travel | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| E-3. Other Specify - State Slids. | \$2,000 | \$23,010 | \$25,010 | \$2,000 | \$12,566 | \$14,566 | \$2,000 | \$12,566 | \$14,566 | \$2,000 | \$12,566 | \$14,566 | \$2,000 | \$12,566 | \$14,566 |
| Total of Operational Costs (Rows A through E) | \$103,532 | \$211,015 | \$314,547 | \$103,532 | \$213,671 | \$317,203 | \$103,532 | \$213,671 | \$317,203 | \$103,532 | \$213,671 | \$317,203 | \$103,532 | \$213,671 | \$317,203 |
| F. Additional Tangible Benefits: | | \$0 | | | \$0 | | | \$1,708,712 | | | \$3,417,424 | | | \$5,177,915 | |
| F-1. Specify - Audit assessments | | \$0 | | | \$0 | | | \$1,860,528 | | | \$3,721,057 | | | \$5,637,965 | |
| F-2. Specify - Credits and Refunds | | \$0 | | | \$0 | | | (\$151,817) | | | (\$303,633) | | | (\$460,050) | |
| F-3. Specify | | \$0 | | | \$0 | | | \$0 | | | \$0 | | | \$0 | |
| Total Net Tangible Benefits: | | (\$211,015) | | | (\$213,671) | | | \$1,495,041 | | | \$3,203,753 | | | \$4,964,244 | |

| CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE -- CBAForm 1B | | |
|--|---------------------|---------------|
| Choose Type | Estimate Confidence | Enter % (+/-) |
| Detailed/Rigorous | Confidence Level | |
| Order of Magnitude | Confidence Level | 15% |
| Placeholder | Confidence Level | |

Variance due to economic fluctuations and pending legal cases

Department of business and Professional Regulation

Electronic Data Submission (EDS) System

CBA Form 2A Baseline Project Budget

Costs entered into each row are mutually exclusive. Insert rows for detail and modify appropriation categories as necessary, but do not remove any of the provided project cost elements. Reference vendor quotes in the Item Description where applicable. Include only one-time project costs in this table. Include any recurring costs in CBA Form 1A.

| | | | CBA Form 2A Baseline Project Budget | | | | | | | | | | | | | | | | |
|--|---------------------------------------|------------------------|---|------------------|----------|------------------|------------------|--------------|------------------|------------------|----------|------------------|------------------|----------|------------------|------------------|----------|------------------|--------------|
| | | | FY2015-16 | | | FY2016-17 | | | FY2017-18 | | | FY2018-19 | | | FY2019-20 | | | TOTAL | |
| | | | \$ 28,124 | \$ - | | \$ 1,226,680 | | \$ - | | \$ - | | \$ - | | \$ - | | \$ 1,254,804 | | | |
| Item Description (remove guidelines and annotate entries here) | Project Cost Element | Appropriation Category | Current & Previous Years Project-Related Cost | YR 1 Base Budget | | | YR 2 Base Budget | | | YR 3 Base Budget | | | YR 4 Base Budget | | | YR 5 Base Budget | | | TOTAL |
| | | | | YR 1 # | YR 1 LBR | YR 1 Base Budget | YR 2 # | YR 2 LBR | YR 2 Base Budget | YR 3 # | YR 3 LBR | YR 3 Base Budget | YR 4 # | YR 4 LBR | YR 4 Base Budget | YR 5 # | YR 5 LBR | YR 5 Base Budget | |
| Costs for all state employees working on the project. | FTE | S&B | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | \$ - |
| Costs for all OPS employees working on the project. | OPS | OPS | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | \$ - |
| Staffing costs for personnel using Time & Expense. | Staff Augmentation | Contracted Services | \$ - | 0.00 | \$ - | \$ - | 6.00 | \$ 1,226,680 | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | \$ 1,226,680 |
| Project management personnel and related deliverables. | Project Management | Contracted Services | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | \$ - |
| Project oversight (IV&V) personnel and related deliverables. | Project Oversight | Contracted Services | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | \$ - |
| Staffing costs for all professional services not included in other categories. | Consultants/Contractors | Contracted Services | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | \$ - |
| Separate requirements analysis and feasibility study procurements. | Project Planning/Analysis | Contracted Services | \$ 28,124 | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | \$ 28,124 |
| Hardware purchases not included in Primary Data Center services. | Hardware | OCO | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Commercial software purchases and licensing costs. | Commercial Software | Contracted Services | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Professional services with fixed-price costs (i.e. software development, installation, project documentation) | Project Deliverables | Contracted Services | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | \$ - |
| All first-time training costs associated with the project. | Training | Contracted Services | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Include the quote received from the state data center for project equipment and services. Only include one-time project costs in this row. Recurring, project-related data center costs are included in CBA Form 1A. | Data Center Services - One Time Costs | Data Center Category | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Other contracted services not included in other categories. | Other Services | Contracted Services | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Include costs for non-state data center equipment required by the project and the proposed solution (insert additional rows as needed for detail) | Equipment | Expense | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Include costs associated with leasing space for project personnel. | Leased Space | Expense | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Other project expenses not included in other categories. | Other Expenses | Expense | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total | | | \$ 28,124 | 0.00 | \$ - | \$ - | 6.00 | \$ 1,226,680 | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | 0.00 | \$ - | \$ - | \$ 1,254,804 |

CBAForm 2 - Project Cost Analysis

| | |
|---------------------------------------|---|
| Agency <u>Business and Prof. Reg.</u> | Project <u>Electronic Data Sub. (EDS)</u> |
|---------------------------------------|---|

| PROJECT COST SUMMARY | PROJECT COST SUMMARY (from CBAForm 2A) | | | | | TOTAL |
|---|--|-------------|-------------|-------------|-------------|-------------|
| | FY 2015-16 | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | |
| TOTAL PROJECT COSTS (*) | \$0 | \$1,226,680 | \$0 | \$0 | \$0 | \$1,254,804 |
| CUMULATIVE PROJECT COSTS <i>(includes Current & Previous Years' Project-Related Costs)</i> | \$28,124 | \$1,254,804 | \$1,254,804 | \$1,254,804 | \$1,254,804 | |
| Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet. | | | | | | |

| PROJECT FUNDING SOURCES | PROJECT FUNDING SOURCES - CBAForm 2B | | | | | TOTAL |
|--|--------------------------------------|-------------|-------------|-------------|-------------|-------------|
| | FY 2015-16 | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | |
| General Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Trust Fund | \$28,124 | \$1,254,804 | \$0 | \$0 | \$0 | \$1,282,928 |
| Federal Match <input type="checkbox"/> | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants <input type="checkbox"/> | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other <input type="checkbox"/> Specify | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL INVESTMENT | \$28,124 | \$1,254,804 | \$0 | \$0 | \$0 | \$1,282,928 |
| CUMULATIVE INVESTMENT | \$28,124 | \$1,282,928 | \$1,282,928 | \$1,282,928 | \$1,282,928 | |

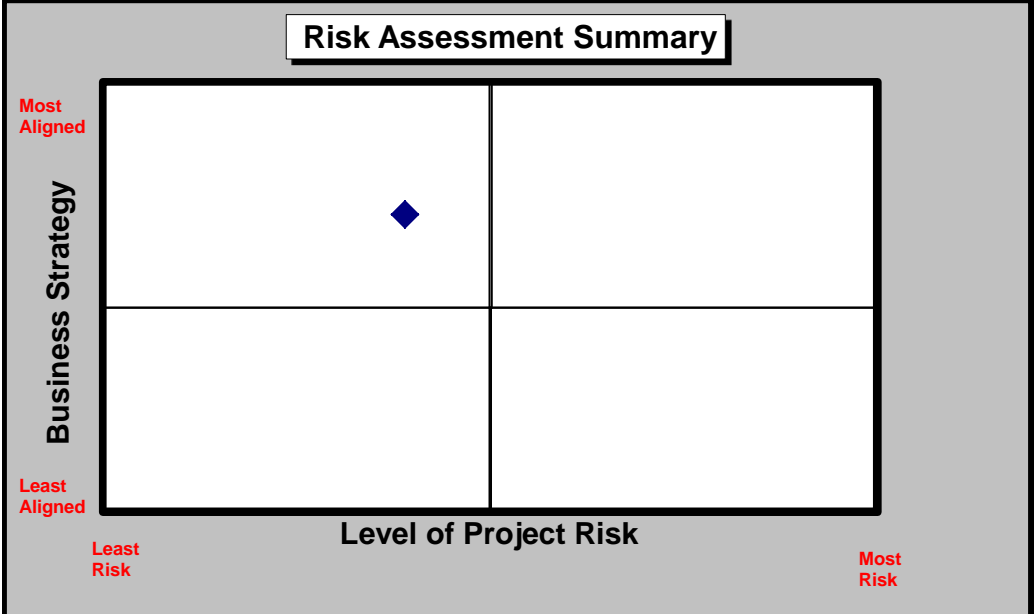
| Characterization of Project Cost Estimate - CBAForm 2C | | | |
|--|---------------------|---------------|---|
| Choose Type | Estimate Confidence | Enter % (+/-) | |
| Detailed/Rigorous | Confidence Level | 10% | Variance due to project cost deviation. |
| Order of Magnitude | Confidence Level | | |
| Placeholder | Confidence Level | | |

| <i>COST BENEFIT ANALYSIS -- CBAForm 3A</i> | | | | | | |
|--|-------------|---------------|-------------|-------------|-------------|---------------------|
| | FY 2015-16 | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | TOTAL FOR ALL YEARS |
| Project Cost | \$0 | \$1,226,680 | \$0 | \$0 | \$0 | \$1,254,804 |
| Net Tangible Benefits | (\$211,015) | (\$213,671) | \$1,495,041 | \$3,203,753 | \$4,964,244 | \$9,238,352 |
| Return on Investment | (\$239,139) | (\$1,440,351) | \$1,495,041 | \$3,203,753 | \$4,964,244 | \$7,983,548 |
| Year to Year Change in Program Staffing | 2 | 2 | 2 | 2 | 2 | |

| <i>RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B</i> | | |
|--|-------------|---|
| Payback Period (years) | 3 | Payback Period is the time required to recover the investment costs of the project. |
| Breakeven Fiscal Year | 2018-19 | Fiscal Year during which the project's investment costs are recovered. |
| Net Present Value (NPV) | \$6,366,567 | NPV is the present-day value of the project's benefits less costs over the project's lifecycle. |
| Internal Rate of Return (IRR) | 111.58% | IRR is the project's rate of return. |

| <i>Investment Interest Earning Yield -- CBAForm 3C</i> | | | | | |
|--|------------|------------|------------|------------|------------|
| Fiscal Year | FY 2015-16 | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 |
| Cost of Capital | 1.94% | 2.07% | 3.18% | 4.32% | 4.85% |

| | | |
|--|---|-------------------|
| Project | <i>EDS Upgrade Project</i> | |
| Agency | <i>Department of Business and Professional Regulation</i> | |
| FY 2016-17 LBR Issue Code: | FY 2016-17 LBR Issue Title: | |
| <i>36330C0</i> | <i>Electronic Data Submission System (EDS)</i> | |
| Risk Assessment Contact Info (Name, Phone #, and E-mail Address): | | |
| <i>Robin Jordan, 850-717-1046, robin.jordan@myfloridalicense.com</i> | | |
| Executive Sponsor | <i>Thomas Philpot</i> | |
| Project Manager | <i>Robin Jordan</i> | |
| Prepared By | <i>Project Team</i> | <i>11/21/2014</i> |



| Project Risk Area Breakdown | |
|---|----------------------|
| Risk Assessment Areas | Risk Exposure |
| Strategic Assessment | LOW |
| Technology Exposure Assessment | MEDIUM |
| Organizational Change Management Assessment | MEDIUM |
| Communication Assessment | LOW |
| Fiscal Assessment | MEDIUM |
| Project Organization Assessment | MEDIUM |
| Project Management Assessment | MEDIUM |
| Project Complexity Assessment | MEDIUM |
| Overall Project Risk | MEDIUM |

| Section 1 -- Strategic Area | | | |
|-----------------------------|---|--|---|
| # | Criteria | Values | Answer |
| 1.01 | Are project objectives clearly aligned with the agency's legal mission? | 0% to 40% -- Few or no objectives aligned | 81% to 100% -- All or nearly all objectives aligned |
| | | 41% to 80% -- Some objectives aligned | |
| | | 81% to 100% -- All or nearly all objectives aligned | |
| 1.02 | Are project objectives clearly documented and understood by all stakeholder groups? | Not documented or agreed to by stakeholders | Documented with sign-off by stakeholders |
| | | Informal agreement by stakeholders | |
| | | Documented with sign-off by stakeholders | |
| 1.03 | Are the project sponsor, senior management, and other executive stakeholders actively involved in meetings for the review and success of the project? | Not or rarely involved | Most regularly attend executive steering committee meetings |
| | | Most regularly attend executive steering committee meetings | |
| | | Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings | |
| 1.04 | Has the agency documented its vision for how changes to the proposed technology will improve its business processes? | Vision is not documented | Vision is completely documented |
| | | Vision is partially documented | |
| | | Vision is completely documented | |
| 1.05 | Have all project business/program area requirements, assumptions, constraints, and priorities been defined and documented? | 0% to 40% -- Few or none defined and documented | 41% to 80% -- Some defined and documented |
| | | 41% to 80% -- Some defined and documented | |
| | | 81% to 100% -- All or nearly all defined and documented | |
| 1.06 | Are all needed changes in law, rule, or policy identified and documented? | No changes needed | No changes needed |
| | | Changes unknown | |
| | | Changes are identified in concept only | |
| | | Changes are identified and documented | |
| | | Legislation or proposed rule change is drafted | |
| 1.07 | Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions? | Few or none | Few or none |
| | | Some | |
| | | All or nearly all | |
| 1.08 | What is the external (e.g. public) visibility of the proposed system or project? | Minimal or no external use or visibility | Minimal or no external use or visibility |
| | | Moderate external use or visibility | |
| | | Extensive external use or visibility | |
| 1.09 | What is the internal (e.g. state agency) visibility of the proposed system or project? | Multiple agency or state enterprise visibility | Use or visibility at division and/or bureau level only |
| | | Single agency-wide use or visibility | |
| | | Use or visibility at division and/or bureau level only | |
| 1.10 | Is this a multi-year project? | Greater than 5 years | Between 1 and 3 years |
| | | Between 3 and 5 years | |
| | | Between 1 and 3 years | |
| | | 1 year or less | |

| Section 2 -- Technology Area | | | |
|------------------------------|--|--|--|
| # | Criteria | Values | Answer |
| 2.01 | Does the agency have experience working with, operating, and supporting the proposed technology in a production environment? | Read about only or attended conference and/or vendor presentation | Installed and supported production system more than 3 years |
| | | Supported prototype or production system less than 6 months | |
| | | Supported production system 6 months to 12 months | |
| | | Supported production system 1 year to 3 years | |
| | | Installed and supported production system more than 3 years | |
| 2.02 | Does the agency's internal staff have sufficient knowledge of the proposed technology to implement and operate the new system? | External technical resources will be needed for implementation and operations | External technical resources will be needed through implementation only |
| | | External technical resources will be needed through implementation only | |
| | | Internal resources have sufficient knowledge for implementation and operations | |
| 2.03 | Have all relevant technology alternatives/ solution options been researched, documented and considered? | No technology alternatives researched | Some alternatives documented and considered |
| | | Some alternatives documented and considered | |
| | | All or nearly all alternatives documented and considered | |
| 2.04 | Does the proposed technology comply with all relevant agency, statewide, or industry technology standards? | No relevant standards have been identified or incorporated into proposed technology | Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards |
| | | Some relevant standards have been incorporated into the proposed technology | |
| | | Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards | |
| 2.05 | Does the proposed technology require significant change to the agency's existing technology infrastructure? | Minor or no infrastructure change required | Minor or no infrastructure change required |
| | | Moderate infrastructure change required | |
| | | Extensive infrastructure change required | |
| | | Complete infrastructure replacement | |
| 2.06 | Are detailed hardware and software capacity requirements defined and documented? | Capacity requirements are not understood or defined | Capacity requirements are defined only at a conceptual level |
| | | Capacity requirements are defined only at a conceptual level | |
| | | Capacity requirements are based on historical data and new system design specifications and performance requirements | |

| Section 3 -- Organizational Change Management Area | | | |
|--|--|--|--|
| # | Criteria | Values | Answer |
| 3.01 | What is the expected level of organizational change that will be imposed within the agency if the project is successfully implemented? | Extensive changes to organization structure, staff or business processes | Minimal changes to organization structure, staff or business processes structure |
| | | Moderate changes to organization structure, staff or business processes | |
| | | Minimal changes to organization structure, staff or business processes structure | |
| 3.02 | Will this project impact essential business processes? | Yes | Yes |
| | | No | |
| 3.03 | Have all business process changes and process interactions been defined and documented? | 0% to 40% -- Few or no process changes defined and documented | 81% to 100% -- All or nearly all processes defined and documented |
| | | 41% to 80% -- Some process changes defined and documented | |
| | | 81% to 100% -- All or nearly all processes defined and documented | |
| 3.04 | Has an Organizational Change Management Plan been approved for this project? | Yes | No |
| | | No | |
| 3.05 | Will the agency's anticipated FTE count change as a result of implementing the project? | Over 10% FTE count change | Less than 1% FTE count change |
| | | 1% to 10% FTE count change | |
| | | Less than 1% FTE count change | |
| 3.06 | Will the number of contractors change as a result of implementing the project? | Over 10% contractor count change | Less than 1% contractor count change |
| | | 1 to 10% contractor count change | |
| | | Less than 1% contractor count change | |
| 3.07 | What is the expected level of change impact on the citizens of the State of Florida if the project is successfully implemented? | Extensive change or new way of providing/receiving services or information) | Minor or no changes |
| | | Moderate changes | |
| | | Minor or no changes | |
| 3.08 | What is the expected change impact on other state or local government agencies as a result of implementing the project? | Extensive change or new way of providing/receiving services or information | Minor or no changes |
| | | Moderate changes | |
| | | Minor or no changes | |
| 3.09 | Has the agency successfully completed a project with similar organizational change requirements? | No experience/Not recently (>5 Years) | Recently completed project with greater change requirements |
| | | Recently completed project with fewer change requirements | |
| | | Recently completed project with similar change requirements | |
| | | Recently completed project with greater change requirements | |

Agency: Agency Name

Project: Project Name

| Section 4 -- Communication Area | | | |
|---------------------------------|--|--|--|
| # | Criteria | Value Options | Answer |
| 4.01 | Has a documented Communication Plan been approved for this project? | Yes | Yes |
| | | No | |
| 4.02 | Does the project Communication Plan promote the collection and use of feedback from management, project team, and business stakeholders (including end users)? | Negligible or no feedback in Plan | Proactive use of feedback in Plan |
| | | Routine feedback in Plan | |
| | | Proactive use of feedback in Plan | |
| 4.03 | Have all required communication channels been identified and documented in the Communication Plan? | Yes | Yes |
| | | No | |
| 4.04 | Are all affected stakeholders included in the Communication Plan? | Yes | Yes |
| | | No | |
| 4.05 | Have all key messages been developed and documented in the Communication Plan? | Plan does not include key messages | Some key messages have been developed |
| | | Some key messages have been developed | |
| | | All or nearly all messages are documented | |
| 4.06 | Have desired message outcomes and success measures been identified in the Communication Plan? | Plan does not include desired messages outcomes and success measures | Success measures have been developed for some messages |
| | | Success measures have been developed for some messages | |
| | | All or nearly all messages have success measures | |
| 4.07 | Does the project Communication Plan identify and assign needed staff and resources? | Yes | Yes |
| | | No | |

| Section 5 -- Fiscal Area | | | |
|--------------------------|--|---|---|
| # | Criteria | Values | Answer |
| 5.01 | Has a documented Spending Plan been approved for the entire project lifecycle? | Yes | Yes |
| | | No | |
| 5.02 | Have all project expenditures been identified in the Spending Plan? | 0% to 40% -- None or few defined and documented | 81% to 100% -- All or nearly all defined and documented |
| | | 41% to 80% -- Some defined and documented | |
| | | 81% to 100% -- All or nearly all defined and documented | |
| 5.03 | What is the estimated total cost of this project over its entire lifecycle? | Unknown | Between \$500K and \$1,999,999 |
| | | Greater than \$10 M | |
| | | Between \$2 M and \$10 M | |
| | | Between \$500K and \$1,999,999 | |
| 5.04 | Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model? | Yes | Yes |
| | | No | |
| 5.05 | What is the character of the cost estimates for this project? | Detailed and rigorous (accurate within ±10%) | Detailed and rigorous (accurate within ±10%) |
| | | Order of magnitude – estimate could vary between 10-100% | |
| | | Placeholder – actual cost may exceed estimate by more than 100% | |
| 5.06 | Are funds available within existing agency resources to complete this project? | Yes | No |
| | | No | |
| 5.07 | Will/should multiple state or local agencies help fund this project or system? | Funding from single agency | Funding from single agency |
| | | Funding from local government agencies | |
| | | Funding from other state agencies | |
| 5.08 | If federal financial participation is anticipated as a source of funding, has federal approval been requested and received? | Neither requested nor received | Not applicable |
| | | Requested but not received | |
| | | Requested and received | |
| | | Not applicable | |
| 5.09 | Have all tangible and intangible benefits been identified and validated as reliable and achievable? | Project benefits have not been identified or validated | All or nearly all project benefits have been identified and validated |
| | | Some project benefits have been identified but not validated | |
| | | Most project benefits have been identified but not validated | |
| | | All or nearly all project benefits have been identified and validated | |
| 5.10 | What is the benefit payback period that is defined and documented? | Within 1 year | Within 3 years |
| | | Within 3 years | |
| | | Within 5 years | |
| | | More than 5 years | |
| | | No payback | |
| 5.11 | Has the project procurement strategy been clearly determined and agreed to by affected stakeholders? | Procurement strategy has not been identified and documented | Procurement strategy has not been identified and documented |
| | | Stakeholders have not been consulted re: procurement strategy | |
| | | Stakeholders have reviewed and approved the proposed procurement strategy | |
| 5.12 | What is the planned approach for acquiring necessary products and solution services to successfully complete the project? | Time and Expense (T&E) | Combination FFP and T&E |
| | | Firm Fixed Price (FFP) | |
| | | Combination FFP and T&E | |
| 5.13 | What is the planned approach for procuring hardware and software for the project? | Timing of major hardware and software purchases has not yet been determined | Just-in-time purchasing of hardware and software is documented in the project schedule |
| | | Purchase all hardware and software at start of project to take advantage of one-time discounts | |
| | | Just-in-time purchasing of hardware and software is documented in the project schedule | |
| 5.14 | Has a contract manager been assigned to this project? | No contract manager assigned | Contract manager assigned is not the procurement manager or the project manager |
| | | Contract manager is the procurement manager | |
| | | Contract manager is the project manager | |
| | | Contract manager assigned is not the procurement manager or the project manager | |
| 5.15 | Has equipment leasing been considered for the project's large-scale computing purchases? | Yes | Yes |
| | | No | |
| 5.16 | Have all procurement selection criteria and outcomes been clearly identified? | No selection criteria or outcomes have been identified | All or nearly all selection criteria and expected outcomes have been defined and documented |
| | | Some selection criteria and outcomes have been defined and documented | |
| | | All or nearly all selection criteria and expected outcomes have been defined and documented | |
| 5.17 | Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate? | Procurement strategy has not been developed | Procurement strategy has not been developed |
| | | Multi-stage evaluation not planned/used for procurement | |
| | | Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor | |
| 5.18 | For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response? | Procurement strategy has not been developed | Not applicable |
| | | No, bid response did/will not require proof of concept or prototype | |
| | | Yes, bid response did/will include proof of concept or prototype | |
| | | Not applicable | |

| Section 6 -- Project Organization Area | | | |
|--|--|--|--|
| # | Criteria | Values | Answer |
| 6.01 | Is the project organization and governance structure clearly defined and documented within an approved project plan? | Yes | Yes |
| | | No | |
| 6.02 | Have all roles and responsibilities for the executive steering committee been clearly identified? | None or few have been defined and documented | All or nearly all have been defined and documented |
| | | Some have been defined and documented | |
| | | All or nearly all have been defined and documented | |
| 6.03 | Who is responsible for integrating project deliverables into the final solution? | Not yet determined | Agency |
| | | Agency | |
| | | System Integrator (contractor) | |
| 6.04 | How many project managers and project directors will be responsible for managing the project? | 3 or more | 3 or more |
| | | 2 | |
| | | 1 | |
| 6.05 | Has a project staffing plan specifying the number of required resources (including project team, program staff, and contractors) and their corresponding roles, responsibilities and needed skill levels been developed? | Needed staff and skills have not been identified | Some or most staff roles and responsibilities and needed skills have been identified |
| | | Some or most staff roles and responsibilities and needed skills have been identified | |
| | | Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented | |
| 6.06 | Is an experienced project manager dedicated fulltime to the project? | No experienced project manager assigned | Yes, experienced project manager dedicated full-time, 100% to project |
| | | No, project manager is assigned 50% or less to project | |
| | | No, project manager assigned more than half-time, but less than full-time to project | |
| | | Yes, experienced project manager dedicated full-time, 100% to project | |
| 6.07 | Are qualified project management team members dedicated full-time to the project | None | Yes, business, functional or technical experts dedicated full-time, 100% to project |
| | | No, business, functional or technical experts dedicated 50% or less to project | |
| | | No, business, functional or technical experts dedicated more than half-time but less than full-time to project | |
| | | Yes, business, functional or technical experts dedicated full-time, 100% to project | |
| 6.08 | Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources? | Few or no staff from in-house resources | Mostly staffed from in-house resources |
| | | Half of staff from in-house resources | |
| | | Mostly staffed from in-house resources | |
| | | Completely staffed from in-house resources | |
| 6.09 | Is agency IT personnel turnover expected to significantly impact this project? | Minimal or no impact | Minimal or no impact |
| | | Moderate impact | |
| | | Extensive impact | |
| 6.10 | Does the project governance structure establish a formal change review and control board to address proposed changes in project scope, schedule, or cost? | Yes | Yes |
| | | No | |
| 6.11 | Are all affected stakeholders represented by functional manager on the change review and control board? | No board has been established | Yes, all stakeholders are represented by functional manager |
| | | No, only IT staff are on change review and control board | |
| | | No, all stakeholders are not represented on the board | |
| | | Yes, all stakeholders are represented by functional manager | |

| Section 7 -- Project Management Area | | | |
|--------------------------------------|--|--|--|
| # | Criteria | Values | Answer |
| 7.01 | Does the project management team use a standard commercially available project management methodology to plan, implement, and control the project? | No | Yes |
| | | Project Management team will use the methodology selected by the systems integrator | |
| | | Yes | |
| 7.02 | For how many projects has the agency successfully used the selected project management methodology? | None | More than 3 |
| | | 1-3 | |
| | | More than 3 | |
| 7.03 | How many members of the project team are proficient in the use of the selected project management methodology? | None | All or nearly all |
| | | Some | |
| | | All or nearly all | |
| 7.04 | Have all requirements specifications been unambiguously defined and documented? | 0% to 40% -- None or few have been defined and documented | 41 to 80% -- Some have been defined and documented |
| | | 41 to 80% -- Some have been defined and documented | |
| | | 81% to 100% -- All or nearly all have been defined and documented | |
| 7.05 | Have all design specifications been unambiguously defined and documented? | 0% to 40% -- None or few have been defined and documented | 0% to 40% -- None or few have been defined and documented |
| | | 41 to 80% -- Some have been defined and documented | |
| | | 81% to 100% -- All or nearly all have been defined and documented | |
| 7.06 | Are all requirements and design specifications traceable to specific business rules? | 0% to 40% -- None or few are traceable | 0% to 40% -- None or few are traceable |
| | | 41 to 80% -- Some are traceable | |
| | | 81% to 100% -- All or nearly all requirements and specifications are traceable | |
| 7.07 | Have all project deliverables/services and acceptance criteria been clearly defined and documented? | None or few have been defined and documented | None or few have been defined and documented |
| | | Some deliverables and acceptance criteria have been defined and documented | |
| | | All or nearly all deliverables and acceptance criteria have been defined and documented | |
| 7.08 | Is written approval required from executive sponsor, business stakeholders, and project manager for review and sign-off of major project deliverables? | No sign-off required | Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables |
| | | Only project manager signs-off | |
| | | Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables | |
| 7.09 | Has the Work Breakdown Structure (WBS) been defined to the work package level for all project activities? | 0% to 40% -- None or few have been defined to the work package level | 0% to 40% -- None or few have been defined to the work package level |
| | | 41 to 80% -- Some have been defined to the work package level | |
| | | 81% to 100% -- All or nearly all have been defined to the work package level | |
| 7.10 | Has a documented project schedule been approved for the entire project lifecycle? | Yes | Yes |
| | | No | |
| 7.11 | Does the project schedule specify all project tasks, go/no-go decision points (checkpoints), critical milestones, and resources? | Yes | No |
| | | No | |
| 7.12 | Are formal project status reporting processes documented and in place to manage and control this project? | No or informal processes are used for status reporting | Project team uses formal processes |
| | | Project team uses formal processes | |
| | | Project team and executive steering committee use formal status reporting processes | |
| 7.13 | Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available? | No templates are available | All planning and reporting templates are available |
| | | Some templates are available | |
| | | All planning and reporting templates are available | |
| 7.14 | Has a documented Risk Management Plan been approved for this project? | Yes | No |
| | | No | |
| 7.15 | Have all known project risks and corresponding mitigation strategies been identified? | None or few have been defined and documented | None or few have been defined and documented |
| | | Some have been defined and documented | |
| | | All known risks and mitigation strategies have been defined | |
| 7.16 | Are standard change request, review and approval processes documented and in place for this project? | Yes | Yes |
| | | No | |
| 7.17 | Are issue reporting and management processes documented and in place for this project? | Yes | Yes |
| | | No | |

| Section 8 -- Project Complexity Area | | | |
|--------------------------------------|--|--|--|
| # | Criteria | Values | Answer |
| 8.01 | How complex is the proposed solution compared to the current agency systems? | Unknown at this time | Less complex |
| | | More complex | |
| | | Similar complexity | |
| | | Less complex | |
| 8.02 | Are the business users or end users dispersed across multiple cities, counties, districts, or regions? | Single location | More than 3 sites |
| | | 3 sites or fewer | |
| | | More than 3 sites | |
| 8.03 | Are the project team members dispersed across multiple cities, counties, districts, or regions? | Single location | More than 3 sites |
| | | 3 sites or fewer | |
| | | More than 3 sites | |
| 8.04 | How many external contracting or consulting organizations will this project require? | No external organizations | 1 to 3 external organizations |
| | | 1 to 3 external organizations | |
| | | More than 3 external organizations | |
| 8.05 | What is the expected project team size? | Greater than 15 | Greater than 15 |
| | | 9 to 15 | |
| | | 5 to 8 | |
| | | Less than 5 | |
| 8.06 | How many external entities (e.g., other agencies, community service providers, or local government entities) will be impacted by this project or system? | More than 4 | None |
| | | 2 to 4 | |
| | | 1 | |
| | | None | |
| 8.07 | What is the impact of the project on state operations? | Business process change in single division or bureau | Business process change in single division or bureau |
| | | Agency-wide business process change | |
| | | Statewide or multiple agency business process change | |
| 8.08 | Has the agency successfully completed a similarly-sized project when acting as Systems Integrator? | Yes | Yes |
| | | No | |
| 8.09 | What type of project is this? | Infrastructure upgrade | Combination of the above |
| | | Implementation requiring software development or purchasing commercial off the shelf (COTS) software | |
| | | Business Process Reengineering | |
| | | Combination of the above | |
| 8.10 | Has the project manager successfully managed similar projects to completion? | No recent experience | Greater size and complexity |
| | | Lesser size and complexity | |
| | | Similar size and complexity | |
| | | Greater size and complexity | |
| 8.11 | Does the agency management have experience governing projects of equal or similar size and complexity to successful completion? | No recent experience | Greater size and complexity |
| | | Lesser size and complexity | |
| | | Similar size and complexity | |
| | | Greater size and complexity | |


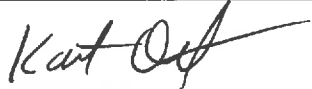

| | | | |
|---|--|---|--|
|  <p>License efficiently. Regulate fairly.</p> | | DBPR Department of Business & Professional Regulation Division of Technology Northwood Centre 1940 North Monroe Street Tallahassee, Florida 32399-0781 | |
| Document Number/Name: | Alcoholic Beverages and Tobacco (AB&T) Electronic Data Submission (EDS) System Gap Analysis Report | | |
| Description and Purpose: | The AB&T EDS Gap Analysis Report documents findings from internal and external stakeholder interviews, analyzes the As-Is State of the EDS system, compiles technical information on EDS program software, non-functional attributes, technical infrastructure, and business processes. The To-Be State is defined, and gaps between the As-Is State and the To-Be State are identified with recommendations on technical modifications or enhancements necessary to close the reported gaps. Detailed requirement drafting and design of software specifications will be completed in a subsequent process. | | |
| Change Authority: | Chad Pickett, PMP Project Manager | Created By: | Division of Technology Strategic Services |
| Approval By: | Kathy Ott Chief Information Officer | | |
| Signature: |  | Date: | 12/4/2014 |
| Approval By: | William Spicola Director, AB&T | | |
| Signature: |  | Date: | 12/4/14 |

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Definitions and Acronyms

| | |
|---|--|
| Active Directory | A Microsoft directory service for Windows domain networks that authenticates and authorizes all users and computers on the DBPR internal network |
| Cross-checking | An automated process utilized by Audit programs to match the data that the Distributors reported buying from the Manufacturers against the data that the Manufacturers reported selling to the Distributors and matching data that distributors report selling/transferring to other distributors |
| <i>Database:</i> Table | A collection of related data (e.g. in a relational database) contained in a structured format within a database, consisting of fields (columns), and rows |
| <i>Database:</i> Index | A copy of select columns of data from a table that can be searched very efficiently, improving the speed of data retrieval from a database table. Although there is a “cost” to maintain indexes within a database (indexes require their own writes and storage space), indexes can help to quickly locate data without having to search every row in a database table, every time a database table is accessed |
| <i>Database:</i> Query | A request for information from a database or information system. Structured Query Language (SQL) is a common type of database query utilized with relational databases like EDS’, which utilize Microsoft SQL Server Databases |
| EDS | Electronic Data Submission System |
| Flat File | A plain text file or a binary file, generally with comma-separated values to separate unique fields |
| File Transfer Protocol (FTP) | A protocol utilized to transfer large amounts of data from user generated flat files into EDS |
| FTP Access Control | Access to FTP is granted on the FTP Server to allow external users permission to use the FTP upload process |
| Grid-based layout | EDS utilizes native off-the-shelf .NET Framework 3.5 for its table-based layout of user entered information, input and/or output (e.g. product transaction detail) |
| GUIDE Audit Program | An internally developed, legacy application utilized by AB&T to assign, schedule, and track audit results |
| Hypertext Transfer Protocol (HTTP) | Hypertext is application layer structured text using hyperlinks between nodes containing text. HTTP is the protocol by which hypertext is transferred throughout the Internet |
| HTTPS | Hypertext Transfer Protocol Secure (HTTPS) provides for secure communication over a computer network (or the Internet) utilizing the Transport Layer Security (TLS) cryptographic security protocol |
| <i>Inventory:</i> Physical Inventory | An inventory conducted by AB&T in conjunction with the licensed entity to physically count product (e.g. stamps, packs of cigarettes, cases of beer) |
| <i>Inventory:</i> Book Inventory | Inventory recorded by the licensee on monthly Tax Reports in EDS based on transactions reflecting product received and product outgoing |
| <i>Inventory:</i> Actual Inventory | Physical count of a licensee’s product. The actual inventory may vary from the reported book inventory |
| Legacy | A legacy system is an old or outdated method, technology, application program, or computer system. EDS was intended to replace numerous outdated, non-integrated, stand-alone legacy applications, but some legacy audit systems and separate databases are still in use |

| | |
|---|--|
| Online Transaction Processing (OLTP) | The method used by the EDS database for data entry and retrieval of data |
| Online Analytical Processing (OLAP) | The method used by data warehouse environments to offer advanced online analytical processing capability and added tools for data analysis |
| <i>Reporting:</i> Compliance Reporting | Non-tax related EDS reports confirming an entity has complied with a particular set of regulations |
| <i>Reports:</i> Tax Reports | The actual excise tax reporting forms used by licensees to report their tax on sales of alcohol, tobacco and other tobacco products (e.g. OTP Report) |
| <i>Reports:</i> Custom Reports | Reports built to pull data from the EDS system |
| Rough Order of Magnitude (ROM) | An estimation of the project's level of effort. The primary purpose of the ROM estimate is to provide an estimated level of effort to complete each technical modification of the system. The scale of estimation used for this ROM is Low at 41-80 hours, Medium at 81-480 hours, and High at 481 -1040 hours |
| State: As-Is | The current state or condition of the functionality within the EDS system and current business processes related to the EDS system |
| State: To-Be | The desired state of EDS functionality, including requested enhancements and desired business processes |
| State: Gap | The difference between the As-Is and To-Be states |
| User Account | A unique identifier assigned to a user for authentication purposes to login to a DBPR information system |
| <i>Users:</i> Internal Users | Any DBPR employee who has been granted access to EDS and authenticates to the system using Active Directory credentials. Opinions and observations of internal users reflected in this report represent a sample of internal users frequently accessing the EDS system as identified by AB&T management |
| <i>Users:</i> External Users | Any licensee or supplier who sets up a user account with a unique username and password to access the EDS system from an external site. Opinions and observations of external users reflected in this report represent a subgroup of external users identified by AB&T management for participation in this analysis |
| <i>Users:</i> Non-Users | EDS system stakeholders that do not currently use the system |
| web.config | In the EDS system the web.config is a settings file used to allow connection changes to the database |

1 Introduction

1.1 Background

The Department of Business and Professional Regulation’s (DBPR) Division of Alcoholic Beverages and Tobacco’s (AB&T) Electronic Data Submission (EDS) System was initially built in 2009 to replace numerous outdated, non-integrated, stand-alone legacy applications; to eliminate or greatly reduce the monthly report paper submission requirements of reporting entities; and to reconcile data pertaining to alcoholic beverage and tobacco product information supplied by the reporting entities. Major development of the system ceased in June 2010, and at that time, the EDS system remained only partially developed. This partially developed EDS system is now in limited use by both internal ABT auditing staff and external industry stakeholders.

As requested by AB&T management, the DBPR Office of Inspector General (IG) conducted an audit of the EDS system and published findings in the June 2014 Audit Report A-1314-BPR-002. The IG audit’s objectives were to evaluate current development and use of the EDS system and to identify potential internal control weaknesses and risks associated with use of a partially-completed system.

In response to the audit report, its findings and recommendations, a gap analysis was initiated to create a report of the As-Is State of the EDS system, the To-Be State based on internal and external stakeholder recommendations, and the desired business process for ABT and the Division of Technology to support a completed To-Be EDS system. This report will assist DBPR in identifying and determining the extent of system maintenance and/or enhancements needed to address issues with the system’s electronic tax reporting functionality and will evaluate whether sufficient information technology and management resources are available for the required system maintenance. This report will also identify the internal controls needed to assure the integrity of data in the system and will outline the controls to be considered in design and implementation of any plans for system maintenance, infrastructure high availability and disaster recovery. Based on this analysis, the Project Team will recommend whether the continued operation of the EDS system as presently configured is advisable.

ABT and the DBPR Division of Technology anticipate this report will also provide the groundwork for a new comprehensive systems development project to complete the EDS system. Hardware and infrastructure components needed to support a To-Be EDS system as outlined in this report will be discussed and will be anticipated to be more specifically detailed in a systems development project once authorized.

1.2 Scope

This report consists of a gap analysis of the EDS system, which documents and compares As-Is EDS functionality to the To-Be EDS functionality, provides recommendations to close the reported gaps, ascertains an estimate of the number of hours needed to close the reported gaps, and provides a recommendation regarding personnel positions needed to maintain and enhance the system once upgraded to full production mode. Interviews were conducted with internal and external stakeholders to gather input from tax reporting entities in both the alcohol and tobacco industries. The report also includes an assessment of technical requirements needed to implement high-availability and disaster recovery capabilities at DBPR.

1.2.1 In Scope

The following objectives are included within the scope of the gap analysis report:

- Document the current “As-Is” business processes and technical functionality of EDS
- Document the desired “To Be” functions and business processes to be automated within EDS
- Conduct an analysis and provide documentation of the gap between the “As Is” EDS functionality and the “To Be” EDS functionality
- Provide recommendations for the business processes and technical enhancements necessary to achieve the desired or “To-Be” EDS functionality and close reported gaps

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- Estimate the number of ongoing personnel hours (or FTEs) needed to achieve the “To-Be” EDS system and the number of personnel positions required to maintain the system once upgraded to full production mode

1.2.2 Out of Scope

The following features are not included in the scope of objectives for this gap analysis and will be included in a future systems development project designed from the recommendations of this report:

- Non-functional Design Documentation
- System Specifications Documentation

2 The EDS System

2.1.1 EDS Development Background

The EDS system was originally developed internally within DBPR by a 17 member project team primarily consisting of a Technology Project Manager, the DBPR Applications Development Team, AB&T Bureau of Auditing Management, and the AB&T Technical Manager. The development effort was augmented with the use of three additional contracted computer programmers who wrote the majority of the system’s code base from May 2009 to December 2009. Over 6,600 total hours were used to complete this initial system, and the contracted programmers constituted approximately half of those hours. Approximately \$550,000 was spent on the staff augmentation portion of the original project. All other costs were inferred within regular operational expenditures. EDS was launched in a BETA state on January 11, 2010 as Version 1.0. As upgrades and enhancements are continually and incrementally released, EDS was informally removed from BETA status and currently operates at version 1.093.

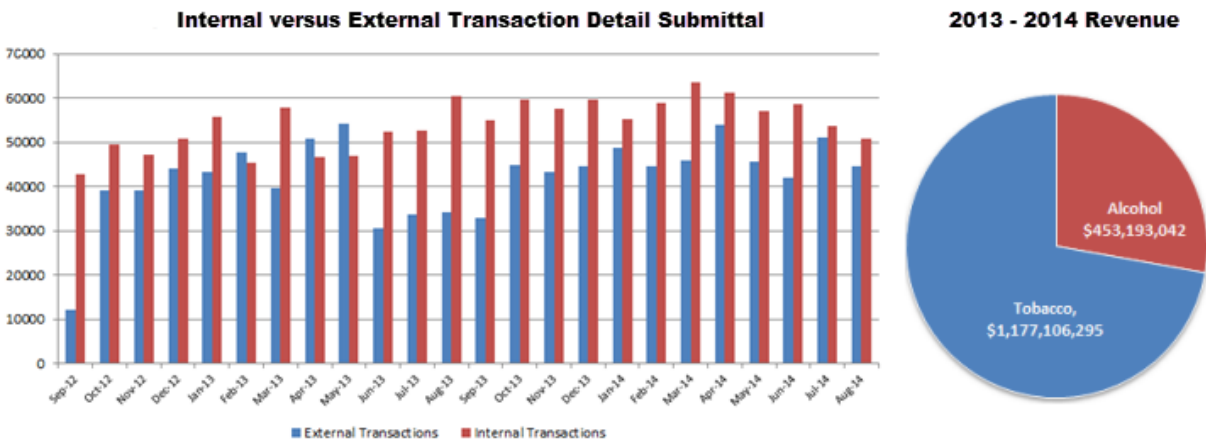
The business logic within the EDS system was written in the Microsoft (MS) .NET 3.5 programming environment, utilizing the primary programming language of C#. There are approximately 254,920 lines of code being managed with the Apache Subversion, and MS Visual Source Safe (VSS) version control software. At the database layer, EDS utilizes 2 databases, 185 tables, and 450 stored procedures residing on the MS SQL Server 2005 database platform. The presentation layer contains 545 code files and 72 web files utilizing HTML 4, CCS 3.0, and a substantial use of client side JavaScript validations.

2.1.2 Transactional Statistics

The EDS system currently supports approximately 80 internal users who represent a combination of AB&T auditors, auditing supervisors, and data entry clerks. Approximately 950 external reporting business entities are registered to submit data through EDS, representing approximately 45,000 transactions per month (average over last 12 months). The alcoholic beverages and tobacco products tracked through the EDS system generated approximately 1.6 billion excise tax dollars during the 2013 – 2014 fiscal year for the State of Florida. External EDS reporting entities currently represent 44% of the total transaction details. The remaining transactions represent data input manually by AB&T staff from paper report submissions (see Appendix 8.4.1: EDS Ready). Although the EDS system is available to external users at any point during each month, the majority of external activity occurs during the legislatively mandated reporting dates from the first day to the tenth day of each month.

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2.1.2.1 Internal vs. External Transaction Detail Submittal



3 Monthly Reporting and Auditing Processes in EDS

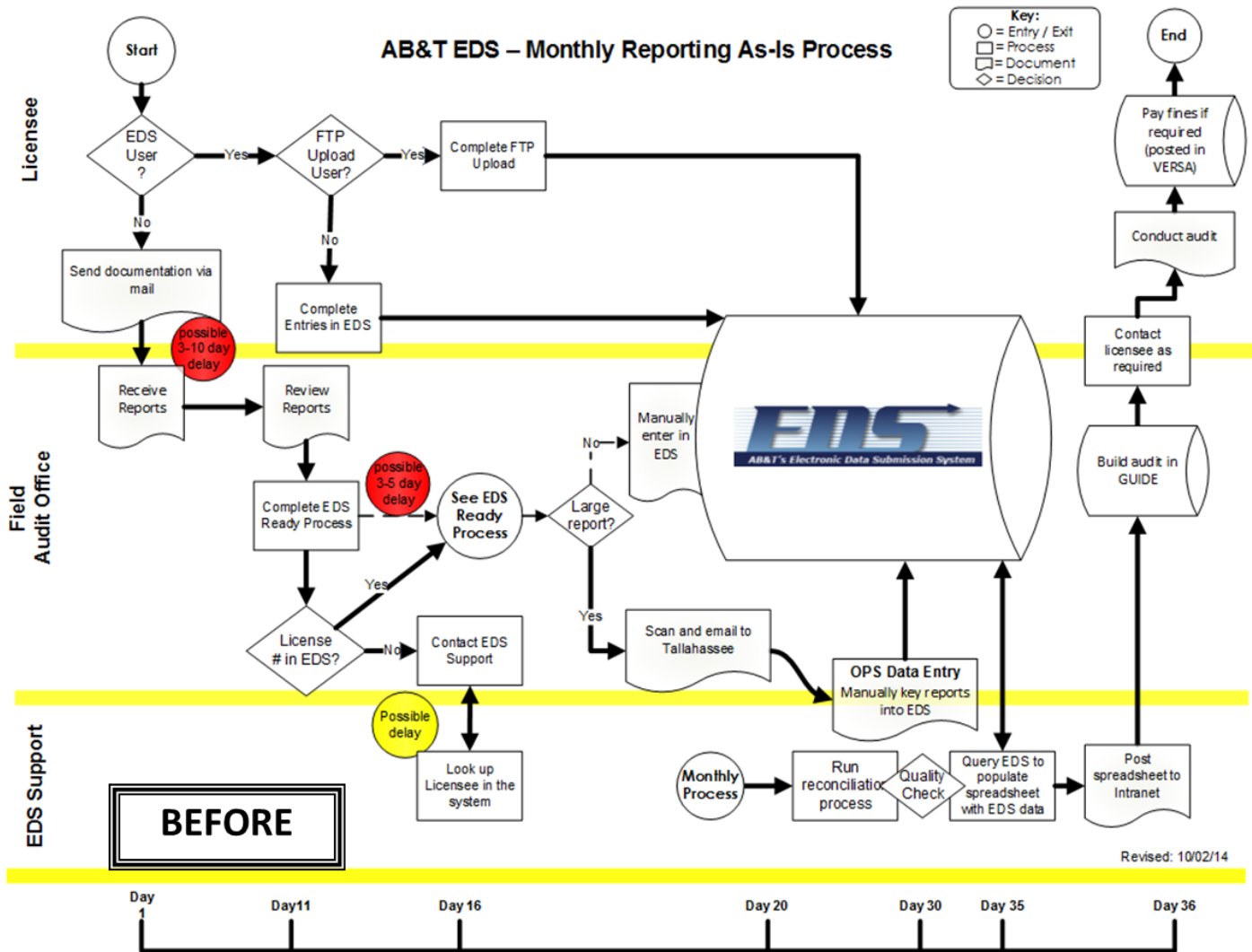
Throughout the gap analysis, the Project Team has reviewed the current business process underscoring the monthly reporting submitted by licensed reporting entities and the auditing process conducted by AB&T auditors subsequent to receiving the monthly report data. Based on recommendations of AB&T management and input from other internal and external stakeholders, a conceptual To-Be monthly report and audit process was developed in order to correlate the technical system recommendations of the To-Be EDS system to the anticipated timing and processes of a To-Be business process for monthly reports and audits. An overview of the current monthly reporting and audit process and a To-Be monthly reporting and audit process is provided in this section. The overview highlights the significant burdens of manual auditing effort resulting from deficiencies in the As-Is EDS system and emphasizes areas from which improved efficiencies and heightened productivity could be achieved through increased functional automation of the monthly reporting and audit process in EDS. Pursuing these opportunities for automation are projected to enable opportunities for more significant collections of uncollected revenue due from taxes on alcoholic beverages and tobacco.

The conceptual To-Be monthly report and audit process served in part as the basis for informing the Project Team’s review of current technical limitations in the As-Is EDS system. Using the conceptual To-Be monthly report and audit process outlined in this section, the Project Team has proposed and evaluated a series of system changes and upgrades necessary to enable this process to function effectively within the EDS system at DBPR. The technical changes necessary to upgrade the As-Is EDS configuration to an advanced To-Be EDS system are outlined for each component of the EDS system in sections 5 and 6 of this report.

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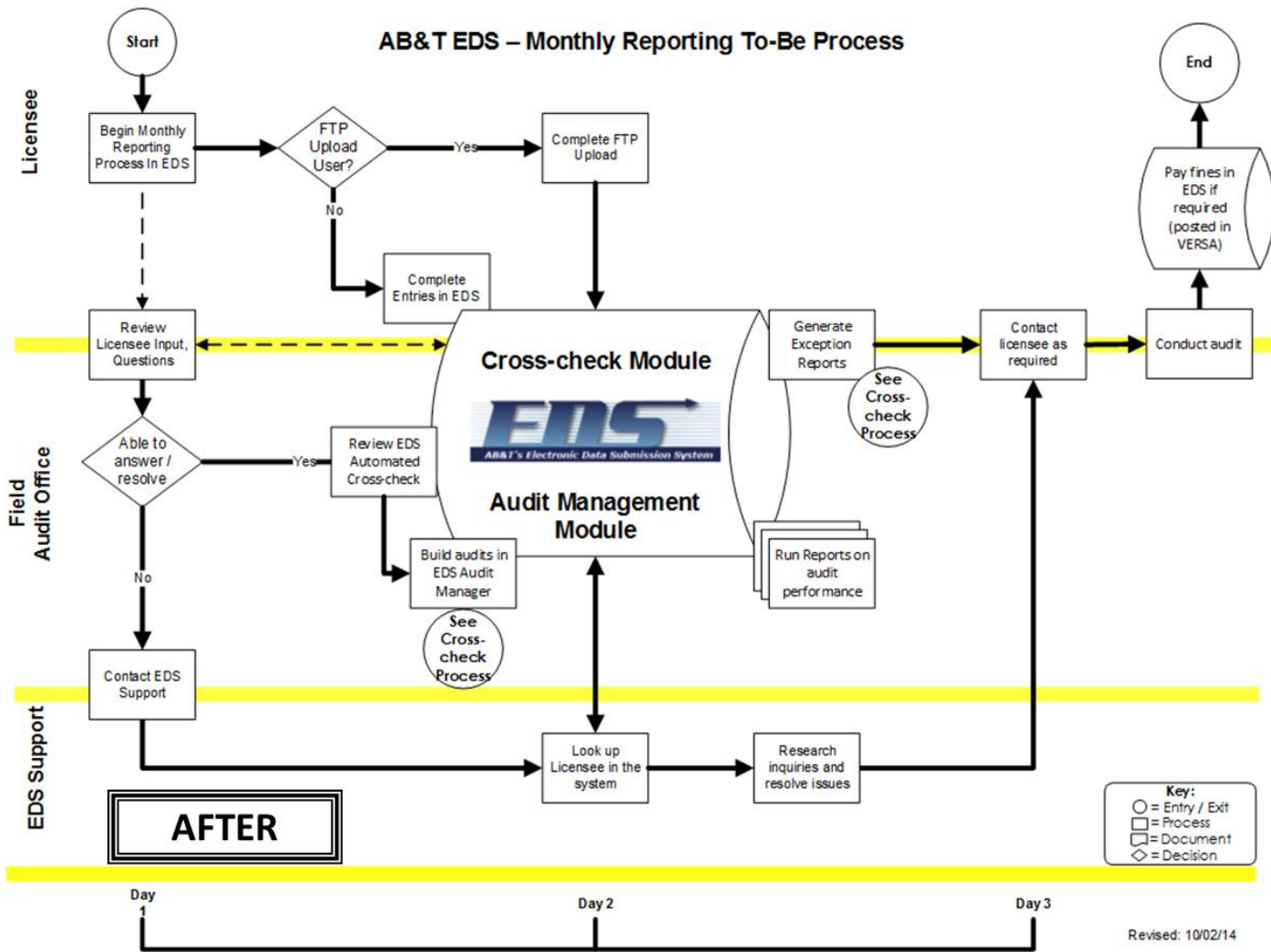
3.1.1 As-Is Monthly Tax Reporting Process

The process diagram below represents the procedural steps by which licensed reporting entities currently submit tax report data, either: (1) as licensed reporting entity submitting electronically through the EDS system, or (2) as a licensee submitting monthly reports by hard copy via mail. Delays inherent in the receipt of monthly reports by mail and the manual entry of data from mailed monthly reports are highlighted in the diagram. Additional detail, including system screenshots of monthly reports and EDS system pages, are included in the Appendix for additional reference regarding the manual actions that are required in order for monthly reporting data to be prepared for use in an audit.



3.1.2 To-Be Monthly Tax Reporting Process

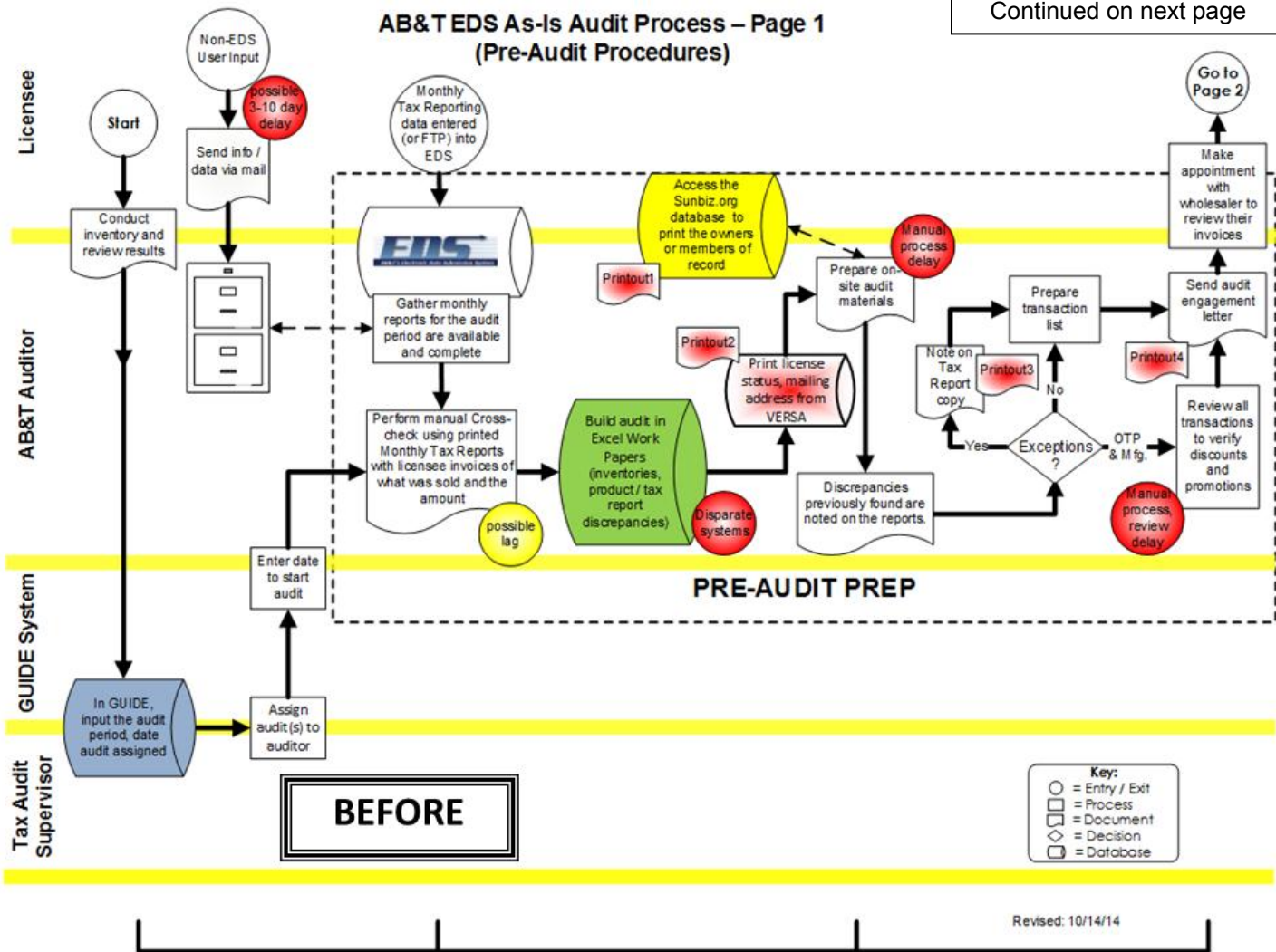
The process diagram below represents the procedural steps envisioned for the monthly reporting cycle once cross-check capabilities and other technical enhancements are implemented to address the gap findings in this report.



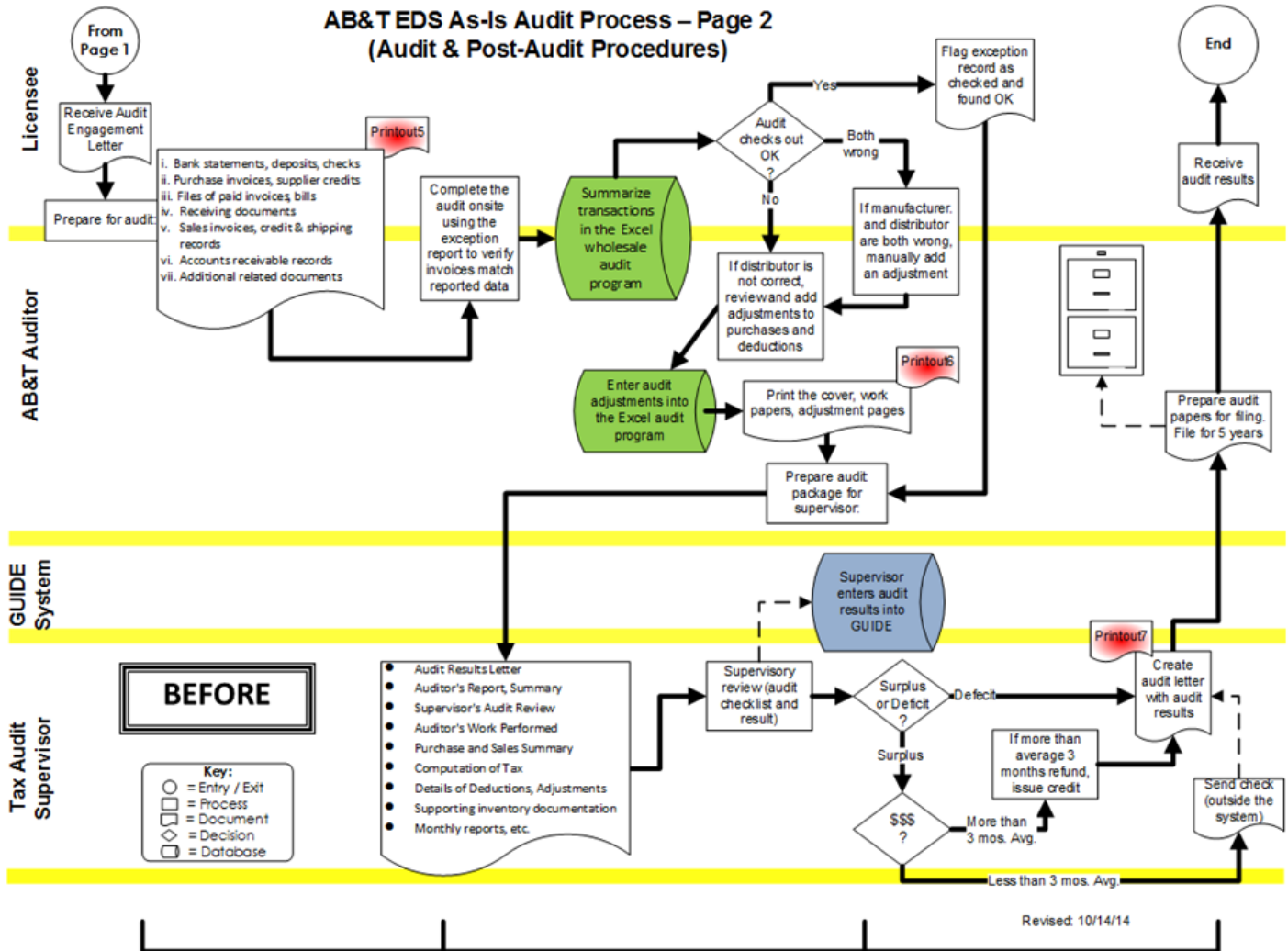
3.1.3 As-Is Audit Process

The process diagram below represents the procedural steps by which an auditor currently interacts with the EDS system and the monthly reporting data submitted either: (1) as hard copy via U.S. mail, or (2) as electronic data through the As-Is EDS configuration. This process diagram shows the audit process once monthly reporting data has been received/input in the EDS system and determined available for use by auditors. The process diagram emphasizes the delays inherent in manual cross-checking AB&T auditors must perform due to deficiencies in the functions of the As-Is EDS system. The As-Is process is outlined across two diagram pages.

Continued on next page



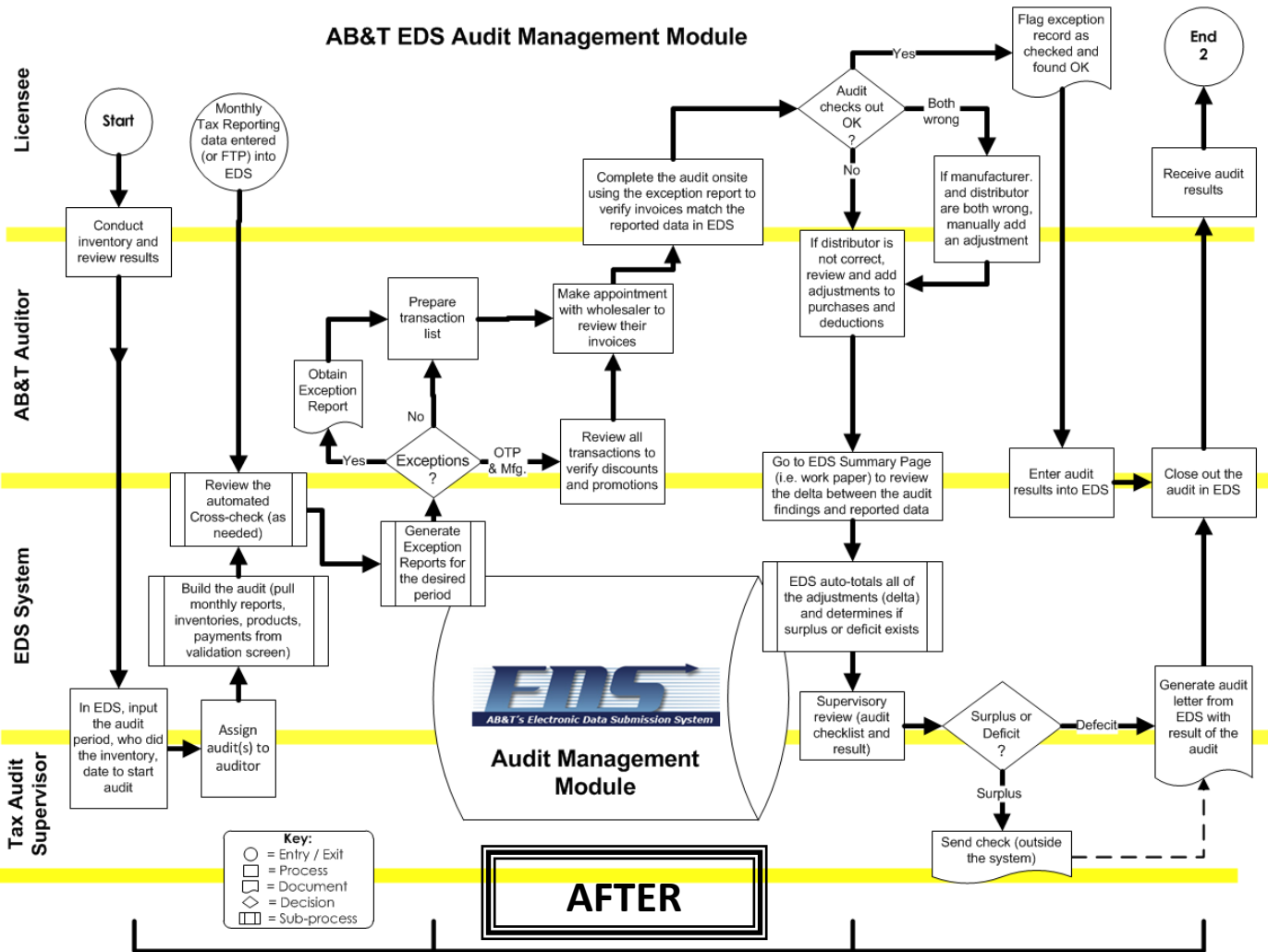
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3.1.4 To-Be Audit Process with EDS Cross-Check Function

The process diagram below represents the conceptual To-Be audit process in EDS, complete with full cross-check functionality. The goals of this conceptual To-Be process include:

- Automating the workflow of the audit process, including the transition of current manual processes to automated functions by allowing cross-check capabilities
- Cross checking a defined group of reported items between business entities within a report period range to assist auditors and identify items that were not reported or were incorrectly reported
- Providing an electronic tracking of procedures performed by the auditors assigned to an audit and audit supervisor before, during, and after an audit, effectively replacing the legacy GUIDE application
- Equipping AB&T with functions to collect data and provide reliable statistics and other data compilations on transactions and revenue collections to the Florida Legislature, Governor, and other interested stakeholders
- Promoting a clean and efficient monthly reporting and auditing cycle



4 EDS Gap Analysis – Process and Approach

4.1 Approach Overview

An EDS Gap Analysis Project Team was organized to include AB&T management, EDS support personnel, DBPR Information Technology management, DBPR IT staff, the EDS system’s primary technical manager, and an independent business analyst certified as a Lean Six Sigma Master Black Belt. The Project Team members participating in this gap analysis are identified in Appendix 8.1. Upon launching the gap analysis, the business analyst met with the Project Manager (PM) and the technical team to review the audit findings and conduct a detailed technical review of the system architecture and core functionality. The PM created a Project Charter and Project Schedule which were reviewed and approved by the core Project Team.

The Project Team formed a technical sub-committee to meet on an ongoing basis to document the As-Is State of the EDS system’s software and system architecture. The technical subcommittee reviewed technical issues uncovered during the gap analysis and served as the primary contact for documenting the hardware infrastructure, the EDS As-Is State, and related system specifications.

During the initial phase of the gap analysis, AB&T management coordinated interviews between the contracted business consultant and key internal and external stakeholders. The Project Team met weekly from August 2014 – November 2014 to discuss observations from stakeholder interviews, clarifications on business processes, technical functions of the To-Be EDS system, and final recommendations and conclusions as noted throughout this report. The final report has been reviewed and approved by the Project Team, including final approval by the Director of AB&T and the Chief Information Officer in the DBPR Division of Technology.

4.2 Estimates & Rough Order of Magnitude

The gaps documented in this report are accompanied by an estimate of the personnel time anticipated to be needed in order to perform the technical modifications or upgrades to EDS to close the gap in achieving the To-Be State of the EDS system. These time estimates are provided in the form of a Rough Order of Magnitude (ROM). The primary purpose of a Rough Order of Magnitude (ROM) estimate is to provide an estimated level of effort useful for building further plans and costs estimates in preparing for a future systems development project related to EDS.

Since ROM estimation is subject to variation, consultation with the Project Team and internal subject matter experts (SME) helped establish the range of estimation. The ROM figures noted in this report are organized by categories of effort – Low, Medium or High – based on the hours required to complete each technical modification of the system.

| |
|--|
| 4.2.1 High Effort <ul style="list-style-type: none"> • Hours: 481-1040 hours to complete |
| 4.2.2 Medium Effort <ul style="list-style-type: none"> • Hours: 81-480 hours to complete |
| 4.2.3 Low Effort <ul style="list-style-type: none"> • Hours: 41-80 hours to complete |

4.3 Internal Interviews

4.3.1 Internal Interview Profile

AB&T coordinated interviews between the business consultant and key internal stakeholders currently using the system:

- 11 “internal user” interviews were conducted from 8/28/14 – 9/08/14
- Internal interviews included visits to AB&T field offices in Tallahassee, Orlando, Tampa, Margate and Jacksonville
- The internal users ranged in level of experience and position, including the Bureau Chief of Auditing Bureau Chief of Licensing, IT Support, Regulatory Specialists, OPS Data Entry personnel, and field-based Tax Auditors and Supervisors
- The duration of tenure at the department ranged from 3 months to 28 years among internal users
- The average internal interview time was 1 hour and 16 minutes, ranging from 30 minutes to 2 hours
- A total of 16 questions were reviewed with each internal EDS user
- In terms of importance, Usability/Ease of Use was the highest rated non-functional EDS system variable for internal users. Whereas the IG Audit finding reported EDS as *generally* not being “user friendly,” the internal user interviews *specifically* identified the FTP upload as not user friendly from the industry’s perspective
- Data integrity and Reliability/Accuracy represented a virtual tie for the second and third highest rated non-functional EDS system variable among internal respondents.
- In terms of importance, the lowest rated non-functional system variable was Security and Privacy for internal users, most noting that data entered in EDS is readily retrievable through a public records request.

4.3.2 Internal Observations

The following observations are included in this report for reference regarding the substance of the interviews conducted and do not reflect the final conclusions of the Project Team:

- Each internal user in the interview process raised some primary concerns with the EDS system. However, aside from the primary concerns, nearly every single internal user stated EDS was “otherwise working good / fine,” and no internal user had issues with the accuracy of EDS or the transactions performed.
- When asked about the system’s purpose, most internal users regarded EDS as originally “intended to replace legacy systems” with functionality “where data could be stored, reports could be run and audit tools” would be developed “to help the field” auditing staff perform audits.
- A common question raised by internal users was: “Why didn’t they talk to the people who use the system?” The business consultant affirmed that this analysis is intended to seek internal user opinions for consideration in future EDS functionality.

4.3.3 Internal Common Themes

The following themes represent the most common issues and recommendations offered by internal users regarding EDS functionality:

- Automate entry of data into EDS from monthly reports of industry reporting entities
- External user training and familiarity with the EDS system is an issue which leads to shortcuts in the system and user frustration
- Finish the EDS system, including cross-checks for identifying discrepancies in monthly report data
- Enable sorting by licensee name within EDS
- Enable in-line editing functionality once a monthly report entry is initiated

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- Enable formatted print option for tax reports within the browser. Printed reports from the browser do not print the column headings on all pages, which are necessary for understanding data on the pages when used for the already manually intensive auditing cross-check process
- Enable the prior month’s inventory to carry over to the next month’s reporting cycle
- Prevent amendments to last month’s report after a designated period so that the licensee is unable to edit
- Lock the active tab to stay on the current page in use instead of reverting to the beer tab as a default
- Increase utilization of the upload process by industry reporting entities
- Explore EDS online payment options for excise tax / penalty payments and purchases as an alternate to the current process which requires external users to dial a Florida Department of Revenue (DOR) Payment Initiation System to process payments which are not reflected in EDS
- Provide exception reports / late reports

4.4 External Interviews

4.4.1 External Interview Profile

AB&T coordinated interviews between the business consultant and key external users and non-users of the system:

- 5 “external” interviews were conducted via conference call between 9/25/14 – 10/06/14
- External non-user interviews were conducted with a large cigarette wholesale dealer and a large liquor and wine distributor
- External user interviews were conducted with a large beer distributor and a regional beer distributor
- External interviewees were primarily based in accounting and information technology job roles within companies represented as external stakeholders
- A 16-item questionnaire was attempted with each external EDS user. A subset of these questions were provided to both external non-users
- The average external interview time was 64 minutes

4.4.2 External Observations

The following observations are included in this report for reference regarding the substance of the interviews conducted and do not reflect the final conclusions of the Project Team:

The external interviews indicated a subtle shift in priorities between internal and external users of the EDS system. While internal users were more interested in Usability, External users were primarily interested in Data Integrity and Auditability.

Although the IG audit finding reported EDS as *generally* not being “user friendly”, the external interviews *specifically* highlighted Data Integrity as the top area of concern. Auditability and Security & Privacy were also ranked as predominant areas of concern for external stakeholders. In terms of importance to the user, the lowest rated non-functional system variable among external users was Performance/Constraints.

4.4.3 External Common Themes

The following themes represent the most common issues and recommendations offered by external users regarding EDS functionality:

- EDS does not allow users to sort when looking for an error or in making a correction / edit
- EDS kicks users out of the system or back to the home screen
- External users desire to use their own system to organize and manipulate data, then export the data for import into EDS

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- Request EDS allow use of Excel files to simplify the FTP upload process
- Prefer a pre-made Excel spreadsheet for beer, wine, in-state, out-of-state, etc., which would allow them to fill in the worksheet and press a button to create the FTP flat file in the desired format
- Some wholesalers do not have technical staff to submit monthly report data by FTP, and there may be accounting staff who will not know how to perform a secure FTP monthly report submission using Windows Explorer
- On the other hand, one user expressed comma delimited, pipe separated, will not make a difference and [the user] does not know why it would be a difference to [a reporting entity]
- The FTP instructions provided to external users need to indicate that the line types need to be in order
- Enable access to the latest business entity to file via FTP
- Enable uploads of transaction detail within the web version of EDS

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5 EDS Gap Analysis – System Infrastructure and Operation Gaps

5.1 Hardware and Infrastructure

5.1.1 External / DMZ UAT

There is no DMZ-based testing environment matching the production environment for EDS, therefore, there are no options to properly test, prevent, and remediate issues sensitive to environmental variables. A fully matching clustered DMZ-based UAT environment is critical in planning, testing, and preventing these major issues in the future.

| ID # | AS-IS | GAPS | TO-BE | Cost |
|---------|--|--|---|---|
| 5.1.1.1 | There is no matching DMZ based testing environment available | Implement DMZ-based, clustered UAT environment | Fully matching DMZ-based, clustered UAT environment | \$13,106.27/year recurring at NSRC |

**Cluster utilizes 2 nodes, built to match current PROD, and was estimated using the NSRC's Service Estimating Tool V7.6*

5.1.2 Production (PROD) Environments

5.1.2.1 Production (PROD) at Northwood Shared Resource Center (NSRC)

| ID # | AS-IS | GAP | TO-BE | ROM |
|-----------|--|--|---|-----|
| 5.1.2.1.1 | Currently EDS Production External ABTEDS has application code replication to the Northwest Regional Datacenter | Upgrade production infrastructure to High Availability standards, including Disaster Recovery capability | Implement full system failover in the event of a disaster | N/A |
| 5.1.2.1.2 | The production environment at NSRC is redirecting some traffic through secure https | Upgrade production network transmission to HTTPS (HTTP secure) | Implement https across the board | N/A |
| 5.1.2.1.3 | The EDS Production environment is not currently clustered | EDS should be clustered | Implement EDS in a clustered environment | N/A |

5.1.3 File Transfer Protocol (FTP) Environments

The DBPR-managed servers for the UAT and PROD (FTP) environments are all one in the same. Different accounts are used to differentiate between the environments when processing files. On the PROD and UAT EDS servers, different scheduled tasks access the FTP server and move the file to the associated UAT or PROD application server. All processing of the file occurs after the move (off the FTP servers).

5.1.3.1 Disaster Recovery (DR) PROD at North West Regional Data Center (NWRDC)

| ID # | AS-IS | GAP | TO-BE | ROM |
|-----------|---|--|--|-----|
| 5.1.3.1.1 | Tape backup is currently being performed nightly | Create strategy for High Availability | Assess the requirements for High Availability and Full Failover capability to minimize loss of service in the event of an unplanned outage | N/A |
| 5.1.3.1.2 | Manual intervention is required to recover the EDS application at the DR Site | Upgrade production infrastructure to High Availability standards, including Disaster Recovery capability | Should have full-failover, with zero data loss in the event of an outage | N/A |

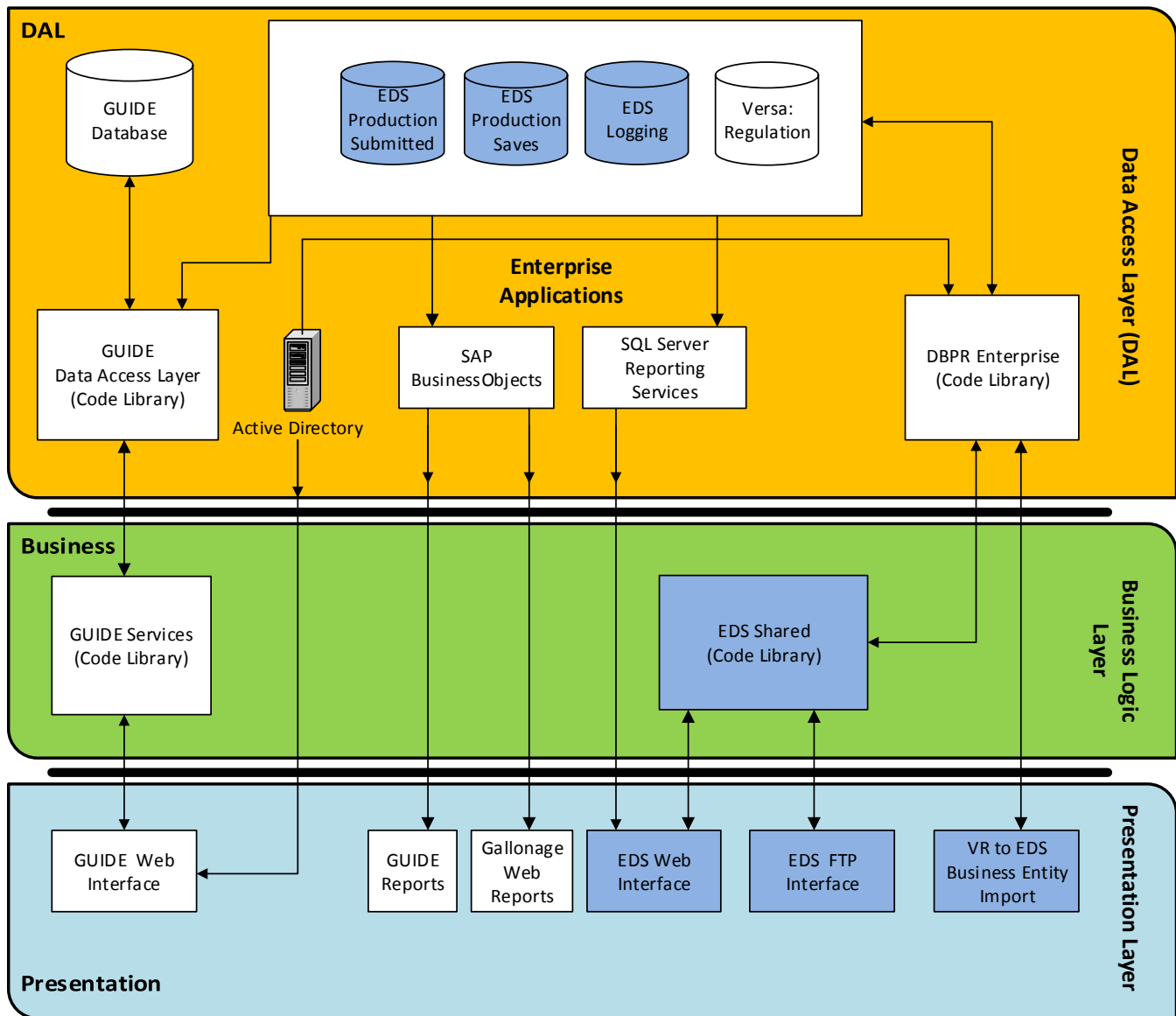
5.1.4 Hardware and Infrastructure: Conclusions and Recommendations

- EDS should have full system failover in the event of a disaster, which will require planning, strategy, resources and execution of multiple dependent variables, possibly warranting dedicated High Availability (HA) & DR sub-projects
- A strategy for High Availability needs to be articulated, inclusive of assessment and elicitation of non-functional requirements including performance, system availability, fault tolerance, data retention, business continuity, and user experience, from the perspective of HA / DR scenarios
- EDS should have a written Disaster Recovery Plan with established characteristics for Recovery Time Objectives and Recovery Point Objectives
- For zero data loss (including High Availability), EDS should consider a combination of features including SQL Server database mirroring, log shipping, backup and recovery planning and full failover DR

5.2 Application Architecture

The EDS Application Architecture is comprised of separate, logical applications layers, which enable easier maintenance of the code by allowing for reuse between the Web Interface and Batch Upload Interface. The separate layers also provide the framework to potentially increase scalability by separating functions across separate servers. If leveraged properly, the benefits of this approach could be better leveraged (i.e., an additional security layer), but would also introduce additional complexity to the troubleshooting process.

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5.2.1 EDS Data Access Layer

The Data Access Layer contains the DBPR Enterprise library. The DBPR Enterprise library consists of a code library that handles common programming tasks. EDS uses just a few components that are related to Database, Security and Logging. These components use various subcomponents within this library to perform the needed task. The Access Layer is also used by the Batch File Processing and Business Entity Import and the web application across all layers.

5.2.2 EDS Business Logic Layer

The EDS Business Logic Layer is the bridge between the data storage and the user interface. It contains the EDS Shared Layer which is a code library that has the majority of the business rules and mappings of EDS objects to database tables. Objects simplify programming in that they combine similar items or functions utilized for a particular purpose. The EDS objects have business rules, Service Processes and Business Object processes that define how they interact with other EDS objects.

The EDS objects are mapped in a hierarchal fashion that matches the EDS reporting process/domain. When a state change happens in EDS, like a report save, the data is loaded into EDS objects. After successful validation of the

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| Category: | Analysis Document | Release Date: | 12-04-2014 |
| | | Revision: | FINAL / APPROVED |

related business rules the EDS objects are passed to the Enterprise modules to record the state change. The EDS objects have attributes that map fields to database parameters and determine what database objects (stored procedures) are used to load data or change state.

5.2.3 Presentation Layer

The Presentation Layer contains the Web Layer which consists of hypertext markup language (HTML) and is that which is utilized by the users to interact with EDS and GUIDE. In addition to the presentation logic, it utilizes server code and inline and external JavaScript. The JavaScript is run locally on the user’s web browser. It handles various data validation pre-edits and facilitates license lookups. These validations allow immediate feed-back to the users regarding errors at the time of populating a data field. After the initial build of EDS a Presentation Layer was added to facilitate the testing of changes and enhancements.

5.2.4 Application Architecture: Conclusions and Recommendations

- EDS Application Architecture has defined, separate and logical data access, business logic, and presentation layers. These separate layers enable the potential for scalability and an additional security layer if needed
- Several themes emerging from this gap analysis will require coordination with DBPR’s network infrastructure and security teams on issues such as leveraging security layers and FTP Security

5.2.5 Technical Enhancements

Although the current EDS design is fairly robust, there are a number of technical enhancements which are recommended to further enhance the EDS user experience and the capacity for routine maintenance of EDS code.

| ID # | AS-IS | GAP | TO-BE | ROM |
|---------|---|--|---|-------------|
| 5.2.5.1 | DBPR.Enterprise – Centralized DBPR Functions Portions of changes to centralized DBPR security and file handling have been implemented but are not slated to be fully available until July 2015. | DBPR.Enterprise – Centralized DBPR Functions Modify EDS to utilize the centralized security and file handling mechanisms. | DBPR.Enterprise – Centralized DBPR Functions EDS utilizing DBPR centralized security and file handling. | MED |
| 5.2.5.2 | Paged Records Display for Report Detail Transactions All data in the tax reports are retrieved from the database in one action, pushed to the users and rendered for display in its totality instead of just the portion of the data that is viewable on a screen which causes large reports to render very slowly or not at all. | Paged Records Display for Report Detail Transactions Implement substantial coding changes to make data retrieval and display more efficient for large reports. | Paged Records Display for Report Detail Transactions EDS handles large tax reports differently to improve the user experience when viewing them and preventing time-outs. | HIGH |
| 5.2.5.3 | Save Process for report details Using the Save function in tax reports saves the entire dataset for every save within the same tax report so the save process becomes onerous and lengthy as the dataset within a report grows. | Save Process for report details Implement coding changes to modify the way EDS handles the save function. | Save Process for report details Saves are handled differently so that only new or changed data is inserted/updated when the save function is used. | HIGH |

| ID # | AS-IS | GAP | TO-BE | ROM |
|---------|---|---|---|-------------|
| 5.2.5.4 | Save Process in the Enterprise Layer The class that does the database reads as part of saving uses reflection (multiple database lookup validations) inefficiently so the database is touched about three times per data field. | Save Process in the Enterprise Layer Implement coding changes to reduce or remove the inefficient reflection. | Save Process in the Enterprise Layer EDS efficiently avoids unnecessary reflection when saving. | MED |
| 5.2.5.5 | Web Form – Code Behind The web form contains pre-edits, some of which are duplicated in the Shared Library. | Web Form – Code Behind The use of pre-edits is moved to one location (either the Shared or Presentation Layer) making them easier to maintain and more efficient to invoke. | Web Form – Code Behind The Web Form – Code Behind is minimized and the use of pre-edits is moved to one location making them easier to maintain and more efficient to invoke. | MED |
| 5.2.5.6 | JavaScript (Inline) The web pages for the reports duplicate the in-line JavaScript. | JavaScript (Inline) Recode so that the inline JavaScript is used from an external file. | JavaScript (Inline) Web page size is minimized, making them more efficient and the inline JavaScript is easy to maintain. | HIGH |
| 5.2.5.7 | Responsive Web Design EDS currently is focused on design for use with a personal computer. | Responsive Web Design Implement responsive web design components. | Responsive Web Design EDS is designed to be accessed/utilized via personal computers and mobile devices. | MED |
| 5.2.5.8 | Background Processes are synchronous Background processes utilizing webserver requests are synchronous and have caps which can be exceeded. They appear sufficient for current traffic but may be insufficient for increased traffic. If the limit is exceeded, the requests are placed in a queue. If that queue is exceeded, errors will occur. | Background (Asynchronous) Processes Create asynchronous processes to replace synchronous processes where feasible. | Background (Asynchronous) Processes EDS utilizes asynchronous background process to avoid potential errors due to increased traffic. | MED |

5.2.6 Code Maintainability Enhancements

EDS currently uses two different source control tools to version and house the EDS codebase (Apache Subversion and MS Visual Source Safe (VSS) version control software). There are apparent differences in the development, testing and production environments which need to be reconciled and documented so that changes to the code can be better managed.

| ID # | AS-IS | GAP | TO-BE | ROM |
|---------|--|--|--|------------|
| 5.2.6.1 | DBPR.Enterprise lacks historical source control documentation and there are apparent differences in the compiled code assemblies in the development, testing and production environments | Decompile the enterprise assemblies used by EDS from VSS, true-up the production assembly and document it in a single source control mechanism | DBPR.Enterprise Source Control DBPR.Enterprise reconciled, documented and safe for enhancements or fixes | LOW |

5.2.7 Login and Security

Access to the EDS system login and security functions is differentiated between the four methods to control access: the Internal Interface for internal users; External Web Interface for external users; the FTP Batch Upload Interface used by both internal and external users, and the web.config file used by the application to determine access rights to a specific administrative function.

5.2.7.1 Internal / Active Directory Based Security

The Internal Interface for internal users has a combination of Active Directory and user role-based security access. Active Directory permissions provides the ability to search, review, submit and validate tax reports. In addition, internal users have role-based access for an administration module with one exception. The business entity import component has security access that is granted via changes to a settings file on the application server (web.config entries).

| ID # | AS-IS | GAP | TO-BE | ROM |
|-----------|--|--|---|------------|
| 5.2.7.1.1 | Internal User Accounts Access to the Tax Report review, submit and validation component is granted solely based on an internal user’s account existing in Active Directory | Internal User Accounts Create additional administrative functions for user access control (UAC) | User Account Security Administration EDS Administration should have an area for User Account Maintenance. The system also needs to continue providing a seamless single sign-on (SSO) experience for internal users | LOW |
| 5.2.7.1.2 | Although roles for read only and report entry have been created within the database, they are not currently being used by EDS. Further; a role for “validation only” doesn’t exist | Establish roles and role-based permissions (e.g. full “Write” access, “Security-Admin”, or “validation-only”) for the User Account types specified within the User Account Maintenance | EDS Administration should allow for User Account Maintenance (by a user with Security Admin permissions) to specify role-based permissions in their User Account | LOW |

5.2.7.2 Web Registration and Login Module

External user access is based on basic authentication (login with encrypted password) and configuration of specific tax report types for the business entity category applicable to each respective external user. This configuration limits the available tax reports that can be utilized by the external users to only those a particular external user is permitted to submit.

| ID # | AS-IS | GAP | TO-BE | ROM |
|-----------|---|---|---|-------------|
| 5.2.7.2.1 | External users are required to create a user account for each of their business locations. The user ID is an email address and must be unique within EDS. | Setup external user access so that a single owner of multiple license locations need only have one email address to be utilized as their user ID in order to submit and view reports for each individual license location | The external users will have one account for all of their business entities | HIGH |

5.2.7.3 External FTP / Batch Upload Security

FTP security access is granted by basic authentication credentials that are shared by all users (both internal and external). There is a PROD FTP, UAT FTP, and DEV FTP currently in use for their respective purposes.

| ID # | AS-IS | GAP | TO-BE | ROM |
|-----------|---|--|--|------------|
| 5.2.7.3.1 | The current setup uses the native FTP provided within the Transmission Control Protocol (TCP) | Supplement functionality of file submittal and error handling via web interface | Should have a web interface | MED |
| 5.2.7.3.2 | There is one single shared FTP account, which opens the system to security risks | Secure users' credentials during login to the FTP server using Secure FTP or FTPS (FTP Secure) options | Should have secure transmission of data via FTP. Consider use of FTP Secure, ensuring clients use explicit connection to FTP via the authorize TLS (Transport Layer Security) method; or via Secure FTP (client-side software) | LOW |

5.2.7.4 The "web.config" File

EDS has a table that is populated with the business entities which are required to submit tax reports and the business entities which could be referenced in a transaction of a reporting entity's monthly tax report. The business entities are created in a DBPR licensing database known as Versa: Regulation (VR). Each morning, scripts are run against VR to gather newly created business entities and import them to EDS. Additional scripts are run against VR to obtain data changes for those business entities that were previously imported into EDS and similar processes implement those data changes in EDS.

The administration module has a component which allows the manual upload of business entities into EDS. The access control to this manual business entity upload component is handled via a web.config file entry. A web.config file is a file which handles settings, database connections and folder access for the EDS application. It is not the ideal mechanism to handle access control for a user.

| ID # | AS-IS | GAP | TO-BE | ROM |
|-----------|--|--|---|------------|
| 5.2.7.4.1 | Users are currently added to the web.config file to grant their access to insert new business entities | Create a role for business entity import | A role for importing new business entities should be created and utilized by EDS in lieu of making changes/updates to the web.config file | LOW |

5.2.8 Technical Enhancements: Conclusions and Recommendations

The following technical enhancements are recommended to further enhance EDS user experience, maintainability of EDS code, and login and security functions.

5.2.8.1 Conclusions and recommendations regarding EDS coding include:

- Utilization of centralized security and file handling mechanisms as part of DBPR.Enterprise
- Enhance data retrieval and display for tax report detail transactions to improve the user experience
- Improve the way EDS handles the “Save” function, using only new or changed data when a user hits “Save”
- Reduce duplication in JavaScript (inline) to minimize the web page size, improving efficiency and maintenance
- Introduce responsive web design components to enable access from PCs, laptops, and mobile devices
- Create asynchronous processes to avoid errors based on projections in increased traffic

5.2.8.2 Conclusions and recommendations regarding EDS code maintainability include:

- EDS is currently using two source control tools to maintain, version, and house the EDS code base which necessitates that the (currently executable) program code be decompiled, trued up to the production code, and documented in a single source control application

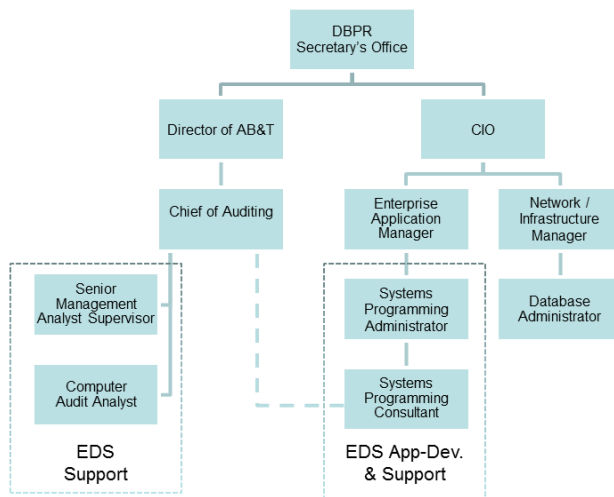
5.2.8.3 Conclusions and recommendations regarding EDS login and security include:

- EDS currently has four separate methods to control user access to the system
- For internal user accounts, additional EDS administrative functions for user access control (UAC) are needed to establish roles and role-based permissions (such as “validation only”)
- For external user access, EDS should require only one (1) e-mail address/username for licensees with multiple licensed locations in order to minimize credential validation for reporting entities where reports for multiple locations are submitted by a centralized accounting office each month
- For External FTP access, EDS should have a web interface with a secure connection using Secure FTP (client-side software) or FTPS (FTP Secure protocol using Transport Layer Security)
- Where the web.config file is currently used to control access for inserting new business entities, a role for importing new business entities should be created and utilized as part of an overarching EDS Security Strategy

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5.3 Maintenance Operations & Organizational Structure

As-Is EDS Systems / Support Organization Chart



5.3.1 EDS Support

The EDS application is functionally owned by the AB&T Bureau of Auditing. User support is provided by email and phone through the EDS Support Team and is available to external users Monday – Friday, 8am – 5pm, each week. Extended after-hours support is offered as required.

The EDS Support Team provides day-to-day technical support to internal and external users of the EDS system. This technical support often includes assistance with FTP batch upload functions, addressing maintenance requests through the system administration page, troubleshooting tax reports, and coordinating referrals to AB&T district offices for additional support. The EDS Support Team also assists in testing code fixes and changes for EDS and the GUIDE system (an internal AB&T legacy system used to track audit assignments and outcomes). When an issue represents a possible bug within the EDS application or an administrative function that cannot be resolved through the EDS System, the EDS Support Team submits remedy help tickets to the DBPR Division of Technology for technical assistance as described in section 5.3.2 of this report. The EDS Support Team also provides information, training, and tutorials for basic user assistance through a help site and a frequently asked questions resource.

5.3.2 EDS Application Development Support

The EDS application code is currently maintained by one full-time (FTE) Systems Programming Consultant whose position is funded by AB&T but organizationally located and managed in the Division of Technology. The Systems Programming Consultant is managed by a Systems Programming Administrator, responsible for managing the programmer and the technical aspects of the EDS (programming, database, change requests, etc.). The EDS system's technical ownership is organizationally placed within the Enterprise Applications Group in the DBPR Division of Technology and overseen by the Enterprise Applications Lead and Chief Information Officer.

5.3.3 Change Control & Service Pack Process

Technical fixes, changes, and upgrades to the EDS system are submitted to the EDS Application Development Support Team by AB&T's EDS Support Team through the agency's Information Technology Service Management (ITSM) software, Remedyforce.

5.3.3.1 Service Requests

Once a help ticket is registered in Remedyforce, the issue is reviewed. If the issue is verified to be a technical glitch needing a minor revision or ongoing maintenance, the help ticket is classified as a Service Request and is typically completed, tested and released to production as soon as practical.

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5.3.3.2 DBPR Change Request Service Pack (SP) Process

When a remedy help ticket request is more substantial – such as a change, enhancement, or multiple modifications to the code – the request is entered into DBPR’s Change Request Service Pack (SP) Process. The SP process requires that all evaluations, estimates, Change Request Forms (CRFs), approvals, development, testing and implementation occur within ongoing six-week service cycles in the department.

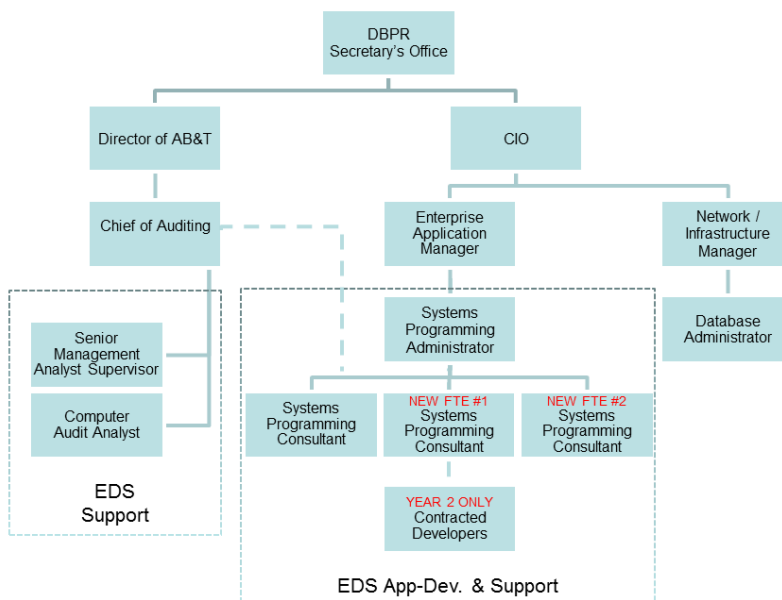
AB&T staff reviews the compiled list of change requests during a prioritization meeting with the Division of Technology prior to each service pack cycle. If the work effort for pending requests exceeds the staff resources for the current SP cycle, then the changes are deferred to a subsequent SP cycle. The Chief Information Officer then reviews and approves or denies the CRs based on implementation dates and staffing availability. The Division of Technology provides a summary of the approved request and the associated implementation dates to AB&T. An approved Service Pack is implemented at the end of each six-week period.

5.3.4 Operations & Organization Structure: Conclusions and Recommendations

Based on the As-Is configuration of the EDS system and the portfolio of To-Be functions documented throughout this report, current staffing levels are not adequate to complete the recommendations.

- The To-Be state could be achieved within two years utilizing two new FTE positions in the first year, with staff augmentation added for build-out in the second year
- In the first year, the new FTEs would be primarily utilized to complete the technical specifications of the system, ensuring that staff augmented programmers are prepared for coding in year two
- The FTEs would also be used to continue operational management for the current EDS system as the newly expanded and enhanced system is coming online. This will ensure that ABT system management staff has the familiarity with the system required to maintain it after the build out is complete
- Once the upgraded EDS is complete, the two positions would maintain the system, and provide any bug fixes and upgrades that become necessary as time lapses and technology improves. Most importantly, the two programmers will serve as a resource for industry members as reporting entities work to adapt their systems to electrically file with the enhanced EDS
- See Appendix 8.3 for recommended staffing approach details

To-Be EDS Systems / Support Organization Chart



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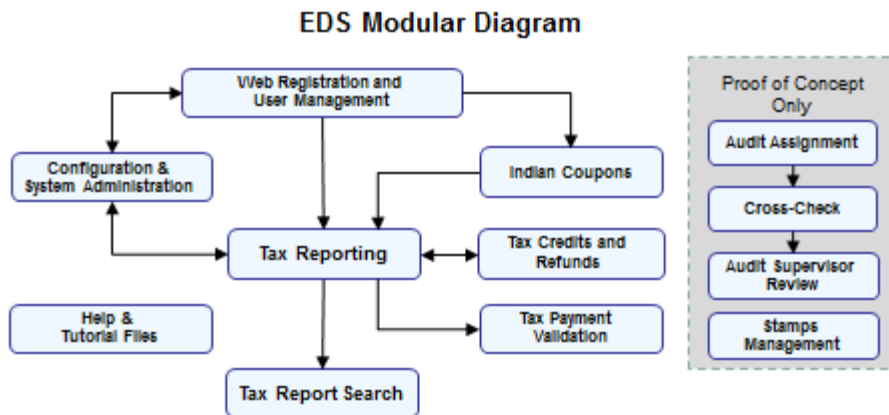
6 EDS Gap Analysis – System Module Gaps

6.1 Core System Modules

The EDS system is comprised of 11 distinct, yet overlapping, modules:

1. Web Registration and User Management Module
2. Configuration & System Administration Module
3. Tax Reporting Module
4. Tax Report Search Module
5. Indian Coupons Module
6. Tax Credits and Refunds Module
7. Tax Report Payment Validation Module
8. *Audit Assignment Module
9. *Cross-Check Module
10. *Audit Supervisor Review Module
11. *Stamps Management Module

**The Audit Assignment, Audit Supervisor Review, and Stamps Management Modules were only partially constructed in the original system launch, are not currently used in production, and require substantial work and/or redevelopment. The cross-check function was only completed for one report type (Tobacco CWD) as a proof-of-concept.*



6.2 Tax Reporting Module

The Tax Reporting Module of the EDS system provides an electronic means for reporting entities to submit monthly tax reports and other required information. The Tax Reporting Module is separated into two major areas: (1) Alcohol and (2) Tobacco. The EDS system currently has 25 Tax Report types.

From a design standpoint, the current User Interface (UI) in both the Alcohol and Tobacco elements of the EDS Tax Reporting Module have the same code base but are presented differently based on the type of access granted to internal and external users.

6.2.1 Tax Reports

| ID # | AS-IS | GAPS | TO-BE | ROM |
|-------------|---|---|---|-------------|
| 6.2.1.1 | Users are limited to printing their tax reports from the browser. IE does not print the column headings on all pages | Enable printing and / or exporting of Tax Reports | Enable printing and / or exporting of Tax Reports | HIGH |
| 6.2.1.2 | Certain reports the save option is not available until the end of the report. | Add a Save option (or auto-save) on each page of the Cigarette and OTP reports | Save function continuity between the EDS Tax Reports (e.g. Report detail screen Tobacco vs. Beverage) | LOW |
| 6.2.1.3 | The manufacturers alcoholic beverage report in EDS is not in sync with the paper report which makes it very difficult to translate the data from paper to the EDS | Make the data fields on paper and EDS forms consistent | Paper and EDS tax forms mirror the Federal alcohol manufacturers form | MED |
| 6.2.1.4 | Updates to the Licensed Sales Person do not result in it actually changing. A separate process is required outside of EDS to legally update this | Assess the impact of removing Licensed Sales Person. If there is a valid reason for it, restrict access to edit (since the users changing it is only superficial in EDS and can be misleading) | Remove Licensed Sales Persons tab in EDS or make read only. | LOW |
| 6.2.1.5 | Beer manufacturers report doesn't correctly address taxable consumption entry | Rename the field and provide user education | Accommodate changes regarding taxable consumption | LOW |
| 6.2.1.6 | Additional tax reports not currently in EDS | Add new tax reports for Beer Price Posting and Direct Wine Shipments in EDS | Beer Price Posting and Direct Wine Shipments available in EDS | HIGH |
| 6.2.1.7 | Discounts – Discount is always given (by default) | Modify EDS so that when an entity is late in reporting their tax, they should not be auto-qualifying for discounts. If postmark or delivery date is late, discount should be disallowed by system default | EDS automatically disallows discount if postmark, delivery or submittal date (external only) is after report due date. EDS is equipped with an administrative function to allow partial discounts to be granted administratively as deemed through business practice decision | MED |

| ID # | AS-IS | GAPS | TO-BE | ROM |
|----------|--|--|--|-------------|
| 6.2.1.8 | Transactional details must be entered manually (within the web interface) | Explore alternatives to manually entering transactional details | Ability to utilize Excel templates to generate a .csv or text file to upload transaction detail within the EDS web interface | HIGH |
| 6.2.1.9 | Detail pages do not have a consistent summary of transaction details | Provide consistent formatting summary of transaction details on detail pages | Consistent formatting of summaries of transaction details available to users | MED |
| 6.2.1.10 | Beer Manufacturer tax report: negative tax causes report to error upon submission | Allow negative tax submission | Beer Manufacturer tax report operates as expected without any issues | LOW |
| 6.2.1.11 | Tax Reports do not have a consistent calendar operation | Provide consistent calendar operation throughout tax reports | Consistent calendar operation available to users | LOW |
| 6.2.1.12 | Cigarette and OTP Samples tax report are the same report | Code Cigarette and OTP Samples tax report so they are not the same report | Unique Cigarette and OTP Samples tax reports in EDS which correspond with the paper forms | LOW |
| 6.2.1.13 | Report search findings display the tax report type as 'number' | Change tax report search findings to display the tax report type as name (not number) | Tax Report search should display the tax report type as name | LOW |
| 6.2.1.14 | Cannot currently search by View Report number The validation part of EDS currently requires a tax report type as search criteria | Update EDS to allow for search by View Report number Reprogram EDS validation functionality | Users are able to search by View Report number This should be modeled after the Report Search function | LOW |
| 6.2.1.15 | EDS defaults to beer tab even when reporting entities are working in other system tabs (i.e., wine). | Enable consistent tab navigation | Lock the active tab to stay on the current page in use instead of reverting to the beer tab as a default. | LOW |
| 6.2.1.16 | EDS Support cannot currently delete a license / entity from EDS | Code EDS to allow logical delete's of license/entities, from License/Entity Management function | Admin function to logically delete a license/entity from EDS | LOW |
| 6.2.1.17 | EDS Support cannot currently delete a validation | Code EDS to allow deleting of validations | Delete a validation | LOW |
| 6.2.1.18 | Entities have access to only tax report types configured for their license type | Code EDS security to enable entities to access certain tax report types even though they are not configured for their license type | EDS administratively allows certain entities the ability to access certain tax report types | MED |

| ID # | AS-IS | GAPS | TO-BE | ROM |
|----------|---|---|--|------------|
| 6.2.1.19 | EDS Validation screen requires several enhancements | See Sub-process 2: EDS Payment Validation As-Is Process | Redesigned validation screen (perhaps specific to the report type) | MED |

6.2.2 Inventory

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|--|--|--|------------|
| 6.2.2.1 | Tax reports have book inventory and actual inventory. Currently it has to get keyed in manually to bring over the inventory each month (generating errors) | The book inventory is carried over to the next month/report. In addition, program EDS to carry over the physical, book or actual inventory | EDS should carry over the physical, book or actual inventory (whichever is correct). | LOW |

6.2.3 Grid-Based Input Layout

The EDS grid-based input layout was designed in ASP.NET 3.5 and the original design remains in use, resulting in user frustration due to a lack of editing and sorting capabilities.

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|--|--|--|--------------|
| 6.2.3.1 | No sorting, no in-line editing | Update the page stock controls to allow for in-line editing and sort within rows of entered data | EDS will have the ability to sort, as well as edit an entry without having to delete it and start over | MED |
| 6.2.3.2 | Users currently build an audit by taking screenshots and pasting them into MS Office | Enable printing and / or exporting of Tax Reports | Should have print and export buttons | See #6.2.1.1 |
| 6.2.3.3 | No summary by distributor (only gives Summary by the page) | Add an in-session calculation of summary by distributor; and/or provide this option as a summary report which could be user-generated by supplying the entity identifier | Should have the ability to display a summary by distributor and/or entity | LOW |

6.2.4 Tax Reporting Module: Conclusions and Recommendations

Monthly reporting through the EDS Tax Reporting Module currently represents the core software functionality within EDS. Addressing long-standing priority enhancements to the EDS Tax Reporting Module (mostly LOW to MED enhancements) would demonstrate AB&T is receptive to business and industry stakeholder concerns and is supported with technology resources to promptly address apparent opportunities for improved reporting and efficiency. Accordingly, the following enhancements are recommended for the Tax Reporting Module:

- Enable printing and / or exporting of Tax Reports formatted to display the column headings on each printed page
- Add a Save option on each page of the Cigarette and OTP reports; OR
- Incorporate Auto-save functionality to equip the system to save the previous entry when a new function is selected by the user

- Paper and EDS tax forms should be updated to mirror the format of Federal forms to address the inconsistency between the paper tax forms and the data input fields in EDS
- Remove or restrict user access to the Licensed Sales Person field in EDS as the field is misleading to the user and inconsequential when modified
- On the Beer Manufacturers Tax Report, rename the field for taxable consumption and develop user education to inform more accurate user entries in this field
- Add new tax reports (currently not available) for Beer Price Posting and Direct Wine Shipments in EDS
- Address how discounts are handled and granted administratively within EDS
- Explore alternatives to manually entering transactional details
- Modify EDS to accommodate large volume reports
- Categorize summary of transaction details on detail pages
- Eliminate the EDS system crash triggered by entering a negative tax amount in the Beer Manufacturer tax report
- Categorize the calendar operation throughout tax reports
- Draft code to create unique Cigarette and OTP Samples tax reports in EDS to correspond with the respective paper report forms
- Code EDS to allow for display of multiple credits when multiple credits are being used
- Update EDS to allow hiding and/or removal of manual credit entry screens
- Change tax report search findings to display the tax report type as a name instead of a number
- Update EDS to allow for search by View Report number
- Code EDS to allow administrative logical deletes of licenses/entities from a License/Entity Management function
- Code EDS security to enable certain entities to access additional tax report types
- Code EDS to display the "Other" description fields on the View Existing Credits tab and also on the .pdf that is printed and/or emailed to the licensee
- Code EDS to display the "Amount Used" field on a printed or e-mailed credit
- Assess the system security risk of allowing a file upload for the transaction details on the web form
- Code EDS to allow deleting of Validations
- Reprogram EDS *Validation functionality to model the(Tax) Report Search function
- Program EDS to carry over the physical, book or actual inventory, whichever is correct
- Update the EDS Grid-Based Input Layout and adjust the data save process to allow users to perform in-line editing and sorting within rows of entered data
- Once all reports have been entered by a distributor reporting entity, code EDS to allow an in-session summary calculation by distributor or provide a custom report which could be user-generated for this summary

6.3 Audit Management System

The Audit Management System (AMS) is intended to contain all of the various functions required to select, schedule, perform and track audits. This functionality does not exist in EDS and currently resides in several locations, including an independent application called GUIDE (used for tracking audit outcomes), Audit work papers (Excel spreadsheets used by AB&T auditing staff to perform the actual audit), and transactional cross-checking (which is currently done manually). The To-Be EDS system is envisioned to automate most manual cross-checks and consolidate the disparate functionality within the main EDS system.

| | | | |
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6.3.1 Audit Work Papers / Perform Audit

The Audit Work Papers are a set of complex Microsoft Excel spreadsheets (one for each tax report) which provide functionality to assist the auditors with the audit process. Examples of this functionality include: providing informative letters; performing calculations, adjustments and results; allowing procedural checklists; and enabling supervisory review documentation.

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|--|--|--|-------------|
| 6.3.1.1 | Entry: license #, business name & address, beginning and ending audit periods; actual inventory; and any adjustments needed | In EDS, Audit Management is Proof of Concept only | Data from the EDS database could be available on an Auditor's laptop (including Exception List data) | LOW |
| 6.3.1.2 | Cover (page): Auditor's Report and Summary | Functionality not currently in EDS | Cover (page): Auditor's Report and Summary generated in EDS | LOW |
| 6.3.1.3 | Work-papers: Auditor's Summary Sheet; Purchases; Sales; Computation of Wine Tax; Remittances; Details of Deductions (Breakage / Spoilage; Returns Sales To Other Distributors; Out of State Sales; Sales To Government Stores; Sales To Passenger Carriers; and Sacramental) | Expand the EDS Audit Management Proof of Concept. Add Audit Types for Alcohol products | Should have a functional Audit Management Module in EDS | HIGH |
| 6.3.1.4 | Adjustments: detailed worksheet provided based on adjustments from Entry page | Enable the auditor to make an adjustment in EDS based on what they find during an audit | The EDS Audit Management Program provides ability to enter adjustments | MED |
| 6.3.1.5 | Auditor's Work Performed: Pre-audit Procedures, Administrative Procedures, Audit Procedures, Post-audit Procedures. This is currently an Excel checklist | Enable workflow management and tracking in EDS | EDS facilitates tracking of auditors' work performed and audit progress | MED |
| 6.3.1.6 | Supervisory Review: complete Review checklist in EXCEL Audit Program, then key into GUIDE the date of Supervisory review and the date the assessment was sent; then assign it back to the auditor for any corrections needed | Provide the ability for EDS to facilitate and track Supervisory Review inclusive of a quality rating indicator | The EDS Audit Management Program would generate the Audit Assessment / Summary for signature and collection and have a fully functional supervisory review management component | LOW |
| 6.3.1.7 | Produce Letters And Manage Letters: (letter tracking being done outside this system in a letter tracking spreadsheet (Liabilities only); Post an Audit to Letter Tracking Spreadsheet | Add Letter generation and management functionality in EDS | EDS should produce letters of notification, manage and track letters, to generate standard notification to licensees based on the type of assessment and results of an audit or compliance | LOW |

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|--|---|---|-----|
| | | | review | |
| 6.3.1.8 | Letter Tracking Spreadsheet: Tracking Tab contains data which comes over from posting from the Entry worksheet; an entry can be selected to get into its Entry worksheet; click the appropriate button to generate a standard letter (depending on the type of Assessment) | Enhance the functionality currently in EDS for audit letter printing based on configurable templates. Enable the date field to be editable | EDS' Audit Management Workflow should facilitate notification based on the various audit phases and activities. Should have an action to record when a letter was generated | LOW |
| 6.3.1.9 | Tracking of audits are done through a combination of legacy programs and manual checklists. | Enable workflow and/or visibility of in-session "breadcrumbs" in EDS to enable auditors to track their progress and ensure audit procedure checklist completion | EDS' Audit Management Workflow should facilitate navigation and entry based on the various audit phases and activities | LOW |

6.3.2 Cross-checking Module

Currently, the EDS System does not provide cross-checking functionality necessary for AB&T auditors to identify the reporting discrepancies critical to ensuring revenue is collected and credits and refunds are processed timely and accurately during the audit process. The absence of an automated cross-check function in a complex, high-volume transactional data system represents a serious technical deficiency of priority concern to AB&T. With no data cross-check capability in EDS, AB&T auditors are compelled to perform manual cross-checking of data submitted by each reporting entity. The necessity of this manual cross-check diminishes the potential for efficiency realized from the external reporting entities which currently submit data electronically. Programming an effective and reliable cross-check function in the EDS system is the key element to modernizing EDS and advancing the productivity of the audit process. In the To-Be state, cross-checking of data should be automated and should be designed to generate exception lists for use by auditors in preparing for and performing routine audits (see To-Be Audit Process diagram at section 3.1.4).

In the original design and launch of EDS, only one report type was coded and equipped to automate cross-checking functionality (Taxable CWD). The Taxable CWD report was developed as a proof of concept for automated cross-check functions, but is not currently in production in EDS. The cross-check function of the concept report was designed by running stored procedures directly against the EDS database tables. Currently, EDS tables are designed for basic online transaction processing (OLTP), which means that the data tables are designed for inserting and updating data only. The current EDS configuration is not designed for the technical queries needed to do cross-checks across data sets submitted by multiple reporting entities. Based on the current design, EDS cross-checking has the following issues:

- If database cross-check queries were run by multiple users during peak reporting times, system performance would likely be affected by the following constraints:
 - Queries perform locks against the tables to insure the requesting user gets consistent and correct data
 - Locked tables prevent data entry, updates and other queries from starting until the current query finishes
 - Queries could burden system resources and response times on larger tables with more data such as alcohol products
- The existing database cross-check queries do not account for amended reports
 - For example, if an entity has amended a report several times, the report period subject to a query could capture all transactions from previous reports and skew the cross-check results

- There are multiple tightly coupled queries used in the cross-check for each audit type, which could be problematic when exceptions or changes need to be made
- Because there are multiple queries, the same tables are queried multiple times to retrieve and then build the targeted data. Multiple queries generate longer table locks and impact the overall system performance in EDS

Although the existing EDS database tables could be modified with indexes and other mechanisms to improve cross-checking validation, impacts to performance and functionality of viewing, adding, and updating records in the EDS system will need to be considered and accounted for in any system upgrade design.

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|--|---|--|-------------|
| 6.3.2.1 | Electronic cross check function of EDS is not currently in existence | Automate cross-checking of Tax Report entries to match what was reported bought and sold. The cross-check results could be viewed by the user upon request from the system, during an audit or at any time during the month | EDS should match the data the distributors reported buying from the manufacturers against the data the manufacturers reported selling to the distributors. Electronic crosschecking will be based on Business Entity, Invoice Number, Date and Amount. Any data that does not match would be listed in an Exception Report | MED |
| 6.3.2.2 | The current EDS configuration is not designed for the queries needed to do cross checks. EDS functions mainly as a transactional processing system | Leverage Data Warehouse online analytical processing technology to perform automated cross-checking in EDS | The data warehouse would enable online analytical processing (OLAP), provide analysis tools, and manage the process of gathering data and delivering it to the business / end users | HIGH |

6.3.3 GUIDE / Audit Tracking Module

A legacy audit tracking program, called GUIDE, was developed and is currently in use. GUIDE tracks how much money was collected from audits, the number of pending audits, amounts of outstanding balances, balance due, and total amount collected. GUIDE contains several years of data, milestones for completion, reviews and approvals. The GUIDE system has 41 classified audit types and includes the following primary features:

| ID # | AS-IS (GUIDE) | GAPS | TO-BE | ROM |
|---------|---|--|---|--------------------|
| 6.3.3.1 | Audit assignment The audit candidates' list is created via a process previously known as prospecting, which creates a list based on criteria specified by an Audit Supervisor and excludes candidates from the list if they have been audited within the past 3 years | Code audit assignment prospecting functionality into EDS | Incorporate primary GUIDE features into EDS (assign, schedule and document audit results) | <i>(see below)</i> |

| ID # | AS-IS (GUIDE) | GAPS | TO-BE | ROM |
|----------|---|--|---|-------------|
| 6.3.3.2 | Hours worked on an audit, by assigned auditor(s) | Code hours worked functionality into EDS | Generates detailed reports of audit productivity, timeliness, and revenue collections | (see below) |
| 6.3.3.3 | Audit review and tracking | Code audit review and tracking functionality into EDS | Tracks each audit from the time it is assigned, all the way through completion and collection | (see below) |
| 6.3.3.4 | Data sources for various ABT Audit Reports related to Audits and staff resourcing through Crystal Reports | Code tracking of non-report driven items functionality into EDS | Tracks non-report driven items including Compliance Audits; Audit results - Pass or Fail; *SRX report (used to audit restaurants' liquor licenses) | (see below) |
| 6.3.3.5 | Assessment of penalties, interest, payment plans and related items | Code calculation of penalties, interest and payment plans into EDS | EDS will have GUIDE functionality rebuilt into EDS' Audit Tracking Module | (see below) |
| 6.3.3.6 | Recording of payment transactions, related comments | Code recording of payment transactions & comments functionality into EDS | EDS will have GUIDE functionality rebuilt into EDS' Audit Tracking Module | (see below) |
| 6.3.3.7 | Audit comments, which can be configured for full text searches | Code audit comments functionality into EDS | EDS will have GUIDE functionality rebuilt into EDS' Audit Tracking Module | (see below) |
| 6.3.3.8 | Audit Performance Review of productivity figures by auditor | Code Audit Performance Review functionality into EDS | Audit Performance Review will allow capture of audit rating; supervisor evaluation / rating | (see below) |
| 6.3.3.9 | Audit / Transaction Review | Code Audit / Transaction Review functionality into EDS | Will be able to enter the license number, audit period, and get any transactions which were recorded by other parties as having transactions with the wholesaler being audited (e.g. City Beverage) | (see below) |
| 6.3.3.10 | Estimate for items: 6.3.1.14 – 6.3.1.22 | Code all GUIDE functionality into EDS | GUIDE functionality integrated into EDS | MED |

6.3.4 Audit Management System: Conclusions and Recommendations

Although the EDS Audit Management Module's original design intent was to automate the manual processes for Audit Management, Cross-Checking, and Audit Tracking, these functions were never completed in EDS and numerous ad-hoc Access databases and Excel spreadsheets were developed and proliferated by necessity for AB&T to sustain an effective audit process under its operational obligations. In order to adequately and timely meet the needs of EDS stakeholders with these functions, a dedicated effort is needed to implement these major modules in EDS. This series of recommendations - collectively grouped as Audit Management, Cross-Checking and Tracking Modules – represent the most significant change (in terms of scope) for design and implementation (see To-Be Audit Process diagram at

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section 3.1.4). Accordingly, the following actions and enhancements are recommended for the Audit Management System:

- The existing Audit Management Proof of Concept must be evaluated to determine whether the conceptual cross-check function should be completed or a new cross-check function needs to be developed implementation across all EDS data tables
 - If the current EDS Audit Management Proof of Concept is completed, audit types for alcohol products would need to be added
- Functions such as Audit Cover Letters need to be considered to determine if the letter function should operate within EDS or through an outside process (currently generated through custom Excel programs)
- Enable auditors to make adjustments in EDS during an audit based on audit findings
- Enable workflow management and tracking in EDS to track work performed by auditors
- EDS should facilitate supervisory review and allow for generation of an Audit Assessment / Summary for printing, signature and tax payment collection purposes
- Add letter generation, printing and management functionality in EDS, utilizing workflow and notification based on pre-defined audit phases and state transitions. The system should track when a letter was generated
- Automate cross-checking of tax report entries to match what was reported as bought and sold, enabling constant automatic cross-check results which could be viewed by the user upon request
- To support queries needed for cross-checking, data warehouse online analytical processing technology should be implemented, including planning for applicable costs for hardware, time and dedicated Business Intelligence (BI) resources
- Primary GUIDE features for audit tracking need to be incorporated into EDS for audit assignment, scheduling and documentation of audit results
 - Audit assignment prospecting functionality should be coded into EDS
 - Hours worked functionality should be coded into EDS
 - Audit performance review and tracking functionality should be coded into EDS
- Tracking of non-report driven items functionality (e.g. compliance audits) should be coded into EDS
- Calculation of penalties, interest and payment plans should be coded into EDS
- Recording of payment transactions and comments functionality should be coded into EDS
- Audit Transaction Review functionality should be coded into EDS

6.4 Revenue Operations

6.4.1 Stamps Management

Management and tracking of cigarette tax stamps and Indian coupons is a critical component of ensuring the integrity of Florida's structure for revenue collection on certain tobacco-related sales. The EDS system is intended to provide an electronic solution for previously manual operations in managing this stamp and coupon inventory. There are opportunities for elevating the sophistication of tracking, calculations, and automation in the system. The table below documents features of a To-Be EDS system equipped to address the known opportunities for upgrading or introducing functions for advancing the management of these inventory and tax tools in the future.

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|--|---|---|------------|
| 6.4.1.1 | Stamp Management Currently using legacy Access database | Program EDS to calculate remaining inventory balance and track where rolls of stamps are physically located | EDS will calculate remaining inventory balance and trigger re-orders when an office is low. Locations could transfer. Track where a roll of stamps is at any time | MED |

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|--|---|--|------------|
| 6.4.1.2 | Indian Coupon Management EDS does not calculate the number of coupons allowed per tribe member. EDS only allows for entry of the number of coupons | Code Indian Coupon calculation functionality into EDS | EDS will calculate number of coupons based on the number of recipients entered | LOW |

6.4.2 Tax Credits and Refunds

The EDS system is intended to provide an electronic solution for other previously manual operations in the tracking and application of tax credits and refunds.

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|---|---|---|------------|
| 6.4.2.1 | Credit automation is incomplete | Complete automation of the credit process | Automated credit process | LOW |
| 6.4.2.2 | Tax Credits EDS does not close out the credit automatically. EDS does not auto-calculate credits or apply the balance | Code credit auto-calculation functionality into EDS | EDS will close out the credit automatically, auto-calculate and apply the balance | MED |
| 6.4.2.3 | Refunds The licensee currently gets a note saying their refund has been approved, but in reality they do not get their money now. It looks exactly the same as a credit, but displays "Refund" in the greeting. They get confused with the refund # and try to use it as a credit # | Modify EDS Refund email notification | Modify the email to reflect content (to be defined by AB&T) | LOW |

6.4.3 Automated Payment Options

Automated Payment Options were suggested as a desired optional feature by internal and external users during this gap analysis project. In coordination with AB&T Executive Management, the Project Team recommends that EDS be equipped with a function to link to the current pay system at DOR as noted in the table below.

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|--|---|--|------------|
| 6.4.3.1 | External users currently submit payment via the DOR Payment Initiation System. Link to payment info not currently available in EDS | Code interface to payment system into EDS | Link to the payment system and display that a payment was made | MED |

6.4.4 Revenue Operations: Conclusions and Recommendations

Revenue Operations are represented by the revenue functions for maintaining the tax collection data and other data used in the revenue reconciliation and audit processes, including as outlined above, Stamps Management and Indian Coupons (6.4.1), Tax Credits and Refunds (6.4.2), and Payments (6.4.3). EDS functions supporting Revenue

Operations have been partially implemented in EDS to date. Accordingly, the following actions and enhancements are recommended for the Revenue Operations functions:

- In the Stamp Management Module, program EDS to calculate remaining inventory balance and track where rolls of stamps are physically located
- In the Indian Coupon Management Module, code Indian Coupon calculation functionality into EDS
- In the Tax Credits Module, code credit auto-calculation functionality into EDS to close out the credit automatically and to auto-calculate and apply the balance
- In the Refunds Module, modify the EDS Refund email notification to provide clarity on the intent of the communication
- Evaluate the creation of an Automated Payments display interface into the DOR Payment Initiation System to display when a payment from a licensee was submitted and processed

6.5 Configuration & System Administration Modules

The Administration Module serves as the command center for the EDS system, allowing the EDS Support Team to internally manage and modify features of data reports and assist external reporting entities with issues within particular tabs and functions of the EDS system. Routinely, the EDS Support team receives support and maintenance requests regarding user account maintenance, home page messages, UST factor authorization, tax report deletion, and tax report editing for a particular reporting period.

6.5.1 Administrative Functions

Effective internal administration functions are critical to providing the EDS Support Team with the tools necessary to promote user satisfaction in the reporting experience and to maintaining the daily operation of EDS. The table below documents gaps that should be considered in the upgrade of EDS functionality to enable AB&T and the EDS Support Team to properly assist both the external reporting entities accessing the system and the internal AB&T auditing staff reviewing data once submitted.

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|---|--|---|------------|
| 6.5.1.1 | Maintenance (Messages) Used to add messages to inform users of various events, scheduled outages or system updates, set the display order, and delete old messages | Create a mechanism to enable formatting of messages | Will have the ability to change the font size and color of individual messages | LOW |
| 6.5.1.2 | Breakage / Spoilage Functionality not available to EDS Support on the Administration page. Currently process is to open a ticket to adjust Spoilage and a table update is done on the back end | Code Breakage / Spoilage adjustment functionality into EDS | There will be an Administrative function to adjust Spoilage administratively inclusive of versioning | LOW |
| 6.5.1.3 | System Integration When a licensee changes license numbers instead of closing the current license and issuing a new number Licensing is just changing the license number on the license record. By doing this EDS has no idea the license has closed and that license number is not removed from our entities list, | Correct this issue in EDS | There is currently an open ticket being worked on to address licensees in license database that shouldn't be in active use and the fix is planned to be delivered by the end of January, 2015 | N/A |

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|---|---|--|------------|
| | resulting in incorrect license numbers being used in transactions | | | |
| 6.5.1.4 | Notification When Licensees submit their report they do not get a confirmation email when it's been submitted. AB&T has to email them to provide notification of the update | Add notification functionality in EDS to notify the licensee if an error is made and a credit is issued for the wrong amount, that the credit has been updated or changed | EDS sends confirmation email upon successful report submission | LOW |

6.5.2 Custom Reports Module

The analytical data reports currently in use are created from data supplied by both the GUIDE and EDS systems. As the GUIDE application functions are transitioned to EDS, approximately 30 reports will need to be redeveloped. Additionally, between 25-50 manual queries currently being run against the production database will need to be converted to actual reports in EDS. Based on analysis of system resources and stability, the Project Team recommends the processes for these reports should access a mirror of the production database data to be created for this purpose.

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|--|--|--|------------|
| 6.5.2.1 | The custom EDS Reports are insufficient. No end of month reports to compare what should have been filed | Create custom Exception reports in EDS | End of month "Exception" reports | LOW |
| 6.5.2.2 | No way to report on anything Saved but not Submitted. Does not look at or compare what should have been filed (but is late or has not filed) | Create custom Saved but Not Submitted reports in EDS | Will have a Custom Report on any licensees who have Saved but not yet Submitted a Tax Report | LOW |
| 6.5.2.3 | No way to report on anyone who didn't send their check/payment. Does not display payments made (or alert if not made) | Create custom Payment reports in EDS | Will report on any licensee who did not make a payment (contingent on a feed or web service from Versa:Regulation) | LOW |
| 6.5.2.4 | Manually running queries against the Production database | Create 25-50 additional custom reports in EDS | Approximately 25 – 50 custom reports to be built within the EDS against a mirror of Production data | LOW |
| 6.5.2.5 | There are currently 31 known Crystal Reports using GUIDE data | Evaluate which reports will be needed from GUIDE after new functionality is built in EDS | Custom reports to be built within the EDS against a mirror of Production data | LOW |

6.5.3 Batch Processing Interface

The Batch Processing Interface consists of several different sub-systems, including: an FTP server, an e-mail server, and the core application server. First, the FTP server allows for users to deposit a flat text file into temporary DBPR file storage. A sub-program then runs on the application server to detect and move the file to the EDS processing folder where validation scripts are run against the file. If errors are detected, an e-mail notification is sent to the reporting entity and to the support mailbox. If no errors are reported, the data within the file is submitted as the tax report in EDS, and a confirmation e-mail is sent to the submitter. The process to retrieve the file from the FTP location currently runs every 10 minutes. Gaps to be considered for resolution within the Batch Processing Interface are documented in the table below.

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|--|--|--|------------|
| 6.5.3.1 | Error handling limited to email notification and it lacks comprehensive information which would make problem solving easier on the user | Implement enhanced error handling information and integrate the notification and correction capabilities into a web form | More information to-be provided about report errors and a web interface provided to help users identify and correct the errors | LOW |
| 6.5.3.2 | The FTP process lacks processing feedback for successful submission in that it is limited to email notification and is based on a process that can take up to ten minutes before the file is validated | Provide alternative methods for submitting text batch file and reduce the time for processing feedback | Web-based interface for submitting batch files with improved processing | MED |

6.5.4 Help Module, Tips, FAQs & Tutorial Files

A comprehensive set of instructions for both web-based and batch upload reporting (including instructions for creating batch files) are available to reporting entities on the AB&T website. The web-based tax reporting module provides users with an in-line, contextual set of tips when users hover over certain fields that have been identified as necessary for clarification through common errors and issues resolved by the EDS Support Team. However, the in-line tips in the web-based reporting structure remain limited and in need of review and expansion to address other common issues noted through interaction with external reporting entities. The interviews conducted in this gap analysis highlighted a need for EDS Help resources to be expanded for certain forms and functions in the system. In addition to addressing known gaps as identified in the table below, the Project Team acknowledges new EDS Help resources will need to be designed and adapted once other enhancements recommended by this report are implemented.

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|---|--|---|------------|
| 6.5.4.1 | A system Help option is not currently available. System Help is viewed as a benefit for the industry people uploading or entering data in EDS | Create a system Help option in EDS | EDS provides system help if necessary | LOW |
| 6.5.4.2 | Some field locations show the Licensees how to correctly key the data for that particular field | Document How To's for very troublesome transaction types and incorporate into Help, FAQs and hover-over tips | EDS has enhanced contextual hover-over tips | LOW |
| 6.5.4.3 | The tutorials may need to be upgraded for clarity of end users | Update the tutorials (e.g. FTP) to explain all of the data required by EDS | System Frequently Asked Questions (FAQ) and tutorials should be upgraded in alignment | LOW |

| ID # | AS-IS | GAPS | TO-BE | ROM |
|---------|--|---|---|------------|
| | | | with system updates | |
| 6.5.4.4 | Some help modules were developed but never put into production | Review all existing help content, determine gap and add content accordingly | All external help modules are incorporated into EDS | LOW |

6.5.5 Configuration, System Administration & Reporting: Conclusions & Recommendations

The EDS Administration Module is capable of providing a broader platform for support functions to be performed by the EDS Support Team in assisting external reporting entities and internal AB&T staff with queries, reports, changes, and other requests impacting forms and submissions in EDS. The following actions and enhancements are recommended for the System Administration module:

- Incorporate functions for breakage/spoilage election maintenance, system integration, notification, and additional Custom Reports
- Basic Help and Tutorials resources should be updated where practical on an interim basis for current EDS functions
 - Help and tutorial resources should be designed and integrated in EDS to correspond to future systems development upgrades once completed. Integrated Help resources should ensure that system fields have context-sensitive help tips where needed. For example, where comments are optional, the field should be labeled as “optional,” or where fields request particular dates, the date requested should be specified with clarity for the end user
 - Further documentation is needed for challenging transaction types such as International Suppliers
 - Help resources and tutorials should be reviewed and upgraded on an ongoing basis in coordination with system updates within the overall IT Change Control and Change Management processes
- Within Message Maintenance, create a mechanism to enable formatting of messages (e.g., font size and color)
- Breakage / Spoilage adjustment functionality should be coded into EDS, inclusive of versioning/logging
- Restrict EDS to only populate license fields with all active licenses and only inactive licenses which have been inactive for less than 60 days from VERSA: Regulation, consider use of web services
- Create a confirmation email which is to be sent when a report is successfully submitted by a licensee
- Create custom end-of month “exception” reports in EDS
- Create custom “Saved But Not Submitted” reports in EDS for any licensees who have saved data entries but not yet submitted the tax report
- Create custom payment reports in EDS on any active licensees who did not send a payment check (contingent on integration with Versa:Regulation)
- Create 25-50 additional custom reports in EDS to reduce the need for manually running queries against the production database

7 Conclusion

The EDS Gap Analysis Project represents the most substantial technical review performed on the EDS system since its launch in partial production in 2009. The project was supported by a Project Team, which included an independent technology business and systems analyst. Feedback from interviews of department and industry stakeholders factored extensively in the findings of the report. The final report captures an insightful and comprehensive overview of preferred system functionality and technical upgrades necessary for an advanced, sustainable, fully-equipped system to support AB&T in managing the reporting and reconciliation of millions of dollars in tax payments.

Sections 5 and 6 of the report include detailed conclusions and recommendations particular to each hardware and software component of the EDS system. Each recommendation is derived from the distinct gaps the Project Team identified in the current EDS configuration. The findings and recommendations anticipate a significant evolution of the electronic data reporting and auditing capabilities of AB&T. The recommended To-Be system is intended to introduce:

- more convenient and compatible data submission options for industry reporting entities resulting in increased adoption of electronic reporting across the licensee population;
- more efficient and reliable data tools for auditors, enabling automated data cross-check analysis necessary to identify reporting discrepancies and verify tax amounts due;
- more efficient use of auditor resources from reductions in paper report filings and manual data entry,
- more effective system administration resources to manage response to routine user error and system performance issues impacting internal and external stakeholders; and
- higher system reliability due to technological improvements and disaster recovery implementation.

Certain system features reported in this gap analysis represent mission critical objectives for a future system upgrade. Upgrading the format and process for industry report filing is an imperative step to motivating additional licensees to submit tax reports electronically. Moreover, enhancing functions for access and analysis of reported data is essential to elevating audit productivity, accuracy, and collections of uncollected revenue through improved process efficiencies. The recommendations for the To-Be EDS configuration in this report are guided, in part, by a focus on these primary, mission critical processes.

Notwithstanding emphasis on mission critical features, additional technical deficiencies in the current EDS configuration and long-term audit process goals also require increased attention. Accordingly, the Project Team concluded that the most effective approach to upgrading EDS is to expedite a coordinated and comprehensive system project designed to accomplish all recommended EDS enhancements in a single development initiative. Addressing system gaps in full will ensure all features of the To-Be EDS system are technically integrated and supported by sufficient hardware for increased user loads.

Designing and implementing upgrades to hardware and software together will provide a technological structure conducive to long-term management and maintenance, including the capacity to modify and adapt system modules more efficiently in response to changes in the tax and regulatory environment. Additionally, a comprehensive and expedited project provides the most promising strategy for AB&T to promote electronic data submission within the current licensee population and to effectively increase new user enrollment to realize the full value of recommended system enhancements.

For this report, the Project Team calculated rough order of magnitude estimates for each technical system gap to provide a reliable measure to anticipate workload, time, and costs required to fulfill each recommendation. A total of 17,757 hours were estimated to complete the recommended systems development initiative. The recommended staffing approach to timely complete a systems development project includes FTE positions in the first project year to prepare for and begin the project and a combination of FTE positions and staff augmentation in the second project year to complete comprehensive system development. A recommended staffing approach for these staff hours is outlined in more detail at Appendix 8.3.

Based on the findings in this report, the Project Team recommends that AB&T and the DBPR Division of Technology coordinate further in immediate planning for resources and authorization necessary to launch a systems development project to close the documented technical gaps in the EDS system. Planning a future systems development project should take into consideration the time, cost, and scheduling recommendations the Project Team has carefully evaluated in this gap analysis project.

| | | | |
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8 Appendix

8.1 Project Team Members

Gap Analysis Report - Roles & Responsibilities

| Role | Name |
|---|---|
| Executive Sponsors | William Spicola (ABT) Kathy Ott (IT) |
| Project Sponsors | Thomas Philpot (ABT) Tom Coker (IT) |
| Functional System Owner | Ben Pridgeon (ABT) |
| Technical Managers | Michelle Marowski (IT) David Cantrell (IT) |
| Project Manager | Chad Pickett (IT) |
| System Administrators, Subject Matter Experts (SMEs) | Andy Walker (ABT) Mike Coleman (ABT) |
| Business Coordinator, Knowledge Champion (KC) | Kevin Carpenter (ABT) |
| Lead Developer | Charles Byrne (ABT/IT) |
| Independent Business Analyst | Chris Voehl (By Contract) |

8.2 Interview Participants

The tables below provide additional reference regarding the individuals who participated in interviews with the business analyst during the initial phase of this gap analysis project. Participants for these interviews were identified by AB&T management based on multiple factors. For internal interviews, AB&T selected central and field auditing staff based on experience in auditing processes, level of use of the EDS system, geographic location, and types of audits performed. The Power User column is an indicator regarding the frequency and depth of use of EDS for each internal user. “Yes” in the Power User column denotes auditing staff whose responsibilities require routine interaction with the EDS system. For external interviews, AB&T selected industry stakeholder licensees representing high and low volume transactions and users and non-users of the current EDS system. The external sample size for interviews in this gap analysis was controlled by time and resource limitations in the project schedule.

8.2.1 Internal Interview List

| EDS GAP ANALYSIS – PHASE 1 INTERNAL INTERVIEWS | | | | |
|--|------------|--------------------------------|-----------|--------------------|
| Name | Power User | Role | Date | Interview Location |
| Ben Pridgeon | No | Bureau Chief Auditing | 8/28/2014 | Tallahassee |
| Andy Walker | Yes | EDS Support Manager | 8/28/2014 | Tallahassee |
| Mike Coleman | Yes | EDS Support Analyst | 8/28/2014 | Tallahassee |
| Carlye Hawkins | No | Credits and Refunds Data Entry | 8/29/2014 | Tallahassee |
| Charlie Taylor | No | Data Entry | 8/29/2014 | Tallahassee |
| Tim Wood | Yes | Tax Audit Supervisor | 9/3/2014 | Orlando |
| Julie Keenan | No | Tax Audit Supervisor | 9/3/2014 | Tampa |
| Barbara Otowchits | Yes | Tax Auditor II | 9/4/2014 | Margate |
| Debbie Reid | No | Tax Auditor II | 9/4/2014 | Jacksonville |
| Marie Fraher | No | Bureau Chief Licensing | 9/8/2014 | Tallahassee |
| Maria Nickels | No | Data Entry OPS | 9/5/2014 | Tallahassee |

8.2.2 External Interview List

| EDS GAP ANALYSIS – PHASE 2 EXTERNAL INTERVIEWS | | | | |
|--|------------|-------------------------|----------|-----------------------------|
| Category | Power User | Role | Date | Interview Method |
| Large Cigarette Wholesale Dealer | No | Tax controller | 9/25/14 | Conference Call |
| Large Beer Distributor | No | Accounting | 9/29/14 | Conference Call |
| Large Liquor and Wine Distributor | No | IT Director for Florida | 9/30/14 | Conference Call |
| Regional Beer Distributor | Yes (FTP) | IT Manager | 10/01/14 | Conference Call |
| Large Liquor and Wine Distributor | No | IT / Developer | 10/06/14 | NetMeeting, Conference Call |

8.3 Recommended Staffing Approach and Hour Estimates

From the resulting range of hours in the report’s rough order of magnitude estimates, the midpoint was derived. Additional hours were estimated for detailed requirements documentation, training and administrative time needed for a comprehensive systems development project. In total, 17,757 hours are projected for the two year period needed to complete the comprehensive systems development initiative. The Project Team recommends that 4,160 hours be allocated in the first project year for detailed requirements gathering and documentation, tax report usability enhancements, code maintainability improvements, and administrative time. For the second project year, the Project Team recommends 13,597 hours be allocated for the completion of the project, which includes 4,160 hours to from two FTE positions and 9,437 hours to be addressed by staff augmentation. Thereafter, the Project Team recommends that the two FTE positions be continued for ongoing maintenance and support for the enhanced EDS system.

| | Gap Reference Numbers | Title | Staff Aug Hours | New FTE # 1 Hours | New FTE #2 Hours | Estimated Hours (Averaged) |
|---|---------------------------|---|-----------------|-------------------|------------------|----------------------------|
| Year 1 FY2015-16 | N/A | Detailed Requirements Gathering | 0 | 1,005 | 1,005 | 2,010 |
| | 6.2.1 - 6.2.3 | Tax Reporting (usability enhancements) | 0 | 925 | 925 | 1,850 |
| | 5.2.3 | Code Maintainability | 0 | 30 | 30 | 60 |
| | N/A | Admin. Time | 0 | 120 | 120 | 240 |
| | Year 1 Total Hours | | | 0 | 2,080 | 2,080 |
| Year 2 FY2016-17 | 5.2.2 | Application Architecture & Technical Enhancements | 2,947 | 368 | 368 | 3,684 |
| | 5.2.4 | Login & Security | 898 | 192 | 192 | 1,283 |
| | 6.2.1 - 6.2.3 | Tax Reporting (less usability enhancements in year 1) | 2,205 | 348 | 348 | 2,901 |
| | 6.3.1 | Audit Management | 1,924 | 541 | 541 | 3,006 |
| | 6.4.1 | Stamps & Indian Coupons | 239 | 51 | 51 | 341 |
| | 6.4.2 - 6.4.3 | Revenue Operations | 477 | 102 | 102 | 682 |
| | 6.5.1 | Configuration & Administration | 127 | 27 | 27 | 182 |
| | 6.5.2 | Custom Reports | 211 | 45 | 45 | 302 |
| | 6.5.3 | Batch Processing | 239 | 51 | 51 | 341 |
| | 6.5.4 | Help Module | 169 | 36 | 36 | 242 |
| | N/A | Admin. Time | 0 | 120 | 120 | 240 |
| | N/A | Training | 0 | 197 | 197 | 393 |
| | Year 2 Total Hours | | | 9,437 | 2,080 | 2,080 |
| Year 3 and Beyond FY2017-18 + | N/A | Ongoing Maintenance and Support | 0 | 2,080 | 2,080 | |
| Total Estimated Project Hours | | | | | | 17,757 |
| Total Estimated Staff Augmentation Hours | | | 9,437 | | | |

8.4 Procedure for Monthly Audit As-Is Process

8.4.1 EDS Ready – Manual Preparation and Input of Data for Audit

EDS Ready is the current manual process by which AB&T field auditors prepare data to be submitted to OPS data entry clerks for manual input into the EDS system. The EDS Ready process applies to monthly reports submitted by reporting entities not currently using EDS for electronic submission of tax data. The steps below highlight the time and effort required to make the monthly report data for one reporting entity available for use by auditors in an audit process.

Preliminary Steps: Each auditor obtains the Pseudo Listing from the website. The Pseudo Listing provides information on entities (outside of the state) that do business in the state which are required to file reports but not required to hold a license. AB&T assigns a pseudo license (reporting number) for these entities. The Pseudo Listing is made available to both internal and external stakeholders to allow all reporting entities and auditing staff access to pseudo numbers necessary to file accurate reports. When a pseudo license number has not been assigned to a particular entity in a report, the auditor sends a request to the EDS Support Team with the supplier name, address and business type (alcohol or tobacco). Once the auditor has this license information available, the auditor proceeds with the EDS Ready data preparation steps below.

1. Get Licensee Name and License # from the form (e.g. ALCOHOLIC BEVERAGE MONTHLY REPORT – BEER).

2. In EDS, enter header, License #, reporting period, and email address. Save.

3. Review the totals on page 2 of the report (MONTHLY SUMMARY REPORT – EXCISE TAX).

4. Verify the totals are accurate against each DETAILS OF DISTRIBUTORS MONTHLY REPORT.
5. Once totals are verified to be correct, take the detailed line transactions from the MONTHLY SUMMARY REPORT and enter the transactions into the EDS Ready Report.

| | | | | |
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| Republic National Dist 1608144 | |
|--|------------------------------------|
| Beer Report | |
| In-State Purchases | |
| 2600243 | Republic National Dist - JAX |
| 3902974 | Republic National Dist - No Tampa |
| Out-of-State Purchases | |
| 7900181 | Anheuser Busch - Spaten |
| 7900142 | CARRIAGE HOUSE IMPORTS |
| 7901583 | PAULANER USA LLC |
| 7904356 | SABEMOUS BEVERAGES |
| 7900179 | SAPPORO USA INC |
| 7900193 | UNITED STATES BEVERAGE LLC |
| Sales to Other Florida Distributors | |
| 2600243 | Republic National Dist - JAX |
| 3902974 | Republic National Dist - No Tampa |
| 2700409 | Republic National Dist - Pensacola |
| Out-of-State Sales | |
| 4700006 | Beer Box |
| 2323700 | CARISAM INTERNATIONAL |
| 2323380 | ITC JAPANESE FOOD DISTRIBUTORS INC |
| 4700006 | JADE IMPORTS COMPANY |
| Sales to Gov't | |
| 5400001 | Key West Naval Air Station |

Note: The auditor keys totals into EDS in order to validate the report and allow Tallahassee auditing staff to run accurate statistics if necessary.

- 6. Confirm the transactions are on the report and put an * on the Pseudo Listing worksheet. Sort the transaction list. The sorted list becomes a personalized License # and Pseudo List order/report for each distributor.

| Brown Distrib Lic 160-00239 | |
|--|---------------------------------------|
| Brown Distrib - Wine Report | |
| In-State Purchases | |
| 2901164 | Anheuser Busch - Jax |
| 5800012 | City Beverages & Avalon Island Sports |
| 2123482 | Eagle Brand Sales |
| 5800051 | Florida Dist Co |
| 5804681 | FMB Brown Dist |
| 6000070 | Southern Eagle Dist |
| 1000137 | Stignone Dist |
| Out-of-State Purchases | |
| 7901032 | Anheuser Busch - Jacksonville |
| 7901002 | Anheuser Busch - Centerville - CRTV |
| 7901033 | Anheuser Busch - Columbus |
| 7901006 | Anheuser Busch - In Bev - St Louis |
| 7904334 | Anheuser Busch - E.D.H.S. |
| Brown Dist - Liquor Report | |
| In-State Purchases | |
| 5805681 | FMB Brown Dist |
| Sales to Other Florida Distributors | |
| 5805681 | FMB Brown Dist |

Note: Most auditors write the numbers on a copy of the report and scan the report to Tallahassee. Some auditors make a list. Either is accepted as long as the license data is complete and legible.

- 7. Scan the report and send via email to Tallahassee auditing staff.

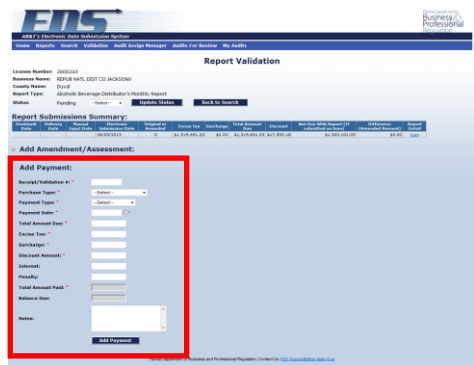
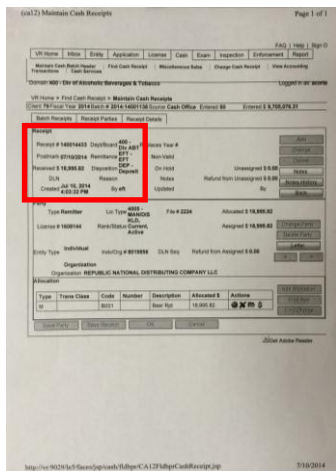
| | | | |
|----------------|---|---------------|------------------|
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| Category: | Analysis Document | Release Date: | 12-04-2014 |
| | | Revision: | FINAL / APPROVED |

8.4.1.1 Example of Report Validation and Errors Following Data Entry

This process outline details the steps pursued by AB&T field auditing staff to validate monthly reports and address report errors once data has been input to the EDS system. This process applies to reports filed by licensees not submitting data electronically through EDS.

If there is an error in the report filed by the licensee, the errors must be fixed in the EDS system. Errors typically include but are not limited to: an out-of-state sale which is actually an in-state sale; incorrect returns to stock; and one figure on one page and a different figure on another page for the same data.

1. Verify the monthly report in EDS matches the ALCOHOLIC BEVERAGES MONTHLY REPORT as filed by the licensee.
2. Go to Report Validation Search and verify the amount paid by the licensee matches the amount considered due based on EDS report.
3. Click under Validate Report, Validate Payment. Review the RECEIPT DETAILS page from Versa:Regulation (see photo) to verify the receipt matches the amount owed.



4. Enter the amount paid in EDS – click ADD PAYMENT.
5. Enter Validation # from VR and the amount due. Sometimes EDS catches overages or underages.

| | | | |
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EDS
 AB&T's Electronic Data Submission System

Home Reports Search Validation Audit Assign Manager Audits For Review My Audits

Report Validation

License Number: 4500772
 Business Name: Lakeridge Winery & Vineyards
 County Name: Lake
 Report Type: Alcoholic Beverage Distributor's Monthly Report
 Status: Pending

Report Submissions Summary:

| Postmark Date | Delivery Date | Manual Input Date | Electronic Submission Date | Original or Amended | Excise Tax | Surcharge | Total Amount Due | Discount | Net Due With Report (If submitted on time) | Difference (Amended Amount) |
|---------------|---------------|-------------------|----------------------------|---------------------|------------|-----------|------------------|----------|--|-----------------------------|
| | | | 09/03/2014 | O | \$9,226.28 | \$0.00 | \$9,226.28 | \$175.30 | \$9,050.98 | \$0.00 |

Add Amendment/Assessment:

Add Payment:

Receipt/Validation #:

Purchase Type: *

Payment Type: *

Payment Date: *

Total Amount Due: *

Excise Tax: *

Surcharge: *

Discount Amount: *

Interest:

Penalty:

Total Amount Paid: *

Balance Due:

Notes:

Pull down menu for C.O.D or Deferred payments. Which is only a function necessary on taxable cigarette reports (stamps)

Shows discount regardless of whether report is on time or not. Does not show total due without.

Alcohol does not have surcharge, yet this is a required field.

For additional reference, below is an example of a cigarette report validation in EDS.

| | | | |
|----------------|---|---------------|------------------|
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| Category: | Analysis Document | Release Date: | 12-04-2014 |
| | | Revision: | FINAL / APPROVED |

Report Validation

License Number: 3900655
 Business Name: CORE-MARK
 County Name: Hillsborough
 Report Type: Taxable Cigarette Wholesale Dealer's Monthly Report
 Status: Completed --Select-- **Update Status** **Back to Search**

Report Submissions Summary:

| Postmark Date | Delivery Date | Manual Input Date | Electronic Submission Date | Original or Amended | Excise Tax | Surcharge | Total Amount Due | Discount | Net Due With Report (If submitted on time) | Difference (Amended Amount) | Report Detail | |
|---------------|---------------|-------------------|----------------------------|---------------------|--------------|----------------|------------------|------------|--|-----------------------------|---------------|----------------------|
| 02/10/2012 | 02/10/2012 | 02/27/2012 | | O | \$559,350.00 | \$1,650,000.00 | \$2,209,350.00 | \$7,920.00 | | \$2,201,430.00 | \$0.00 | View |

Add Amendment/Assessment:

Add Payment:

Payment has been added successfully

Receipt/Validation #:

Purchase Type: *

Payment Type: *

Payment Date: *

Total Amount Due: *

Excise Tax: *

Surcharge: *

Discount Amount: *

Interest:

Penalty:

Total Amount Paid: * Required

Balance Due:

Notes:

Add Payment

Two validations were recorded. A balance due is still showing for the report. No place to delete payment.

| | Receipt/Validation Num | Purchase Type | Payment Type | Payment Date | Total Amount Due | Excise Tax | Surcharge | Discount Amount | Interest | Penalty | Total Amount Paid | Balance Due | Notes |
|-------|------------------------|---------------|--------------|--------------|------------------|--------------|----------------|-----------------|----------|---------|-------------------|----------------|-------|
| Pay 1 | 1111111 | C.O.D (CASH) | Check | 02/10/2012 | \$2,209,350.00 | \$559,350.00 | \$0.00 | \$7,920.00 | \$0.00 | \$0.00 | \$551,430.00 | \$1,657,920.00 | |
| Pay 2 | 1111112 | C.O.D (CASH) | Check | 02/10/2012 | \$2,209,350.00 | \$0.00 | \$1,650,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,650,000.00 | \$559,350.00 | |

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION



RICK SCOTT
Governor

KEN LAWSON
Secretary

LYNNE T. WINSTON
Inspector General

Office of Inspector General

Audit Report A-1314-BPR-002 Audit of the Electronic Data Submission (EDS) System

June 2014



DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION
Office of Inspector General


RICK SCOTT
Governor

KEN LAWSON
Secretary



MEMORANDUM

TO: Ken Lawson, Secretary

FROM: Lynne T. Winston, Inspector General 

DATE: June 18, 2014

SUBJECT: *Audit of the Electronic Data Submission (EDS) System*
(Report Number A-1314BPR-002)

The attached report presents the results of our *Audit of the Electronic Data Submission (EDS) System*.

In accordance with Section 20.055, Florida Statutes, we provided a report of our preliminary findings and recommendations for management's review and response. The Division of Alcoholic Beverages and Tobacco's response is included in the report.

We would like to thank the management and staff of the Division of Alcoholic Beverages and Tobacco for their cooperation and assistance during the course of this review.

cc: Jeffrey Woodburn, Deputy Secretary of Business Regulation
William Spicola, Director, Division of Alcoholic Beverages and Tobacco
David W. Martin, Auditor General
Melinda Miguel, Chief Inspector General, Executive Office of the Governor

Department of Business and Professional Regulation
OFFICE OF INSPECTOR GENERAL

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EXECUTIVE SUMMARY

This audit was conducted in accordance with the Office of Inspector General's *Annual Audit Plan for Fiscal Year 2013-14*. As requested by management within the Division of Alcoholic Beverages and Tobacco, our objectives were to evaluate current development and use of the Electronic Data Submission (EDS) system, and to identify potential internal control weaknesses and risks associated with use of a partially-completed system.

Results in Brief

The Division of Alcoholic Beverages and Tobacco initiated development of the EDS system in 2009 to provide an electronic means for licensees and other reporting entities to submit monthly tax and other required reports. With electronic reporting, Bureau of Auditing (Bureau) staff would no longer need to key in monthly report data from paper reports. The EDS system was also intended to provide an electronic solution for other manual operations, such as managing the cigarette tax stamp inventory, and tracking and applying tax credits and refunds. The system's primary benefit would be the ability to electronically audit the data submitted in monthly reports. As envisioned, the system would identify potential tax underpayments by "cross-checking" transactions reported by distributors with those reported by manufacturers. Audit resources would then be assigned to evaluate the basis for any identified discrepancies. The system's audit function would permit the Bureau to target its resources more effectively and efficiently, and expand audit coverage to additional areas.

The EDS system was designed and developed under the direction of the Division of Technology. The Division of Technology completed system development in June 2010. However, as currently configured, the system primarily serves as a means to collect and store monthly tax report data and information. Other functionalities are not fully operational or have not been designed and put into production. Consequently, the Bureau has not realized many of the system's intended benefits.

Implementation of a partially-completed system has resulted in inefficiencies in Bureau operations and negatively impacted the Bureau's audit function. The system is not user-friendly and reporting entities are not required to submit electronic reports. Because electronic tax reporting has not been widely adopted by industry, Bureau auditors are required to manually enter a significant amount of data from paper reports into the EDS system. We estimated Bureau staff spend a minimum of 19,000 hours, annually, keying data into the EDS system. The system also lacks the internal controls necessary to help ensure the integrity of data residing in the system.

An overriding issue is the lack of an audit function. The system was intended to automate certain labor-intensive audit procedures, such as the cross-checking of reported data. The Bureau must therefore continue to rely on less effective and efficient manual audit methods to verify the accuracy of taxes paid and to identify potential fraudulent activity. Although the potential return on investment is high, there are no formal plans to complete the audit module.

Major Recommendations

We recommend the Bureau of Auditing coordinate with the Division of Technology to determine the extent of system maintenance needed to address issues with the system's electronic tax reporting functionality. We recommend the Bureau of Auditing evaluate whether sufficient information technology and management resources are available for the required system maintenance, and if not, whether it is advisable to continue operating the EDS system as it is presently configured. We recommend the Bureau identify the internal controls needed to help assure the integrity of data residing in the system, and include design and implementation of such controls in any plans for system maintenance. We recommend the Division of Alcoholic Beverages and Tobacco establish a new systems development project to complete the Electronic Data Submission (EDS) system.

ACKNOWLEDGEMENTS

We would like to acknowledge the cooperation, assistance and input provided to us by the management and staff of the Division of Alcoholic Beverages and Tobacco, and in particular, the management and staff of the Bureau of Auditing. We appreciate the time spent with us in interviews and observations, and the timely response to our many requests for supporting documentation.

INTRODUCTION AND BACKGROUND

The Bureau of Auditing (Bureau) within the Division of Alcoholic Beverages and Tobacco (ABT or Division) is responsible for collecting the excise taxes levied on alcoholic beverages sold in Florida and the excise taxes and surcharges levied on cigarettes and other tobacco products sold in Florida. The Bureau collected over \$1.7 billion in tax revenue in Fiscal Year 2012-13.

The Bureau is also responsible for auditing the accuracy of collected taxes. In Fiscal Year 2012-13, Bureau auditors recovered \$1,472,998 in tax underpayments. The Bureau is further responsible for ensuring that manufacturers, distributors, distributing agents, and dealers licensed or permitted by the Division adhere to applicable state laws, rules, and regulations.

To accomplish these responsibilities, the Bureau had 80 authorized Full-time Equivalent positions in Fiscal Year 2012-13, with central office personnel located in Tallahassee and operations deployed throughout the state in six district field offices. The Legislature appropriated \$5,913,612 for Bureau operations in Fiscal Year 2012-13.

The Bureau's field auditors conduct tax and compliance audits of licensees while other personnel collect, process, and account for the revenues and tax report data. Each month, the licensed entities selling cigarettes, tobacco products, and alcoholic beverages in Florida at the wholesale level are required to collect applicable excise taxes and surcharges on the products they sell and pay those revenues to ABT. Essential to the taxing structure is the requirement for monthly reporting of product transactions. All reports and the full amount of tax payments due must be submitted to ABT on or before the 10th day of the month following the calendar month for which the report is filed. The Bureau is responsible for receiving these reports and payments, and for capturing the data from the reports and payments into various Division and department information systems. Licensees are audited semi-annually to assure proper payment of taxes and to promote compliance with laws and rules regulating the alcoholic beverages and tobacco industries in Florida.

In 2009, the Bureau proposed development of an application for electronic submission of the required monthly reports. The completed system would support other Bureau functions, such as management of the cigarette tax stamp inventory and tax credit and refund management. The application was also to include an audit component. The Electronic Data Submission system was designed and developed under the direction of the Division of Technology and was put into production in June 2010.

ISSUES AND RECOMMENDATIONS

Issue 1: Implementation of a partially-completed system has resulted in inefficiencies in Bureau operations and negatively impacted the Bureau's audit function.

Electronic tax reporting was intended to produce time and cost savings for licensees and other reporting entities. In lieu of transcribing transaction data onto paper forms, licensees would be able to upload the data to EDS from their own computer systems or enter data into the system through a Web-based application. The system would produce efficiencies in tax reporting for licensees and greater accuracy in the calculation of taxes due. The Bureau also anticipated that an electronic reporting capability would significantly reduce the amount of staff time devoted to keying in data from paper reports.

Reporting entities have been slow to adopt the EDS system's electronic reporting capability. As described by Bureau management, the system is not "user-friendly." For example, the Web-based application requires a separate log-on for each business location. Therefore, corporate headquarters cannot enter data for multiple locations in a single session. Transaction data cannot be edited in the Web application. To correct a data entry error, the entire transaction must be deleted and reentered. Finding a data entry error is difficult because the data cannot be sorted or otherwise manipulated within the application.

As an alternative to Web-based reporting, entities may submit reports by batch upload to the EDS system. Bureau management reported the batch upload function is not easy to use and few entities have adopted this option. It appears that issues with the system's functionality are due to poor communication between the Bureau and Division of Technology about the business requirements for electronic reporting, and to difficulties inherent in designing and building a system to support complex business processes.

Given the difficulties with using the system, reporting entities have little incentive to submit reports electronically. In addition, the Bureau does not currently have the statutory authority to require electronic tax reporting.¹ Bureau management reported it is reluctant to market the system more extensively until existing system limitations are addressed. Management is not sure the system has the capacity to handle more external users or that the Bureau has the resources to support additional external users.

Limited use of electronic reporting has resulted in operational inefficiencies. Bureau staff manually enter into EDS a significant proportion of the data and information that is reported each month. For example, in November 2013, the Bureau received 2,397 reports. Of this total, 1,483 (62%) reports were submitted to the Bureau on paper forms. The EDS system replaced multiple legacy systems and prior to implementation of EDS, Bureau staff entered into these

¹ Alternatively, the Division of Alcoholic Beverages and Tobacco could initiate a rule change to make electronic reporting mandatory.

systems only the summary data reported on the paper forms. With implementation of the EDS system, staff are now required to enter the detailed supporting transaction data. Accordingly, Bureau employees manually keyed in data and information for 54,558 (56%) of the total 98,028 transactions reported in November 2013.

Management reported that in anticipation of system completion, the Bureau lost eight positions through legislative budget reductions. The loss of these positions caused the Bureau to disburse data entry responsibilities to auditors located in the District Offices. We asked audit supervisors within the division's Central and District Offices to estimate the number of hours audit staff spends each month entering report data and information into the EDS system. Responses varied from as little as 20 hours per month in one District Office to 756 hours in another. We estimated that on an annual basis, Bureau auditors spend approximately 19,176 to 23,340 hours entering monthly report data into the EDS system. At a minimum, the Bureau devotes the equivalent of 9 full-time audit positions to this effort.

System implementation has negatively impacted the Bureau's audit function. We asked supervisors to describe any concerns with the data entry process or with the EDS system. Most District Office supervisors indicated that because the system has not been embraced as widely as anticipated, the amount of time spent on data entry has limited the time auditors spend in the field performing traditional audit services. Constraints on Bureau audit services undermine the Bureau's ability to ensure the accuracy of taxes paid and to monitor industry compliance with state regulatory requirements.

The system requires maintenance to resolve existing problems. Bureau management refers to electronic report submission as Phase 1 of the EDS system. Bureau managers described Phase 1 implementation as incomplete. They reported that subsequent to the system's implementation in 2010, the Bureau submitted requests to the Division of Technology to resolve certain issues and problems with system functionality. However, revisions in the Division of Technology's change management process led to some previously identified issues and problems no longer being adequately tracked to resolution. We concluded that a complete inventory of issues that need to be resolved in the near term is requisite to evaluating whether sufficient information technology resources are available to maintain the system. The Bureau currently funds one full-time programmer who performs system maintenance under the direction of the Division of Technology.

System maintenance is performed to ensure systems continue to operate as expected. System maintenance generally includes corrective maintenance to fix or correct problems that were not identified during the implementation phase. An example of such remedial maintenance is the lack of a user-required feature or the improper functioning of a feature. Perfective maintenance involves changes made to enhance the system and improve processing performance and usability.

As the functional owner of the EDS system, the Bureau of Auditing is responsible for communicating with the Division of Technology regarding required maintenance. The Division of Technology is responsible for ensuring that such maintenance is appropriately accomplished. Various staff within the Bureau's central office monitor system operations and request work on the system. However, these staff have other, competing job duties and responsibilities. Understanding the extent of work needed to complete Phase 1 is requisite to evaluating whether the Bureau has sufficient resources assigned to system management.

RECOMMENDATIONS

We recommend the Bureau of Auditing coordinate with the Division of Technology to determine the extent of system maintenance needed to address issues with the system's electronic tax reporting functionality. We recommend the Bureau of Auditing specify the business requirements for electronic reporting, including requirements that would make electronic report submission a more viable option for licensees and other reporting entities. After determining the extent of maintenance work required, we recommend the Bureau of Auditing evaluate whether sufficient information technology and management resources are available for the required system maintenance, and if not, whether it is advisable to continue operating the EDS system as it is presently configured.

Issue 2. Additional internal controls are needed to help assure the integrity of data residing in the EDS system.

In designing the system's electronic tax reporting capability, Bureau management determined it should accept reports from licensees and other reporting entities, as submitted, and then use audit methodologies to verify the accuracy of reported data and to detect any irregularities in licensee activity. Consequently, few internal controls were built into the system, and as Bureau management reported, it cannot fully rely upon the integrity of system data.

Additional internal controls would help improve data integrity. The system was not designed to reconcile data to any control totals. One such control total is the amount of taxes paid. Taxes due, as calculated in EDS, should match the amount of taxes paid, as receipted in Versa: Regulation. A difference would indicate the licensee had made a payment error, or the report, as submitted in EDS, contained inaccurate data. Bureau staff must manually identify discrepancies between taxes paid and taxes due. Should an auditor identify a data issue there is no way to flag the report in the system. Data extracted from the system prior to the report's correction may thus contain inaccurate data.

To learn how the EDS system works in practice, we randomly reviewed a number of reports that had gone through District review, but had not yet undergone Central Office quality assurance. We compared taxes owed, as calculated in EDS for these reports, with taxes paid, as receipted in Versa: Regulation. Bureau management reported that if these amounts differ, auditors should not submit reports without first ensuring that all data was correctly entered as reported in the paper form. However, in our limited review, we identified reports in which the amounts did not match. In one such case, a distributor appeared to have underpaid excise taxes on liquor by \$581,722. When brought to management's attention, staff identified and corrected data they had entered in error and submitted a revised report. In another example, a distributor appeared to have underpaid excise taxes on liquor by over \$4.5 million. Review of the paper submission showed the auditor had not recorded a certificate of credit for that amount, and the distributor had in fact overpaid taxes by \$578.

We should note, however, that given the volume of transactions Bureau staff enters into EDS, they appear to make relatively few data entry errors. We compared the data in a sample of 13 paper reports submitted in November 2013, with the data entered by Bureau staff. We identified few data entry errors among the 4,961 reported transactions. The errors found were primarily entries that would not result in the miscalculation of taxes owed, such as incorrect invoice numbers or transaction dates.

The system lacks internal controls over the revision of system data. The system permits submission of multiple versions of the same monthly report. Therefore, data residing in the system is subject to on-going revision without approval from Bureau management. District supervisors reported that licensees frequently amend electronically submitted reports for prior reporting periods and this practice has an adverse effect on the audit process. The system allows auditors to begin data entry and save the report for completion at a later date. However, data is often lost in this process. As a workaround, auditors submit the reports as they are working on them. Bureau management informed us the most recently submitted report is the one that should be relied upon as the most accurate report. However, auditors may not complete data entry until the next reporting month, or later. Monthly reports may be incomplete or frequently revised to correct data entry or reporting errors. Therefore any statistical data compiled from the system is only as accurate as the data residing in the system as of a specific point in time.

Ensuring the accuracy of data entered into the Web-based application is particularly challenging if the report contains hundreds or even thousands of transactions. In working with the system in the test environment, we found it easy to alter transaction data such that taxes owed, as calculated by the system, would match the amount of taxes paid, as receipted in Versa: Regulation. Thus, a control weakness exists as it would be difficult to identify intentional data entry errors through traditional audit methodologies, especially in the case of high volume accounts where only a sample of transactions is audited. As discussed in Finding 3 below, completion of the system's audit component is needed for more effective identification of reporting errors. In fact, an audit component would itself serve as an internal control over the accuracy of system data.

The EDS system lacks an important deterrent control. The paper reporting forms require the submitter to signify that the report is true and correct to the best of the submitter's knowledge and belief and is submitted under the penalty of perjury. This statement was not replicated in the EDS system for electronically submitted reports.

The Bureau relies on certain manual procedures to help verify the accuracy of system data and of taxes paid. For example,

- The EDS system does not track whether all required reports have been submitted. To determine whether the system contains complete data for a reporting month, Bureau management relies on District Offices to manually track report submissions.
- If a monthly report is received late or if the tax payment is not received timely, the system does not automatically remove the discount off taxes due. Auditors must manually review each monthly report to ensure the discount was appropriately taken.
- Although inventory drives the calculation of taxes due, the system does not automatically populate beginning inventory from the ending inventory reported in the prior month. For both electronically submitted reports and paper reports, auditors must verify the accuracy of the reported beginning inventory by comparing it to the ending inventory reported in the prior month's report.

The use of such manual procedures has a higher likelihood of error and is less efficient than automated controls.

Written procedures are internal controls that help assure consistency in how business processes are conducted. Although implementation of electronic tax reporting in 2010 affected certain of the Bureau's business processes, the Bureau has not revised its operating

procedures, accordingly. For example, when reports are received electronically, there are no written procedures for verifying that taxes paid, as receipted in Versa: Regulation, match the taxes due, as calculated in EDS. There are no written procedures for auditor review of electronically submitted reports or established practices for correcting electronically submitted reports when auditors identify reporting errors.

Absent such written procedures, Bureau management reported that District Offices have differing data entry protocols. For example, when a distributor returns alcohol product to another distributor, the return may be treated as a return to stock in one District Office, and as a negative sale in another. Differences in how transactions are recorded in EDS may affect the calculation of product inventory and, ultimately, the amount of taxes due.

RECOMMENDATIONS

We recommend the Bureau identify the internal controls needed to help assure the integrity of data residing in the system, and include design and implementation of such controls in any plans for system maintenance. We also recommend the Bureau of Auditing revise its written procedures to reflect changes in business processes resulting from implementation of the EDS system.

Issue 3: Although an audit component in the EDS system would improve the Bureau's operational effectiveness and efficiency, and the potential return on investment is high, there are no formal plans to complete the system.

The EDS system currently serves as the repository for monthly report data. However, it is not designed to analyze the data it stores. The Bureau therefore relies on manual audit methods to assess the accuracy of reported data and of taxes paid. Manufacturers and other entities located outside the state must report to ABT monthly the quantity of product shipped into Florida to licensed wholesalers. Wholesalers must report to ABT monthly the quantity of product sold to other distributors and to non-taxed entities, such as the military. Bureau auditors then verify this third-party documentation against the information reported on the distributor's monthly report of purchases made or tax-exempt sales. The auditor manually verifies each entry on the monthly report to determine whether all transactions that should be presented were included. This cross-checking process is intended to ensure that the information recorded in the monthly reports is accurate and complete. The auditor investigates any discrepancies to determine whether additional taxes are due. Because excise tax and surcharge accounts are audited semi-annually, auditors must cross-check the data reported in reports spanning six months.

We performed a cross-check of one product category in each of 10 reports filed by distributors in November 2013. To accomplish this review we compared each transaction, as recorded in the distributor's monthly report, against the monthly report submitted by the corresponding entity which had sold to, or purchased from that distributor. Of the 914 transactions we reviewed, we were not able to verify the accuracy of 489 (53.5%) of the transactions. In many cases, the quantity of product reported as sold to or purchased by the distributor did not match the quantity reported by the manufacturer. In other cases the report filed by the manufacturer did not include transactions reported by the distributor, or the manufacturer had failed to file a report with the Bureau, making verification impossible. We also found many instances in which the distributor failed to report products sold to them or purchased from them as recorded in the report filed by the manufacturer. Because each transaction is included in the calculation of total inventory, any inaccuracies in reported transactions have a direct effect on taxes due for the reporting month.

For example, one distributor reported the purchase of imported wine products from 30 different entities. We were able to verify the accuracy of only 5 (9%) of the 60 purchases made from these suppliers. We were thus able to verify the accuracy of only 3% of the reported quantity of product purchased in the reporting month. In many instances, the quantity of product purchased per the distributor's report differed from the quantity reported as sold to that distributor. For 38 (63%) of the reported purchases, the out-of-state supplier had not filed a report with the Bureau. We therefore could not verify the accuracy of these transactions. In another case, cross-checking revealed a distributor had failed to report 6 purchases recorded as sold to the distributor in the monthly reports filed by 4 different manufacturers. It thus appeared the distributor underreported the quantity of liquor it purchased during the month by 9%.

Although data from the November 2013 reports resides in the EDS system, Bureau auditors must manually cross-check each reported transaction or for large distributors, a sample of transactions. To illustrate the magnitude of this task, the November 2013 report filed by one alcoholic beverage distributor included 3,424 transactions. Given that audits cover a six-month period, it would be difficult to identify all discrepancies in reported transactions. If reports are cross-checked on a sample basis, it is unlikely that auditors would identify all instances in which distributor and manufacturer reports differ. An automated solution would increase the likelihood of identifying reporting errors and/or fraudulent activity.

We did not attempt to estimate the extent to which automatic cross-checking of monthly reports would free audit staff to pursue audit inquiry in other areas. We also did not attempt to estimate the extent to which automatic cross-checking would result in increased tax revenues to the state. In Fiscal Year 2012-13, Bureau tax collections exceeded \$1.7 billion. In contrast, audit recoveries in that year—that is, monies recovered through traditional audit procedures—totaled \$1,472,998.

There is a high potential return on investment in an audit component. A 2010 Florida TaxWatch report stated that enforcement of excise taxes and surcharges on cigarettes and other tobacco products depends on a largely manual audit capability “that does not adequately protect this critical revenue stream.” The report estimated that implementation of an electronic audit and compliance system could increase cigarette and tobacco product tax revenues to the state by 2% to 5%, annually. Florida TaxWatch anticipated the system would result in a reduction in reporting errors by distributors and an increase in the identification of fraudulent activity.² Based on total collections of \$1.7 billion in Fiscal Year 2012-13, we estimated that a 2% to 5% recovery rate would result in between \$34 and \$85 million in additional tax revenues, annually.

Prior to its implementation, initial system testing included tests of some of the functional components of an audit capability, including the cross-matching of monthly report data. A document prepared by Bureau management reported that these initial tests revealed numerous instances of incorrect reporting and/or inappropriate activity which if investigated might result in the recovery of taxes and the assessment of penalties. The document noted that the ability to electronically cross-check between reporting entities would greatly facilitate the identification of errors and of illegal activity at the wholesale level. Management reported that due to design

² *Report and Recommendations of the Florida TaxWatch Government Cost Savings Task Force to Save More than \$3 Billion*, Florida TaxWatch, (March 2010), p. 67. The views in this report were reiterated in a subsequent Florida TaxWatch report on cost savings for Fiscal Year 2012-13.

flaws identified in the testing stage, the audit component was never completed, and the system does not currently support any auditing activities.

Development and implementation of an audit component within the EDS system would be highly beneficial to the Bureau's audit function. As originally intended, implementation of an automated, continuous audit capability would help the Bureau achieve efficiencies in the assignment of audit resources and free staff to pursue audits in other areas, such as manufacturer audits, audits of duty-free locations, and audits of non-taxable sales. The Bureau could also replace certain manual audit procedures with more effective automated processes that quickly and efficiently identify potential tax underpayments or fraudulent activity.

As a partially-completed application, the EDS system offers limited support for the Bureau's tax collection and audit functions. The Bureau has not realized many of the intended benefits of the system and as discussed above, operation of the system in its current configuration has resulted in inefficiencies in Bureau operations. Nonetheless, there are no formal plans to complete the EDS system.

Bureau managers described the EDS system to us as a system under development. In comparison, Division of Technology management reported the EDS system is a completed system in its operations and maintenance phase. Systems in this phase do not anticipate development of additional components. Further, the EDS system is not being managed as a software development project with a structured project management approach. It is therefore unlikely that a completed system, inclusive of tax stamp management, audit, and other intended components, will be realizable in the short term.

To guide the system to completion ABT would need to establish a new systems development project. The Bureau of Auditing would need to prepare a current business case which should, at a minimum, describe the system's purpose, identify expected benefits, and explain how the proposed system supports strategic business goals and objectives. Many of the expected benefits identified in prior years would continue to be relevant. A current business case is needed to help Division management make an informed decision about the commitment of financial and staff resources to a new project.

Should Division management choose to establish a new systems development project, the Bureau of Auditing would need to establish a current project charter and project plan in conjunction with the Division of Technology. The project charter identifies the project's sponsors and provides detail concerning project objectives and scope. The charter should identify the systems development methodology that will be used, project management requirements, functional and technical requirements, and criteria for evaluating project completion. The charter should identify project risks, issues, and deliverables, and include a preliminary estimate of the effort, cost, and duration of the project.

The project plan provides the basis for managing the project. The plan should define the primary responsibilities of key project personnel, including project sponsors, managers, and team members. The project plan should include the schedule of major project milestones; an overall budget and estimated costs to complete project phases; clearly defined deliverables with established acceptance criteria and identified review and approval processes; testing requirements; change management procedures; and the consideration of internal control issues.

The process of establishing a new systems development project would help ABT and the Bureau of Auditing identify and plan the work needed to complete the EDS system. This

process would also assist ABT and the Bureau in determining whether additional management and information technology resources are needed to complete the system within a reasonable timeframe.

RECOMMENDATIONS

We recommend the Division of Alcoholic Beverages and Tobacco establish a new systems development project to complete the Electronic Data Submission (EDS) system. We recommend the Bureau of Auditing prepare a new business case for Division management to use in determining whether to proceed with the project. Should Division management approve the project, we recommend the Bureau of Auditing work with the Division of Technology to complete a new project charter and project plan to complete the system.

MANAGEMENT'S RESPONSE

The Division of Alcoholic Beverages and Tobacco concurred with our findings and recommendations. The full text of the Division's response is appended.

OBJECTIVES, SCOPE, AND METHODOLOGY

Objectives

As requested by management of the Division of Alcoholic Beverages and Tobacco, our objectives were to evaluate current development and use of the Electronic Data Submission (EDS) system, and to identify potential internal control weaknesses and risks associated with use of a partially-completed system.

Scope

This audit evaluated functionality of the EDS system during the period January 1, 2014, through March 31, 2014. We assessed the extent to which the system supported Bureau of Auditing business processes, and evaluated internal controls over the integrity of system data. We also reviewed and analyzed relevant documentation from prior and subsequent periods, and interviewed key managers and staff in the Division of Alcoholic Beverages and Tobacco and the Division of Technology during the period from August 1, 2013 to May 7, 2014.

Methodology

This audit was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* published by the Institute of Internal Auditors, Inc. These standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for the findings and conclusions presented herein.

Audit procedures and tests included review of relevant state regulatory laws and rules, and of information provided to entities regulated by the Division, including tax instruction booklets, and tax reporting forms. We reviewed the Division's tutorials on how to use the EDS system to submit electronic reports. We also reviewed the Bureau's written internal procedures for carrying out its tax collection and auditing functions.

We conducted interviews with senior Division managers concerning the EDS system, with Bureau of Auditing managers and staff responsible for system management, and with relevant management and staff within the Division of Technology. We also carried out the following steps:

- Reviewed the 2009 project charter and other documentation describing the purpose and benefits of the EDS system, and the components of a completed system.
- Reviewed documentation pertaining to system development, and to issues and problems identified subsequent to system implementation.
- Reviewed literature on electronic tax reporting, including reports published by Florida TaxWatch.
- Reviewed literature on generally accepted practices for developing information systems, and for maintaining systems in the operations and maintenance phase of the systems development lifecycle.
- Analyzed Bureau documentation to determine the number and percentage of total monthly reports and transactions that were keyed into the EDS system by Bureau staff in November 2013.
- Surveyed the Bureau's District and Central Office supervisors about the system's functionality, and the number of hours per month audit staff spend keying report data and information into the EDS system.
- Tested system internal controls by creating a series of mock monthly reports in the EDS test environment.
- Reviewed a sample of monthly reports in the EDS system, and compared taxes owed, as calculated in EDS, with taxes paid, as receipted in Versa: Regulation.
- Obtained a sample of 13 paper reports submitted in November 2013 and compared the data and information for 4,691 transactions entered into EDS by Bureau staff with the data and information reported in the paper reports.
- Accessed the transaction data for one product category in 10 reports filed by distributors in November 2013 and cross-checked the 914 transactions against the monthly reports filed by the corresponding entity.

To promote accountability, integrity, and efficiency in government, the Office of Inspector General conducts audits of Department of Business and Professional Regulation programs, activities, and functions. This report and other audit reports prepared by the Office of Inspector General of the Department of Business and Professional Regulation can be obtained by telephone (850-414-6700) or by mail (1940 North Monroe Street, Tallahassee, FL 32399-1018).

DIVISION RESPONSE



Division of Alcoholic Beverages and Tobacco
William N. Spicola, Director
1940 North Monroe Street
Tallahassee, Florida 32399-1020
Phone: 850.488.3227 • Fax: 850.922.5175

Ken Lawson, Secretary

Rick Scott, Governor

MEMORANDUM

TO: IG Lynne Winston

FROM: Director William N. Spicola
Division of Alcoholic Beverages and Tobacco

SUBJECT: IG Report Regarding EDS System

DATE: June 6, 2014

The Division of Alcoholic Beverages and Tobacco agrees with all of the issues identified by this audit of the Electronic Data Submission system and also agrees with all of the recommendations presented in this audit report. The Division commits to a plan of action including working with the Division of Technology to determine the time and resources needed to make the EDS system fully functional to meet the needs of the Audit Bureau. We will begin immediately identifying and implementing more internal controls to assure the integrity of the data contained in the system. As recommended, the Bureau of Audit will prepare a current business case for the envisioned fully functional system and will work with the Division of Technology to develop a project plan to guide the completion of the EDS system. Our goal is to complete this business case and project plan by September 1, 2014, in order to submit any necessary requests for legislative funding or resources before the next Legislative Session.

The Division appreciates the hard work and professionalism of the Office of the Inspector General in conducting this comprehensive audit of the EDS system.

/WNS

A handwritten signature in black ink, appearing to be "William N. Spicola", written over a horizontal line.

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Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Business and Professional Regulation - Executive Direction/Support Services and Division of Technology

Agency Budget Officer/OPB Analyst Name: Lynn Smith/Lee Moore

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

| Action | Program or Service (Budget Entity Codes) | | | | |
|--------|--|----------|--|--|--|
| | 79010200 | 79010300 | | | |

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

AUDITS:

| | | | | | |
|--|---|---|--|--|--|
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) | Y | Y | | | |
| 1.4 Has security been set correctly? (CSDR, CSA) | Y | Y | | | |
| TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading | | | | | |

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 | Y | | | |
| 2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included? | Y | Y | | | |
| 2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue? | Y | Y | | | |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed? | Y | 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 | 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 | Y | | | |
|--|---|---|--|--|--|

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|---|--|----------|--|--|--|
| | | 79010200 | 79010300 | | | |
| 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 | 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 subtitle "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used. | | | | | |
| 4. EXHIBIT D (EADR, EXD) | | | | | | |
| 4.1 | Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions? | Y | Y | | | |
| 4.2 | Is the program component code and title used correct? | Y | Y | | | |
| TIP | Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A. | | | | | |
| 5. EXHIBIT D-1 (ED1R, EXD1) | | | | | | |
| 5.1 | Are all object of expenditures positive amounts? (This is a manual check.) | Y | Y | | | |
| AUDITS: | | | | | | |
| 5.2 | Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report") | Y | Y | | | |
| 5.3 | FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.) | Y | Y | | | |
| 5.4 | A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.) | Y | Y | | | |
| 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 2014-15 approved budget. Amounts should be positive. | | | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.) | | | | | | |
| 6.1 | Are issues appropriately aligned with appropriation categories? | Y | Y | | | |
| TIP | Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems. | | | | | |
| 7. EXHIBIT D-3A (EADR, ED3A) | | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | |
|--------|--|--|----------|--|--|
| | | 79010200 | 79010300 | | |
| 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 | 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 | 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 | N/A | | |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | N/A | N/A | | |
| 7.5 | Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.) | N/A | N/A | | |
| 7.6 | Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized. | N/A | N/A | | |
| 7.7 | Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | N/A | N/A | | |
| 7.8 | Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate? | N/A | N/A | | |
| 7.9 | Does the issue narrative reference the specific county(ies) where applicable? | N/A | N/A | | |
| 7.10 | Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #16-002? | N/A | N/A | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | N/A | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | N/A | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | N/A | N/A | | |
| 7.14 | Do the amounts reflect appropriate FSI assignments? | Y | Y | | |
| 7.15 | Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount. | N/A | N/A | | |
| 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 90 of the LBR Instructions.) | N/A | 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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)? | N/A | N/A | | |
| 7.18 | Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | N/A | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|----------|--|--|--|
| | | 79010200 | 79010300 | | | |
| 7.19 | Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development? | N/A | 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 | Y | | | |
| 7.21 | Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1) | N/A | N/A | | | |
| 7.22 | Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2) | N/A | N/A | | | |
| 7.23 | Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3) | N/A | 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 | 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. | | | | | |
| 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 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001). | | | | | |
| TIP | If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto. | | | | | |
| 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) | | | | | | |
| 8.1 | Has a separate department level Schedule I and supporting documents package been submitted by the agency? | Y | Y | | | |
| 8.2 | Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund? | Y | Y | | | |
| 8.3 | Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)? | Y | Y | | | |
| 8.4 | Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? | N/A | N/A | | | |

| Action | | Program or Service (Budget Entity Codes) | | | |
|--------|--|--|----------|--|--|
| | | 79010200 | 79010300 | | |
| 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 | 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? | N/A | N/A | | |
| 8.7 | If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds? | N/A | N/A | | |
| 8.8 | If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation? | N/A | N/A | | |
| 8.9 | Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)? | Y | Y | | |
| 8.10 | Are the statutory authority references correct? | Y | Y | | |
| 8.11 | Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.) | Y | Y | | |
| 8.12 | Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? | N/A | N/A | | |
| 8.13 | If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? | Y | Y | | |
| 8.14 | Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? | N/A | N/A | | |
| 8.15 | Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? | N/A | N/A | | |
| 8.16 | Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? | Y | Y | | |
| 8.17 | If applicable, are nonrecurring revenues entered into Column A04? | N/A | N/A | | |
| 8.18 | Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued? | Y | Y | | |
| 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 | N/A | | |
| 8.20 | Are appropriate general revenue service charge nonoperating amounts included in Section II? | Y | Y | | |
| 8.21 | Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? | Y | Y | | |
| 8.22 | Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.) | Y | Y | | |
| 8.23 | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? | Y | Y | | |
| 8.24 | Are prior year September operating reversions appropriately shown in column A01? | Y | Y | | |
| 8.25 | Are current year September operating reversions appropriately shown in column A02? | TBD | TBD | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--|--|--|----------|--|--|--|
| | | 79010200 | 79010300 | | | |
| 8.26 | Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records? | Y | Y | | | |
| 8.27 | Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III? | N/A | 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? | Y | Y | | | |
| 8.29 | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC? | Y | Y | | | |
| AUDITS: | | | | | | |
| 8.30 | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit). | Y | 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 | 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 | Y | | | |
| 8.33 | Has a Schedule IB been provided for each trust fund and does total agree with line I ? | Y | Y | | | |
| 8.34 | Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC? | Y | Y | | | |
| TIP | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! | | | | | |
| TIP | Determine if the agency is scheduled for trust fund review. (See page 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 | N/A | | | |
| 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 | 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 | N/A | | | |
| 11. SCHEDULE IV (EADR, SC4) | | | | | | |
| 11.1 | Are the correct Information Technology (IT) issue codes used? | N/A | N/A | | | |
| TIP | If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. | | | | | |
| 12. SCHEDULE VIIIA (EADR, SC8A) | | | | | | |

| Action | Program or Service (Budget Entity Codes) | | | | |
|--|--|----------|--|--|--|
| | 79010200 | 79010300 | | | |
| 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 | N/A | | | |
| 13. SCHEDULE VIIIB-1 (EADR, S8B1) | | | | | |
| 13.1 NOT REQUIRED FOR THIS YEAR | N/A | N/A | | | |
| 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 | 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. | N/A | Y | | | |
| 15.2 Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check. | N/A | 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? | N/A | Y | | | |
| 15.4 Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions? | N/A | 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? | N/A | Y | | | |
| AUDIT: | | | | | |
| 15.6 Do the issues net to zero at the department level? (GENR, LBR5) | N/A | Y | | | |
| 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 | Y | | | |
| 16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match? | Y | Y | | | |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT: | | | | | |
| 16.3 Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1) | Y | 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 | 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") | N/A | 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 | 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 | N | | | |

| | | | | |
|--------|--|----------|--|--|
| | Program or Service (Budget Entity Codes) | | | |
| Action | 79010200 | 79010300 | | |

| | |
|--|--|
| <p>TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.</p> | |
|--|--|

| | | | | | |
|--------|--|----------|--|--|--|
| | Program or Service (Budget Entity Codes) | | | | |
| Action | 79010200 | 79010300 | | | |

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 | Y | | | |
| 17.2 | Are appropriation category totals comparable to Exhibit B, where applicable? | Y | Y | | | |
| 17.3 | Are agency organization charts (Schedule X) provided and at the appropriate level of detail? | Y | 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 | 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 | N/A | | | |

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

Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Business and Professional Regulation - Division of Service Operations

Agency Budget Officer/OPB Analyst Name: Lynn Smith/Lee Moore

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

| Action | Program or Service (Budget Entity Codes) | | | | |
|--------|--|----------|--|--|--|
| | 79040100 | 79040200 | | | |

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

AUDITS:

| | | | | | |
|--|---|---|--|--|--|
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) | Y | Y | | | |
| 1.4 Has security been set correctly? (CSDR, CSA) | Y | Y | | | |
| TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading | | | | | |

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 | Y | | | |
| 2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included? | Y | Y | | | |
| 2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue? | Y | Y | | | |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed? | Y | 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 | 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 | Y | | | |
|--|---|---|--|--|--|

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|---|--|----------|--|--|--|
| | | 79040100 | 79040200 | | | |
| 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 | 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 subtitle "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used. | | | | | |
| 4. EXHIBIT D (EADR, EXD) | | | | | | |
| 4.1 | Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions? | Y | Y | | | |
| 4.2 | Is the program component code and title used correct? | Y | Y | | | |
| TIP | Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A. | | | | | |
| 5. EXHIBIT D-1 (ED1R, EXD1) | | | | | | |
| 5.1 | Are all object of expenditures positive amounts? (This is a manual check.) | Y | Y | | | |
| AUDITS: | | | | | | |
| 5.2 | Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report") | Y | Y | | | |
| 5.3 | FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.) | Y | Y | | | |
| 5.4 | A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.) | Y | Y | | | |
| 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 2014-15 approved budget. Amounts should be positive. | | | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.) | | | | | | |
| 6.1 | Are issues appropriately aligned with appropriation categories? | Y | Y | | | |
| TIP | Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems. | | | | | |
| 7. EXHIBIT D-3A (EADR, ED3A) | | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--------|--|--|----------|--|--|--|
| | | 79040100 | 79040200 | | | |
| 7.1 | Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.) | Y | Y | | | |
| 7.2 | Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.) | Y | 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 | N/A | | | |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | N/A | N/A | | | |
| 7.5 | Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.) | N/A | N/A | | | |
| 7.6 | Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized. | N/A | N/A | | | |
| 7.7 | Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | N/A | N/A | | | |
| 7.8 | Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate? | N/A | N/A | | | |
| 7.9 | Does the issue narrative reference the specific county(ies) where applicable? | N/A | N/A | | | |
| 7.10 | Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #16-002? | N/A | N/A | | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | N/A | | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | N/A | | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | N/A | N/A | | | |
| 7.14 | Do the amounts reflect appropriate FSI assignments? | Y | Y | | | |
| 7.15 | Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount. | N/A | N/A | | | |
| 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 90 of the LBR Instructions.) | N/A | 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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)? | N/A | N/A | | | |
| 7.18 | Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | N/A | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|----------|--|--|--|
| | | 79040100 | 79040200 | | | |
| 7.19 | Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development? | Y | 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 | Y | | | |
| 7.21 | Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1) | N/A | N/A | | | |
| 7.22 | Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2) | N/A | N/A | | | |
| 7.23 | Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3) | N/A | 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 | 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. | | | | | |
| 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 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001). | | | | | |
| TIP | If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto. | | | | | |
| 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) | | | | | | |
| 8.1 | Has a separate department level Schedule I and supporting documents package been submitted by the agency? | Y | Y | | | |
| 8.2 | Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund? | Y | Y | | | |
| 8.3 | Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)? | Y | Y | | | |
| 8.4 | Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? | Y | Y | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--------|--|--|----------|--|--|--|
| | | 79040100 | 79040200 | | | |
| 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 | Y | | | |
| 8.6 | Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year? | Y | Y | | | |
| 8.7 | If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds? | N/A | N/A | | | |
| 8.8 | If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation? | N/A | N/A | | | |
| 8.9 | Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)? | Y | Y | | | |
| 8.10 | Are the statutory authority references correct? | Y | Y | | | |
| 8.11 | Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.) | Y | Y | | | |
| 8.12 | Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? | N/A | N/A | | | |
| 8.13 | If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? | Y | Y | | | |
| 8.14 | Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? | N/A | N/A | | | |
| 8.15 | Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? | N/A | N/A | | | |
| 8.16 | Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? | Y | Y | | | |
| 8.17 | If applicable, are nonrecurring revenues entered into Column A04? | Y | Y | | | |
| 8.18 | Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued? | Y | Y | | | |
| 8.19 | Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided? | Y | Y | | | |
| 8.20 | Are appropriate general revenue service charge nonoperating amounts included in Section II? | Y | Y | | | |
| 8.21 | Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? | Y | Y | | | |
| 8.22 | Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.) | Y | Y | | | |
| 8.23 | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? | Y | Y | | | |
| 8.24 | Are prior year September operating reversions appropriately shown in column A01? | Y | Y | | | |
| 8.25 | Are current year September operating reversions appropriately shown in column A02? | TBD | TBD | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--|--|--|----------|--|--|--|
| | | 79040100 | 79040200 | | | |
| 8.26 | Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records? | Y | Y | | | |
| 8.27 | Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III? | N/A | 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? | Y | Y | | | |
| 8.29 | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC? | Y | Y | | | |
| AUDITS: | | | | | | |
| 8.30 | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit). | Y | 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 | 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 | Y | | | |
| 8.33 | Has a Schedule IB been provided for each trust fund and does total agree with line I ? | Y | Y | | | |
| 8.34 | Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC? | Y | Y | | | |
| TIP | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! | | | | | |
| TIP | Determine if the agency is scheduled for trust fund review. (See page 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 | N/A | | | |
| 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 | 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 | N/A | | | |
| 11. SCHEDULE IV (EADR, SC4) | | | | | | |
| 11.1 | Are the correct Information Technology (IT) issue codes used? | N/A | N/A | | | |
| TIP | If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. | | | | | |
| 12. SCHEDULE VIIIA (EADR, SC8A) | | | | | | |

| | | Program or Service (Budget Entity Codes) | | | | |
|--|---|--|----------|--|--|--|
| Action | | 79040100 | 79040200 | | | |
| 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 | Y | | | |
| 13. SCHEDULE VIIIB-1 (EADR, S8B1) | | | | | | |
| 13.1 | NOT REQUIRED FOR THIS YEAR | N/A | N/A | | | |
| 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 | 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. | N/A | 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 | 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 | 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 | 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 | N/A | | | |
| AUDIT: | | | | | | |
| 15.6 | Do the issues net to zero at the department level? (GENR, LBR5) | N/A | N/A | | | |
| 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 | Y | | | |
| 16.2 | Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match? | Y | Y | | | |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT: | | | | | | |
| 16.3 | Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1) | Y | 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 | 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") | N/A | 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.) | Y | 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") | N | N | | | |

| | | | | |
|--------|--|----------|--|--|
| | Program or Service (Budget Entity Codes) | | | |
| Action | 79040100 | 79040200 | | |

| | |
|--|--|
| <p>TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.</p> | |
|--|--|

| Action | Program or Service (Budget Entity Codes) | | | | |
|--------|--|----------|--|--|--|
| | 79040100 | 79040200 | | | |

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 | Y | | | |
| 17.2 | Are appropriation category totals comparable to Exhibit B, where applicable? | Y | Y | | | |
| 17.3 | Are agency organization charts (Schedule X) provided and at the appropriate level of detail? | Y | 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 | 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 | N/A | | | |

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

Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Business and Professional Regulation - Alcoholic Beverages and Tobacco

Agency Budget Officer/OPB Analyst Name: - Lynn Smith/Lee Moore

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

| Action | Program or Service (Budget Entity Codes) | | | | |
|--------|--|----------|----------|--|--|
| | 79400100 | 79400200 | 79400300 | | |

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

AUDITS:

| | | | | | |
|--|---|---|---|--|--|
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) | Y | Y | Y | | |
| 1.4 Has security been set correctly? (CSDR, CSA) | Y | Y | Y | | |
| TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading | | | | | |

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 | Y | Y | | |
| 2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included? | Y | Y | Y | | |
| 2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue? | Y | Y | Y | | |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed? | Y | Y | 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 | N/A | 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 | Y | Y | | |
|--|---|---|---|--|--|

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|---|--|----------|----------|--|--|
| | | 79400100 | 79400200 | 79400300 | | |
| 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 | Y | Y | | |
| TIP | Generally look for and be able to fully explain significant differences between A02 and A03. | | | | | |
| TIP | Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero. | | | | | |
| TIP | Requests for appropriations which require advance payment authority must use the subtitle "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used. | | | | | |
| 4. EXHIBIT D (EADR, EXD) | | | | | | |
| 4.1 | Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions? | Y | Y | Y | | |
| 4.2 | Is the program component code and title used correct? | Y | Y | Y | | |
| TIP | Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A. | | | | | |
| 5. EXHIBIT D-1 (ED1R, EXD1) | | | | | | |
| 5.1 | Are all object of expenditures positive amounts? (This is a manual check.) | Y | Y | Y | | |
| AUDITS: | | | | | | |
| 5.2 | Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report") | Y | Y | Y | | |
| 5.3 | FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.) | Y | Y | Y | | |
| 5.4 | A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.) | N | N | N | | |
| 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 2014-15 approved budget. Amounts should be positive. | | | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.) | | | | | | |
| 6.1 | Are issues appropriately aligned with appropriation categories? | Y | Y | Y | | |
| TIP | Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems. | | | | | |
| 7. EXHIBIT D-3A (EADR, ED3A) | | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--------|--|--|----------|----------|--|--|
| | | 79400100 | 79400200 | 79400300 | | |
| 7.1 | Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.) | Y | N/A | 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 | N/A | 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 | N/A | Y | | |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | N/A | N/A | Y | | |
| 7.5 | Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.) | N/A | N/A | N/A | | |
| 7.6 | Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized. | N/A | N/A | N/A | | |
| 7.7 | Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | N/A | N/A | N/A | | |
| 7.8 | Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate? | N/A | N/A | N/A | | |
| 7.9 | Does the issue narrative reference the specific county(ies) where applicable? | N/A | N/A | N/A | | |
| 7.10 | Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #16-002? | N/A | N/A | N/A | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | N/A | N/A | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | N/A | N/A | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | N/A | N/A | N/A | | |
| 7.14 | Do the amounts reflect appropriate FSI assignments? | Y | Y | Y | | |
| 7.15 | Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount. | N/A | N/A | N/A | | |
| 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 90 of the LBR Instructions.) | N/A | N/A | 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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)? | N/A | N/A | Y | | |
| 7.18 | Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | N/A | N/A | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|----------|----------|--|--|
| | | 79400100 | 79400200 | 79400300 | | |
| 7.19 | Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development? | Y | N/A | 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 | Y | Y | | |
| 7.21 | Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1) | N/A | N/A | N/A | | |
| 7.22 | Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2) | N/A | N/A | N/A | | |
| 7.23 | Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3) | N/A | N/A | 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 | N/A | N/A | | |
| TIP | Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative. | | | | | |
| TIP | The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions. | | | | | |
| TIP | Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds. | | | | | |
| TIP | If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds). | | | | | |
| TIP | If 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 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001). | | | | | |
| TIP | If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto. | | | | | |
| 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) | | | | | | |
| 8.1 | Has a separate department level Schedule I and supporting documents package been submitted by the agency? | Y | Y | Y | | |
| 8.2 | Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund? | Y | Y | Y | | |
| 8.3 | Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)? | Y | Y | Y | | |
| 8.4 | Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? | Y | Y | Y | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--------|--|--|----------|----------|--|--|
| | | 79400100 | 79400200 | 79400300 | | |
| 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 | N/A | 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? | Y | Y | Y | | |
| 8.7 | If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds? | N/A | N/A | N/A | | |
| 8.8 | If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation? | N/A | N/A | N/A | | |
| 8.9 | Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)? | Y | Y | Y | | |
| 8.10 | Are the statutory authority references correct? | Y | Y | Y | | |
| 8.11 | Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.) | Y | Y | Y | | |
| 8.12 | Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? | Y | Y | Y | | |
| 8.13 | If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? | Y | Y | Y | | |
| 8.14 | Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? | N/A | N/A | N/A | | |
| 8.15 | Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? | N/A | N/A | N/A | | |
| 8.16 | Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? | Y | Y | Y | | |
| 8.17 | If applicable, are nonrecurring revenues entered into Column A04? | N/A | N/A | N/A | | |
| 8.18 | Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued? | Y | Y | Y | | |
| 8.19 | Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided? | N/A | N/A | N/A | | |
| 8.20 | Are appropriate general revenue service charge nonoperating amounts included in Section II? | Y | Y | Y | | |
| 8.21 | Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? | Y | Y | Y | | |
| 8.22 | Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.) | Y | Y | Y | | |
| 8.23 | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? | Y | Y | Y | | |
| 8.24 | Are prior year September operating reversions appropriately shown in column A01? | Y | Y | Y | | |
| 8.25 | Are current year September operating reversions appropriately shown in column A02? | TBD | TBD | TBD | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--|--|--|----------|----------|--|--|
| | | 79400100 | 79400200 | 79400300 | | |
| 8.26 | Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records? | Y | Y | Y | | |
| 8.27 | Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III? | N/A | N/A | 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? | Y | Y | Y | | |
| 8.29 | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC? | Y | Y | Y | | |
| AUDITS: | | | | | | |
| 8.30 | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit). | Y | Y | 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 | Y | 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 | Y | Y | | |
| 8.33 | Has a Schedule IB been provided for each trust fund and does total agree with line I ? | Y | Y | Y | | |
| 8.34 | Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC? | Y | Y | Y | | |
| TIP | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! | | | | | |
| TIP | Determine if the agency is scheduled for trust fund review. (See page 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 | N/A | N/A | | |
| 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 | N/A | 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 | N/A | N/A | | |
| 11. SCHEDULE IV (EADR, SC4) | | | | | | |
| 11.1 | Are the correct Information Technology (IT) issue codes used? | N/A | N/A | Y | | |
| TIP | If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. | | | | | |
| 12. SCHEDULE VIIIA (EADR, SC8A) | | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--|---|--|----------|----------|--|--|
| | | 79400100 | 79400200 | 79400300 | | |
| 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 | N?A | Y | | |
| 13. SCHEDULE VIIIB-1 (EADR, S8B1) | | | | | | |
| 13.1 | NOT REQUIRED FOR THIS YEAR | N/A | N/A | N/A | | |
| 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 | Y | 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. | N/A | N/A | 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 | N/A | 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 | N/A | 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 | N/A | 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 | N/A | N/A | | |
| AUDIT: | | | | | | |
| 15.6 | Do the issues net to zero at the department level? (GENR, LBR5) | N/A | N/A | N/A | | |
| 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 | Y | Y | | |
| 16.2 | Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match? | Y | Y | Y | | |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT: | | | | | | |
| 16.3 | Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1) | Y | Y | 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 | Y | 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") | N/A | N/A | 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.) | Y | Y | 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") | N | N | N | | |

| | | | | |
|--------|--|----------|----------|--|
| | Program or Service (Budget Entity Codes) | | | |
| Action | 79400100 | 79400200 | 79400300 | |

| | |
|--|--|
| <p>TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.</p> | |
|--|--|

| | | | | | |
|--------|--|----------|----------|--|--|
| | Program or Service (Budget Entity Codes) | | | | |
| Action | 79400100 | 79400200 | 79400300 | | |

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 | Y | Y | | |
| 17.2 | Are appropriation category totals comparable to Exhibit B, where applicable? | Y | Y | Y | | |
| 17.3 | Are agency organization charts (Schedule X) provided and at the appropriate level of detail? | Y | Y | 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 | N/A | Y | | |
| 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 | N/A | N/A | | |

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 | Y | Y | | |
| 18.2 | Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? | N/A | N/A | N/A | | |
| 18.3 | Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? | Y | Y | Y | | |
| 18.4 | Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? | N/A | N/A | N/A | | |
| 18.5 | Are the appropriate counties identified in the narrative? | N/A | N/A | 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 | N/A | N/A | | |
| TIP | Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification. | | | | | |

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 | Y | Y | | |
|------|---|---|---|---|--|--|

Fiscal Year 2016-17 LBR Technical Review Checklist

| |
|--|
| Department/Budget Entity (Service): Business and Professional Regulation - Florida Condominiums, Timeshares and Mobile Homes |
| Agency Budget Officer/OPB Analyst Name: Lynn Smith/Lee Moore |

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

| Action | Program or Service (Budget Entity Codes) | | | | |
|----------|--|--|--|--|--|
| 79800100 | | | | | |

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. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading | | | | | |

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 | | 79800100 | | | | |
| 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 subtitle "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 2014-15 approved budget. Amounts should be positive. | | | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required 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) | | | | | | |

| | | Program or Service (Budget Entity Codes) | | | | |
|--------|---|--|--|--|--|--|
| Action | | 79800100 | | | | |
| 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 #16-002? | N/A | | | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | | | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | | | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | 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 90 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 | | | | |

| | | Program or Service (Budget Entity Codes) | | | |
|---|--|--|--|--|--|
| Action | | 79800100 | | | |
| 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. | | | | |
| 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 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001). | | | | |
| TIP | If an appropriation made in the FY 2015-16 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? | Y | | | |

| | | Program or Service (Budget Entity Codes) | | | |
|--------|--|--|--|--|--|
| Action | | 79800100 | | | |
| 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 | | | |
| 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 Section 215.20, Florida Statutes 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? | N/A | | | |
| 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? | 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? | Y | | | |
| 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? | 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? | TBD | | | |

| | | Program or Service (Budget Entity Codes) | | | | |
|--|--|--|--|--|--|--|
| Action | | 79800100 | | | | |
| 8.26 | Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records? | Y | | | | |
| 8.27 | 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? | 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 | | | | |
| 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) | | | | | | |

| | | Program or Service (Budget Entity Codes) | | | |
|--|---|--|--|--|--|
| Action | | 79800100 | | | |
| 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 | | | |
| 13. SCHEDULE VIIIB-1 (EADR, S8B1) | | | | | |
| 13.1 | NOT REQUIRED FOR THIS YEAR | N/A | | | |
| 14. SCHEDULE VIIIB-2 (EADR, S8B2) | | | | | |
| 14.1 | Do the reductions comply with the instructions provided on pages 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 | | | |
| 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 2014-15 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") | 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.) | 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") | N | | | |

| | | | | |
|--------|--|--|--|--|
| | Program or Service (Budget Entity Codes) | | | |
| Action | 79800100 | | | |

| | |
|--|--|
| <p>TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.</p> | |
|--|--|

| | | Program or Service (Budget Entity Codes) | | | |
|---|---|--|--|--|--|
| Action | | 79800100 | | | |
| 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 | | | |
| 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)? | N/A | | | |
| 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)? | 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 | | | |

Fiscal Year 2016-17 LBR Technical Review Checklist

| |
|---|
| Department/Budget Entity (Service): Business and Professional Regulation - Hotels and Restaurants |
| Agency Budget Officer/OPB Analyst Name: Lynn Smith/Lee Moore |

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

| Action | Program or Service (Budget Entity Codes) | | | | |
|----------|--|--|--|--|--|
| 79200100 | | | | | |

| 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. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading | | | | |
| 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 | | 79200100 | | | | |
| 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 subtitle "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 2014-15 approved budget. Amounts should be positive. | | | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required 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) | | | | | | |

| | | Program or Service (Budget Entity Codes) | | | |
|--------|---|--|--|--|--|
| Action | | 79200100 | | | |
| 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? | Y | | | |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | Y | | | |
| 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 #16-002? | N/A | | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | 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 90 of the LBR Instructions.) | Y | | | |
| 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)? | Y | | | |
| 7.18 | Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | | | |

| | | Program or Service (Budget Entity Codes) | | | |
|---|--|--|--|--|--|
| Action | | 79200100 | | | |
| 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. | | | | |
| 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 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001). | | | | |
| TIP | If an appropriation made in the FY 2015-16 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? | Y | | | |

| | | Program or Service (Budget Entity Codes) | | | |
|--------|--|--|--|--|--|
| Action | | 79200100 | | | |
| 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 | | | |
| 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 Section 215.20, Florida Statutes 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? | N/A | | | |
| 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? | 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? | Y | | | |
| 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? | 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? | TBD | | | |

| | | Program or Service (Budget Entity Codes) | | | | |
|--|--|--|--|--|--|--|
| Action | | 79200100 | | | | |
| 8.26 | Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records? | Y | | | | |
| 8.27 | 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? | 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 | | | | |
| 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? | Y | | | | |
| TIP | If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. | | | | | |
| 12. SCHEDULE VIIIA (EADR, SC8A) | | | | | | |

| | | Program or Service (Budget Entity Codes) | | | |
|--|---|--|--|--|--|
| Action | | 79200100 | | | |
| 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 | N/A | | | |
| 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 | | | |
| 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 2014-15 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") | 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.) | 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") | N | | | |

| | | | | |
|--------|--|--|--|--|
| | Program or Service (Budget Entity Codes) | | | |
| Action | 79200100 | | | |

| | |
|--|--|
| <p>TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.</p> | |
|--|--|

| | | | | |
|--------|--|--|--|--|
| | Program or Service (Budget Entity Codes) | | | |
| Action | 79200100 | | | |

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 | | | | |

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)? | N/A | | | | |
| 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)? | 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 | | | | |
|------|---|---|--|--|--|--|

Fiscal Year 2016-17 LBR Technical Review Checklist

| |
|---|
| Department/Budget Entity (Service): Business and Professional Regulation - Pari-Mutuel Wagering |
| Agency Budget Officer/OPB Analyst Name: Lynn Smith/ Lee Moore |

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

| Action | Program or Service (Budget Entity Codes) | | | | |
|----------|--|--|--|--|--|
| 79100400 | 79100500 | | | | |

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

AUDITS:

| | | | | | |
|--|---|---|--|--|--|
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) | Y | Y | | | |
| 1.4 Has security been set correctly? (CSDR, CSA) | Y | Y | | | |
| TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before unloading | | | | | |

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 | Y | | | |
| 2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included? | Y | Y | | | |
| 2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue? | Y | Y | | | |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed? | Y | 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 | 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 | Y | | | |
|--|---|---|--|--|--|

| | | Program or Service (Budget Entity Codes) | | | | |
|---|---|--|----------|--|--|--|
| Action | | 79100400 | 79100500 | | | |
| 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 | 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 subtitle "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used. | | | | | |
| 4. EXHIBIT D (EADR, EXD) | | | | | | |
| 4.1 | Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions? | Y | Y | | | |
| 4.2 | Is the program component code and title used correct? | Y | Y | | | |
| TIP | Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A. | | | | | |
| 5. EXHIBIT D-1 (ED1R, EXD1) | | | | | | |
| 5.1 | Are all object of expenditures positive amounts? (This is a manual check.) | Y | Y | | | |
| AUDITS: | | | | | | |
| 5.2 | Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report") | Y | Y | | | |
| 5.3 | FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.) | Y | Y | | | |
| 5.4 | A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.) | Y | Y | | | |
| 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 2014-15 approved budget. Amounts should be positive. | | | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.) | | | | | | |
| 6.1 | Are issues appropriately aligned with appropriation categories? | Y | Y | | | |
| TIP | Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems. | | | | | |
| 7. EXHIBIT D-3A (EADR, ED3A) | | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--------|--|--|----------|--|--|--|
| | | 79100400 | 79100500 | | | |
| 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 | 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 | 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 | N/A | | | |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | N/A | N/A | | | |
| 7.5 | Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 through E-6 of the LBR Instructions.) | N/A | N/A | | | |
| 7.6 | Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized. | N/A | N/A | | | |
| 7.7 | Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | N/A | N/A | | | |
| 7.8 | Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate? | N/A | N/A | | | |
| 7.9 | Does the issue narrative reference the specific county(ies) where applicable? | N/A | N/A | | | |
| 7.10 | Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #16-002? | N/A | N/A | | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | N/A | | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | N/A | | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | N/A | N/A | | | |
| 7.14 | Do the amounts reflect appropriate FSI assignments? | Y | Y | | | |
| 7.15 | Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount. | N/A | N/A | | | |
| 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 90 of the LBR Instructions.) | N/A | 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 (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)? | N/A | N/A | | | |
| 7.18 | Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | N/A | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|----------|--|--|--|
| | | 79100400 | 79100500 | | | |
| 7.19 | Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development? | N/A | 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 | Y | | | |
| 7.21 | Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1) | N/A | N/A | | | |
| 7.22 | Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2) | N/A | N/A | | | |
| 7.23 | Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3) | N/A | 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 | 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. | | | | | |
| 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 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001). | | | | | |
| TIP | If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto. | | | | | |
| 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) | | | | | | |
| 8.1 | Has a separate department level Schedule I and supporting documents package been submitted by the agency? | Y | Y | | | |
| 8.2 | Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund? | Y | Y | | | |
| 8.3 | Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)? | Y | Y | | | |
| 8.4 | Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? | Y | Y | | | |

| | | Program or Service (Budget Entity Codes) | | | |
|--------|--|--|----------|--|--|
| Action | | 79100400 | 79100500 | | |
| 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 | 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? | Y | Y | | |
| 8.7 | If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds? | N/A | N/A | | |
| 8.8 | If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation? | N/A | N/A | | |
| 8.9 | Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)? | Y | Y | | |
| 8.10 | Are the statutory authority references correct? | Y | Y | | |
| 8.11 | Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.) | Y | Y | | |
| 8.12 | Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? | Y | Y | | |
| 8.13 | If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? | N/A | 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 | N/A | | |
| 8.15 | Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? | N/A | N/A | | |
| 8.16 | Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? | Y | Y | | |
| 8.17 | If applicable, are nonrecurring revenues entered into Column A04? | N/A | N/A | | |
| 8.18 | Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued? | Y | Y | | |
| 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 | N/A | | |
| 8.20 | Are appropriate general revenue service charge nonoperating amounts included in Section II? | Y | Y | | |
| 8.21 | Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? | Y | Y | | |
| 8.22 | Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.) | Y | Y | | |
| 8.23 | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? | Y | Y | | |
| 8.24 | Are prior year September operating reversions appropriately shown in column A01? | Y | Y | | |
| 8.25 | Are current year September operating reversions appropriately shown in column A02? | TBD | TBD | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--|--|--|----------|--|--|--|
| | | 79100400 | 79100500 | | | |
| 8.26 | Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records? | Y | Y | | | |
| 8.27 | Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III? | N/A | 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? | Y | Y | | | |
| 8.29 | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC? | Y | Y | | | |
| AUDITS: | | | | | | |
| 8.30 | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit). | Y | 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 | 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 | Y | | | |
| 8.33 | Has a Schedule IB been provided for each trust fund and does total agree with line I ? | Y | Y | | | |
| 8.34 | Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC? | Y | Y | | | |
| TIP | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! | | | | | |
| TIP | Determine if the agency is scheduled for trust fund review. (See page 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 | N/A | | | |
| 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 | 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 | N/A | | | |
| 11. SCHEDULE IV (EADR, SC4) | | | | | | |
| 11.1 | Are the correct Information Technology (IT) issue codes used? | N/A | N/A | | | |
| TIP | If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. | | | | | |
| 12. SCHEDULE VIIIA (EADR, SC8A) | | | | | | |

| | | Program or Service (Budget Entity Codes) | | | | |
|--|---|--|----------|--|--|--|
| Action | | 79100400 | 79100500 | | | |
| 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 | N/A | | | |
| 13. SCHEDULE VIIIB-1 (EADR, S8B1) | | | | | | |
| 13.1 | NOT REQUIRED FOR THIS YEAR | N/A | N/A | | | |
| 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 | 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. | N/A | Y | | | |
| 15.2 | Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check. | N/A | 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? | N/A | Y | | | |
| 15.4 | Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions? | N/A | 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? | N/A | Y | | | |
| AUDIT: | | | | | | |
| 15.6 | Do the issues net to zero at the department level? (GENR, LBR5) | N/A | Y | | | |
| 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 | Y | | | |
| 16.2 | Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match? | Y | Y | | | |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT: | | | | | | |
| 16.3 | Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1) | Y | 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 | 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") | N/A | 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.) | Y | 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") | N | N | | | |

| | | | | |
|--------|--|----------|--|--|
| | Program or Service (Budget Entity Codes) | | | |
| Action | 79100400 | 79100500 | | |

| | |
|--|--|
| <p>TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.</p> | |
|--|--|

| | | | | | |
|--------|--|----------|--|--|--|
| | Program or Service (Budget Entity Codes) | | | | |
| Action | 79100400 | 79100500 | | | |

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 | Y | | | |
| 17.2 | Are appropriation category totals comparable to Exhibit B, where applicable? | Y | Y | | | |
| 17.3 | Are agency organization charts (Schedule X) provided and at the appropriate level of detail? | Y | 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 | 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 | N/A | | | |

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

Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Business and Professional Regulation - Professional Regulation

Agency Budget Officer/OPB Analyst Name: Lynn Smith/Lee Moore

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

| Action | Program or Service (Budget Entity Codes) | | | |
|--------|--|----------|----------|----------|
| | 79050100 | 79050400 | 79050500 | 79050600 |

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

AUDITS:

| | | | | | | |
|-----|---|---|---|---|---|--|
| 1.3 | Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) | Y | Y | Y | Y | |
| 1.4 | Has security been set correctly? (CSDR, CSA) | Y | Y | Y | Y | |
| TIP | The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading | | | | | |

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 | Y | Y | Y | |
| 2.2 | Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included? | Y | Y | Y | Y | |
| 2.3 | Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue? | Y | Y | Y | Y | |
| 2.4 | Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed? | Y | Y | Y | 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 | N/A | N/A | 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 | Y | Y | Y | |
|-----|--|---|---|---|---|--|

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|---|--|----------|----------|----------|--|
| | | 79050100 | 79050400 | 79050500 | 79050600 | |
| 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 | Y | Y | Y | |
| TIP | Generally look for and be able to fully explain significant differences between A02 and A03. | | | | | |
| TIP | Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero. | | | | | |
| TIP | Requests for appropriations which require advance payment authority must use the subtitle "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used. | | | | | |
| 4. EXHIBIT D (EADR, EXD) | | | | | | |
| 4.1 | Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions? | Y | Y | Y | Y | |
| 4.2 | Is the program component code and title used correct? | Y | Y | Y | Y | |
| TIP | Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A. | | | | | |
| 5. EXHIBIT D-1 (ED1R, EXD1) | | | | | | |
| 5.1 | Are all object of expenditures positive amounts? (This is a manual check.) | Y | Y | Y | Y | |
| AUDITS: | | | | | | |
| 5.2 | Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report") | Y | Y | Y | Y | |
| 5.3 | FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.) | Y | Y | Y | Y | |
| 5.4 | A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.) | N | N | N | N | |
| 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 2014-15 approved budget. Amounts should be positive. | | | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.) | | | | | | |
| 6.1 | Are issues appropriately aligned with appropriation categories? | Y | Y | Y | Y | |
| TIP | Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems. | | | | | |
| 7. EXHIBIT D-3A (EADR, ED3A) | | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | |
|--------|---|--|----------|----------|----------|
| | | 79050100 | 79050400 | 79050500 | 79050600 |
| 7.1 | Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.) | Y | Y | N/A | N/A |
| 7.2 | Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.) | Y | Y | N/A | 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 | N/A | N/A | N/A |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | N/A | N/A | N/A | 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 | N/A | N/A | N/A |
| 7.6 | Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized. | N/A | N/A | N/A | N/A |
| 7.7 | Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | N/A | N/A | N/A | N/A |
| 7.8 | Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate? | N/A | N/A | N/A | N/A |
| 7.9 | Does the issue narrative reference the specific county(ies) where applicable? | N/A | N/A | N/A | 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 #16-002? | N/A | N/A | N/A | N/A |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | N/A | N/A | N/A |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | N/A | N/A | N/A |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | N/A | N/A | N/A | N/A |
| 7.14 | Do the amounts reflect appropriate FSI assignments? | Y | Y | Y | 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 | N/A | N/A | 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 90 of the LBR Instructions.) | N/A | N/A | N/A | 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 | N/A | N/A | N/A |
| 7.18 | Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | N/A | N/A | N/A |

| Action | | Program or Service (Budget Entity Codes) | | | |
|---|--|--|----------|----------|----------|
| | | 79050100 | 79050400 | 79050500 | 79050600 |
| 7.19 | Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development? | Y | Y | N/A | 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 | Y | Y | Y |
| 7.21 | Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1) | N/A | N/A | N/A | N/A |
| 7.22 | Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2) | N/A | N/A | N/A | N/A |
| 7.23 | Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3) | N/A | N/A | N/A | 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 | N/A | N/A | N/A |
| TIP | Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative. | | | | |
| TIP | The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 65 through 70 of the LBR Instructions. | | | | |
| TIP | Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds. | | | | |
| TIP | If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds). | | | | |
| TIP | If 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 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001). | | | | |
| TIP | If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto. | | | | |
| 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) | | | | | |
| 8.1 | Has a separate department level Schedule I and supporting documents package been submitted by the agency? | Y | Y | Y | Y |
| 8.2 | Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund? | Y | Y | Y | Y |
| 8.3 | Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)? | Y | Y | Y | Y |
| 8.4 | Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? | Y | Y | N/A | Y |

| Action | | Program or Service (Budget Entity Codes) | | | |
|--------|--|--|----------|----------|----------|
| | | 79050100 | 79050400 | 79050500 | 79050600 |
| 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 | Y | Y | Y |
| 8.6 | Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year? | Y | Y | Y | 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 | N/A | N/A | N/A |
| 8.8 | If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation? | N/A | N/A | N/A | N/A |
| 8.9 | Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)? | Y | Y | Y | Y |
| 8.10 | Are the statutory authority references correct? | Y | Y | Y | Y |
| 8.11 | Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.) | Y | Y | Y | Y |
| 8.12 | Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? | N/A | N/A | N/A | N/A |
| 8.13 | If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? | Y | Y | Y | Y |
| 8.14 | Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? | N/A | N/A | N/A | N/A |
| 8.15 | Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? | N/A | N/A | N/A | N/A |
| 8.16 | Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? | Y | Y | Y | Y |
| 8.17 | If applicable, are nonrecurring revenues entered into Column A04? | Y | Y | N/A | N/A |
| 8.18 | Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued? | Y | Y | Y | Y |
| 8.19 | Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided? | Y | Y | Y | Y |
| 8.20 | Are appropriate general revenue service charge nonoperating amounts included in Section II? | Y | Y | Y | Y |
| 8.21 | Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? | Y | Y | Y | Y |
| 8.22 | Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.) | Y | Y | Y | Y |
| 8.23 | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? | Y | Y | Y | Y |
| 8.24 | Are prior year September operating reversions appropriately shown in column A01? | Y | Y | Y | Y |
| 8.25 | Are current year September operating reversions appropriately shown in column A02? | TBD | TBD | TBD | TBD |

| Action | | Program or Service (Budget Entity Codes) | | | |
|--|--|--|----------|----------|----------|
| | | 79050100 | 79050400 | 79050500 | 79050600 |
| 8.26 | Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records? | Y | Y | Y | Y |
| 8.27 | Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III? | N/A | N/A | N/A | 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? | Y | Y | Y | Y |
| 8.29 | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC? | Y | Y | Y | Y |
| AUDITS: | | | | | |
| 8.30 | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit). | Y | Y | Y | 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 | Y | Y | 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 | Y | Y | Y |
| 8.33 | Has a Schedule IB been provided for each trust fund and does total agree with line I ? | Y | Y | Y | Y |
| 8.34 | Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC? | Y | Y | Y | Y |
| TIP | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! | | | | |
| TIP | Determine if the agency is scheduled for trust fund review. (See page 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 | N/A | N/A | N/A |
| 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 | N/A | N/A | 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 | N/A | N/A | N/A |
| 11. SCHEDULE IV (EADR, SC4) | | | | | |
| 11.1 | Are the correct Information Technology (IT) issue codes used? | N/A | N/A | N/A | 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) | | | | | |

| Action | Program or Service (Budget Entity Codes) | | | |
|--|--|----------|----------|----------|
| | 79050100 | 79050400 | 79050500 | 79050600 |
| 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 | Y | N/A | N/A |
| 13. SCHEDULE VIII-B-1 (EADR, S8B1) | | | | |
| 13.1 NOT REQUIRED FOR THIS YEAR | N/A | N/A | N/A | N/A |
| 14. SCHEDULE VIII-B-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 | Y | Y | Y |
| 15. SCHEDULE VIII-C (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 | N/A | N/A | 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 | N/A | N/A | 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 | N/A | N/A | 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 | N/A | N/A | 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 | N/A | N/A | N/A |
| AUDIT: | | | | |
| 15.6 Do the issues net to zero at the department level? (GENR, LBR5) | N/A | N/A | N/A | N/A |
| 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 | Y | Y | Y |
| 16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match? | Y | Y | Y | Y |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT: | | | | |
| 16.3 Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1) | Y | Y | Y | 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 | Y | Y | 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") | N/A | N/A | N/A | 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.) | Y | Y | Y | 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") | N/J | N/J | N/J | N/J |

| | | | | |
|--------|--|----------|----------|----------|
| | Program or Service (Budget Entity Codes) | | | |
| Action | 79050100 | 79050400 | 79050500 | 79050600 |

| | |
|--|--|
| <p>TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.</p> | |
|--|--|

| | | Program or Service (Budget Entity Codes) | | | |
|---|---|--|----------|----------|----------|
| Action | | 79050100 | 79050400 | 79050500 | 79050600 |
| 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 | Y | Y | Y |
| 17.2 | Are appropriation category totals comparable to Exhibit B, where applicable? | Y | Y | Y | Y |
| 17.3 | Are agency organization charts (Schedule X) provided and at the appropriate level of detail? | Y | Y | Y | 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 | N/A | N/A | 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 | N/A | N/A | N/A |
| 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 | Y | Y | Y |
| 18.2 | Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? | NA | NA | NA | NA |
| 18.3 | Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? | Y | Y | Y | Y |
| 18.4 | Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? | NA | NA | NA | NA |
| 18.5 | Are the appropriate counties identified in the narrative? | NA | NA | NA | NA |
| 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? | NA | NA | NA | NA |
| 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 | Y | Y | Y |

THIS FORM IS NOT APPLICABLE
SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: Business and Professional Regulation
Budget Entity: 790000000

Budget Period 2016 - 2017

| | (2) | (3) | (4) |
|----------------------------|--------------|--------------|--------------|
| (1) | ACTUAL | ESTIMATED | REQUEST |
| <u>SECTION I</u> | FY 20__ - __ | FY 20__ - __ | FY 20__ - __ |
| Interest on Debt | (A) | | |
| Principal | (B) | | |
| Repayment of Loans | (C) | | |
| Fiscal Agent or Other Fees | (D) | | |
| Other Debt Service | (E) | | |
| Total Debt Service | (F) | | |

Explanation: _____

SECTION II

ISSUE: _____

| | (2) | (3) | (4) | (5) |
|----------------------------|---------------|--------------|---------------|---------------|
| (1) | MATURITY DATE | ISSUE AMOUNT | JUNE 30, 20__ | JUNE 30, 20__ |
| INTEREST RATE | | | | |
| | | | | |
| (6) | (7) | (8) | (9) | |
| | ACTUAL | ESTIMATED | REQUEST | |
| | FY 20__ - __ | FY 20__ - __ | FY 20__ - __ | |
| Interest on Debt | (G) | | | |
| Principal | (H) | | | |
| Fiscal Agent or Other Fees | (I) | | | |
| Other | (J) | | | |
| Total Debt Service | (K) | | | |

ISSUE: _____

| | (2) | (3) | (4) | (5) |
|----------------------------|---------------|--------------|---------------|---------------|
| (1) | MATURITY DATE | ISSUE AMOUNT | JUNE 30, 20__ | JUNE 30, 20__ |
| INTEREST RATE | | | | |
| | | | | |
| (6) | (7) | (8) | (9) | |
| | ACTUAL | ESTIMATED | REQUEST | |
| | FY 20__ - __ | FY 20__ - __ | FY 20__ - __ | |
| Interest on Debt | (G) | | | |
| Principal | (H) | | | |
| Fiscal Agent or Other Fees | (I) | | | |
| Other | (J) | | | |
| Total Debt Service | (K) | | | |

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2016 - 2017

Department: Business and Professional Regulation

Chief Internal Auditor: Sandra Lipner

Budget Entity: Executive Direction

Phone Number: 850-414-6700

| (1) | (2) | (3) | (4) | (5) | (6) |
|-------------------------------------|----------------|------------------------------------|---|---|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
| Auditor General Report No. 2015-052 | September 2014 | Division of Information Technology | Finding 1: Certain security controls related to surplus computer hard drive disposal processes needed improvement. Recommendation: The agencies should improve security over the surplus computer hard drive disposal processes to ensure the continued protection of confidential and exempt information. | The Department has taken appropriate steps to improve security controls over the department's surplus computers. | |
| | | | Finding 2: Documentation of surplus computer hard drive sanitization and disposition needed improvement. Recommendation: Agency management should ensure that documentation of the surplus computer hard drive sanitization and disposition is accurate and complete. | The Department has implemented updated procedures and taken other steps to improve documentation and security of computer hard drive sanitizations and disposals. | |
| Auditor General Report No. 2015-066 | August 2014 | Department-wide | Finding 1: Department policies and procedures did not require employees to report the existence of potential conflicts of interest related to inspection assignments. Recommendation: Department management should enhance policies and procedures to require employees with inspection and related enforcement responsibilities to timely report potential conflicts of interest and to annually submit a written statement disclosing any potential conflicts of interest or affirming there are none. Department management should use this information when making inspection assignments. | The Department has developed proposed revisions to its existing conflict of interest policies and procedures. The proposed revisions incorporate the enhancements outlined in the audit recommendation. <i>The OIG will continue to monitor this issue pending adoption and implementation of the proposed revisions.</i> | |
| | | | | | |

| (1) REPORT NUMBER | (2) PERIOD ENDING | (3) UNIT/AREA | (4) SUMMARY OF FINDINGS AND RECOMMENDATIONS | (5) SUMMARY OF CORRECTIVE ACTION TAKEN | (6) ISSUE CODE |
|--|-------------------------|------------------|---|---|----------------------|
| Auditor General Report No. 2015- 066 | August 2014 | Department-wide | Finding 2: Some Department inspection policies and procedures could be enhanced by incorporating methodologies for scheduling inspections and specifying criteria for initiating, and the time frames for conducting, inspection follow-up activities. | | |
| | | | Recommendation: Department management should enhance applicable inspection policies and procedures by incorporating inspection scheduling methodologies and specifying the criteria for initiating, and the time frames for conducting, inspection follow-up activities. The Department should consider using a risk-based approach. | Management of the Divisions of Alcoholic Beverages and Tobacco and Drugs, Devices, and Cosmetics are actively working to enhance applicable inspection policies and procedures within their respective divisions. <i>The OIG will continue to monitor implementation of the audit finding and recommendation.</i> | |
| | | | Finding 3: The Department did not always ensure that inspections were properly conducted and adequately documented in accordance with established policies and procedures. | | |
| | | | Recommendation: Department management should ensure that inspections are conducted and documented in accordance with established procedures. | The Division of Alcoholic Beverages and Tobacco has established a number of mechanisms to help minimize the occurrence of administrative errors and ensure that inspections are conducted and documented in accordance with established policies and procedures, to include management review of inspection activity and records in ABSTAT meetings and other supervisory meetings and trainings; expanded inspection checklists with implementation training and ongoing management review of inspection activity. | |
| | | | | | |

| (1) REPORT NUMBER | (2) PERIOD ENDING | (3) UNIT/AREA | (4) SUMMARY OF FINDINGS AND RECOMMENDATIONS | (5) SUMMARY OF CORRECTIVE ACTION TAKEN | (6) ISSUE CODE |
|--|-------------------------|---------------------------------------|---|--|----------------------|
| Auditor General Report No. 2015- 066 | August 2014 | Department-wide | Finding 4: The Department did not always timely conduct or adequately document the conduct of follow-up inspections. | | |
| | | | Recommendation: Department management should ensure that follow-up inspections are appropriately conducted and documented in accordance with established guidelines. | The Division of Alcoholic Beverages and Tobacco and the Division of Regulation are working with the Division of Technology to develop a technological solution for scheduling required follow-up inspections. <i>The OIG will continue to monitor progress in this regard.</i> The Division of Hotels and Restaurants' Quality Assurance program ensures that inspectors follow established guidelines for conducting and documenting follow-up inspections. The OIG concluded the division's quality assurance procedures effectively address the audit finding and recommendation. | |
| Internal Audit Report No. A- 1415BPR-010 | December 2014 | Division of Information Technology | This audit was issued as a confidential report pursuant to Section 282.318, Florida Statutes. The report included 5 findings and 8 recommendations to management. | In July 2015, the OIG conducted a six-month follow-up review of the status of corrective action taken in response to audit findings and recommendations. The OIG determined that management had taken sufficient corrective action to close all audit findings and recommendations. | |
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