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#### THE STATE OF FLORIDA JUSTICE ADMINISTRATIVE COMMISSION

227 North Bronough Street, Suite 2100 Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr. Executive Director

(850) 488-2415 FAX (850) 488-8944

www.justiceadmin.org

LEGISLATIVE BUDGET REQUEST

Brad King, Chair State Attorney Diamond R. Litty Public Defender Kathleen A. Smith Public Defender Brian Haas State Attorney

Justice Administration Tallahassee, Florida

October 19, 2018

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

Eric Pridgeon, Staff Director House Appropriations Committee 221 Capitol Tallahassee, Florida 32399-1300

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Justice Administration 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 2019-20 Fiscal Year. This submission has been approved by me as Executive Director for the Justice Administrative Commission on behalf of all agencies within the Department.

Sincerely,

Alton L. "Rip" Colvin, Jr.

**Executive Director** 

Enclosure



#### **Justice Administration**

### FY 2019-20 Legislative Budget Request

# **Department Level Exhibits and Schedules**

SCHEDULE VII: Agency Litigation Inventory			
Agency:	State Attorney's Office, Fourth Judicial Circuit		
Contact Person:	Stephen Siegel Phone Number: 904-255-2933		
Names of the Case: (If no case name, list the names of the plantiff and defendant.)	Bernard Albert Kruidbos vs. Melissa Nelosn, in her official capacity as State Attorney for the Fourth Judicial Circuit.		
Court with Jurisdiction:	Circuit Court, Fourth Judicial Circuit, Duval County		
Case Number:	2013-CA-007407-XXXX-MA		
Summary of the Complaint:	Plaintiff alleges the State Attorney's Office terminated his employment in retaliation for testimony he provided during an evidentiary hearing in a criminal case. The defense subpoened Kruidbos to testify at an evidentiary hearing regarding the State Attorney's Office's alleged mishandling of potentially exculpatory evidence found on the victim's cell phone.		
Amount of Claim:	\$		
Specific Statutes or Laws (including GAA) Challanged	Section 112.3187, FS Public Whistleblower Act		
Status of the Case:	Trial set for June 10, 2019		
Who is representing (of record) the state in this lawsuit? Check all that apply.	Del Harrison  Alexander, Deganee  Barnett	Agency Counsel Office of the Attorney General or Division of Risk Management 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).			

SCHEDULE VII: Agency Litigation Inventory			
Agency:	State Attorney, Eighth Judicial Circuit		
Contact Person:	Michelle Signer	Phone Number:	352-384-3008
Names of the Case: (If no case name, list the names of the plantiff and defendant.)	Michael Geary Wilson		
Court with Jurisdiction:	In the Court of Appeal of the State of California First Appellate District		
Case Number:	A147397		
Summary of the Complaint:	False Arrest		
Amount of Claim:	Unknown		
Specific Statutes or Laws (including GAA) Challanged			
Status of the Case:	Unknown	Ī	
Who is representing (of record) the state in this lawsuit? Check all that apply.	Office of the Attorney General		orney General or Management
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).	Unknown		

SCHEDULE VII: Agency Litigation Inventory			
Agency:	State Attorney's Office, 13th Circuit		
Contact Person:	Loraine Sentilles	Phone Number: 813-274-1904	
Names of the Case:	Leon Shaw		
(If no case name, list			
the names of the			
plantiff and			
defendant.)			
derendant.)			
Court with Jurisdiction:	Hillsborough County		
Case Number:	N/A		
Summary of the Complaint:	Notice of Intent		
, ,			
Amount of Claim:	None listed		
Specific Statutes or	None Listed		
Laws (including GAA)			
Challanged			
Status of the Case:	w/Risk Management		
Who is representing (of	Ü	Agency Counsel	
record) the state in this	Division of Risk Management	Office of the Attorney General or	
lawsuit? Check all that		Division of Risk Management	
apply.		Outside Contract Counsel	
TI J			
If the lawsuit is a class	N/A		
action (whether the class is			
certified or not), provide the			
name of the firm or firms			
representing the plaintiff(s).			
representing the plantin(s).			

SCHEDULE VII: Agency Litigation Inventory				
Agency:	State Attorney's Office, 13th Circu	ıit		
Contact Person:	Loraine Sentilles Phone Number: 813-274-1904			
Names of the Case:	Euriya Didblo Mobley AKA Kenneth Lee Council Jr. (17036632)			
(If no case name, list	v.			
the names of the	Hillsborough County Prosecutor Andrew Warren, Julianne M. Holt, Public Defender;			
plantiff and	Eric Ward, Tampa Police Chief; A			·
defendant.)	individual and official capacity. Private Citizen John Poe, Pennsylvania in his individual			
, and the second	capacity he is sued; Penske Truck, individual capacity, John Doe, Home Depot,			
	Private Company, sued in their individual capacity.			
Court with Jurisdiction:	Hillsborough County	1 3		
Case Number:	N/A			
Summary of the Complaint:	Civil Rights Complaint Form			
Amount of Claim:	\$800,000.00			
Specific Statutes or	None Listed			
Laws (including GAA)				
Challanged				
Status of the Case:	w/Risk Management			
Who is representing (of			Agency Counsel	1
record) the state in this	Division of Risk Mana	gement	Office of the Att	torney General or
lawsuit? Check all that			Division of Risk	
apply.			Outside Contrac	t Counsel
If the lawsuit is a class	N/A			
action (whether the class is				
certified or not), provide the				
name of the firm or firms				
representing the plaintiff(s).				

SCHEDULE VII: Agency Litigation Inventory			
Agency:	State Attorney's Office, 13th Circuit		
Contact Person:	Loraine Sentilles	Phone Number: 813-274-1904	
Names of the Case:	Marisol Fernandez	Those traineer. 013 27 1 1901	
(If no case name, list	Than sor Fernandez		
the names of the			
plantiff and			
defendant.)			
derendant.)			
Court with Jurisdiction:	Hillsborough County		
Case Number:	N/A		
Summary of the Complaint:	Request for Immediate Order of Protection		
Amount of Claim:	4 Billion Dollar Total Award, Case Entitlements, Da	amages, Compensation &	
	Loss of Wages		
Specific Statutes or	U.S. Constitution, International Laws and Treaties,	Geneva Convention	
Laws (including GAA)			
Challanged			
Status of the Case:	w/Risk Management		
Who is representing (of		Agency Counsel	
record) the state in this	Division of Risk Management	Office of the Attorney General or	
lawsuit? Check all that		Division of Risk Management	
apply.		Outside Contract Counsel	
If the lawsuit is a class	N/A		
action (whether the class is			
certified or not), provide the			
name of the firm or firms			
representing the plaintiff(s).			

SCHEDULE VII: Agency Litigation Inventory				
Agency:	State Attorney's Office, 13th Circuit			
Contact Person:	Loraine Sentilles Phone Number: 813-274-1904			
Names of the Case:	Justin Bryant	1110110 1 (unitset)   013 27 1 190 1		
(If no case name, list				
the names of the				
plantiff and				
defendant.)				
Court with Jurisdiction:	Hillsborough County			
Case Number:	8:17-cv-1818-T-33MAP			
Summary of the Complaint:				
Summary of the Complaint.	•	Justin Bryant		
	V.			
	Honorable Sheriff, David Gee, Hillsbororough County Sheriff's Office, Florida State			
	Attorney Mark A. Ober, Supervisor at the State Attorney's Office in Tampa, Florida.			
	DetectivePatrick Saunders, Hillsborough County Sheriff's Office, Florida			
	Detective William Hyatt, Hillsborough County Sheriff's Office, Florida			
	·	Detective Jeffrey Fender, Hillsborough County Sheriff's Office, Florida  Detective Charlie Keene, Hillsborough County Sheriff's Office, Florida		
	· ·			
Amount of Claim:	Detective Kelly McLaren, Hillsborough County Sheriff's Office, Florida \$150,000.00 against each defendant, jointly and severally			
Amount of Claim.	\$150,000.00 against each defendant, jointry and se	verany		
Specific Statutes or	42 U.S.C. Section 1983			
Laws (including GAA)	12 C.B.C. Beetion 1705			
Challanged				
Status of the Case:	w/Risk Management			
Who is representing (of		Agency Counsel		
record) the state in this	Division of Risk Management	Office of the Attorney General or		
lawsuit? Check all that	_	Division of Risk Management		
apply.		Outside Contract Counsel		
If the lawsuit is a class	N/A			
action (whether the class is				
certified or not), provide the				
name of the firm or firms				
representing the plaintiff(s).				

#### JUSTICE ADMINISTRATIVE COMMISSION

Effective July 1, 2018



#### Commissioners

Brad King, Chair, State Attorney, Fifth Judicial Circuit
Diamond R. Litty, Public Defender, Nineteenth Judicial Circuit
Kathleen A. Smith, Public Defender, Twentieth Judicial Circuit
Brian Haas, State Attorney, Tenth Judicial Circuit

**Executive Director** 

#### Executive Office 7 FTE

Serves as the main

point of contact for

the officials of the

Judicial-Related

Offices (JROs) and

other state agencies

and associations.

Oversees and

communicates the

efforts and activities

Accounting 11 FTE Budget 3 FTE Court-Appointed 17 FTE Financial Services 7 FTE Human Resources 12 FTE Information Technology 7 FTE

Legal 14 FTE Operations 7 FTE

7 FTE

Processes
disbursement and
revenue transactions
for the JROs in the
areas of: operations,
due process, civil
commitment,
ordinary witness
funding, juror cost
distributions, and
trust fund collections.

Assists the JROs in all aspects of budget, including the preparation of legislative budget requests, long range program plans, and budget amendments and transfers.

Provides compliance and financial review of billings for services provided by private court-appointed attorneys, and associated due process vendors, representing indigent persons.

Oversees JAC's internal budget and accounting. Maintains FLAIR security and organizational structure. Performs purchasing card administration function. Performs reconciliations for JAC and the JROs. Prepares reports on all transactions processed by JAC. Prepares and submits the financial statements on behalf of JAC and the JROs.

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Assists JAC and the JROs in all aspects of personnel matters, including benefits, retirement, reemployment assistance, and payroll.

Provides network support to JAC. Manages the internally developed online contracting and online bill submission systems for private courtappointed attorneys and associated due process vendors. Maintains the electronic document management system. Develops and maintains JAC's website. Provides desktop support.

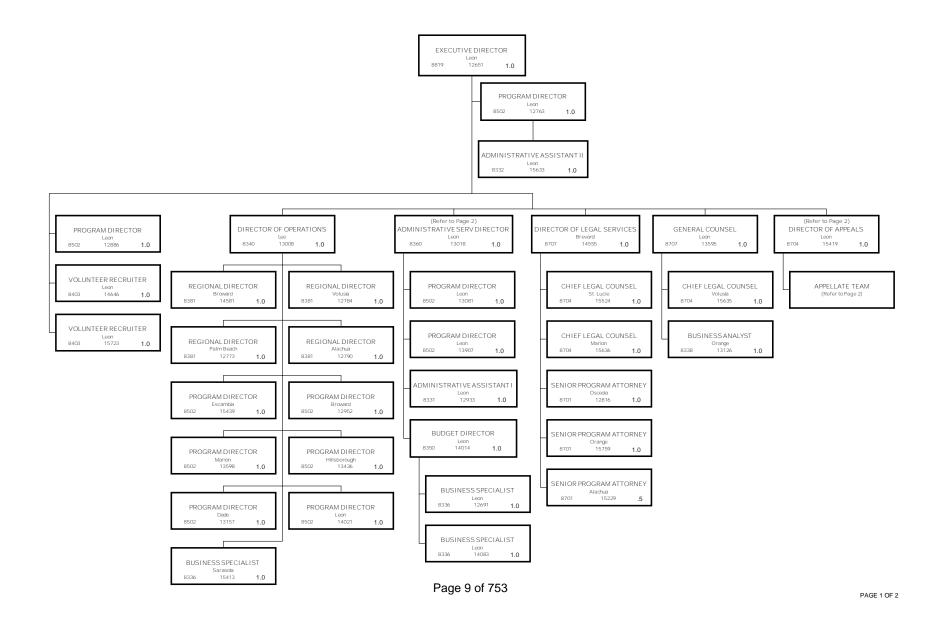
Provides legal expertise to the Commission, Executive Director, and the Court-Appointed Section. Contracts with private courtappointed and indigent for costs attorneys and associated due process vendors. Audits complex billings such as capital death and capital collateral attorney fee billings. Responds to billing and procedural inquiries from private courtappointed and indigent for costs attorneys and associated due process vendors. Represents the Commission in court proceedings.

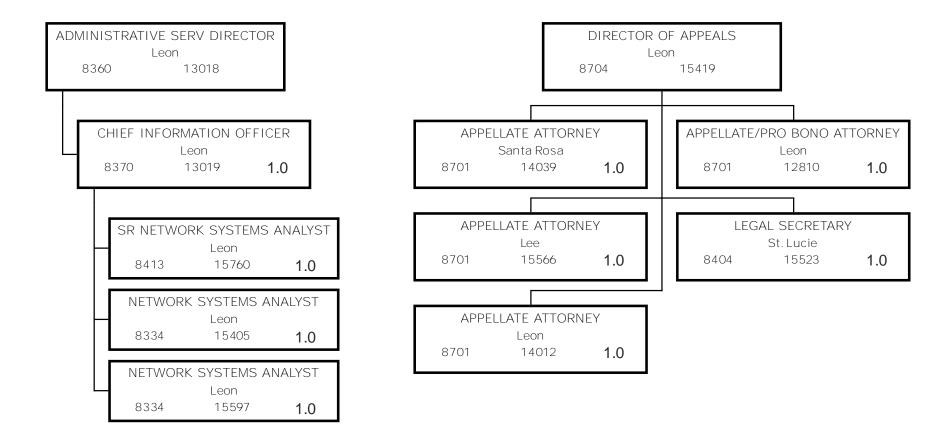
Provides operational support to JAC. Serves as JAC's Procurement Officer Processes incoming and outgoing mail. Oversees JAC's reception area. Processes and distributes accounting and payroll vouchers and payment packages. Oversees JAC's property inventory. Supports JAC and the JROs in risk management and workers compensation matters.

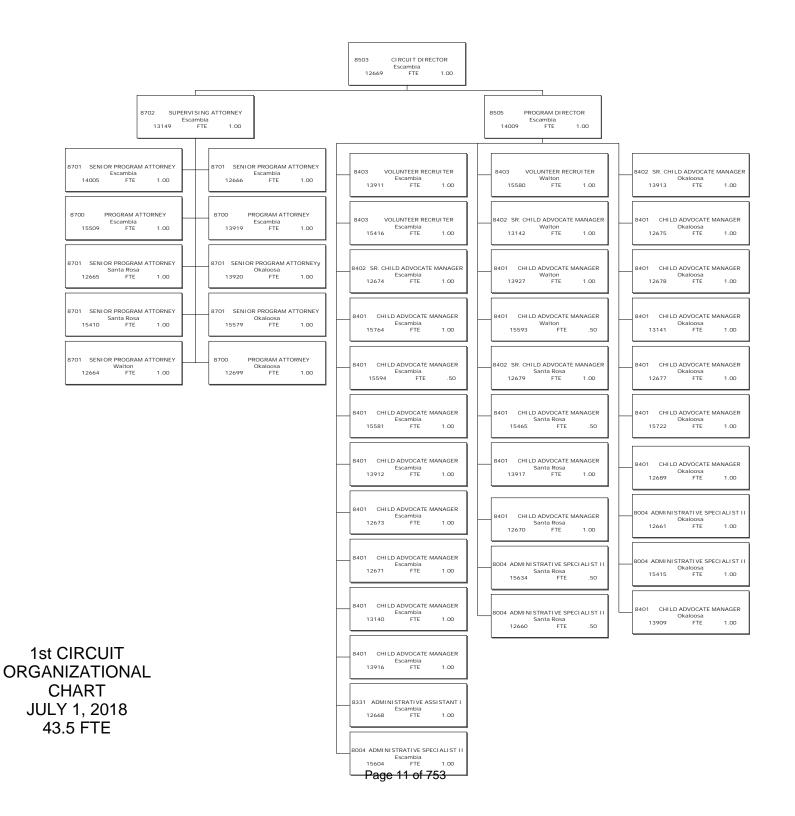
of JAC's eight sections. Serves as JAC's lobbyist before Legislative and Executive branches. Responds to public records requests. Conducts periodic meetings with the Commission, keeping them informed of administrative issues facing the JAC. Implements special functions directed by the Legislature. Publishes and distributes missionrelated newsletters.

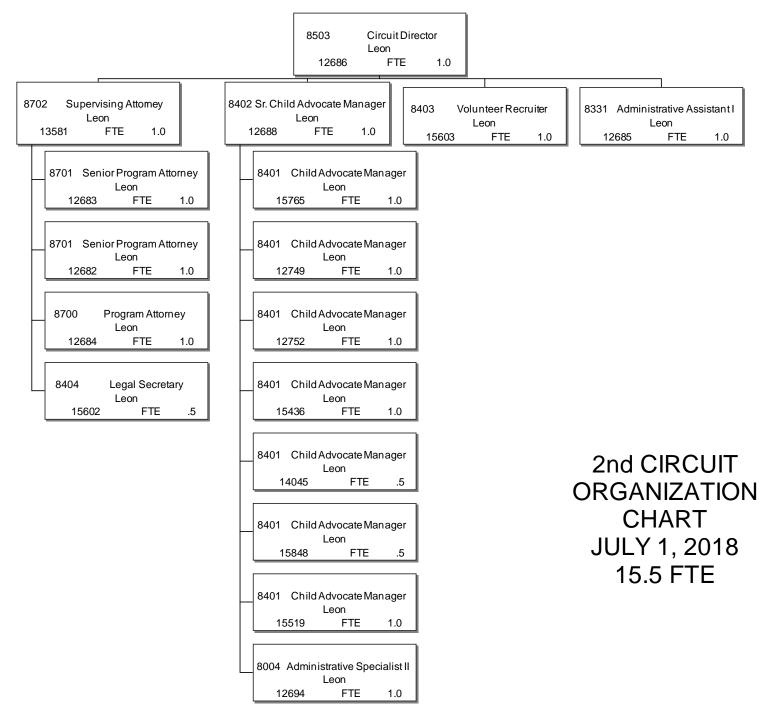
ations, civil nt, ness r cost , and ections.

#### GUARDIAN AD LITEM STATE OFFICE ORGANIZATIONAL CHART JULY 1, 2018 43.5 FTE

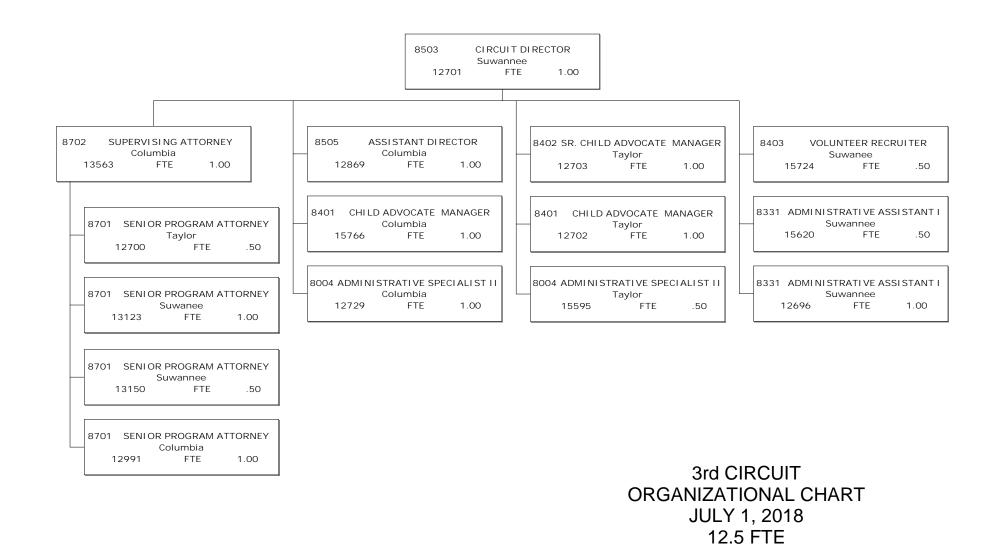


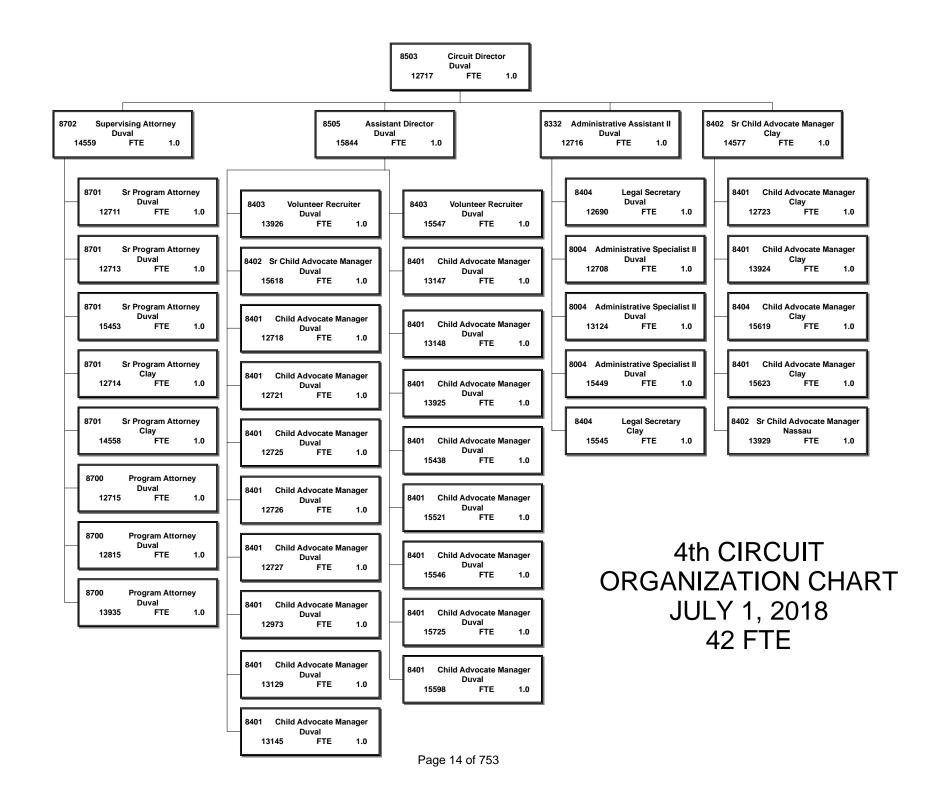


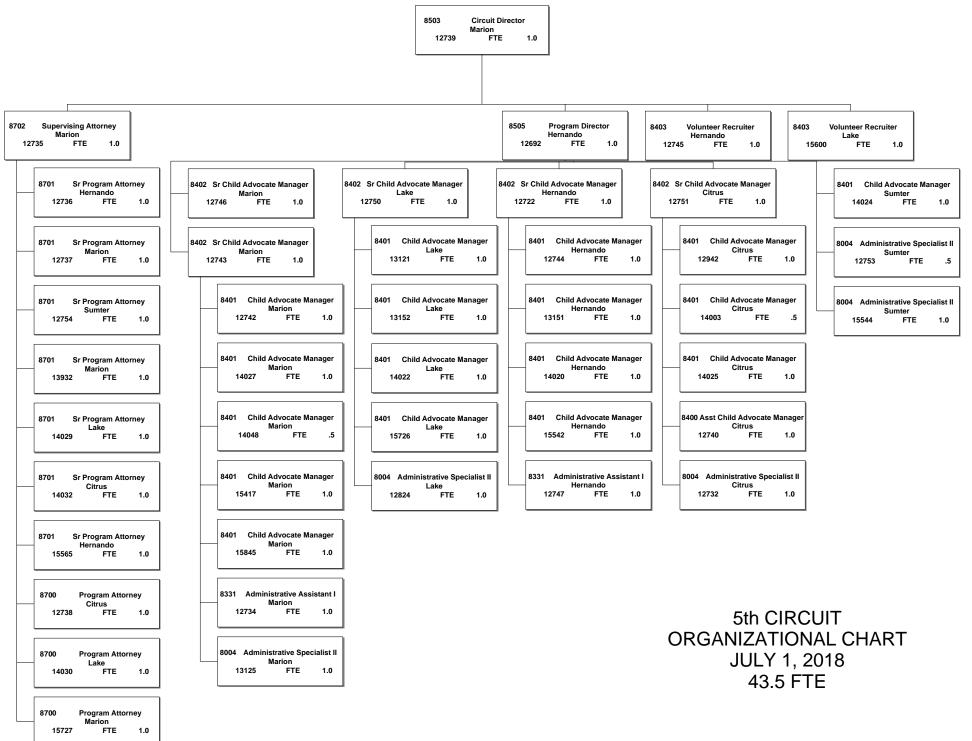




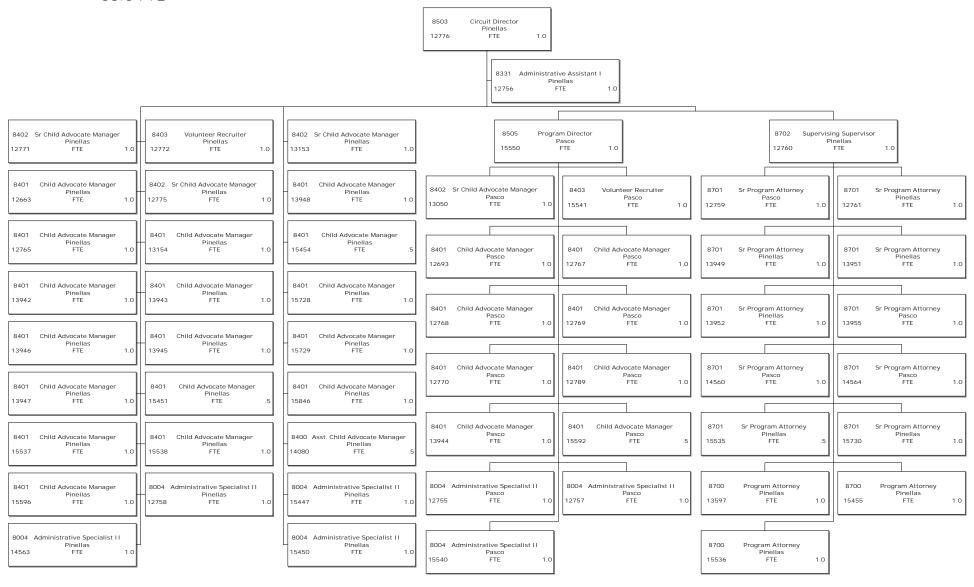
Page 12 of 753



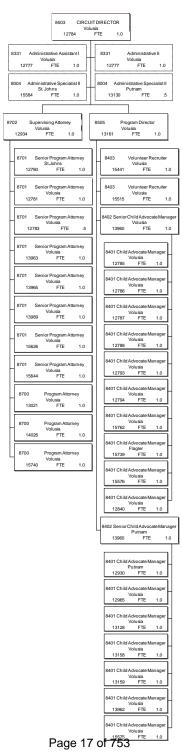




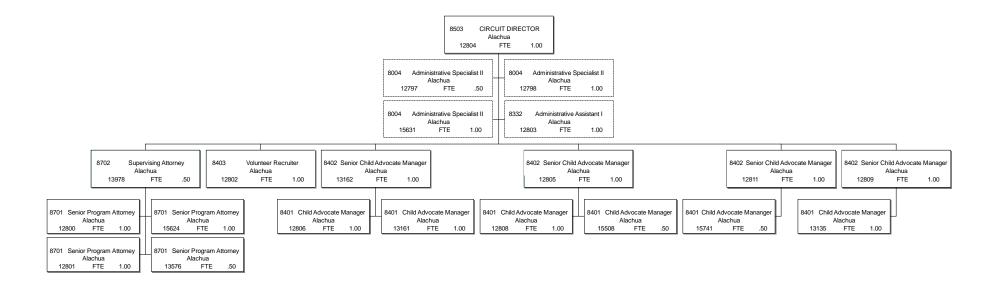
#### 6th CIRCUIT ORGANIZATION CHART JULY 1, 2018 53.5 FTE



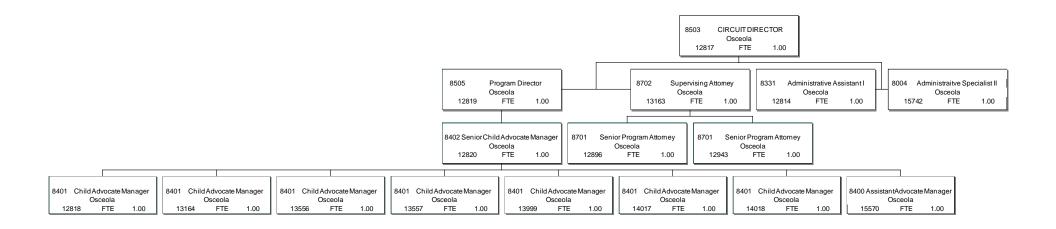
7th Circuit Organizational Chart FTE: 38 7/1/2018



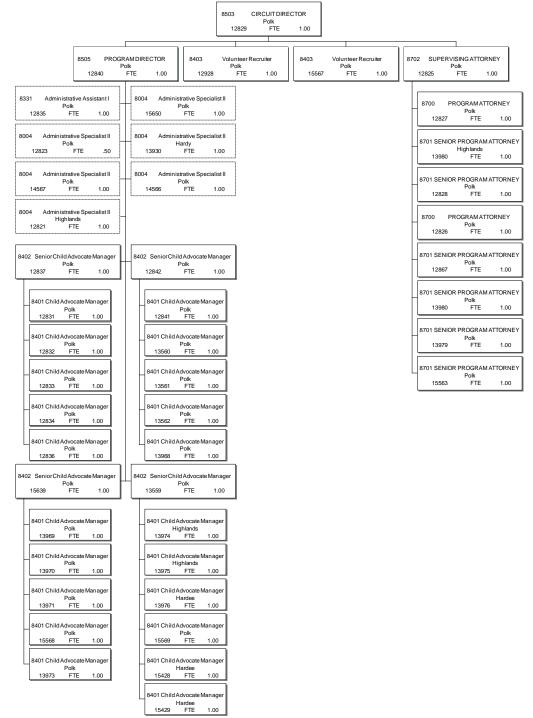
# 8th Circuit Organizational Chart FTE: 18.50 7/1/2018



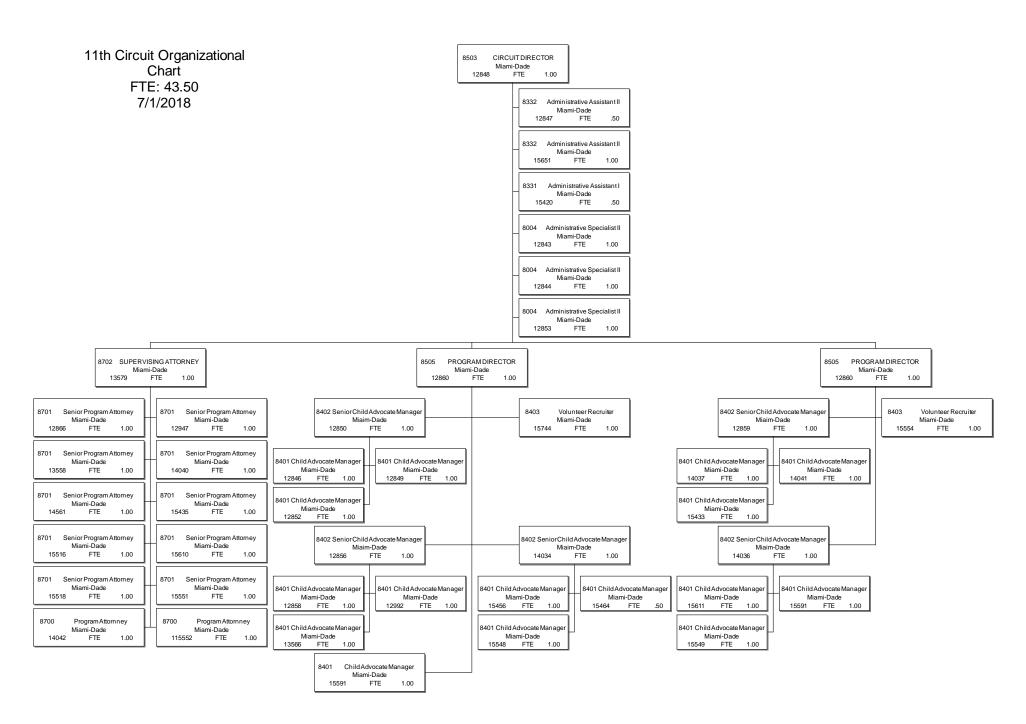
#### 9th Circuit Organizational Chart 16.00 FTE



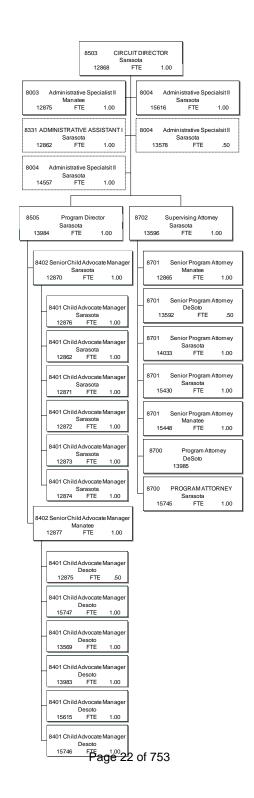
10th Circuit Organizational Chart FTE: 44.50 7/1/2018

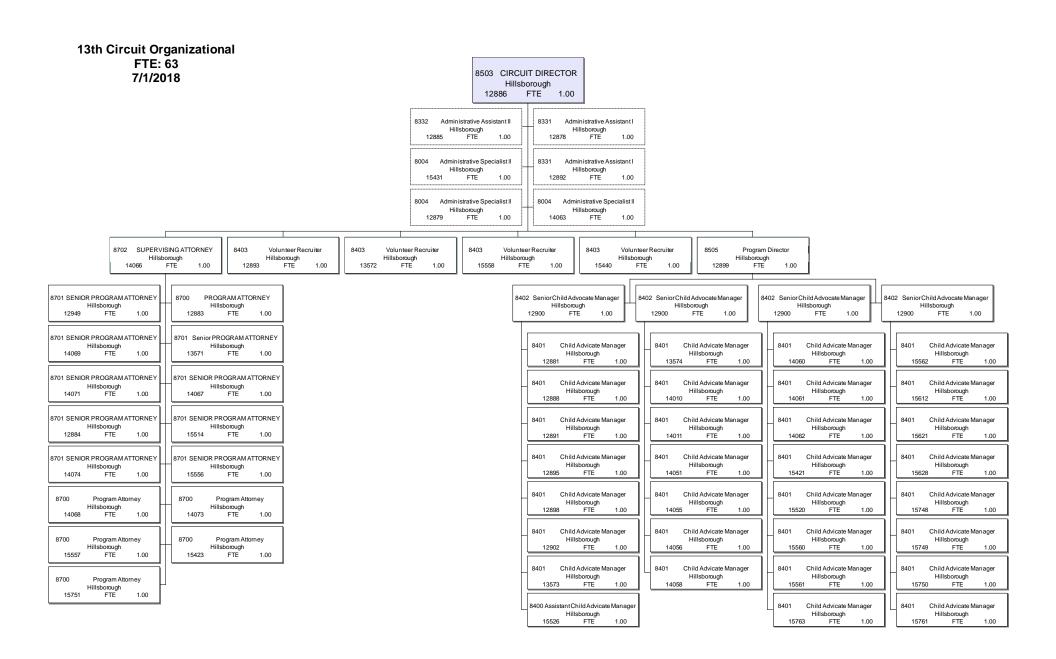


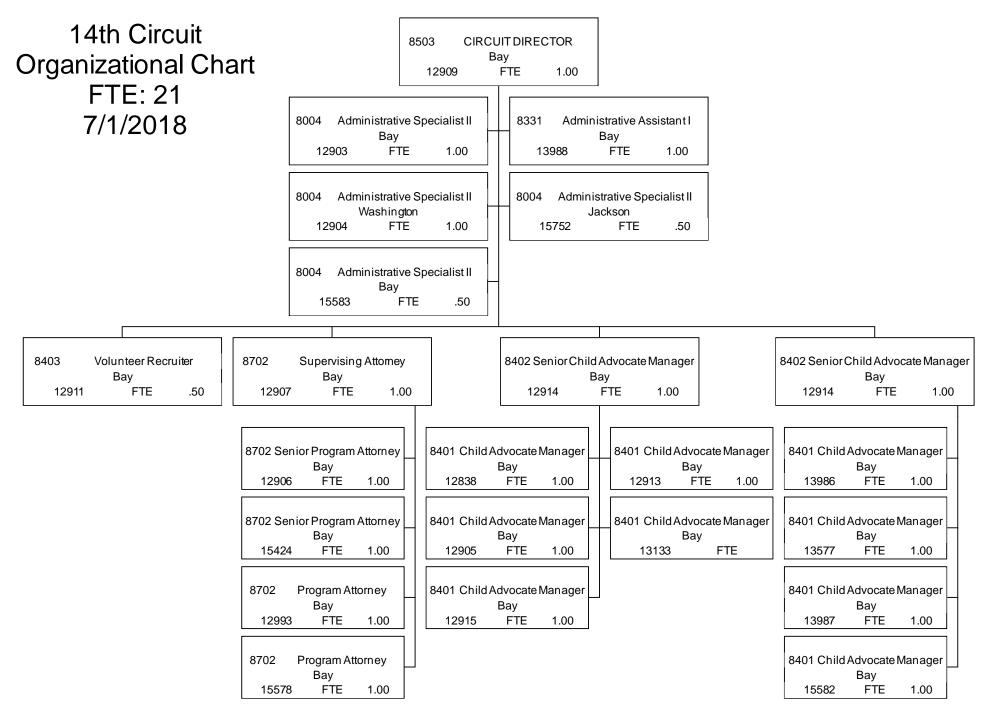
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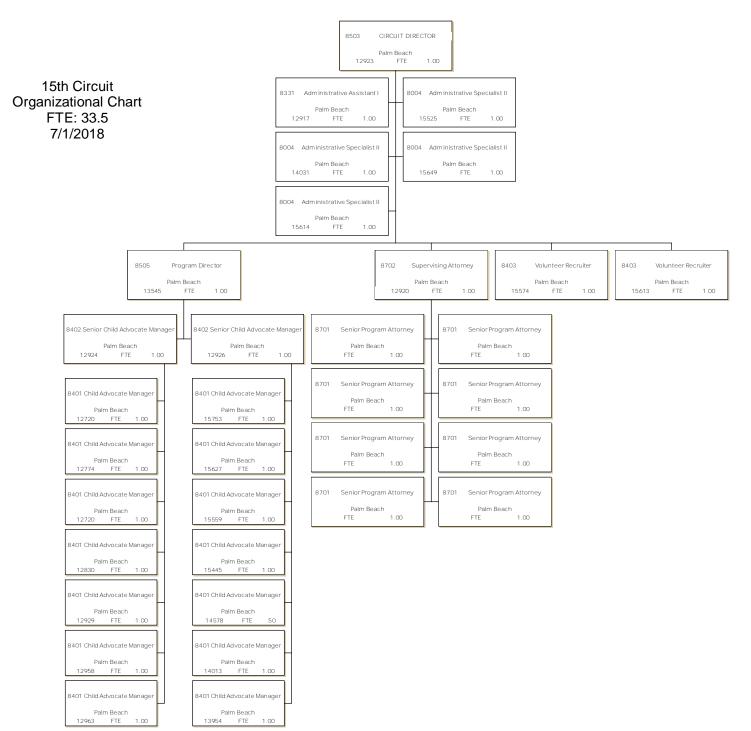
#### 12th Circuit Organizational Chart FTE:28.50 7/1/2018





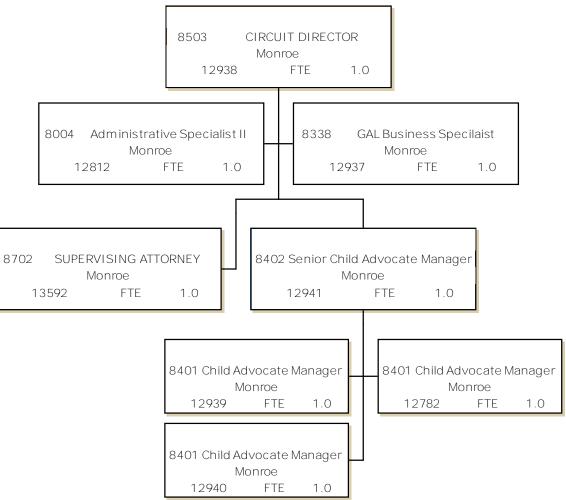


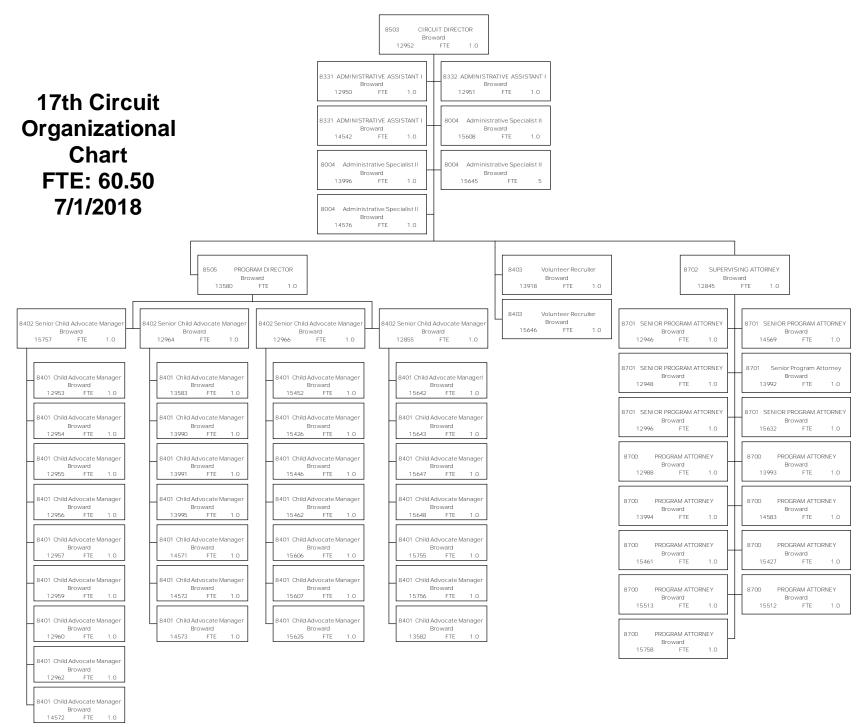
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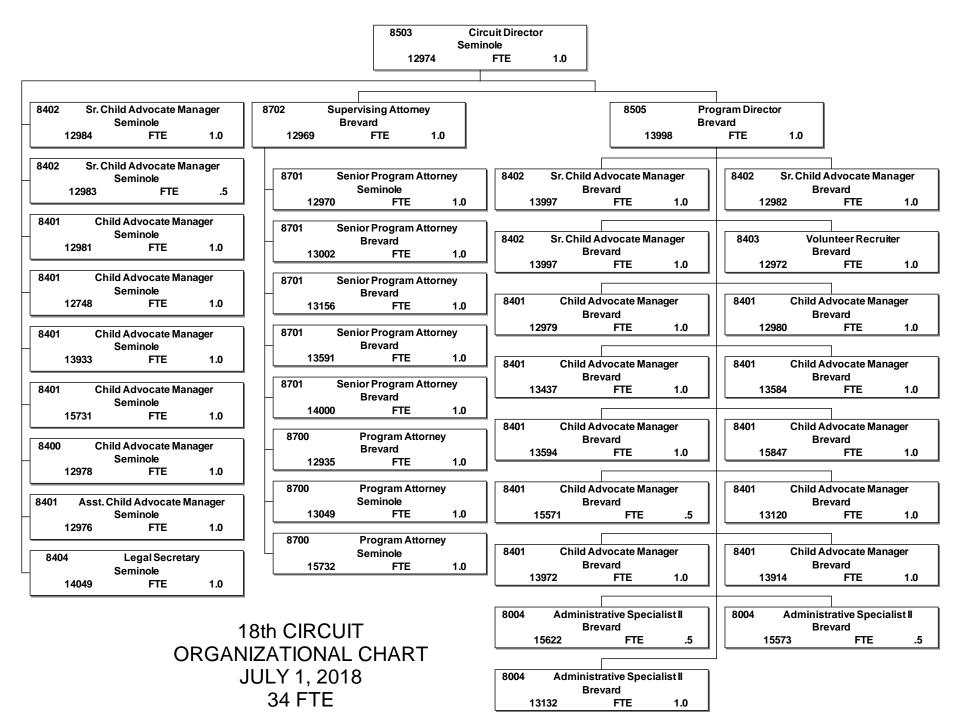


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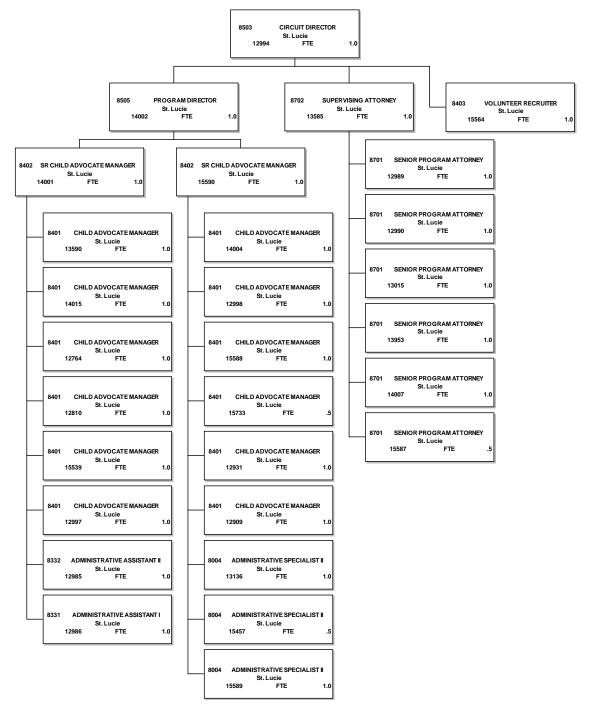
# 16th Circuit Organizational Chart FTE: 8 7/1/2018



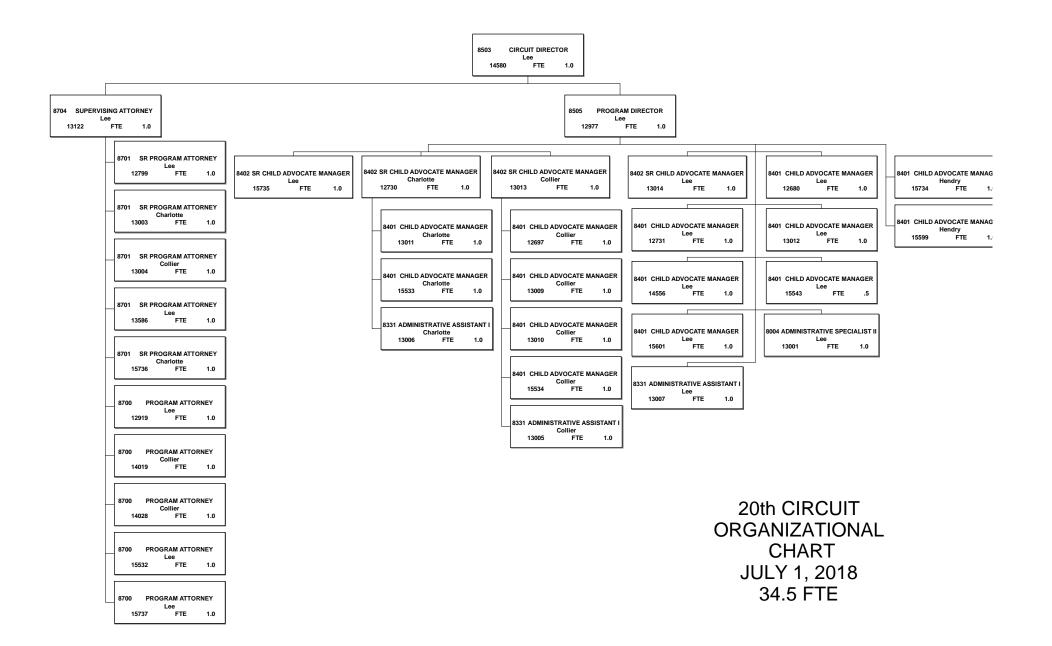


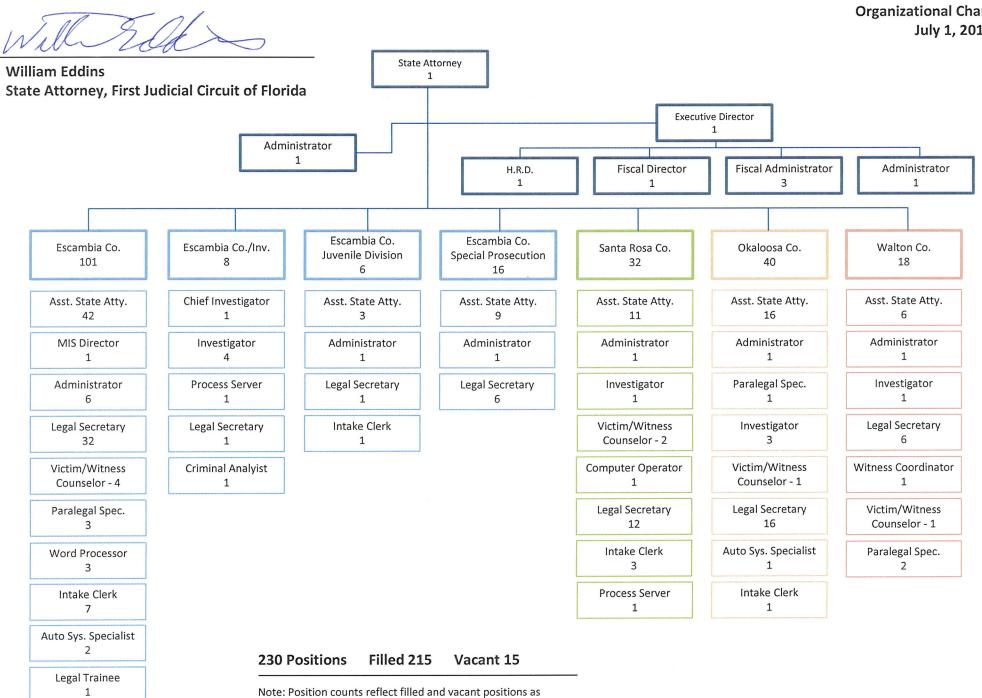


19th CIRCUIT ORGANIZATIONAL CHART JULY 1, 2018 27.5 FTE



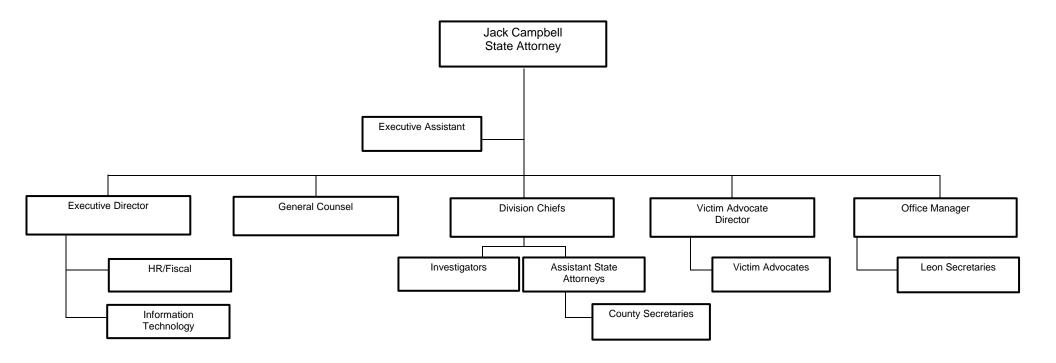
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assigned to county locations as of July 1, Praige 31 of 753

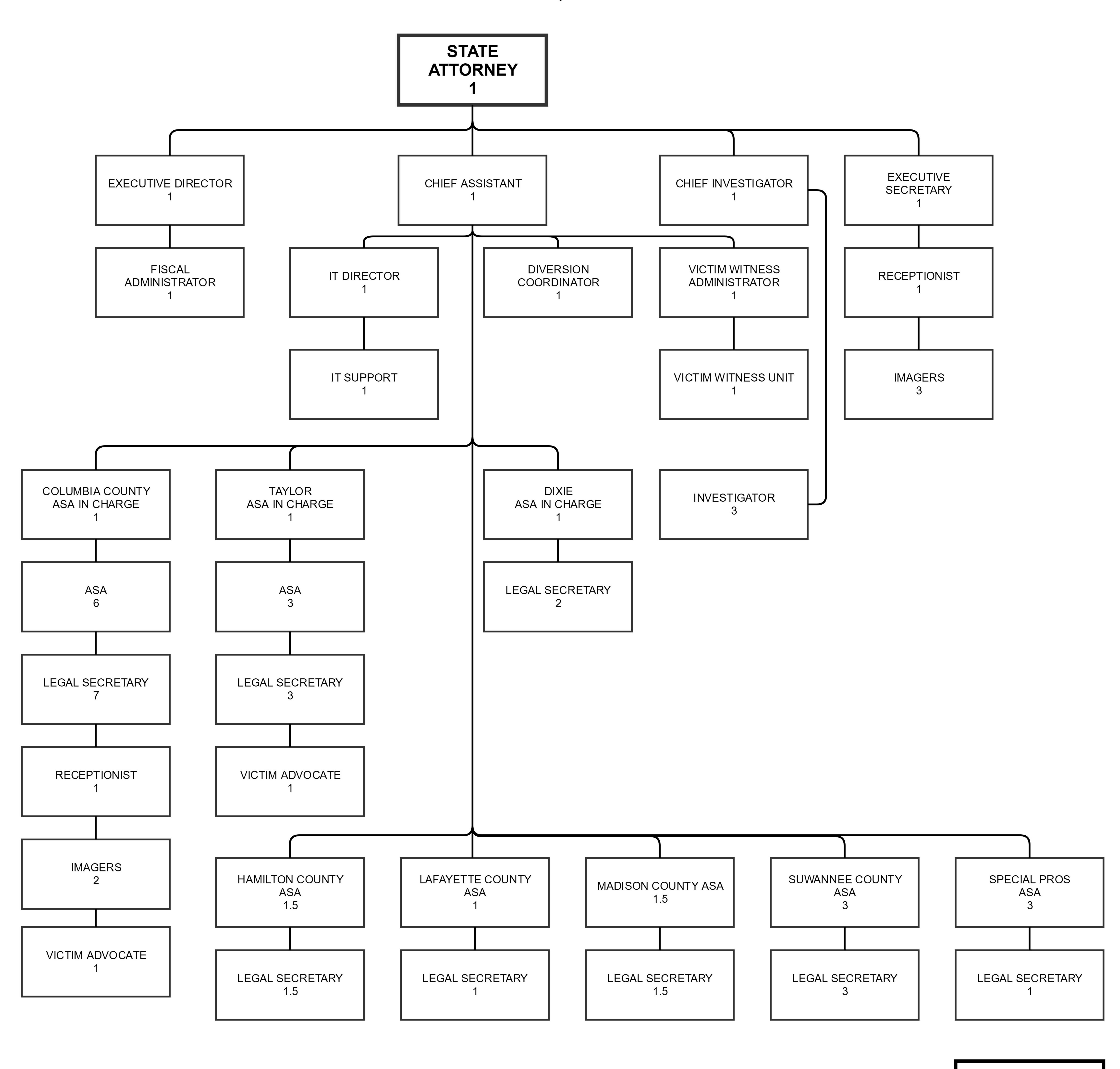
## Organizational Chart Office of the State Attorney Second Judicial Circuit As of July 1, 2018



# ORGANIZATIONAL CHART OFFICE OF THE STATE ATTORNEY THIRD JUDICIAL CIRCUIT

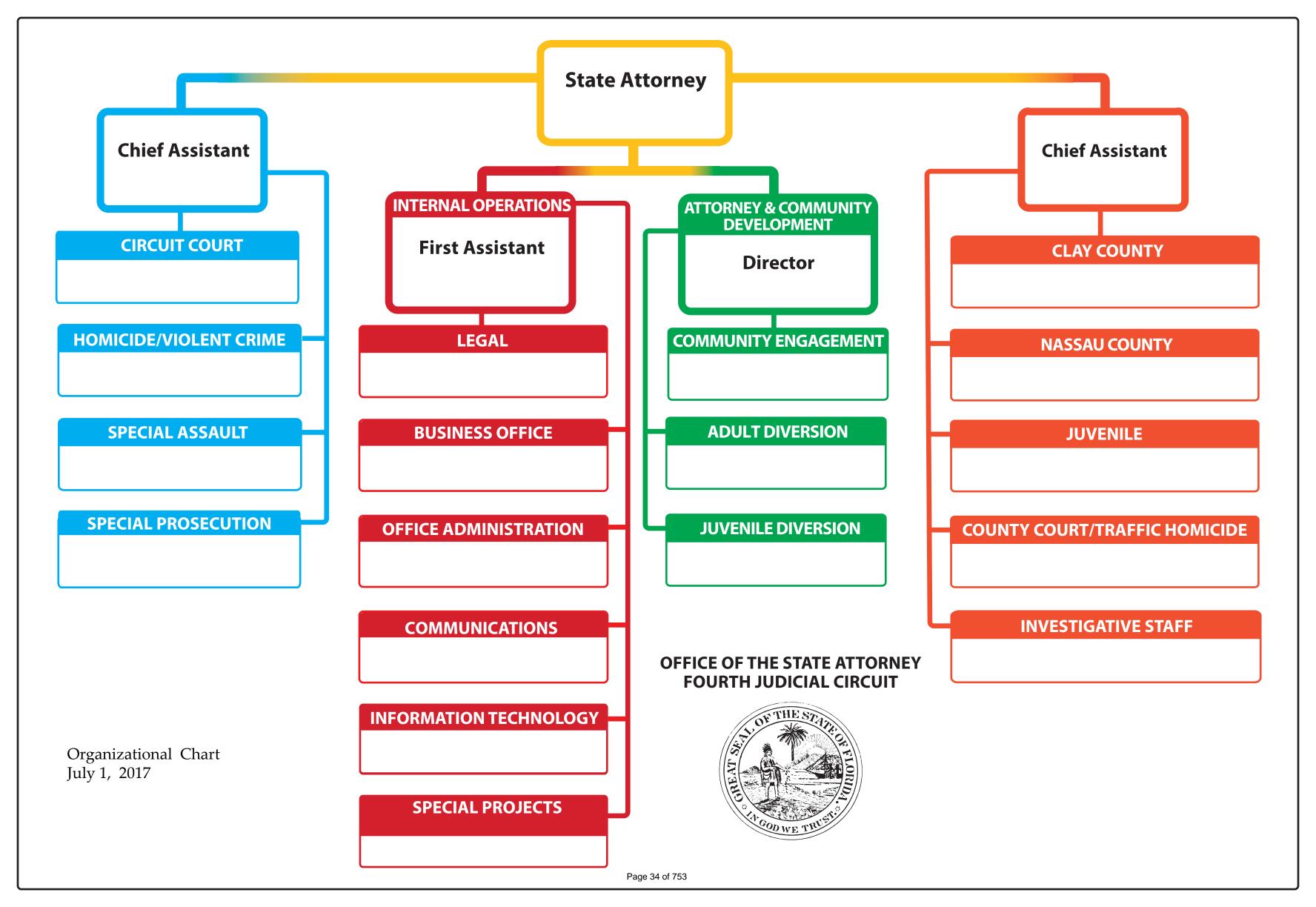
MAIN OFFICE: 310 PINE AVE. SW LIVE OAK, FL 32064

JULY 1, 2018

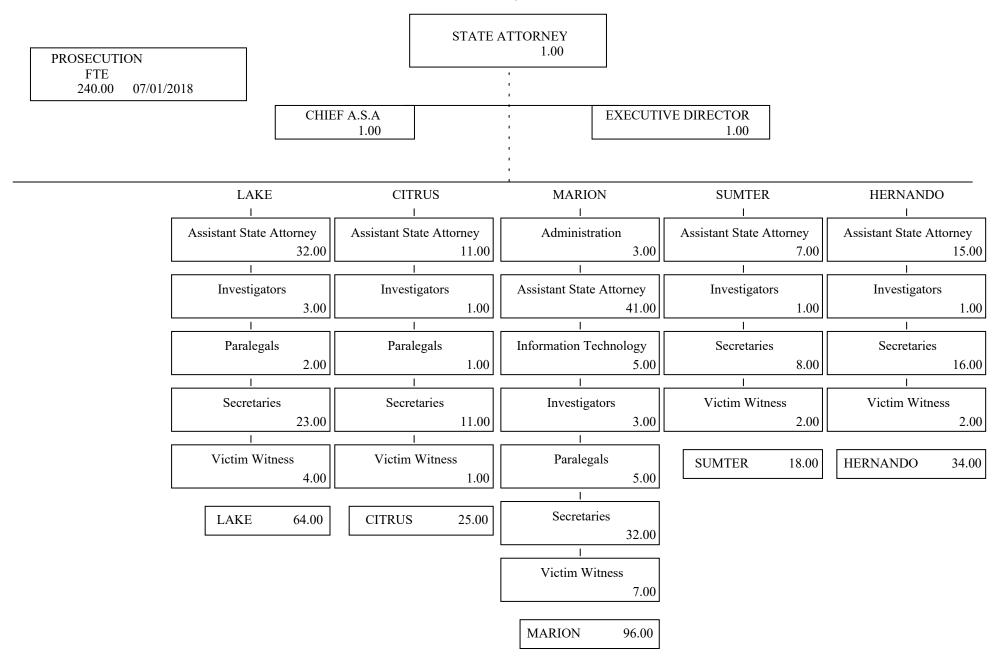


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TOTAL
66

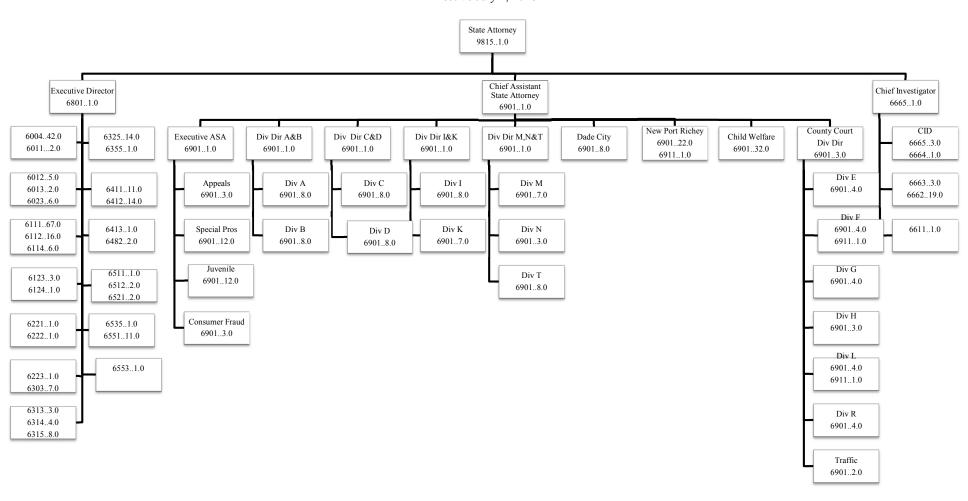


#### STATE ATTORNEY'S OFFICE, 5th JUDICIAL CIRCUIT



# Schedule X

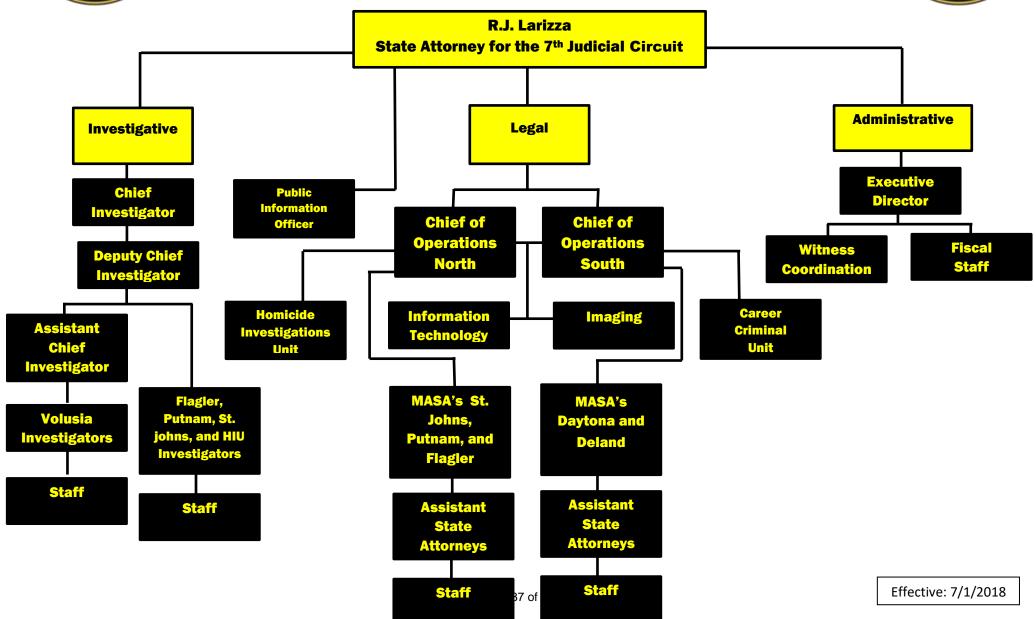
# Organizational Structure Office of the State Attorney - Sixth Judicial Circuit Effective July 1, 2018



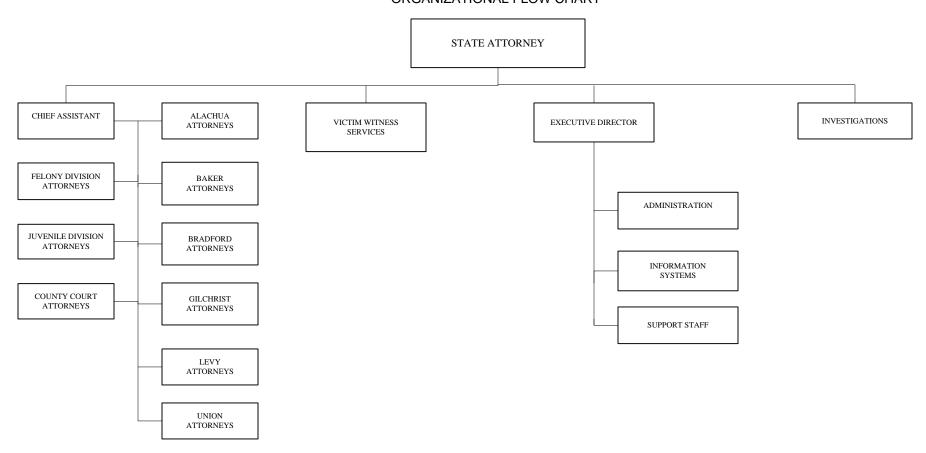


# Seventh Circuit State Attorney's Office Organizational Chart

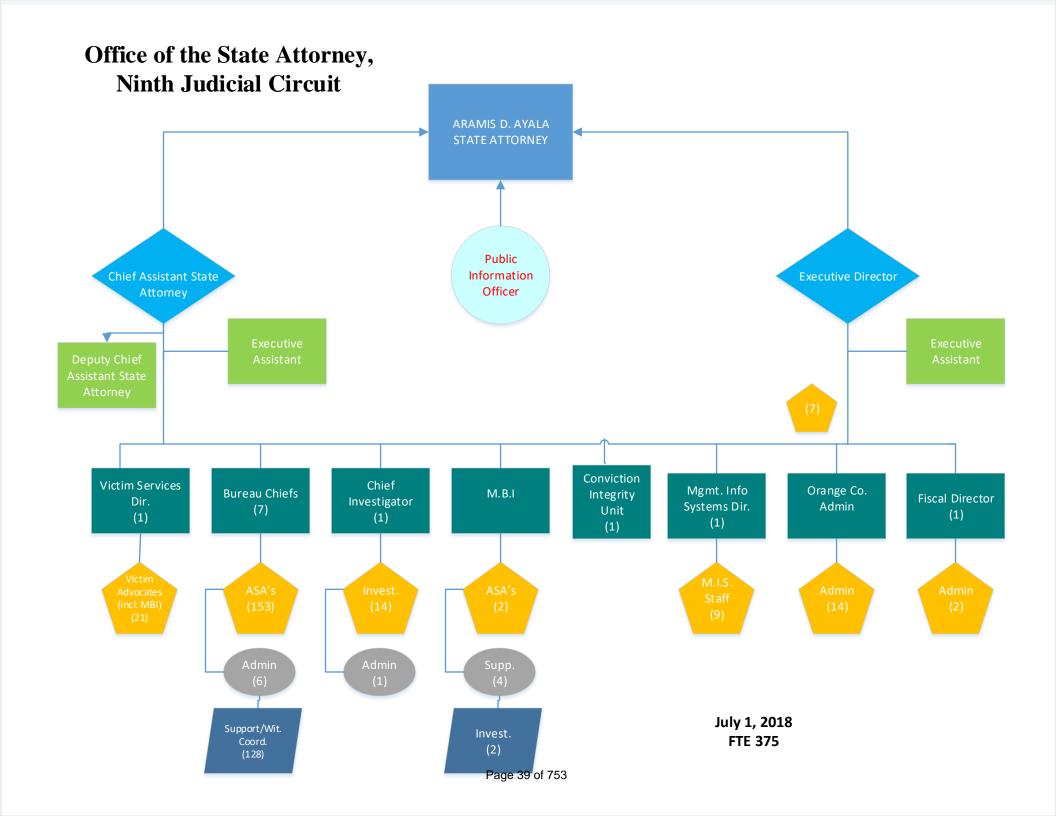




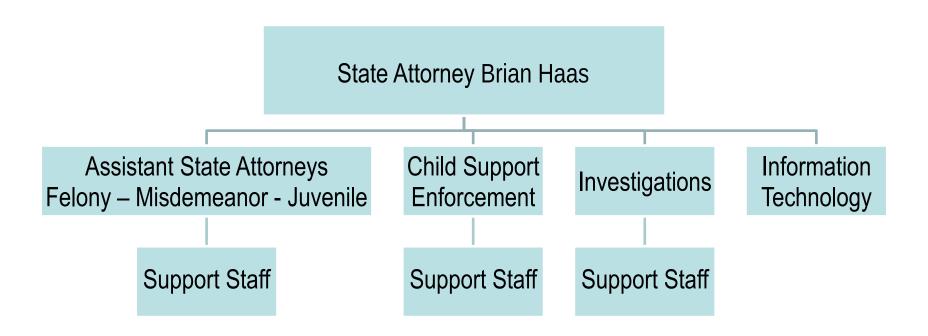
# WILLIAM P. CERVONE STATE ATTORNEY – EIGHTH CIRCUIT ORGANIZATIONAL FLOW CHART

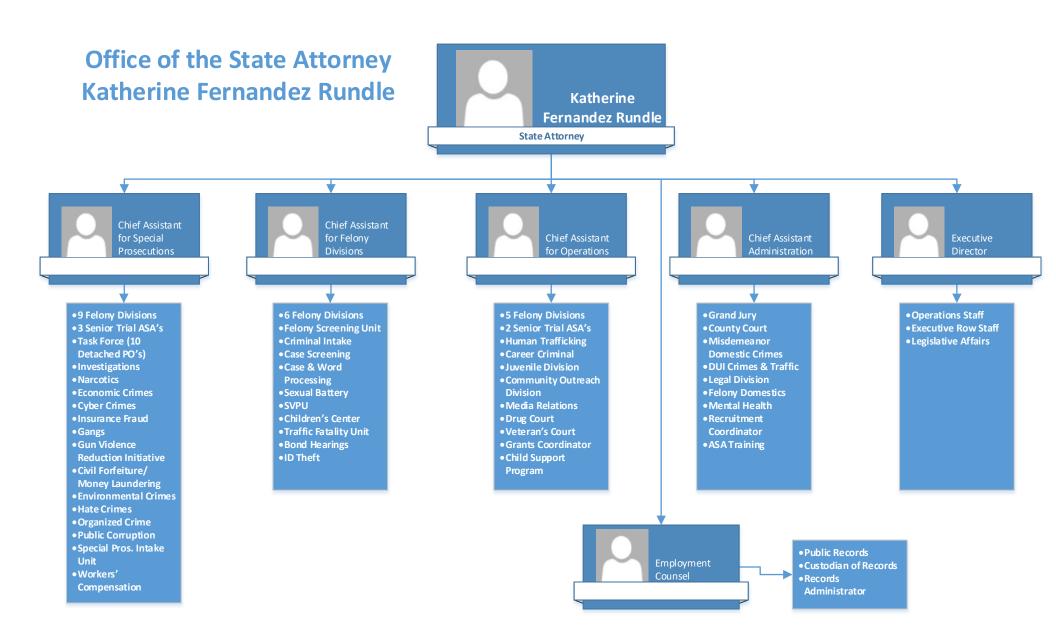


July 1, 2018

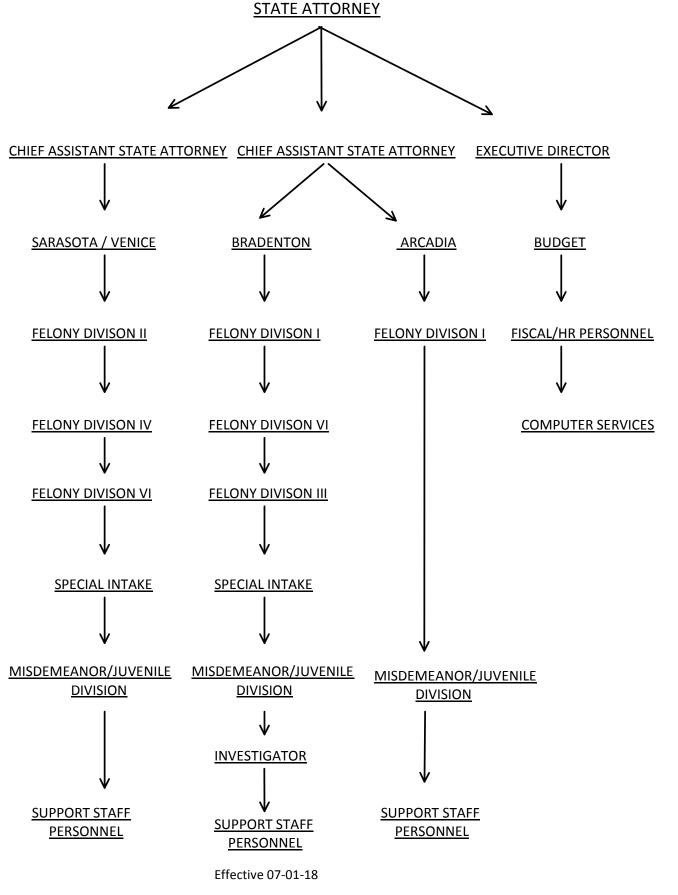


# Office of the State Attorney 10<sup>th</sup> Judicial Circuit Organizational Chart





# OFFICE OF THE STATE ATTORNEY -TWELFTH JUDICIAL CIRCUIT

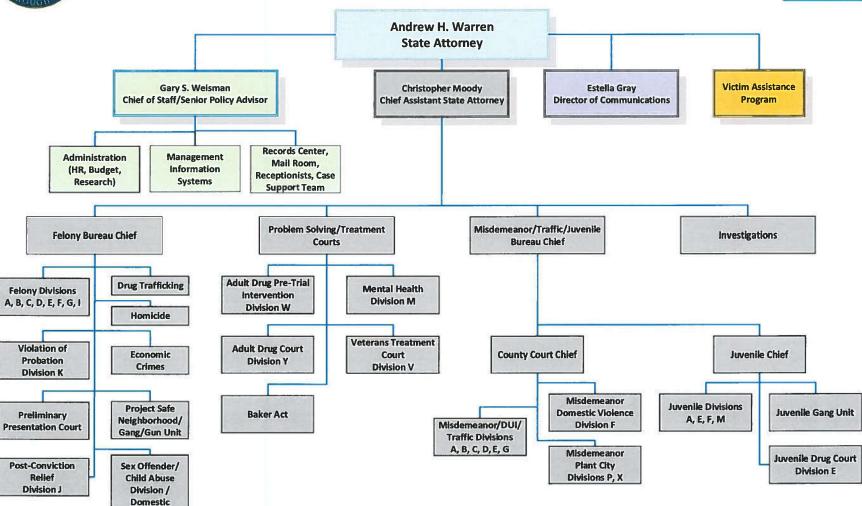




Violence Intake

# OFFICE OF THE STATE ATTORNEY THIRTEENTH JUDICIAL CIRCUIT HILLSBOROUGH COUNTY, FLORIDA ORGANIZATIONAL CHART

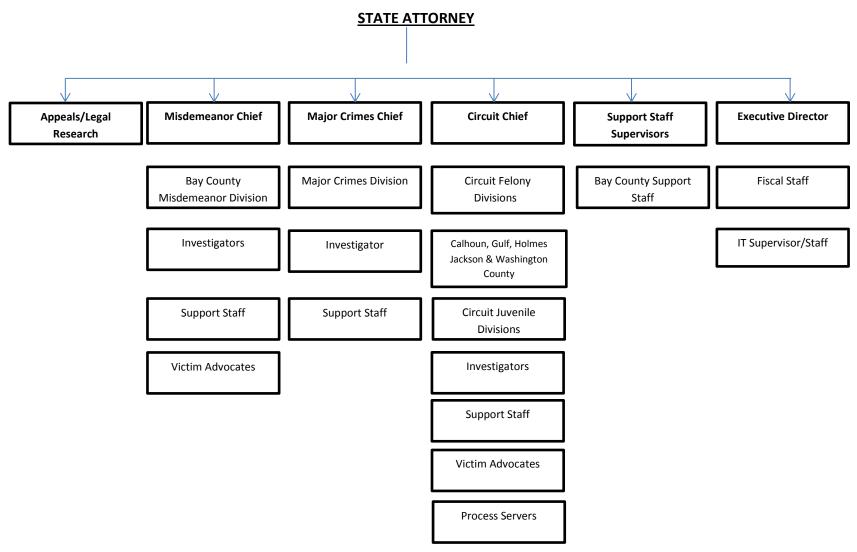


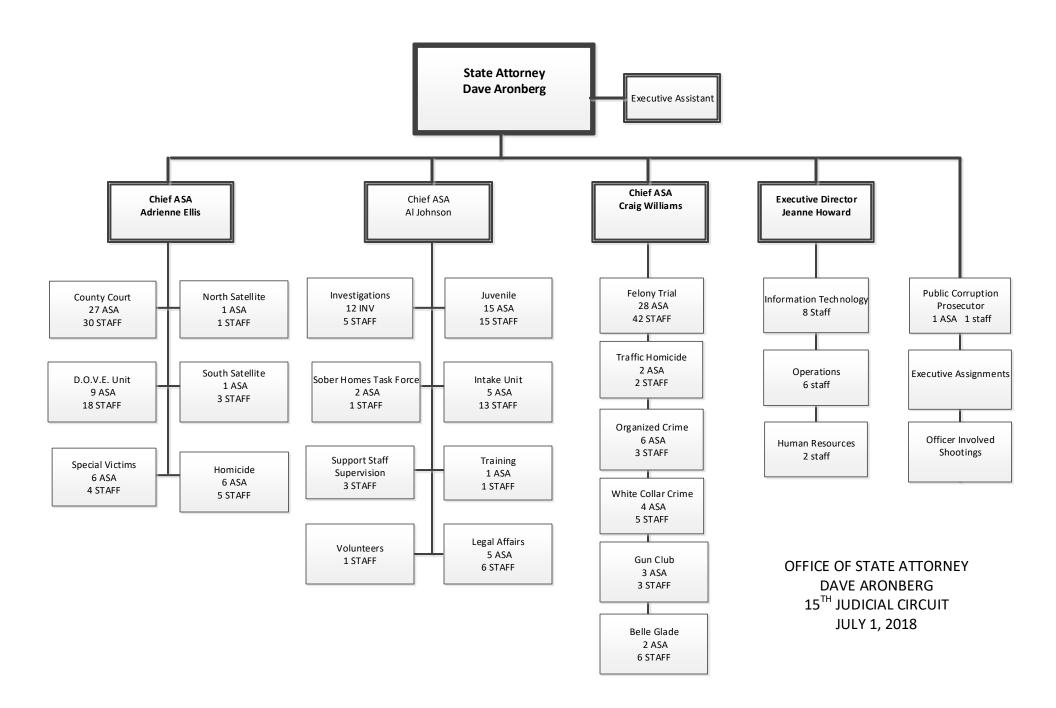


July 1, 2018

Organization Chart: July 1, 2018

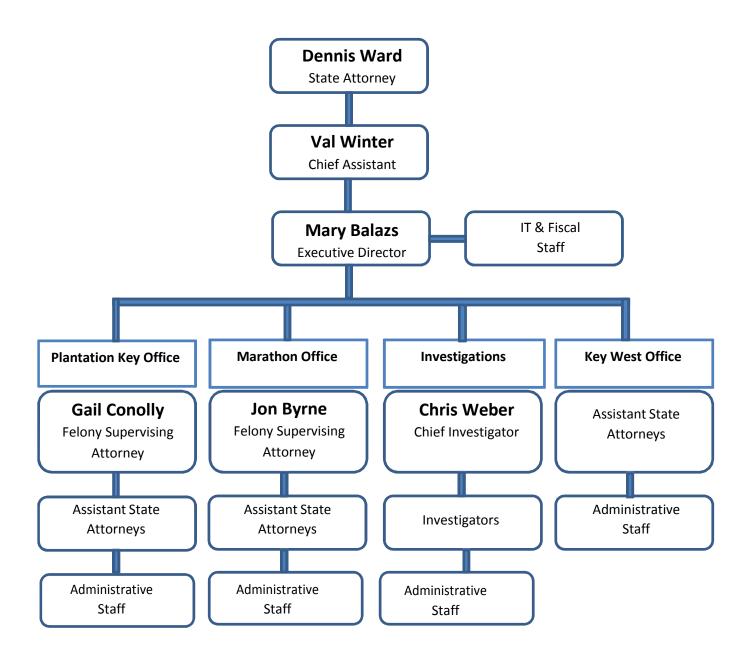
# OFFICE OF THE STATE ATTORNEY – FOURTEENTH JUDICIAL CIRCUIT





# State Attorney, Sixteenth Judicial Circuit

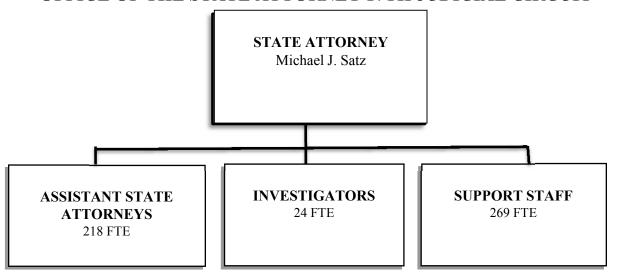
Effective: July 1<sup>st</sup>, 2018



Effective July 1, 2018

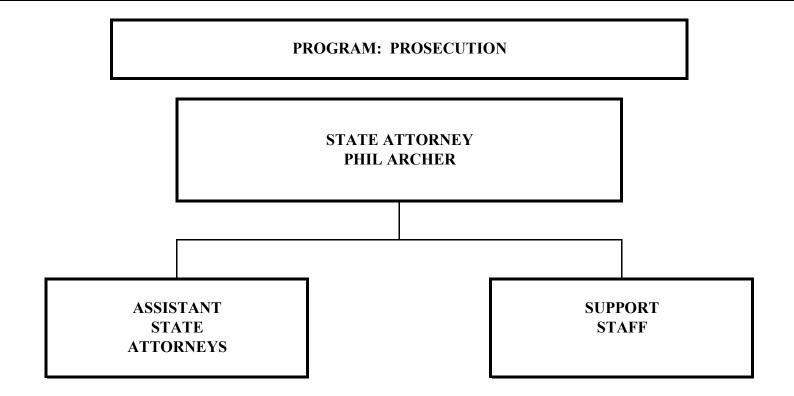


# OFFICE OF THE STATE ATTORNEY 17TH JUDICIAL CIRCUIT

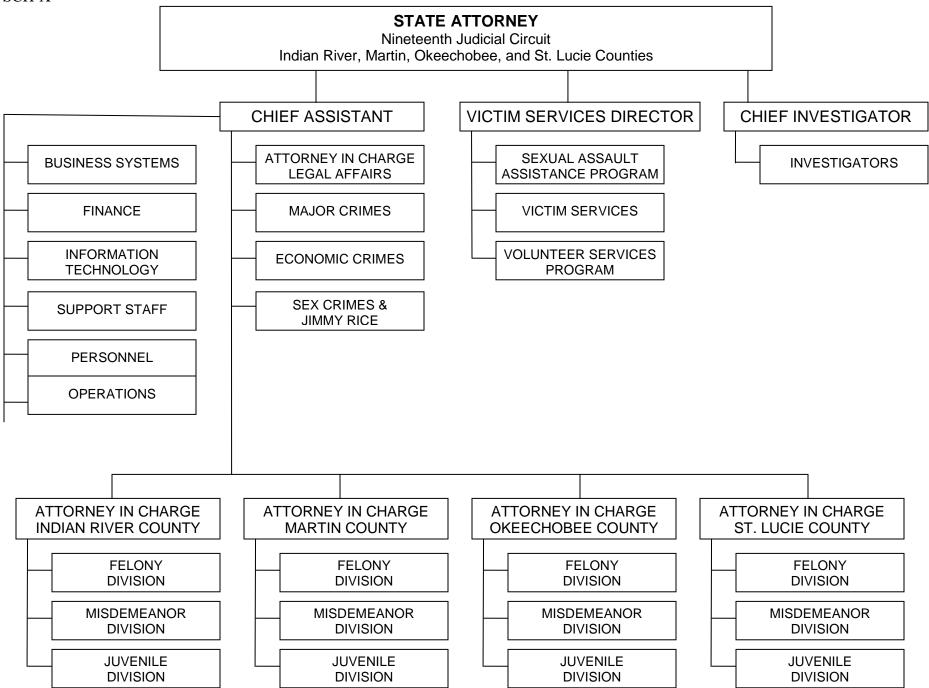




# OFFICE OF THE STATE ATTORNEY, EIGHTEENTH JUDICIAL CIRCUIT Brevard and Seminole Counties

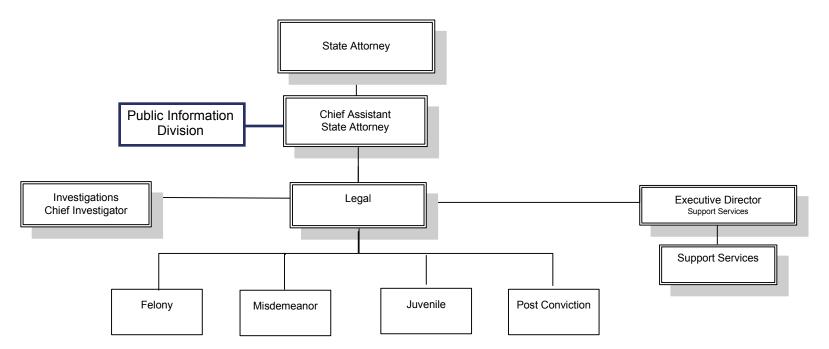


July 1, 2018



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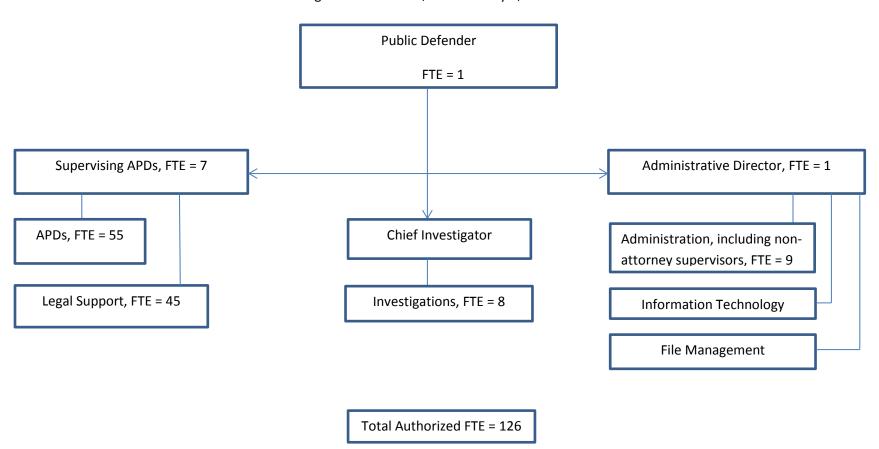
# Office of the State Attorney, 20<sup>th</sup> Judicial Circuit



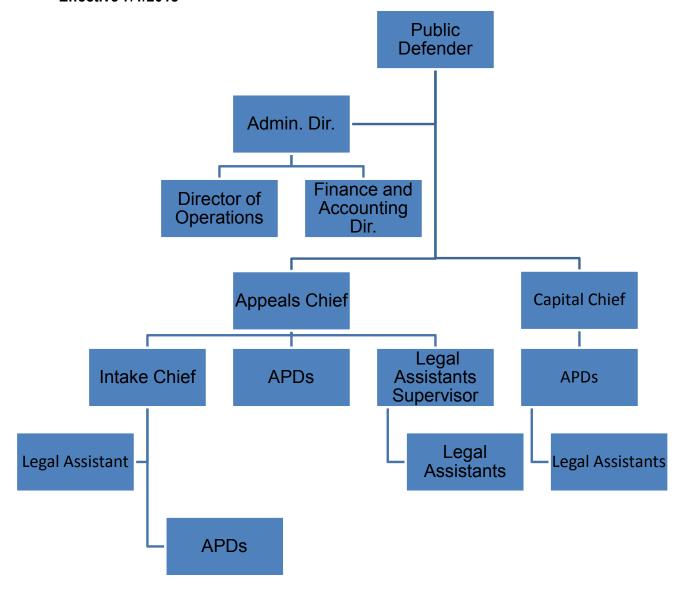
# Office of the Public Defender, First Circuit Judicial Circuit

Bruce A. Miller, Public Defender

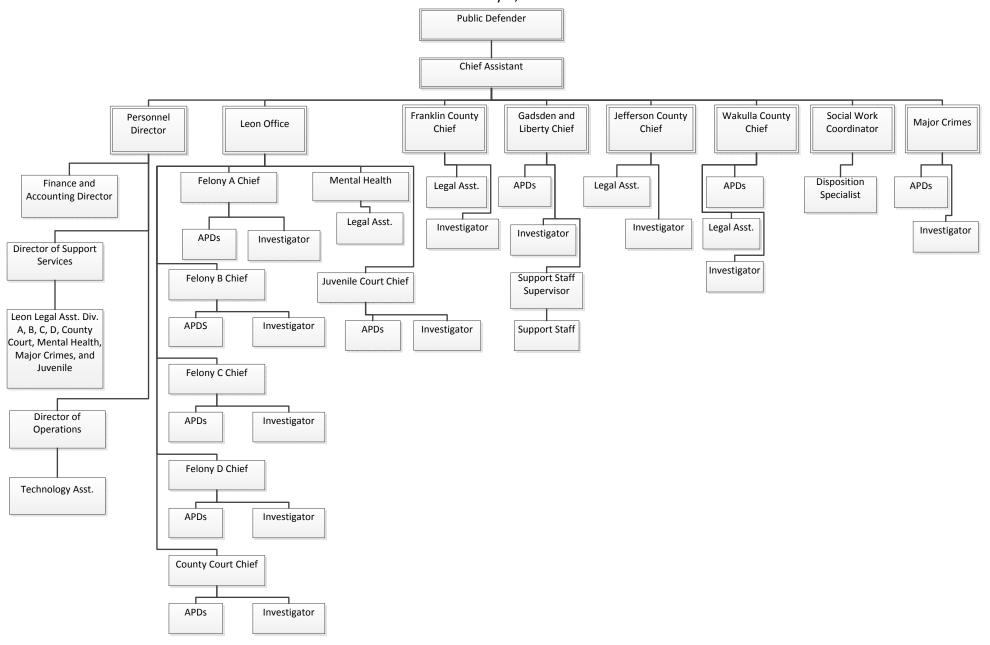
Organizational Chart, Effective July 1, 2018



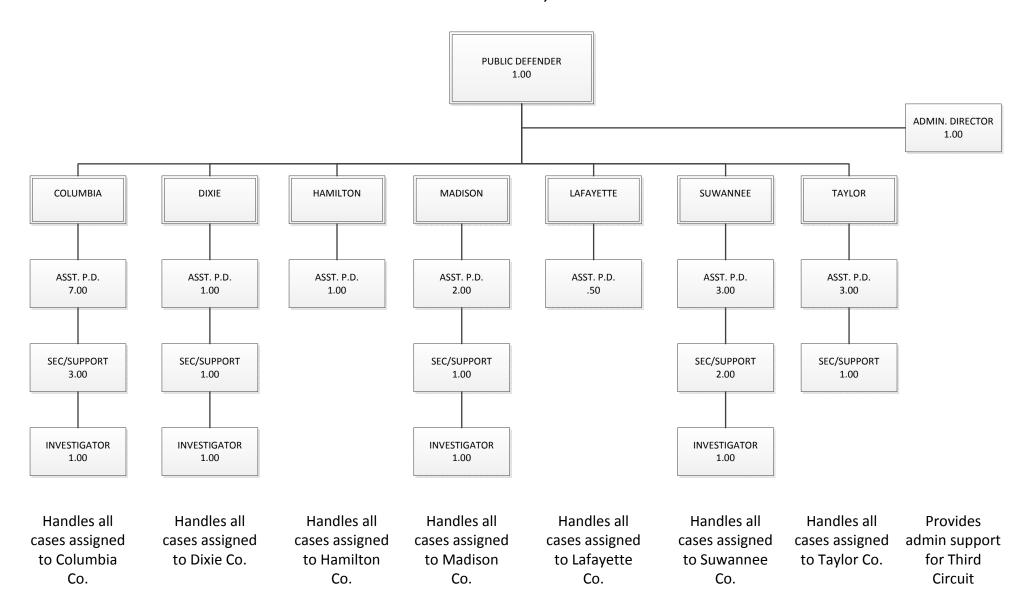
# Public Defender, 2nd Judicial Circuit Appeals Division Organizational Chart Effective 7/1/2018



# Public Defender, 2<sup>nd</sup> Judicial Circuit – Organization Chart Effective July 1, 2018

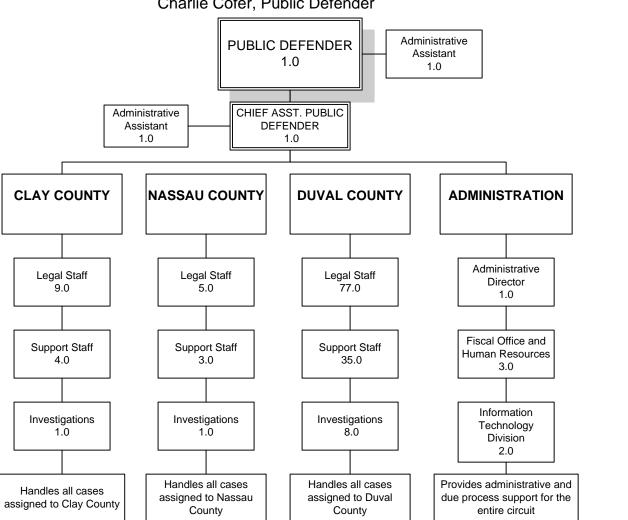


# ORGANIZATION CHART M. BLAIR PAYNE, PUBLIC DEFENDER THIRD JUDICIAL CIRCUIT AS OF JULY 1, 2018



# SCHEDULE X ORGANIZATIONAL CHART

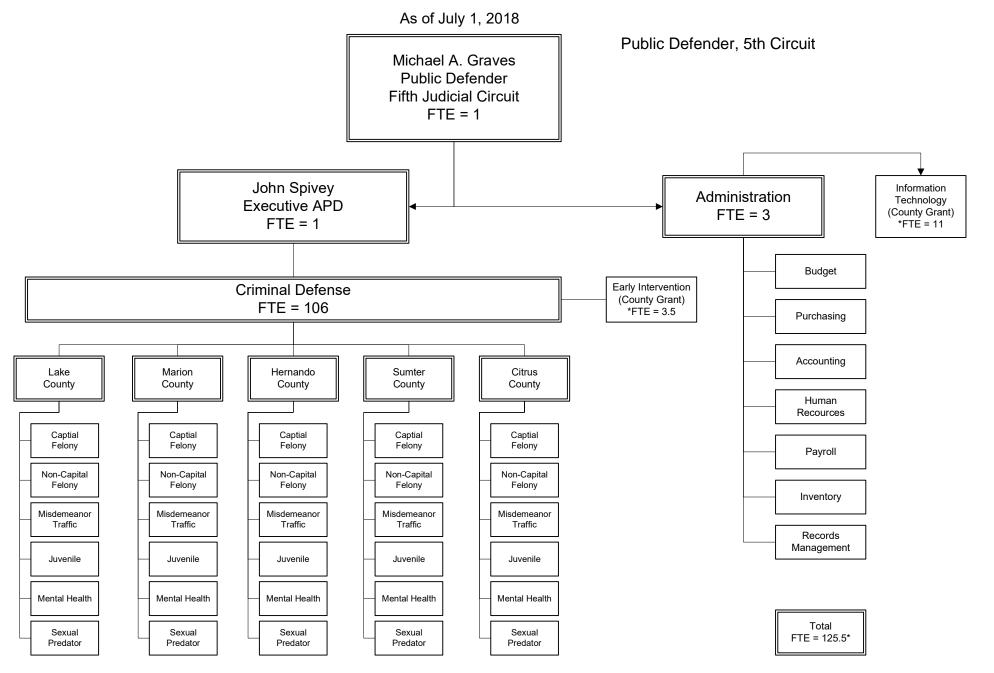
# Office of the Public Defender, Fourth Judicial Circuit of Florida Charlie Cofer, Public Defender



FY 2018-19

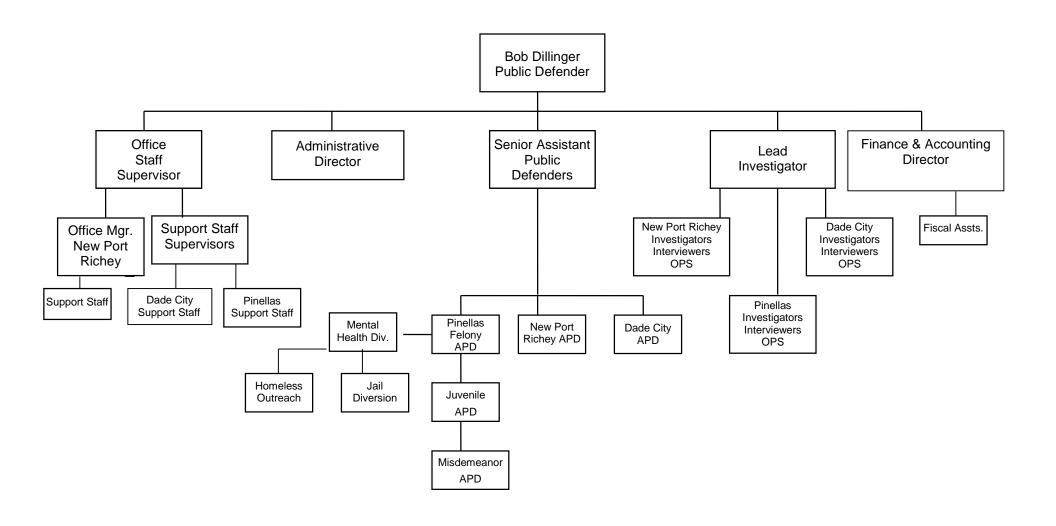
Total FTE's: 153

# 2018/2019 Fiscal Year



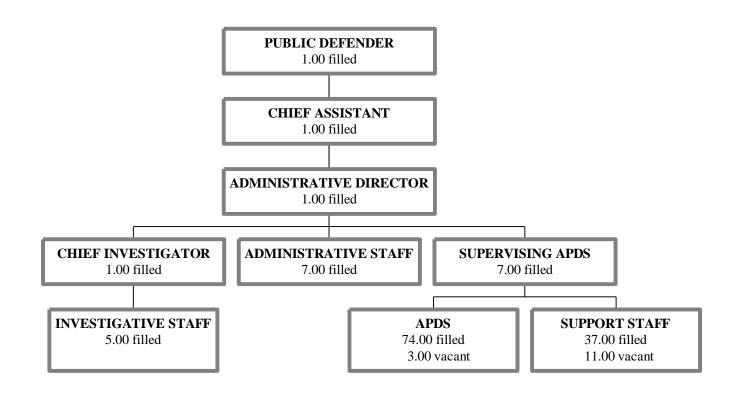
Public Defender, 6th Judicial Circuit of Florida 14250 49<sup>th</sup> St. No. Clearwater, Florida 33762

# Organizational Chart July 1, 2018

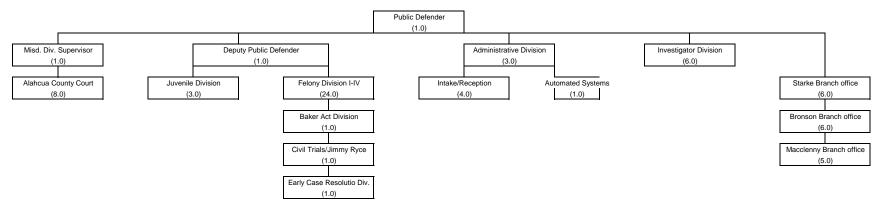


# OFFICE OF PUBLIC DEFENDER SEVENTH JUDICIAL CIRCUIT ORGANIZATIONAL CHART

07/01/2018



## PUBLIC DEFENDER, 8TH CIRCUIT ORGANIZATIONAL CHART AS OF JULY 1, 2018 (72.0 FTE)



### **AUTHORITY AND DESCRIPTION OF DUTIES**

Section 27.50, Florida Statutes, provides that there shall be a Public Defender for each of the judicial circuits of the State who shall be elected at the general election by the qualified electors of the circuit. The duties of the Public Defender as prescribed by Chapter 27, Part III, Florida Statutes, include representing, without additional compensation, any person who is determined by the court to be indigent as provided in Section 27.52, Florida Statutes, and who is: (1) under arrest for, or is charged with, a felony; (2) under arrest for, or is charged with a misdemeanor, a violation of Chapter 316, Florida Statutes, which is punishable by imprisonment, or a violation of a municipal or county ordinance in the county court, unless the court, prior to trial, files in the case a statement in writing that the defendant will not be imprisoned if he is convicted; (3) alleged to be a delinquent child pursuant to a petition filed before a circuit court; or (4) sought by petition filed in such court to be involuntarily placed as a mentally ill person or sexually violent predator or involuntarily admitted to residential services as a person with development disabilities.

Stacy Scott is the Public Defender for the Eighth Judicial Circuit and is responsible for performing the duties described above, as provided by law, in Alachua, Baker, Bradford, Gilchrist, Levy and Unions Counties. Offices are maintained at Gainesville in Alachua County, Starke, in Bradford County, Macclenny, in Baker County, and Bronson in Levy County.

7/1/18

# **PUBLIC DEFENDER** ROBERT WESLEY

Chief Asst. Public Defender Melissa Vickers

Administration To-Lan Trinh-Le

> Diem Cao Jill Reid

# Osceola **Catherine Conlon** /Justin Patrou

# Div 70

Alex Johnson Raquelle Rodriguez

### Div 71

Bryan Johnson Zeffery Mims Daveta Williams

### Div 801

Victoria Cabrera Melida Ortega Davidson Anestal April Rembis

### Div 30/40

Oliver Ramos Matthew Jordan

# Div 101

Darlene Rollins Ebony Cobb Alfred Suarez Carolin Pacheco Farah Mount

# Div 201

Alison Lopes Alesha Smith Rebecca Lewis Nicolas Hernandez

### Div. 301

Crystal Broadway Ashley Morrison James Wilson James Dougherty

### Mental Heath/Writs

Joshua Butcher Sarah Jordan

# **BRC**

Olga Khoudmi

# ERU

Deb DePrizio Gary Simmons Josué Monrouzaeau

# Juvenile Danielle Barbato

# Div 06

Joanna Opato Amelia Edwards Caley Aidif Cody Jordan Dylan Schott

# Div 08

Bree Lawrenson Lorraine DeLong Nicole Carrero Brent Lightfoot

Mental Health Sarah Krantz

# **Felony** Lydia LaBar

Div 16

Megan Albrecht

Matthew Baker

Starcee Brown

Javier Chavez

Evan Greene

Natalia Mejia

Div 19

Ashley Dunbar

Andrew Parnell

Gabrielle Pellemans

Kathleen MacMillan

Adam Lewinson

Stephan Krejci

Charis Walker

Alisha Feldman

Rachel Harman

Div 20

Peter Schmer

Robert Larr

Sarah Moore

Ethan Goode

Yasin Amba

Darrin Chambers

Andrew Fawbush

# Div 10 Jared Adelman

Lauren Senninger Aaron Zeilberger Samantha Habermehl Brooke Tharpe **Div 11** 

# Div 17

Christopher Donaudy Ashley Parker Benjamin Flieger Michael McGinn Alyssa Vazquez

# Div 12

James Fisher Richard Parker Stephanie Fritzshall Brittany Sakovich Anika Boyce

**Div 14** Suzanne Race Jessica Gordon Stephanie Osman Michael Rodriguez Brittany Birs

Div 15 Andrew Clark Kathleen Shea Sarah Edwards Jonathan Hoffman Joshua Sinclair

### Mental Health Daniel Spencer

**Major Crimes** Elizabeth Bourdon Erin Hyde Chelsea Simmons Elizabeth Stewart

# Div 22 Barrie Click

Christina Hedley Heather Akram Justin Budde Leslie Coulter

### **Specialty Courts** Steven Graves

General Mark VanValkenburgh David Redfearn Robert Adams

# **County Court** Eileen Forrester

Div 50 Shenée Craig Adam Carroll Eric Negri

Div 61 Fabian Goffe Conner Werner

Div 62

Div 63 Chloe Zubkin

Div 64

Chantay Perry

Adrian Camino

Nicole Bamberski Marieanne Serrano

LWOP

# Investigations Schieme Thomas

Luis Diaz Jessica I. Cruz Diane Hernandez Anthony Rosario Candi Eaton Celia Sang Tiffany Ramos

# **Social Services Faith Sills**

Tim Gear

Megan Kerrigan Yesenia Pecina Dina Filice Nayely Padilla K Walker-Hampton Elliott Merrill Sheila Moreno Olivia Fleurima Rebecca Lott Rebecca Bacal

Peter Cartwright Deborah. Hufschmid Giselle Laboy K Stephenson Ashley Zuniga Venish Orelien Nicole Mattie Brian Adderlev-OPS

Eustacia Joseph-OPS

# Support Staff

Angela Schmitt

Circuit Secretary Dawn Rosario Maggie Linger Amber Van Ness Angela Morse Jessica Rowley Kurstin Phelps

Sonja Thomas

**County Secretary** V. Jean-Marie Callina Shea

Floater Danielle Kerestus Reception Olivia Middlebrooks Carlis Reed Bradley Vaughan

## Witness Management Patricia Crockett Beverly Imbert

Osceola Secretary Ivy Boyle Lilliam Davila Dana Butler Arlet Gutierrez

# Osceola Reception Margaret Ramos

Juvenile Secretary Yolanda Martinez Ashley Diaz Shamel Jackson-OPS

IT David Field Adrian Williams

# Div 80 R Jackson-Bernhardt

Div 81 Philip Wayne Laura Parker

Div 82

Taylor Chatting Edward Schwob

Bradley Bowlin **Div 83** Kelsey Pena

Derreck Quarles

Marie Taylor

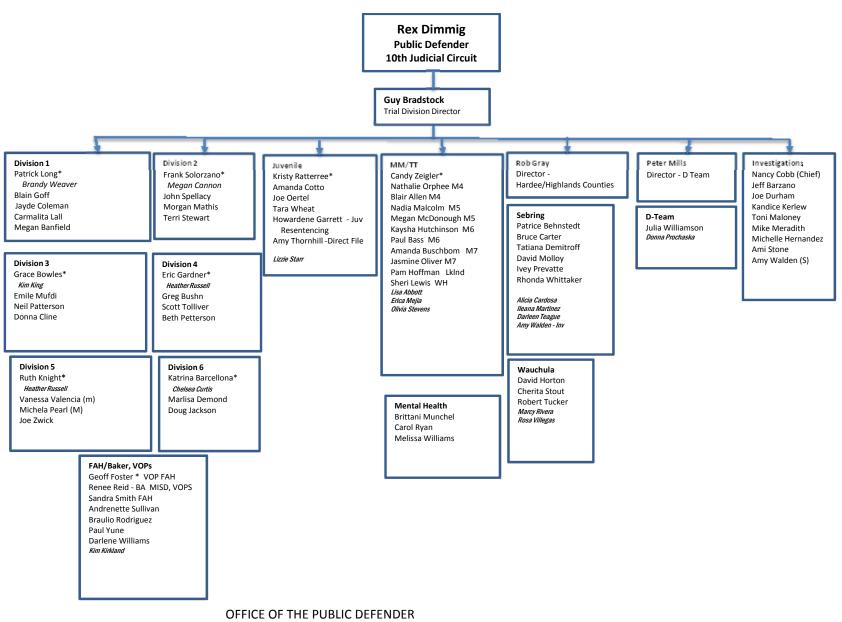
Patrick Cassady

**Div 84** Arrie Kustin

Div 85 Michou Phenelus

**FMLA** 

**Paralegals** Markeia Holton Francheska Rodriguez Arelys Carabello



OFFICE OF THE PUBLIC DEFENDER
TENTH JUDICIAL CIRCUIT
ORGANIZATIONAL CHART

As of July 1, 2018

Trials

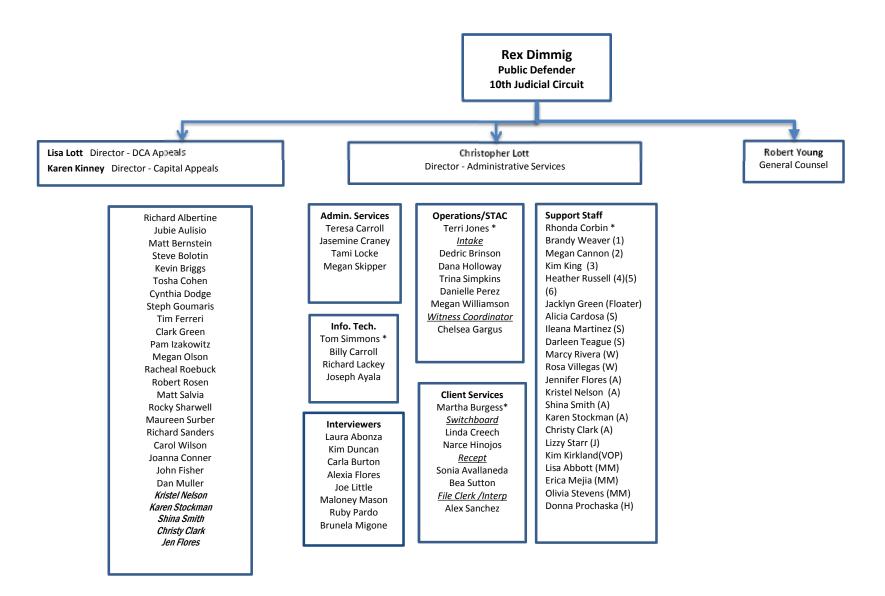
114 FTE

\* Supervisor

# OFFICE OF THE PUBLIC DEFENDER TENTH JUDICIAL CIRCUIT ORGANIZATIONAL CHART As of July 1, 2018

Appeals 50 FTE

\* Supervisor



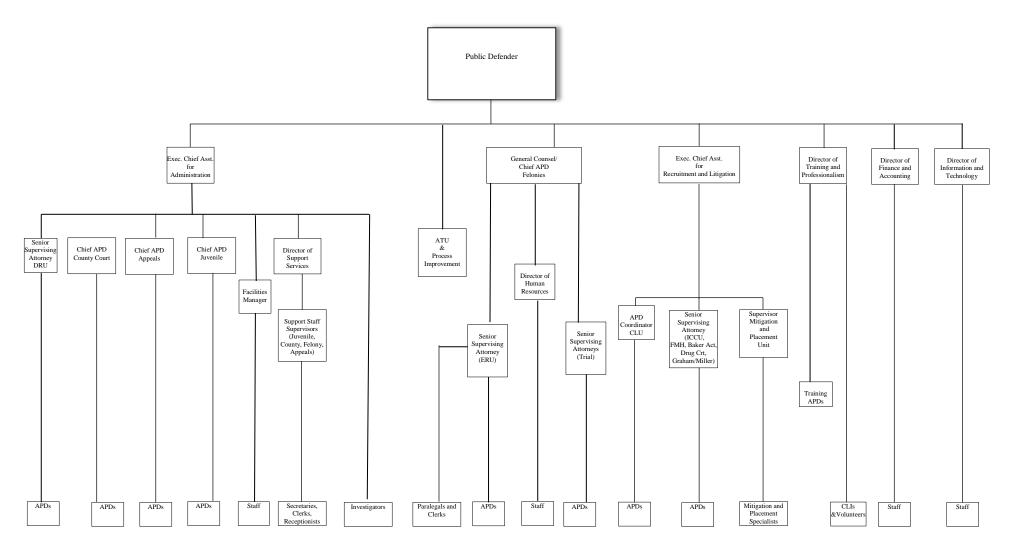


# LAW OFFICES OF THE PUBLIC DEFENDER

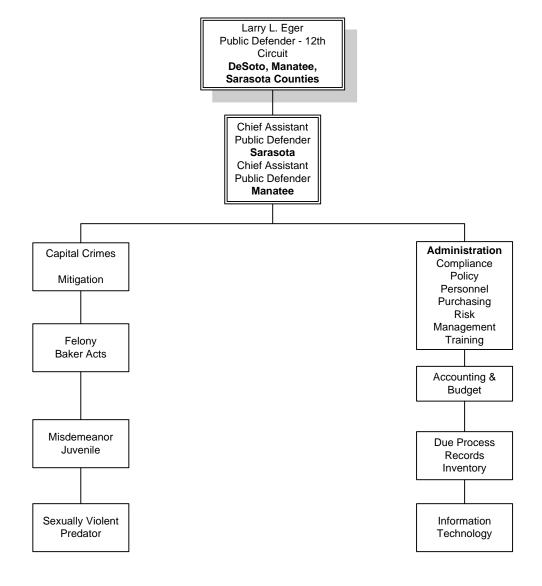
Eleventh Judicial Circuit of Florida



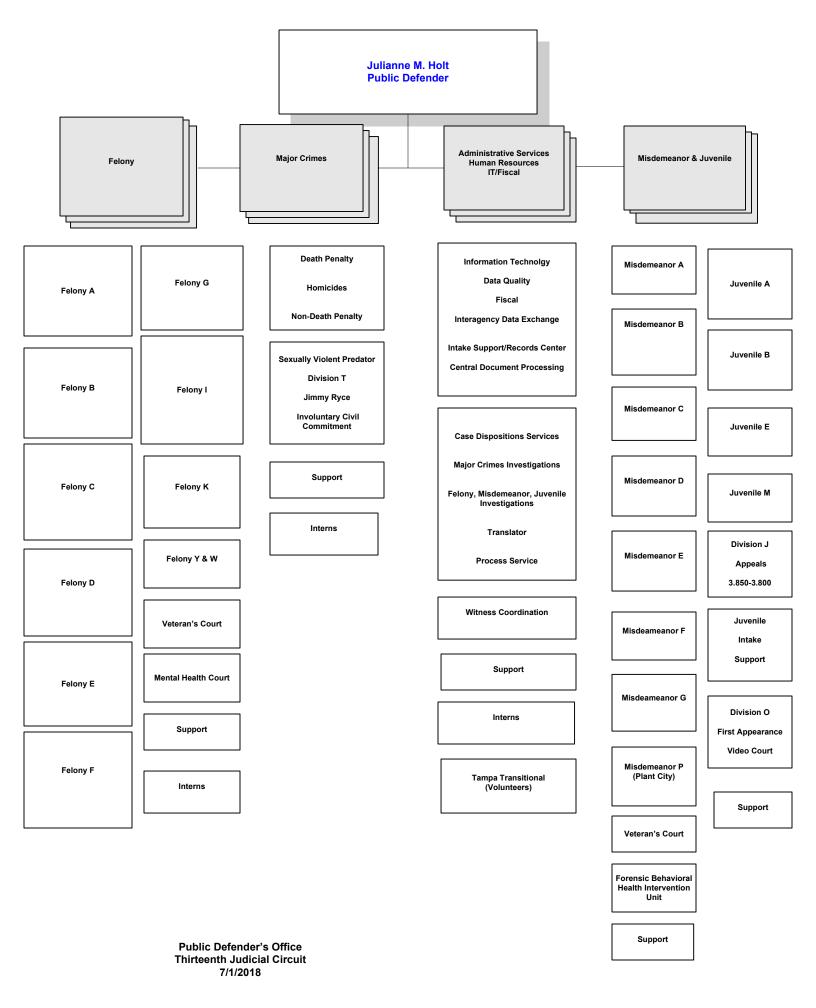
# **Organizational Chart**



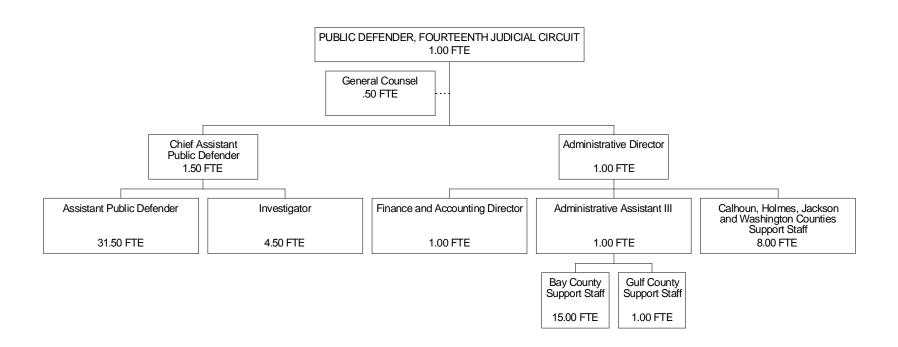
Office of the Public Defender Twelfth Judicial Circuit July 1, 2018

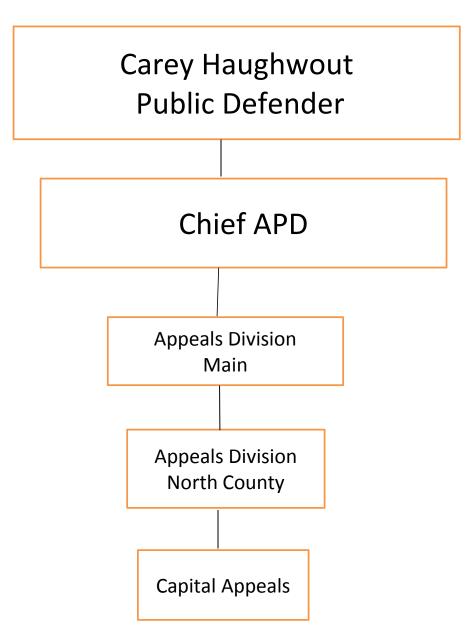


97.5 FTE Positions Appropriated



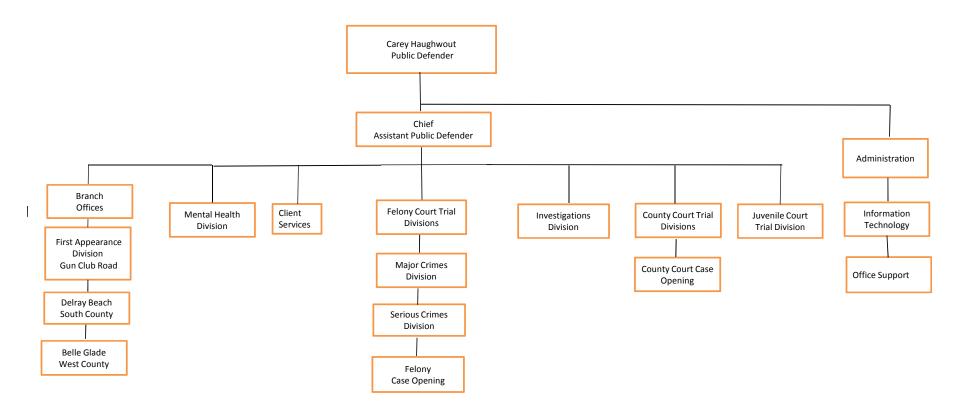
# OFFICE OF PUBLIC DEFENDER FOURTEENTH JUDICIAL CIRCUIT APPROVED FTE: 66.00 July 1, 2018





# PUBLIC DEFENDER'S APPELLATE OFFICE, 15TH JUDICIAL CIRCUIT 37.00 FTE POSITIONS STATE FUNDED

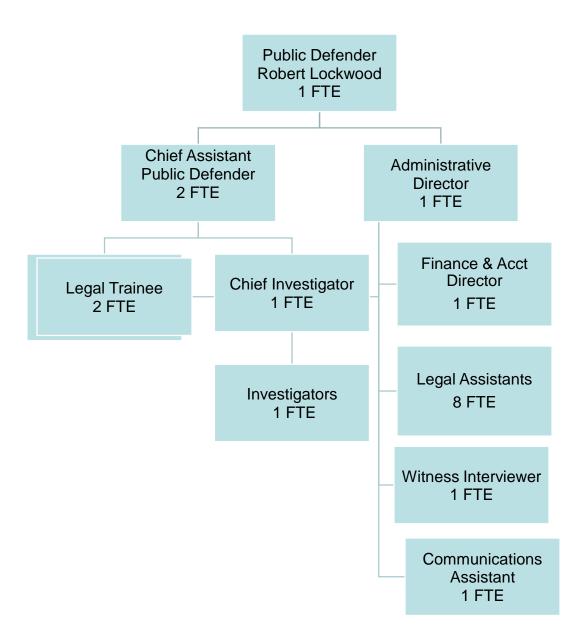
Effective: July 1, 2018

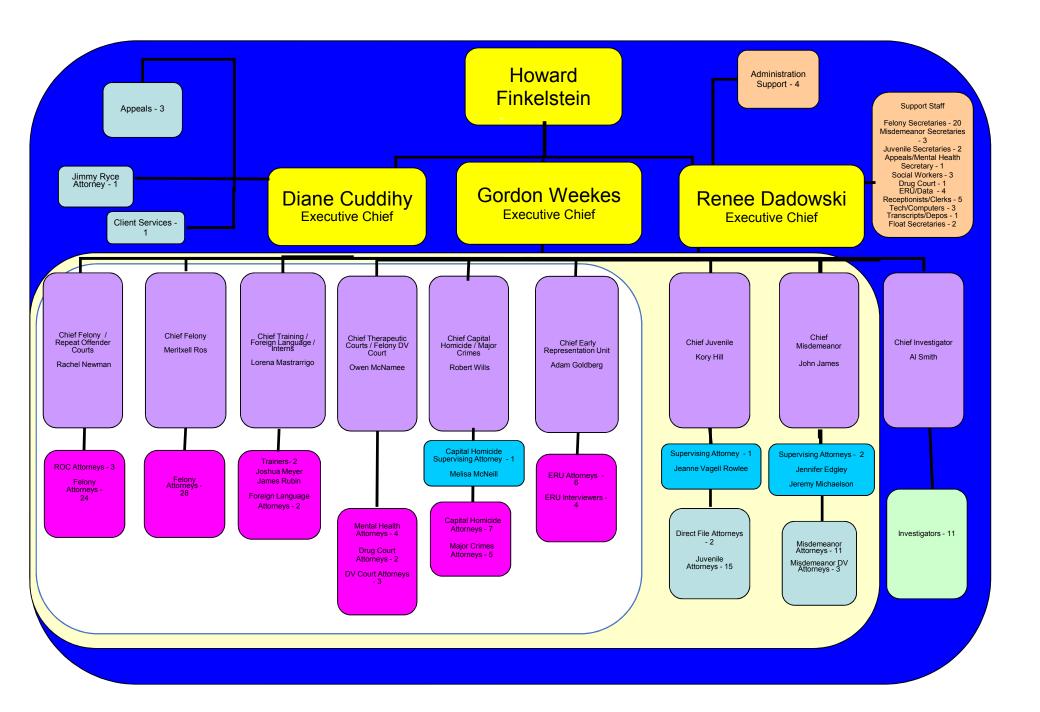


# PUBLIC DEFENDER'S OFFICE, 15TH JUDICIAL CIRCUIT 189.00 FTE POSITIONS STATE FUNDED

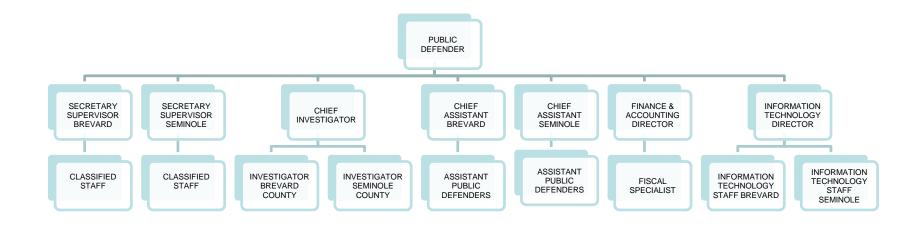
Effective July 1, 2018

# OFFICE OF THE PUBLIC DEFENDER SIXTEENTH JUDICIAL CIRCUIT July 1, 2018



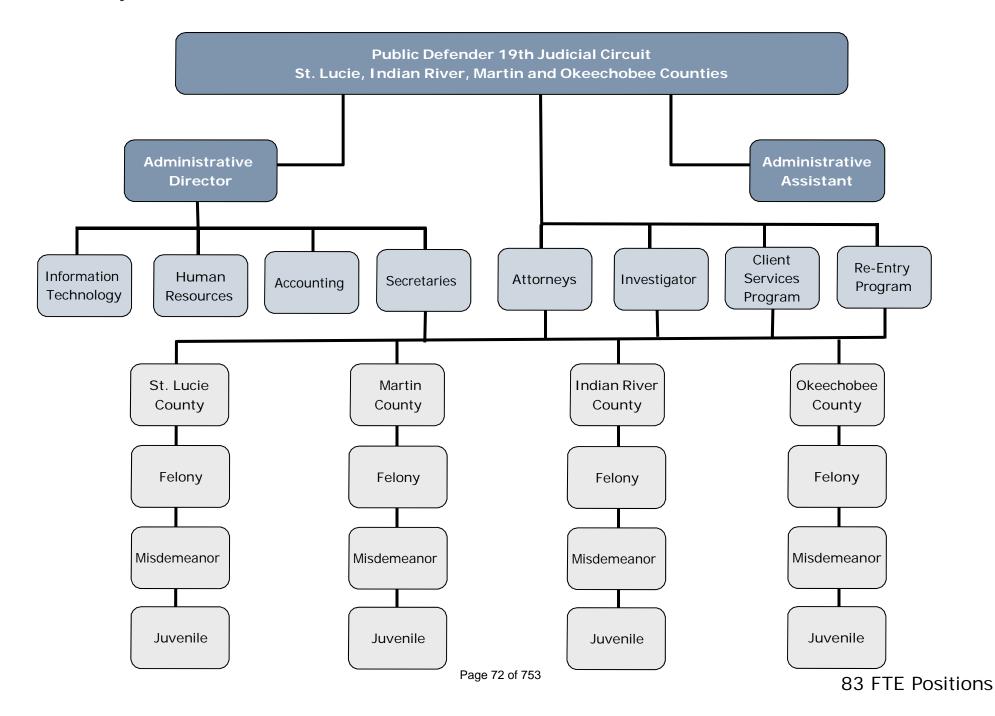


# PUBLIC DEFENDER, EIGHTEENTH JUDICIAL CIRCUIT

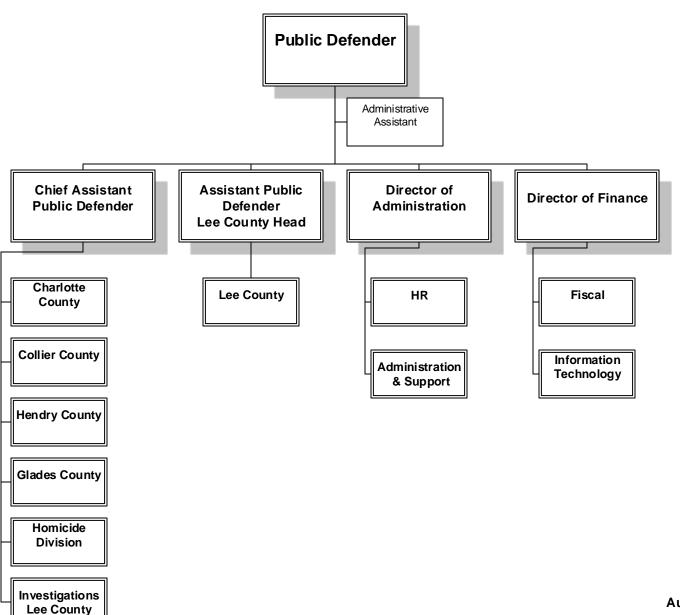


July 1, 2018

111 FTE POSITIONS STATE FUNDED



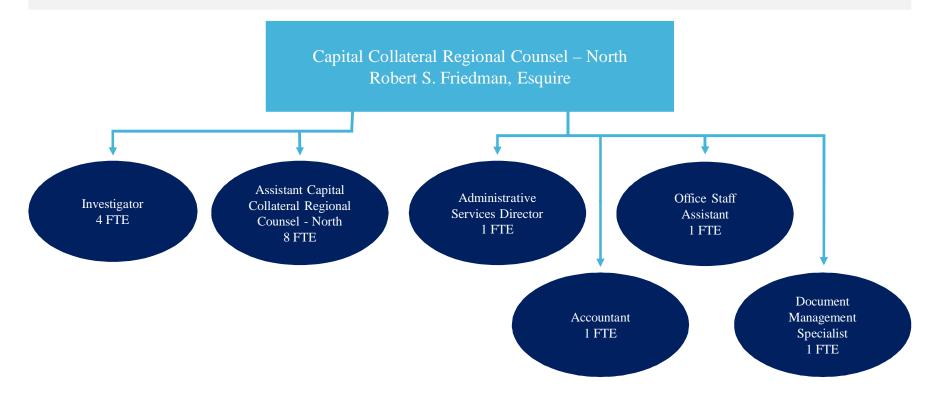
#### Law Offices of Kathleen A. Smith Public Defender – 20<sup>th</sup> Judicial Circuit Organization Chart As of July 1, 2018



**Authorized FTEs 138.0** 

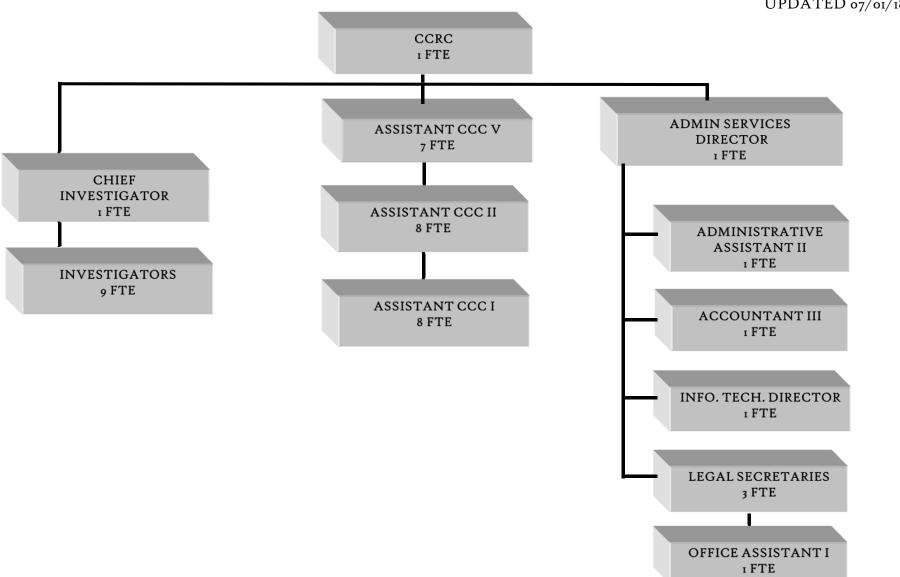
### Capital Collateral Regional Counsel – North

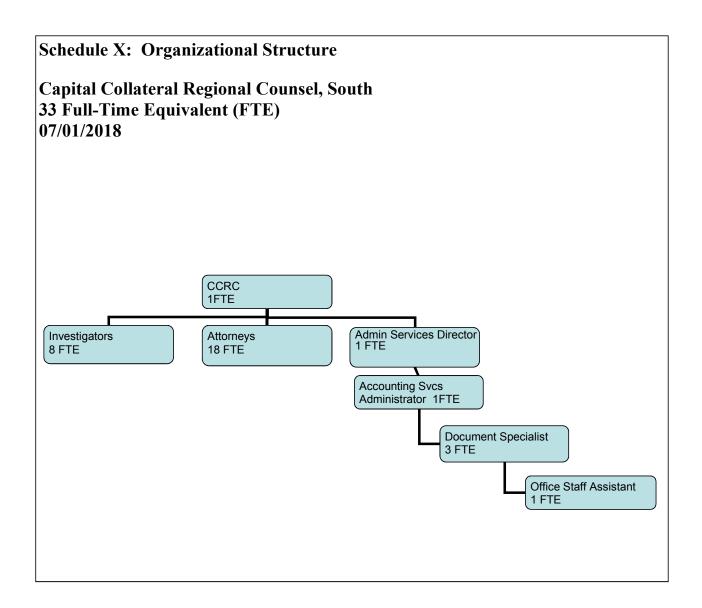
Office Flow Chart FY 2018-19



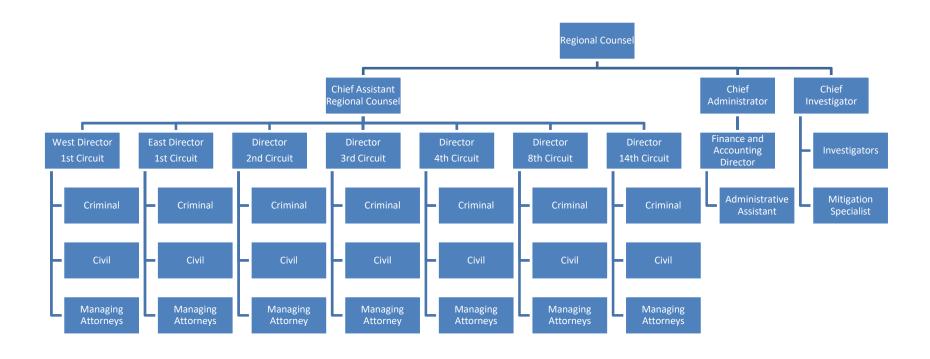
# CAPITAL COLLATERAL REGIONAL COUNSEL - MIDDLE REGION ORGANIZATIONAL CHART

42 FTE (FULL-TIME EMPLOYEE)
UPDATED 07/01/18

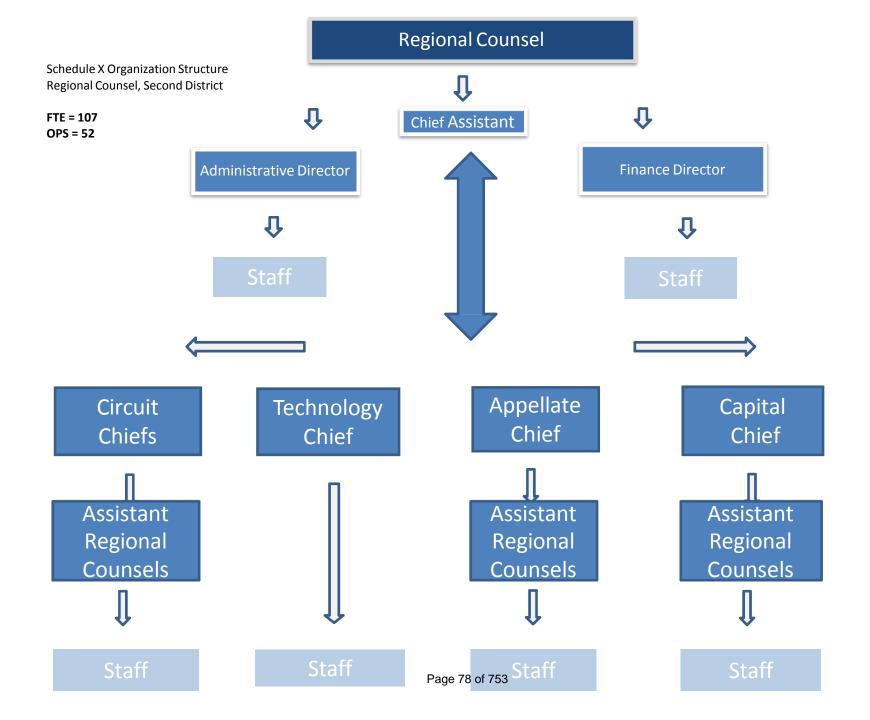




## Regional Counsel 1

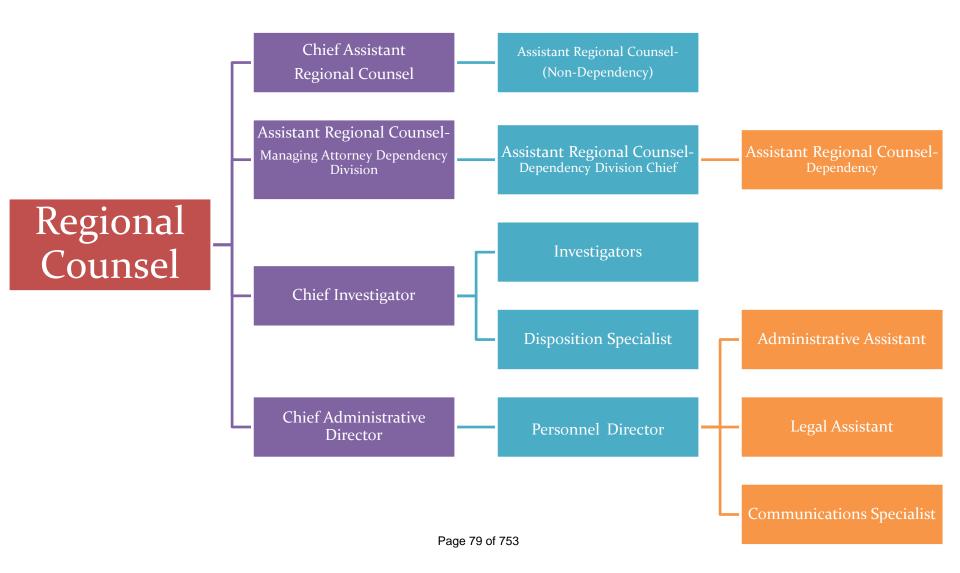


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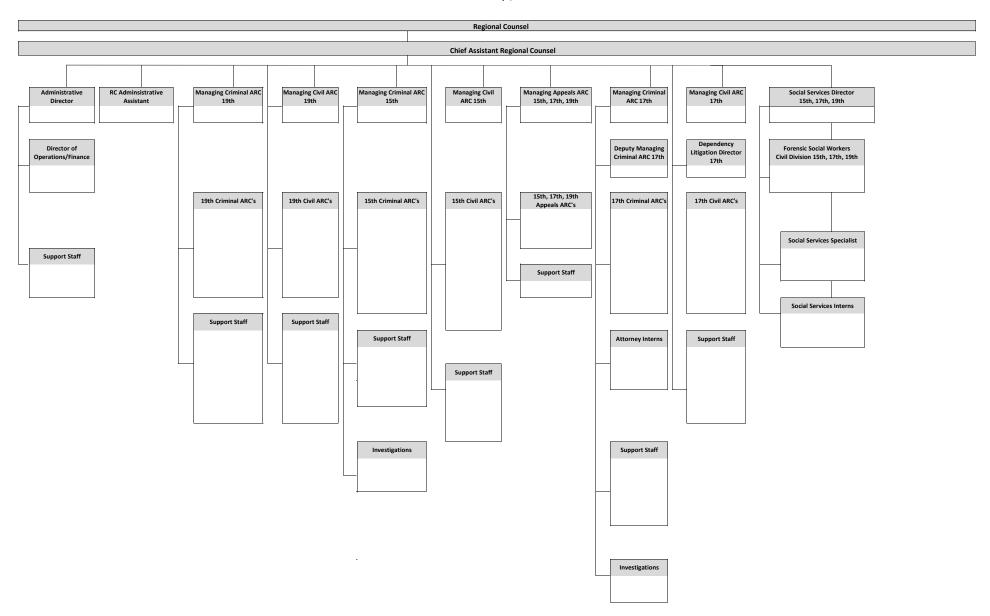


# Criminal Conflict and Civil Regional Counsel; Third Region of Florida (RC3)

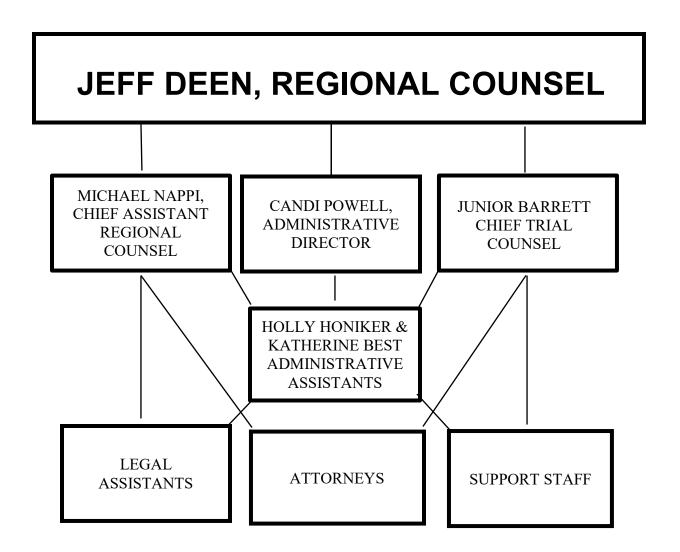
Effective 7/1/2018



### SCHEDULE X - ORGANIZATION CHART CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL, 4TH DISTRICT Effective July 1, 2018



### SCHEDULE X - ORGANIZATION CHART CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL, 4TH DISTRICT Effective July 1, 2018



• Effective July 1, 2018

JUSTICE ADMINISTRATION			FISCAL YEAR 2017-18	
SECTION I: BUDGET		OPERATI	NG	FIXED CAPITAL OUTLAY
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT			883,211,623	1,000,00
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.) FINAL BUDGET FOR AGENCY	_	_	25,407,820 908,619,443	1,000,00
THE BODGETT OF MOLITOT				1,000,00
SECTION II: ACTIVITIES * MEASURES	Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)	25,273	1,967.88	49,734,144	
Represent Children * Average number of children represented.  Civil Investigative Services * Number of appointed civil cases investigated	41,098	1,967.88	7,313,494	
Criminal Investigative Services * Number of appointed criminal cases investigated	585,232	167.08	97,781,435	
Criminal Trial Indigent Defense * Number of appointed criminal cases  Civil Trial Indigent Defense * Number of appointed civil cases	585,232 41,098	167.08 177.95	97,781,434 7,313,506	
Indigent Appellate Defense * Number of appointed civil cases	3,921	4,085.28	16,018,369	
Death Penalty Legal Counsel * Number of active cases	177	28,721.95	5,083,786	
Death Row Case Preparation * Number of active cases	177 359,618		4,175,585 241,865,034	
Felony Prosecution * Felony Cases Referred  Misdemeanor Prosecution * Misdemeanor/Criminal Traffic Cases Referred	612,675	672.56 178.97	109,652,030	
Juvenile Prosecution * Juvenile Cases Referred	92,111	354.65	32,667,626	
Child Support Enforcement Services * Child Support Enforcement Actions	26,055	944.46	24,607,796 14,998,064	
Civil Action Services * Number of Civil Actions  Regional Counsel Workload * Number of appointed cases.	102,231 61,458	146.71 750.72	14,998,064 46,137,880	
The second secon	31,400	100.12	.0,107,000	
			-	
	+		<del>                                     </del>	
				-
		1	<b>  </b>	
		1	<b>  </b>	
TAL .			755,130,183	
SECTION III: RECONCILIATION TO BUDGET				
ISS THROUGHS				
TRANSFER - STATE AGENCIES			109,253,308	
AID TO LOCAL GOVERNMENTS PAYMENT OF PENSIONS, BENEFITS AND CLAIMS			-	
OTHER				
EVERSIONS			44,235,958	1,000,
OTAL DUDGET FOR ACENCY (Tatal Assistance & Dags Throughout Revenues & Charles and Constitution & All			000 640 440	4 000
OTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)			908,619,449	1,000,0
SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SI	UMMARY			

<sup>(1)</sup> 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.

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

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

NUCSSP03 LAS/PBS SYSTEM

SP 09/26/2018 09:05

BUDGET PERIOD: 2008-2020

SCHED XI: AGENCY-LEVEL UNIT COST SUMMARY AUDIT REPORT JUSTICE ADMINISTRATION

STATE OF FLORIDA

\_\_\_\_\_

SECTION III - PASS THROUGH ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8: ACT5000 ACT5100 ACT5200 ACT5300 ACT5400

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

AUDIT #1: THE FOLLOWING STATEWIDE ACTIVITIES (ACT0010 THROUGH ACT0490) HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND SHOULD NOT:

\*\*\* NO ACTIVITIES FOUND \*\*\*

\_\_\_\_\_\_

AUDIT #2: THE FCO ACTIVITY (ACT0210) CONTAINS EXPENDITURES IN AN OPERATING CATEGORY AND SHOULD NOT: (NOTE: THIS ACTIVITY IS ROLLED INTO EXECUTIVE DIRECTION, ADMINISTRATIVE SUPPORT AND INFORMATION TECHNOLOGY)

\*\*\* NO OPERATING CATEGORIES FOUND \*\*\*

AUDIT #3: THE ACTIVITIES LISTED IN AUDIT #3 DO NOT HAVE AN ASSOCIATED OUTPUT STANDARD. IN ADDITION, THE

ACTIVITIES WERE NOT IDENTIFIED AS A TRANSFER-STATE AGENCIES, AS AID TO LOCAL GOVERNMENTS, OR A PAYMENT OF PENSIONS, BENEFITS AND CLAIMS (ACT0430). ACTIVITIES LISTED HERE SHOULD REPRESENT TRANSFERS/PASS THROUGHS THAT ARE NOT REPRESENTED BY THOSE ABOVE OR ADMINISTRATIVE COSTS THAT ARE UNIQUE TO THE AGENCY AND ARE NOT APPROPRIATE TO BE ALLOCATED TO ALL OTHER ACTIVITIES.

\*\*\* NO ACTIVITIES FOUND \*\*\*

\_\_\_\_\_\_

AUDIT #4: TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 21 EXPENDITURES FCO

FINAL BUDGET FOR AGENCY (SECTION I): 908,619,443 1,000,000

TOTAL BUDGET FOR AGENCY (SECTIONS II + III): 908,619,449 1,000,000

------ -----

DIFFERENCE: 6-

# Schedule XIV Variance from Long Range Financial Outlook

**Agency: Justice Administrative Commission** 

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

Contact: Alton L. "Rip" Colvin, Jr.

1)	Does t	he long ra	ange financ	cial outloo	ok adopted by the Joint Legislative Budget Commission in September 2018 contain revenue o
	expen	diture est	imates rela	ated to yo	ur agency?
			[		
	Yes	X	No		

2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2019-2020 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or

budge	et request.				
			FY 2019-2020 Estimate/Request Amount		
			Long Range	Legislative Budget	
	Issue (Revenue or Budget Driver)	R/B*	Financial Outlook	Request	
а	Due Process and Conflict Case Costs	В	17.8M	20.5M	
b					

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

State Attorneys: IC 5300280 Increased Due Process Costs for State Attorneys - The State Attorney in the 17th Judicial Circuit is requesting \$500,000 based on projected due process costs associated with the Marjory Stoneman Douglas High School shooting case. Public Defenders: IC 3000040 Increase Due Process Fund - Recurring General Revenue of \$1M is needed for statewide distribution to all Public Defenders to cover rising workload expenditures due to recent court decisions coupled with changes to the Florida Statutes. Supreme Court decisions such as Hurst (requiring death penalty resentencing and unanimous verdicts in future cases) and Graham/Miller/Atwell, etc. (requiring juvenile resentencing), require extensive investigation and record review. In addition, \$1M non-recurring General Revenue is requested for the Public Defender in the 17th Judicial Circuit for expenses associated with the Marjory Stoneman Douglas High School shooting case.

IC 4200820 Increase Due Process Funds for Public Defender Office - Individual Public Defender's Offices in the 13th, 17th, 18th, and 20th Judicial Circuits are requesting a combined total of \$1,259,000 in recurring General Revenue to cover additional due process costs based on the projected needs of their respective offices.

**Regional Counsels:** <u>IC 3009000</u> Graham/Miller/Atwell, etc. - The Regional Counsels are requesting \$320,000 in recurring General Revenue based on their projected due process costs for juvenile resentencing cases.

<u>IC 5300250</u> Increased Due Process Costs for the Regional Counsels - The Regional Counsels are also requesting a combined total of \$3,081,786, based on the projected need for due process costs associated with death penalty cases and appellate workload.

**Justice Administrative Commission:** <u>IC 5200030</u> Increased Court-Appointed Attorney Fees and Due Process Costs - The rising costs for representing indigent persons have been steadily outpacing appropriations since FY 2013-14 and with additional requirements for extensive investigation and record review due to recent court decisions (Hurst and Graham/Miller/Atwell), coupled with changes to the Florida Statutes, \$13,358,000 is requested to fund constitutionally mandated representation.

# **Budget Entity Level Exhibits or Schedules**

#### **Justice Administrative Commission**

Budget Entity: 21300800

# Justice Administrative Commission Schedule I Series

#### SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Circuit/Office: Justice Administrative Commission** 

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Michael Mauterer

Telephone #: 850-488-2415

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

**Reimbursements:** Based on anticipated transfers from the Bureau of State Payrolls for payroll deductions

**Foster Care Citizen Review Board**: Based on provisions of Chapter 2005-70, L.O.F. (s.318.21 (2), F.S.)

Qualified Transportation Benefits Program: Based on anticipated collections

Garnishment Fees: Based on anticipated collections

#### **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 300,300
Less 8% Service Charge	\$ -24,024
= Receipts Applicable to 5% Assessment	\$ 276,276
x 5% State Trust Fund Reserve	\$ 13,815

#### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 300,300
x 8% Service Charge	\$ 24,024
FY 2018-19 Receipts Applicable to SCGR	\$ 300,300
x 8% Service Charge	\$ 24,024

#### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

#### SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2019 - 2020 Justice Administration				
Trust Fund Title:	Grants and Donations Trust Fund				
Budget Entity:	Justice Administrative Comm				
LAS/PBS Fund Number:	20-2-339040				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>86,437.81</b> (A)				
ADD: Other Cash (See Instructions)	(B)				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>86,437.81</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(46,000.00) (H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(105.00) (I)				
LESS: Other Accounts Payable (SCGR)	(J)				
Unreserved Fund Balance, 07/01/18	<b>40,332.81</b> (K)		**		
No.4					
Notes: *SWFS = Statewide Financial Statemer	nt				
** This amount should agree with Line year and Line A for the following ye	I, Section IV of the Schedule	I for the most recen	t completed fiscal		

Office of Policy and Budget - June 2018

#### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Justice Administrative Commission 20-2-339040 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 40,332.81 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **40,332.81** (E) **40,332.81** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# **Budget Entity Level Exhibits or Schedules**

### Statewide Guardian ad Litem

Budget Entity: 21310000

# Statewide Guardian ad Litem Schedule I Series

#### SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office: Guardian ad Litem

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: David Windle

Telephone #: 850-922-7213

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

#### DCF Transfer/Child Justice - Revenue Code 001500

Pursuant to Chapter 938.10, Florida Statutes, if a person pleads guilty or nolo contendere to any offense against a minor, in violation of applicable sections of Chapters 775, 784, 787, 794, 796, 800, 823, 827, 847, 893, or 985, the court shall impose a court cost of \$151.00 against the offender. Each month the Clerk of the Court transfers \$50.00 of the court costs to the Statewide Guardian ad Litem Program. Total estimated fees to be paid to GAL in FY 2019-20 is \$30,000.

# DCF Transfer/Dependency Court Improvement Program - Revenue Code 001510

The Department of Children and Families enters into a Memorandum of Understanding each year in which the Department agrees to reimburse the Guardian ad Litem program for expenditures associated with staff attending the annual Dependency Court Improvement Program conference in Orlando.

Guardian ad Litem expects to receive approximately \$62,400 from the Department for these expenditures each year.

# Other Grants – Nonprofits, private foundation, and Public Records Requests, Revenue Code 001100

We currently have two agreements with non-profit organizations who agreed to fund specific OPS positions in their local Guardian ad Litem offices. These nonprofits provide monthly reimbursement for the Other Personal Services (OPS)

payroll costs associated with the positions they have each agreed to fund. For Fiscal Year 2019-20 these revenues are coded to revenue code 001100.

GAL is currently negotiating GDTF OPS agreements with the following non-profit organizations:

Northwest Florida Guardian ad Litem Foundation = \$24,677 Voices for Children of North Central Florida = \$13,222

These amounts include funds for salary, FICA, applicable benefits and the 8% service charge to general revenue for those non-profits that have agreed to reimburse GAL for the service charge.

# Reimbursed From Counties – Volusia, Monroe and Lee counties, Revenue Code 000800

We currently have three intergovernmental agreements with Boards of County Commissioners who agreed to fund specific OPS positions in their local Guardian ad Litem offices. These counties provide monthly reimbursement for the Other Personal Services (OPS) payroll costs associated with the positions they have each agreed to fund. For Fiscal Year 2019-20 these revenues are coded to revenue code 000810.

GAL currently has GDTF OPS agreements with the following County governments:

Volusia County (Circuit 7) = \$42,133 Monroe County (Circuit 16) = \$63,000 Lee County (Circuit 20) = \$57,000

These amounts include funds for salary, FICA, applicable benefits. County governments are prohibited from pay the 8% service charge to general. GAL was granted an exemption from the 8% SCGR for these county agreements in FY 2017-18.

GDTF revenues and expenditures related to County funded OPS positions may increase if additional counties decide to provide staff in their circuits.

#### **Grants from National CASA – Revenue Code 007099**

The GAL program has several National Court Appointed Special Advocates (CASA) grants applications pending totaling in excess of \$175,000 in FY 2018-19.

These Federal grants are paid through CFDA 16.726 and CFDA 16.756 and are exempt from the 8% surcharge. Grants awarded in FY 2018-19 will continue with expenditures and receipts into FY 2019-20. The expenditures for these grants are restricted to the Grants and Donations Trust Fund salaries, expense and contracted services appropriations categories. For Fiscal Year 2019-20 revenues for these grants are coded to revenue code 007099.

#### **TOTAL ESTIMATED RECEIPTS FOR 2018-19**

<b>Total Estimated Receipts:</b>	\$454,931
CASA Grants:	\$175,000
Reimbursed from Counties:	\$162,133
Other Grants:	\$ 37,899
Reimbursed from other State Agencies:	\$ 62,400
DCF Fines and Penalties:	\$ 30,000

#### **TOTAL ESTIMATED RECEIPTS FOR 2019-20**

<b>Total Estimated Receipts:</b>	\$454,931
CASA Grants:	\$175,000
Reimbursed from Counties:	\$162,133
Other Grants:	\$ 37,899
Reimbursed from other State Agencies:	\$ 62,400
DCF Fines and Penalties:	\$ 30,000

#### **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$	37,899
Less 8% Service Charge	\$	-3,032
= Receipts Applicable to 5% Assessment	\$	34,867
x 5% State Trust Fund Reserve	•	1 743

#### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 37,899
x 8% Service Charge	\$ 3,032
FY 2018-19 Receipts Applicable to SCGR	\$ 37,899
x 8% Service Charge	\$ 3,032

#### **Explanation of Schedule I, Section III Accounting Adjustments:**

Statewide Post-Closing Financial Statement Adjustment in the amount of \$8,296

#### SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2019 - 2020** 

Justice Administration

Trust Fund Title:	Grants and Donations Trust I	Fund			
Budget Entity: LAS/PBS Fund Number:	Guardian ad Litem 20-2-339044				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	253,931.38 (A)		253,931.38		
ADD: Other Cash (See Instructions)	(B)		0		
ADD: Investments	(C)		0		
ADD: Outstanding Accounts Receivable	(D)	8,295.94	8295.94		
ADD:	(E)		0		
Total Cash plus Accounts Receivable	<b>253,931.38</b> (F)	8,295.94	262,227.32		
LESS Allowances for Uncollectibles	(G)		0		
LESS Approved "A" Certified Forwards	(H)		0		
Approved "B" Certified Forwards	(H)		0		
Approved "FCO" Certified Forwards	(H)		0		

#### **Notes:**

**Department Title:** 

LESS: Other Accounts Payable (Nonoperating)

LESS: Other Accounts Payable (SCGR)

(1,026.88) (J)

**252,904.50** (K)

8,295.94

0

(1,026.88)

261,200.44 \*\*

Office of Policy and Budget - June 2018

Unreserved Fund Balance, 07/01/18

<sup>\*</sup>SWFS = Statewide Financial Statement

<sup>\*\*</sup> 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: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Guardian ad Litem 20-2-339044 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 252,904.50 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment # B2100012 - Accounts Receivable Adj. 8,295.94 (C) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **261,200.44** (E) **261,200.44** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

# **Budget Entity Level Exhibits or Schedules**

**State Attorneys** 

Budget Entities: 21500100 through 21502000

# State Attorneys Schedule I Series

#### SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

Circuit / Office Name: State Attorney Office, First Circuit

Trust Fund Name: State Attorney Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Shirley Mitchell

Telephone #: 850-595-4210

\*

#### **Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 01's estimated receipts are \$221,160 for FY 2018-2019 and \$221,160 for FY 2019-2020.

Cost of Prosecution: The revenues anticipated in the State Attorney Revenue Trust Fund, Cost of Prosecution for FY 2018-2019 is \$1,400,000. The revenues anticipated for FY 2019-2020 is \$1,500,000. The revenue estimates were determined by using an average of the monthly deposits for FY 2017-2018 and the fact that the Clerk of Courts have changed their office practices in collection procedures for Cost of Prosecution and have made adjustments to maximize collections.

**Worthless Checks:** The revenues anticipated in the State Attorney Revenue Trust Fund, Worthless Checks, for FY 2018-2019 is \$46,000 and \$40,000 for FY 2019-2020. The revenue in Worthless Checks varies from month to month. The worthless checks revenue estimates were determined by using an average of the monthly deposits.

**Local Ordinance Prosecution:** The revenues anticipated in the Local Ordinance Prosecution for FY 2018-2019 is \$9,300. It is also anticipated that we will receive \$9,300 in FY 2019-2020. Revenue estimates were determined by using an average of the monthly payments.

**Criminal History/Background Checks:** The revenues anticipated in Criminal History/Background Checks for FY 2018-2019 is \$1,200. It is also anticipated that we will received \$1,200 in FY 2019-2020. The revenue estimates were determined by using an average of the monthly deposits.

**Restitution** – (**HB 409**): This was a new revenue source established in FY 2016-2017. We have not received any revenue to date.

#### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 1,677,660
Less 8% Service Charge	\$ -134,213
= Receipts Applicable to 5% Assessment	\$ 1,543,447
x 5% State Trust Fund Reserve	\$ 77,172

#### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 1,771,660
x 8% Service Charge	\$ 141,733
FY 2018-19 Receipts Applicable to SCGR	\$ 1,677,660
x 8% Service Charge	\$ 134,213

#### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

#### SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2019 - 2020 Justice Administration		
Trust Fund Title:	State Attorney Revenue Trus		
Budget Entity:	State Attorneys Office-1st Ju	udicial Circuit	
LAS/PBS Fund Number:	20-2-058001		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	342,096.62 (A)		
ADD: Other Cash (See Instructions)	105.30		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	5,977.34 (D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>348,179.26</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(2,751.00) (H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(39,597.20) (J)		
Unreserved Fund Balance, 07/01/18	<b>305,831.06</b> (K)		*
Notes:  *SWFS = Statewide Financial Stateme  ** This amount should agree with Lin		e I for the most recent	completed fiscal

year and Line A for the following year.

Office of Policy and Budget - June 2018

#### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-1st Judicial Circuit 20-2-058001 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; **305,649.06** (A) GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment # C21000001/C2100040 A/P Adj. 182.00 (C) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** 0.00 (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) (D) A/P not C/F-Operating Categories (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **305,831.06** (E) **305,831.06** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

#### SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney's Office, First Circuit

Trust Fund Name: Forfeiture and Investigative Support Trust Fund

FID# 2316

Name of Person Completing This Form: Shirley Mitchell

**Telephone #: 850-595-4210** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

**FIST – STATE AND FEDERAL:** We will sell one vehicle in FY 2018-2019 and it is estimated that we should receive approximately \$2,000 from it. No additional receipts are expected.

#### <u>5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General</u>

**Revenue:** Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

#### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

#### SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

of SWFS* Adjusted Balance  O.19 (A)	
(C) (D) (E) (E)	
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<b>0.19</b> (F)	
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(H)	
(I)	
(J)	
<b>0.19</b> (K)	
	(I) [

Office of Policy and Budget - June 2018

#### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Forfeiture and Investigative Support Trust Fund LAS/PBS Fund Number: State Attorneys Office-1st Judicial Circuit 20-2-316001 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 0.19 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **0.19** (E) **0.19** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: State Attorney, First Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Shirley Mitchell

Telephone #: 850-595-4210

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

Victims of Crime Act (VOCA): The revenue amounts are fixed under Contract and is anticipated to be \$431,295 for FY 2018-2019 and \$448,762 for FY 2019-2020. The increase for FY 2018-2019 and FY 2019-2020 is as a result of our office adding three additional fully time victim advocates through the VOCA program.

County Information Technology: The projected amounts for the County Information Technology Trust Fund are based on the amounts requested as repayment for the IT employees that work in Escambia, Santa Rosa, Okaloosa and Walton Counties. The amounts for each County are amounts agreed to with each County for the IT needs in each County, the anticipated funds from Article V, \$2.00 recording fees. Also, if the \$2.00 recording fees do not cover all of the yearly expenses for each County, each County is responsible for payment of any additional yearly expenses not covered by Article V. The anticipated reimbursements for FY 2018-2019 is \$236,449. The amount anticipated for FY 2019-2020 is also \$236,449.

US Marshals Service MOA: The projected amounts for the US Marshals Service MOA are based on the MOA and/or any Amendments to increase the projected amounts due to the overtime worked by the various Investigators and the availability of additional funding by the US Marshals Service. It is anticipated that the reimbursements for FY 2018-2019 will be \$20,000. It is also anticipated that the reimbursements for FY 2019-2020 will also be \$20,000.

**Bureau of ATF MOA:** The projected amounts for the Bureau of ATF MOA are based on the MOA. It is anticipated that the reimbursements for FY 2018-2019 will be \$9,000 and the same for FY 2019-2020.

<u>5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General Revenue:</u> Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable

#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-1st Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339012						
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date	
Department of Legal Affairs FID #2261	001510	255,327.00	431,295.00	448,762.00	104133	Kelly Coram	
	TOTAL  Transfer Out	255,327.00	431,295.00	448,762.00	Transfer In		
Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)					Revenue Category	Confirmed By/Date	
Office of Policy and Budget - July 2017	·	Page 1	1 <del>0 of 753</del>				

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund State Attorney Office - 1st Judicial Circuit 20-2-339012			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>121,717.14</b> (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	94,314.85 (D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>216,031.99</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	- (J)			
Unreserved Fund Balance, 07/01/18	<b>216,031.99</b> (K)			
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal	

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 1st Judicial Circuit 20-2-339012 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 216,031.99 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **216,031.99** (E) **216,031.99** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*

Circuit/Office: State Attorney Office, 2nd Circuit

Trust Fund Name: State Attorney Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Mary Dean Barwick

Telephone #: 850-606-6015

\*

### **Revenue Estimating Methodology:**

#### **Article V Traffic Fines:**

Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 02's estimated receipts are \$127,680 for FY 2018-2019 and \$127,680 for FY 2019-2020.

#### **Cost of Prosecution:**

This projection is based on the trend line of historical data together with seasonal factors such as student influx. Leon County Clerk of Court collection practices as well as outlying counties have matured to the point where those on Clerk managed payment programs are performing much more satisfactorily than in the past.

#### **Misdemeanor Diversion:**

This projection is based on several years of historical data. Offenses subject to diversion have expanded thereby increasing collections. A circuit-wide pilot program was initiated in January of 2018. This consistency is projected to increase collections as well.

# 5 Percent State Trust Fund Reserve:

\$ 809,680
\$ -64,774
\$ 744,906
\$ 37,245
Ψ

# <u>8</u>]

FY 2019-20 Receipts Applicable to SCGR	\$ 812,680
x 8% Service Charge	\$ 65,014
FY 2018-19 Receipts Applicable to SCGR	\$ 809,680
x 8% Service Charge	\$ 64,774

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration					
Trust Fund Title:	State Attorney Revenue Trust Fund					
Budget Entity:	State Attorneys Office-2nd	Judicial Circuit				
LAS/PBS Fund Number:	20-2-058002					
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	<b>822,891.46</b> (A)					
ADD: Other Cash (See Instructions)	60.79					
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	(D)					
ADD:	(E)					
Total Cash plus Accounts Receivable	<b>822,952.25</b> (F)					
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	(35,000.00) (H)					
Approved "B" Certified Forwards	(H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	(I)					
LESS: Other Accounts Payable (SCGR)	(17,205.82) (J)					
Unreserved Fund Balance, 07/01/18	<b>770,746.43</b> (K)		*			
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line		le I for the most recent	completed fiscal			

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-2nd Judicial Circuit 20-2-058002 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 770,928.43 (A) GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment # C2100002 / C2100041 A/P Adj. (182.00) (C) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** Approved "B" Carry Forward (Encumbrances) per LAS/PBS (D) Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **770,746.43** (E) **770,746.43** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney Office, 2nd Circuit

Trust Fund Name: Forfeiture and Investigative Support Trust Fund

FID# 2316

**Contact: Mary Dean Barwick** 

Telephone #: 850-606-6015

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

The estimate for FY 2019-2020 is based, in part, on pending investigations where the possibility of forfeiture exists.

# 5 Percent State Trust Fund Reserve:

FY 2018-19 Receipts Applicable to SCGR	\$ 50,000
Less 8% Service Charge	\$ -4,000
= Receipts Applicable to 5% Assessment	\$ 46,000
x 5% State Trust Fund Reserve	\$ 2,300

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 75,000
x 8% Service Charge	\$ 6,000
FY 2018-19 Receipts Applicable to SCGR	\$ 50,000
x 8% Service Charge	\$ 4,000

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration					
Trust Fund Title:	Forfeiture and Investigative Support Trust Fund					
Budget Entity:	State Attorneys Office-2nd Judicial Circuit 20-2-316002					
LAS/PBS Fund Number:						
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	140,941.36 (A)					
ADD: Other Cash (See Instructions)						
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	(D)					
ADD:	(E)					
Total Cash plus Accounts Receivable	<b>140,941.36</b> (F)					
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	(H)					
Approved "B" Certified Forwards	(H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	(I)					
LESS: Other Accounts Payable (SCGR)	(1,007.82) (J)					
Unreserved Fund Balance, 07/01/18	139,933.54 (K)		**			
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line	e I, Section IV of the Schedule	I for the most recent	t completed fiscal			
year and Line A for the following ye	ear.					

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Forfeiture and Investigative Support Trust Fund State Attorneys Office-2nd Judicial Circuit LAS/PBS Fund Number: 20-2-316002 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 139,933.54 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **139,933.54** (E) **139,933.54** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney Office, 2nd Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Mary Dean Barwick

Telephone #: 850-606-6015

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

Victims of Crime Act: Estimates are based on the grant contract amount.

**Violence Against Women Act:** Estimates are based on the grant contract amount.

**VAWA STOP Grant:** Estimates based on grant contract amount.

**County Information Technology**: Estimates are based on anticipated contractual amount.

**County Grant**: Estimates are based on anticipated contractual amount.

### 5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General

**Revenue**: Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

#### **Executive Office of the Governor** Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-2nd Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339008						
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date	
Department of Legal Affairs FID #2261	001510	336,643.00	406,000.00	406,000.00	104133	Kelly Coram	
	-						
	TOTAL	336,643.00	406,000.00	406,000.00			
Transfers Out (Operating and Non-Operating (Provide Agency and Fund Number Transferred To)	Transfer Out ) Expenditure Category				Transfer In Revenue Category	Confirmed By/Date	
Office of Policy and Budget - July 2017		Page 1	22 of 753				

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund State Attorney Office - 2nd Judicial Circuit 20-2-339008			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>203,161.30</b> (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	46,679.23 (D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>249,840.53</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	- (J)			
Unreserved Fund Balance, 07/01/18	249,840.53 (K)			
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal	

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 2nd Judicial Circuit 20-2-339008 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 249,840.53 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **249,840.53** (E) **249,840.53** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*

Circuit/Office Name: State Attorney, Third Circuit

Trust Fund Name: State Attorney Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Monica Baker

**Telephone #: 386-362-2320** 

\*

### **Revenue Estimating Methodology:**

**Article V Traffic Assessment:** Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 03's estimated receipts are \$74,100 for FY 2018-2019 and \$74,100 for FY 2019-2020.

Cost of Prosecution: The State Attorney's Office, Third Judicial Circuit projects revenue of \$ 490,000 for Fiscal Year 2018-2019. For Fiscal Year 2019-2020, the revenue projection is \$505,000. These projections are based on actual receipts collected in FY 2017-2018 with consideration for the number of cases that are currently being handled by the agency's Pre-Trial Diversion Program. The pre-trial diversion program is the major source of revenue in this trust fund. In addition, the other significant funding source for this trust fund comes from the Cost of Prosecution fee which is \$100 per felony case and \$50 for all other cases prosecuted by this office. This is a court ordered fee. Additional fees may be set by the court if the State Attorney's Office can show proof of higher costs incurred for the prosecution of a particular case.

**Worthless Checks:** The State Attorney's Office, Third Judicial Circuit projects revenue of \$1,000 for FY 2018-2019 and FY 2019-2020. The number of cases received in the Worthless Check Diversion program has deteriorated to such a degree that the revenue collected is very small and not expected to increase. Many businesses use private collection agencies to handle the worthless checks that they receive. In addition, the large number of point-of-sale transactions paid by debit

cards has reduced the number of checks that vendors receive. Actual receipts from the last fiscal year were used to project revenues for this fund.

# **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 565,100
Less 8% Service Charge	\$ -45,208
= Receipts Applicable to 5% Assessment	\$ 519,892
x 5% State Trust Fund Reserve	\$ 25,995

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 580,100
x 8% Service Charge	\$ 46,408
FY 2018-19 Receipts Applicable to SCGR	\$ 565,100
x 8% Service Charge	\$ 45,208

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration				
Trust Fund Title:	State Attorney Revenue Trust Fund				
Budget Entity:	State Attorneys Office-3rd Ju	idicial Circuit			
LAS/PBS Fund Number:	20-2-058003				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>376,939.40</b> (A)				
ADD: Other Cash (See Instructions)	35.28				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	1,926.57 (D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>378,901.25</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(12,009.42) (J)				
Unreserved Fund Balance, 07/01/18	366,891.83 (K)				
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line		• I for the most recent	completed fiscal		

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-3rd Judicial Circuit 20-2-058003 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 366,891.83 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **366,891.83** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **366,891.83** (F) **DIFFERENCE:** 0.00(G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: State Attorney, Third Circuit

Trust Fund Name: Grants & Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Monica Baker

Telephone #: 386-362-2320

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

<u>Victims of Crime Act (VOCA)</u>: The revenue amount for this grant in Fiscal Year 2018-2019 is estimated at \$218,978. This amount represents the annualized most recent grant reimbursements and includes a small increase over actual receipts in last fiscal for the reimbursable benefit increases such as retirement and health insurance.

For Fiscal Year 2019-2020, the estimated receipts are \$221,592.00. This amount includes annualized increases in retirement and employer health insurance costs which are reimbursable under our grant. It also includes the potential for a 3% employee pay increase for those employees covered under this grant.

<u>County Information Technology</u>: The revenue collected under this agreement is provided by funds collected from the counties that make up the Third Judicial Circuit (Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee, and Taylor) for the purpose of partially funding the salaries and benefits of Information Technology staff. The agreement for FY 2018-2019 is for \$51,751. This agency estimates that the same amount will be available in Fiscal Year 2019-2020.

<u>5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General Revenue:</u> Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

# **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Accounts Receivable Adjustment in the amount of \$760.

#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-3rd Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339013					
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Legal Affairs FID #2261	001510	209,411.00	218,978.00	221,592.00	104133	Kelly Coram
	TOTAL  Transfer Out	209,411.00	218,978.00	221,592.00	Transfer In	
Transfers Out (Operating and Non-Operating) Provide Agency and Fund Number Transferred To)					Revenue Category	Confirmed By/Date
						-
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Department Title:	Budget Period: 2019 - 2020 Justice Administration				
Trust Fund Title:	Grants and Donations Trust Fund				
Budget Entity:	State Attorney Office - 3rd Ju	dicial Circuit			
LAS/PBS Fund Number:	20-2-339013				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>219,857.50</b> (A)				
ADD: Other Cash (See Instructions)	(B)				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	35,416.96 (D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>255,274.46</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	- (J)				
Unreserved Fund Balance, 07/01/18	255,274.46 (K)		**		
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following y	e I, Section IV of the Schedule	I for the most recent	t completed fiscal		

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 3rd Judicial Circuit 20-2-339013 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 255,274.46 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **255,274.46** (E) **255,274.46** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

### SCHEDULE I TRUST FUND NARRATIVE

#### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*

Circuit/Office Name: State Attorney Office, 4th Circuit

Trust Fund Name: State Attorneys Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Nike Campbell-Fatoki,

**Fiscal Director** 

Telephone #: 904-255-2947

\*

#### **Revenue Estimating Methodology**

#### **Article V Traffic Fines:**

Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 04's estimated receipts are \$363,660 for FY 2018-2019 and \$363,660 for FY 2019-2020.

#### **Cost of Prosecution:**

The State Attorney's Office for the Fourth Judicial Circuit is projecting cost of prosecution revenues for FY 2018-2019 to be \$1,200,000 and for FY 2019-2020 to be \$1,100,000.

The revenue projections for cost of prosecution are based on the past five fiscal years of revenue collected. Our cost of prosecution continues to decline. The average decline over the past five years is 2.94%.

Cost of prosecution revenue for the past six fiscal years:

FY 2017-2018 = \$1,245,964.48

FY 2016-2017 = \$1,264,536.90

FY 2015-2016 = \$1,394,690.29

FY 2014-2015 = \$1,419,709.62

FY 2013-2014 = \$1,444,678.57

FY 2012-2013 = \$1,446,314.53

#### **Worthless Checks:**

The State Attorney's Office for the Fourth Judicial Circuit is projecting worthless check revenues for FY 2018-2019 to be \$4,000 and for FY 2019-2020 to be \$3,500.

The revenue projections for worthless checks are based on the past five fiscal years of revenue collected. The average decline over the past five years is 19.33 %.

Worthless check revenue for the past six fiscal years:

FY 2017-2018 = \$3,470.07

FY 2016-2017 = \$5,490.35

FY 2015-2016 = \$4,912.97

FY 2014-2015 = \$6,438.05

FY 2013-2014 = \$6,441.78

FY 2011-2012 = \$19,398.10

### **Keys 2 Drive:**

The State Attorney's Office for the Fourth Judicial Circuit is projecting Keys 2 Drive revenues for FY 2018-2019 to be \$60,000 and \$80,000 for FY 2019-2020.

The Keys 2 Drive is a new program designed for defendants charged with traffic offenses. We are projecting a straight line calculation using the first 2 months of this fiscal year.

### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 1,627,660
Less 8% Service Charge	\$ -130,213
= Receipts Applicable to 5% Assessment	\$ 1,497,447
x 5% State Trust Fund Reserve	\$ 74,872

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 1,547,160
x 8% Service Charge	\$ 123,773
FY 2018-19 Receipts Applicable to SCGR	\$ 1,627,660
x 8% Service Charge	\$ 130,213

<b>Explanation of Schedule I, Section III Accounting Adjustments:</b>
None applicable.

Department Title:	<b>Budget Period: 2019 - 2020</b> Justice Administration				
Frust Fund Title:	State Attorney Revenue Trust Fund State Attorneys Office-4th Judicial Circuit				
Budget Entity:					
LAS/PBS Fund Number:	20-2-058004				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>307,183.84</b> (A)				
ADD: Other Cash (See Instructions)	173.14				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>307,356.98</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(15,000.00) (H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(37,762.01) (J)				
Unreserved Fund Balance, 07/01/18	254,594.97 (K)				
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line		I for the most many			

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-4th Judicial Circuit 20-2-058004 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 254,594.97 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **254,594.97** (E) **254,594.97** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE:** 0.00 (G)\* \*SHOULD EQUAL ZERO.

### SCHEDULE I TRUST FUND NARRATIVE

### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney Office, 4th Circuit

Trust Fund Name: Forfeiture and Investigative Support Trust Fund

FID# 2316

Nike Campbell-Fatoki, Fiscal Director

**Telephone #: 904-255-2947** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

FIST revenues are case dependent; therefore, it is difficult to project revenues for future fiscal years. The State Attorney's Office for the Fourth Judicial Circuit is projecting \$150,000 in revenue for FY 2018-2019 and FY 2019-2020 in FIST (State). Revenues are projected based on the prior fiscal year's revenue.

The State Attorney's Office Fourth Judicial Circuit has entered into an Equitable Sharing agreement with the Department of Justice and anticipates revenue for FY 2018-2019 and FY 2019-2020 to be \$0.00. The funds are awarded based on involvement and asset availability. These projections are based on current pending equitable sharing requests.

The State Attorney's Office Fourth Judicial Circuit has entered into an Equitable Sharing agreement with the Department of Treasury and anticipates revenue for FY 2018-2019 and FY 2019-2020 to be \$0.00. The funds are awarded based on involvement and asset availability. These projections are based on current pending equitable sharing requests.

### **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 150,000
Less 8% Service Charge	\$ -12,000
= Receipts Applicable to 5% Assessment	\$ 138,000
x 5% State Trust Fund Reserve	\$ 6,900

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 150,000
x 8% Service Charge	\$ 12,000
FY 2018-19 Receipts Applicable to SCGR	\$ 150,000
x 8% Service Charge	\$ 12,000

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable

Department Title: Trust Fund Title: Budget Entity:	Budget Period: 2019 - 2020 Justice Administration Forfeiture and Investigative State Attorneys Office-4th Ju		
LAS/PBS Fund Number:	20-2-316004	dicial Circuit	
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,812,722.82 (A)		
ADD: Other Cash (See Instructions)			
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>1,812,722.82</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(24,000.00) (H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(13,643.44) (J)		
Unreserved Fund Balance, 07/01/18	<b>1,775,079.38</b> (K)		k
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line		. I for the most recent	completed fiscal

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Forfeiture and Investigative Support Trust Fund State Attorneys Office-4th Judicial Circuit LAS/PBS Fund Number: 20-2-316004 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,775,079.38 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **1,775,079.38** (E) **1,775,079.38** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FORM

#### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*

Circuit/Office Name: State Attorney Office, 4th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Nike Campbell-Fatoki

**Fiscal Director** 

Telephone #: 904-255-2947

\*

#### **Revenue Estimating Methodology**

**Stop Violence against Women VAWA:** The revenue amounts under Contract No. 18-8030-SAO are anticipated to be \$88,795 for FY 2018-2019 and \$88,795 for FY 2019-2020.

**Stop Violence against Women VAWA:** The revenue amounts under Contract No. 16STO56 are anticipated to be \$38,089 for FY 2018-2019 and \$38,089 for FY 2019-2020.

**Victims against Crime Act VOCA:** The revenue amounts under Contract No. 00287 are anticipated to be \$249,128 for FY 2018-2019 and \$249,128 for FY 2019-2020.

**Insurance Fraud Prosecution:** The projected revenue amounts for the Insurance Fraud Prosecution Trust Fund for FY 2018-2019 are \$252,691 and the same for FY 2019-2020.

**Prosecution of Local Ordinances:** The projected revenue amounts for the Local Ordinance Prosecution Trust Fund are based on amounts stated in Inter-local Agreement No. JXMS011FFSA-04938 with the City of Jacksonville, and in the Inter-local Agreements with the City of Atlantic Beach, City of Baldwin, Clay County, City of Fernandina Beach, City of Green Cove Springs, City of Hilliard, Town of Callahan, City of Keystone Heights, Town of Orange Park, City of Jacksonville Beach, Nassau County, and the City of Neptune Beach for \$50 per Municipal Ordinance violation. Revenues are anticipated to be a total of \$40,000 in FY 2018-2019 and \$40,000 in FY 2019-2020. This trust fund is subject to an 8% service charge, and is thereby reduced by that amount every year.

**Tax Recovery:** The revenue amounts are fixed under agreement with the Able Trust at \$18,750/qtr. x 4 = \$75,000annually.

**BYRNE - JAG - CPU Grant:** This program was appropriated by the Florida Legislature and funded through the Edward Byrne Memorial Justice Assistance Grant. In FY 2018-2019, this office is slated to receive \$100,000 and \$100,000 for FY 2019-2020.

**Florida Coastal Law School Program:** This program is through the Post-Graduate Public Interest Employment Program with Florida Coastal School of Law. The projected revenues for FY 2018-2019 and FY 2019-2020 are \$0.

**National Sexual Assault Kit Initiative (SAKI):** The revenue amounts under Contract No. 2015-AK-BX-K017 are anticipated to be \$550,000 for FY 2018-2019 and \$100,000 for FY 2019-2020.

### **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 40,000
Less 8% Service Charge	\$ -3,200
= Receipts Applicable to 5% Assessment	\$ 36,800
x 5% State Trust Fund Reserve	\$ 1,840

### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 40,000
x 8% Service Charge	\$ 3,200
FY 2018-19 Receipts Applicable to SCGR	\$ 40,000
x 8% Service Charge	\$ 3,200

# **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Accounts Receivable Adjustment in the amount of \$10,188.

#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-4th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339007					
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Legal Affairs FID #2261	001510	269,992.00	249,128.00	249,128.00	104133	Kelly Coram
	TOTAL	269,992.00	249,128.00	249,128.00		
Transfers Out (Operating and Non-Operating)					Transfer In Revenue	Confirmed Bulbata
(Provide Agency and Fund Number Transferred To)	Category				Category	Confirmed By/Date
	·					
	· ———					
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#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-4th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339007					
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Financial Services FID #2393	001500	252,223.00	252,691.00	252,691.00	100522	Sarah Goodman 10/16/18
	·					
	· ——					
TOTAL	· ——	252,223.00	252,691.00	252,691.00		-
Fransfers Out (Operating and Non-Operating)			,		Transfer In Revenue	Confirmed By/Date
Provide Agency and Fund Number Transferred To)	Category				Category	Confirmed By/Date
	· <del></del>					
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Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund State Attorney Office - 4th Judicial Circuit 20-2-339007				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>136,038.70</b> (A)				
ADD: Other Cash (See Instructions)	(B)				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	121,031.43 (D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>257,070.13</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(35,000.00) (H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	- (J)				
Unreserved Fund Balance, 07/01/18	222,070.13 (K)				
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal		

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 4th Judicial Circuit 20-2-339007 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 222,070.13 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **222,070.13** (E) **222,070.13** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

\*

Circuit/Office Name: State Attorney's Office, Circuit 5

Trust Fund Name: State Attorneys Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Bill Gladson

Telephone #: 352-671-5800

\*

#### **Revenue Estimating Methodology:**

#### **Article V Traffic Fines**

Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 05's estimated receipts are \$245,100 for FY 2018-2019 and \$245,100 for FY 2019-2020.

#### **Cost of Prosecution**

Cost of prosecution has not had a long history upon which to base projections. Revenues based on actual figures for FY 2014-2015 is \$1,719,868.00, FY 2015-2016 \$1,388,561.00, and FY 2016-2017 \$1,232,271.00.

The State Attorney's Office 5<sup>th</sup> Judicial Circuit still cannot predict if a defendant will pay their cost of prosecution fee. FY 2017-2018 did have a slight increase, \$1,269,545 in COP revenue from the previous fiscal year. The average for the past 2 fiscal years has been \$1,250,908.00. SAO5 has increased the Cost of Prosecution fees from \$50.00 to \$100.00 for Misdemeanor cases and \$100.00 to \$150.00 for Felony cases. The expected revenue generated from this increase effective in September, will be difficult to predict. However, a preliminary estimate would be \$1,325,250 for fiscal year 18/19.

Estimated revenue for FY 2019-2020 to be 1,565,760.

#### **Prosecution of Criminal Use of Personal ID**

SA05 received \$1,112 in revenue during fiscal year 2016-2017 and received \$3,051 for fiscal year 2017-2018. SAO5 is requesting \$5,000 in trust fund authority for fiscal year 2019-2020.

#### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 1,574,357
Less 8% Service Charge	\$ -125,949
= Receipts Applicable to 5% Assessment	\$ 1,448,408
x 5% State Trust Fund Reserve	\$ 72,420

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 1,814,860
x 8% Service Charge	\$ 145,189
FY 2018-19 Receipts Applicable to SCGR	\$ 1,574,357
x 8% Service Charge	\$ 125,949

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration						
Trust Fund Title:	State Attorney Revenue Trust Fund State Attorneys Office-5th Judicial Circuit 20-2-058005						
Budget Entity: LAS/PBS Fund Number:							
LAS/PBS Fund Number:							
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance				
Chief Financial Officer's (CFO) Cash Balance	480,730.01 (A)						
ADD: Other Cash (See Instructions)	10,397.88						
ADD: Investments	(C)						
ADD: Outstanding Accounts Receivable	1465 (D)						
ADD:	(E)						
Total Cash plus Accounts Receivable	<b>492,592.63</b> (F)						
LESS Allowances for Uncollectibles	(G)						
LESS Approved "A" Certified Forwards	(H)						
Approved "B" Certified Forwards	(H)						
Approved "FCO" Certified Forwards	(H)						
LESS: Other Accounts Payable (Nonoperating)	(I)						
LESS: Other Accounts Payable (SCGR)	(30,744.96) (J)						
Unreserved Fund Balance, 07/01/18	<b>461,847.67</b> (K)		*				
Notes:  *SWFS = Statewide Financial Stateme  ** This amount should agree with Lin		e I for the most recent	completed fiscal				

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-5th Judicial Circuit 20-2-058005 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 461,847.67 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **461,847.67** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **461,847.67** (F) **DIFFERENCE:** 0.00 (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney's Office, Circuit 5

Trust Fund Name: Civil RICO Trust Fund, FID# 2095

Name of Person Completing This Form: Bill Gladson

Telephone #: 352-671-5800

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

There were no revenues in this fund in FY 2017-18, nor are there any expected revenues in the future. The balance in this fund is \$1.07.

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Civil RICO Trust Fund State Attorneys Office-5th Judicial Circuit - Department 20-2-095001				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	1.07 (A)				
ADD: Other Cash (See Instructions)					
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>1.07</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(J)				
Unreserved Fund Balance, 07/01/18	1.07 (K)				
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	I, Section IV of the Schedule	e I for the most recent	completed fiscal		

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Civil RICO Trust Fund LAS/PBS Fund Number: State Attorneys Office-5th Judicial Circuit - Department 20-2-095001 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; **1.07** (A) GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) **1.07** (E) ADJUSTED BEGINNING TRIAL BALANCE: **1.07** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Forfeiture and Investigative Support Trust Fund State Attorneys Office-5th Judicial Circuit 20-2-316005				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>0.03</b> (A)				
ADD: Other Cash (See Instructions)					
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>0.03</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(J)				
Unreserved Fund Balance, 07/01/18	<b>0.03</b> (K)				
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line year and Line A for the following ye	e I, Section IV of the Schedule	e I for the most recent	completed fiscal		

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Forfeiture and Investigative Support Trust Fund LAS/PBS Fund Number: State Attorneys Office-5th Judicial Circuit 20-2-316005 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; **0.03** (A) GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **0.03** (E) **0.03** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney's Office, Fifth Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID #2339

Name of Person Completing This Form: Bill Gladson

Telephone #: 352-671-5800

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **VAWA Contract:**

VAWA Contract # 16-8031-SAO FY 2015-2016 was \$74,505.14

VAWA Contract #17-8031-SAO FY 2016-2017 was \$66,394.00.

VAWA Contract #18-8031-SAO FY 2017-2018 was \$74,102.78

VAWA Contract #19-8031-SAO FY 2017-2018 is \$74,102.78

The State Attorney's Office 5<sup>th</sup> Judicial Circuit is requesting \$74,102 in Trust Fund Authority for FY 2019-2020.

## **VAWA - FCASV**

VAWA-FCASV-SA05 was awarded \$25,620.00 in FY 2015/2016, Contract 15STO57 for prosecution against sexual violence.

FY 2016-2017 The State Attorney's Office 5<sup>th</sup> Judicial Circuit was awarded \$25,117.00.

FY 2017-2018 The State Attorney's Office 5<sup>th</sup> Judicial Circuit was awarded \$43,642.

FY 2018-2019 The State Attorney's Office 5<sup>th</sup> Judicial Circuit was awarded \$52,758.

For Fiscal Year 2019-2020 SA05 is requesting \$52,758.

#### **VAWA/STOP FYE20**

This is a new grant SAO5 received effective 7/1/2017. The grant is effective 3 years and SAO5 will be reimbursed \$27,089.96 per year according to the contract.

#### **County IT Reimbursement**

Each county is responsible for reimbursing each IT employee's salary plus a percentage of certain personnel's salary throughout The State Attorney's Office 5<sup>th</sup> Judicial Circuit. Marion County reimbursement for FY 2017-2018 was \$345,576. Lake County reimbursement for FY 2017-2018 was \$285,492. Hernando County reimbursement for FY 2017-2018 was \$149,664. Citrus County reimbursement for FY 2017-2018 was \$120,324. Sumter County reimbursement for FY 2017-2018 was \$112,800.

The expected reimbursement from each county for FY 2019-2020 is \$1,048,998.

#### **Local Ordinance Prosecution**

The projected revenue amounts for the Local Ordinance Prosecution Trust Funds are based on the amounts stated in the contracts with each agency. Marion County's contract states that one quarter (\$23,175) of an ASA will be paid to The State Attorney's Office 5<sup>th</sup> Judicial Circuit each year. Citrus County and Sumter County's contracts state that \$100 will be paid per case prosecuted by The State Attorney's Office 5<sup>th</sup> Judicial Circuit. The City of Belleview's contract states that \$100 will be paid per case prosecuted by The State Attorney's Office 5<sup>th</sup> Judicial Circuit. The City of Ocala's contract states a cost of \$50.00 per hour. City of Leesburg's cost is \$50.00 per hour. City of Eustis's cost is \$50.00 per hour. Receipts for FY 2016-2017 were \$27,925, receipts for FY 2017-2018 were \$31,375.

For FY 2019-2020 The State Attorney's Office Fifth Judicial Circuit is requesting \$31,375 in Trust Fund Authority.

## **VOCA**

An application was submitted to The Office of The Attorney General for the VOCA Grant in February 2017 for FY 2017-2018. State Attorney's Office 5<sup>th</sup> Judicial Circuit requested \$220,951 in trust funds to cover 2 additional positions

for Victim/Witness Counselors (1-Lake County and 1-Hernando County). The request for the 2 additional positions was approved.

SAO5 will be requesting \$222,300 in federal funds for the VOCA grant for FY 2019-2020.

# 5 Percent State Trust Fund Reserve:

FY 2018-19 Receipts Applicable to SCGR	\$ 31,375
Less 8% Service Charge	\$ -2,510
= Receipts Applicable to 5% Assessment	\$ 28,865
x 5% State Trust Fund Reserve	\$ 1,443

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 31,375
x 8% Service Charge	\$ 2,510
FY 2018-19 Receipts Applicable to SCGR	\$ 31,375
x 8% Service Charge	\$ 2,510

## **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Accounts Receivable Adjustment in the amount of \$4,529.

#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-5th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339014					
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Legal Affairs FID #2261	001510	194,098.00	222,300.00	222,300.00	104133	Kelly Coram
	TOTAL	194,098.00	222,300.00	222,300.00		
Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)	Transfer Out ) Expenditure Category				Transfer In Revenue Category	Confirmed By/Date
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Department Title: Trust Fund Title:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund					
Budget Entity: LAS/PBS Fund Number:	State Attorney Office - 5th Judicial Circuit 20-2-339014					
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	<b>1,066,338.89</b> (A)					
ADD: Other Cash (See Instructions)	(B)					
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	296,149.99 (D)					
ADD:	(E)					
Total Cash plus Accounts Receivable	<b>1,362,488.88</b> (F)					
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	(H)					
Approved "B" Certified Forwards	(H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	(I)					
LESS: Other Accounts Payable (SCGR)	(104.00) (J)					
Unreserved Fund Balance, 07/01/18	<b>1,362,384.88</b> (K)					
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line year and Line A for the following year	I, Section IV of the Schedule	e I for the most recent	t completed fiscal			

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 5th Judicial Circuit 20-2-339014 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,362,384.88 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **1,362,384.88** (E) **1,362,384.88** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

State Attorney Office, 6th Circuit

Trust Fund Name: State Attorney Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Robin Shaw

**Telephone #727-464-6216** 

\*

#### **Revenue Estimating Methodology:**

In all criminal and violation-of-probation or community-control case, convicted persons are liable for payment of the costs of prosecution, including investigative costs incurred by law enforcement agencies.

As per s. 938.27(8), F.S., costs for the State Attorney shall be set in all cases at no less than \$50 per case when a misdemeanor or criminal traffic offense is charged and no less than \$100 per case when a felony offense is charged, including a proceeding in which the underlying offense is a violation of probation or community control. The court may set a higher amount upon a showing of sufficient proof of higher costs incurred. Costs recovered on behalf of the State Attorney are deposited into the State Attorneys Revenue Trust Fund to be used during the fiscal year in which the funds are collected, or in any subsequent fiscal year, for actual expenses incurred in investigating and prosecuting criminal cases, which may include the salaries of permanent employees or for any other purpose authorized by the Legislature.

In general, revenue estimates are based on historical data, current contracts, new collection methodologies, and evaluation of current criminal justice activity trends.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 06's estimated receipts are \$459,990 for FY 2018-2019 and \$459,990 for FY 2019-2020.

**Cost of Prosecution:** Cost of Prosecution revenue decreased by 13.06% in FY 2017-18 to \$1,347,449 from \$1,549,864 in FY 2016-17. Based on estimated receipts, revenue should remain steady at \$1,347,449 in FY 2018-19 and FY 2019-20.

**Worthless Checks:** Revenue continued to decrease by 20.20% in FY2017-18 to \$12,486 from \$15,646 in FY2016-17. Revenue continues to decline due to the reduction in the use of paper checks and the increase in electronic transactions. Revenue is projected to decrease by 15% in FY 2018-18 to \$10,613 and stabilize in FY 2019-20 at \$10,613.

**Prosecution of Criminal Use of Personal Identification:** There is a surcharge of \$250 for the purpose of funding prosecutions of offenses relating to the criminal use of personal identification per F.S. 817.568(12). There were no revenue in FY 16-17 and revenue for FY 2017-18 was \$516. Revenue is expected to increase as prosecutions of offenses related to the criminal use of personal identification information increases by 25% in FY 18-19 to \$645 and increase again in FY19-20 by 20% to \$774.

## **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 1,818,052
Less 8% Service Charge	\$ -145,444
= Receipts Applicable to 5% Assessment	\$ 1,672,608
x 5% State Trust Fund Reserve	\$ 83,630

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 1,818,052
x 8% Service Charge	\$ 145,444
FY 2018-19 Receipts Applicable to SCGR	\$ 1,818,052
x 8% Service Charge	\$ 145,444

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Budget Period: 2019 - 2020 Epartment Title:  Justice Administration					
Trust Fund Title:	State Attorney Revenue Trust Fund				
Budget Entity: LAS/PBS Fund Number:	State Attorneys Office-6th Ju 20-2-058006	idicial Circuit			
LAS/FDS Fund Number:	20-2-038000				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>8,461,578.39</b> (A)				
ADD: Other Cash (See Instructions)	219.01				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	6,054.31 (D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>8,467,851.71</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(6,870.52) (H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(45,065.70) (J)				
Unreserved Fund Balance, 07/01/18	<b>8,415,915.49</b> (K)		*		
Notes:  *SWFS = Statewide Financial Stateme  ** This amount should agree with Lin		e I for the most recent	completed fiscal		

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-6th Judicial Circuit 20-2-058006 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 8,415,915.49 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **8,415,915.49** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **8,415,915.49** (F) **DIFFERENCE:** 0.00 (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney Office, 6th Circuit

Trust Fund Name: Grants & Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Robin Shaw

**Telephone #: 727-464-6216** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

# 1. VOCA - Victim of Crime Act-Grant #VOCA-2017-State Attorney's Office, - 00018

This reimbursable grant is between this circuit and the Office of the Attorney General which is the pass-through agency for the Victims of Crime Act. Revenue for FY 2017-18 was \$48,476 and an increase is anticipated for FY 2018-19 of \$63,299. Revenue for FY2019-20 is expected to remain steady at \$63,299.

## 2. CHILD WELFARE LEGAL SERVICES – QZ77B

Fiscal year 2017-18 is the second year of a four year agreement between this circuit and Florida Department of Children and Families. Revenues for FY 2017-18 were \$3,902,103. This contract includes increases to fund legislative raises and increases in retirement and health insurance. Revenue for FY 2018-19 will be \$3,919,069. Revenue for FY 2019-20 will be \$3,919,069.

#### 4. TAX COLLECTION ENFORCEMENT DEFERRED PROGRAM

This agreement is between Florida Association of Centers for Independent Living, Inc. (FACIL) and this circuit to aid the Department of Revenue in the collection of unpaid sales tax from local business owners. The revenue is fixed at \$18,750 per quarter provided that the circuit collects that amount in collections, for maximum of \$75,000 per year. Revenue for FY 2017-18 was \$75,000. Revenue for FY 2018-19 and FY 2019-20 will be \$75,000.

#### 5. VETERANS TREATMENT COURT

This is a three year agreement with the Sixth Judicial Circuit Court of Florida to provided aid to the Court with the screening and evaluation of offenders for eligibility to participate in the Veteran's Treatment Program in the Sixth Circuit. The Court will reimburse 82 percent of the costs up to \$4,583.33 each month to be used solely for the purpose of aiding the Court with this program. Revenue for FY 2017-18 was \$45,833. Revenue for FY 2018-19 and FY 2019-20 will be \$55,000 per year.

<u>5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General</u>
<u>Revenue:</u> Revenues in this fund are not subject to the 5 Percent Trust Fund
Reserve nor the 8 Percent Service Charge to General Revenue.

#### **Explanation of Schedule I, Section III Accounting Adjustments:**

- 1. Statewide financial Statement Adjustment, #B2100010 in the amount of \$424
- 2. Prior Year Compensated Absences Liability in the amount of \$59,084

#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-6th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Don	ations Trust Fund	20 2 339002			
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Legal Affairs FID #2261	001510	49,734.00	63,299.00	63,299.00	104133	Kelly Coram
						-
	·					
	TOTAL	49,734.00	63,299.00	63,299.00		
Transfers Out (Operating and Non-Operating (Provide Agency and Fund Number Transferred To)	Transfer Out ) Expenditure Category				Transfer In Revenue Category	Confirmed By/Date
						-
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Department Title: Trust Fund Title:	Justice Administration  Grants and Donations Trust Fund			
Budget Entity: LAS/PBS Fund Number:	State Attorney Office - 6th Ju 20-2-339002			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>1,544,535.69</b> (A)		1,544,535.69	
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	14,354.15 (D)	(424.00)	13,930.15	
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>1,558,889.84</b> (F)	(424.00)	1,558,465.84	
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(21,104.01) (H)		(21,104.01)	
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	_ (J)			
Unreserved Fund Balance, 07/01/18	<b>1,537,785.83</b> (K)	(424.00)	1,537,361.83	

year and Line A for the following year.

Office of Policy and Budget - June 2018

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 6th Judicial Circuit 20-2-339002 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,484,484.38 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment # B2100010 - Accounts Receivable Adj. (424.00) (C) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses 53,301.45 (D) (D) (D) **1,537,361.83** (E) ADJUSTED BEGINNING TRIAL BALANCE: **1,537,361.83** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

\*

Circuit/Office Name: State Attorney's Office, 7<sup>TH</sup> Circuit

Trust Fund Name: State Attorney Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: David R. Smith, Executive Director

Telephone #: 386-239-7718

\*

#### **Revenue Estimating Methodology:**

#### **Article V Traffic Fines:**

Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 07's estimated receipts are \$242,250 for FY 2018-2019 and \$242,250 for FY 2019-2020.

#### **Cost of Prosecutions:**

Revenue estimates are based on historical data, current contracts, new collection methodologies and evaluation of current criminal justice activity trends within the Seventh Circuit. We continue to work with the Clerk of Court in each of our four counties to increase the collection rate of costs and fees. Past efforts have led to an increase of nearly 58% from our base year of 2008 when we collected \$572,702/year, to this year when we collected \$902,379. We expect this to increase based on population growth and the hiring of law enforcement officers by their respective agencies to fill the positions left vacant during the Great Recession. The Seventh Circuit SAO anticipates \$1,100,000 in 2018-19, and \$1,150,000 in 2019-2020.

#### **Worthless Checks:**

Worthless check fees have decreased dramatically over the past decade but have leveled out between \$9,000 and \$11,000 annually for the last few years. It is expected to remain close that level.

# **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 1,144,550
Less 8% Service Charge	\$ -91,564
= Receipts Applicable to 5% Assessment	\$ 1,052,986
x 5% State Trust Fund Reserve	\$ 52,649

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 1,251,250
x 8% Service Charge	\$ 100,100
FY 2018-19 Receipts Applicable to SCGR	\$ 1,144,550
x 8% Service Charge	\$ 91,564

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020  Justice Administration  State Attorney Revenue Trust Fund			
Trust Fund Title:				
Budget Entity:	State Attorneys Office-7th J			
LAS/PBS Fund Number:	20-2-058007			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>1,237,802.92</b> (A)			
ADD: Other Cash (See Instructions)	115.34			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>1,237,918.26</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(97.91) (I)			
LESS: Other Accounts Payable (SCGR)	(28,474.40) (J)			
Unreserved Fund Balance, 07/01/18	<b>1,209,345.95</b> (K)		*	
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line		a I fan the magt necent	completed Good	

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-7th Judicial Circuit 20-2-058007 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,209,345.95 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) (D) A/P not C/F-Operating Categories (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **1,209,345.95** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **1,209,345.95** (F) **DIFFERENCE:** 0.00 (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney's Office, 7th Circuit

Trust Fund Name: Forfeiture and Investigative Support Trust Fund

FID# 2316

Name of Person Completing This Form: David R. Smith, Executive Director

**Telephone #: 386-239-7718** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

## **Revenue Estimating Methodology:**

#### FIST:

Proceeds were none this year with a balance of \$1,610. There is no reason to expect any new revenue in this fund.

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Budget Period: 2019 - 2020 epartment Title:  Justice Administration				
Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Forfeiture and Investigative Support Trust Fund State Attorneys Office-7th Judicial Circuit 20-2-316007			
Extor Bo Fund Number.	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>1,610.48</b> (A)			
ADD: Other Cash (See Instructions)				
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>1,610.48</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(J)			
Unreserved Fund Balance, 07/01/18	<b>1,610.48</b> (K)		*	
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedul	e I for the most recent	completed fiscal	

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Forfeiture and Investigative Support Trust Fund LAS/PBS Fund Number: State Attorneys Office-7th Judicial Circuit 20-2-316007 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,610.48 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **1,610.48** (E) **1,610.48** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney's Office, 7<sup>TH</sup> Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: David R. Smith, Executive Director

Telephone #: 386-239-7718

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

## **VOCA (Victims of Violent Crime)**

This is a Federal pass through grant to this agency. Our contract was renewed for the 2017-18 year as well as 2018-19. The amount we received in 2017-2018 was \$435,439 but we have been told to expect an increase for 2018-19 which should bring the total to approximately \$480,279 in 2018-19. This brings the total increase to \$44,480. The Seventh Circuit SAO has requested the additional "Authority" to authorize payment of the salaries of the Victim Advocates hired pursuant to the Federal Grant.

## **VAWA (Stop Violence Against Women)**

This is a Federal pass through grant to this agency. This grant has been renewed. In the first year which was 2016-2017, we received \$85,113. We then received an increase in 2017-18 to \$47,573 which brought the total to approximately \$132,686. We are to receive that same amount in 2019-2020. This office has requested the additional Authority to cover the increase in receipts for 2019-2020.

<u>5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General Revenue:</u> Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

### Agency Name: JAC /State Attorney Office-7th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339010						
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date	
Department of Legal Affairs FID #2261	001510	371,783.00	435,439.00	480,279.00	104133	Kelly Coram	
						_	
	·						
	TOTAL	371,783.00	435,439.00	480,279.00			
Transfers Out (Operating and Non-Operating					Transfer In Revenue		
(Provide Agency and Fund Number Transferred To)	Category				Category	Confirmed By/Date	
	·						
	<u> </u>						
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istration conations Trust Fund Coffice - 7th Judicial Circuit  as of SWFS* Adjusted 18 Adjustments Balance  (A) (B) (C) (C) (C) (D) (C) (E) (E) (E)
SWFS* Adjusted Balance  9061.68 (A)
18 Adjustments Balance  .061.68 (A)
18 Adjustments Balance  .061.68 (A)
(B) (C) (C) (769.05 (D) (D)
(C)
,769.05 (D)
(E)
\` /
<b>,830.73</b> (F)
(G)
(H)
(H)
(H)
(I)
(J)
,830.73 (K)

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 7th Judicial Circuit 20-2-339010 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 526,830.73 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **526,830.73** (E) **526,830.73** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

Circuit/Office Name: State Attorney, Eighth Circuit

Trust Fund Name: State Attorney's Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Michelle Signer

**Telephone #: 352-384-3008** 

\*

### **Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 08's estimated receipts are \$141,930 for FY 2018-2019 and \$141,930 for FY 2019-2020.

**Cost of Prosecution:** The revenue amount for FY 2017-2018 was \$476,708. We anticipate the collections to remain the same for FY 2018-19 and FY 2019-20.

**Worthless Checks:** The revenue amount in FY 2017-2018 was \$3,536. We anticipate the collections to remain the same in FY 2018-19 and FY 2019-20.

## **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 622,174
Less 8% Service Charge	\$ -49,774
= Receipts Applicable to 5% Assessment	\$ 572,400
x 5% State Trust Fund Reserve	\$ 28,620

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 622,174
x 8% Service Charge	\$ 49,774
FY 2018-19 Receipts Applicable to SCGR	\$ 622,174
x 8% Service Charge	\$ 49,774

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration State Attorney Revenue Trust Fund					
Trust Fund Title:						
Budget Entity: LAS/PBS Fund Number:	State Attorneys Office-8th J	udicial Circuit				
LAS/PBS Fund Number:	20-2-058008					
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	<b>2,148,668.28</b> (A)					
ADD: Other Cash (See Instructions)	67.57					
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	(D)					
ADD:	(E)					
Total Cash plus Accounts Receivable	<b>2,148,735.85</b> (F)					
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	(H)					
Approved "B" Certified Forwards	(H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	(I)					
LESS: Other Accounts Payable (SCGR)	(13,813.94) (J)					
Unreserved Fund Balance, 07/01/18	<b>2,134,921.91</b> (K)		*			
Notes:  *SWFS = Statewide Financial Stateme  ** This amount should agree with Lin		le I for the most recent	completed fiscal			

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-8th Judicial Circuit 20-2-058008 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; **2,134,921.91** (A) 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **2,134,921.91** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **2,134,921.91** (F) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney, Eighth Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Michelle Signer

Telephone #: 352-384-3008

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

1. Victims of Crime Act VOCA: The estimated revenue amount for FY 2018-19 is \$499.986 and it is anticipated to remain the same in FY 2019-20.

- **2. Stop Violence Against Women VAWA:** The revenue amount for FY 2018-19 is the remainder of our FY 2017-2018 grant that was not received by June 30, 2018. We have terminated this grant and increased our VOCA Grant to offset.
- **3. Stop Violence Against Women VAWA STOP FYE 20:** The revenue amount for FY 2018-19 is the remainder of the FY 2017-2018 grant that was not received by June 30, 2018. We have terminated this grant and increased our VOCA Grant to offset.
- **4. Prosecution of Local Ordinances:** The projected revenue amounts are based on contracts with the City of Gainesville (\$3,550/annually), Town of Inglis (\$200/annually), Town of LaCrosse (\$200/annually), City of Lake Butler (\$200/annually), City of Williston (\$250/annually.), City of Chiefland (\$250/annually), City of Hawthorne (\$250/annually and Levy County (\$250/annually). This is a total of \$5,150/annually for FY 2018-19 and it is anticipated to remain the same in FY 2019-20.
- **5. UF Law School Intern Program:** The revenue amounts are based on the current contract \$15,000/annually for FY 2018-19 and it is anticipated to remain the same FY 2019-20.

# 5 Percent State Trust Fund Reserve:

x 8% Service Charge

\$ 5,150
\$ -412
\$ 4,738
\$ 237
\$ 5,150
\$ 412
5,150
\$ \$

# **Explanation of Schedule I, Section III Accounting Adjustments:**

412

Prior Year Compensated Absences Liability in the amount of \$695

### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

### Agency Name: JAC /State Attorney Office-8th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Don	ations Trust Fund	20 2 339015			
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Legal Affairs FID #2261	001510	369,123.00	499,986.00	499,986.00	104133	Kelly Coram
	TOTAL	369,123.00	499,986.00	499,986.00		
Transfers Out (Operating and Non-Operating)					Transfer In Revenue	
Provide Agency and Fund Number Transferred To)	Category				Category	Confirmed By/Date
	·					
	·					
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Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund State Attorney Office - 8th Judicial Circuit 20-2-339015				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	315,692.52 (A)				
ADD: Other Cash (See Instructions)	(B)				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	41,165.01 (D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>356,857.53</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(284.00) (J)				
Unreserved Fund Balance, 07/01/18	356,573.53 (K)				
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal		

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 8th Judicial Circuit 20-2-339015 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 356,000.06 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses 573.47 (D) (D) (D) **356,573.53** (E) ADJUSTED BEGINNING TRIAL BALANCE: **356,573.53** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-20 LEGISLATIVE BUDGET REQUEST

Circuit/Office Name: State Attorney, Ninth Circuit

Trust Fund Name: State Attorney Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Ashma Kumar

Telephone #: 407-836-2440

### **Revenue Estimating Methodology**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 09's estimated receipts are \$352,830 for FY 2018-2019 and \$352,830 for FY 2019-2020.

**Cost of Prosecution:** Our Cost of Prosecution revenues for FY 2019-20 are based on FY 2017-18 actual revenues. The revenue projection is consistent with past year revenue receipts.

## **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 1,739,485
Less 8% Service Charge	\$ -139,159
= Receipts Applicable to 5% Assessment	\$ 1,600,326
x 5% State Trust Fund Reserve	\$ 80,016

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 1,739,485
x 8% Service Charge	\$ 139,159
FY 2018-19 Receipts Applicable to SCGR	\$ 1,739,485
x 8% Service Charge	\$ 139,159

<b>Explanation of Schedule I, Section III Accounting Adjustments:</b>	
None applicable.	

Department Title: Trust Fund Title:	Budget Period: 2019 - 2020  Justice Administration  Public Defender Revenue Trust Fund					
Budget Entity: LAS/PBS Fund Number:	State Attorneys Office-9th Judicial Circuit 20-2-058009					
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	<b>5,296,224.81</b> (A)					
ADD: Other Cash (See Instructions)	167.99					
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	97.91 (D)					
ADD:	(E)					
Total Cash plus Accounts Receivable	<b>5,296,490.71</b> (F)					
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	(H)					
Approved "B" Certified Forwards	(H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	(I)					
LESS: Other Accounts Payable (SCGR)	(40,488.61) (J)					
Unreserved Fund Balance, 07/01/18	<b>5,256,002.10</b> (K)		*			
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line		le I for the most recent	completed fiscal			

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-9th Judicial Circuit 20-2-058009 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; **5,256,002.10** (A) 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) (D) A/P not C/F-Operating Categories (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **5,256,002.10** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **5,256,002.10** (F) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

### SCHEDULE I TRUST FUND NARRATIVE FORM

### FY 2019-20 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: State Attorney, Ninth Circuit

Trust Fund Name: Forfeiture and Investigative Support Trust Fund

FID# 2316

Name of Person Completing This Form: Ashma Kumar

Telephone #: 407-836-2440

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

**State Forfeitures:** FY 2018-19 and 2019-20 estimated revenues are based on anticipated proceeds from state forfeitures for these years. Cases sometimes take years to resolve and for the proceeds to be received.

**Federal Forfeitures:** FY 2018-19 and 2019-20 estimated revenues are based on anticipated proceeds from federal forfeitures. Federal forfeitures are very difficult to predict as these cases take years to go through the federal forfeiture procedures and federal court trials/appeals.

### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 225,050
Less 8% Service Charge	\$ -18,004
= Receipts Applicable to 5% Assessment	\$ 207,046
x 5% State Trust Fund Reserve	\$ 10,352

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 225,050
x 8% Service Charge	\$ 18,004
FY 2018-19 Receipts Applicable to SCGR	\$ 225,050
x 8% Service Charge	\$ 18,004

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Forfeiture and Investigative Support Trust Fund State Attorneys Office-9th Judicial Circuit 20-2-316009				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>626,529.26</b> (A)				
ADD: Other Cash (See Instructions)					
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>626,529.26</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(J)				
Unreserved Fund Balance, 07/01/18	<b>626,529.26</b> (K)				
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	e I for the most recent	completed fiscal		

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Forfeiture and Investigative Support Trust Fund LAS/PBS Fund Number: State Attorneys Office-9th Judicial Circuit 20-2-316009 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 626,529.26 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **626,529.26** (E) **626,529.26** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-20 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney, Ninth Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Ashma Kumar

Telephone #: 407-836-2440

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology**

**Victims of Crime Act (VOCA):** FY 2018-19 and 2019-20 estimated revenues are based on the actual contracted amount for FY 2018-19. The contractual agreement for FY 2019-20 will not be made until next year; the assumption is that revenues will remain constant. In the event that the contract is not renewed, all expenditures for VOCA will cease for that year.

**STOP Violence Against Women (VAWA):** FY 2018-19 and 2019-20 estimated revenues are based on the actual contracted amount for FY 2018-19. The contractual agreement for FY 2019-20 will not be made until next year; the assumption is that revenues will remain constant. In the event that the contract is not renewed, all expenditures for VAWA will cease for that year.

**Prosecution of Insurance Fraud:** FY 2018-19 and 2019-20 estimated revenues are based on current proviso in the GAA (reference Line Item 844). As this program has been continued since FY 2007-08 and insurance fraud continues to be a serious issue in the State of Florida, the assumption that in FY 2019-20 this revenue amount will be continued.

**Prosecution of Local Ordinance:** This office has two Local Ordinance contracts – one with the City of Orlando for \$2,000 per year and one with Orange County for \$59,387 per year. The 2018-19 and 2019-20 estimated revenues for the City of Orlando and Orange County are based on current contracted amounts. The contractual agreements for FY 2019-20 will not be made until next year. The assumption is that revenues will remain constant. In the event that the contracts are not renewed, all expenditures for local ordinance prosecution will cease.

# 5 Percent State Trust Fund Reserve: EV 2018 10 Pagaints Applicable to SCCP

FY 2018-19 Receipts Applicable to SCGR	\$ 61,387
Less 8% Service Charge	\$ -4,911
= Receipts Applicable to 5% Assessment	\$ 56,476
x 5% State Trust Fund Reserve	\$ 2,824
8 Percent Service Charge to General Revenue:	
FY 2019-20 Receipts Applicable to SCGR	\$ 61,387
x 8% Service Charge	\$ 4,911

61,387

4,911

\$

# **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 accounts Receivable Adjustment in the amount of \$6,492.

FY 2018-19 Receipts Applicable to SCGR

x 8% Service Charge

### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

### Agency Name: JAC /State Attorney Office-9th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339005					
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Legal Affairs FID #2261	001510	351,394.00	428,158.00	428,158.00	104133	Kelly Coram
						_
	TOTAL	351,394.00	428,158.00	428,158.00		
Transfers Out (Operating and Non-Operating)					Transfer In Revenue	
(Provide Agency and Fund Number Transferred To)	Category				Category	Confirmed By/Date
						_
Office of Policy and Budget - July 2017		Page 2	03 of 753			

Department Title: Trust Fund Title: Budget Entity:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund State Attorney Office - 9th Judicial Circuit				
LAS/PBS Fund Number:	20-2-339005	CIVIDG*			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	3,600,635.49 (A)				
ADD: Other Cash (See Instructions)	(B)				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	125,638.68 (D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>3,726,274.17</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(160.00) (J)				
Unreserved Fund Balance, 07/01/18	3,726,114.17 (K)		k		
Notes: *SWFS = Statewide Financial Statemen	nt				
** This amount should agree with Line year and Line A for the following year		I for the most recen	t completed fiscal		

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 9th Judicial Circuit 20-2-339005 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 3,726,114.17 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) **3,726,114.17** (E) ADJUSTED BEGINNING TRIAL BALANCE: **3,726,114.17** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

### SCHEDULE I TRUST FUND NARRATIVE

### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*

Circuit/Office Name: State Attorney, 10th Circuit

Trust Fund Name: State Attorney Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Terri Cassano

Telephone #: 863-534-4970

\*

### **Revenue Estimating Methodology:**

### **Article V Traffic Fines:**

Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 10's estimated receipts are \$216,030 for FY 2018-2019 and \$216,030 for FY 2019-2020.

#### **Worthless Checks:**

The State Attorney's Office, 10<sup>th</sup> Circuit, estimates that revenues will not increase for the 2018-19 and 2019-2020 fiscal years for the Worthless Checks Fund. There has been a consistent decrease in collections. We project it will remain the same for the two fiscal years in the amount of \$8,916.

Worthless Checks Funds collected 15-16	\$24,179	
Worthless Checks Funds collected 16-17	\$21,611	
Worthless Checks Funds collected 17-18	\$ 8,916	
Worthless Checks Funds collected 18-19	\$ 8,916	estimate
Worthless Checks Funds collected 19-20	\$ 8,916	estimate

#### **Cost of Prosecution:**

The revenue collections for the Cost of Prosecution Trust Fund show a 15% increase in the 17-18 FY. Due to the fluctuations of the collections from year to

year, the projection of 5.0% increase for the 18-19 and 19-20 fiscal years will be used.

### Cost of Prosecution Trust Fund

14-15 Collections	\$2,454,778			
15-16 Collections	\$2,957,724	20%	increase	
16-17 Collections	\$3,140,962	6%	increase	
17-18 Collections	\$3,622.283	15%	increase	
18-19 Collections	\$3,803,397	5%	increase	estimate
19-20 Collections	\$3,993,566	5%	increase	estimate

## **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 4,028,343
Less 8% Service Charge	\$ -322,267
= Receipts Applicable to 5% Assessment	\$ 3,706,076
x 5% State Trust Fund Reserve	\$ 185,304

# 8 Percent Service Charge to General Revenue: EV 2019 20 Receipts Applicable to SCGR

FY 2019-20 Receipts Applicable to SCGR	\$ 4,218,512
x 8% Service Charge	\$ 337,481
FY 2018-19 Receipts Applicable to SCGR	\$ 4,028,343
x 8% Service Charge	\$ 322,267

## **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Certified Forward Encumbrance in the amount of \$60,082

Department Title:	Budget Period: 2019 - 2020  Justice Administration  State Attorney Revenue Trust Fund				
Frust Fund Title:					
Budget Entity:	State Attorneys Office-10th				
LAS/PBS Fund Number:	20-2-058010				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>3,449,774.99</b> (A)				
ADD: Other Cash (See Instructions)	102.86				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	1,572.85 (D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>3,451,450.70</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(30,185.56) (H)				
Approved "B" Certified Forwards	(20,930.00) (H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(95,757.33) (J)				
Unreserved Fund Balance, 07/01/18	3,304,577.81 (K)				
Unreserved Fund Balance, 07/01/18  Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Lin	nt				

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-10th Judicial Circuit 20-2-058010 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 3,325,507.81 (A) 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (20,930.00) (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) (D) A/P not C/F-Operating Categories (D) (D) (D) **3,304,577.81** (E) ADJUSTED BEGINNING TRIAL BALANCE: UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **3,304,577.81** (F) **DIFFERENCE:** 0.00 (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney, Tenth Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Terri Cassano

Telephone #: 863-534-4970

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

The State Attorney's Office, 10<sup>th</sup> Circuit is under contract with the Department of Revenue to provide legal services in Child Support Title IV-D cases in Polk, Hardee and Highlands Counties. The revenue for the FY 2018-2019 is \$1,490,435 which is the contract amount plus Department of Revenue contract amendments for administered funds reflecting benefit adjustments. The projected Revenue for FY 2019-2020 is \$1,490,435.

<u>5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General Revenue:</u> Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

### Agency Name: JAC /State Attorney Office-10th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339006					
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Revenue FID #2261	001903	1,431,167.00	1,490,435.00	1,490,435.00	102877	Jillian Wheeler 10/17/18
	·					
	TOTAL	1,431,167.00	1,490,435.00	1,490,435.00		
Fransfers Out (Operating and Non-Operating)	Transfer Out  Expenditure				Transfer In Revenue	
Provide Agency and Fund Number Transferred To)	Category				Category	Confirmed By/Date
	·					
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Department Title:	Budget Period: 2019 - 2020 Justice Administration			
Trust Fund Title:	'und			
Budget Entity:	Grants and Donations Trust Fund State Attorney Office - 10th Judicial Circuit 20-2-339006			
LAS/PBS Fund Number:				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	11,805.35 (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	7,246.93 (D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>19,052.28</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(7,849.38) (H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(J)			
Unreserved Fund Balance, 07/01/18	<b>11,202.90</b> (K)		**	
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line	e I, Section IV of the Schedule	I for the most recent	t completed fiscal	
year and Line A for the following ye	ear.			

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 10th Judicial Circuit 20-2-339006 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 11,202.90 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **11,202.90** (E) **11,202.90** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*

Circuit/Office Name: State Attorney Office, 11th Circuit

Trust Fund Name: State Attorney Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Sharon Savoldy

Telephone #: 305-547-0548

\*

### **Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 11's estimated receipts are \$852,150 for FY 18/19 and \$852,150 for FY 19/20.

**Cost of Prosecution:** A twelve month period was averaged for the Costs of Conviction fees received from the Department of Revenue and local Cost of Prosecution. Actual collections for 2017-2018 were \$1,416,685. Based on the prior period annual collections, we estimate collections of approximately \$1,400,000 for FY 2018-2019 and \$1,587,148 for FY 2019-2020.

**Worthless Checks:** Actual collections for FY 2017-2018 were \$250. We estimate collections of approximately \$250 for FY 2018-2019 and \$250 for FY 2019-2020.

**Local Ordinance Prosecution:** Actual collections for FY 2017-2018 were \$36,291. We estimate collections of approximately \$100,000 for FY 2018-2019 and \$100,000 for FY 2019-2020.

**Prosecution of Criminal Use of Personal ID:** Actual collections for FY 2017-2018 were \$3,149. We estimate collections of approximately \$4,000 for FY 2018-2019 and \$4,000 for FY 2019-2020.

**Transfer of Federal Receipts Related to Indirect Costs:** Anticipated transfer of funds for FY2018-2019 = \$1,818,000 and FY2019-2020 = \$647,748.

## **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 2,352,400
Less 8% Service Charge	\$ -188,192
= Receipts Applicable to 5% Assessment	\$ 2,164,208
x 5% State Trust Fund Reserve	\$ 108,210

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 2,539,548
x 8% Service Charge	\$ 203,164
FY 2018-19 Receipts Applicable to SCGR	\$ 2,352,400
x 8% Service Charge	\$ 188,192

# **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Certified Forward Encumbrance in the amount of \$68,058

Department Title:	Budget Period: 2019 - 2020 Justice Administration					
Trust Fund Title:	State Attorney Revenue Trust Fund					
Budget Entity: LAS/PBS Fund Number:	State Attorneys Office-11th	Judicial Circuit				
LAS/PBS Fund Number:	20-2-058011					
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	<b>3,282,066.94</b> (A)					
ADD: Other Cash (See Instructions)	405.72					
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	(D)					
ADD:	(E)					
Total Cash plus Accounts Receivable	<b>3,282,472.66</b> (F)					
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	(54,335.70) (H)					
Approved "B" Certified Forwards	(135,137.48) (H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	(I)					
LESS: Other Accounts Payable (SCGR)	(J)					
Unreserved Fund Balance, 07/01/18	<b>3,092,999.48</b> (K)		*			
Notes:  *SWFS = Statewide Financial Stateme  ** This amount should agree with Lin	nt	lo I for the most recent	t completed fixed			

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-11th Judicial Circuit 20-2-058011 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 3,228,136.96 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (135,137.48) (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **3,092,999.48** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **3,092,999.48** (F) **DIFFERENCE:** 0.00 (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRAUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney Office, 11th Circuit

Trust Fund Name: Child Support Trust Fund – FID# 2084

Name of Person Completing This Form: Sharon Savoldy

Telephone #: 305-547-0548

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

## **Revenue Estimating Methodology:**

The projected trust fund revenues are based on anticipated contact awards from the Department of Revenue.

FY 2018-2019 Estimated Revenue = \$25,697,382

CSE – Quasi Judicial = \$ 371,405

Transfer in – State Funds = \$8,290,955

Transfer in – Federal Funds = \$16,094,208

Transfer in – Federal Indirect Costs = \$ 940,814

FY 2019-2020 Estimated Revenue = \$26,997,382

CSE – Quasi Judicial = \$ 371,405

Transfer in – State Funds = \$8,732,955

Transfer in – Federal Funds = \$16,952,208

Transfer in – Federal Indirect Costs = \$ 940,814

## **5 Percent State Trust Fund Reserve:**

N/A

# **8 Percent Service Charge to General Revenue:**

N/A

Department Title: Trust Fund Title:	Budget Period: 2019 - 2020 Justice Administration Child Support Travet Fund				
Budget Entity: LAS/PBS Fund Number:	Child Support Trust Fund State Attorneys Office - 11th Judicial Circuit 20-2-084008				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>1,137,784.51</b> (A)				
ADD: Other Cash (See Instructions)	(B)				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	2,839,297.01 (D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>3,977,081.52</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(295,105.62) (H)				
Approved "B" Certified Forwards	(52,555.77) (H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	_ (J)				
Unreserved Fund Balance, 07/01/18	<b>3,629,420.13</b> (K)		*		
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line		I for the most recent	completed fiscal		

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Child Support Trust Fund LAS/PBS Fund Number: State Attorneys Office - 11th Judicial Circuit 20-2-084008 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 3,681,975.90 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** Approved "B" Carry Forward (Encumbrances) per LAS/PBS (52,555.77) (D) Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **3,629,420.13** (E) **3,629,420.13** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney Office, 11th Circuit

Trust Fund Name: Civil RICO Trust Fund, FID# 2095

Name of Person Completing This Form: Sharon Savoldy

Telephone #: 305-547-0548

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

## **Revenue Estimating Methodology:**

The methodology used for estimating revenue can be based on estimated collections of approximately \$12,500 per quarter in FY 2018-2019. We anticipate collections of \$18,750 per quarter in FY 2019-2020.

## **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 50,000
Less 8% Service Charge	\$ -4,000
= Receipts Applicable to 5% Assessment	\$ 46,000
x 5% State Trust Fund Reserve	\$ 2,300

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 75,000
x 8% Service Charge	\$ 6,000
FY 2018-19 Receipts Applicable to SCGR	\$ 50,000
x 8% Service Charge	\$ 4,000

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Civil RICO Trust Fund State Attorneys Office-11th Judicial Circuit - Department 20-2-095001				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>294,301.01</b> (A)				
ADD: Other Cash (See Instructions)					
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>294,301.01</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(J)				
Unreserved Fund Balance, 07/01/18	294,301.01 (K)				
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	t completed fiscal		

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Civil RICO Trust Fund LAS/PBS Fund Number: State Attorneys Office-11th Judicial Circuit - Department 20-2-095001 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 294,301.01 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **294,301.01** (E) **294,301.01** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney Office, 11th Circuit

Trust Fund Name: Forfeiture and Investigative Support Trust Fund

FID# 2316

Name of Person Completing This Form: Sharon Savoldy

**Telephone #: 305-547-0548** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

Revenue estimates are based on our anticipated share of South Florida Money Laundering Task Force (SFMLSF) seizures and other forfeiture awards. We anticipate increases in FY2018-2019 and in FY2019-2020, as a result of seizures currently in the pipeline and anticipated by the SFMLSF.

## **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 100,000
Less 8% Service Charge	\$ -8,000
= Receipts Applicable to 5% Assessment	\$ 92,000
x 5% State Trust Fund Reserve	\$ 4,600

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 100,000
x 8% Service Charge	\$ 8,000
FY 2018-19 Receipts Applicable to SCGR	\$ 100,000
x 8% Service Charge	\$ 8,000

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Forfeiture and Investigative Support Trust Fund State Attorneys Office-11th Judicial Circuit 20-2-316011				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>805,962.50</b> (A)				
ADD: Other Cash (See Instructions)					
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>805,962.50</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(50.00) (H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(J)				
Unreserved Fund Balance, 07/01/18	805,912.50 (K)				
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	e I for the most recent	t completed fiscal		

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Forfeiture and Investigative Support Trust Fund State Attorneys Office-11th Judicial Circuit LAS/PBS Fund Number: 20-2-316011 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 805,962.50 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (50.00) (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **805,912.50** (E) **805,912.50** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

#### SCHEDULE 1 TRUST FUND NARRATIVE

#### FY 2019-20 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney Office, 11th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing this Form: Sharon Savoldy

**Telephone #: 305-547-0548** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

1. **State Funds**: The following grant programs are appropriated by the legislature or are federal pass-through funds awarded by other state agencies. The following amounts are anticipated for FY2018-2019 - \$1,879,000 and for FY 2019-2020 - \$1,931,050:

MOVES/VAWA funded by Department of Children and Families

FY 2018-19 = \$386,000

FY 2019-20 = \$405,300

VAWA/SV funded by Department of Health

FY 2018-19 = \$105,000

FY 2019-20 = \$110,250

**VOCA** funded by Office of the Attorney General

FY 2018-19 = \$550,000

FY 2019-20 = \$577,500

**Tax Recovery Program** funded by Florida Association of Centers for Independent Living (FACIL)

FY 2018-19 = \$75,000

FY 2019-20 = \$75,000

Insurance Fraud funded by Department of Financial Services

FY 2018-19 = \$615,000

FY 2019-20 = \$615,000

**Prosecution Workers Comp Fraud** funded by Department of Financial Services

FY 2018-19 = \$148,000

FY 2019-20 = \$148,000

2. City and County Funds: The following grant programs are funded by Miami-Dade County, City of Coral Gables and other local municipalities. The following amounts are anticipated for FY 2018-2019 - \$2,076,000 and FY 2019-2020 \$2,171,430:

**Child Abuse** funded by Miami-Dade County

FY 2018-19 = \$585,000

FY 2019-20 = \$610,500

**Impact Legal Services** funded by City of Coral Gables

FY 2018-19 = \$340,000

FY 2019-20 =\$357,000

**Civil Citation** funded by Miami-Dade County

FY 2018-19 = \$67,000

FY 2019-20 = \$70,730

**MOVES Expansion** funded by Miami-Dade County

FY 2018-19 = \$275,000

FY 2019-20 =\$288,750

County Grant Dade Service of Process (SOP) funded by Miami-Dade County

FY 2018-19 = \$239,000

FY 2019-20 = \$250,950

Expedited Intake System (EIS) funded by Miami-Dade County

FY 2018-19 = \$470,000

FY 2019-20 = \$493,500

North-End Strike Force funded by the City of Miami

FY 2018-19 = \$181,000

FY 2019-20 = \$181,000

3. Federal Funds: The following grant program funding is received directly from Federal agencies or funded through pass-through agencies. The following amounts are anticipated for FY 2018-2019 - \$655,000 and FY 2019-2020 - \$670,000:

Firearm Crimes funded by U.S. Attorney's Office, Department of Justice: Office of Justice Programs

FY 2018-19 = \$105,000

FY 2019-20 =\$105,000

**US Grant/HIDTA** is funded directly by the Executive Office of the President: Office of National Drug Control Policy

FY 2018-19 = \$300,000 FY 2019-20 = \$315,000

# **Smart Prosecution Initiative** funded by U.S. Attorney's Office, Department of Justice: Office of Justice Programs

FY 2018-19 = \$250,000 FY 2019-20 = \$250,000

### **5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General**

**Revenue:** Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

## **Explanation of Schedule I, Section III Accounting Adjustments:**

- 1. 2018 Non Certified Forward Payable Adjustment in the amount of \$30
- 2. 2017 Certified Forward encumbrance in the amount of \$3,110

#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-11th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Don	ations Trust Fund	20 2 339004			
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Financial Services FID #2393	001500	616,399.00	615,000.00	615,000.00	100522	Sarah Goodman 10/16/18
Department of Financial Services FID #2795	001500	148,369.92	148,000.00	148,000.00	100526	Sarah Goodman 10/16/18
TOTAL	<u> </u>	764,768.92	763,000.00	763,000.00		
Transfers Out (Operating and Non-Operating (Provide Agency and Fund Number Transferred To)	Transfer Out ) Expenditure Category				Transfer In Revenue Category	Confirmed By/Date
	<u> </u>					
	- ———					
Office of Policy and Budget - July 2017		Page 2	31 of 753			

#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-11th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339004						
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date	
Department of Legal Affairs FID #2261	001510	335,659.00	550,000.00	577,500.00	104133	Kelly Coram	
	TOTAL	335,659.00	550,000.00	577,500.00			
Transfers Out (Operating and Non-Operating					Transfer In Revenue	Confirmed By/Date	
(Provide Agency and Fund Number Transferred To)	Category				Category	Confirmed By/Date	
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Department Title:	Budget Period: 2019 - 2020 Justice Administration					
<b>Trust Fund Title:</b> Grants and Donations Trust Fund						
Budget Entity:	State Attorney Office - 11th J	Iudicial Circuit				
LAS/PBS Fund Number:	20-2-339004					
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	994,728.65 (A)					
ADD: Other Cash (See Instructions)	(B)					
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	296,279.80 (D)					
ADD:	(E)					
Total Cash plus Accounts Receivable	<b>1,291,008.45</b> (F)					
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	(185,948.58) (H)					
Approved "B" Certified Forwards	(5,344.03) (H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	30.02 (I)					
LESS: Other Accounts Payable (SCGR)	(J)					
Unreserved Fund Balance, 07/01/18	1,099,745.86 (K)		*			
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line		I for the most recent	completed fiscal			

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 11th Judicial Circuit 20-2-339004 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,105,059.87 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** Approved "B" Carry Forward (Encumbrances) per LAS/PBS (5,344.03) (D) Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories 30.02 (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **1,099,745.86** (E) **1,099,745.86** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*

Circuit/Office Name: State Attorney Office, 12th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Jennifer Strawn

Telephone #: 941-861-4439

\*

#### **Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 12's estimated receipts are \$199,500 for FY 2018-2019 and \$199,500 for FY 2019-2020.

## **Cost of Prosecution:**

Revenue estimate for Cost of Prosecution for FY 2018-19 is based on a monthly average over the past nine months (October 2017 through June 2018) of \$84,757 per month multiplied by 12 for a projection total of \$1,017,084. We anticipate no reduction or expansion of programs or collections in FY 2019-20, therefore, the projection remains the same.

## **Worthless Check:**

Revenue estimate for Worthless Check for FY 2018-19 is based on a monthly average over the past nine months (October 2017 through June 2018) of \$9 per month multiplied by 12 for a projection total of \$108. We anticipate no reduction or expansion of programs or collections in FY 2019-20, therefore, the projection remains the same.

#### **Fraud Surcharge/Restitution:**

Revenue estimate for Fraud Surcharge for FY 2018-19 is based on a monthly average over the past nine months (October 2017 through June 2018) of \$299 per month multiplied by 12 for a projection total of \$3,588. We anticipate no reduction or expansion of programs or collections in FY 2019-20, therefore, the projection remains the same.

#### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 1,306,692
Less 8% Service Charge	\$ -104,535
= Receipts Applicable to 5% Assessment	\$ 1,202,157
x 5% State Trust Fund Reserve	\$ 60,108

#### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 1,216,692
x 8% Service Charge	\$ 97,335
FY 2018-19 Receipts Applicable to SCGR	\$ 1,306,692
x 8% Service Charge	\$ 104,535

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration			
Trust Fund Title:	State Attorney Revenue Trust Fund			
Budget Entity:	State Attorneys Office-12th J	Judicial Circuit		
LAS/PBS Fund Number:	20-2-058012			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>2,563,250.31</b> (A)			
ADD: Other Cash (See Instructions)	94.98			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	3586 (D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>2,566,931.48</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(104,188.21) (H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(27,742.06) (J)			
Unreserved Fund Balance, 07/01/18	<b>2,435,001.21</b> (K)		*:	
Notes:  *SWFS = Statewide Financial Stateme  ** This amount should agree with Lin		e I for the most recent	completed fiscal	

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-12th Judicial Circuit 20-2-058012 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; **2,435,001.21** (A) 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) (D) A/P not C/F-Operating Categories (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **2,435,001.21** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **2,435,001.21** (F) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney Office, 12th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Jennifer Strawn

Telephone #: 941-861-4439

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

#### **Drug Court, Local Requirement**

This reimbursable grant is between this circuit and Sarasota County Government. It is estimated that this grant will receive revenue of \$101,404 for FY 2017-18 and project \$108,064 for FY 2018-19 with anticipation of the grant continuing.

#### **Drug Court, Local Requirement**

This reimbursable grant is between this circuit and Manatee County Government. It is estimated that this grant will receive revenue of \$111,157 for FY 2017-18 and project \$119,712 for FY 2018-19 with anticipation of the grant continuing.

## **County Agreement, IT Personnel Services**

This is a reimbursable grant between this circuit and Sarasota County Government. It is estimated that this grant will receive revenue of \$116,650 for FY 2017-18 and project \$195,388 for FY 2018-19 with anticipation of the grant continuing.

## **County Agreement, IT Personnel Services**

This is a reimbursable grant between this circuit and Manatee County Government. It is estimated that this grant will receive revenue of \$106,530 for FY 2017-18 and project \$118,248 for FY 2018-19 with anticipation of the grant continuing.

#### **VOCA Grant**

This reimbursable grant administered through the attorney general's office is estimated to receive revenue of \$96,625 for FY 2017-18 and project \$97,320 with anticipation of the grant continuing.

<u>5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General Revenue:</u> Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

## **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Accounts Receivable Adjustment in the amount of \$508.

#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-12th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339003					
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Legal Affairs FID #2261	001510	84,678.00	98,000.00	98,000.00	104133	Kelly Coram
						-
	TOTAL	84,678.00	98,000.00	98,000.00		
Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)	Transfer Out Expenditure Category				Transfer In Revenue Category	Confirmed By/Date
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Office of Policy and Budget - July 2017	<u> </u>	Page 2	41 of 753			

stration nations Trust Fund Office - 12th Judicial Circuit  s of SWFS* Adjusted 8 Adjustments Balance  371.15 (A)
s of SWFS* Adjusted Balance  871.15 (A)
8 Adjustments Balance  871.15 (A)
8 Adjustments Balance  B71.15 (A)
(B)
(C)
693.96 (D)
(E)
<b>565.11</b> (F)
(G)
(H)
(H)
(H)
(I)
(J)
565.11 (K)*

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 12th Judicial Circuit 20-2-339003 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 546,565.11 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **546,565.11** (E) **546,565.11** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*

Circuit/Office Name: State Attorney, 13th Circuit

Trust Fund Name: State Attorneys Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Loraine Sentilles

**Telephone #: 813-274-1904** 

\*

#### **Revenue Estimating Methodology:**

**Cost of Prosecution**: Revenue projections are based on FY 2017-2018 actual receipts. Receipts for this time period were \$1,210,058.44. Revenue estimates for FY 2018-2019 are the same amount, \$1,210,058 (rounded). Estimates for FY 2019-2020 are also \$1,210,058.

Services charges for FY 2018-2019 and FY 2019-2020 are projected to be \$96,804.64 for each year (\$1,210,058 x 8%).

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 13's estimated receipts are \$360,810 for FY 2018-2019 and \$360,810 for FY 2019-2020.

## **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 1,570,868
Less 8% Service Charge	\$ -125,669
= Receipts Applicable to 5% Assessment	\$ 1,445,199
x 5% State Trust Fund Reserve	\$ 72,260

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 1,570,868
x 8% Service Charge	\$ 125,669
FY 2018-19 Receipts Applicable to SCGR	\$ 1,570,868
x 8% Service Charge	\$ 125,669

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration			
Trust Fund Title:	State Attorney Revenue Trust Fund			
Budget Entity:	State Attorneys Office-13th Judicial Circuit			
LAS/PBS Fund Number:	20-2-058013			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>3,799,278.97</b> (A)			
ADD: Other Cash (See Instructions)	171.79			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>3,799,450.76</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(37,876.79) (J)			
Unreserved Fund Balance, 07/01/18	<b>3,761,573.97</b> (K)		k	
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line		e I for the most recent	completed fiscal	

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-13th Judicial Circuit 20-2-058013 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 3,761,573.97 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **3,761,573.97** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **3,761,573.97** (F) **DIFFERENCE:** 0.00 (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: State Attorney, 13th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Loraine Sentilles

**Telephone #: 813-274-1904** 

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#### **Revenue Estimating Methodology:**

#### **FAJUA PIP Fraud Prosecution**

This program is funded on an annually renewable basis by the Florida Joint Underwriters Association to fund the prosecution of PIP Insurance Fraud. Funding of \$150,000 annually was received in November, 2017, for FY 2017-2018.

Upon execution of a new Memorandum of Understanding with FAJUA, continued funding of this grant is anticipated at the rate of \$150,000 annually for FY 2018-2019 and also for FY 2019-2020.

This fund is exempted from Service Charges through a Service Charge to GR

#### **Insurance Fraud Prosecution**

The origin of the Insurance Fraud Prosecution (PIP through DFS) Trust Fund is based on SB0002C, Committee JA, Amendment 4 (Sec. 04, Page 046, Spec app 292) and changes made in subsequent years, which originally granted annually recurring funds to the State Attorney, 13<sup>th</sup> Circuit, for the purpose of PIP Insurance Fraud Prosecution. HB 5001, Engrossed 1, pages 142 and 143, of the 2018 Florida Legislature grants funding to the Office of the State Attorney, 13<sup>th</sup> Judicial Circuit for FY 2018-2019 in the amount of \$152,179.

Funding for FY 2019-2020 is anticipated to continue at the same amount of \$152,179.

There is no service charge associated with this fund.

## **Insurance Fraud Prosecution – Worker's Comp**

The origin of the Insurance Fraud Prosecution (Workers' Comp through DFS) Trust Fund is based on SB0002, Committee JA, Amendment 4 (Sec. 04, Page 046, Spec app 292) and changes made in subsequent years, which originally granted annually recurring funds to the State Attorney, 13<sup>th</sup> Circuit, for the purpose of Workers' Comp Insurance Fraud Prosecution. HB 5001, Engrossed 1, pages 142 and 143, of the 2018 Florida Legislature grants funding to the Office of the State Attorney, 13<sup>th</sup> Judicial Circuit for FY 2018-2019 in the amount of \$137,852.

Funding for FY 2019-2020 is anticipated to continue at the same amount, \$137,852.

There is no service charge associated with this fund.

#### **Local Ordinance Prosecution**

The projected revenue amount for the Local Ordinances Prosecution Trust Fund billed to Hillsborough County under Interlocal Agreement Document No. 11-0520 with Hillsborough County is anticipated to be \$24,000 in FY 2018-2019 and \$24,000 in FY 2019-2020 (6,000/qtr. x 4 = 24,000 annually).

In addition, an annual invoice is submitted to the City of Plant City based on actual hours worked. In FY 2017-2018, the amount of the invoice was \$850. The FY 2018-2019 amount is anticipated at the same amount, \$850. FY 2019-2020 is also estimated to be \$850.

The revenue from Hillsborough County is subject to an 8% service charge, and is thereby reduced by that amount (\$1,920) per year for both FY 2018-2019 and FY 2019-2020.

The revenue from the City of Plant City is also subject to and 8% service charge, and is thereby reduced by that amount (\$68) per year for both FY 2018-2019 and FY 2019-2020.

## Summary:

	Hillsborough Cty.	<u>Plant City</u>	<u>Total</u>
Revenue (Annual)	\$24,000.00	\$850.00	\$24,850.00
Less Service Charge (Annual)	\$1,920.00	<u>\$68.00</u>	\$1,988.00
Net Rev After Svc. Chg. (Annu	ual) \$22,080.00	\$782.00	\$22,862.00

#### Tax Recovery

The revenue amounts for the Tax Recovery Grant were increased under agreement with The Able Trust to \$18,750/qtr. (\$75,000 annually) during FY 2016-2017. Payments are made in arrears each quarter.

Effective July 1, 2017, financial management of, and fiduciary responsibility for the Tax Recovery Grant was moved from The Able Trust to the Florida Association of Centers for Independent Living (FACIL). Anticipated revenue amounts were not affected by this change.

Therefore, anticipated revenue for FY 2018-2019 should continue unchanged at \$75,000 annually for both FY 2018-2019 and FY 2019-2020.

There is no service charge associated with this fund.

#### Florida International University - MacArthur Grant

Effective May 29, 2018, a Sub-award between the Office of the State Attorney, 13<sup>th</sup> Judicial Circuit and The Florida International University Board of Trustees was signed and entered into by both parties. This Sub-award grants \$50,000.00 for the implementation by the Office of the State Attorney of a research and technical assistance project entitled "Advancing Prosecutorial Effectiveness and Fairness through Data and Innovation". The aim of the project is to improve the overall effectiveness, fairness and efficiency of prosecutorial offices. The termination date of the agreement is December 31, 2019.

Exemption from Service Charge for this grant was established via approval of Budget Amendment Request EOG Log #00048.

Anticipated revenue for FY 2018-2019 is \$50,000. The sub-award must be renewed in order for funds to be granted in FY 2019-2020. Until the renewal of the Sub-award, no further revenue is being projected beyond FY 2018-19.

#### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 24,850
Less 8% Service Charge	\$ -1,988
= Receipts Applicable to 5% Assessment	\$ 22,862
x 5% State Trust Fund Reserve	\$ 1,143

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 24,850
x 8% Service Charge	\$ 1,988
FY 2018-19 Receipts Applicable to SCGR	\$ 24,850
x 8% Service Charge	\$ 1,988

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-13th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Don	ations Trust Fund	20 2 339016			
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Financial Services FID #2393	001500	152,905.00	152,179.00	152,179.00	100522	Sarah Goodman 10/16/18
Department of Financial Services FID #2795	001500	138,649.53	137,852.00	137,852.00	100526	Sarah Goodman 10/16/18
TOTAL	<u> </u>	291,554.53	290,031.00	290,031.00		
Transfers Out (Operating and Non-Operating (Provide Agency and Fund Number Transferred To)	Transfer Out ) Expenditure Category				Transfer In Revenue Category	Confirmed By/Date
Office of Policy and Budget - July 2017		Page 25	52 of 753			

Department Title: Trust Fund Title: Budget Entity:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund State Attorney Office - 13th Judicial Circuit				
LAS/PBS Fund Number:	20-2-339016				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>1,900,170.71</b> (A)				
ADD: Other Cash (See Instructions)	(B)				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>1,900,170.71</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(548.00) (J)				
Unreserved Fund Balance, 07/01/18	<b>1,899,622.71</b> (K)				
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal		

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 13th Judicial Circuit 20-2-339016 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,899,622.71 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **1,899,622.71** (E) **1,899,622.71** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

Circuit / Office Name: State Attorney's Office, 14th Circuit

Trust Fund Name: State Attorney Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Laurie Hughes

**Telephone #: 850-872-4473** 

\*

#### **Revenue Estimating Methodology**

**Cost of Prosecution:** Revenues are projected at \$667,721 for FY 2018-2019 and FY 2019-2020, which is calculated on an average of the last three years of revenue.

**Worthless Check Fees:** Revenues are projected at \$2,000 for FY 2018-2019 and FY 2019-2020. The average fees collected for the last three fiscal years are \$4,462; however, collected fees have decreased significantly over the past years and rather than use the average, revenues are projected at a conservative estimate of \$2,000 annually rather than the three year average of \$4,462.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.76 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 14's estimated receipts are \$132,240 for FY 2018-2019 and \$132,240 for FY 2019-2020.

### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 801,961
Less 8% Service Charge	\$ -64,157
= Receipts Applicable to 5% Assessment	\$ 737,804
x 5% State Trust Fund Reserve	\$ 36,890

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 801,961
x 8% Service Charge	\$ 64,157
FY 2018-19 Receipts Applicable to SCGR	\$ 801,961
x 8% Service Charge	\$ 64,157

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name State Attorney's Office Circuit /Office # 14th Circuit

Trust Fund Name Grants and Donations Trust Fund ID 2339

Name of Person Completing This Form <u>Laurie Hughes</u>

Telephone # (850) 872-4473 Date Submitted to JAC September 13, 2018

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology**

VOCA: Revenues for FY 2018-2019 and FY 2019-2020 are based upon the signed contract amount of \$348,571 for FY 2018-2019. The contract period is October 1-September 30, and we anticipate this contact to be renewed for FY 2019-2020 for the same amount or with a small increase.

VAWA-STOP VIOLENCE AGAINST WOMEN: Revenues for FY 2018-2019 are based upon a signed contract in the amount of \$102,322 and we anticipate the contract to be renewed for FY 2019-2020 for the same amount.

LOCAL ORDINANCE PROSECUTION: Revenues are received under contracts with municipalities and counties for the prosecution of municipal ordinance violations at a rate of \$50.00 per hour. The average revenue for the previous three fiscal years is \$19,900. Estimated revenues for FY 2017-2018 and 2018-2019 are calculated on an average of the previous three years.

COURT INFORMATION TECHNOLOGY: Revenues for FY 2018-2019 and FY 2019-2020 are based upon signed contracts for reimbursement of salary and benefits. Revenue for FY 2018-2019 is contracted at \$86,750, and revenue for FY 2019-2020 is contracted at \$89,353.

Justice Administration					
20-2-058014					
Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
<b>2,231,191.25</b> (A)					
702.96					
(C)					
5,051.99 (D)					
(E)					
<b>2,236,946.20</b> (F)					
(G)					
(8,886.68) (H)					
(H)					
(H)					
(I)					
(15,616.46) (J)					
<b>2,212,443.06</b> (K)					
	State Attorney Revenue Trus State Attorneys Office-14th 3 20-2-058014  Balance as of 6/30/2018  2,231,191.25 (A)  702.96  (C)  5,051.99 (D)  (E)  2,236,946.20 (F)  (G)  (8,886.68) (H)  (H)  (H)  (H)  (I)  (15,616.46) (J)	State Attorney Revenue Trust Fund           State Attorneys Office-14th Judicial Circuit           20-2-058014           Balance as of 6/30/2018 Adjustments           2,231,191.25 (A)           702.96 (C)           5,051.99 (D)           (E)           2,236,946.20 (F)           (B,886.68) (H)           (H)           (H)           (I)           (I)			

year and Line A for the following year.

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-14th Judicial Circuit 20-2-058014 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 2,212,443.06 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **2,212,443.06** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **2,212,443.06** (F) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: State Attorney's Office, 14th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Laurie Hughes

**Telephone #: 850-872-4473** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology**

**VOCA:** Revenues for FY 2018-2019 and FY 2019-2020 are based upon the signed contract amount of \$348,571 for FY 2018-2019. The contract period is October 1-September 30, and we anticipate this contact to be renewed for FY 2019-2020 for the same amount or with a small increase.

**VAWA-STOP VIOLENCE AGAINST WOMEN:** Revenues for FY 2018-2019 are based upon a signed contract in the amount of \$102,322 and we anticipate the contract to be renewed for FY 2019-2020 for the same amount.

**LOCAL ORDINANCE PROSECUTION:** Revenues are received under contracts with municipalities and counties for the prosecution of municipal ordinance violations at a rate of \$50.00 per hour. The average revenue for the previous three fiscal years is \$19,900. Estimated revenues for FY 2017-2018 and 2018-2019 are calculated on an average of the previous three years.

**COURT INFORMATION TECHNOLOGY:** Revenues for FY 2018-2019 and FY 2019-2020 are based upon signed contracts for reimbursement of salary and benefits. Revenue for FY 2018-2019 is contracted at \$86,750, and revenue for FY 2019-2020 is contracted at \$89,353.

### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 19,900
Less 8% Service Charge	\$ -1,592
= Receipts Applicable to 5% Assessment	\$ 18,308
x 5% State Trust Fund Reserve	\$ 915

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 19,900
x 8% Service Charge	\$ 1,592
FY 2018-19 Receipts Applicable to SCGR	\$ 19,900
x 8% Service Charge	\$ 1,592

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-14th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339017					
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Legal Affairs FID #2261	001510	327,378.00	348,571.00	348,571.00	104133	Kelly Coram
	<del>-</del>					
	TOTAL	327,378.00	348,571.00	348,571.00		
Fransfers Out (Operating and Non-Operating Provide Agency and Fund Number Transferred To)	Transfer Out ) Expenditure Category				Transfer In Revenue Category	Confirmed By/Date
Frovide Agency and Fund Number Transferred To)	Category				Category	Commined Byrbate
Office of Policy and Budget - July 2017	<del></del>	Page 2	62 of 753			

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund State Attorney Office - 14th Judicial Circuit 20-2-339017			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	335,384.07 (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	45,020.57 (D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>380,404.64</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(270.00) (J)			
Unreserved Fund Balance, 07/01/18	<b>380,134.64</b> (K)			
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal	

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 14th Judicial Circuit 20-2-339017 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 380,134.64 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **380,134.64** (E) **380,134.64** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

\*

Circuit/Office Name: State Attorney, Circuit 15

Trust Fund Name: State Attorneys Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Jeanne D. Howard

**Telephone #: 561-355-7272** 

\*

#### **Revenue Estimating Methodology:**

#### **Article V Traffic Fines:**

Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 15's estimated receipts are \$351,690 for FY 2018-2019 and \$351,690 for FY 2019-2020.

#### **Cost of Prosecution:**

Fee collection, \$130,000-155,000 per month for FY 2016-17 and for FY 2017-2018. In August of 2018 we increased our COP assessment in diversion and plea agreements and for the first month we collected\_\$186,039. Therefore I estimate our FY 18-19 receipts to be \$2,000,000 and our FY 2019-20 to be the same.

#### **Worthless Checks:**

Fee collection, \$200-400 per month for FY 2017-18. Estimate for FY 18/19 is projected to be closer to \$200-300 per month. With the limited use of paper checks this fee will eventually reduce itself a final closure of the program in a few more years.

#### **Restitution:**

Fee collection for Identity Fraud/Theft cases (HB409.) The Office handles approximately 50 cases per year, estimating \$12,000 for FY 2018-19 and FY 2109-20.

### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 2,353,690
Less 8% Service Charge	\$ -188,295
= Receipts Applicable to 5% Assessment	\$ 2,165,395
x 5% State Trust Fund Reserve	\$ 108,270

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 2,353,690
x 8% Service Charge	\$ 188,295
FY 2018-19 Receipts Applicable to SCGR	\$ 2,353,690
x 8% Service Charge	\$ 188,295

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration					
Trust Fund Title:	State Attorney Revenue Trust Fund State Attorneys Office-15th Judicial Circuit					
Budget Entity:						
LAS/PBS Fund Number:	20-2-058015					
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	2,156,651.85 (A)					
Chief Financial Officer's (CFO) Cash Balance	2,150,051.65 (A)					
ADD: Other Cash (See Instructions)	167.45					
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	205 (D)					
ADD:	(E)					
Total Cash plus Accounts Receivable	<b>2,157,024.26</b> (F)					
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	(51,193.00) (H)					
Approved "B" Certified Forwards	(H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	(I)					
LESS: Other Accounts Payable (SCGR)	(54,614.56) (J)					
Unreserved Fund Balance, 07/01/18	<b>2,051,216.70</b> (K)		*			
Notes:  *SWFS = Statewide Financial Stateme	nt					
** This amount should agree with Lin		le I for the most recent	completed fiscal			

year and Line A for the following year.

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-15th Judicial Circuit 20-2-058015 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 2,051,216.70 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **2,051,216.70** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **2,051,216.70** (F) **DIFFERENCE:** 0.00 (G)\* \*SHOULD EQUAL ZERO.

### SCHEDULE I TRUST FUND NARRATIVE

### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney, Circuit 15

Trust Fund Name: Forfeiture and Investigative Support Trust Fund

FID# 2316

Name of Person Completing This Form: Jeanne D. Howard

**Telephone #: 561-355-7272** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

### Forfeiture and Investigative Support Trust Fund--State

The amount and timing of funds vary based on court ruling, task force involvement and asset availability. State Attorney 15 works with the Palm Beach County Narcotics Task Force. This collaboration results in a share of proceeds received from the Palm Beach Sheriff's office. FY 17-18 collections equaled \$8,831. The estimated revenue is based on past collections and pending cases.

### Forfeiture and Investigative support Trust Fund—Federal

This FIST fund is primarily based on an e-share agreement between the Dept. of Justice (DEA) and SAO 15. The estimated revenue is based on the percentage of hours our investigator worked on the case with the DEA task force. Our share in FY 2017-18 was \$14,825. For FY 2018-19 there are 8-10 DEA cases that may settle including a large case that may result in over \$50,000. At this point our only estimates are based on prior receipts and upcoming cases.

### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 40,000
Less 8% Service Charge	\$ -3,200
= Receipts Applicable to 5% Assessment	\$ 36,800
x 5% State Trust Fund Reserve	\$ 1.840

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 40,000
x 8% Service Charge	\$ 3,200
FY 2018-19 Receipts Applicable to SCGR	\$ 40,000
x 8% Service Charge	\$ 3,200

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Budget Period: 2019 - 2020 Pepartment Title:  Justice Administration					
Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Forfeiture and Investigative Support Trust Fund State Attorneys Office-15th Judicial Circuit 20-2-316015				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>166,777.86</b> (A)				
ADD: Other Cash (See Instructions)					
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>166,777.86</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(3,297.31) (H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(387.26) (J)				
Unreserved Fund Balance, 07/01/18	<b>163,093.29</b> (K)		*		
Notes:  *SWFS = Statewide Financial Statemen	nt				
** This amount should agree with Line year and Line A for the following year		e I for the most recent	completed fiscal		

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Forfeiture and Investigative Support Trust Fund State Attorneys Office-15th Judicial Circuit LAS/PBS Fund Number: 20-2-316015 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 163,093.29 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **163,093.29** (E) **163,093.29** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: State Attorney, Circuit 15

Trust Fund Name: Grants & Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Jeanne Howard

Telephone #: 561-355-7272

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

**VOCA:** The revenue amounts are fixed under contract # VO-17-00145 and run from October 1 thru September 30. The contract amount for FY 2017-18 was amended in June 2018 to be increased to \$540,820. VOCA contract for FY18-19 is under number VOCA-18-SAO-00005 and negotiations are under way to add the same amendment from FY17/18 to increase the original award of \$465,718 to a final award for FY 18/19 of \$640,000. This increase is the result of adding 5 more grant positions at 75% costs estimating the additional \$179,000. Presently under the new amendment with 4 of the 5 new positions added to our reimbursement invoice we are receiving \$50,317/month. With the addition of the  $5^{th}$  position that will increase to \$53,303 x 12 = 639,636. At this time this is unlikely to increase for FY 2019-2020

**VAWA:** The revenue amount is fixed under contract agreement with Florida Coalition Against Domestic Violence (FCADV). FY 2017-18 contract # 18-8038-SAO was amended to increase to \$120,582.66. For FY 2018-19 Contract 19-8038-SAO has been increased to <u>151,977</u>. At this time it is unlikely to increase for FY 2019-20.

**County Ordinance:** The revenue amounts are fixed under contract # R2004-1419 to receive \$12,000 from Palm Beach County.

County CJC-MacArthur Sub-grant: The Palm Beach County Criminal Justice Commission has received a grant from the MacArthur Foundation and they have provided this office with a sub grant award of \$62,000 for the first year and 60,000 for the second year. The grants will run from March 1, 2018 through March 1, 2020.

**Tax Recovery Program:** The revenue amount is by law at \$75,000. The agreement is now with the Florida Association of Centers for Independent Living at the rate of \$18,750 per quarter = \$75,000 annually. That amount will most likely stay consistent for FY 2019-20.

**Prosecution of Insurance Fraud:** The projected revenue amounts for the Prosecution of Insurance Fraud are based proviso language in the General Appropriations Act. HB 5001 for FY 2018-19 sets the contract amount at \$160,242. This amount included a decrease from \$161,121.99 for FY 2017-18. We anticipate a small increase in funding level for FY 2019-20 to address employee pay increases established in FY 2017-2018 and FY 2018-19.

**Prosecution of Workers' Comp Fraud:** The projected revenue amounts for the Prosecution of Workers' Compensation Insurance Fraud are based on Proviso in HB 5001. The current amount is \$159,264 which is a decrease from \$160,008.72 for FY 2017-18. We anticipate a small increase in funding level for FY 2019-20 to address an increase in attorney salaries that took place in July 2018. These funds are to be provided by the Department of Financial Services.

**Recovery of Fraudulent Indigency Claims:** Fee collection resulting in less than \$50 per year. Currently at \$232.00.

**STOP VAWA:** The revenue amount is fixed under contract agreement with Florida Council Against Sexual Violence (FCASV), contract #18STO062, to receive \$42,403 for FY 2018-19. This may increase in FY 2019-20 since more funds are now available.

### **Auto Repair Insurance**:

SA15 has an accident insurance policy with State Farm to assist in covering the cost of repairs to our vehicles. The money is received in the form of a check from the insurance company which is deposited into this fund. Then once SA15 has an invoice for a repair that is completed the Operations General Revenue will be reimbursed by this fund. Presently for FY 2018-19 there is one check for approximately \$390.00. The spending authority for this fund will be estimated yearly based on the use of this insurance policy.

### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 12,000
Less 8% Service Charge	\$ -960
= Receipts Applicable to 5% Assessment	\$ 11,040
x 5% State Trust Fund Reserve	\$ 552

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 12,000
x 8% Service Charge	\$ 960
FY 2018-19 Receipts Applicable to SCGR	\$ 12,000
x 8% Service Charge	\$ 960

## **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Accounts Receivable Adjustment in the amount of \$360

#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-15th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339018					
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Financial Services FID #2393	001500	161,128.00	160,242.00	160,242.00	100522	Sarah Goodman 10/16/18
Department of Financial Services FID #2795	001500	160,008.72	159,264.00	159,264.00	100526	Sarah Goodman 10/16/18
	<b>-</b>					
TOTAL	<u> </u>	321,136.72	319,506.00	319,506.00		
Transfers Out (Operating and Non-Operating (Provide Agency and Fund Number Transferred To)	Transfer Out Expenditure Category				Transfer In Revenue Category	Confirmed By/Date
	<u> </u>					
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#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-15th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339018						
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date	
Department of Legal Affairs FID #2261	001510	458,380.00	640,000.00	640,000.00	104133	Kelly Coram	
	TOTAL	458,380.00	640,000.00	640,000.00		-	
Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)	Transfer Out  Expenditure  Category				Transfer In Revenue Category	Confirmed By/Date	
,							
	·						
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Department Title:	Budget Period: 2019 - 2020  Justice Administration					
Trust Fund Title:	Grants and Donations Trust Fund					
Budget Entity:	State Attorney Office - 15th J					
LAS/PBS Fund Number:	20-2-339018					
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	<b>202,359.79</b> (A)					
ADD: Other Cash (See Instructions)	(B)					
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	132,192.39 (D)					
ADD:	(E)					
Total Cash plus Accounts Receivable	<b>334,552.18</b> (F)					
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	(H)					
Approved "B" Certified Forwards	(H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	(I)					
LESS: Other Accounts Payable (SCGR)	(320.00) (J)					
Unreserved Fund Balance, 07/01/18	334,232.18 (K)		k			
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	nt e I, Section IV of the Schedule	I for the most recent	t completed fiscal			

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 15th Judicial Circuit 20-2-339018 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 334,232.18 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **334,232.18** (E) **334,232.18** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney's Office, Circuit 20

Trust Fund Name: Forfeiture and Investigative Support Trust Fund

FID# 2316

Name of Person Completing This Form: Debbie Stanbro

**Telephone #: 239-533-1121** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

#### FIST:

There were limited revenues in FY 2017-2018. The fund balance is \$20,202. There is no reason to expect any new revenue in this fund.

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

#### SCHEDULE I TRUST FUND NARRATIVE

### FY 2019 - 2020 LEGISLATIVE BUDGET REQUEST

Circuit/Office Name: State Attorney, 16th Circuit

Trust Fund Name: State Attorneys Revenue Trust Fund, FID# 2058

**Name of Person Completing This Form: Mary Balazs** 

Telephone #: 305-289-2593

\*

#### **Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 16's estimated receipts are \$68,400 for FY 2018-2019 and \$68,400 for FY 2019-2020.

Worthless Checks: The amounts are based upon the current year revenues.

**Cost of Prosecution:** The amounts are based upon the current year revenues.

### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 268,400
Less 8% Service Charge	\$ -21,472
= Receipts Applicable to 5% Assessment	\$ 246,928
x 5% State Trust Fund Reserve	\$ 12,346

### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 268,400
x 8% Service Charge	\$ 21,472
FY 2018-19 Receipts Applicable to SCGR	\$ 268,400
x 8% Service Charge	\$ 21,472

<b>Explanation of Schedule I, S</b>	Section III Accounting Adjustments:
None applicable.	

Department Title:	Budget Period: 2019 - 2020 Justice Administration					
Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	State Attorney Revenue Trust Fund State Attorneys Office-16th Judicial Circuit 20-2-058016					
LAGAL BO T UNG INCHINCE.	20 2 030010					
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	<b>778,486.32</b> (A)					
ADD: Other Cash (See Instructions)	32.57					
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	(D)					
ADD:	(E)					
Total Cash plus Accounts Receivable	<b>778,518.89</b> (F)					
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	(H)					
Approved "B" Certified Forwards	(H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	(I)					
LESS: Other Accounts Payable (SCGR)	(4,532.93) (J)					
Unreserved Fund Balance, 07/01/18	<b>773,985.96</b> (K)		*			
Notes: *SWFS = Statewide Financial Statemen	nt.					
** This amount should agree with Line		le I for the most recent	completed fiscal			

year and Line A for the following year.

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-16th Judicial Circuit 20-2-058016 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 773,985.96 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **773,985.96** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **773,985.96** (F) **DIFFERENCE:** 0.00 (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney's Office, Circuit 16

Trust Fund Name: Forfeiture and Investigative Support Trust Fund

FID# 2316

Name of Person Completing This Form: Mary Balazs

**Telephone #: 305-289-2593** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

#### FIST:

There no revenues in FY 2017-2018. The fund balance is \$2,935. There is no reason to expect any new revenue in this fund.

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Forfeiture and Investigative Support Trust Fund State Attorneys Office-16th Judicial Circuit 20-2-316016		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>2,934.82</b> (A)		
ADD: Other Cash (See Instructions)			
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>2,934.82</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(J)		
Unreserved Fund Balance, 07/01/18	<b>2,934.82</b> (K)		
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line year and Line A for the following ye	e I, Section IV of the Schedule	e I for the most recent	completed fiscal

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Forfeiture and Investigative Support Trust Fund LAS/PBS Fund Number: State Attorneys Office-16th Judicial Circuit 20-2-316016 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 2,934.82 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **2,934.82** (E) **2,934.82** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019 - 2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney, 16th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID #2339

Name of Person Completing This Form: Mary Balazs

Telephone #: 305-289-2593

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

**VOCA:** The amounts are based upon a contract which states the maximum amount payable.

**Stop Violence Against Women (VAWA)**: The amounts are based upon a contract which states the maximum amount payable.

**Local Ordinance Prosecution**: The amounts are based upon current year revenues.

Coalition Against Sexual Violence: The amounts are based upon a contract which states the maximum amount payable.

# **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 0
Less 8% Service Charge	\$ 0
= Receipts Applicable to 5% Assessment	\$ 0
x 5% State Trust Fund Reserve	\$ 0

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 700
x 8% Service Charge	\$ 56
FY 2018-19 Receipts Applicable to SCGR	\$ 0
x 8% Service Charge	\$ 0

# **Explanation of Schedule I, Section III Accounting Adjustments:**

Prior Year Accounts Receivable Adjustment in the amount of \$7,643.

### Agency Name: JAC /State Attorney Office-16th Judicial Circuit

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339019					
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Legal Affairs FID #2261	001510	72,942.00	63,231.00	60,684.00	104133	Kelly Coram
	TOTAL	72,942.00	63,231.00	60,684.00		
Transfers Out (Operating and Non-Operating)					Transfer In Revenue	
(Provide Agency and Fund Number Transferred To)	Category				Category	Confirmed By/Date
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# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund State Attorney Office - 16th Judicial Circuit 20-2-339019			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	904,501.15 (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	4,857.20 (D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>909,358.35</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(16.00) (J)			
Unreserved Fund Balance, 07/01/18	909,342.35 (K)			
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal	

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 16th Judicial Circuit 20-2-339019 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 909,342.35 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **909,342.35** (E) **909,342.35** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE

### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*

Circuit / Office Name: Office of the State Attorney 17th Circuit

Trust Fund Name: State Attorneys Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Monica M. Hofheinz

Telephone #: 954-831-8543

\*

### **Revenue Estimating Methodology:**

### **Article V Traffic Fines:**

Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 17's estimated receipts are \$542,070 for FY 2018-2019 and \$542,070 for FY 2019-2020.

## **Cost of Prosecution:**

There are many factors that affect the State Attorney Office's ability to receive cost of prosecution (COP) revenues. The COP must be assessed by the Court, the assessment must be collected by the Clerk of Court and the assessment must NOT be converted by the Court into community service. There is absolutely NO correlation between cases that are filed and the fee generated through cost of prosecution.

Projections for FY2019-20 are based on the receipts from FY2017-18.

FY2017-18 Receipts: \$1,124,846

FY2018-19 Receipts: \$1,124,846

FY2019-20 Receipts: \$1,124,846

### **Worthless Checks:**

Pursuant to F.S. 832.08, the State Attorney may establish a Worthless Check Diversion Program through an independent contractor, for the purpose of diverting from prosecution certain persons accused of writing bad checks. Businesses' serving South Florida have changed their receivable practices to include greater usage of debit and credit card services, thus there has been a substantial reduction of the acceptance of checks and the utilization of private collection services. The State

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Attorney's program provides quicker payments to victims and established education for violators.

Projections for FY2019-20 are based on the receipts from FY2017-18.

FY2017-18 Receipts \$2,693

FY201-19 Receipts \$2,693

FY2019-20 Receipts \$2,693

# **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 1,669,609
Less 8% Service Charge	\$ -133,569
= Receipts Applicable to 5% Assessment	\$ 1,536,040
x 5% State Trust Fund Reserve	\$ 76,802

### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 1,669,609
x 8% Service Charge	\$ 133,569
FY 2018-19 Receipts Applicable to SCGR	\$ 1,669,609
x 8% Service Charge	\$ 133,569

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

# SCHEDULE I TRUST FUND NARRATIVE

### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: Office of the State Attorney 17th Circuit

Trust Fund Name <u>Forfeiture & Investigative Support Trust Fund</u>Trust Fund ID <u>2316</u>

Name of Person Completing This Form: Monica M. Hofheinz

Telephone # 954-831-8543 Date Submitted To JAC: September 6, 2018

\*

### **Revenue Estimating Methodology:**

The State Attorney 17<sup>th</sup> Circuit has entered into an Equitable Sharing Agreement with the Department of Justice and anticipates receiving forfeiture funds in fiscal year 18-19. The receipt of these funds is based on Task Force Involvement and asset availability.

In Fiscal Year 17-18 a total of \$304,237 was received.

The State Attorney's Office, Seventeenth Judicial Circuit estimates that over \$304,237 will be received in FY 19-20.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*

Circuit / Office Name: Office of the State Attorney 17th Judicial Circuit

Trust Fund Name Grants & Donations Trust Fund ID 2339

Name of Person Completing This Form: Monica M. Hofheinz

Telephone # 954-831-8543 Date Submitted To JAC: September 6, 2018

\*

### **Revenue Estimating Methodology:**

**<u>VOCA:</u>** VOCA funded advocates are sole source providers of courthouse-based services. They serve innocent adult and child victims of sex crimes and victims of child abuse perpetrated in Broward County. The children served are often placed in alternative care and frequently appear for meetings without a supportive adult or Guardian ad Litem capable of providing adequate information and orientation to assist them. Victims of Elderly Abuse, Neglect and Exploitation, DV victims who are dangerously ambivalent about their circumstances, as well as other vulnerable victims living with disabilities, require a high degree of support and understanding to meet their unique needs as they navigate the justice system. Additionally, VOCA funded and Match advocates offer services to other victims who are not served by established programs. These populations include violent felony and misdemeanor crimes, as well as crimes perpetrated by juveniles.

Receipts FY2017-18 \$449,051 based on the updated VOCA contract

Receipts FY2018-19 is estimated at \$487,029 based on the current VOCA contract

Receipts FY2019-20 is estimated at \$487,029 based on the current VOCA contract

# STOP VIOLENCE AGAINST WOMEN (VAWA):

The State Attorney Office, 17<sup>th</sup> Circuit has entered into a contract with the Florida Coalition against Domestic Violence (FCADV). In addition, the FCADV has engaged SA17 as a provider for the purpose of filing domestic violence, dating violence, sexual assault and stalking cases that will result in prosecution.

Receipts FY2017-18 \$162,374 based on the FY17-18 VAWA contract

Receipts FY2018-19 is estimated at \$204,650 based on the current VAWA contract

Receipts FY2019-20 is estimated at \$204,650 based on the current VAWA contract

### FLORIDA COUNCIL AGAINST SEXUAL VIOLENCE (FCASV):

The State Attorney Office, 17<sup>th</sup> Circuit has entered into a contract with the Florida Council Against Sexual Violence (FCASV) to provide services to all victims of sexual crimes ages 11 and up. In addition, the FCASV has engaged SA17 for the purpose of filing and prosecuting cases of sexual violence, victims of sexual battery, unlawful sexual activity with certain minors and human trafficking offenses related to commercial sexual activity.

Receipts FY2017-18 \$46,071 based on the FY17-18 FCASV contract

Receipts FY2018-19 is estimated at \$47,635 based on the current FCASV contract

Receipts FY2019-20 is estimated at \$47,635 based on the current FCASV contract

### **PROSECUTION OF INSURANCE FRAUD:**

Estimated receipts are based on the current fiscal year appropriation of \$160,242 as specified in the Conference Report on House Bill 5001.

Receipts FY2017-18 \$160,922

Receipts FY2018-19 is estimated at \$160,242

Receipts FY2019-20 is estimated at \$160,242

### **WORKER'S COMPENSATION FRAUD:**

Estimated receipts are based on the current fiscal year appropriation of \$159,264 as specified in the Conference Report on House Bill 5001.

Receipts FY2017-18 \$166,000

Receipts FY2018-19 is estimated at \$159,264

Receipts FY2019-20 is estimated at \$159,264

### **PARI-MUTUEL ENFORCEMENT:**

Estimated receipts are based on the current fiscal year appropriation of \$235,071 as specified in the Conference Report on House Bill 5001.

Receipts FY2017-18 of \$234,117

Receipts FY2018-19 is estimated at \$235,071

### TAX RECOVERY ENFORCEMENT DIVERSION PROGRAM:

Estimated receipts of \$75,000 for FY 2018-19 is based on the contractual agreement in accordance with F.S. 413.4021.

Receipts FY2017-18 \$75,000

Receipts FY2018-19 is estimated at \$75,000

Receipts FY2019-20 is estimated at \$75,000

### **COUNTY INFORMATION TECHNOLOGY:**

Florida Statute 29.008 requires county funding of court-related functions. In part, this includes providing computer network systems including the salaries and benefits of information technology staff (reference 29.008(1) (f) 2. F.S. The State Attorney in the 17<sup>th</sup> Circuit employs five staff members in the Information Technology Unit that are currently being paid out of this office's General Revenue fund. The State Attorney's Office expects to receive funds from Broward County in the amount of \$425,000.

Receipts FY2017-18 \$417,447

Receipts FY2018-19 is estimated at \$425,000

Receipts FY2019-20 is estimated at \$425,000

## PROCESS SERVER REIMBURSEMENT:

Florida Statute 29.008 requires county funding of court-related functions. This includes courier messenger and subpoena services within the county (reference 29.008(1) (f) 3. F.S. The State Attorney in the 17<sup>th</sup> Circuit employs four staff members who provide subpoena services. The State Attorney's Office expects to receive funds from Broward County in the amount of \$83,470.

Receipts FY2017-18 \$93,681

Receipts FY2018-19 is estimated at \$83,470

Receipts FY2019-20 is estimated at \$83,470

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	<b>Budget Period: 2019 - 2020</b> Justice Administration			
Trust Fund Title:	State Attorney Revenue Trust Fund State Attorneys Office-17th Judicial Circuit			
Budget Entity:				
LAS/PBS Fund Number:	20-2-058017			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>1,406,070.25</b> (A)			
ADD: Other Cash (See Instructions)	258.09			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	1912 (D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>1,408,240.00</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(38,590.96) (J)			
Unreserved Fund Balance, 07/01/18	<b>1,369,649.04</b> (K)		*	
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line		o I fou the most upport	completed fixed	

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-17th Judicial Circuit 20-2-058017 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,369,649.04 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) (D) A/P not C/F-Operating Categories (D) (D) (D) **1,369,649.04** (E) ADJUSTED BEGINNING TRIAL BALANCE: UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **1,369,649.04** (F) **DIFFERENCE:** 0.00(G)\* \*SHOULD EQUAL ZERO.

### SCHEDULE I TRUST FUND NARRATIVE

### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Office of the State Attorney, 17th Circuit

Trust Fund Name: Forfeiture and Investigative Support Trust Fund

FID# 2316

Name of Person Completing This Form: Monica M. Hofheinz

Telephone #: 954-831-8543

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

The State Attorney 17<sup>th</sup> Circuit has entered into an Equitable Sharing Agreement with the Department of Justice and anticipates receiving forfeiture funds in fiscal year 18-19. The receipt of these funds is based on Task Force Involvement and asset availability.

In Fiscal Year 17-18 a total of \$304,237 was received.

The State Attorney's Office, Seventeenth Judicial Circuit estimates that over \$304,237 will be received in FY 19-20

### **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 304,237
Less 8% Service Charge	\$ -24,339
= Receipts Applicable to 5% Assessment	\$ 279,898
x 5% State Trust Fund Reserve	\$ 13,995

### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 304,237
x 8% Service Charge	\$ 24,339
FY 2018-19 Receipts Applicable to SCGR	\$ 304,237
x 8% Service Charge	\$ 24,339

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2019 - 2020 Department Title:  Trust Fund Title:  Forfeiture and Investigative Support Trust Fund			
Budget Entity: LAS/PBS Fund Number:	State Attorneys Office-17th 20-2-316017		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>281,939.75</b> (A)		
ADD: Other Cash (See Instructions)			
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>281,939.75</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(J)		
Unreserved Fund Balance, 07/01/18	<b>281,939.75</b> (K)		*
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedul	le I for the most recent	t completed fiscal

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Forfeiture and Investigative Support Trust Fund LAS/PBS Fund Number: State Attorneys Office-19th Judicial Circuit 20-2-316019 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 281,939.75 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **281,939.75** (E) **281,939.75** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

### SCHEDULE I TRUST FUND NARRATIVE

### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Office of the State Attorney, 17th Judicial Circuit

Trust Fund Name: Grants & Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Monica M. Hofheinz

Telephone #: 954-831-8543

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

**VOCA:** VOCA funded advocates are sole source providers of courthouse-based services. They serve innocent adult and child victims of sex crimes and victims of child abuse perpetrated in Broward County. The children served are often placed in alternative care and frequently appear for meetings without a supportive adult or Guardian ad Litem capable of providing adequate information and orientation to assist them. Victims of Elderly Abuse, Neglect and Exploitation, DV victims who are dangerously ambivalent about their circumstances, as well as other vulnerable victims living with disabilities, require a high degree of support and understanding to meet their unique needs as they navigate the justice system. Additionally, VOCA funded and Match advocates offer services to other victims who are not served by established programs. These populations include violent felony and misdemeanor crimes, as well as crimes perpetrated by juveniles.

Receipts FY2017-18 \$449,051 based on the updated VOCA contract

Receipts FY2018-19 is estimated at \$487,029 based on the current VOCA contract

Receipts FY2019-20 is estimated at \$487,029 based on the current VOCA contract

# STOP VIOLENCE AGAINST WOMEN (VAWA):

The State Attorney Office, 17<sup>th</sup> Circuit has entered into a contract with the Florida Coalition against Domestic Violence (FCADV). In addition, the FCADV has engaged SA17 as a provider for the purpose of filing domestic violence, dating violence, sexual assault and stalking cases that will result in prosecution.

Receipts FY2017-18 \$162,374 based on the FY17-18 VAWA contract

Receipts FY2018-19 is estimated at \$204,650 based on the current VAWA contract

Receipts FY2019-20 is estimated at \$204,650 based on the current VAWA contract

### FLORIDA COUNCIL AGAINST SEXUAL VIOLENCE (FCASV):

The State Attorney Office, 17<sup>th</sup> Circuit has entered into a contract with the Florida Council Against Sexual Violence (FCASV) to provide services to all victims of sexual crimes ages 11 and up. In addition, the FCASV has engaged SA17 for the purpose of filing and prosecuting cases of sexual violence, victims of sexual battery, unlawful sexual activity with certain minors and human trafficking offenses related to commercial sexual activity.

Receipts FY2017-18 \$46,071 based on the FY17-18 FCASV contract

Receipts FY2018-19 is estimated at \$47,635 based on the current FCASV contract

Receipts FY2019-20 is estimated at \$47,635 based on the current FCASV contract

### PROSECUTION OF INSURANCE FRAUD:

Estimated receipts are based on the current fiscal year appropriation of \$160,242 as specified in the Conference Report on House Bill 5001.

Receipts FY2017-18 \$160,922

Receipts FY2018-19 is estimated at \$160,242

Receipts FY2019-20 is estimated at \$160,242

#### **WORKER'S COMPENSATION FRAUD:**

Estimated receipts are based on the current fiscal year appropriation of \$159,264 as specified in the Conference Report on House Bill 5001.

Receipts FY2017-18 \$166,000

Receipts FY2018-19 is estimated at \$159,264

Receipts FY2019-20 is estimated at \$159,264

### **PARI-MUTUEL ENFORCEMENT:**

Estimated receipts are based on the current fiscal year appropriation of \$235,071 as specified in the Conference Report on House Bill 5001.

Receipts FY2017-18 of \$234,117

Receipts FY2018-19 is estimated at \$235,071

Receipts FY2019-20 is estimated at \$235,071

### TAX RECOVERY ENFORCEMENT DIVERSION PROGRAM:

Estimated receipts of \$75,000 for FY 2018-19 is based on the contractual agreement in accordance with F.S. 413.4021.

Receipts FY2017-18 \$75,000

Receipts FY2018-19 is estimated at \$75,000

Receipts FY2019-20 is estimated at \$75,000

#### COUNTY INFORMATION TECHNOLOGY:

Florida Statute 29.008 requires county funding of court-related functions. In part, this includes providing computer network systems including the salaries and benefits of information technology staff (reference 29.008(1) (f) 2. F.S. The State Attorney in the 17<sup>th</sup> Circuit employs five staff members in the Information Technology Unit that are currently being paid out of this office's General Revenue fund. The State Attorney's Office expects to receive funds from Broward County in the amount of \$425,000.

Receipts FY2017-18 \$417,447

Receipts FY2018-19 is estimated at \$425,000

Receipts FY2019-20 is estimated at \$425,000

#### PROCESS SERVER REIMBURSEMENT:

Florida Statute 29.008 requires county funding of court-related functions. This includes courier messenger and subpoena services within the county (reference 29.008(1) (f) 3. F.S. The State Attorney in the 17<sup>th</sup> Circuit employs four staff members who provide subpoena services. The State Attorney's Office expects to receive funds from Broward County in the amount of \$83,470.

Receipts FY2017-18 \$93,681

Receipts FY2018-19 is estimated at \$83,470

Receipts FY2019-20 is estimated at \$83,470

# **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 32,710
Less 8% Service Charge	\$ -2,617
= Receipts Applicable to 5% Assessment	\$ 30,093
x 5% State Trust Fund Reserve	\$ 1,505

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 32,710
x 8% Service Charge	\$ 2,617
FY 2018-19 Receipts Applicable to SCGR	\$ 32,710
x 8% Service Charge	\$ 2,617

# **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Accounts Receivable Adjustment in the amount of \$11,604.

### Agency Name: JAC /State Attorney Office-17th Judicial Circuit

Grants and Donations Trust Fund 20 2 339011					
Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
001500	234,117.00	235,071.00	235,071.00	100614	
<del>-</del>					
<del>-</del>					
-					
) Expenditure				Revenue	Confirmed By/Date
-					
	Transfer In Revenue Category  0 001500  Transfer Out	Transfer In Revenue Category FY 17-18 (A01)  0 001500 234,117.00  Transfer Out Expenditure Category	Transfer In Revenue Category FY 17-18 (A01) FY 18-19 (A02)  0 001500 234,117.00 235,071.00  Transfer Out Expenditure	Transfer In Revenue Category FY 17-18 (A01) FY 18-19 (A02) FY 19-20 (A03)  0 001500 234,117.00 235,071.00 235,071.00  Transfer Out Expenditure Category	Transfer In Revenue   Category   FY 17-18 (A01)   FY 18-19 (A02)   FY 19-20 (A03)   Transfer Out   Expenditure   Category

#### Agency Name: JAC /State Attorney Office-17th Judicial Circuit

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339011						
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date	
Department of Financial Services FID #2393	001500	160,922.00	160,242.00	160,242.00	100522	Sarah Goodman 10/16/18	
Department of Financial Services FID #2795	001500	166,000.40	159,264.00	159,264.00	100526	Sarah Goodman 10/16/18	
TOTAL	<u>.</u>	326,922.40	319,506.00	319,506.00			
Transfers Out (Operating and Non-Operating (Provide Agency and Fund Number Transferred To)	Transfer Out ) Expenditure Category				Transfer In Revenue Category	Confirmed By/Date	
Office of Policy and Budget - July 2017		Page 3	09 of 753				

### Agency Name: JAC /State Attorney Office-17th Judicial Circuit

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339011						
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date	
Department of Legal Affairs FID #2261	001510	351,356.00	487,029.00	487,029.00	104133	Kelly Coram	
	TOTAL	351,356.00	487,029.00	487,029.00		-	
Transfers Out (Operating and Non-Operating (Provide Agency and Fund Number Transferred To)	Transfer Out ) Expenditure Category				Transfer In Revenue Category	Confirmed By/Date	
,							
	-						
Office of Policy and Budget - July 2017		Page 3	10 of 753				

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2019 - 2020 Justice Administration							
Trust Fund Title:	Grants and Donations Trust Fund							
Budget Entity:	State Attorney Office - 17th Judicial Circuit 20-2-339011							
LAS/PBS Fund Number:								
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance					
Chief Financial Officer's (CFO) Cash Balance	<b>1,029,569.99</b> (A)							
ADD: Other Cash (See Instructions)	(B)							
ADD: Investments	(C)							
ADD: Outstanding Accounts Receivable	155,573.95 (D)							
ADD:	(E)							
Total Cash plus Accounts Receivable	<b>1,185,143.94</b> (F)							
LESS Allowances for Uncollectibles	(G)							
LESS Approved "A" Certified Forwards	(H)							
Approved "B" Certified Forwards	(H)							
Approved "FCO" Certified Forwards	(H)							
LESS: Other Accounts Payable (Nonoperating)	(I)							
LESS: Other Accounts Payable (SCGR)	(654.20) (J)							
Unreserved Fund Balance, 07/01/18	<b>1,184,489.74</b> (K)		**					
Notes: *SWFS = Statewide Financial Statemen	ıt							
** This amount should agree with Line year and Line A for the following year.		I for the most recent	t completed fiscal					

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 17th Judicial Circuit 20-2-339011 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,184,489.74 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **1,184,489.74** (E) **1,184,489.74** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

### SCHEDULE I TRUST FUND NARRATIVE

### FY 2019-2020 Legislative Budget Request

\*

Circuit/Office Name: State Attorney, Circuit 18

Trust Fund Name: State Attorney Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Ashley Wood

**Telephone #: 321-637-5519** 

\*

### **Revenue Estimating Methodology:**

#### **Article V Traffic Fines:**

Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 18's estimated receipts are \$300,960 for FY 2018-2019 and \$300,960 for FY 2019-2020.

#### **Cost of Prosecution-COP:**

Based on the revenues for the last half of FY 2016-2017 the average revenue was \$106,875.17. Multiplying the average by twelve months the estimated revenue is \$1,282,502.04 for FY 2018/2019 and FY 2019-2020.

### **Worthless Checks:**

Based on FY 2017-2018 the Worthless Checks has seen a steady decline and is projected for FY 2018-2019 and FY 2019-2020 at \$3500.00.

### 5 Percent State Trust Fund Reserve:

FY 2018-19 Receipts Applicable to SCGR	\$ 1,586,962
Less 8% Service Charge	\$ -126,957
= Receipts Applicable to 5% Assessment	\$ 1,460,005
x 5% State Trust Fund Reserve	\$ 73,000

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 1,586,962
x 8% Service Charge	\$ 126,957
FY 2018-19 Receipts Applicable to SCGR	\$ 1,586,962
x 8% Service Charge	\$ 126,957

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2019 - 2020 Justice Administration						
Trust Fund Title:	State Attorney Revenue Trust Fund						
Budget Entity:	State Attorneys Office-18th	Judicial Circuit					
LAS/PBS Fund Number:	20-2-058018						
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance				
Chief Financial Officer's (CFO) Cash Balance	<b>416,953.54</b> (A)						
ADD: Other Cash (See Instructions)	143.29						
ADD: Investments	(C)						
ADD: Outstanding Accounts Receivable	3,470.25 (D)						
ADD:	(E)						
Total Cash plus Accounts Receivable	<b>420,567.08</b> (F)						
LESS Allowances for Uncollectibles	(G)						
LESS Approved "A" Certified Forwards	(H)						
Approved "B" Certified Forwards	(H)						
Approved "FCO" Certified Forwards	(H)						
LESS: Other Accounts Payable (Nonoperating)	(I)						
LESS: Other Accounts Payable (SCGR)	(32,557.21) (J)						
Unreserved Fund Balance, 07/01/18	<b>388,009.87</b> (K)		*				
Notes:  *SWFS = Statewide Financial Stateme  ** This amount should agree with Lin		le I for the most recent	completed fiscal				

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-18th Judicial Circuit 20-2-058018 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 388,009.87 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) (D) A/P not C/F-Operating Categories (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **388,009.87** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **388,009.87** (F) **DIFFERENCE:** 0.00 (G)\* \*SHOULD EQUAL ZERO.

### SCHEDULE 1 TRUST FUND NARRATIVE

### FY 2019-2020 Legislative Budget Request

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney, Circuit 18

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Ashley Wood

Telephone #: 321-637-5519

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

### **Victims of Crimes Act- VOCA:**

The revenue amounts are fixed under the grant contract and are estimated to be at \$405,851.00 for FY 2018/2019 and \$425,972.00 for FY 2019/2020.

### **Violence Against Women Act- VAWA:**

The revenue amounts are fixed under the grant contract and are estimated to be \$102,170.00 in FY 2018/2019 and \$128,770.96 in FY 2019/2020.

#### **Local Ordinance Prosecution:**

The Office of the State Attorney, 18<sup>th</sup> Judicial Circuit has contracts with twenty two local law enforcement agencies in Brevard and Seminole Counties. The revenue varies with the number of cases presented to this office. Based on the 37.07 % decrease in revenues from FY 2016/2017 to FY 2017/2018 the estimated revenue is \$8,127.00 for FY 2018/2019 and \$5,120.01 for FY 2019/2020.

#### **Teen Court:**

The Office of the State Attorney, 18<sup>th</sup> Judicial Circuit received revenue for the Teen Court Program from Brevard County as authorized by F.S. 938.19 and Brevard County Ordinance 07-37. Brevard County reimburses the State Attorney Office for all fund expended on this program. Factoring in the anticipated increases to salaries and benefits and operational costs, the estimated revenues for this program are \$119,937.64 for FY 2018/2019 and \$117,342.02 for FY 2019/2020.

### SA18 Sexual Assault Victim's Services- State Grant via FCASV via OAG:

This contract has been terminated.

# **FCASV STOP Grant:**

This contract has been terminated.

# 5 Percent State Trust Fund Reserve:

FY 2018-19 Receipts Applicable to SCGR	\$ 8,127
Less 8% Service Charge	\$ -650
= Receipts Applicable to 5% Assessment	\$ 7,477
x 5% State Trust Fund Reserve	\$ 374
8 Percent Service Charge to General Revenue:	
FY 2019-20 Receipts Applicable to SCGR	\$ 5,120

1 1 2019-20 Receipts Applicable to Section	•	3,120
x 8% Service Charge	\$	410
FY 2018-19 Receipts Applicable to SCGR	\$	8,127
x 8% Service Charge	\$	650

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

### Agency Name: JAC /State Attorney Office-18th Judicial Circuit

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339009						
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date	
Department of Legal Affairs FID #2261	001510	393,177.00	405,851.00	425,972.00	104133	Kelly Coram	
	TOTAL	393,177.00	405,851.00	425,972.00			
Transfers Out (Operating and Non-Operating					Transfer In Revenue	0 ( 15 ( 5 )	
(Provide Agency and Fund Number Transferred To)	Category				Category	Confirmed By/Date	
	·						
Office of Policy and Budget - July 2017	·	Page 3	19 of 753				

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:     Justice Administration       Trust Fund Title:     Grants and Donations Trust Fund       Budget Entity:     State Attorney Office - 18th Judicial Circuit						
SWFS* djustments	Adjusted Balance					
	:					
]	or the most recent co					

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 18th Judicial Circuit 20-2-339009 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 428,975.88 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **428,975.88** (E) **428,975.88** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*

Circuit / Office Name: State Attorney, Circuit 19

Trust Fund Name: State Attorney Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Gayle W. McMahon

Telephone #: 772-462-1313

\*

### **Revenue Estimating Methodology:**

#### **Article V Traffic Fines:**

Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 19's estimated receipts are \$161,880 for FY 2018-2019 and \$161,880 for FY 2019-2020.

#### **Cost of Prosecution:**

Historically, this agency has recognized that the statutory minimum costs do not accurately reflect the true cost associated with the prosecution of a case, but this agency's policy was to request only those minimum costs in accordance with Section 938.27(8), Florida Statutes. As the Legislature has continued to gradually increase the financial burden of maintaining office operations on State Attorney Trust Funds (primarily funded through cost of prosecution), this policy is no longer viable. Therefore, we recently examined the cost of handling felony, misdemeanor and criminal traffic cases to determine a more realistic and justifiable amount. In March 2018, Costs for the state attorney were increased in all cases at no less than \$100 per case when a misdemeanor or criminal traffic offense is charged and no less than \$200 per case when a felony offense is charged, including a proceeding in which the underlying offense is a violation of probation or community control. The court may set a higher amount upon a showing of sufficient proof of higher costs incurred. Costs recovered on behalf of the state attorney are deposited into the State Attorneys Revenue Trust Fund to be used during the fiscal year in which the

funds are collected, or in any subsequent fiscal year, for actual expenses incurred in investigating and prosecuting criminal cases, which may include the salaries of permanent employees, or for any other purpose authorized by the Legislature.

In general, revenue estimates are based on historical data, current contracts, new collection methodologies and evaluation of current criminal justice activity trends. Based on receipts from previous fiscal years, we estimate collections at \$782,000 for FY 2018-19 and \$782,000 for FY 2019-20.

### **Restitution in accordance with HB 409:**

Unfortunately, we do not have historical data on which to base our receipts. To date, we have only received one receipt attributable to restitution. Based on the number of cases we have in this circuit, we are projecting \$500 in receipts.

### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 943,880
Less 8% Service Charge	\$ -75,510
= Receipts Applicable to 5% Assessment	\$ 868,370
x 5% State Trust Fund Reserve	\$ 43,419

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 943,880
x 8% Service Charge	\$ 75,510
FY 2018-19 Receipts Applicable to SCGR	\$ 943,880
x 8% Service Charge	\$ 75,510

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020  Justice Administration  Dublic Defender Payague Trust Fund					
Trust Fund Title: Budget Entity:	Public Defender Revenue Trust Fund State Attorneys Office-19th Judicial Circuit					
LAS/PBS Fund Number:	20-2-058019	Judiciai Circuit				
2.25,125 2 4.114 2 (4.115)	20 2 000019					
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	<b>340,631.98</b> (A)					
ADD: Other Cash (See Instructions)	8,056.21					
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	(D)					
ADD:	(E)					
Total Cash plus Accounts Receivable	<b>348,688.19</b> (F)					
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	(H)					
Approved "B" Certified Forwards	(H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	(I)					
LESS: Other Accounts Payable (SCGR)	(26,127.44) (J)					
Unreserved Fund Balance, 07/01/18	<b>322,560.75</b> (K)		*			
Notes:  *SWFS = Statewide Financial Stateme  ** This amount should agree with Lin		e I for the most recent	completed fiscal			

year and Line A for the following year.

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-19th Judicial Circuit 20-2-058019 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 322,560.75 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) (D) A/P not C/F-Operating Categories (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **322,560.75** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **322,560.75** (F) **DIFFERENCE:** 0.00 (G)\* \*SHOULD EQUAL ZERO.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Forfeiture and Investigative Support Trust Fund State Attorneys Office-19th Judicial Circuit 20-2-316019			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>0.36</b> (A)			
ADD: Other Cash (See Instructions)				
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>0.36</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(J)			
Unreserved Fund Balance, 07/01/18	<b>0.36</b> (K)			
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line year and Line A for the following ye	I, Section IV of the Schedule	e I for the most recent	completed fiscal	

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Forfeiture and Investigative Support Trust Fund LAS/PBS Fund Number: State Attorneys Office-19th Judicial Circuit 20-2-316019 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; **0.36** (A) GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **0.36** (E) **0.36** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: State Attorney, 19th Circuit

Trust Fund Name: Grants & Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Gayle W. McMahon

**Telephone #: 772-462-1313** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

**Stop Violence Against Women / VAWA Grant No. 19-8042-SAO**: Revenues received from VAWA Grants are based solely on current Grant awards in effect

Victims of Crime Act/VOCA - VOCA-2019-State Attorney's Office-6034: Revenues received from VOCA Grants are based solely on current Grant awards in effect

County Reimbursement for IT Personnel: Revenues received are in accordance with approved County Budgets within the circuit. Effective 10/01/2018

<u>5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General Revenue:</u> Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

\*\*We will be requesting the service charge exemption from OPB

#### **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Accounts Receivable Adjustment in the amount of \$534.

#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-19th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339020						
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date	
Department of Legal Affairs FID #2261	001510	462,400.00	535,380.00	461,291.00	104133	Kelly Coram	
	-						
	TOTAL	462,400.00	535,380.00	461,291.00			
Transfers Out (Operating and Non-Operating (Provide Agency and Fund Number Transferred To)	Transfer Out ) Expenditure Category				Transfer In Revenue Category	Confirmed By/Date	
,							
	<u> </u>						
	-						
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istration conations Trust Fund Office - 19th Judicial Circuit  as of SWFS* Adjusted 18 Adjustments Balance  (B) (C)
as of SWFS* Adjusted 18 Adjustments Balance  ,396.27 (A)
18 Adjustments Balance  ,396.27 (A)
18 Adjustments Balance  ,396.27 (A)
(B)
(C)
,039.19 (D)
(E)
,435.46 (F)
(G)
(H)
(H)
(H)
(I)
(J)
,435.46 (K)
- - - - -

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 19th Judicial Circuit 20-2-339020 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 316,435.46 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **316,435.46** (E) **316,435.46** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

\*

Circuit/Office Name: State Attorney's Office, Circuit 20

Trust Fund Name: State Attorney Revenue Trust Fund, FID# 2058

Name of Person Completing This Form: Debbie Stanbro

Telephone #: 239-533-1121

#### **Revenue Estimating Methodology:**

#### **Article V Traffic Fines:**

Projections for Article V traffic fines are based on the 2018 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney offices is projected to be \$5.7 M for FY 2018-2019 and \$5.7 M in FY 2019-2020. Using each circuit's pro-rata share of the total actual receipts for FY 2017-18, SA 20's estimated receipts are \$285,570 for FY 2018-2019 and \$285,570 for FY 2019-2020.

#### **Worthless Check:**

Businesses' serving Southwest Florida continually evolve their practices and strategy's in an effort to maximize their revenues. Many have changed their receivable practices to include greater usage of credit card services and as result there is a reduction of the acceptance of checks. During fiscal year 2014/15 our agency revised this program and brought the program in-house to serve the citizens of Southwest Florida. This program provides quicker payments to victims and established more reasonable educational fees for violators.

As the volume of checks eligible to enter this program continues to decline we have adjusted our projections accordingly.

Receipts FY2017/18 - \$2,340 \* 1.03 (increase) = FY2018/19 Receipts - \$2,410

Receipts FY2018/19 - \$2,410 \* 1.03 (increase) = FY2019/20 Receipts - \$2,483

#### **Cost of Prosecution:**

There are many factors that affect all State Attorney Office's ability to receive Cost of Prosecution revenues such as: the economy, caseload, judge's choice to award costs and the defendant's ability to pay.

During the past fiscal year, our agency instituted a new procedure for collection of Cost of Prosecution costs. Our agency will continue to aggressively pursue the receipt of Cost of Prosecution funds and we anticipate the collections within this trust fund to increase.

Receipts FY 2017-18 - \$1,000,106

Receipts FY 2018-19 - \$1,020,470

Receipts FY 2019-20 - \$1,071,493

#### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 1,408,440
Less 8% Service Charge	\$ -112,675
= Receipts Applicable to 5% Assessment	\$ 1,295,765
x 5% State Trust Fund Reserve	\$ 64,788

#### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 1,559,563
x 8% Service Charge	\$ 124,765
FY 2018-19 Receipts Applicable to SCGR	\$ 1,408,440
x 8% Service Charge	\$ 112,675

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration				
Trust Fund Title:	State Attorney Revenue Trust Fund				
Budget Entity:	State Attorneys Office-20th	Judicial Circuit			
LAS/PBS Fund Number:	20-2-058020				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>749,046.66</b> (A)				
ADD: Other Cash (See Instructions)	135.97				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>749,182.63</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(1,431.17) (I)				
LESS: Other Accounts Payable (SCGR)	(29,902.01) (J)				
Unreserved Fund Balance, 07/01/18	717,849.45 (K)		*		
Notes:  *SWFS = Statewide Financial Stateme  ** This amount should agree with Lin		e I for the most recent	completed fiscal		

year and Line A for the following year.

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: State Attorney Revenue Trust Fund LAS/PBS Fund Number: State Attorneys Office-20th Judicial Circuit 20-2-058020 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 717,849.45 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) SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) (D) A/P not C/F-Operating Categories (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **717,849.45** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **717,849.45** (F) **DIFFERENCE:** 0.00 (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney's Office, Circuit 20

Trust Fund Name: Civil RICO Trust Fund, FID# 2095

Name of Person Completing This Form: Debbie Stanbro

Telephone #: 239-533-1121

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

There were no revenues in this fund in FY 2017-18, nor are there any expected revenues in the future. The balance in this fund is \$304.52.

#### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Civil RICO Trust Fund State Attorneys Office-20th Judicial Circuit - Department 20-2-095001			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	304.52 (A)			
ADD: Other Cash (See Instructions)				
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>304.52</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(J)			
Unreserved Fund Balance, 07/01/18	304.52 (K)			
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line year and Line A for the following ye	I, Section IV of the Schedule	e I for the most recent	t completed fiscal	

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Civil RICO Trust Fund LAS/PBS Fund Number: Justice Administration Departmental **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 304.52 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **304.52** (E) **304.52** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: State Attorney's Office, Circuit 20

Trust Fund Name: Forfeiture and Investigative Support Trust Fund

FID# 2316

Name of Person Completing This Form: Debbie Stanbro

**Telephone #: 239-533-1117** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

#### FIST:

There were limited revenues in FY 2017-2018. The fund balance is \$20,202. There is no reason to expect any new revenue in this fund.

#### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Forfeiture and Investigative Support Trust Fund State Attorneys Office-20th Judicial Circuit 20-2-316020			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>20,201.88</b> (A)			
ADD: Other Cash (See Instructions)				
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>20,201.88</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(J)			
Unreserved Fund Balance, 07/01/18	<b>20,201.88</b> (K)			
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	e I for the most recent	t completed fiscal	

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Forfeiture and Investigative Support Trust Fund LAS/PBS Fund Number: State Attorneys Office-20th Judicial Circuit 20-2-316020 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 20,201.88 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **20,201.88** (E) **0.3**6 (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 20,201.52** (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: State Attorney's Office, 20th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Debbie Stanbro

**Telephone #: 239-533-1117** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

1. **Victim of Crime Acts (VOCA)** - The revenue amount of \$235,762 is fixed under contract VOCA-2017-State Attorney's Office, 00161 for FY18/19. It is anticipated that funding for VOCA will increase to \$246,146 for FY19/20.

- 2. **Stop Violence Against Women (VAWA)** The revenue amount of \$151,417 is fixed under contract 19-8043-SAO for FY18/19. For FY19/20, the revenues are based on current funding levels since future funding through this grant is uncertain.
- 3. Lee County Jail/Early Case Resolution (ERC) The projected revenue amounts for the Lee County Jail position for FY18/19 and 19/20 are based on an Annual Inter-local Agreement with the Board of County Commissioners of Lee County. The amount is based on the salaries and benefits of the personnel who work under this grant position.
- 4. **Local Ordinance Prosecution** The revenue amounts for Ordinance Prosecution are based on Inter-local Agreements with Charlotte, Collier, Hendry and Lee counties as well as other local municipalities for prosecution of municipal ordinances. Municipal ordinances are billed at \$50 per ordinance. We estimate to receive approximately \$2,500 from each county for FY18/19 and FY19/20.
- 5. **Lee County File Clerk** The projected revenue amounts for the Lee County File Clerk position for FY18/19 and 19/20 are based on an Annual Inter-local Agreement with the Board of County Commissioners of Lee County. The amount is based on the salaries and benefits of the person who works under this grant position.

- 6. **Lee County Drug Court** The projected revenue amounts for the Lee County Drug Court positions for FY18/19 and 19/20 are based on an Annual Inter-local Agreement with the Board of County Commissioners of Lee County. The amount is based on the salaries and benefits of the personnel who work under this grant position.
- 7. **Lee Co. BCC Ordinance** The projected revenue amounts for the Lee County BCC Ordinance position for FY18/19 and 19/20 are based on an Annual Inter-local Agreement with the Board of County Commissioners of Lee County. The amount is based on the salaries and benefits of the person who works under the grant position.
- 8. **County Information Technology** The projected revenue amounts for the County Data Processing grant for FY18/19 and FY19/20 are based on Annual Inter-local Agreements with Charlotte, Collier and Lee Counties. The amount of revenues is based on the salaries and benefits of the personnel who work under these grant positions.
- 9. **Collier Jail Reduction** The projected revenue amounts for the Collier Fast Track position for FY18/19 and FY19/20 are based on an Inter-local Agreement with the Board of County Commissioners of Collier County. The amount of revenues is based on the salaries and benefits of the person who works under this grant position.
- 10. **Charlotte Mental Health Court** The projected revenue amounts for the Mental Health Court position for FY18/19 and FY19/20 are based on an Inter-local Agreement with the Board of County Commissioners of Charlotte County. The amount of revenues is based on the salaries and benefits of the person who works under this grant position.
- 11. **Tax Collection Recovery Program** This beneficial program that our agency entered into with the Department of Revenue and the Florida Association of Centers for Independent Living per Florida Statute 413.402, has addressed the vital need of recovering tax dollars that are due the citizens of Southwest Florida. Contractually the SAO's yearly portion will be \$75,000 based on the contract with Department of Revenue and the Florida Association for Centers for Independent Living. The future potential collections are estimated to be over \$23 million.
- 12. **Stop Violence Against Women (VAWA)** FCASV The revenue amount of \$55,490 is fixed under contract 17STO67 for FY18/19. For FY19/20, the revenues are based on current funding levels since future funding through this grant is uncertain.

- 13. **Prosecution of Insurance Fraud** Our agency was granted this program in the 16/17 fiscal year to work with the Division of Insurance Fraud to assist with prosecuting insurance fraud. The revenues are based on the appropriation of funds of \$142,500 awarded by the Legislature.
- 14. **Collier Specialty Court** The projected revenue amounts for the Collier County Specialty Court position for FY18/19 and FY19/20 are based on an Interlocal Agreement with the Board of County Commissioners of Collier County. The amount of revenues is based on the salaries and benefits of the person who works under this grant position.
- 15. **Collier County Sheriff SFLHIDTA -** The projected revenue amounts for the Collier County Sheriff SFLHIDTA position for FY18/19 and FY19/20 are based on an Inter-local Agreement with the Collier County Sheriff's Office. The amount of revenues is based on the amount allocated for a prosecutor processing cases under the SFLHIDTA grant.

#### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 10,000
Less 8% Service Charge	\$ -800
= Receipts Applicable to 5% Assessment	\$ 9,200
x 5% State Trust Fund Reserve	\$ 460

#### 8 Percent Service Charge to General Revenue:

FY 2019-20 Receipts Applicable to SCGR	\$ 10,000
x 8% Service Charge	\$ 800
FY 2018-19 Receipts Applicable to SCGR	\$ 10,000
x 8% Service Charge	\$ 800

#### **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Accounts Receivable Adjustment in the amount of \$1,100.

#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

#### Agency Name: JAC /State Attorney Office-20th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Donations Trust Fund 20 2 339021					
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 16-17 (A01)	Amount FY 17-18 (A02)	Amount FY 18-19 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Financial Services FID #2393	001500	146,820.93	142,444.00	142,444.00	100522	Sarah Goodman 10/16/18
Department of Financial Services FID #2795	001500	0.00	0.00	0.00	100526	Sarah Goodman 10/16/18
TOTAL	·	146,820.93	142,444.00	142,444.00		
Transfers Out (Operating and Non-Operating (Provide Agency and Fund Number Transferred To)	Transfer Out ) Expenditure Category				Transfer In Revenue Category	Confirmed By/Date
Office of Policy and Budget - July 2016		Page 3	46 of 753			

#### Executive Office of the Governor Inter-Agency Transfers Reported on Schedule I

Agency Name: JAC /State Attorney Office-20th Judicial Circuit

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :	Grants and Don	ations Trust Fund				
Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 17-18 (A01)	Amount FY 18-19 (A02)	Amount FY 19-20 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Legal Affairs FID #2261	001510	180,128.00	235,762.00	246,146.00	104133	Kelly Coram
	<del>-</del>					
	TOTAL	180,128.00	235,762.00	246,146.00		
Transfers Out (Operating and Non-Operating					Transfer In Revenue	Confirmed BullDate
(Provide Agency and Fund Number Transferred To)	Category				Category	Confirmed By/Date
Office of Policy and Budget - July 2017		Page 3	47 of 753			

Department Title:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund State Attorney Office - 20th Judicial Circuit						
Trust Fund Title:							
Budget Entity:							
LAS/PBS Fund Number:	20-2-339021						
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance				
Chief Financial Officer's (CFO) Cash Balance	<b>48,307.82</b> (A)						
ADD: Other Cash (See Instructions)	(B)						
ADD: Investments	(C)						
ADD: Outstanding Accounts Receivable	53,241.31 (D)						
ADD:	(E)						
Total Cash plus Accounts Receivable	<b>101,549.13</b> (F)						
LESS Allowances for Uncollectibles	(G)						
LESS Approved "A" Certified Forwards	(H)						
Approved "B" Certified Forwards	(H)						
Approved "FCO" Certified Forwards	(H)						
LESS: Other Accounts Payable (Nonoperating)	(I)						
LESS: Other Accounts Payable (SCGR)	(372.00) (J)						
Unreserved Fund Balance, 07/01/18	<b>101,177.13</b> (K)		:				
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	nt e I, Section IV of the Schedule	I for the most recent	t completed fiscal				

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Grants and Donations Trust Fund LAS/PBS Fund Number: State Attorney Office - 20th Judicial Circuit 20-2-339021 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 101,177.13 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absenses (D) (D) (D) **101,177.13** (E) ADJUSTED BEGINNING TRIAL BALANCE: **101,177.13** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

## **Budget Entity Level Exhibits or Schedules**

## **Public Defenders** Trial Division

Budget Entities: 21600100 through 21602000

# Public Defenders Schedule I Series

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Public Defender Revenue Trust Fund Public Defender Office - 1st Judicial Circuit 20-2-059001					
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	133,824.89 (A)					
ADD: Other Cash (See Instructions)	56.75					
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	(D)					
ADD:	(E)					
Total Cash plus Accounts Receivable	<b>133,881.64</b> (F)	0				
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	(4,531.80) (H)					
Approved "B" Certified Forwards	(H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	(I)					
LESS: Other Accounts Payable (SCGR)	(J)					
Unreserved Fund Balance, 07/01/18	129,349.84 (K)	0	*			
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line		· I for the most reco	ent completed fiscal			

year and Line A for the following year.

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Public Defender Revenue Trust Fund LAS/PBS Fund Number: Public Defender Office - 1st Judicial Circuit 20-2-059001 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 129,349.84 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **129,349.84** (E) **129,349.84** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 1st Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Kimberly A. Weekley,

**Administrative Director** 

Telephone #: 850-595-4100, ext. 245

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

#### **Ordinance Defense:**

The Public Defender's Office, First Judicial Circuit contracts with Escambia County, Santa Rosa County, City of Pensacola and the City of DeFuniak Springs for the agency to defend citizens violating the local ordinances of the city and county. Current contracts are \$50 per case. Cases are projected to continue around 100 per year, totaling \$5,000.

#### **County IT:**

The Public Defender's Office, First Judicial Circuit estimates reimbursement for two information technology personnel, as related to Florida Statute 29.008. Projected reimbursements include a 3% increase factor and are as follows:

FY 2018-19 - \$157,446.84

FY 2019-20 - \$162,170.25

#### **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 2,000
Less 8% Service Charge	\$ -160
= Receipts Applicable to 5% Assessment	\$ 1,840
x 5% State Trust Fund Reserve	\$ 92

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 2,000
x 8% Service Charge	\$ 160
FY 2018-19 Receipts Applicable to SCGR	\$ 2,000
x 8% Service Charge	\$ 160

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund Public Defender Office - 1st Judicial Circuit 20-2-339023					
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	17,730.94 (A)					
ADD: Other Cash (See Instructions)	(B)					
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	14,845.92 (D)					
ADD:	(E)					
Total Cash plus Accounts Receivable	<b>32,576.86</b> (F)					
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	(H)					
Approved "B" Certified Forwards	(H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	(I)					
LESS: Other Accounts Payable (SCGR)	_ (J)					
Unreserved Fund Balance, 07/01/18	<b>32,576.86</b> (K)					
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal			

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 1st Judicial Circuit 20-2-339023 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 32,576.86 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **32,576.86** (E) **32,576.86** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 1st Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Prepared by: Kimberly A. Weekley, Administrative Director

Telephone #: 850-595-4100, ext. 245

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

The Indigent Criminal Defense Trust Fund was established on January 1, 1997. Throughout the history of collections, with the exception of two years, there has been no year where total collections were less than the previous year. Monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to determine the reason for the disparity. Projections were made based on this documented data collection.

There have been no new policies or laws since 2009 to generate additional collections. Based upon these key indicators, estimated growth is minimal.

	Actual		Estimate	
	FY 2017- 2018		FY 2018- 2019	FY 2019- 2020
Fees	\$507,604		\$510,000	\$510,000
Restitution	\$434,671	_	\$440,000	\$440,000
	\$942,275	•	\$950,000	\$950,000

**Article V Traffic Fines:** The office is using the estimates determined at the May 30, 2018 Article V Revenue Estimating Conference of \$78,432 for both FY 2018 – 2019 and FY 2019 – 2020

#### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 588,432
Less 8% Service Charge	\$ -47,075
= Receipts Applicable to 5% Assessment	\$ 541,357
x 5% State Trust Fund Reserve	\$ 27,068

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 588,432
x 8% Service Charge	\$ 47,075
FY 2018-19 Receipts Applicable to SCGR	\$ 588,432
x 8% Service Charge	\$ 47,075

#### **Explanation of Schedule I, Section III Accounting Adjustments:**

2017Accounts Receivable write-off in the amount of -\$5,225

2017 Non-Certified Forward Accounts Payable Adjustment in the amount of \$808

seTrust Fund 1st Judicial Circuit  SWFS* Adjusted
1st Judicial Circuit
SWFS* Adjusted
SWFS* Adjusted
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# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 1st Judicial Circuit 20-2-974001 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,443,991.69 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **1,443,991.69** (E) **1,443,991.69** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

Budget Period: 2019 - 2020 Department Title: Justice Administration			
Trust Fund Title:	Public Defender Revenue Tru	ust Fund	
Budget Entity:	Public Defender Office - 2nd		
LAS/PBS Fund Number:	20-2-059002		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	105,088.46 (A)		
ADD: Other Cash (See Instructions)	39.31 (B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	0 (D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>105,127.77</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	0 (H)		
Approved "B" Certified Forwards	0 (H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(J)		
Unreserved Fund Balance, 07/01/18	<b>105,127.77</b> (K)		k
Unreserved Fund Balance, 07/01/18  Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line  year and Line A for the following year	nt e I, Section IV of the Schedule	I for the most recent	t completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund LAS/PBS Fund Number: Public Defender Office - 2nd Judicial Circuit 20-2-059002 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 105,127.77 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **105,127.77** (E) **105,127.77** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

#### SCHEDULE I TRUST FUND NARRATIVE FORM

#### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: Public Defender, 2nd Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Lori Hocking

Telephone #: 850-606-1012

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#### **Revenue Estimating Methodology:**

Revenue estimations are based on an agreement between Big Bend Community Based Care and Public Defender, 2<sup>nd</sup> Judicial Circuit to provide services on a contracted basis for juvenile clients who meet eligibility requirements for Team Child Services. We anticipate that this contract will renew and funding will be provided. It is estimated that this contract will be for \$65,674.00

In Fiscal Year 2018-2019, Big Bend Community Based Care, has agreed to fund an additional grant position, as of this writing, details of the agreement are still being finalized. The amount of this new grant position is \$50,000.00.

With the addition of the new grant, this brings our total funding from Big Bend Community Based Care to \$115,674.00.

Revenue estimations are based on an agreement between Leon County and the Office of the Public Defender, 2<sup>nd</sup> to provide daily legal representation at first appearance for indigent individuals. It is estimated that the contract will be for \$37,000.00.

#### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 37,000
Less 8% Service Charge	\$ -2,960
= Receipts Applicable to 5% Assessment	\$ 34,040
x 5% State Trust Fund Reserve	\$ 1,702

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 37,000
x 8% Service Charge	\$ 2,960
FY 2018-19 Receipts Applicable to SCGR	\$ 37,000
x 8% Service Charge	\$ 2,960

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund Public Defender Office - 2nd Judicial Circuit 20-2-339022		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>5,478.00</b> (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>5,478.00</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(J)		
Unreserved Fund Balance, 07/01/18	<b>5,478.00</b> (K)		
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 2nd Judicial Circuit 20-2-339022 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 5,478.00 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **5,478.00** (E) **5,478.00** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 2nd Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Lori Hocking

**Telephone #: 850-606-1012** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

#### **Background**

The ICDTF was established on January 1, 1995 and now there exists a twenty (20) year history of collections. Secondly, monthly collection data is compiled, distributed, and monitored monthly. If there is a negative change in collections, efforts are immediately put in place to determine why a reduction occurred. Most of the time when a monthly collection is substantially less, the Clerk's office has made an error in reporting the collections accurately and it is subsequently corrected. The projections were made on the basis of historical data.

In Fiscal Year 2011/2012 Leon County abolished a dedicated collections court and withdrew all outstanding writs that had been issued for failure to appear at a collections court hearing. In Fiscal Year 2012/2013 our office implemented procedures to offset the changes in collections court made by Leon County.

### Methodology

To continue the increase in collections seen in Fiscal Year 2015/2016 we will continue to implement the following procedures for collections which include but are not limited to:

- 1) Setting up very low monthly payment plans for clients who cannot afford bulk payments
- 2) Being more proactive in contacting clients at the beginning of their cases to urge them to pay the \$50 application fee up front.

- 3) We are now including language in all of our contact letters reminding clients of the \$50 PD application fee, and providing clear instructions on how to submit payments.
- 4) Implementing procedures that direct employees of the Public Defender's Office to facilitate applications to ensure they are submitted and docketed properly with the clerk, and provide critical information on how to make their payments. (e.g. support staff at first appearance.)

#### **Data Analysis**

Fiscal Year 2017-2018 Indigent Criminal Defense Trust Fund total revenue showed a decrease from Fiscal Year 2016-2017 revenue by \$ 11,282.21.

Economic conditions have resulted in a reduction in revenue collections over the past four years of \$ (-4,033.97).

#### **Conclusion**

Based on this data, and our continued efforts to increase collections, we are optimistic that we will see an uptick in fiscal year 2018-2019, as well as the 2019/2020 fiscal year.

**Article V Traffic Fines:** The office is using the estimates determined at the May 30, 2018 Article V Revenue Estimating Conference of \$75,627 for both FY 2018 – 2019 and FY 2019 – 2020.

#### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$291,318
Less 8% Service Charge	-\$23,305
= Receipts Applicable to 5% Assessment	\$268,013
x 5% State Trust Fund Reserve	\$13,401

## **8 Percent Service Charge to General Revenue:**

\$291,318
\$23,305
\$333,328
\$26,666

# **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Certified Forward Encumbrance in the amount of \$5,451

SWFS*   Adjusted
der Office - 2nd Judicial Circuit  as of SWFS* Adjusted Balance  2,181.59 (A)
Adjustments   Balance
Adjustments   Balance
(B) (C) (D) (E) (E) (D)
(C) (D) (E) (E) (D)
(D) (E) (E)
(E)
,181.59 (F)
(G)
(288.66) (H)
2,615.00) (H)
(H)
(I)
5,086.20) (J)
3,191.73 (K)
5

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 2nd Judicial Circuit 20-2-974002 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 205,806.73 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (2,615.00) (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **203,191.73** (E) **203,191.73** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

SWFS* Adjustments  A)  B)	Adjusted Balance
3)	
2)	
	·
D)	
E)	
F)	
G)	
H)	
-H)	
H)	
)	
)	
	:
	(I)

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund Public Defender Office - 3rd Judicial Circuit LAS/PBS Fund Number: 20-2-059003 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 63,899.45 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **63,899.45** (E) **63,899.45** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

#### SCHEDULE I TRUST FUND NARRATIVE FORM

#### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 3<sup>rd</sup> Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Gordon Summers

**Telephone #: 386-758-0540** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology**

ICDTF collections have been on a steady decline as a source of revenue.

The total receipts collected in FY 2017-18 were \$285,770.00.

The receipts from the PD application fee have remained fairly constant.

PD3 estimates receipts for FY 2018-19 will be: \$280,000.00.

PD Attorney Fees @ \$49.00 per case: \$105,000.00.

Restitution Fees: \$175,000.00.

PD3 estimates receipts for FY 2019-20 will be: \$275,000.00.

PD Attorney Fees @ \$49.00 per case: \$105,000.00.

Restitution Fees: \$170,000.00.

**Article V Traffic Fines:** The office is using the estimates determined at the May 30, 2018 Article V Revenue Estimating Conference of \$22,061 for both FY 2018 – 2019 and FY 2019 – 2020.

#### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 127,061
Less 8% Service Charge	\$ -10,165
= Receipts Applicable to 5% Assessment	\$ 116,896
x 5% State Trust Fund Reserve	\$ 5,845

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 127,061
x 8% Service Charge	\$ 10,165
FY 2018-19 Receipts Applicable to SCGR	\$ 127,061
x 8% Service Charge	\$ 10,165

# **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Encumbrance in the amount of \$18,606

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Criminal DefenseTrust Fund Public Defender Office - 3rd Judicial Circuit 20-2-974003		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>499,133.08</b> (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>499,133.08</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(3,417.86) (J)		
Unreserved Fund Balance, 07/01/18	<b>495,715.22</b> (K)		
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 3rd Judicial Circuit 20-2-974003 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 495,715.22 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **495,715.22** (E) **495,715.22** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

Department Title: Frust Fund Title: Budget Entity: AS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Public Defender Revenue Tra Public Defender Office - 4th 20-2-059004					
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	121,580.83 (A)					
ADD: Other Cash (See Instructions)	76.84 (B)					
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	0 (D)					
ADD:	(E)					
otal Cash plus Accounts Receivable	<b>121,657.67</b> (F)					
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	0 (H)					
Approved "B" Certified Forwards	0 (H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	(I)					
LESS: Other Accounts Payable (SCGR)	(J)					
nreserved Fund Balance, 07/01/18	<b>121,657.67</b> (K)					

year and Line A for the following year.

Office of Policy and Budget - June 2018

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund LAS/PBS Fund Number: Public Defender Office - 4th Judicial Circuit 20-2-059004 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 121,657.67 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **121,657.67** (E) **121,657.67** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office: Office of the Public Defender, 4th Judicial Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Denise K. Ostertag

Telephone #: 904-255-4603

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

- 1. Ordinance Defense Contract Revenue estimates are based on a contract (Memorandum of Understanding) with Duval County for the Public Defender's Office, 4<sup>th</sup> Judicial Circuit, to defend citizens violating the local county ordinances. Contracted rate is \$50/hour for misdemeanors and \$100 per hour for felonies, based on 15 minute increments, with a one hour minimum. The contract maximum is \$30,000 per year for Duval County. There is no maximum for Nassau County; however, income from that small county is minimal.
- 2. County IT Contract estimates are based on the amounts of current salaries and benefits for the agency Information Technology staff for which Duval, Clay, and Nassau counties have agreed to compensate the Public Defender's Office, 4<sup>th</sup> Circuit. The compensation is budgeted from the FL. Statute 28.24 revenue budgets of those counties. The total reimbursable annual compensation is split between the counties on the basis of FTEs in each of the Duval, Clay, and Nassau County offices served by the 4<sup>th</sup> Judicial Circuit. Revenue for FY 2018-2019 is estimated at \$264,448 which includes revenue from the previous year that lags due to the varying fiscal years of each county. The estimate for FY 2019-2020 of \$ 278,949 includes a slight anticipated increase in benefits which will be factored into the salary/benefit reimbursements.

# 5 Percent State Trust Fund Reserve: EV 2018 10 Pagaints Applicable to SCGR 20 000

FY 2018-19 Receipts Applicable to SCGR	\$ 20,000
Less 8% Service Charge	\$ -1,600
= Receipts Applicable to 5% Assessment	\$ 18,400
x 5% State Trust Fund Reserve	\$ 920
8 Percent Service Charge to General Revenue:	

## 8

FY 2019-20 Receipts Applicable to SCGR	\$ 20,000
x 8% Service Charge	\$ 1,600
FY 2018-19 Receipts Applicable to SCGR	\$ 20,000
x 8% Service Charge	\$ 1,600

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust I Public Defender Office - 4th 20-2-339024		al Circuit			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	143,373.61 (A)					
ADD: Other Cash (See Instructions)	(B)					
ADD: Investments	(C)					
ADD: Outstanding Accounts Receivable	58,909.00 (D)					
ADD:	(E)					
Total Cash plus Accounts Receivable	<b>202,282.61</b> (F)					
LESS Allowances for Uncollectibles	(G)					
LESS Approved "A" Certified Forwards	(H)					
Approved "B" Certified Forwards	(H)					
Approved "FCO" Certified Forwards	(H)					
LESS: Other Accounts Payable (Nonoperating)	(I)					
LESS: Other Accounts Payable (SCGR)	(418.12) (J)					
Unreserved Fund Balance, 07/01/18	<b>201,864.49</b> (K)					
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal			

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 4th Judicial Circuit 20-2-339024 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 201,864.49 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **201,864.49** (E) **201,864.49** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 4th Judicial Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Denise K. Ostertag

**Telephone #: 904-255-4603** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

The Indigent Criminal Defense Trust Fund was established on January 1, 1997 and now there exists a 20+ year history of collections. Monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are in place to immediately determine out why this has happened. In some cases, where the monthly collection is reduced, the difference is the result of overlap of deposits between two months and it is subsequently corrected. Based on this documented data collection, the projections were made.

With the Public Defender's Office, 4<sup>th</sup> Judicial Circuit defending an average of approximately 36,000 cases per year, the potential receipts on the \$50 application fee alone are over \$1.58M (based on \$50 per case less \$2 Court split and the 8% service charge). While the agency realizes that collecting 100% of receivables is unrealistic, with increased collection efforts, there is room for growth from the 23.3% collected in PD application fees in FY 17-18. The Clerk's Office has initiated an aggressive collections program for outstanding debts which should increase agency revenue during the current and future Fiscal Years. After a slight decrease in Public Defender application fee collection during the 17-18 Fiscal Year, and with the implementation of these enhancements and a currently robust economy, the agency has set the goal of increasing PD application fee collections by an additional 20% in the current fiscal year. In actuality, this would bring revenue in this area only slightly above the level generated during the previous Fiscal Years. The agency then projects an additional 20% the following year which would bring collections to at least 38.6% of the potential.

In addition, based on a recent analysis of collections, the agency determined that the best opportunity for increasing revenue in ICDTF is in the area of Attorney Fees (001204/Fines). The rate of collection of Attorney Fees currently stands at a low of 35.1%. If PD-04 collected the average statewide attorney fees (\$54.16), ICDTF collections would increase by over \$200,000. The Public Defender, a former judge himself, has committed to encouraging his former colleagues on the bench to assist us in increasing this rate of collection. We are projecting a 40% increase in this area for FY 2018-19 and an additional 45% increase in FY 2019-2020. This would increase the rate of collection in this revenue area to 39.8%. The Office also projects the sale of two (2) surplus vehicles in FY 2018-2019 and one (1) surplus vehicle in FY 2019-2020.

The Public Defender Revenue Trust Fund was merged with the Indigent Criminal Defense Trust Fund in the FY 2018-19 budget. The estimated receipts were calculated during the May 30, 2018 Article V Revenue Estimating Conference and are distributed throughout the 20 circuits based on a set formula. The Public Defender's Office, 4<sup>th</sup> Judicial Circuit receives 4.43% of the total collections. These estimated figures are reflected in the FY 19-20 ICDTF Schedule I Narrative. The PDO anticipates higher collections in this fund in FY 19-20 since the estimated figure is 24% lower than actual collections in FY 17-18.

				xpected stimated	E	stimated	Expected stimated	Expected Estimated
	I	Actual FY 17/18		ncrease 20/40%		Receipts TY 18/19	ncrease 20/45%	Receipts FY 19/20
<b>ICDTF</b>								
Fees	\$	369,639	\$	73,928	\$	443,567	\$ 88,713	\$ 613,186
Restitution	\$	199,949	\$	79,980	\$	279,929	\$ 125,968	\$ 405,897
Non-Recur.					\$	10,000		\$ 5,000
Traffic Fines	\$	162,612			\$	124,007		\$ 124,007
Restitution	\$	250			\$	250		\$ 250
TOTAL	\$	732,450	-		\$	857,753		\$ 1,148,340

### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 577,574
Less 8% Service Charge	\$ -46,206
= Receipts Applicable to 5% Assessment	\$ 531,368
x 5% State Trust Fund Reserve	\$ 26,568

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 737,193
x 8% Service Charge	\$ 58,975
FY 2018-19 Receipts Applicable to SCGR	\$ 577,574
x 8% Service Charge	\$ 46,206

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Criminal DefenseTruefender Office - 4th 3 (004)  Innce as of (30/2018)  426,902.63 (A) (B) (C) (D) (E)	SWFS* Adjustments	Adjusted Balance
(a) (a) (b) (c) (c) (d) (d) (d) (e) (e) (e) (e) (e) (e) (e) (e) (e) (e	SWFS*	-
(C) (D)		-
(C) (D)		-
(B) (C) (D)		
(C) (D)		
(D)		
(E)		
<b>426,902.63</b> (F)		
(G)		
(4,394.48) (H)		
(H)		
(H)		
(I)		
(12,134.04) (J)		
<b>410,374.11</b> (K)		
	(G) (H) (H) (H) (I) (I2,134.04) (J) (K)	(G) (4,394.48) (H) (H) (H) (I) (12,134.04) (J)

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 4th Judicial Circuit 20-2-974004 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 410,374.11 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **410,374.11** (E) **410,374.11** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

Department Title:       Justice Administration         Trust Fund Title:       Public Defender Revenue Trust Fund					
Judicial Circuit					
SWFS* Adjustments	Adjusted Balance				
	*				
	e I for the most recent				

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund Public Defender Office - 5th Judicial Circuit LAS/PBS Fund Number: 20-2-059005 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 73,199.98 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **73,199.98** (E) **73,199.98** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender, 5th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Karen Cihoski

**Telephone #: 352-742-4378** 

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#### **Revenue Estimating Methodology for Ordinance Violation 000100**

Due to improved monitoring of staff compliance on Ordinance Violation billing and collections circuit wide, collections for both current year and LBR request year are anticipated to be around \$1,500 per year.

#### **Revenue Estimating Methodology for County IT Grant 000810**

In FY15-16 and subsequently in FY16-17 this agency has contracted with the Marion, Lake, Hernando and Citrus County Board of County Commissioners to reimburse the State of Florida for Information Technology staff positions in all four (4) Counties and Early Intervention staff positions in Marion and Lake Counties.

Collections are based on budget distribution agreements with each county. Current year and LBR request year collections include Salary & Benefit funding as follows:

Current Year: LBR Request Year:

Total:	\$871,219.25	Total:	\$880,772
Citrus	\$ 39,062.00	<u>Citrus</u>	\$ 39,348
Hernando	\$105,264.00	Hernando	\$105,396
Lake	\$397,471.25	Lake	\$404,356
Marion	\$329,422.00	Marion	\$331,672

# 5 Percent State Trust Fund Reserve: EV 2018 10 Pagaints Applicable to SCGP

FY 2018-19 Receipts Applicable to SCGR	\$ 1,500
Less 8% Service Charge	\$ -120
= Receipts Applicable to 5% Assessment	\$ 1,380
x 5% State Trust Fund Reserve	\$ 69

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 1,500
x 8% Service Charge	\$ 120
FY 2018-19 Receipts Applicable to SCGR	\$ 1,500
x 8% Service Charge	\$ 120

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund Public Defender Office - 5th Judicial Circuit 20-2-339043		
Trust Fund Title:			
Budget Entity:			
LAS/PBS Fund Number:			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	123,999.79 (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>123,999.79</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(J)		
Unreserved Fund Balance, 07/01/18	123,999.79 (K)		
Unreserved Fund Balance, 07/01/18  Notes:  *SWFS = Statewide Financial Statement ** This amount should agree with Line year and Line A for the following year	nt e I, Section IV of the Schedule	I for the most recent	t completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 5th Judicial Circuit 20-2-339043 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 123,999,79 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **123,999.79** (E) **123,999.79** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 5th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Karen Cihoski

Telephone #: 352-742-4378

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

This agency closely monitors Indigent Criminal Defense Trust Fund revenue collections on a monthly basis. Collections increased annually since the inception of ICDTF in 1997. However, in FY16-17 collections decreased by roughly \$80,000. Anticipated collection figure of \$1,395,000 per year is based on a five-year collection average of the original two (2) funding sources for this trust fund

FY 13-14 annual revenue was \$1,310,227 (a 10.4% increase over prior year); in FY 14-15 annual revenue was \$1,409,276 (a 7.6% increase over prior year); in FY 15-16 annual revenue was \$1,470,414 (a 4.3% increase over prior year); in FY16-17 annual revenue was \$1,391,818 (a 5.35% decrease); in FY17-18 annual revenue had increased to 1,486,645.

Beginning in FY18-19 the Public Defender Revenue Trust Fund was merged with the Indigent Criminal Defense Trust fund. The Article V Traffic Assessment for our agency is \$88,537 per year with the ID Theft surcharge averaging roughly \$1,000 in collections per year.

Current year revenue estimate of \$123,711 per month, and LBR estimate of \$123,711 per month are based on an assessment that revenue collections are likely to remain static.

\$123,711 x 12 Months = \$1,484,537 - FY 2018-19 Estimated Revenue \$123,711 x 12 Months = \$1,484,537 - FY 2019-20 Estimated Revenue

### **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 598,537
Less 8% Service Charge	\$ -47,883
= Receipts Applicable to 5% Assessment	\$ 550,654
x 5% State Trust Fund Reserve	\$ 27,533

### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 598,537
x 8% Service Charge	\$ 47,883
FY 2018-19 Receipts Applicable to SCGR	\$ 598,537
x 8% Service Charge	\$ 47,883

### **Explanation of Schedule I, Section III Accounting Adjustments**

N/A

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Criminal DefenseTrust Fund Public Defender Office - 5th Judicial Circuit 20-2-974005		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>649,524.63</b> (A)		
ADD: Other Cash (See Instructions)	12833 (B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>662,358.06</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(27,500.00) (H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: A/P not C/F-Operating Categories	(I)		
LESS: Other Accounts Payable (SCGR)	(14,618.44) (J)		
Unreserved Fund Balance, 07/01/18	<b>620,239.62</b> (K)		**

year and Line A for the following year.

Office of Policy and Budget - June 2018

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 5th Judicial Circuit 20-2-974005 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 620,239.62 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **620,239.62** (E) **620,239.62** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Public Defender Revenue Trust Fund Public Defender Office - 6th Judicial Circuit 20-2-059006			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	372,753.96 (A)			
ADD: Other Cash (See Instructions)	103.75 (B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	0 (D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>372,857.71</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(9,979.20) (H)			
Approved "B" Certified Forwards	0 (H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	- (J)			
Unreserved Fund Balance, 07/01/18	362,878.51 (K)			
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line year and Line A for the following ye	e I, Section IV of the Schedule	I for the most recent	completed fiscal	

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund LAS/PBS Fund Number: Public Defender Office - 6th Judicial Circuit 20-2-059006 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 362,878.51 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **362,878.51** (E) **362,878.51** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender, 6th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Brian Solka

Telephone #: 727-464-8024

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

Estimates are based on approved contracts for 2018-2019 with Pinellas County for IT (\$54,370), ITP (\$140,580), CJMHSA Reinvestment Grant (\$60,000), Case Manager (\$68,400), 2 Case Managers (\$140,000) and with the Pinellas County Sheriff for Homeless Outreach (\$124,898).

Estimates for 2019-2020 funds are based on anticipated re-approvals of contracts with Pinellas County for IT (\$56,762), ITP (\$146,766), CJMHSA Reinvestment Grant (\$60,000), Case Manager (\$71,410), 2 Case Managers (\$146,160) and with the Pinellas County Sheriff for Homeless Outreach (\$124,898).

#### **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 194,950
Less 8% Service Charge	\$ -15,596
= Receipts Applicable to 5% Assessment	\$ 179,354
x 5% State Trust Fund Reserve	\$ 8,968

### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 203,528
x 8% Service Charge	\$ 16,282
FY 2018-19 Receipts Applicable to SCGR	\$ 194,950
x 8% Service Charge	\$ 15,596

<b>Explanation of Schedule I, Section III Accounting Adjustments:</b>	
None applicable.	

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund Public Defender Office - 6th Judicial Circuit 20-2-339027			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	324,402.01 (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>324,402.01</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(J)			
Unreserved Fund Balance, 07/01/18	324,402.01 (K)			
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal	

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 6th Judicial Circuit 20-2-339027 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 324,402.01 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **324,402.01** (E) **324,402.01** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 6th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Brian Solka

**Telephone: 727-464-8024** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### Revenue Estimating Methodology (use additional pages if necessary)

The Indigent Criminal Defense Fund was established on 1/1/97 statewide. There exists a 20 year history of collections. From the ten year period of FY 2002-2003 through FY 2011-2012, the 6<sup>th</sup> Circuit's ICDTF annual collections amount grew from \$218,730.69 to \$1,284,384.33, a growth of almost 600%. Collections dropped almost \$100,000 from FY 2011-2012 to FY 2012-2013. Over the last 5 years, from FY 2013-2014 to FY 2017-2018, ICDTF collections seem to have stabilized, averaging \$1,127,715 with a high of \$1,166,470 and a low of \$1,052,021.

A close review of our collection data for the last five years shows greatly decreased collections from July 2012 through January 2013, realistically tied to the unemployment rate in Florida, which was at its highest during this seven month period (9.3% in July 2012 to 8.0% in January 2013). Unemployment in Florida has continued to improve, standing at 4.5% in June 2017, and lowering to 3.9% as of March 2018. Economic indicators predict an improving employment outlook in Florida that is further supported by this stabilization in the unemployment rate.

The projections are made based on expected continued stabilization of collections in fees and restitution, utilizing the last six months' collections (January 2018 through June  $2018 = \$618,716 \div 6 \text{ months} = \$103,119/\text{month x } 12 = \$1,237,432$ ).

The 4% estimated increase in ICDTF collections is based on the marked increase in collections for the last six months over the previous six month **period** (+~\$39,500) and an expectation that former Revenue Trust Fund revenue will now be deposited into the ICDTF.

	ACTUAL FY 17-18	ESTIMATED FY 18-19	ESTIMATED FY 19-20
Fees	\$512,680.50	\$603,036	\$627,158
Restitution	\$539,340.50	\$634,396	\$659,771
Totals	1,052,021	\$1,237,432	\$1,286,929

**Article V Traffic Fines:** The office is using the estimates determined at the May 30, 2018 Article V Revenue Estimating Conference of \$112,597 for both FY 2018 – 2019 and FY 2019 – 2020.

#### **5 Percent State Trust Fund Reserve:**

\$ 715,633
\$ -57,251
\$ 658,382
\$ 32,919
\$

# 8 Percent Service Charge to General Revenue:

FY 2019-20 Receipts Applicable to SCGR	\$ 739,755
x 8% Service Charge	\$ 59,180
FY 2018-19 Receipts Applicable to SCGR	\$ 715,633
x 8% Service Charge	\$ 57,251

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Criminal DefenseTrust Fund Public Defender Office - 6th Judicial Circuit 20-2-974006			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>365,905.60</b> (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>365,905.60</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(17,960.92) (J)			
Unreserved Fund Balance, 07/01/18	<b>347,944.68</b> (K)			
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	t completed fiscal	

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 6th Judicial Circuit 20-2-974006 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 347,944.68 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **347,944.68** (E) **347,944.68** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

Department Title:	Budget Period: 2019 - 2020 Justice Administration			
Trust Fund Title:	Public Defender Revenue Trust Fund			
Budget Entity:	Public Defender Office - 7th			
LAS/PBS Fund Number:	20-2-059007			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	91,785.30 (A)			
ADD: Other Cash (See Instructions)	56.17 (B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	0 (D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>91,841.47</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	0 (H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	- (J)			
Unreserved Fund Balance, 07/01/18	91,841.47 (K)		**	
Notes: *SWFS = Statewide Financial Statemen	nt			
** This amount should agree with Line year and Line A for the following year.		I for the most recent	t completed fiscal	

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund Public Defender Office - 7th Judicial Circuit LAS/PBS Fund Number: 20-2-059007 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 91,841.47 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **91,841.47** (E) **91,841.47** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

### SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office: Public Defender Office, 7th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Robert D. Ryan

Telephone #: 386-239-7730

\*

#### **Revenue Estimating Methodology:**

The Grants and Donations Trust fund, Volusia County Agreement - IT was established on April 16, 2012. Revenues for this trust fund are directly provided by the County of Volusia through a Budget Distribution Agreement and their approved Annual Budget.

FY2015-16 Actual Contract/Receipts in the amount of \$87,737.50, broken down as follows:

1<sup>st</sup> Quarter Payment: \$21,626.50 2<sup>nd</sup> Quarter Payment: \$22,037.00 3<sup>rd</sup> Quarter Payment: \$22,037.00

4<sup>th</sup> Quarter Payment: \$22,037.00

FY2016-17 Estimated Contract/Receipts in the amount of \$90,458.00, broken down as follows:

1<sup>st</sup> Quarter Payment: \$22,037.00 2<sup>nd</sup> Quarter Payment: \$22,807.00 3<sup>rd</sup> Quarter Payment: \$22,807.00 4<sup>th</sup> Quarter Payment: \$22,807.00

FY2017-18 Requested Contract/Receipts in the amount of \$91,402.00, broken down as follows:

1<sup>st</sup> Quarter Payment: \$22,807.00 2<sup>nd</sup> Quarter Payment: \$22,865.00 3<sup>rd</sup> Quarter Payment: \$22,865.00 4<sup>th</sup> Quarter Payment: \$22,865.00

FY2018-19 Requested Contract/Receipts in the amount of \$92,521.00, broken down as follows:

1<sup>st</sup> Quarter Payment: \$22,865.00 2<sup>nd</sup> Quarter Payment: \$23,219.00 3<sup>rd</sup> Quarter Payment: \$23,219.00 4<sup>th</sup> Quarter Payment: \$23,218.00

FY2019-20 Actual Contract/Receipts in the amount of \$93,885.00, broken down as follows:

1<sup>st</sup> Quarter Payment: \$23,218.00 2<sup>nd</sup> Quarter Payment: \$23,556.00 3<sup>rd</sup> Quarter Payment: \$23,556.00 4<sup>th</sup> Quarter Payment: \$23,556.00

### <u>5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General</u>

**Revenue:** Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration			
Trust Fund Title:	Grants and Donations Trust Fund			
Budget Entity:	Public Defender Office - 7th	Judicial Circuit		
LAS/PBS Fund Number:	20-2-339029			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>6,405.75</b> (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>6,405.75</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(J)			
Unreserved Fund Balance, 07/01/18	<b>6,405.75</b> (K)		**	
Notes:				
*SWFS = Statewide Financial Statemen	nt			
** This amount should agree with Line year and Line A for the following year.		I for the most recent	t completed fiscal	

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 7th Judicial Circuit 20-2-339029 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 6,405.75 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **6,405.75** (E) **6,405.75** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

### SCHEDULE I TRUST FUND NARRATIVE FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 7th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Robert D. Ryan

Telephone #: 386-239-7730

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

Throughout the history of collections for the Indigent Criminal Defense Trust Fund, Fiscal Year 17-18 was the first year where collections were slightly lower than the previous year. We are hopeful that this slight tick downward is an anomaly and will correct itself this Fiscal Year. We will closely monitor monthly collection data. If there were to be an ongoing negative change in monthly collections, steps would immediately be taken to determine the cause of the negative change.

Projections were made based on this documented data collection.

There are no new policies or laws that will increase the probability of collections; however, the unemployment rate continues to stay steady, which in turn increases the probability of collections. Our office will continue to work with our clients and local offices to coordinate improved collections. Additionally, Judges are assessing liens in more cases, which in turn will result in higher collections.

Although Fiscal Year 2017-2018 Indigent Criminal Defense Trust Fund Revenue collections were slightly lower than Fiscal Year 2016-2017 receipts, we estimate collections to increase during FY2018-2019 and this trend to continue.

Based upon the overall decrease in the growth rate and fluctuating caseloads, we are anticipating a conservative growth in collections at 3% for Fiscal Year 2018-2019 and 5% for Fiscal Year 2019-2020.

				Overall	Overall
				Estimated	Estimated
	Actual	Actual	Overall	Receipts	Receipts
	FY 16-17	FY17-18	<u>Change</u>	FY18-19	FY19-20
Fees	\$291,474	\$292,840	\$ 1,366	\$301,625	\$316,706
Restitution	\$235,790	\$232,614	\$ -3,176	\$239,593	\$251,572
Total	\$527,264	\$525,454	\$ -1,810	\$541,218	\$568,278

**Article V Traffic Fines:** The office is using the estimates determined at the May 30, 2018 Article V Revenue Estimating Conference of \$78,421 for both FY 2018 – 2019 and FY 2019 – 2020.

#### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 380,046
Less 8% Service Charge	\$ -30,404
= Receipts Applicable to 5% Assessment	\$ 349,642
x 5% State Trust Fund Reserve	\$ 17,482

### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 395,127
x 8% Service Charge	\$ 31,610
FY 2018-19 Receipts Applicable to SCGR	\$ 380,046
x 8% Service Charge	\$ 30,404

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Criminal DefenseTrust Fund Public Defender Office - 7th Judicial Circuit 20-2-974007		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	144,711.44 (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>144,711.44</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(5,143.92) (H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(9,769.60) (J)		
Unreserved Fund Balance, 07/01/18	129,797.92 (K)		k
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line		. I for the most recent	completed fiscal

year and Line A for the following year.

Office of Policy and Budget - June 2018

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund Public Defender Office - 7th Judicial Circuit LAS/PBS Fund Number: 20-2-974007 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 129,797.92 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **129,797.92** (E) **129,797.92** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

Department Title:	Budget Period: 2019 - 2020 Justice Administration			
Trust Fund Title:	Public Defender Revenue Trust Fund			
Budget Entity:	Public Defender Office - 8th	Judicial Circuit		
LAS/PBS Fund Number:	20-2-059008			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	130,356.76 (A)			
ADD: Other Cash (See Instructions)	37.13 (B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	0 (D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>130,393.89</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	0 (H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	- (J)			
Unreserved Fund Balance, 07/01/18	130,393.89 (K)		**	
Notes: *SWFS = Statewide Financial Statemen	.4			
** This amount should agree with Line year and Line A for the following year.		I for the most recent	t completed fiscal	

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund Public Defender Office - 8th Judicial Circuit LAS/PBS Fund Number: 20-2-059008 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 130,393.89 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **130,393.89** (E) **130,393.89** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender's Office, Eighth Judicial Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Dan Priscott,

**Administrative Director** 

Telephone #: 352-338-7386

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

The city of Gainesville provides an annual fixed grant of \$6000 for reimbursement of legal defense services provided by the Public Defender's Office, Eighth Judicial Circuit for indigent citizens charged with violations of municipal ordinances of the City of Gainesville. The annual reimbursement figure of \$6,000 is based on an estimate of 100 cases per year requiring an average of 1.2 hours per case at \$50 per hour.

# 5 Percent State Trust Fund Reserve:

FY 2018-19 Receipts Applicable to SCGR	\$ 6,000
Less 8% Service Charge	\$ -480
= Receipts Applicable to 5% Assessment	\$ 5,520
x 5% State Trust Fund Reserve	\$ 276

### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 6,000
x 8% Service Charge	\$ 480
FY 2018-19 Receipts Applicable to SCGR	\$ 6,000
x 8% Service Charge	\$ 480

#### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

d Donations Trust Fund fender Office - 8th Judicial Circuit  330  ace as of SWFS* 0/2018 Adjustments  13,143.72 (A)	Adjusted Balance
13,143.72 (A) (C) (C)	-
13,143.72 (A) (B) (C) (C)	-
0/2018 Adjustments  13,143.72 (A)	-
(B) (C) (C)	
(C)	
(D)	
(E)	
<b>13,143.72</b> (F)	
(G)	
(H)	
(H)	
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(J)	
13,143.72 (K)	k
	(G) (H) (H) (I) (J) (J) (J)

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 8th Judicial Circuit 20-2-339030 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 13,143.72 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **13,143.72** (E) **13,143.72** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

## SCHEDULE I TRUST FUND NARRATIVE FORM FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender's Office, 8th Judicial Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2794

Name of Person Completing This Form: Dan Priscott,

**Administrative Director** 

**Telephone #: 352-338-7386** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

Established on January 1, 1995, the Indigent Criminal Defense Trust Fund has over 20 year history of collections. During the 20+ year history of the trust fund, collections have been materially consistent from year to year with no year being significantly less than the previous year. Additionally, monthly collections data is compiled, distributed, and monitored by the Administrative staff of each PD circuit. Negative changes in collections are reviewed on a month to month basis, and efforts are made at the circuit level to determine the cause of the negative change.

In the 8<sup>th</sup> Circuit, we project the average monthly revenue for this fund from both Application Fees and court assessed Legal Representation costs to remain close to the 5 year average of approximately \$36,225. Additionally, we expect that continued emphasis on directed attorney correspondence with clients and coordination with Court Administration and the Clerks of the Court regarding improved collection activities will help ensure that the monthly revenue projections are realized. Based on recent averages, 41% of these revenues are from Application Fees, and 59% are from court assessed Legal Representation costs.

**Article V Traffic Fines:** The office is using the estimates determined at the May 30, 2018 Article V Revenue Estimating Conference of \$84,810 for both FY 2018 – 2019 and FY 2019 – 2020.

#### **5 Percent State Trust Fund Reserve:** FY 2018-19 Receipts Applicable to SCGR 263,034 \$ Less 8% Service Charge -21,043 \$ = Receipts Applicable to 5% Assessment 241,991 x 5% State Trust Fund Reserve 12,100 \$ **8 Percent Service Charge to General Revenue:** FY 2019-20 Receipts Applicable to SCGR 263,034 \$ x 8% Service Charge 21,043 \$ FY 2018-19 Receipts Applicable to SCGR 263,034

21,043

#### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

x 8% Service Charge

ministration iminal DefenseTrust Fund ender Office - 8th Judicial Circuit  8  The as of SWFS* Adjusted 2018 Adjustments Balance  190,898.61 (A)
ender Office - 8th Judicial Circuit  8  See as of SWFS* Adjusted 2018 Adjustments Balance  90,898.61 (A)
e as of SWFS* Adjusted Balance  90,898.61 (A)
2018 Adjustments Balance  90,898.61 (A)
(B) (C) (D) (E) (E) (E)
(C) (D) (E) (E) (E) (C)
(D) (E) (E)
(E)
90,898.61 (F)
(G)
(H)
(H)
(H)
(I)
(5,411.12) (J)
85,487.49 (K)

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 8th Judicial Circuit 20-2-974008 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 385,487.49 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **385,487.49** (E) **385,487.49** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Public Defender Revenue Trust Fund Public Defender Office - 9th Judicial Circuit 20-2-059009		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	145,142.14 (A)		
ADD: Other Cash (See Instructions)	74.55 (B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	0 (D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>145,216.69</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	0 (H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	- (J)		
Unreserved Fund Balance, 07/01/18	145,216.69 (K)		
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund Public Defender Office - 9th Judicial Circuit LAS/PBS Fund Number: 20-2-059009 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 145,216.69 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **145,216.69** (E) **145,216.69** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE 1 TRUST FUND NARRATIVE FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 9th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: To Lan Trinh Le

Telephone #: 407-836-4804

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

The Public Defender Office in the Ninth (9th) Judicial Circuit expects to receive an estimated \$90,000 during FY 2018-2019 from local ordinance defense. This is based on the contracts with Orange county and City of Orlando, Osceola County, City of Apopka and City of Winter Park for the agency to defend citizens violating the local ordinances of the city and county. Rate is \$50/ hr with 30 minutes minimum.

The Public Defender Office in the Ninth (9th) Judicial Circuit expects to receive \$240,000 annually from the Department of Children & Families to provide Counsel Based Competency Enhancement Program.

The Public Defender Office in the Ninth (9th) Judicial Circuit is currently pursuing an Orange County grants pertaining to fingerprinting project totaling approximately \$50,000.

The Public Defender Office in the Ninth (9th) Judicial Circuit expects to receive \$125,000 from Osceola County for IT assistance. This compensation is from the s.f.28.24 revenue budgets of this county.

<u>5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General</u>
<u>Revenue:</u> Revenues in this fund are not subject to the 5 Percent Trust Fund
Reserve nor the 8 Percent Service Charge to General Revenue.

### **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Accounts Receivable Adjustment in the amount of \$1,200.

ice Administration Ints and Donations Trust I Iic Defender Office - 9th 2-339032  Balance as of 6/30/2018  177,326.47 (A)		Adjusted Balance
Balance as of 6/30/2018	SWFS*	
Balance as of 6/30/2018		
6/30/2018		
<b>177,326.47</b> (A)		
(B)		
(C)		
(D)		
(E)		
<b>177,326.47</b> (F)		
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177,326.47 (K)		
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# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration Trust Fund Title: Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 9th Judicial Circuit 20-2-339032 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 177,326.47 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **177,326.47** (E) **177,326.47** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 9th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: To Lan Trinh Le

Telephone #: 407-836-4804

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

## **Revenue Estimating Methodology:**

The ICDTF was established on January 1, 1997 and now there exists a 18 year history of collections and there has been no year where collections were less than the previous year. Secondly, monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to figure out why this has happened. Most of the time where a monthly collection is less, the Clerk's office has made an error in reporting the collections accurately and it is subsequently corrected. Based on this documented data collection, the projections were made.

We do not expect any increase in fiscal year 2018-19.

	Estimated Receipts <u>FY 18/19</u>
Fees	\$ 900,000
Restitution	\$1,045,000
Total	\$1,945,000

**Article V Traffic Fines:** The office is using the estimates determined at the May 30, 2018 Article V Revenue Estimating Conference of \$70,299 for both FY 2018 – 2019 and FY 2019 – 2020.

# 5 Percent State Trust Fund Reserve:

FY 2018-19 Receipts Applicable to SCGR	\$ 970,299
Less 8% Service Charge	\$ -77,624
= Receipts Applicable to 5% Assessment	\$ 892,675
x 5% State Trust Fund Reserve	\$ 44,634
8 Percent Service Charge to General Revenue:	
FY 2019-20 Receipts Applicable to SCGR	\$ 970,299
x 8% Service Charge	\$ 77,624

970,299

77,624

\$

# **Explanation of Schedule I, Section III Accounting Adjustments:**

FY 2018-19 Receipts Applicable to SCGR

x 8% Service Charge

2017 Non Certified Forward Payable Adjustment in the amount of \$87

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Criminal DefenseTrust Fund Public Defender Office - 9th Judicial Circuit 20-2-974009		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>194,922.13</b> (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>194,922.13</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(18,173.22) (J)		
Unreserved Fund Balance, 07/01/18	176,748.91 (K)		
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration Trust Fund Title: Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 9th Judicial Circuit 20-2-974009 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 176,748.91 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **176,748.91** (E) **176,748.91** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

ministration Fender Revenue Trust Fund Fender Office - 10th Judicial Circ  10  Ce as of SWFS* Adjustmen  73,737.40 (A)  52.47 (B)  (C)  (D)  (E)	Adjusted
10  ce as of SWFS* Adjustmen  73,737.40 (A)  52.47 (B)  (C)  (D)  (E)	Adjusted
ce as of SWFS* Adjustmen  73,737.40 (A)  52.47 (B)  (C)  0 (D)  (E)	<del>-</del>
73,737.40 (A) 52.47 (B) (C) (E)	<del>-</del>
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0 (D) (E)	
(E)	
<b>7.2 7.0 9.7</b> (7.)	
<b>73,789.87</b> (F)	
(G)	
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0 (H)	
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- (J)	
73,789.87 (K)	
	(G) (H) (H) (I) (J)

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration Trust Fund Title: Public Defender Revenue Trust Fund LAS/PBS Fund Number: Public Defender Office - 10th Judicial Circuit 20-2-059010 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 73,789.87 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **73,789.87** (E) **73,789.87** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender, 10th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Teresa Carroll

Telephone #: 863-534-4200

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology**

The Public Defender in the Tenth Judicial Circuit has employees a staff member who spends a portion of their time on Behavioral Health Court Partnership. The partnership between the Polk County Behavioral Health Court Division (BHC) and the PDO will address the needs of mentally ill and developmentally disabled defendants in the criminal justice system and "provide these defendants, at or below 200% Federal Poverty Level, with the least restrictive treatment, training, support and services necessary to reduce recidivism and ensure public safety."

The Public Defender and Behavioral Health Court Partnership did not reach an agreement for reimbursement during Fiscal Year 2017-2018 for hours worked on Polk County's Behavioral Health Court Program. The Public Defender in the Tenth Judicial Circuit does not anticipate any collection from the Behavioral Health Court Partnership during Fiscal Year 2018-2019.

<u>5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General Revenue:</u> Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

f SWFS* Adjusted Balance  (B) (C) (C) (C) (C) (C) (C) (C) (C) (C) (C
f SWFS* Adjusted Balance  5.36 (A) [ [ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [
Adjustments Balance  5.36 (A)
Adjustments Balance  5.36 (A)
(B)
(C)
(D)
(E)
<b>5.36</b> (F)
(G)
(H)
(H)
(H)
(I)
(J)

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration Trust Fund Title: Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 10th Judicial Circuit 20-2-339033 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 35,375.36 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **35,375.36** (E) **35,375.36** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender, 10th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Teresa Carroll

Telephone #: 863-534-4200

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology**

Fiscal Year 2017/2018 Indigent Criminal Defense Trust Fund revenue increased in collections by 6.8% in comparison to Fiscal Year 2016/2017 revenue. As there are no new policies or laws that might help to increase collections, a 5% increase in revenue is estimated for Fiscal Year 2018/2019 and Fiscal Year 2019/2020. This increase is based on an expected increase in the number of clients requesting Public Defender services. The Article V Traffic Assessment total estimated revenue is per the May 30, 2018 Article V Revenue Estimating Conference.

	FY 17/18	5%	FY 18/19	<u>5%</u>	FY 19/20	
Fees	\$ 402,204	\$ 20,110	\$ 422,314	\$ 21,115	\$ 443,429	
Restitution	\$ 410,507	\$ 20,525	\$ 431,032	\$ 21,551	\$ 452,583	
Traffic	\$ 111,048	\$ N/A	\$ 100,184	<u>\$ N/A</u>	\$ 100,184	
Total	\$ 923,759	\$ 40,635	\$ 953,530	\$ 42,666	\$ 996,196	
5 Percent State Trust Fund Reserve:						
FY 2018	8-19 Receipt	s Applicable	to SCGR	\$ 52	22,498	
Less 8%	Service Cha	arge		\$ -4	11,800	
= Recei	pts Applicab	le to 5% Asso	essment	\$ 48	30,698	
x 5% St	ate Trust Fur	nd Reserve		\$ 2	24,035	

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 543,613
x 8% Service Charge	\$ 43,489
FY 2018-19 Receipts Applicable to SCGR	\$ 522,498
x 8% Service Charge	\$ 41,800

# **Explanation of Schedule I, Section III Accounting Adjustments:**

N/A

Department Title:	Budget Period: 2019 - 2020 Justice Administration			
rust Fund Title:	Indigent Criminal DefenseTrust Fund			
Sudget Entity:	Public Defender Office - 10th Judicial Circuit			
AS/PBS Fund Number:	20-2-974010			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>562,936.77</b> (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
otal Cash plus Accounts Receivable	<b>562,936.77</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(4,524.18) (H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(12,244.88) (J)			
Inreserved Fund Balance, 07/01/18	546,167.71 (K)		:	
•	546,167.71 (K)	I for the most recent	t complet	

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 10th Judicial Circuit 20-2-974010 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 546,167.71 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **546,167.71** (E) **546,167.71** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

Department Title:	Budget Period: 2019 - 2020 Justice Administration			
Trust Fund Title:	Public Defender Revenue Trust Fund			
Budget Entity:	Public Defender Office - 11th Judicial Circuit			
LAS/PBS Fund Number:	20-2-059011			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>480,611.64</b> (A)			
ADD: Other Cash (See Instructions)	194.39 (B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	0 (D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>480,806.03</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	0 (H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	- (J)			
Unreserved Fund Balance, 07/01/18	<b>480,806.03</b> (K)		*	
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	nt e I, Section IV of the Schedule	I for the most recent	t completed fiscal	

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund LAS/PBS Fund Number: Public Defender Office - 11th Judicial Circuit 20-2-059011 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 480,806.03 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **480,806.03** (E) **480,806.03** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 11th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Esther Lew

Telephone #: 305-545-1965

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

Revenue estimates are based on anticipated contractual receipts. The estimates for each contract are listed below.

REVENUE SOURCE	Anticipated Receipts FY 2017-18	Anticipated Receipts FY 2018-19
PD11 Early Representation Unit-(FS 29.008(2)(c))/ Miami-Dade County	\$1,159,000	\$1,159,000
PD11 County Grant Miami-Dade IT Staff- (FS 29.008(1)(f)(2))/ Miami-Dade County	\$284,000	\$384,000
Local Ordinance Defense - Svc Chg Exempt (Miami-Dade County, Village of Pinecrest, City of Miami Gardens)-(FS 27.51 and 27.54(2))	\$100	\$100
Local Ordinance Defense - Not exempt from Svc Chg (Cities of Hialeah, Miami, Miami Beach and Town of Miami Lakes )-(FS 27.51 and 27.54(2))	\$15,000	\$15,000
Total anticipated receipts	\$1,458,100	\$1,558,100

## **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 15,000
Less 8% Service Charge	\$ -1,200
= Receipts Applicable to 5% Assessment	\$ 13,800
x 5% State Trust Fund Reserve	\$ 690

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 15,000
x 8% Service Charge	\$ 1,200
FY 2018-19 Receipts Applicable to SCGR	\$ 15,000
x 8% Service Charge	\$ 1,200

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration				
Trust Fund Title:	Grants and Donations Trust Fund				
Budget Entity:	Public Defender Office - 11tl				
LAS/PBS Fund Number:	20-2-339031				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>348,090.08</b> (A)				
ADD: Other Cash (See Instructions)	(B)				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>348,090.08</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(125.28) (J)				
Unreserved Fund Balance, 07/01/18	<b>347,964.80</b> (K)		*		
LESS: Other Accounts Payable (SCGR)  Unreserved Fund Balance, 07/01/18  Notes:  *SWFS = Statewide Financial Stateme  ** This amount should agree with Linguist and Line A for the following	ent ne I, Section IV of the Schedule	e I for the most	recen		

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 11th Judicial Circuit 20-2-339031 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 347,964.80 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **347,964.80** (E) **347,964.80** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 11th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Esther Lew

**Telephone # 305-545-1965** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

Effective July 1, 2018 the Public Defenders Revenue Trust Fund was merged into the Indigent Criminal Defense Trust Fund ("ICDTF"). As a result, revenues for the ICDTF now include the Article V Traffic Fines Assessment. Revenues were estimated as follows.

ICDTF Application Fees & Restitution - The estimates are based upon revenue increases as a result of July 1, 2009, changes to 938.29, F. S., which increased funds deposited into the ICDTF to 100% from 25%. In addition, enhancements by the Clerk of the Courts to their computer systems, particularly in the assessments of Traffic cost of defense and application fees, are expected to further increase collections. Due to the nature of these revenues, the increase in collections does not materialize immediately. In addition, our office continues to work with the Clerk of the Courts and other agencies who accept payments from our clients in order to maximize collections.

We anticipate that collections for the current fiscal year 2018-19 as well as fiscal year 2019-2020 will be as outlined below which take into account decreases in actual collections experienced in the last few fiscal years.

	Estimate			Actual
	FY 2018-19		FY 2019-20	FY 2017-18
Fees	450,000		420,000	503,647
Restitution	360,000		350,000	380,400
	\$810,000		\$770,000	\$884,047

**Article V Traffic Fines Assessment:** The office is using the estimates determined at the May 30, 2018 Article V Revenue Estimating Conference of \$640,957 for both FY 2018 – 2019 and FY 2019 – 2020.

#### **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$1,090,957
Less 8% Service Charge	\$-87,277
= Receipts Applicable to 5% Assessment	\$1,003,680
x 5% State Trust Fund Reserve	\$50,184

### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$1,090,957
x 8% Service Charge	\$87,277
FY 2018-19 Receipts Applicable to SCGR	\$1,090,957
x 8% Service Charge	\$87,277

#### **Explanation of Schedule I, Section III Accounting Adjustments:**

N/A

Department Title:	Budget Period: 2019 - 2020 Justice Administration				
Trust Fund Title:	Indigent Criminal DefenseTrust Fund				
Budget Entity:	Public Defender Office - 11th		_		
LAS/PBS Fund Number:	20-2-974011				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	525,559.65 (A)				
ADD: Other Cash (See Instructions)	(B)				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>525,559.65</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(20,609.38) (J)				
Unreserved Fund Balance, 07/01/18	<b>504,950.27</b> (K)		*		
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal		

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 11th Judicial Circuit 20-2-974011 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 504,950.27 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **504,950.27** (E) **504,950.27** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

Department Title:	Budget Period: 2019 - 2020 Justice Administration				
Trust Fund Title: Public Defender Revenue Trust Fund					
Budget Entity:	Public Defender Office - 12th	h Judicial Circuit			
LAS/PBS Fund Number:	20-2-059012				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>181,268.00</b> (A)				
ADD: Other Cash (See Instructions)	66.00 (B)				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	0 (D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>181,334.00</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	0 (H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	- (J)				
Unreserved Fund Balance, 07/01/18	<b>181,334.00</b> (K)		*		
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	t completed fiscal		

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund LAS/PBS Fund Number: Public Defender Office - 12th Judicial Circuit 20-2-059012 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 181,334.00 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **181,334.00** (E) **181,334.00** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: Public Defender, 12th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Maryanne Conlan

Telephone #: 941-861-4528

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

#### **Ordinance Defense Contracts**

Estimates are based on the inter-local agreements with Sarasota City Police Department, Longboat Key Police Department and Sarasota and Manatee Sheriff's Department wherein the Public Defender's Office, 12th Circuit defends indigent persons charged with a violation of a city/county ordinance.

First appearances are \$50 for the first hour and \$25 each for an additional half hour, pleas are \$100 per plea and trials are \$500 per trial.

### **Drug Court Reimbursement/Specialized Court**

Per Chapter 29, Florida Statues requires county funding of local requirements, those specialized court programs adopted by the Circuit that include Drug Court, Mental Health Court, DUI Court, Mental Health and Early Case Resolution.

Sarasota and Manatee Counties reimburse the salaries and benefits of a full time attorney for Drug Court and 2 partial legal assistant in both counties. Sarasota County reimburses for a partial attorney for DUI Court, Mental Health Court and partial legal assistants for DUI Court and Mental Health.

#### IT Contract

Per Chapter 29, Florida Statutes requires county funding for IT Services. Sarasota County reimburses the salaries and benefits of (2) full time IT people. The Systems IT Administrator person handles all BOMS, STAC and other IT related issues for the Sarasota Office. The other IT person handles scanning, forms and assists the Systems Administrator with other projects and duties.

#### **Courts Assisting Veteran's Contract**

Per Chapter 29, Florida Statues requires county funding of local requirements, those specialized court programs adopted by the Circuit that include Specialty Courts such as Drug Court, Mental Health Court, DUI Court, Mental Health, Early Case Resolution and Court's Assisting Veteran's.

Sarasota County through Court Administration reimburses the salaries and benefits of (2) part-time equally, two full-time-Veterans Coordinators and (1) full-time Counselor for Court's Assisting Veterans.

#### **Violation of Probation/Early Case Resolution**

Per Chapter 29, Florida Statues requires county funding of local requirements, those specialized court programs adopted by the Circuit that include Specialty Courts such as Drug Court, Mental Health Court, /DUI Court, Court's Assisting Veteran's and VOP/Early Case Resolution.

Sarasota County reimburses the salaries and benefits for (1) full-time Attorney and (1) full-time Legal Assistant for VOP/Early Case Resolution.

## **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 264,903
Less 8% Service Charge	\$ -21,192
= Receipts Applicable to 5% Assessment	\$ 243,711
x 5% State Trust Fund Reserve	\$ 12,186

### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 273,336
x 8% Service Charge	\$ 21,867
FY 2018-19 Receipts Applicable to SCGR	\$ 264,903
x 8% Service Charge	\$ 21,192

<sup>\*</sup>The Ord Def, Specialty Court, and VOP are subjected to the 8%. The IT contract and Veteran's Program are not included.

## **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Accounts Receivable Adjustment in the amount of \$90.

Department Title:	Budget Period: 2019 - 2020 Justice Administration				
Trust Fund Title:	Grants and Donations Trust Fund				
Budget Entity:	Public Defender Office - 12th	n Judicial Circuit			
LAS/PBS Fund Number:	20-2-339035				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>341,156.88</b> (A)				
ADD: Other Cash (See Instructions)	(B)				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	153,625.58 (D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>494,782.46</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(25,000.00) (H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(J)				
Unreserved Fund Balance, 07/01/18	<b>469,782.46</b> (K)		k		
Unreserved Fund Balance, 07/01/18  Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line  year and Line A for the following year	nt e I, Section IV of the Schedule	I for the most recent	t completed fiscal		

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 12th Judicial Circuit 20-2-339035 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 469,782.46 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **469,782.46** (E) **469,782.46** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: Public Defender, 12th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Maryanne Conlan

Telephone #: 941-861-4528

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

The ICDTF was established on January 1, 1997 and now there exists a 15 year history of collections and there has been no year where collections were less than the previous year. Secondly, monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to figure out why this has happened. Most of the time where a monthly collection is less, the Clerk's office has made an error in reporting the collections accurately and it is subsequently corrected. Based on this documented data collection, the projections were made.

There are no new policies or laws that might help to increase collections since the 2009 changes to 938.29, F. S., which increased funds deposited into the ICDTF to 100% from 25%, estimated growth for fiscal years 2018/2019 is expected to be around 3% in fees and 2019/2020 is expected to be around 3% in fees. A few years ago, we had more meetings with all of the Clerk's Office in the 12<sup>th</sup> Circuit and explained how important those fees are to the Public Defender's Office and made sure they were being collected first before the other fines. Since then we've seen increases over the years, due to their aggressive collections and payment plans with our clients.

		<b>Estimated</b>	<b>Estimated</b>	Estimate	
	Actual	Increase	Receipts	Increase	-
	<u>FY 17/18</u>		FY 18/19		FY 19/20
Fees	\$258,318.93	3%	\$266,067.67	3%	\$274,052.70
Restitution			\$242,071.38		\$249,333.52
Article V	Ψ=50,0=0.76	, 2,0	\$144,213.00		\$144,213.00
GrnTotal	\$493,339.69	3%	\$652,352.05		\$667,599.22
5 Dorgont	Stata Twust I	Fund Dosom	7 <b>0</b> •		
	State Trust I			Φ.	410 201
	8-19 Receipts		to SCGR	\$	410,281
Less 8%	Service Cha	ırge		\$	-32,822
= Recei <sub>1</sub>	ots Applicabl	e to 5% Asse	essment	\$	377,459
x 5% St	ate Trust Fun	d Reserve		\$	18,873
8 Percent S	Service Chai	rge to Gener	al Revenue:		
FY 2019	9-20 Receipts	s Applicable	to SCGR	\$	418,266
x 8% Se	rvice Charge	;		\$	33,461
FY 2018	8-19 Receipts	s Applicable	to SCGR	\$	410,281
x 8% Se	rvice Charge	<b>;</b>		\$	32,822

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None Applicable

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Criminal DefenseTr Public Defender Office - 12th 20-2-974012		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>185,963.00</b> (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>185,963.00</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(28,000.00) (H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(9,100.24) (J)		
Unreserved Fund Balance, 07/01/18	148,862.76 (K)		:
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 12th Judicial Circuit 20-2-974012 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 148,862.76 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **148,862.76** (E) **148,862.76** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

of SWFS* Adjusted Balance
of SWFS* Adjusted
•
•
777.16 (A)
43.41 (B)
(C)
0 (D)
(E)
<b>20.57</b> (F)
(G)
(H)
0 (H)
(H)
(I)
- (J)
20.57 (K)
1

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund Public Defender Office - 13th Judicial Circuit LAS/PBS Fund Number: 20-2-059013 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 838,420.57 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **838,420.57** (E) **838,420.57** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

### SCHEDULE I TRUST FUND NARRATIVE

### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defenders Office, 13th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Vivian Challen

Telephone #: 813-307-4010

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#### **Revenue Estimating Methodology**

Ordinance Defense Contracts: Estimates are based on interlocal agreements with Hillsborough County, City of Tampa, City of Temple Terrace, and Plant City wherein the Public Defender's Office, 13th Judicial Circuit defends indigent persons charged with a violation of a city or county ordinance. The rate with the Hillsborough County Board of County Commissioners for County Ordinances is \$200 per case. The rate with the City of Tampa is \$50 per case. The rate with the City of Temple Terrace is \$50 per case. The rate with Plant City is \$50 per case.

**County IT Contract:** Estimates are based on the amount approved by the Hillsborough County Board of County Commissioners for salaries and benefits for Information Technology staff and interpreter services of the Public Defender's Office, 13th Judicial Circuit. Hillsborough County has agreed to compensate the agency pursuant to Article V guidelines. The total reimbursable compensation for FY2018-2019 is \$459,888.

**Veteran's Service Program:** The Public Defender's Office will be awarded \$111,980 for the Veteran's Service Initiative through Hillsborough County. This is three-year funding from Department of Justice that ends on September 30, 2018. Total funds will be disbursed during FY2018-2019.

Mental Health Jail Diversion Program: The Public Defender's Office is working with Hillsborough County Sheriff's Office on identifying potential post-booking candidates for determination as to their eligibility for diversion to the Pre-Arrest Intercept Program. For eligible cases, the Public Defender's Office prepares the court order and obtains the court signature, which authorizes the PIP diversion. The contractual services are from October to September each year until funds expire with the Hillsborough County Sheriff's Office.

	FY 18/19		FY 19/20
<b>County/City Ordinance Defense Contracts</b>	\$ 37,000	,	\$ 37,500
<b>County IT/Interpretation Contract</b>	\$459,888	(	\$459,888
Veteran's Service Program	\$111,980	(	\$ 0
Mental Health Jail Diversion Program	\$ 75,331	<u>.</u>	\$117,000
Total	<u>\$684,199</u>		<u>\$614,388</u>
<b>5 Percent State Trust Fund Reserve:</b>			
FY 2018-19 Receipts Applicable to SC	CGR	\$	37,000
Less 8% Service Charge		\$	-2,960
= Receipts Applicable to 5% Assessme	ent	\$	34,040
x 5% State Trust Fund Reserve		\$	1,702
8 Percent Service Charge to General Re	evenue:		
FY 2019-20 Receipts Applicable to SC	CGR	\$	37,500
x 8% Service Charge		\$	3,000
FY 2018-19 Receipts Applicable to SC	CGR	\$	37,000
x 8% Service Charge		\$	2,960

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration			
Trust Fund Title:	Grants and Donations Trust Fund			
Budget Entity:	Public Defender Office - 13th			
LAS/PBS Fund Number:	20-2-339038			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>1,049,748.56</b> (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>1,049,748.56</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(3,740.80) (H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(740.00) (J)			
Unreserved Fund Balance, 07/01/18	<b>1,045,267.76</b> (K)		k	
Unreserved Fund Balance, 07/01/18  Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	nt e I, Section IV of the Schedule	I for the most recent	completed fiscal	

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 13th Judicial Circuit 20-2-339038 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,045,267.76 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **1,045,267.76** (E) **1,045,267.76** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

#### SCHEDULE I TRUST FUND NARRATIVE

### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 13th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Vivian Challen

**Telephone #813-307-4010** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

The primary revenue source for this trust fund is derived from application fees and article V traffic assessment which is not currently exempt from the 8% service charge to General Revenue.

The ICDTF was established on January 1, 1995 and there now exists a 23 year history of collections. Monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to address the change. Most of the time where a monthly collection is less, the Clerk's office has made an error in reporting the collections accurately and it is subsequently corrected. Based on this documented data collection, the projections were made.

The Public Defender Revenue Trust Fund was merged into the ICDTF during budget year 2018-2019. Projections for Article V Traffic Assessment were received from Justice Administration Commission in August 2018 along with discussion on \$250 Surcharge that circuits should receive.

#### **QUALIFYING LANGUAGE:**

Since Fiscal Year FY08/09 the Indigent Criminal Defense Trust Fund for the Public Defender's Office in the 13<sup>th</sup> Circuit has fluctuated. Over the past eleven years we have average \$706,730 in collections. Meetings with the Clerk's Office over the past two years has not improved collections. Projections are based on past collections.

The Justice Administration Commission projections for The Public Defender's Office, 13<sup>th</sup> Circuit's receipts are \$262,372 for FY 2018-19 and \$262,372

estimated receipts for FY 2019-2020 for Article V Traffic Assessment. The Surcharge is not known at this time except for \$250.

	Estimated Rev FY 18/19	T	Estimated Rev <u>FY 19/20</u>
<b>Indigent Criminal Defense Fees</b>	\$ 376,977		\$ 421,050
<b>Indigent Criminal Defense Restitution</b>	\$ 324,850		\$ 344,900
Article V Traffic Assessment	\$ 262,372		\$ 262,372
\$250 Surcharge	\$ 250		\$ 250
Total	\$ 964,449		\$1,028,572
5 Percent State Trust Fund Reserve:  FY 2018-19 Receipts Applicable to State Service Charge  = Receipts Applicable to 5% Assessman Applicable to 5% State Trust Fund Reserve	ment	\$ \$ \$ \$	639,349 -51,148 588,201 29,410
8 Percent Service Charge to General			
FY 2019-20 Receipts Applicable to S	SCGR	\$	683,422
x 8% Service Charge		\$	54,674
FY 2018-19 Receipts Applicable to 3	SCGR	\$	639,349
x 8% Service Charge		\$	51,148

# **Explanation of Schedule I, Section III Accounting Adjustments:**

N/A

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Criminal DefenseTrust Fund Public Defender Office - 13th Judicial Circuit 20-2-974013		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>1,948,030.52</b> (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>1,948,030.52</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(7,140.00) (H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(15,816.57) (J)		
Unreserved Fund Balance, 07/01/18	1,925,073.95 (K)		:
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 13th Judicial Circuit 20-2-974013 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,925,073.95 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **1,925,073.95** (E) **1,925,073.95** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

blic Defender Revenue Tr blic Defender Office - 14t -2-059014 Balance as of 6/30/2018		Adjusted
Balance as of 6/30/2018	SWFS*	-
Balance as of 6/30/2018		-
6/30/2018		-
76.131.56 (A)		Balance
, ()		
30.81 (B)		
(C)		
(D)		
(E)		
<b>76,162.37</b> (F)		
(G)		
(H)		
(H)		
(H)		
(I)		
(J)		
<b>76,162.37</b> (K)		
	(D) [ (E) [ (F) [ (G) [ (H) [ (H) [ (J) [	(D) (E) (F) (G) (H) (H) (H) (I) (J) (J) (J)

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund LAS/PBS Fund Number: Public Defender Office - 14th Judicial Circuit 20-2-059014 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 76,162.37 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **76,162.37** (E) **76,162.37** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender, 14th Circuit

Trust Fund Name: Grants and Donations Trust Fund ID, FID# 2339

Name of Person Completing This Form: June Garcia

Telephone #: 850-482-9366

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

**Ordinance Defense Contracts** – entities are billed \$50.00 an hour for ordinance violation cases that are not ancillary to a state charge. 300 hours x \$50.00 = \$15,000

**Bay County IT Contract** – agency is reimbursed for cost of IT personnel located in our Bay County office. IT Contract - \$55,200

### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 15,000
Less 8% Service Charge	\$ -1,200
= Receipts Applicable to 5% Assessment	\$ 13,800
x 5% State Trust Fund Reserve	\$ 690

# 8 Percent Service Charge to General Revenue:

FY 2019-20 Receipts Applicable to SCGR	\$ 15,000
x 8% Service Charge	\$ 1,200
FY 2018-19 Receipts Applicable to SCGR	\$ 15,000
x 8% Service Charge	\$ 1,200

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

artment Title:	Budget Period: 2019 - 2020 Justice Administration			
Trust Fund Title:	Grants and Donations Trust Fund			
get Entity:	Public Defender Office - 14th			
/PBS Fund Number:	20-2-339039			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
f Financial Officer's (CFO) Cash Balance	<b>41,208.08</b> (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	14,185.14 (D)			
ADD:	(E)			
l Cash plus Accounts Receivable	<b>55,393.22</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(57.00) (I)			
LESS: Other Accounts Payable (SCGR)	(J)			
eserved Fund Balance, 07/01/18	55,336.22 (K)			
•	t I, Section IV of the Schedule	e I for the most recen	t complet	

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 14th Judicial Circuit 20-2-339039 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 55,336.22 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **55,336.22** (E) **55,336.22** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: Public Defender Office, 14th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: June Garcia

Telephone #: 850-482-9366

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### **Revenue Estimating Methodology:**

The ICDTF was established on January 1, 1995 and now there exists a 23 year history of collections. Monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to determine the reasons for this change. Most of the time when a monthly collection is less, the Clerk's office has made an error in reporting the collections accurately and it is subsequently corrected. This documented data collection was used in making the projections.

There are no new policies or laws that might help to increase collections since the 2009 changes to 938.29, F.S., which increased funds deposited into the ICDTF from 25% of collections to 100%, estimated growth for fiscal years 2018/2019 is expected to be around 1% and 2019/2020 is expected to be around 1%. This increase is based on an expected increase in the number of clients requesting Public Defender services.

**Article V Traffic Fines:** The office is using the estimates determined at the May 30, 2018 Article V Revenue Estimating Conference of \$60,015 for both FY 2018 – 2019 and FY 2019 – 2020.

### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 292,694
Less 8% Service Charge	\$ -23,416
= Receipts Applicable to 5% Assessment	\$ 269,278
x 5% State Trust Fund Reserve	\$ 13,464

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 295,021
x 8% Service Charge	\$ 23,602
FY 2018-19 Receipts Applicable to SCGR	\$ 292,694
x 8% Service Charge	\$ 23,416

# **Explanation of Schedule I, Section III Accounting Adjustments:**

N/A

Department Title: Trust Fund Title: Budget Entity:	Budget Period: 2019 - 2020 Justice Administration Indigent Criminal DefenseTrust Fund Public Defender Office - 14th Judicial Circuit 20-2-974014		
LAS/PBS Fund Number:			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	857,562.19 (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>857,562.19</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(4,459.61) (H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(6,863.20) (J)		
Unreserved Fund Balance, 07/01/18	<b>846,239.38</b> (K)		*
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line		I for the most recent	completed fiscal

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 14th Judicial Circuit 20-2-974014 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 846,239.38 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **846,239.38** (E) **846,239.38** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Public Defender Revenue Trust Fund Public Defender Office - 15th Judicial Circuit 20-2-059015		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>414,613.62</b> (A)		
ADD: Other Cash (See Instructions)	90.87 (B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	0 (D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>414,704.49</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	0 (H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	- (J)		
Unreserved Fund Balance, 07/01/18	<b>414,704.49</b> (K)		
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund Public Defender Office - 15th Judicial Circuit LAS/PBS Fund Number: 20-2-059015 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 414,704.49 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **414,704.49** (E) **414,704.49** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Circuit, 15th Circuit

Trust Fund Name: Grants and Donations Trust Fund ID, FID# 2339

Name of Person Completing This Form: Scott McWebb

Telephone #: 561-355-7654

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology**

Revenue estimates for FY 2018 – 2019 are determined strictly based on grant and local agreement contracts with this agency. There is no other methodology utilized. The present budget authority allows for these grants and agreements. The totals would change only if there were additional authority being requested or a new grant/agreement or the funding dollars increase/decrease for an existing grant/agreement. The same amounts are used for FY 2019 -2020 estimates.

Local Ordinance County Agreement: \$12,000.

West Palm Beach Municipal Agreement: \$ 1,500.

Royal Palm Beach Municipal Agreement: \$ 1,200.

City of Delray Beach Municipal Agreement: \$ 1,800.

City of Lake Worth Municipal Agreement: \$ 2,800.

Palm Beach County CJC Grant Client Navigator: \$60,000.

Total: \$79,300.

### **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 19,300
Less 8% Service Charge	\$ -1,544
= Receipts Applicable to 5% Assessment	\$ 17,756
x 5% State Trust Fund Reserve	\$ 888

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 19,300
x 8% Service Charge	\$ 1,544
FY 2018-19 Receipts Applicable to SCGR	\$ 19,300
x 8% Service Charge	\$ 1,544

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund Public Defender Office - 15th Judicial Circuit 20-2-339042			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	220,461.45 (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>220,461.45</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(720.00) (J)			
Unreserved Fund Balance, 07/01/18	<b>219,741.45</b> (K)			
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal	

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 15th Judicial Circuit 20-2-339042 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 219,741.45 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **219,741.45** (E) **219,741.45** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: Public Defender Office, 15th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Scott McWebb

Telephone #: 561-355-7654

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#### **Revenue Estimating Methodology**

For Fees (00100) and Fines (001204) Actual Collections for FY 2017 – 2018 were \$985,571.83 and the last estimate for that same period was \$931,655. Actual collections were \$53,916.83 more than the last estimate or 5.78% more.

The collections for the first two months of FY 2018 - 2019 are 23% higher than the same period for FY 2017 - 2018.

To be conservative the office will use an estimate of 5.78% over last fiscal year's actual collections for both FY 2018 – 2019 and FY 2019 – 2020 estimates or \$1,042,538.

Actual Collections FY 2017 -2018

\$519,302.41 from Rev/Obj code 000100 or 52.69%

\$466,269.42 from Rev/Obj code 001204 or 47.31%

\$985,571.83 Total Collections

\$205,524.44

The Office is using an average of the two percentage for the distribution:

000100: 52.69 + 48.88/2 = 50.79%001204: 47.31 = 51.12/2 = 49.21%

**For Article V Traffic Fines (001225):** The office is using the estimates determined at the May 30, 2018 Article V Revenue Estimating Conference of \$171,605 for both FY 2017 – 2018 and FY 2018 – 2019.

# 5 Percent State Trust Fund Reserve: EV 2018 10 Pagaints Applicable to SCGP 701 110

FY 2018-19 Receipts Applicable to SCGR	\$ 701,110
Less 8% Service Charge	\$ -56,089
= Receipts Applicable to 5% Assessment	\$ 645,021
x 5% State Trust Fund Reserve	\$ 32,251

### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 701,110
x 8% Service Charge	\$ 56,089
FY 2018-19 Receipts Applicable to SCGR	\$ 701,110
x 8% Service Charge	\$ 56,089

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Criminal DefenseTrust Fund Public Defender Office - 15th Judicial Circuit 20-2-974015			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>2,589,711.69</b> (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>2,589,711.69</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(16,249.17) (J)			
Unreserved Fund Balance, 07/01/18	2,573,462.52 (K)			
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal	

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 15th Judicial Circuit 20-2-974015 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 2,724,750.78 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **2,724,750.78** (E) **2,724,750.78** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

der Revenue Trust Fund der Office - 16th Judicial Circuit  as of SWFS* Adjusted D18 Adjustments Balance  5,737.78 (A)
as of SWFS* Adjusted Balance  5,737.78 (A)
as of SWFS* Adjusted Balance  5,737.78 (A)
Adjustments         Balance           5,737.78 (A)
20.71 (B)
(C) (D) (E) (E) (E)
(D) (E) (E)
(E)
5.758.49 (F)
·,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
(G)
(H)
(H)
(H)
(I)
(J)
5,758.49 (K) *

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund LAS/PBS Fund Number: Public Defender Office - 16th Judicial Circuit 20-2-059016 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 85,758.49 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **85,758.49** (E) **85,758.49** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

### SCHEDULE I TRUST FUND NARRATIVE FORM

### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender, 16th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Alyssa Curry

Telephone #: 305-295-3141

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### **Revenue Estimating Methodology**

The 16<sup>th</sup> Circuit has two sources of revenue for the Grants and Donations Trust Fund. There are contracts for Municipal Ordinance Defense with the City of Key West and the Monroe County Board of County Commissioners. The actual revenue for FY 17/18 was \$4,650. The projected amount for FY 18/19 is based on the projected number of cases or \$4,743 and for FY 19/20 \$4,837. The estimated revenue for FY17/18 was lower than projected due to Hurricane Irma's immediate (and now lingering) impact to the 16th Judicial Circuit. The number of cases for FY 18/19 are on an increase with the recent deposit received, so therefore the revenue is projected to increase by 2% for **FY18/19 and FY19/20**.

	FY 17/18	2%	<b>FY 18/19</b>	<u>2%</u>	FY 19/20
Local Ord.	\$4,650	\$93	\$ 4,743	\$94	\$4,837
Defense	N/A	N/A	N/A	N/A	N/A
Total	\$ 5,050	\$ 93	\$4,743	\$ 94	\$4,837

### 5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General

**Revenue:** Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration				
Trust Fund Title:	Grants and Donations Trust Fund				
Budget Entity:	Public Defender Office - 16th Judicial Circuit				
LAS/PBS Fund Number:	20-2-339026				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>8,492.91</b> (A)				
ADD: Other Cash (See Instructions)	(B)				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>8,492.91</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(J)				
Unreserved Fund Balance, 07/01/18	<b>8,492.91</b> (K)				
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	nt e I, Section IV of the Schedule	I for the most recent	t completed fiscal		

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 16th Judicial Circuit 20-2-339026 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 8,492.91 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **8,492.91** (E) **8,492.91** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender, 16th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Alyssa Curry

**Telephone #: 305-295-3141** 

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### **Revenue Estimating Methodology**

Fiscal Year 2017/2018 Indigent Criminal Defense Trust Fund revenue increased in collections in comparison to Fiscal Year 2016/2017 revenue. This Agency in conjunction with the Clerk's Office implemented new procedures during the latter part of fiscal year to bolster collections. As there are no new policies or laws that might help to increase collections, a 5% increase in revenue is estimated for Fiscal Year 2018/2019 and Fiscal Year 2019/2020. This increase is based on an expected increase in the number of clients requesting Public Defender services and new procedures that have been implemented. The Article V Traffic Assessment total estimated revenue is per the May 30, 2018 Article V Revenue Estimating Conference

	FY 17/18	5%	<b>FY 18/19</b>	5%	FY 19/20
Fees	\$ 58,638	\$2,930	\$ 61,568	\$ 3,078	\$64,646
Restitutio	on \$ 54,695	\$2,734	\$57,429	\$2,871	\$60,300
Traffic	<u>\$</u>	<u>N/A</u>	\$29,947	<u>N/A</u>	\$29,947
Total	\$113,333	\$5,664	\$148,944	\$5,949	\$154,893
5 Percen	ıt State Trust	Fund Reser	rve:		

FY 2018-19 Receipts Applicable to SCGR	\$ 91,515
Less 8% Service Charge	\$ -7,321
= Receipts Applicable to 5% Assessment	\$ 84,194
x 5% State Trust Fund Reserve	\$ 4,210

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 94,593
x 8% Service Charge	\$ 7,567
FY 2018-19 Receipts Applicable to SCGR	\$ 91,515
x 8% Service Charge	\$ 7,321

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Criminal DefenseTrust Fund Public Defender Office - 16th Judicial Circuit 20-2-974016		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>164,535.96</b> (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>164,535.96</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(2,086.98) (J)		
Unreserved Fund Balance, 07/01/18	<b>162,448.98</b> (K)		*
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line		I for the most recent	completed fiscal

year and Line A for the following year.

Office of Policy and Budget - June 2018

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 16th Judicial Circuit 20-2-974016 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 162,448.98 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **162,448.98** (E) **162,448.98** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

Administration Defender Revenue T Defender Office - 17 19017  Lance as of 145,177.02 (A) 112.24 (B) (C)		Adjusted Balance
Defender Office - 17 9017 lance as of /30/2018 145,177.02 (A)	th Judicial Circuit  SWFS*	
lance as of /30/2018 145,177.02 (A)		
/30/2018 145,177.02 (A) [ 112.24 (B) [		
112.24 (B)		
(C)		
	•	
0 (D)		
(E)		
<b>145,289.26</b> (F)		
(G)		
(H)		
0 (H)		
(H)		
(I)		
- (J)		
145,289.26 (K)		
	145,289.26 (F) (G) (H) (H) (H) (I)	145,289.26 (F)  (G)  (H)  (H)  (I)  (J)

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund Public Defender Office - 17th Judicial Circuit LAS/PBS Fund Number: 20-2-059017 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 145,289.26 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **145,289.26** (E) **145,289.26** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender 17th Judicial Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Liz McHugh

Telephone #: 954-831-8688

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

The revenue estimates are based upon our County IT budget request for our technology needs such as IT employee reimbursement to the state, computer software and hardware, and maintenance expenses on computers and printers. Broward County receives the revenues from the \$2 technology fund and uses those funds to finance our IT request.

The receipts are based upon the technology needs for each fiscal year. In this circuit e-filing has been implemented which has increased our technology consulting fees, hardware and software needs. Additional staff has also been hired as a result of the e-filing mandate. The Grants and Donations Trust Fund for the Public Defender Office in the Seventeenth Judicial Circuit is funded by a County budget request each fiscal year. Our County IT 2018-19 budget is presently \$850,000.

<u>5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General</u>
<u>Revenue:</u> Revenues in this fund are not subject to the 5 Percent Trust Fund
Reserve nor the 8 Percent Service Charge to General Revenue.

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Budget Period: 2019 - 2020 Justice Administration		
Grants and Donations Trust Fund		
	n Judicial Circuit	
20-2-339049		
Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
843,591.80 (A)		
(B)		
(C)		
(D)		
(E)		
<b>843,591.80</b> (F)		
(G)		
(H)		
(H)		
(H)		
(I)		
(J)		
<b>843,591.80</b> (K)		*
nt		
	Justice Administration  Grants and Donations Trust F  Public Defender Office - 17th 20-2-339049   Balance as of 6/30/2018   843,591.80 (A)  (B)  (C)  (D)  (E)  (B)  (G)  (H)  (H)  (H)  (J)  843,591.80 (K)	Sustice Administration   Grants and Donations Trust Fund

year and Line A for the following year.

Office of Policy and Budget - June 2018

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 17th Judicial Circuit 20-2-339049 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 843,591.80 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **843,591.80** (E) **843,591.80** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender 17th Judicial Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Liz McHugh

**Telephone # 954-831-8688** 

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#### **Revenue Estimating Methodology:**

The revenue estimates are based upon anticipated corrections in our clerk's collection process. Our clerk has a new collection agency and is working with our office to improve the implementation of fee assessments and the collections of assessed fees. They are presently not assessing the ICDTF application fees on 50% of our cases. This error has also affected the assessment of the Restitution as well. Our office is asking for the corrections to their system to not only improve our future receipts but also to collect on our past cases that were not properly assessed. If these corrections are implemented our receipts in both categories will be projected as follows:

Application fees: \$75,000 per month \$960,000

Restitution: \$90,000 per month \$1,080,000

The estimates were created by reviewing similar sized circuits that have collection agencies and appropriate procedures in assessing fees by using their monthly revenue totals to create average revenue for each category.

**Article V Traffic Fines:** The office is using the estimates determined at the May 30, 2018 Article V Revenue Estimating Conference of \$142,654 for both FY 2018 – 2019 and FY 2019 – 2020.

### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 1,102,654
Less 8% Service Charge	\$ -88,212
= Receipts Applicable to 5% Assessment	\$ 1,014,442
x 5% State Trust Fund Reserve	\$ 50,722

### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 1,102,654
x 8% Service Charge	\$ 88,212
FY 2018-19 Receipts Applicable to SCGR	\$ 1,102,654
x 8% Service Charge	\$ 88,212

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Criminal DefenseTrust Fund Public Defender Office - 17th Judicial Circuit 20-2-974017		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>183,407.34</b> (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>183,407.34</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(99,999.11) (H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(11,740.43) (J)		
Unreserved Fund Balance, 07/01/18	<b>71,667.80</b> (K)		k
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	t completed fiscal

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 17th Judicial Circuit 20-2-974017 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 71,667.80 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **71,667.80** (E) **71,667.80** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Public Defender Revenue Trust Fund Public Defender Office - 18th Judicial Circuit 20-2-059018		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	105,362.01 (A)		
ADD: Other Cash (See Instructions)	49.59 (B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>105,411.60</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	-2409.85 (H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(J)		
Unreserved Fund Balance, 07/01/18	<b>103,001.75</b> (K)		
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	e I for the most recent	completed fiscal

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund LAS/PBS Fund Number: Public Defender Office - 18th Judicial Circuit 20-2-059018 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 103,001.75 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **103,001.75** (E) **103,001.75** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender, 18th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: John Stone

Telephone #: 321-617-7373

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

The Grants and Donations Trust Fund for the Eighteenth Circuit Public Defender receives revenue from Brevard and Seminole Counties. Each county appropriates funding in their annual budget to cover the information technology needs of this office. Revenues for the Grants and Donations Trust Fund were estimated by utilizing the appropriated budget amounts, as approved by the respective Board of County Commissioners.

#### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 5,000
Less 8% Service Charge	\$ -400
= Receipts Applicable to 5% Assessment	\$ 4,600
x 5% State Trust Fund Reserve	\$ 230

# 8 Percent Service Charge to General Revenue:

FY 2019-20 Receipts Applicable to SCGR	\$ 5,000
x 8% Service Charge	\$ 400
FY 2018-19 Receipts Applicable to SCGR	\$ 5,000
x 8% Service Charge	\$ 400

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title:	Budget Period: 2019 - 2020 Justice Administration			
Trust Fund Title:	Grants and Donations Trust Fund			
Budget Entity:	Public Defender Office - 18th			
LAS/PBS Fund Number:	20-2-339050			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>996.90</b> (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>996.90</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(J)			
Unreserved Fund Balance, 07/01/18	996.90 (K)		**	
Notes:  *SWFS = Statewide Financial Stateme  ** This amount should agree with Lin year and Line A for the following y	e I, Section IV of the Schedule	I for the most recent	t completed fiscal	

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 18th Judicial Circuit 20-2-339050 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 996.90 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **996.90** (E) **996.90** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 18th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: John Stone

**Telephone #: 321-617-7373** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

The Indigent Criminal Defense Trust Fund (ICDTF) receives revenue from the Department of Revenue through payments made by the Brevard County and Seminole County respective Clerk of the Courts. The amounts collected and paid to the Department of Revenue by the clerks are defined by Florida Statute, Chapters 27 and 938.

Revenue estimates for the ICDTF have been derived by utilizing the previous year total collections and deposits, as reported by the Department of Revenue to the Justice Administrative Commission.

**Article V Traffic Fines:** The office is using the estimates determined at the May 30, 2018 Article V Revenue Estimating Conference of \$138,631 for both FY 2018 – 2019 and FY 2019 – 2020.

#### **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 1,538,631
Less 8% Service Charge	\$ -123,090
= Receipts Applicable to 5% Assessment	\$ 1,415,541
x 5% State Trust Fund Reserve	\$ 70,777

#### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 1,538,631
x 8% Service Charge	\$ 123,090
FY 2018-19 Receipts Applicable to SCGR	\$ 1,538,631
x 8% Service Charge	\$ 123,090

<b>Explanation of Schedule I, Section III Accounting A</b>	djustments:
None applicable.	

Department Title:	Budget Period: 2019 - 2020 Justice Administration			
Trust Fund Title:	Indigent Criminal DefenseTrust Fund			
Budget Entity:	Public Defender Office - 18th			
LAS/PBS Fund Number:	20-2-974018			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	1,413,276.25 (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>1,413,276.25</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(230,149.64) (H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(14,142.42) (J)			
Unreserved Fund Balance, 07/01/18	<b>1,168,984.19</b> (K)		k	
Unreserved Fund Balance, 07/01/18  Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line year and Line A for the following year	nt e I, Section IV of the Schedule	I for the most recent	completed fiscal	

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 18th Judicial Circuit 20-2-974018 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,168,984.19 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **1,168,984.19** (E) **1,168,984.19** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Public Defender Revenue Trust Fund Public Defender Office - 19th Judicial Circuit 20-2-059019			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>36,749.86</b> (A)			
ADD: Other Cash (See Instructions)	35.06 (B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	(D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>36,784.92</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(J)			
Unreserved Fund Balance, 07/01/18	<b>36,784.92</b> (K)			
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	e I for the most recent	t completed fiscal	

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund Public Defender Office - 19th Judicial Circuit LAS/PBS Fund Number: 20-2-059019 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 36,784.92 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **36,784.92** (E) **36,784.92** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 19th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Patricia Armold

**Telephone #: 772-337-5665** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

Revenue estimates for Fiscal Year 2019-2020 are based on contractual agreements and approved county budgets. We receive \$70,000 from Martin County, originally based on a Memorandum of Understanding (MOA) to help fund 1.5 positions for the Martin County Mental Health Court System. We receive \$94,000 from St. Lucie County for two positions that originated through a match from a DCF State Grant. Both amounts continue to be funded through the yearly County Budget Request process.

We are in the process of requesting that these funds be exempt from the State 8% Service Charge as they are County reimbursements for salaries only for Specialty courts and should be exempt.

Our Ex-Offender Re-Entry Program has two sources of funding. This office has a three-year contract with the Circuit 19 Department of Children and Families (DCF), through its Managing Entity called the Southeast Florida Behavioral Health Network, in the amount of \$160,000, to fund a Clinical Coordinator and a Substance Abuse Counselor plus a part-time Other Personal Services (OPS) position, as well as cover some Operations funding for travel and supplies, all of which is exempt for the State service charge.

We requested, through the St. Lucie County Budget Request process, and were granted an additional \$20,000 from St. Lucie County for County FY 16-17, and an additional \$20,000 annually in FY 18-19, starting October 1, 2018, to cover additional costs incurred in new reporting requirements from Southeast Florida

Behavioral Health Network. This funding has also continued through the County Budget Request process. These revenues are exempt from the State service charge. We are requesting an additional \$20,000 for FY 19-20 from the St. Lucie County Sheriff's Office to partially renew funding for a counselor for the Re-Entry Program. We anticipate that this funding will be exempt from the 8% Service Charge.

The positions and funds derived from these agencies have contributed to the success of the Mental Health Courts in both counties as well as aided in lowering the jail population and reducing recidivism to a total of 9% to 10% through our Re-Entry Program. There are no plans to discontinue this funding.

#### **5 Percent State Trust Fund Reserve:**

	FY 2018-19 Receipts Applicable to SCGR	\$ 164,000
	Less 8% Service Charge**	\$ -13,120
*	= Receipts Applicable to 5% Assessment	\$ 150,880
	x 5% State Trust Fund Reserve	\$ 7,544

#### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 164,000
x 8% Service Charge**	\$ 13,120
FY 2018-19 Receipts Applicable to SCGR	\$ 164,000
x 8% Service Charge**	\$ 13,120

<sup>\*\*</sup>We are in the process of requesting an exemption from the 8% Service Charge on county funds totaling \$164,000 as these funds are reimbursements for salaries for Specialty Courts.

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

		Department Title:			
Grants and Donations Trust Fund			Trust Fund Title:		
	th Judicial Circuit	Public Defender Office - 19	Budget Entity:		
		20-2-339051	LAS/PBS Fund Number:		
Adjusted Balance	SWFS* Adjustments	Balance as of 6/30/2018			
		<b>343.72</b> (A)	Chief Financial Officer's (CFO) Cash Balance		
		(B)	ADD: Other Cash (See Instructions)		
		(C)	ADD: Investments		
		(D)	ADD: Outstanding Accounts Receivable		
		1,333.34 (E)	ADD: Contracts and Grants Receivable		
		<b>1,677.06</b> (F)	Total Cash plus Accounts Receivable		
		(G)	LESS Allowances for Uncollectibles		
		(H)	LESS Approved "A" Certified Forwards		
		(H)	Approved "B" Certified Forwards		
		(H)	Approved "FCO" Certified Forwards		
		(I)	LESS: Other Accounts Payable (Nonoperating)		
		(J)	LESS: Other Accounts Payable (SCGR)		
*		<b>1,677.06</b> (K)	Unreserved Fund Balance, 07/01/18		
ent com	le I for the most recent	t I, Section IV of the Schedul	Unreserved Fund Balance, 07/01/18  Notes:  *SWFS = Statewide Financial Statement ** This amount should agree with Line year and Line A for the following y		

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 19th Judicial Circuit 20-2-339051 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,677.06 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **1,677.06** (E) **1,677.06** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 19th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing Form: Patricia Armold

Telephone #: 772-337-5665

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology:**

The ICDTF was established on January 1, 1997 and now there exists an over 20 year history of steadily increasing collections.

In 2009 changes to 938.29, F. S., increased funds deposited into the ICDTF to 100% from 25%, and our largest county instituted a collections court which helped increase receipts by 61% over the prior year. Receipts have increased steadily, sometimes in the double digits from year to year.

Receipt levels peaked in FY 15-16 at \$1,388,619, with a slight decrease of 1.5% in FY 16-17. Although FY17-18 receipts were down slightly of FY 16-17 (2%), receipts for FY 18-19 have risen by 12% over FY 17-18 thus far and are projected to increase by total of 5% in FY 18-19, with an additional 3% in FY 19-20. This projected increase also includes the relatively new, additional revenue source from I.D. fraud surcharges per F.S. 817.568.

**Article V Traffic Fines:** The office is using the estimates determined at the May 30, 2018 Article V Revenue Estimating Conference of \$44,818 for both FY 2018 – 2019 and FY 2019 – 2020.

#### **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 411,631
Less 8% Service Charge	\$ -32,930
= Receipts Applicable to 5% Assessment	\$ 378,701
x 5% State Trust Fund Reserve	\$ 18,935

### **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 422,635
x 8% Service Charge	\$ 33,811
FY 2018-19 Receipts Applicable to SCGR	\$ 411,631
x 8% Service Charge	\$ 32,930

### **Explanation of Schedule I, Section III Accounting Adjustments:**

2017 Encumbrance in the amount of \$90

Department Title:	Budget Period: 2019 - 2020 Justice Administration			
Trust Fund Title:	Indigent Criminal DefenseTrust Fund			
Budget Entity:	Public Defender Office - 19th		_	
LAS/PBS Fund Number:	20-2-974019			
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	322,734.60 (A)			
ADD: Other Cash (See Instructions)	(B)			
ADD: Investments	(C)			
ADD: Outstanding Accounts Receivable	6,023.56 (D)			
ADD:	(E)			
Total Cash plus Accounts Receivable	<b>328,758.16</b> (F)			
LESS Allowances for Uncollectibles	(G)			
LESS Approved "A" Certified Forwards	(11,455.50) (H)			
Approved "B" Certified Forwards	(H)			
Approved "FCO" Certified Forwards	(H)			
LESS: Other Accounts Payable (Nonoperating)	(I)			
LESS: Other Accounts Payable (SCGR)	(13,057.58) (J)			
Unreserved Fund Balance, 07/01/18	<b>304,245.08</b> (K)		*	
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	nt e I, Section IV of the Schedule	I for the most recent	t completed fiscal	

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 19th Judicial Circuit 20-2-974019 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 304,245.08 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **304,245.08** (E) **304,245.08** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

Justice Administration Public Defender Revenue Trust Fund		
Public Defender Office - 20th		
20-2-059020		
Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
<b>39,093.23</b> (A)		
55.10 (B)		
(C)		
(D)		
(E)		
<b>39,148.33</b> (F)		
(G)		
(H)		
(H)		
(H)		
(I)		
(J)		
<b>39,148.33</b> (K)		
	Balance as of 6/30/2018  39,093.23 (A)  555.10 (B)  (C)  (D)  (E)  39,148.33 (F)  (G)  (H)  (H)  (H)  (J)	Balance as of 6/30/2018 Adjustments    39,093.23   (A)

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Public Defender Revenue Trust Fund Public Defender Office - 20th Judicial Circuit LAS/PBS Fund Number: 20-2-059020 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 39,148.33 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **39,148.33** (E) **39,148.33** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office: Public Defender Office, 20th Circuit

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Mark Humphrey

Telephone #: 239-533-1563

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

The Public Defender Grants and Donations Trust Fund was established as a result of Article V, Revision VII, to allow counties to fund positions in the Public Defender offices. The Public Defender, 20<sup>th</sup> Judicial Circuit's Grants and Donations revenues projected for 2018-19 and 2019-20 are based on the aggregate funding levels for attorneys, support staff and IT positions from Lee, Collier, Charlotte, Hendry and Glades counties.

	Estimated Revenues	Estimated Revenues
	FY 2018-19	FY 2019-20
Lee County	\$1,029,818	\$1,050,415
Collier County	\$ 323,105	\$ 329,568
Charlotte County	\$ 169,040	\$ 172,420
Hendry County	\$ 19,502	\$ 19,892
Glades County	\$ 4,876	\$ 4,973
	\$1,546,341	\$1,577,268

### 5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General

**Revenue:** Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund Public Defender Office - 20th Judicial Circuit 20-2-339041		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,435.51 (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	325,714.09 (D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>328,149.60</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(J)		
Unreserved Fund Balance, 07/01/18	328,149.60 (K)		
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	e I for the most recent	completed fiscal

### RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund LAS/PBS Fund Number: Public Defender Office - 20th Judicial Circuit 20-2-339041 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 328,149.60 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **328,149.60** (E) **328,149.60** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Public Defender Office, 20th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Mark Humphrey

**Telephone #: 239-533-1563** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **Revenue Estimating Methodology**

The Public Defender, 20<sup>th</sup> Judicial Circuit's ICDTF revenues for FY 2017-18 decreased 0.01% or just \$147 from the previous FY. This follows a 5.51% decrease between FY 2015-16 and FY 2016-2017. Increased collections resulting from successful initiatives taken in recent years, including working closely with each of our five Clerks within the circuit, appear to have plateaued in the 2015-16 FY. As such, forecasting will be based on current levels remaining flat.

For FY 2018-19, the 20<sup>th</sup> Circuit is revising its revenue forecast to \$1,034,658 with \$497,586 (48%) from application fees, \$420,463 (41%) from restitution, and \$116,609 (11%) from traffic fines. As we do not anticipate any major fluctuations in collections following the plateau noted above, PD20's forecast for FY 2019-20 will remain unchanged from the previous year's forecast totaling \$1,034,658.

Total	\$918,049	\$1,247,862	\$1,247,862
Article V Traffic	\$0	\$329,813	\$329,813
Restitution	\$420,463	\$420,463	\$420,463
<b>Application Fees</b>	\$497,586	\$497,586	\$497,586
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>

# **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 827,399
Less 8% Service Charge	\$ -66,192
= Receipts Applicable to 5% Assessment	\$ 761,207
x 5% State Trust Fund Reserve	\$ 38,060

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 827,399
x 8% Service Charge	\$ 66,192
FY 2018-19 Receipts Applicable to SCGR	\$ 827,399
x 8% Service Charge	\$ 66,192

# **Explanation of Schedule I, Section III Accounting Adjustments:**

N/A

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Criminal DefenseTrust Fund Public Defender Office - 20th Judicial Circuit 20-2-974020		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>570,337.43</b> (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	4,972.39 (D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>575,309.82</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(15,957.52) (H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(13,373.60) (J)		
Unreserved Fund Balance, 07/01/18	<b>545,978.70</b> (K)		*
Unreserved Fund Balance, 07/01/18  Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line	nt	I for the most recent	completed fiscal

year and Line A for the following year.

Office of Policy and Budget - June 2018

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration Trust Fund Title: Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Office - 20th Judicial Circuit 20-2-974020 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 545,978.70 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **545,978.70** (E) **545,978.70** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# **Budget Entity Level Exhibits or Schedules**

# **Public Defenders Appellate Division**

Budget Entities: 21650200, 21650700, 21651000,

21651100, 21651500

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit / Office Name: Public Defender Appellate Office, 15th Circuit

Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974

Name of Person Completing This Form: Scott McWebb

Telephone #: 561-355-7654

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#### **Revenue Estimating Methodology:**

The revenues used to support the budget authority for this appellate trust fund are shared from the primary revenue dollars on the trail side of this trust fund. This authority was established to allow this circuit to utilize an exact amount of authority to assist with its expenditures in the Appellate Division of this office. There is no anticipated increase of authority or revenue dollars beyond what has been estimated on the trial side.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Criminal DefenseTrust Fund Public Defender Appellate Office - 15th Judicial Circuit 20-2-974015		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>151,288.30</b> (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>151,288.30</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(J)		
Unreserved Fund Balance, 07/01/18	151,288.30 (K)		
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Indigent Criminal DefenseTrust Fund LAS/PBS Fund Number: Public Defender Appellate Office - 15th Judicial Circuit 20-2-974015 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 151,288.30 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **151,288.30** (E) **151,288.30** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# **Budget Entity Level Exhibits or Schedules**

**Capital Collateral Regional Counsels** 

**Budget Entities: 21702001 and 21703001** 

# CAPITAL COLLATERAL REGIONAL COUNSELS

# **Schedule I Series**

#### SCHEDULE I TRUST FUND NARRATIVE

#### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

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Circuit/Office Name: Capital Collateral Regional Counsel - North

Trust Fund Name: Capital Collateral Regional Counsel Trust Fund, FID# 2073

Name of Person Completing This Form: Julie P. Hartwein

Telephone #: (850) 487-0922 ext.103

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#### **Revenue Estimating Methodology:**

Capital Collateral Regional Counsel – Northern Region is charged with the statutory responsibility of providing legal representation in both state and federal capital postconviction proceedings to any person convicted and sentenced to death in Florida who is without counsel due to his or her indigence.

Section 27.702(3)(a), Florida Statutes (2016) states: "The Capital Collateral Regional Counsel shall file motions seeking compensation for representation and reimbursement for expenses pursuant to 18 U.S.C.S 3006A when providing representation to indigent persons in the federal courts, and shall deposit all such payments received into the Capital Collateral Regional Counsel Trust Fund."

The methodology used in determining the reimbursement is as follows: when cases enter the federal courts, they are tracked through completion. Reimbursement for the hours worked by attorneys and investigators along with applicable expenses are requested from the federal courts. Based on the average number of cases and estimated reimbursements over the past three to five years for Capital Collateral Regional Counsel – South and Capital Collateral Regional Counsel – Middle, \$31,000 and \$25,000 respectively (\$31,000 + \$25,000 = \$56,000 / 2 = \$28,000), Capital Collateral Regional Counsel – North reasonably anticipates and estimates the following for FY18-19 and FY19-20:

FY18-19: 0 cases = \$0

FY19-20: 1 case at \$28,000 = \$28,000

# <u>5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General Revenue:</u>

Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

<b>Explanation of Schedule I, Section III Accounting Adjustments:</b>
None applicable.

#### SCHEDULE I TRUST FUND NARRATIVE

#### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

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Circuit/Office Name: Capital Collateral Regional Counsel-Middle

Trust Fund Name: Capital Collateral Regional Counsel Trust Fund, FID# 2073

Name of Person Completing This Form: Vicki H. Butts

**Telephone #: 813-558-1600** 

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#### **Revenue Estimating Methodology:**

Capital Collateral Regional Counsel-Middle Region is charged with the statutory responsibility of providing legal representation in both state & federal capital postconviction proceedings to any person convicted and sentenced to death in Florida who is without counsel due to his or her indigency. Section 27.702(3 F.S. (1996 Supp) states: (3) The capital collateral representative shall file motions seeking compensation for representation and reimbursement pursuant to 18 U.S.C. s. 3006A. The methodology used to determine estimated receipts is extremely difficult, however, the best attempt to determine the reimbursement is as follows. Cases are calendared and tracked to monitor the progress of each case from public records request through representation in the federal courts. Due to this tracking process, it can be estimated when a case will proceed to the federal stage. The reimbursement amount is determined by the number of hours CCRC-Middle attorneys work on the case during the federal stage. The cases listed below for FY18/19 have CJA's outstanding. Therefore, it is estimated these federal reimbursement dollars will be received during FY18/19. Based on the number of cases that have been appointed and an average reimbursements per case for the past four years, CCRC-Middle Region estimates the following for FY19/20. To note, even when a case has completed the federal court process and reimbursement has been requested, there is no certainty as to when, or even if, the amounts of reimbursements requested will be approved or paid.

**FY18/19** 3 Cases Total-Actual \$ 22,318 **FY19/20**: 9 cases @ \$ 20,400 = \$183,600 Cases Total-Estimate \$ 183,600 \$ 205,918

#### 5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General

**Revenue:** Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Capital Collateral Regional Counsel Trust Fund Capital Collateral Regional Counsel-Middle Region-21702001 20-2-073001		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>1,535,204.43</b> (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	0 (D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>1,535,204.43</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	0 (H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	- (J)		
Unreserved Fund Balance, 07/01/18	1,535,204.43 (K)		
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Capital Collateral Regional Counsel Trust Fund LAS/PBS Fund Number: Capital Collateral Regional Counsel-Middle Region-21702001 20-2-073001 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 1,535,204.43 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **1,535,204.43** (E) **1,535,204.43** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

#### SCHEDULE I TRUST FUND NARRATIVE

#### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

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Circuit/Office Name: Capital Collateral Regional Counsel - South

Trust Fund Name: Capital Collateral Regional Counsel Trust Fund, FID# 2073

Name of Person Completing This Form: Paul A. Norton

Telephone #: 954-713-1284

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#### **Revenue Estimating Methodology:**

Capital Collateral Regional Counsel – Southern Region is charged with the statutory responsibility of providing legal representation in both state and federal Capital post conviction proceedings to any person convicted and sentenced to death in Florida who is without counsel due to his or her indigence.

Section 27.702(3) F.S (1996 Supp) states: The Capital Collateral Representative shall file motions seeking compensation for the representation and reimbursement pursuant to 18 U.S.C. s.3006A. The methodology used in determining the reimbursement is as follows:

When cases enter the federal courts, they are tracked through completion.

Reimbursement for the hours worked by attorneys and investigators along with applicable expenses are requested from federal courts. Based on the average reimbursement per case for the past 5 years, \$32,050. CCRC-South estimates the following for FY 19-20:

FY 19-20: 6 Cases @ \$32,050 = \$192,300.00

#### 5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General Revenue:

Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Capital Collateral Regional Counsel Trust Fund Capital Collateral Regional Counsel-Southern Region-21703001 20-2-073002		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	830,057.77 (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	0 (D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>830,057.77</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(7,800.00) (H)		
Approved "B" Certified Forwards	0 (H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	_ (J)		
Unreserved Fund Balance, 07/01/18	822,257.77 (K)		:
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Capital Collateral Regional Counsel Trust Fund LAS/PBS Fund Number: Capital Collateral Regional Counsel-Southern Region-21703001 20-2-073002 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 822,257.77 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **822,257.77** (E) **822,257.77** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

# **Budget Entity Level Exhibits or Schedules**

# Criminal Conflict and Civil Regional Counsels

**Budget Entities: 21800100 through 21800500** 

# CRIMINAL CONFLICT & CIVIL REGIONAL COUNSELS

**Schedule I Series** 

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

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Circuit/Office Name: Office of Criminal Conflict and Civil Regional Counsel, First Region

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Carla Georgieff

**Telephone #: 850-922-0179** 

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#### **Revenue Estimating Methodology:**

No revenue was received in FY 2017-18 and there is no expected revenue in FY 2018-19 or FY2019-20. There is a fund balance of \$4,056

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund Criminal Conflict and Civil Regional Counsel-1st District 20-2-339133		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>4,056.41</b> (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>4,056.41</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(J)		
Unreserved Fund Balance, 07/01/18	<b>4,056.41</b> (K)		
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following ye	e I, Section IV of the Schedule	I for the most recent	completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund Criminal Conflict and Civil Regional Counsel-1st District LAS/PBS Fund Number: 20-2-339133 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 4,056.41 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **4,056.41** (E) **4,056.41** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Civil Defense Trust Fund Criminal Conflict and Civil Regional Counsel-1st District 20-2-976001		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	17,321.05 (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>17,321.05</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(183.68) (J)		
Unreserved Fund Balance, 07/01/18	17,137.37 (K)		
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Indigent Civil Defense Trust Fund LAS/PBS Fund Number: Criminal Conflict and Civil Regional Counsel-1st District 20-2-976001 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 17,137.37 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **17,137.37** (E) **17,137.37** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

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Circuit/Office Name: Office Criminal Conflict and Civil Regional Counsel, Second District

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Lori Wagner Kane

**Telephone Number #: 239-963-8168** 

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#### **Revenue Estimating Methodology:**

The Office of Criminal Conflict & Civil Regional Counsel,  $2^{nd}$  DCA, has been receiving quarterly reimbursements for IT expenses from Polk County since January 2013 (FY 12-13). Reimbursement per fiscal quarter is \$19,540. Projections are based upon expected reimbursements for the full fiscal year. \$19,540 x 4 = \$78,160

FY 2013 – 2014: Actual reimbursements totaled \$78,160

FY 2014 – 2015: Actual reimbursements totaled \$78,160

FY 2015 – 2016: Actual reimbursements totaled \$78,160

FY 2016 – 2017: Actual reimbursements totaled \$78,160

FY 2017 – 2018: Actual reimbursements totaled \$78,160

FY 2018 – 2019: Anticipated reimbursements total \$78,160

FY 2019 – 2020: Projected reimbursements total \$78,160

Anticipated / Projected future reimbursement amounts will not change.

<u>5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General Revenue:</u> Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

<b>Explanation of Schedule I, Section III Accounting Adjustments:</b>
None applicable.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund Criminal Conflict and Civil Regional Counsel-2nd District 20-2-339134		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>438.96</b> (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>438.96</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(J)		
Unreserved Fund Balance, 07/01/18	438.96 (K)		
Notes:  *SWFS = Statewide Financial Statement  ** This amount should agree with Line year and Line A for the following year	I, Section IV of the Schedule	I for the most recent	completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Grants and Donations Trust Fund Criminal Conflict and Civil Regional Counsel-2nd District LAS/PBS Fund Number: 20-2-339134 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 438.96 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: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **438.96** (E) **438.96** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE

# FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Office Criminal Conflict and Civil Regional Counsel,

2<sup>nd</sup> District

Trust Fund Name: Indigent Civil Defense Trust Fund, FID# 2976

Name of Person Completing This Form: Lori Wagner Kane

**Telephone Number: (239) 963-8168** 

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#### Revenue Estimating Methodology (use additional pages if necessary)

The Office of Criminal Conflict & Civil Regional Counsel, 2<sup>nd</sup> DCA, (RC2) considers prior year collected fee and restitution amounts, caseloads, and increasingly better collection practices. A 3% annual increase of the prior year Actual is projected.

		<u>P</u> ]	ROJECTED	<b>ACTUAL</b>
FY 2012 – 2013	Actual (1/2 year):			\$ 4,881.31
FY 2013 – 2014	Projected:	\$	4,881.31	
Г 1 2013 — 2014	Projected.		,	
		\$	4,881.31	<u> </u>
		\$	9,762.62	
	Fees & Restitution:			\$ 9,219.03
	*Deposit:			\$ 16,092.00
	Actual:			\$ 25,311.03
* This was an isola	ated and irregular occurrenc	e.		
FY 2014 – 2015: (	3% of Fees & Restitution)		\$9,495.60	\$ 9,202.98
FY 2015 – 2016: (	3% of FY 14-15 Actual)		\$9,479.06	\$11,762.74

FY 2016 – 2017: (3% of FY 15-16 Actual)	\$12,115.	62 \$12,883	.62
FY 2017 – 2018: (3% of FY 16-17 Actual)	\$13,270.	12 \$12,858	.05
FY 2018 – 2019: (3% of FY 17-18 Actual)	\$13,243.	79	
FY 2019 – 2020: (3% of FY 18-19 Projected)	\$13,641.	10	
5 Percent State Trust Fund Reserve: FY 2018-19 Receipts Applicable to SCGR	\$	11,154	
Less 8% Service Charge	\$	-892	
= Receipts Applicable to 5% Assessment	\$	10,262	
x 5% State Trust Fund Reserve	\$	513	
8 Percent Service Charge to General Revenue	<u>:</u>		
FY 2019-20 Receipts Applicable to SCGR	\$	11,489	
x 8% Service Charge	\$	919	
FY 2018-19 Receipts Applicable to SCGR	\$	11,154	
x 8% Service Charge	\$	892	

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None Applicable

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Civil Defense Trust Fund Criminal Conflict and Civil Regional Counsel-2nd District 20-2-976002		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>4,408.15</b> (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>4,408.15</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(228.14) (J)		
Unreserved Fund Balance, 07/01/18	<b>4,180.01</b> (K)		
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020** Department Title: Justice Administration **Trust Fund Title:** Indigent Civil Defense Trust Fund LAS/PBS Fund Number: Criminal Conflict and Civil Regional Counsel-2nd District 20-2-976002 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 4,180.01 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **4,180.01** (E) **4,180.01** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

# SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

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Circuit / Office Name: Office of Criminal Conflict & Civil Regional Counsel,

**3rd District** 

Trust Fund Name: Indigent Civil Defense Trust Fund, FID# 2976

Name of Person Completing This Form: Jorge I. Sanchez

**Telephone: (305) 679-6550** 

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#### **Revenue Estimating Methodology:**

Based on FY 17-18 collections of \$565.00 in application fees, RC3 projects the same amount will be collected in FY 18-19 as well as FY 19-20.

# 5 Percent State Trust Fund Reserve:

FY 2018-19 Receipts Applicable to SCGR	\$ 565
Less 8% Service Charge	\$ -45
= Receipts Applicable to 5% Assessment	\$ 520
x 5% State Trust Fund Reserve	\$ 26

# **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 565
x 8% Service Charge	\$ 45
FY 2018-19 Receipts Applicable to SCGR	\$ 565
x 8% Service Charge	\$ 45

# **Explanation of Schedule I, Section III Accounting Adjustments:**

None Applicable

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Civil Defense Trust Fund Criminal Conflict and Civil Regional Counsel-3rd District 20-2-976003		
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	15,696.59 (A)		
ADD: Other Cash (See Instructions)	(B)		
ADD: Investments	(C)		
ADD: Outstanding Accounts Receivable	(D)		
ADD:	(E)		
Total Cash plus Accounts Receivable	<b>15,696.59</b> (F)		
LESS Allowances for Uncollectibles	(G)		
LESS Approved "A" Certified Forwards	(H)		
Approved "B" Certified Forwards	(H)		
Approved "FCO" Certified Forwards	(H)		
LESS: Other Accounts Payable (Nonoperating)	(I)		
LESS: Other Accounts Payable (SCGR)	(7.20) (J)		
Unreserved Fund Balance, 07/01/18	15,689.39 (K)		
Notes:  *SWFS = Statewide Financial Statemer  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	I for the most recent	completed fiscal

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Indigent Civil Defense Trust Fund LAS/PBS Fund Number: Criminal Conflict and Civil Regional Counsel-3rd District 20-2-976003 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 15,689.39 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **15,689.39** (E) **15,689.39** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

#### SCHEDULE I TRUST FUND NARRATIVE

### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Office of Criminal Conflict and Civil Regional Counsel,

4th District

Trust Fund Name: Indigent Civil Defense Trust Fund, FID# 2976

Name of Person Completing This Form: Gina Gillette

**Telephone #: 561-837-5156 x4** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

## **Application Fees**

The estimated FY 2017-2018 and FY 2018-2019 totals calculated based on the average of the actual receipts of the two previous fiscal years, 2016-2017, \$2,535.00 and 2017-2018, \$2,311.46. The average is \$2,423.23.

### Restitution

The estimated FY 2017-2018 and FY 2018-2019 totals calculated based on the average of the actual receipts of the two previous fiscal years, 2016-2017, \$400.00 and 2017-2018, \$0.00. The average is \$400.00.

	Actual	<b>Estimated</b>	<b>Estimated</b>
	FY 2017-18	FY 2018-19	FY 2019-20
App Fees	\$2,311.46	\$2,423	\$2,423
Restitution	\$ 0.00	\$ 400	\$ 400

## **5 Percent State Trust Fund Reserve:**

FY 2018-19 Receipts Applicable to SCGR	\$ 2,423
Less 8% Service Charge	\$ -194
= Receipts Applicable to 5% Assessment	\$ 2,229
x 5% State Trust Fund Reserve	\$ 111

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 2,423
x 8% Service Charge	\$ 194
FY 2018-19 Receipts Applicable to SCGR	\$ 2,423
x 8% Service Charge	\$ 194

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Defense Trust Fund
as of SWFS* Adjusted Balance  1,958.02 (A)
Adjustments   Balance
Adjustments   Balance
(B) (C) (D) (E) (E) (D)
(C) (D) (E) (E) (C)
(D) (E) (E)
(E)
1958 02 (E)
1,730.02 (1°)
(G)
(H)
(H)
(H)
(I)
(59.57) (J)
<b>1,898.45</b> (K) **
4

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Indigent Civil Defense Trust Fund LAS/PBS Fund Number: Criminal Conflict and Civil Regional Counsel-4th District 20-2-976004 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 14,898.45 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **14,898.45** (E) **14,898.45** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

## SCHEDULE I TRUST FUND NARRATIVE FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Office Criminal Conflict and Civil Regional Counsel, 5<sup>th</sup> Region

Trust Fund Name: Grants and Donations Trust Fund, FID# 2339

Name of Person Completing This Form: Michael C. Nappi,

Chief of Staff, 5th Region

**Telephone Number #: 407-389-5140** 

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

## **Revenue Estimating Methodology:**

No revenue was received in FY 2017-18 and there is no expected revenue in FY 2018-19 or FY2019-20. There is a fund balance of \$1.

### **Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Grants and Donations Trust Fund Criminal Conflict and Civil Regional Counsel-5th District 20-2-339137				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	<b>0.33</b> (A)				
ADD: Other Cash (See Instructions)	(B)				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>0.33</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(J)				
Unreserved Fund Balance, 07/01/18	<b>0.33</b> (K)				

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Grants and Donations Trust Fund Criminal Conflict and Civil Regional Counsel - 5th District LAS/PBS Fund Number: 20-2-339137 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; **0.33** (A) GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **0.33** (E) **0.33** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE: 0.00** (G)\* \*SHOULD EQUAL ZERO.

#### SCHEDULE I TRUST FUND NARRATIVE

### FY 2019-2020 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Circuit/Office Name: Office of Criminal Conflict & Civil Regional Counsel,

5<sup>th</sup> District

Trust Fund Name: Indigent Civil Defense Trust Fund, FID# 2976

Name of Person Completing This Form: Michael C. Nappi, Chief of Staff, 5<sup>th</sup>

Region

Telephone #: (407) 389-5140

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **Revenue Estimating Methodology:**

### **Civil Application Fees:**

For FY 17/18, RC5's actual revenue was \$10,134. RC5 was appointed to 1610 cases, and it received application fees in 12.6% of its cases. RC5 projects that its caseload will increase at a rate of 5% for the next two years. RC5 projects that it will collect application fees in 5% of its cases in FY18/19 and 5% of its cases in FY19/20.

Revenue Estimates are based on the following:

## Estimate for 18/19:

 $1690 \times $50.00$  application fee = \$84,500

 $$84,500 \times 5\% = $4,225$ 

## Estimate for 19/20:

1774 x \$50.00 application fee = \$88,700

\$88,700 x 5% = \$4,435

#### **Restitution:**

### Attorney Fees

For FY 17/18, RC5's actual revenue was \$19,755. RC5 was appointed to 1610 cases, and it received restitution in 8.2% of its cases. RC5 projects that its caseload will increase at a rate of 5% for the next two years. RC% projects that it will collect restitution in 5% of its cases in FY18/19 and 5% of its cases in FY19/20.

Revenue Estimates are based on the following:

### Estimate for 18/19:

1690 x \$150.00 application fee = \$253,500

 $253,500 \times 5\% = 12,675$ 

#### Estimate for 19/20:

 $1774 \times 150.00$  application fee = \$266,100

 $266,100 \times 5\% = 13,305$ 

## **<u>5 Percent State Trust Fund Reserve:</u>**

FY 2018-19 Receipts Applicable to SCGR	\$ 4,225
Less 8% Service Charge	\$ -338
= Receipts Applicable to 5% Assessment	\$ 3,887
x 5% State Trust Fund Reserve	\$ 194

## **8 Percent Service Charge to General Revenue:**

FY 2019-20 Receipts Applicable to SCGR	\$ 4,435
x 8% Service Charge	\$ 355
FY 2018-19 Receipts Applicable to SCGR	\$ 4,225
x 8% Service Charge	\$ 338

## **Explanation of Schedule I, Section III Accounting Adjustments:**

None Applicable

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2019 - 2020 Justice Administration Indigent Civil Defense Trust Fund Criminal Conflict and Civil Regional Counsel-5th District 20-2-976005				
	Balance as of 6/30/2018	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	23,099.06 (A)				
ADD: Other Cash (See Instructions)	10.00 (B)				
ADD: Investments	(C)				
ADD: Outstanding Accounts Receivable	(D)				
ADD:	(E)				
Total Cash plus Accounts Receivable	<b>23,109.06</b> (F)				
LESS Allowances for Uncollectibles	(G)				
LESS Approved "A" Certified Forwards	(H)				
Approved "B" Certified Forwards	(H)				
Approved "FCO" Certified Forwards	(H)				
LESS: Other Accounts Payable (Nonoperating)	(I)				
LESS: Other Accounts Payable (SCGR)	(211.28) (J)				
Unreserved Fund Balance, 07/01/18	<b>22,897.78</b> (K)				
Notes:  *SWFS = Statewide Financial Statemen  ** This amount should agree with Line year and Line A for the following year	e I, Section IV of the Schedule	e I for the most recent	completed fiscal		

Office of Policy and Budget - June 2018

## RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2019 - 2020 Department Title:** Justice Administration Trust Fund Title: Indigent Civil Defense Trust Fund LAS/PBS Fund Number: Criminal Conflict and Civil Regional Counsel-5th District 20-2-976005 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/18 Total all GLC's 5XXXX for governmental funds; 22,897.78 GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: (C) SWFS Adjustment # and Description SWFS Adjustment # and Description (C) **Add/Subtract Other Adjustment(s):** (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **22,897.78** (E) **22,897.78** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (G)\* **DIFFERENCE:** \*SHOULD EQUAL ZERO.

# Other Manual Schedules and Supporting Documents

**Schedule VIII-A** 

Priority Listing of Agency Budget Issues Requested Expenditures Over Base Operating Budget

**Manual Inserts** 

**Technical Checklist-LBR Review** 

## SCHEDULE VIII-A: PRIORITY LISTING OF AGENCY BUDGET ISSUES Requested Expenditures Over Base Operating Budget

DEPARTMENT: JUSTICE ADMINISTRATION

BUDGET ENTITY: Justice Administrative Commission / Executive Direction and Support

Issue Title	Issue Code	FTE	Amount / Fund	Priority#
Competitive Pay Adjustment for Justice				
Administrative Commission Employees	4203A60	0	\$239,029 / 1000	1
N			101 1 1000 04	

Narrative: The Justice Administrative Commission requests additional Salary rate of 206,217 and recurring Salaries and Benefits General Revenue funds of \$239,029 to provide 5% merit increases for JAC staff.

Issue Title	Issue Code	FTE	Amount / Fund	Priority#
Court Appointed Due Process Costs				
Increase	5200030	0	\$13,358,000 / 1000	2

Narrative: The Justice Administrative Commission requests General Revenue funds to address an ever-increasing caseload for court-appointed attorneys and due process vendors. This request is for the Child Dependency/Civil Conflict cases, Attorney Payments Over the Flat Fee cases, and Criminal Conflict Cases.

Issue Title	Issue Code	FTE	Amount / Fund	Priority#
Court-Appointed Workload Increase Narrative: The Justice Administrative Com	•		•	
a high prompt payment compliance rate w funded indigent defense bills to ensure that				iny of state

Issue Title	Issue Code	FTE	Amount / Fund	Priority#
Hardware Refresh Issue	24010C0	0	\$365.000 / 1000	4

Narrative: The Justice Administrative Commission requests funding to replace aging server hardware as well as migrate to a modern virtual computing environment that incorporates a contemporary backup and disaster recovery architecture. Many of JAC's servers and its network storage environment are reaching hardware end of life (EOL) during the 2019-20 fiscal year. This replacement will also enable the agency to move away from an antiquated tape backup solution for data recovery.

Issue Title	Issue Code	FTE	Amount / Fund	Priority#
Software Refresh Issue	36206C0	0	\$7,625 / 1000	5

Narrative: The Justice Administrative Commission requests funding to update the agency's email server software licenses that will reach end of life (EOL) with Microsoft during the 2019-20 fiscal year. If the licenses lapse into EOL, they would cease receiving security patches and system fixes, making it susceptible to malware and downtime.

## SCHEDULE VIII-A: PRIORITY LISTING OF AGENCY BUDGET ISSUES Requested Expenditures Over Base Operating Budget

DEPARTMENT: JUSTICE ADMINISTRATION

BUDGET ENTITY: Justice Administrative Commission / Executive Direction and Support

Issue Title	Issue Code	FTE	Amount / Fund	Priority#
Replacement Equipment – Task Chairs	2401000	0	\$33,100 / 1000	6

Narrative: The Justice Administrative Commission requests non-recurring funding for 85 chairs purchased between 2004 and 2006 and are reaching the recommended replacement age of twelve to fifteen years Replacement parts are no longer available. Retaining these chairs increases likelihood of staff working in ergonomically incorrect positions which may result in injury.

Issue Title	Issue Code	FTE	Amount / Fund	Priority#
Realignment for Administrative Expenditure	es			
- Add	2000100	0	\$17,000 / 1000	7

Narrative: The Justice Administrative Commission requests realignment of General Revenue funding between appropriation categories. An additional \$17,000 is necessary in the Other Personal Services category to continue two temporary employees who assist during peak periods in the Accounting and Court-Appointed Audit sections.

Issue Title	Issue Code	FTE Amount / Fund		Priority#
Realignment for Administrative Expenditure	es			
- Deduct	2000200	0	(\$17,000) / 1000	8

Narrative: The Justice Administrative Commission requests realignment of General Revenue funding between appropriation categories. Because of efficiencies that have been implemented, funding is available for transfer (deduct) from the Expenses category to cover the projected needs in the Other Personal Services category.

Issue Title	Issue Code	FTE	Amount / Fund	Priority#
Realignment of Funds for Court-Appointed				
- Add	2000140	0	\$500,000 / 1000	9

Narrative: The Justice Administrative Commission requests realignment of General Revenue funding between appropriation categories. The Criminal Conflict and Dependency Counsel Liability category (103543) was established to pay for cases appointed during fiscal years 2004-05, 2005-06, and 2006-07. There are approximately six remaining cases and JAC requests the appropriation be transferred (added) to the Attorney Payments Over the Flat Fee (103539) category which pays for similar cases where private attorneys were appointed by the court after fiscal year 2006-07.

Issue Title	Issue Code	FTE	Amount / Fund	Priority#
Realignment of Funds for Court-Appointed				
Categories - Deduct	2000150	0	(\$500,000) / 1000	10

Narrative: The Justice Administrative Commission requests realignment of General Revenue funding between appropriation categories. The Criminal Conflict and Dependency Counsel Liability category (103543) was established to pay for cases appointed during fiscal years 2004-05, 2005-06, and 2006-07. There are approximately six remaining cases and JAC requests the separate appropriation be deactivated.

AGENCY: Statewide Guardian ad Litem

ISSUE TITLE	ISSUE CODE	AMOUNT/FUND	PRIORITY #
Increase Staff to Represent All Children	3000370	\$3,830,146	1

#### NARRATIVE:

This issue requests \$3,830,146 in recurring General Revenue funding to meet workload needs in areas of the state experiencing significant increases in the number of children coming into foster care. In the past few years, Florida has experienced dramatic increases in the number of children in out of home care, much of it attributable to the epidemic of opioid abuse. Foster children are the primary population represented by the Florida Statewide Guardian ad Litem Program which serves as an independent advocate in dependency court for the child's best interests.

Florida Statutes require the appointment of a guardian ad litem ("GAL") to represent every child under the jurisdiction of the dependency court. Using a multi-disciplinary team, the Program conducts independent assessments of the child's situation and provides comprehensive information and recommendations to the court. Judges rely on the GAL's report and recommendations when making life changing decisions for abused and neglected children. GALs advocate for children's best interests, including by having an attorney protect their legal interests. They also monitor, mentor, coach, transport and serve as educational surrogates for the children they represent. Children with a GAL volunteer have better quality outcomes, achieving permanency more quickly and receiving services they need more consistently, because they have a dedicated advocate speaking for their best interests. GALs are often the only stable person in the child's life and lifelong bonds frequently result from these relationships.

Dramatic increases in numbers of children in foster care have affected the entire state. Since July 2015, the number of children in out of home care has increased by more than 11% from 21,624 to 24,067. The workload stemming from this unexpected growth has negatively affected the budgets of many state agencies and private providers.

In FY 15-16, five community based care lead agencies (CBCs under the Department of Children and Families) received Risk Pool funding due to exigent circumstances. In FY 16-17, nine CBCs received risk pool funding due to continued unexpected and unfunded growth in foster care. In FY 17-18, \$5 million in Risk Pool funding and another \$20 million was appropriated in "back of the bill" GAA funding to mitigate "operational deficits experienced by the Community Based Care lead agencies" throughout the state as a result of this unprecedented growth in the foster care population.

For DCF, the Risk Pool and back of the bill funding for operational deficits were primarily targeted at large urban areas heavily affected by the opioid epidemic. These types of cases can require long-term, specialized services and monitoring, and put unique demands on the dependency system. The impacts have been felt to a similar degree by the Guardian ad Litem Program, and workload has outstripped the Program's capacity to absorb the new cases. This places children at risk of not having a voice in court due to lack of available staff to represent children and to recruit and manage volunteer GALs.

Because by statute a GAL must be appointed to every case, the GAL Program has no discretion when the judge appoints us to advocate for a child – even if there are insufficient resources. This budget request is focused on accommodating the increase in five circuits while keeping caseloads within an acceptable range for the standards supporting quality advocacy.

In order to address the workload increases associated with the increases in foster care, the Program is requesting the creation of 64 positions primarily for heavily affected urban areas. These areas mirror those that received Risk Pool and back of the bill funding for the past three years, and include the following:

- Circuit 5, comprised of Citrus, Marion, Sumter, Lake and Marion Counties, where the number of foster children has grown by 45 percent
- Circuit 13 (Hillsborough), where numbers have grown by more than 34 percent
- Circuit 6, containing Pasco and Pinellas Counties, that had a 33 percent increase
- Circuit 20 (Charlotte, Collier, Hendry, Glades and Lee Counties) which saw an 18 percent increase
- Circuit 17 (Broward County) where the Circuit experienced an explosion of foster children between 2013 and 2016, with a 72 percent increase, and has still not recovered from the backlog created by this immense workload increase

AGENCY: Statewide Guardian ad Litem

ISSUE TITLE	ISSUE CODE	AMOUNT/FUND	PRIORITY #
Increase Staff to Represent All Children	3000370	\$3,830,146	1

Therefore, in Circuits 13, 17 and 20, one additional unit each will be established and a fourth unit will be divided between Circuits 5 and 6. Each unit consists of:

- 6 FTE Child Advocate Managers
- 1 FTE Senior Child Advocate Manager (supervisor)
- 3 FTE Program Attorneys

All other areas of the state have been affected, albeit to a lesser degree, and those remaining Circuits will each receive one Child Advocate Manager I FTE, with two (2) FTE Child Advocate Managers II (supervisor) positions and seven (7) FTE additional Program Attorney positions to support the Child Advocate Managers, for a total of 64 new FTEs.

AGENCY: Statewide Guardian ad Litem

ISSUE TITLE	ISSUE CODE	AMOUNT/FUND	PRIORITY #
Employee Certification and Retention	4206A30	\$658,172	2

#### NARRATIVE:

The Guardian ad Litem Program is requesting a total of \$658,172 in General Revenue funding, of which \$358,830 is recurring and \$299,342 is non-recurring, to establish a program of training and certification for 380 professional child advocate managers of the Florida Guardian ad Litem (GAL) Program. This issue includes the establishment of three (3) FTE Regional Program Directors to implement and direct a statewide training program.

Under the auspices of the Florida Certification Board, the Guardian ad Litem Program is developing a certification program to increase the professionalism of its child advocate managers. These staff recruit, train and oversee the work of more than 10,000 volunteers and interact daily with abused and neglected children, the courts, and professionals in child welfare, education and specialty areas. The Guardian ad Litem Program represents the children's interests in dependency court proceedings and is obligated by statute to serve as an independent source of information needed by the court. The GAL Program uses a multidisciplinary team (child advocate manager, volunteer, and attorney) to represent each child. The child advocate manager is an indispensable member of this team using knowledge and experience of Florida's social services system and dependency proceedings to provide oversight and guidance to the volunteer.

These employees are respected professionals in the eyes of the court, and are often the source to whom judges turn for life-altering decisions on behalf of traumatized children. By implementing a program of professional certification akin to that required of DCF and Community Based Care employees, the GAL Program will attract and retain qualified and capable child advocate managers and improve outcomes for children within the child-welfare system. Through certification, child advocate managers will be better able to recruit and retain volunteers, provide enhanced advocacy to children they represent, and further the Program's mission to provide a guardian ad litem to every child in the dependency court.

Certification brings with it a uniform set of quality and ethical standards, enhanced training, competency testing, professional development on child welfare issues as well as volunteer management, childhood trauma, brain development, advocacy and improved recruitment and retention. Certification will level the expertise and training of the child advocate managers, so that they are on par with their peers in the child welfare profession, e.g., DCF and community based care lead agencies.

The costs of this issue include initial certification fees for professional child advocate managers, recertification on a recurring basis, testing and certification of new employees, salaries and benefits for three regional program director positions, expense costs for travel and supplies, the non-recurring cost of curriculum development, and recurring costs to update and upgrade the professional pre-service training for these employees.

The recurring cost of this issue after year one is \$358,830 which includes salarioes and benefits as well as funds for licensing new CAMs and recertifying existing CAMs as well as funds to annually update the quality and timeliness of training content and materials.

AGENCY: Statewide Guardian ad Litem

ISSUE TITLE	ISSUE CODE	AMOUNT/FUND	PRIORITY #
Reimbursement for Extraordinary GAL Advocate			
Expenses	4206010	\$331,262	3

#### NARRATIVE:

This issue seeks \$331,262 in recurring general revenue funding to reimburse Guardian ad Litem (GAL) volunteers for extraordinary travel expenses related to best interests advocacy. Funding for this issue will ensure that the FY 18-19 non-recurring appropriation for this purpose continues within the GAL expense budget.

Florida law requires the appointment of a GAL as early as possible in a dependency case – a person responsible for getting to know the child and his or her family, giving that child a voice in court, and representing the child's best interests within the child-welfare system. Due to increased numbers of children in out-of-home care, GALs must travel longer distances to do their work. Some GAL volunteers, particularly those who are retired on fixed incomes, have indicated that the costs of travel could cause them to decline cases, thereby reducing the overall number of GAL volunteers and thus the number of children represented. The general revenue funds requested here will allow the GAL Program to reimburse volunteers for extraordinary travel costs in cases where the best interests of the child justify it.

The number of children in out-of-home care has increased by more than 11 percent since July 2015. According to the Department of Children and Families, (DCF), as of July 2018, there were 24,067 children in out-of-home care statewide – up from 21,624 in July 2015. Given that Florida has approximately 5,000 foster care homes, it is a constant struggle to find appropriate placements for children near the families from whom they were removed. DCF statistics indicate that 19.47% of children were placed out of their Circuit as of June 2018. Children of increasingly young ages are being placed in group homes rather than with foster families. This unprecedented situation makes it difficult and costly for GALs to visit children frequently and to stay on cases when a child is moved out of circuit.

**Having a consistent advocate is invaluable to children.** A hallmark of GAL advocacy is that one advocate who represents one child or sibling group is a steady presence when so much else is changing for them: placements, caseworkers, friends, schools, judges. As the independent voice for the child, the GAL must see the child regularly to effectively represent best interests and articulate expressed wishes. Having a consistent advocate is invaluable to these children, who often feel very alone in an overwhelming and overloaded child welfare system.

**Having a consistent advocate is vital to the court system.** A GAL visits a child on a regular basis in different environments to make informed best interests recommendations. When a GAL stays on a case from beginning to end, he or she has historical information that is crucial to decisions the judges will make about the child's best interests. This institutional knowledge keeps critical information about the child and family from being lost. As children are being placed farther from their home counties, keeping the same volunteer on a case until completion has become a challenge for the GAL Program.

Florida's 10,000 Guardian ad Litem volunteers drive an estimated 3 million miles per year to represent abused and neglected children [2]. A June 2017 survey of more than 10,000 GAL volunteers yielded 1,344 responses to questions about their driving patterns as a GAL volunteer. Survey results showed the average volunteer drives 64 miles per month, or 768 miles per year. That represents a cost avoidance of more than \$2 million in travel reimbursements if the state were paying its employees for the same mileage. Of the volunteers who responded, 34 percent drove more than 1,000 miles a year to represent and visit dependent

The cost of travel prevents some advocates from taking or staying on certain cases. The Guardian ad Litem Program does not reimburse GAL volunteers for mileage or any other cost incurred in the normal course of volunteering. However, when children in out-of-home care are placed at long distances from their home circuits, GALs can incur significant expenses for routine visits to the child's placement, to provide educational advocacy at the child's school or in the performance of many other tasks critical to best interests advocacy.

AGENCY: Statewide Guardian ad Litem

ISSUE TITLE	ISSUE CODE	AMOUNT/FUND	PRIORITY #
Reimbursement for Extraordinary GAL Advocate			
Expenses	4206010	\$331,262	3

Florida's most vulnerable children deserve consistent advocacy and advocates. The courts require thoughtful recommendations based on first-hand knowledge of the child's best interests. With this funding, the GAL Program will reimburse, on a case-by-case basis, those travel expenses that are deemed extraordinary or related to hardship. These expenses may include, but not be limited to, travel for visits when a child is placed a significant distance from his or her home, maintaining relationships with siblings or other family members, ensuring the quality of placements, and achieving normalcy for a child.

Cost projections. Cost projections for this issue are detailed in the footnote which follows.

- [1] http://centerforchildwelfare.fmhi.usf.edu/qa/cwkeyindicator/KI\_Monthly\_Report\_June\_2018.pdf, p.44
- [2] Estimated mileage based on January July 2017 miles driven as recorded in Optima (the GAL data system), by 50 percent of active volunteers.
- [3] The cost of this issue was projected by using the number of miles driven by volunteers between January July 2017. These data are reported by 50 percent of GAL volunteers in the GAL data system Optima. The reported mileage for these 7 months is 1,142,733 miles. This number is divided by 7 and multiplied by 12 to project a 12-month total mileage. The 12-month total reported by half of the active volunteers (1,958,970 miles) is doubled to account for the mileage of volunteers who did not record their mileage in the data system. The result (3,917,940) is then reduced (multiplied by 19 percent) to account for the mileage driven in serving the 19 percent of dependent children placed out-of-circuit. The result of this calculation (744.409) is multiplied by \$0.445/mile standard State of Florida mileage reimbursement rate. This yields an estimated cost of \$331,262

AGENCY: Statewide Guardian ad Litem

ISSUE TITLE	ISSUE CODE	AMOUNT/FUND	PRIORITY #
Conversion of Other Personal Services and	3001400 (Add)	\$1,189,551	4
Contracted Services Positions to FTE	3001420 (Deduct)	(\$1,189,551)	4

#### NARRATIVE:

This issue is cost-neutral and seeks authorization to: 1) create 18.50 new FTE positions in the Guardian ad Litem Program in order to convert OPS attorney positions to FTE positions, and 2) realign OPS funds to the Salaries and Benefits category. There will be no cost to the state for this issue.

As part of a corrective action plan related to findings from the 2017 Internal Revenue Service (IRS) audit of the State of Florida, the Guardian ad Litem Program temporarily moved all contract attorney vendors onto the OPS (other personal services) payroll effective January 1, 2018. Due to the early start of the 2018 legislative session, the Guardian ad Litem Program did not request conversion of these contract functions to FTEs (full time equivalencies, or positions) through the legislative budget process. Instead, the conversion was handled through a series of budget transfers by moving contracted services funds to the other personal services category.

GAL has determined that, because of the permanent and ongoing nature of the work assigned to each attorney, these employees appropriately belong in permanent FTEs positions in the Salaries and Benefits category.

In order to transition these employees into permanent FTE positions, GAL is requesting the creation of 18.50 FTE positions in the General Revenue Salaries and Benefits category. The salary and benefit cost for these positions will be funded by realigning GAL's existing budget to move \$1,189,551 from the General Revenue OPS category to the General Revenue Salaries and Benefits category. No other realignments or fund requests are needed for this issue because GAL does not provide direct service staff with equipment and the General Revenue expense budget is already covering travel costs for these attorneys.

The reclassification of OPS attorneys into FTE positions will provide these employees with the same annual, sick and retirement benefits earned by their counterparts who are already in permanent FTE positions. Additionally, the reclassification of OPS into FTE positions will address retention and avoid caseload fluctuations, added expenses for training and other upheavals generally experienced as a result of turnover in OPS positions.

Class Code 8700 - Program Attorney (18.50 FTEs)

44,268 salaries + 20,032.05 average benefits x 18.50 FTEs + = 1,189,551

Total issue cost = \$0

AGENCY: Statewide Guardian ad Litem

ISSUE TITLE	ISSUE CODE	AMOUNT/FUND	PRIORITY #
Attorney Recruitment and Retention	4206A00	\$240,513	5

#### NARRATIVE:

This issue requests \$240,513.36 in General Revenue funding to align the health insurance benefits and annual leave afforded to attorneys employed by the Guardian ad Litem (GAL) Program with attorneys employed in other Florida State entities. Presently, attorney positions in other state entities receive higher State contributions to health insurance, which lowers the cost to the employee. This is a standard benefit for all attorneys in State government, except for GAL attorneys. GAL attorneys contribute \$180 per month toward the cost of their family health insurance coverage while other attorneys contribute \$30 per month. Attorneys within other agencies also earn annual leave at a higher rate than do attorneys in the GAL Program.

These differences are due to the fact that when the GAL Program was created in 2004, benefits for GAL attorneys were established at a level comparable to that of employees in the Career Service. This inequity has stood since 2004, largely due to the demands of other priorities such as the need to expand representation to all dependent children in Florida.

Lack of paid benefits are a barrier to attracting and maintaining qualified attorneys in the Guardian ad Litem Program. This has a negative effect on representation of children, as the GAL is a party to each dependency case on which the Program is appointed, and the attorney must present the GAL case to the court.

The Florida Bar News, March 15, 2015, documented the findings of an independent salary and compensation study conducted by Five Points Technology that "GAL attorneys are the only attorneys who do not receive the benefit of paid insurance, when compared to attorneys in the State Personnel System and those in the Justice Administration System," including assistant public defenders and assistant state attorneys. "The first significant difference when compared to attorneys in the Justice Administrative Commission (JAC) pay plan is the JAC attorneys receive almost 100 percent paid insurance benefits and the GAL attorneys do not (the state pays only a portion of insurance costs.)" While average starting salaries for GAL attorneys are similar to state attorneys and public defenders, "it does not account for insurance benefits that range from \$600 to \$1,800 per year for just health insurance (depending on the type of coverage).\(^1\)"

Providing these additional benefits for a total of 186 attorneys is projected to cost an additional \$41.66 monthly for those with single coverage and an additional \$150 per month for those with family coverage. Assuming that the current single versus family coverage selections remain consistent across all GAL attorneys, the total cost for this issue is projected to be \$240,513.36.

1. <a href="https://www.floridabar.org/news/tfb-news/?durl=/DIVCOM/JN/jnnews01.nsf/cb53c80c8fabd49d85256b5900678f6c/129946CB9C5150A685257E030047C243!opendocument">https://www.floridabar.org/news/tfb-news/?durl=/DIVCOM/JN/jnnews01.nsf/cb53c80c8fabd49d85256b5900678f6c/129946CB9C5150A685257E030047C243!opendocument</a>

AGENCY: Statewide Guardian ad Litem

ISSUE TITLE	ISSUE CODE	AMOUNT/FUND	PRIORITY #
Information Technology Infrastructure Replacement	24010C0	\$158,896	6

#### NARRATIVE:

This issue seeks \$158,896 in non-recurring General Revenue funding to replenish Guardian ad Litem network servers due to the end of life of the current group of 12 network servers. Funding for this issue will ensure that the replenishment of these servers will be addressed before the hardware reaches its end of life in 2020. These servers support the legal and court work of more than 700 employees and 10,000 volunteers in the Guardian ad Litem Program. They run all email, storage, data, case management and legal applications for the Program.

Dell places a life span of seven (7) years from the ship date on servers. After seven years Dell will no longer provide a maintenance contract to cover service. The maintenance of the servers is necessary in the event of hard drive failures or other issues that may occur with older equipment. Our current inventory of 12 servers have ship dates of 7/3/2013 (3 servers), 10/22/2013 (2 servers) and 5/22/2014 (7 servers). These servers are due to expire within the same fiscal year, beginning July of 2020, and the GAL will need to prepare to replace them prior to their end of life. This request will allow the GAL to replenish the current servers all at the same time

The \$158,896 is a cost projection to replace the current group of servers with servers of similar specifications and adequate memory to meet future needs for growth.

AGENCY: Statewide Guardian ad Litem

ISSUE TITLE	ISSUE CODE	AMOUNT/FUND	PRIORITY #
Realign Budget Authority - Add/Deduct	2000120	\$53,000	7
	2000130	(53,000)	/

#### NARRATIVE:

The Guardian ad Litem Program maintains a State project contract with the Voices for Children Foundation, Inc in Miami-Dade to provide Child Advocate Manager, Child Advocate Manager Supervisor and Program Attorney positions to the Guardian ad Litem Program in Miami-Dade. In FY 2017-18 the Guardian ad Litem Program received funding to increase salaries for Child Advocate Managers, Child Advocate Manager Supervisors and Program Attorneys. The increases were provided to employees in State funded positions as well as to those in the positions provided by the Voices for Children Foundation, Inc. The budget authority for the State project contract in the grants in aid category is \$892,656 but the actual contract for this project, which includes \$53,000 for salary increases approved in FY 2017-18, is \$945,656. GAL requests a budget realignment to move \$53,000 from the contracted services category 100777 to grants-in aid category 100276 to ensure sufficient budget authority is available in the grants-in-aid category to meet the State's obligations under this contract.

AGENCY: Statewide Guardian ad Litem

ISSUE TITLE	ISSUE CODE	AMOUNT/FUND	PRIORITY #
Voices For Children Foundation, Inc Contractual			
Support	5009010	\$150,000	8

#### NARRATIVE:

For decades, the Voices For Children Foundation, Inc. (Voices) in Miami-Dade has shared an invaluable public-private partnership for the Guardian ad Litem (GAL) Program. Through this partnership, Voices has been able to provide much needed support to the local GAL program. A major part of this support has come through the positions that are funded by private dollars and a State grants in aid contract. The grants in aid contract was made possible through a recurring appropriation of \$945,656 in the Guardian ad Litem General Revenue budget that has been passed from GAL to Voices as part of a designated State project. Unfortunately, while the cost associated with providing the positions has increased over the last 10 years, the amount appropriated for the State project contract has remained unchanged. This has placed a considerable strain on Voices which has had to increase the amount of private dollars contributed in order to continue providing the same number of positions in Miami-Dade County.

Voices currently provides fourteen (14) Child Advocate Manager, two (2) Child Advocate Manager Supervisor, Four (4) Program Attorney, One (1) Volunteer Recruiter and three (3) administrative support positions through this grant. They estimate that it will cost \$1,230,547 to fund these positions in FY 2019-20. Voices has requested that we increase the existing grant appropriation by \$150,000 to help reduce their financial burden for providing these positions. If the annual appropriation is not increased, Voices will have to generate at least \$337,891 in private funds to support these positions next fiscal year or potentially reduce the number of positions funded through the contract. This would significantly and negatively affect GAL operations in Miami-Dade by increasing the workload for remaining staff. It would also create a situation where the GAL Program would likely need to hire additional State FTE or OPS positions to help the Circuit manage its workload.

It would cost the State in excess of \$1,250,000 if GAL had to pick up and fund all of these positions as State funded FTE or OPS positions. Unfortunately, this option would have to be entertained if Voices were forced to discontinue offering the positions currently funded by grants in aid contract. GAL believes the best and economical solution for the State would be to increase the grants in-aid appropriation by the requested \$150,000 to \$1,095,656. This increase would reduce Voices For Children's financial burden associated with this grant. At the same time, it would continue providing cost savings associated with paying for these positions through a public-private partnership State project instead of having to bring them all on the State of Florida payroll as FTE or OPS employees.

AGENCY: Statewide Guardian ad Litem

ISSUE TITLE	ISSUE CODE	AMOUNT/FUND	PRIORITY #
Salary Adjustment for Guardian ad Litem Staff	4202A60	\$457,618	9

#### NARRATIVE:

This issue requests \$457,618 in recurring General Revenue funding for salary adjustments in mission-critical Guardian ad Litem (GAL) field manager classifications: Circuit Director (class code 8503), Assistant Circuit Director (class code 8505), Supervising Attorney (class code 8702), Regional Counsel (class code 8704), and Regional Directors (class code 8381). These positions work directly with local supervisors, staff and volunteers to manage advocacy for abused and neglected children in dependency court, oversee recruitment and supervision of volunteer advocates, and direct staff teams and volunteers in their advice to dependency court judges on the best interests of child victims.

This issue proposes a \$6,000 annual salary adjustment for the 66 positions in the field manager classes named above. The total cost for this issue includes both the adjustment to the employees' salaries, as well as the other employer-paid contributions associated with federal employment taxes, retirement contributions, and contributions for health and life insurance.

GAL field manager salaries are among the lowest in state government for comparable classifications, according to an independent study by the consulting firm Five Points Technology, Inc. The disparity between GAL compensation and other comparable positions has grown to be significant:

- GAL Supervising Attorneys make an average of \$51,097 annually, 40% less than the average DCF Attorney Supervisor, who makes \$71,331. In large circuits, they supervise upwards of 15-20 attorneys.
- GAL Regional Counsel, who oversee the quality of legal casework statewide, make \$68,700 on average, 47% less than their DCF counterparts, Chief Legal Counsel, who average \$101,285 annually.
- GAL Regional Directors, who have operational responsibility and line authority for all GAL functions in the field, make \$75,182 on average, 58% less than DCF Regional Directors, who average \$119,141.
- The average GAL Circuit Director makes \$60,192 compared to their counterpart at DCF who makes \$76,431 a 27% difference.
- The average GAL Assistant Circuit Director makes \$48,334 annually.

Historically, the GAL Program has attempted to recruit employees at the minimum salary in order to fill more positions and thereby represent more children in court. Since 2004, inflation has risen almost 28% and employee contributions toward retirement have risen by 3%. Pay for GAL managers has not kept pace with salaries in the Department of Children and Families, CBC lead agencies, or managers with similar qualifications and workloads in other government agencies.

State Attorney: Legislative Budget Issue Priorities for Fiscal Year 2019-20 (First through Twentieth Judicial Circuits)

#### **Individual State Attorney Circuit Responses**

## State Attorney, First Judicial Circuit

**Priority #1** 

Issue Title: Replacement Equipment

Issue Code: 2401000 GR Operations: \$59,500

#### GENERAL REVENUE

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Request \$59,500 to replace furniture and equipment which have exceeded their life expectancy of five years, are worn out, obsolete, a hazard to employees and is no longer cost-effective to the State.

Priority #2

Issue Title: Public Records Request Workload

Issue Code: 3009700

FTE: 3.00

Salary Rate: 85,529

GR Salaries and Benefits: \$145,445

GR Operations: \$11,683, \$7,599 nonrecurring

GR TR/DMS/HR Services: \$702

The Legislature has assigned high priority to accountability and transparency! Meeting the public's demand for records is one way of achieving that demand. The workload is increasing and is becoming more complex in its nature. Specialists in this area of legal practice are necessary.

**Priority #3** 

Issue Title: Replacement of Motor Vehicles

Issue Code: 2401500

GR Acquisition of Motor Vehicles: \$72,000

Reliable, cost-efficient transportation of Assistant State Attorneys, investigators and victim/witness advocates to and from six different offices in six counties is a necessity.

**Priority #4** 

Issue Title: 5% Cost Of Living Adjustment for Support Staff

Issue Code: 4201A30 Salary Rate: \$208,856

GR Salaries and Benefits: \$242,085

Based on State Attorney filled support staff positions as of June 30, 2018, with a 5% increase, the total 5% increase plus .0765 in payroll tax plus combined retirement contributions totals \$242,085, for the Office of State Attorney, First Judicial Circuit. A five percent cost-of-living increase is requested to support the retention of state employees. Legal Assistants, secretaries, clerks and other support staff have not received a cost of living increase, with the exception of an legislative increase in FY 2013-2014 and FY 2016-2017 (\$1,400 for those making less than \$40,000 annually and \$1,000 for those making more), in most cases less than the amount that state employees were required to contribute annually to their retirement plans beginning in 2011. In other words, state employees do not receive an ANNUAL COST OF LIVING RAISE resulting in the inability of state employees' salaries to keep up with inflation. The support staff is having serious difficulty with the high cost of living, with many carrying second jobs to make ends meet. These support staff employees are well deserving of a 5% increase. From July 1, 2017, thru June 30, 2018, this office had 32 support staff separations which is 24.62%.

As a result of this wage stagnation, many of the State's best support staff have left state employment to pursue careers in the private sector and in local and federal government where wages are more than those paid by the state. Because of these losses, the experience level of those representing the citizens of this state when they are victimized by crime has decreased, and training demands have increased as State Attorneys attempt to maintain the quality of service to their constituents. As a result, the State Attorney offices are forced to hire more support staff that have little to no state employment experience to meet the demands of the office when experienced support staff could be retained if they made a salary that matched the salaries paid in the private sector. In other words, it would take less experienced support staff to do what more inexperienced support staff are required to handle. That would free up some of the appropriated salary to allow raises to experienced support staff and reduce the turnover

**Priority #5** 

Issue Title: Body Camera/Dash Cam Evidence Review

Issue Code: 5008010

FTE: 2.00

Salary Rate: \$62,307

GR Salaries and Benefits: \$105,539

GR Operations: \$8,178, \$5,188 nonrecurring

GR TR/DMS/HR Services: \$468

Due to the increased extra demand on the office due to having to review footage of law enforcement body cameras and dash cams, it is requested that one additional Assistant State Attorney and one Legal Assistant be provided to our office to ease the increased workload associated with the body camera and dash cam demands.

## State Attorney, Second Judicial Circuit

**Priority #1** 

Issue Title: Circuit Wide Diversion Manager Pilot Program

Issue Code: IC 5000100

FTE: 2.00

Salary Rate: \$73,222

GR Salaries and Benefits: \$119,919

GR Operations: \$8,178, \$5,188 nonrecurring

GR TR/DMS/HR Services: \$468

The Second Judicial Circuit requests funding to expand a Circuit-Wide Diversion Manager Pilot Program with a primary focus on addressing minor offenses through strong interventions without imposing unintended and long term consequences. Other benefits include reducing courtroom workloads. This would bring consistency to programs now offered at the county and city level among all 6 counties in our circuit.

**Priority #2** 

Issue Title: Support Staff Retention

Issue Code: IC 4201A30 Salary Rate: \$106,886

GR Salaries and Benefits: \$119,255

A 5% increase for support staff retention is requested. Support staff has been looked over for retention increases in the past several years. Only 1 mandated legislative increase has been budgeted for these class codes in the past 6 years. Support staff is often the glue that holds the agency together and retention in these class codes is vital to a successful agency.

**Priority #3** 

Issue Title: Police Body Camera Evidence Collection and Review

Issue Code: IC 5008010

FTE: 2.00

Salary Rate: \$62,307

GR Salaries and Benefits: \$105,539

GR Operations: \$8,178, \$5,188 nonrecurring

GR TR/DMS/HR Services: \$468

As police body cameras become more widely used among agencies, the prosecutors' role to facilitate this evidence for trial preparation and to provide it to defendants becomes an overwhelming task. We are requesting funding for 2 FTEs to facilitate the collection, review, distribution and storing of police body camera evidence.

## State Attorney, Third Judicial Circuit

**Priority #1** 

Issue Title: State Attorney Support Staff Salary Adjustment

Issue Code: IC 4201A30

Rate: 72,833

GR Salaries & Benefits: \$84,421

Request \$84,421 to implement a 5% salary adjustment for support staff. This office employs 37 people in support positions.

**Priority #2** 

Issue Title: State Attorney Workload

Issue Code: IC 3001250

FTE: 2.00

Salary Rate: 110,000

GR Salaries and Benefits: \$173,203

GR Operations: \$9,346, \$5,554 nonrecurring

GR TR/DMS/HR Services: \$468

The State Attorney's Office, 3<sup>rd</sup> Judicial Circuit has the 5<sup>th</sup> highest referral rate per felony attorney among the twenty state attorney offices. Two additional felony attorneys are requested in order that the average caseload per felony attorney can be reduced to a level that more closely mirrors the statewide average.

**Priority #3** 

Issue Title: Public Records Request Workload

Issue Code: IC 3009700

FTE: 1.00

Salary Rate: 40,438

GR Salaries and Benefits: \$59,861

GR Operations: \$3,973, \$2,777 nonrecurring

GR TR/DMS/HR Services: \$234

The State Attorney's Office, 3<sup>rd</sup> Judicial Circuit requests an Administrator IV position to coordinate and manage the high volume of public records requests that this agency receives. A timely response is required and each response must be thoroughly reviewed to see if any information must be redacted before the response can be released.

**Priority #4** 

Issue Title: Body Camera Evidence Review

Issue Code: IC 5008010

FTE: 2.00

Salary Rate: 62,307

GR Salaries & Benefits: \$105,539

GR Operations: \$8,178, \$5,188 nonrecurring

GR TR/DMS/HR Services: \$468

Many law enforcement agencies are now providing body camera/dash camera video for review with their cases. The volume of videos that must be reviewed is ever increasing. An attorney and legal assistant position are requested to assist with the review, cataloging, and dissemination to defense counsel of this type of data.

**Priority #5** 

Issue Title: Replacement of Motor Vehicles

Issue Code: IC 2401500

SARTF Acquisition of Motor Vehicles: \$50,000

Reliable, cost-efficient transportation of Assistant State Attorneys, investigators and victim/witness advocates to and from four different offices to the seven counties in the Third Judicial Circuit is a necessity.

## State Attorney, Fourth Judicial Circuit

**Priority #1** 

Issue Title: State Attorney Support Staff Three Percent Adjustment

Issue Code: IC 4201A10

Rate: \$315.680

GR Salaries and Benefits: \$365,904

The State Attorney's Office employs over 300 full-time personnel. Excluding Assistant State Attorneys and Investigators, the Office has 173FTE support staff. The current median salary for support staff is \$33,150. Although the Legislature recently enacted a one-time salary increase for these employees, it was the first such salary increase approved in several years. Before 2017, the Legislature last provided across-the-board salary increases in 2013 and 2006. When combined with mandated increases in pension contributions by employees, wages have remained stagnant. The SAO seeks a three (3) percent salary adjustment for support staff to retain qualified employees and to attract new employees to State employment.

**Priority #2** 

Issue Title: Increasing Authority for State Attorney Forfeiture and Investigative Support Trust

Fund

Issue Code: IC 3009500 FIST Operations: \$100,000

The State Attorney's Office in the 4th Circuit seeks \$100,000 in additional Operations authority to spend funds retained by Florida Statute 27.3451 (State Attorney's Forfeiture and Investigative Support Trust Fund). Under section 27.3451, revenues received by a State Attorney as a result of forfeiture proceedings, as provided under s. 932.704, shall be deposited in such trust fund and shall be used when authorized by appropriation or action of the Executive Office of the Governor under s. 216.181(11), for the investigation of crime, prosecution of criminals, or other law enforcement purposes. As costs of prosecution and other sources of revenue decline, the SAO seeks additional authority to spend FIST funds. As FIST funding cannot be used to pay salaries, the SAO seeks to utilize greater authority for FIST spending. The greater authority would allow the SAO to preserve other funding which may be used for salaries.

Priority #3

Issue Title: Body Worn Camera and Public Records Personnel - Additional Staffing

Issue Code: IC 5008010

FTE: 3

Rate: \$123,000

GR Salaries and Benefits: \$181,537

GR Operations: \$10,515, \$7,233 nonrecurring

GR TR/DMS/HR Services: \$702

On October 1, 2018, the Jacksonville Sheriff's Office begins implementation of a body-worn camera program. Approximately 1,200 officers are expected to utilize body-worn cameras by October 1, 2019. The number of patrol officers utilizing body-worn cameras is expected to reach 1,700 in 2020. Additional staffing is necessary to manage the increased workload expected from the utilization of body-worn cameras.

The Governor's budget recommendation for FY 2018-19 includes additional funding and FTE to address a growing public records workload demand and increased workload related to body camera evidence review. Each State Attorney Office was ranked as small, medium, large, or very large based on court filing data received from the Office of State Courts Administrator. Based on size, the Governor recommended either "one," two," or three" for Paralegal II FTE's, respectively, to address this issue. The Governor recommended three (3) FTE for the Fourth Judicial Circuit. The recommended salaries and benefits are \$153,570.

**Priority #4** 

Issue Title: Staffing Requirements for Office Reorganization (Community Prosecution

Coordinator)

Issue Code: IC 3000400

FTE: # 2 Rate: \$70,000

GR Salaries and Benefits: \$107,115

GR Operations: \$7,946, \$5,554 nonrecurring

GR TR/DMS/HR Services: \$468

The State Attorney's Office for the Fourth Judicial Circuit is undergoing a substantial reorganization of both its mission and its staffing. Since taking office in January, the State Attorney has implemented several innovative programs and sought to develop a Community Prosecution or Crime Strategies initiative. The hallmarks of this crime prevention initiative are (1) community involvement, (2) problem-solving, and (3) partnerships. Community prosecutors seek community input and involvement from the community and invite stakeholders to identify neighborhood problems and participate in solutions. Community prosecutors are problem-solvers, seeking not only to build better cases but also to prevent crime by using a wide range of tools and strategies, many of which fall outside the traditional approach taken by prosecutors.

Although the initiative is in its early planning stages, the SAO believes implementing a Community Prosecution or Crime Strategies initiative in the Fourth Judicial Circuit will require the support of one or more community prosecution or crime strategies coordinators. These coordinators will work to support the initiative on a daily basis by engaging the community and

building meaningful partnerships within the community. They will act as a liaison between the community and the State Attorney's Office. As the SAO designs and implements this initiative, these coordinators are invaluable. The SAO seeks an increase in General Revenue to fund two (2) community prosecution or crime strategies coordinators.

**Priority #5** 

Issue Title: Victim/Witness Services Coordinator

Issue Code: IC 3001050

FTE: #1 Rate: \$50,000

GR Salaries and Benefits: \$70,944

GR Operations: \$3,973, \$2,777 nonrecurring

GR TR/DMS/HR Services: \$234

The State Attorney's Office seeks to implement a robust victim/witness services platform. The Victim/Witness coordinator would be responsible for acting as a liaison between Assistant State Attorneys and the victims/witnesses involved in the criminal cases prosecuted by the SAO. The purpose of the position is to perform specialized public contact work involving assisting those subpoenaed for court, collecting case information, and coordinating appearances of police and civilian witnesses. The coordinator would establish contact with all parties involved in assigned cases, to include initial investigative activities in locating witnesses and victims and maintaining accurate addresses and telephone numbers for them. The coordinator would establish and maintain effective communication with attorneys, court personnel, victims, witnesses, law enforcement personnel, and other parties relevant to assigned cases.

Regarding victim services, the coordinator would represent the interest of crime survivors and the SAO in community organizations whose mission is to provide mental health and social service, educational or crime prevention services and would oversee the provision of all victim service available through the SAO. The coordinator would perform community outreach activities designed to enhance community knowledge regarding victim rights as well as research and prepare grant applications

Priority #6

Issue Title: Alternatives to Incarceration Director

Issue Code: IC 5000140

FTE: #1 Rate: \$65,000

GR Salaries and Benefits: \$88,331

GR Operations: \$3,973, \$2,777 nonrecurring

GR TR/DMS/HR Services: \$234

The State Attorney's Office currently operates or participates in making referrals to several pretrial diversion programs. In addition to participating in felony and misdemeanor pre-trial intervention, the State Attorney's Office refers cases each year to Problem Solving Courts though out the Circuit and seeks to expand the range of diversion services. In 2018, the SAO engaged Court Options to create a diversion program (Keys2Drive) for certain low-level offenders charged with driving on a suspended license. The program aims to assist offenders in obtaining a valid Florida driver's license.

The SAO seeks funding for an Alternatives to Incarceration Director. The Director would be responsible for all diversion programs and Problem Solving Courts in the Circuit. Importantly, the Director would be responsible for conducting a review of existing programs outside of our jurisdiction and would seek to implement successful, evidence-based programs. Referrals to successful and established diversion programs and Problem Solving Courts significantly reduce the burden on the court system and result in savings to the taxpayers.

Priority #7

Issue Title: Graham/Miller Assistant State Attorney

Issue Code: IC 3009000

FTE: 8

Rate: \$680,000

GR Salaries and Benefits: \$1,009,012

GR Operations: \$37,384, \$22,216 nonrecurring

GR TR/DMS/HR Services: \$1,872

The United States Supreme Court significantly altered the sentencing scheme for juvenile offenders convicted of serious non-homicide and homicide offenses in <u>Graham v. Florida</u> 560 U.S. 48 (2010), and in <u>Miller v. Alabama</u>, 567 U.S. 460 (2012). In <u>Graham</u>, the Court held that the Eighth Amendment disallows sentences of life in prison for juveniles convicted of non-homicide offenses without a meaningful opportunity for future release. In <u>Miller</u>, the Court did not categorically bar life sentences but stated that a court must take into account how children are different, and how those differences counsel against irrevocably sentencing them to a lifetime in prison. In <u>Falcon v. State</u>, 162 So.3d 954 (Fla. 2015), the Florida Supreme Court held: (1) the Supreme Court's decision in Miller applies retroactively to juvenile offenders whose convictions and sentences were final at the time Miller was decided, and (2), the appropriate remedy for any juvenile offender whose sentence is unconstitutional under Miller is to conduct a resentencing proceeding. Proceedings for juvenile sentencing are codified in 775.082 and 921.1402, FS.

<u>Graham/Miller</u> resentencing cases are complex and voluminous. Case reviews are labor intensive. A <u>Graham/Miller</u> hearing can be as complex as a murder prosecution. The SAO seeks additional General Revenue funding to hire an experienced assistant state attorney to prosecute <u>Graham/Miller</u> resentencing cases.

**Priority #8** 

Issue Title: Hurst Impact on Workload

Issue Code: IC 3000110

FTE: 1

Rate: \$90,000

GR Salaries and Benefits: \$132,714

GR Operations: \$4,673, \$2,777 nonrecurring

GR TR/DMS/HR Services: \$234

In capital cases in Florida, the Florida Supreme Court held in <u>Hurst v. State</u>, 202 So.2d 340 (Fla. 2016) that specific findings required to be made by the jury in a death penalty case include the existence of each aggravating factor that has been proven beyond a reasonable doubt, the finding that the aggravating factors are sufficient, and the finding that the aggravating factors outweigh the mitigating circumstances. A jury must make a unanimous decision to impose the death penalty in Florida. The <u>Hurst</u> resentencing cases are complex and voluminous. Prosecuting capital cases requires an experienced assistant state attorney. The SAO requests additional General Revenue funding for an additional assistant state attorney to prosecute <u>Hurst</u> resentencing cases.

**Priority #9** 

Issue Title: Case Management System

Issue Code: IC 36204C0 GR Operations: \$350,000

The last implementation of a new case tracking system for the State Attorney's Office occurred in 2003. At that time, the office purchased a prepackaged product. The SAO seeks to implement an innovative and enhanced case tracking system. On average, over the last three FY's, the Office received approximately 17,000 felony case referrals and 40,000 misdemeanor case referrals. Tracking the referrals from opening to resolution is a complex task. Statute mandates storage of the referrals after closing. Currently, the majority of referrals to the Office are maintained and stored in paper form. As referrals are received yearly, the volume of referrals the office is required to manage grows dramatically.

The SAO seeks funding for the development of a new case tracking system. Quotes from national vendors begin at \$350,000 to implement a case management system.

**Priority #10** 

Issue Title: Additional Equipment

Issue Code: IC 2402000 GR Operations: \$27,000

The Fourth Judicial Circuit State Attorney's Office occupies a historic venue. The SAO moved to the renovated federal courthouse and post office in Jacksonville in 2015. Currently, a courtroom in the building was unable to be renovated due to damage and was converted to a conference room. The conference room is large enough to operate as a training facility for between 50 and 75 people. To further attorney and staff training efforts, as well as community engagement, the SAO seeks funding to furnish the training facility with furniture specific to a training facility. The room will comfortably hold 60 chairs and 30 tables. Moderately priced office chairs to furnish the training facility average \$200 per chair and \$500 per table. The SAO seeks funding for \$27,000 to furnish the training facility. The funding request represents approximately half of the cost associated to convert the conference room into a training facility. The remaining IT requirements are slated for funding by the City of Jacksonville. The anticipated training room will be available to the community as part of the office's community engagement initiative.

**Priority #11** 

Issue Title: Information Technology Critical Needs

Issue Code: IC 36201C0 Operations: \$27,500

The State Attorney's Office seeks funding to implement a text message archival service. Chapter 119, F.S., requires the State Attorney's Office to respond to requests for public records. Since taking office in January 2017, the State Attorney has made transparency an aim for the office. Text messaging is a common method of communication between attorneys, between attorneys and staff, and with members of the public and law enforcement. The SAO believes retention of all text messages is a best practice and that Chapter 119 obligates the retention of a work-related text message. The SAO does not have a current text message archival system. Few if any companies provide text message archival services. The nation's largest company text message archival provided a quote to the SAO of approximately \$25,000 per year to retain text messages for all employees across all devices and service providers.

The SAO occupies a building of over 250,000 square feet. With over 320 personnel, notification in the event of an emergency, such as an active shooter, is critical. The SAO spends \$2,500 per year for an emergency text notification service for the safety and well-being of its employees.

**Priority #12** 

Issue Title: Florida Bar Training Requirements for New Assistant State Attorneys

Issue Code: IC 3800270 GR Operations: \$2,900

Practicing with Professionalism is one-day seminar providing a broad overview of ethical and professional issues designed for new lawyers in fulfillment of phase 1 of the Basic Skills Course Requirement. The Florida Supreme Court in The Florida Bar Re: Amendment to Rules Regulating The Florida Bar, Rule 6-12 (Basic Skills Course Requirement, 524 So. 2d 634 (Fla. 1988), made Practicing with Professionalism, mandatory for attorneys admitted to The Florida Bar after October 1, 1988. Effective on May 12, 2005, the Supreme Court of Florida amended Rule 6-12.3 and Rule 6-12.4. These amended rules state that in addition to attending Practicing with Professionalism, new admittees must attend three "basic" level substantive continuing legal education programs presented by the YLD. The Basic Skills Course Requirement must be completed within the initial 3-year continuing legal education cycle after admission to The Florida Bar or within two years after the expiration of any exempt status. The Practicing with Professionalism requirement must be met within the first year of admission to The Florida Bar or one year before being admitted to The Florida Bar. The current registration fee for the Practicing with Professionalism seminar \$145.

**Priority #13** 

Issue Title: Automated Legal Research

Issue Code: IC 36207C0 GR Operations: \$137,413

The State Attorney's Office for the Fourth Judicial Circuit increased its usage of internet services of Westlaw, Clear Lexis Nexis, Pacer, and other internet resources. These services are invaluable to work productivity due to the ease of accessibility to information.

**Priority #14** 

Issue Title: Florida Bar Dues Issue Code: IC 4204020 GR Operations: \$33,125

The State Attorney's Office for the Fourth Judicial Circuit requests funding for Florida Bar dues expense. The Florida Legislator has given the authority to pay for Florida Bar dues.

125 Assistant State Attorneys (ASAs)

Base rate of  $$265 \times 125 \text{ ASAs} = $33,125$ 

#### State Attorney, Fifth Judicial Circuit

**Priority #1** 

Issue Title: State Attorney Support Staff Salary Adjustment

Issue Code: IC 4201A30

Rate: \$230,127

GR Salaries and Benefits: \$266,741

The State Attorney of the Fifth Judicial Circuit seeks a five (5) percent salary adjustment for support staff in order to retain qualified employees and to attract new employees to public service.

SAO5 has 123 FTE support staff positions. A 5% increase for all support staff would result in an increase of \$266,741 including benefits (tax and retirement).

**Priority #2** 

Issue Title: Public Records Workload

Issue Code: IC 3009700

FTE: 2.00 Rate: \$100,000

GR Salaries and Benefits: \$160,028

GR Operations: \$9,346, \$5,554 nonrecurring

GR TR/DMS/HR Services: \$468

Government in the Sunshine is a worthy goal and a necessary obligation of government. Access to public records is central to that obligation. There is, however, a cost to providing public records and the cost is increasing exponentially. This issue serves to facilitate the State Attorney's desire to be as transparent and responsive to public records requests while not compromising our core mission. This issue provides funding for personnel and operating expenses to effectively and efficiently meet public records demands. Public records demands are becoming more time consuming and more sophisticated. They include frequent demands by defense attorneys for all manner of records such as prosecutor personnel files, demands by families of victims, demands by businesses and research groups seeking records which serve their singular business or research interests. Many businesses simply want to get an upper hand on their competitors. While these efforts have the potential to save money for the taxpayers of Florida, they cost time and money in order to comply. Another notable group seeking public records is prison or jail inmates. Public records requests are significantly higher during election seasons, which any elected official well knows. While the public is entitled to the records and we want to ensure they get them, it cannot be overlooked that time spent by attorneys and staff dealing with these demands takes time away for our core mission and, thus, to some degree, impairs our ability to do our part in securing public safety. Furthermore, there is the growing potential for and the real cost of litigation

with those who request public records and take exception with the timeliness of a response or as to the content of a response. Attorney involvement is now necessary to make decisions on legal matters as to redactions, costs and citizen protections under HIPPA. Redaction is becoming a greater workload issue than retrieval of records. State Attorney Offices do not compile collective data with respect to public records requests, however, some circuits report a 250% increase in the last several years.

**Priority #3** 

Issue Title: Body Worn Cameras

Issue Code: 5008010

FTE: # 4.00 Rate: \$120,000

GR Salaries and Benefits: \$191,048

GR Operations: \$15,892, \$11,108 nonrecurring

GR TR/DMS/HR Services: \$936

In the past few years, law enforcement agencies have been moving toward body-worn cameras that record law enforcement interactions with the public and with criminal suspects. As agencies have brought more cameras online, prosecutor's offices have been inundated with videos depicting arrests, witness interviews, and crime scenes.

The prosecutor's role in the criminal court system is unique. They are required by court rulings to not just advance evidence of guilt but to turn over to defendants any evidence in the possession of the prosecutor's office or the police agencies that is exculpatory in nature. When this requirement is applied to body camera videotapes, a huge new workload has been placed on prosecutors.

When an arrest is made or a criminal investigation by uniformed officers takes place, there are often more than just one or two officers at the scene. While each body camera video may record substantially the same scene, because the camera travels with each individual law enforcement officer, there are differences as to what each camera records visibly and aurally. Some of what is recorded may be deemed by the courts or defense attorneys to be exculpatory.

Prosecutors are places in the position of having to collect, review, and reveal to the defense all the video of any particular crime that is prosecuted. This extra workload has a substantial effect on the time spent on each individual case by the prosecutor. The review of these recordings will add hours of work to the prosecution of each case.

**Priority #4** 

Issue Title: Career Criminal Prosecution

Issue Code: IC 3009620

FTE: 2.00 Rate: \$100,000

GR Salaries and Benefits: \$160,028

GR Operations = \$9,346, \$5,554 nonrecurring

GR TR/DMS/HR Services = \$468

Section 775.0843(2), F.S. mandates each of the State Attorneys to establish a career criminal prosecution unit and adopt and implement policies based upon guidelines, Section 775.0843(2)(a) through (d), F.S. The State Attorney's Office Tri-County area, which includes the circuit's smaller counties (Hernando, Citrus, and Sumter) is in need of a Career Criminal Unit to cover those counties. This unit will investigate and prosecute all career criminal within the Tri-County area. The unit will also help law enforcement agencies by giving advice and direction. Agency policy has placed the statutory screening task upon each felony Assistant State Attorney to identify potential violent career criminal prosecutions and refer them to supervising attorneys for assistance in prosecutions. Having a dedicated unit for the Tri-County area will help alleviate excess caseload on felony lawyers.

**Priority #5** 

Issue Title: Attorneys for Specialty Court Divisions

Issue Code: IC 3001530

FTE: 2.00 Rate: \$100,000

GR Salaries and Benefits: \$160,028

GR Operations: \$9,346, \$5,554 nonrecurring

GR TR/DMS/HR Services: \$468

These positions will cover multiple specialty courts such as Veteran's Court, Drug Court, and Mental Health Court. The State Attorney's Office for the Fifth Circuit is requesting (1) Assistant State Attorney in Marion County and (1) for the tri-county area, Citrus, Hernando, and Sumter.

During 2013 legislative session, the Legislature approved funding for a newly created special court division program for Veterans. This new program requires an Assistant State Attorney who is experienced in handling Felony, Misdemeanor, Juvenile and Civil cases. The attorney will work with law enforcement, the veteran's hospital personnel, social workers and defense attorneys to ensure that criminal offenses are addressed properly while still taking into consideration the special needs of returning veterans.

There are several goals for mental health court: Improve public safety by reducing criminal recidivism, reduce court and correction related costs through administrative efficiencies, and often by providing an alternative to incarceration. Monitoring and treating offenders with serious mental illness in mental court can be more effective, efficient, and less expensive than the remedies available through traditional justice system approaches.

All Law Enforcement agencies within the Fifth Judicial Circuit participate in an organized force against drug trafficking and pill mills. The State Attorney's Office has a serious need for Assistant State Attorney's to give legal advice and prosecute these cases. These issues impact all of our agency activities including Felony, Misdemeanor, Juvenile, and Civil cases; therefore, it is critical that we have sufficient funding to provide quality public safety.

**Priority #6** 

Issue Title: Replacement of Motor Vehicles

Issue Code: IC 2401500

SARTF Acquisition of Motor Vehicles: \$51,000

The State Attorney's Office, Fifth Judicial Circuit is requesting two (2) replacement vehicles. The Fifth Circuit covers 4,558 square miles including five counties. To serve this area and conduct business for the State, the State attorney maintains a fleet of vehicles which are used by attorneys, investigators, and victim-witness coordinators for locating, interviewing and transporting victims and witnesses. Vehicles are also used to carry out various administrative duties. Of the vehicles in this fleet, two currently have a combined mileage of 269,183. In the near future, these vehicles will have to be retired due to costly repairs and maintenance. The only current alternative is to pay employees \$.445 cent per mile for the use of private vehicles.

SAO5 is requesting to purchase two (2) Explorers. The Explorer's will also be used to investigate and evaluate crime scenes in rural areas. The need for a 4-wheel drive vehicle is warranted because the counties cover approximately 1,500 acres of Ocala National Forest. These rural roads are comprised of sand, mud, gravel and various unimproved roads which a 4-wheel drive vehicle is better equipped to handle.

2 Explorer's replacement vehicles at \$25,500 per vehicle =\$51,000.

Year	Make/Model	VIN	Mileage (As Of 8/24/2018)
2003	Chevy Impala	2G1WF52E639373013	135,908
2006	Ford Crown Victoria	2FAFP73V46X122740	133,275

**Priority #7** 

Issue Title: Replacement Equipment

Issue Code: IC 2401000 GR Operations: \$303,707

SAO5 includes 5 counties. The Citrus County office consists of 25 staff members. The Hernando County office has a staff of 35. The office furniture in both offices is over 20 years old, no longer functional, broken, and needs to be replaced. It is necessary for the administration of our core mission that our workplace be safe, secure, efficient, and most importantly private when dealing with sensitive issues of crime.

SAO5 is requesting replacement of office furniture, (desks, chairs, and conference tables) for both the lobby and working area for the staff members in the Citrus and Hernando county office.

#### **Citrus County:**

\$130,954.12
seating areas \$3,031.52
vaiting area \$375.00
tables \$3,884.00
cs and chairs \$50,049.22
office desks & chairs \$63,953.70
reception area \$1,191.76
airs \$620.90
rea chairs \$1,846.26
room work table \$971.00
room table \$1,237.40
e room chairs \$3,411.36

#### **Hernando County:**

Total	\$172,752.56
8 side chairs/seating area	\$3,031.52
18 office desks and chairs	\$76,998.80
20 executive office desks/chairs	\$85,271.60
4 end-tables reception area	\$1,191.76
2 reception bariatric chairs	\$620.90
10 reception area chairs	\$3,077.10
1 child's table set waiting area	\$382.00
1 sofa child waiting area	\$375.00
4 work tables/copy area	\$9,884.00
1 conference room work table	\$971.00
1 conference room table	\$1,237.40
12 conference room chairs	\$3,411.36

#### State Attorney, Sixth Judicial Circuit

**Priority #1** 

Issue Title: Cost Of Living Adjustment for Support Staff

Issue Code: 4201A30

Rate: \$380,049

GR Salaries & Benefits: \$440,515

The purpose is to promote public safety through the retention of staff essential to the effective and efficient operation of the criminal justice system, and to keep experienced, quality employees working for the safety of the people of Florida.

Priority #2

Issue Title: Public Records Workload

Issue Code: 3009700

FTE: 8.00 Rate: \$231,674

GR Salaries & Benefits: \$387,129 GR TR/DMS/HR Services: \$1,872

The cost to provide public records is increasing exponentially, and there is a need for additional personnel to meet increasing public records demands. Public records demands are becoming more time consuming and sophisticated.

Priority #3

Issue Title: Replacement of Motor Vehicles

Issue Code: 2401500

SART Acquisition of Motor Vehicles: \$72,000

To provide safe, reliable, and cost-efficient transportation of Assistant State Attorneys, investigators, and other personnel for work linked to the Agency activities of felony, misdemeanor, and juvenile prosecution.

#### State Attorney, Seventh Judicial Circuit

**Priority #1** 

Issue Title: Cost Of Living Adjustment for Support Staff

Issue Code: 4201A30

Rate: \$179,599

GR Salaries & Benefits: \$208,173

Request General Revenue to fund the Salaries + Benefits of the 114 Support Staff employees currently working at the Seventh Circuit State Attorney's Office. The amount needed that would cover the 5% support staff raises in our Circuit would be \$208,174, as reflected above.

**Priority #2** 

Issue Title: Public Records Request Workload

Issue Code: IC 3009700

FTE: 4.00

Salary Rate: \$192,758

GR Salaries and Benefits: \$299,858

GR Operations: \$16,356, \$10,376 nonrecurring

GR TR/DMS/HR Services: \$936

The Legislature has assigned high priority to accountability and transparency! Meeting the public's demand for records is one way of achieving that demand. The workload is increasing and is becoming more complex in its nature. Specialists in this area of legal practice are necessary.

**Priority #3** 

Issue Title: Body Worn Camera Review

Issue Code: IC 5008010

FTE: 8.00

Salary Rate: \$353,524

GR Salaries and Benefits: \$566,327

GR Operations: \$33,648, \$21,484 nonrecurring

GR TR/DMS/HR Services: \$1,872

The use of body camera by local law enforcement continues to proliferate throughout the Seventh Circuit. These videos must be examined at real time by staff and time is of the essence. This is complicated by the fact that there are almost always multiple videos for each case. The discovery process and public record requests both require redactions for privacy requirements which is again a labor-intensive process. Simply put, the body cameras can be a valuable tool but are very labor intensive.

Priority #4

Issue Title: Domestic Violence Unit

Issue Code: IC 3003020

FTE: 8.0

Salary Rate: \$353,524

GR Salaries and Benefits: \$566,327

GR Operations: \$33,648, \$21,484 nonrecurring

GR TR/DMS/HR Services: \$1,872

Murders committed as acts of Domestic Violence and other physical acts of domestic violence have escalated in the Seventh Circuit over recent years. Acts of domestic violence accounted for 25% of all homicides committed in this circuit between 2014 and 2016 with an increase to 29% in 2017. From 2014-2017, 37 victims were murdered as a result of Domestic Violence. In October of 2016, the Seventh Circuit State Attorney's Office devoted 3 prosecutors, 2 staff members, and 1 investigator to a newly-created pilot domestic violence unit in the Daytona Office. Prior to the creation of this unit, domestic violence cases were handled by misdemeanor line prosecutors. By assigning senior prosecutors devoted solely to prosecuting domestic violence cases, our office has seen a 14% increase in the filing of domestic violence cases, a 16% reduction in No Informations, and a 58% reduction in cases dismissed. The Seventh Circuit State Attorney's Office plans to expand the Domestic Violence Unit to the DeLand office, the Flagler County office, St. Johns County office, and the Putnam County office. Our numbers have shown that with more attention and with the appropriate funding, the percentage of successful prosecution in these difficult cases can have an impact circuit-wide

**Priority #5** 

Issue Title: Pre-Arrest Diversion Assistance Program

Issue Code: IC 3005140

FTE: 16.0

Salary Rate: \$661,927

GR Salaries and Benefits: \$1,047,624

GR Operations: \$65,424, \$41,504 nonrecurring

GR TR/DMS/HR Services: \$3,744

The Seventh Circuit State Attorney's Office is working to implement a program whose goal and mission is to assist first-time and low-level offenders in the avoidance a criminal record, receive a valid driver's license, and utilizing other life skills that will direct them away from criminal activity. These programs will result in our staff members assisting the citizens of this state in conjunction with officials of the Tax Collectors' offices, the Department of Highway Safety and Motor Vehicles, and officials with the County Clerks' offices to refocus and redistribute critical and finite resources to those cases which necessitate closer attention. To accomplish these goals, we are requesting funding for 5 support staff members, 2 diversion specialists, 8 prosecutors, and 1 program administrator to support the following programs:

- -Pre-Arrest Civil Citation Program
- -Getting a License to Drive Program
- -DUI Diversion Program

Priority #6

Issue Title: Staffing For Veterans Court

Issue Code: IC 3004500

FTE: 4.0

Salary Rate: \$192,758

GR Salaries and Benefits: \$299,858

GR Operations: \$16,356, \$10,376 nonrecurring

GR TR/DMS/HR Services: \$936

In recognition of the service and sacrifice of our Veterans for this country, a Pre-Trial Veterans Treatment Intervention Program is being organized with other criminal justice stakeholders within the Seventh Circuit Courts. To achieve the goals of the program, experienced prosecutors exclusively assigned to this Division by the SAO Seventh Circuit are essential.

**Priority #7** 

Issue Title: Replacement Equipment- Motor Vehicles

Issue Code: IC 2401500

State Attorney's Revenue Trust Fund: \$198,000

Our vehicles meet the Minimum Replacement Criteria set by the Florida Department of Management Services and quality for replacement with the FY 19/20 budget year. Each vehicle **has mileage in excess of 120,000 miles**, and has a **Replacement Eligibility Factor of 999**, qualifying for "**Drop-dead Value**". These vehicles are necessary for the performance of SAO Seventh Circuit's critical mission that covers a four-county area, much of it rural. Vehicles are used to respond to violent crime scenes on a 24/7 basis. Homicide scenes are often situated in remote, inaccessible areas, often at night requiring Investigators and Assistant State Attorneys to be capable of responding preloaded with the necessary equipment and supplies to conduct the investigation at all hours of the night. An immediate response to all violent crimes is critical for a successful investigation and prosecution. Vehicles are also used to locate fugitives, serve warrants, transport witnesses and evidence in our four-county jurisdiction.

**Priority #8** 

Issue Title: Career Prosecution Unit

Issue Code: IC 3009620

FTE: 8.0

Salary Rate: \$473,524

GR Salaries & Benefits: \$724,427

GR Operations: \$33,648, \$21,484 nonrecurring

GR TR/DMS/HR Services: \$1.872

The reduction in Florida's crime rate can in many ways be attributed to the emphasis on the successful prosecution and incarceration of Career Criminals. To sustain the current success and build on it requires an exclusive unit to focus on these repeat offenders when they commit new criminal violations. Creating and funding a unit that can focus exclusively on these defendants will further the goals set by the Legislature to make Florida is safe for its citizens and visitors.

#### State Attorney, Eighth Judicial Circuit

**Priority #1** 

Issue Title: Circuit-Wide Diversion Manager Pilot Program

Issue Code: 5000100

FTE: 2.00

Salary Rate: \$73,222

GR Salaries and Benefits: \$119,919

GR Operations: \$8,178; \$5,188 Non-Recurring

GR TR/DMS/HR Services: \$468

The Second Circuit (SAO2) and Eighth Circuit (SAO8) State Attorney's Offices request in their individual Legislative Budget Requests General Revenue funding and associated rate for dedicated Assistant State Attorney and Legal Secretary positions for the purpose of expanding Diversion Management Pilot Programs. Diversion of first time misdemeanor offenders from the traditional criminal justice system serves a vital societal function in addressing criminal behavior without imposing unintended and long-term consequences, reduces courtroom workloads, and is consistent with past and anticipated future legislative consideration of processes such as civil citation programs as well as local efforts in that direction already being considered and implemented by county and municipal governments across the state and in the 2nd and 8th Circuits. Diversion allows the courts to focus on serious and serial offenders while preventing unnecessary stigmatization of first time and low-level offenders. The Assistant State Attorney designated as the pilot program Diversion Manager will be responsible for screening all potentially eligible offenders for diversion on a circuit-wide basis. A single experienced prosecutor can do so with greater individualized attention, efficiency, and consistency than otherwise exists and will increase the number of eligible and participating defendants. The Diversion Manager (ASA) will additionally be responsible for monitoring compliance with all terms of diversion throughout the period thereof, verifying satisfactory completion of diversion, and ultimately authorizing final closure of a case or, when necessary because of non-compliance, initiating appropriate steps to return the case to traditional prosecution. Circuit-wide coordination as provided by this position will increase both the number of and success rate of participating defendants. Expanding current diversion programs in SAO2 and SAO8 into underserved regional counties of each circuit will increase diversion by an estimated 25-50%. The Diversion Manager (ASA) will also be responsible for collaborative interaction with community partners and stakeholders in developing and maintaining a diversion program that is consistent with state and local law. The designated Legal Secretary will be responsible for all necessary support services to the Diversion Manager (ASA). This issue impacts misdemeanor and criminal traffic cases and it is critical that there be sufficient funding to protect victim interests and public safety in the diversion screening and monitoring process. Current FTE and funding effectively limit diversionary options to the

headquarters counties of SAO2 (Leon County) and SAO8 (Alachua County) because of travel time and workload logistics.

#### State Attorney, Ninth Judicial Circuit

**Priority #1** 

Issue Title: Support Staff Salary Adjustment

Issue Code: 4201A30 Rate: \$335.704

GR Salaries and Benefits: \$389,114

A 5% cost of living increase is requested to assist in the retention of State Attorney support staff. The 9th Circuit is continually losing quality employees to the private sector, or to local or federal government agencies, that are able to offer higher wages for similar or less work. The loss of quality support staff directly impacts the office's ability to provide quality legal support to attorneys who are representing citizens of this circuit who are victims of crime. Likewise, many support staffers work second and third jobs in order to make ends meet, which also results in decreased productivity and efficiency due to fatigue. These support staff employees are well deserving of a 5% cost of living increase.

**Priority #2** 

Issue Title: Body Camera Evidence Review

Issue Code: 5008010

FTE: 3.00 Rate: 106,685

GR Salaries and Benefits: \$171,695

GR Operations: \$12,151, \$7,965 nonrecurring

GR TR/DMS/HR Services: \$702

In the past few years, law enforcement agencies have been moving toward body-worn cameras that record law enforcement interactions with the public and with criminal suspects. As agencies have brought more cameras online, prosecutor's offices have been inundated with videos depicting arrests, witness interviews, and crime scenes. The prosecutor's role in the criminal court system is unique. They are required by court rulings to not just advance evidence of guilt but to turn over to defendants any evidence in the possession of the prosecutor's office or the police agencies that is exculpatory in nature. When this requirement is applied to body camera videotapes, a huge new workload has been placed on prosecutors.

Many agencies simply provide the State Attorney with a link to view all the videos on each case. It is left to the prosecutor to review each video, minute by minute, to identify what portions are relevant to the prosecution of the case. These same agencies expect the State Attorney to download these massive video files into a case management system that

can replicate the video for presentation at trial. There are no laws or rules requiring the agencies with Body Cameras to log the times and video feed that the officer deems relevant to the arrest so the only eyes on these videos are of the prosecutor.

Prosecutors are placed in the position of having to collect, review, and reveal to the defense all the videos of any particular crime that is prosecuted. This extra workload has a substantial effect on the time spent on each individual case by the prosecutor. The review of these recordings adds hours of work to the prosecution of each case.

In addition to Body Cameras, the Florida Highway Patrol and other police agencies have added more Dash Cameras to their vehicles. Prosecutors are now expected to review 5 different dash cameras per FHP patrol car for each case. The relevant portions of these videos again are not identified by law enforcement, so all 5 camera views must be reviewed by the prosecutor when filing the case and preparing for trial. In sum, prosecutors are placed in the position of having to collect, review, and reveal to the defense all the video of any particular crime that is prosecuted. This extra workload has a substantial effect on the time spent on each individual case by the prosecutor. The review of these recordings will add hours of work to the prosecution of each case.

Priority #3

Issue Title: Replacement Equipment – Motor Vehicles

Issue Code: 2401500

State Attorney Revenue Trust Fund Operations: \$78,000

The State Attorney's Office, Ninth Judicial Circuit, is requesting \$78,000 to replace three motor vehicles. These vehicles will be 12 years old/have 120,000 **miles on** them by June 30, 2019. One vehicle (2008 Ford Crown Victoria) has had an inadvertently high maintenance and repair bills necessitating its replacement. These funds are available within our State Attorney Revenue Trust Fund, Cost of Prosecution.

#### State Attorney, Tenth Judicial Circuit

**Priority #1** 

Issue Title: SAO Cost of Living Adjustment for All Staff

Issue Code: IC 4203A70 Salary Rate: \$ 344,956

GR Salaries & Benefits: \$436,157

The State Attorney's Office, 10th Circuit is proposing a 3% cost of living adjustment for all employees. The purpose of which is to promote public safety through the retention of staff essential to the effective and efficient operation of the criminal justice system. This represents the statewide continued effort to work together to keep quality employees working for the safety of the people of Florida.

The estimate for this cost will be \$436,157 (\$344,956 salary + \$91,201 benefits) for the 206.35 employees in the Tenth Circuit State Attorney's Office.

**Priority #2** 

Issue Title: Public Records Request Workload

Issue Code: IC 3009700

FTE: 2.0

Salary Rate: \$115,000

GR Salaries and Benefits: \$171,513

GR Operations: \$8,646, \$5,554 nonrecurring

GR TR/DMS/HR Services: \$468

The State Attorney's Office, 10th Circuit, is required to respond to Public Records Requests per FS Chapter 119. The workload, in addition to the making of copies, consists of reviewing the public records request to determine the scope of the request; reviewing all records to determine if each record is actually public record and redacting all documents of confidential information. The increased workload of public records requests has been a huge burden on current staff. It is necessary for our office to add two FTE to handle this workload. Every document requested under FS 119 has to be reviewed by an experienced assistant state attorney and records custodian who are educated and trained in state statute and administrative procedures. The job can no longer be done by filing clerks. Case files, such as homicide case files can contain hundreds of thousands of individual pages of documents and records. Information, such as social security numbers and other identifiers are exempt from disclosure. Information about

sexual abuse victims, and in some instances domestic violence victims, has to be redacted. Information about confidential informants and all law enforcement officers' personal information must be exempted. Some financial information is exempt from

public disclosure and must be redacted. Certain information about prosecutors and staff are also confidential and must be redacted from administrative documents and personnel files. Reviewing any of these documents and others not listed can literally take weeks to review. With an increase in Public Records requests from special interest groups and inmates in State prisons, the workload demanded upon this Office can no longer be performed by existing staff. There is no option of not complying with these records request, as it is state law to do so. State law also mandates that such reviews be done in a very timely manner. Delaying review because of a lack of staff is not acceptable, according to Court rulings.

**Priority #3** 

Issue Title: Body Camera Evidence Review

Issue Code: 5008010

FTE: 3.0

Salary Rate: \$126,762

GR Salaries and Benefits: \$203,149

GR Operations: \$12,619, \$8,331 nonrecurring

GR TR/DMS/HR Services: \$702

In the past few years, law enforcement agencies have been moving toward in vehicle and body-worn cameras that record law enforcement interactions with the public and with criminal suspects. As agencies have brought more cameras online, prosecutor's offices have been inundated with videos depicting arrests, witness interviews, and crime scenes. The prosecutor's role in the criminal court system is unique. They are required by court rulings to not just advance evidence of guilt but to turn over to defendants any evidence in the possession of the prosecutor's office or the police agencies that is exculpatory in nature. When this requirement is applied to body camera videotapes, a huge new workload has been placed on prosecutors.

When an arrest is made or a criminal investigation by uniformed officers takes place, there are often more than just one or two officers at the scene. While each body camera video may record substantially the same scene because the camera travels with each individual law enforcement officer and/or vehicle, that are differences as to what each camera records visibly and aurally. Some of what is recorded may be deemed by the courts or defense attorneys to be exculpatory.

#### State Attorney, Eleventh Judicial Circuit

**Priority #1** 

Issue Title: State Attorney Support Staff Salary Adjustment

Issue Code: 4201A30 Rate: \$1,482,504

GR Salaries and Benefits: \$878,019 GDTF Salaries and Benefits: \$98,528 CSTF Salaries and Benefits: \$741,824

Many of our support staff are having serious difficulty with the high cost of living in Miami-Dade County, with many carrying second and third jobs to make ends meet and many with families qualify for government assistance such as Food Stamps. It has become extremely difficult to hire individuals into these positions in the Miami-Dade State Attorney's Office. As the private sector flourishes and salaries grow, the ability to retain experienced staff is near impossible. With each passing year, our workforce consists of a greater number of inexperienced support staff assisting prosecutors as we continue to litigate some of the toughest cases. A 5% increase is essential to retain qualified support staff employees.

Priority #2

Increase APD and ASA Starting Salary Proportionate with Other Government and Non-

profit Attorney Starting Salary

Issue Code: 4204A30 Rate: \$2,586,600

GR Salaries and Benefits: \$3,055,300 GDTF Salaries and Benefits: \$59,104 CSTF Salaries and Benefits: \$292,406

The starting salary for Assistant State Attorneys (ASAs) in our office is \$40,000 which is significantly below local government and nonprofit starting salaries for attorneys in Miami-Dade County. As a result, our ability to recruit and retain attorneys is hindered. As an example, for fiscal year 2017-2018, sixty-three (63) Assistant State Attorneys (ASAs) terminated from our office which represents a 22% turnover rate from the prior fiscal year. To remain competitive with the local offices of the Public Defender, Attorney General, the Statewide Prosecutor and Legal Services of Greater Miami, we are requesting an increase of the starting salary for ASAs to \$52,000. In order to address the resulting salary compression, we are also requesting increases in minimum ASA salaries for attorneys with up to five (5) years experience.

**Priority #3** 

Issue Title: Competitive Area Differential - ASA

Issue Code: 4200A60 Rate: \$1,482,062

GR Salaries and Benefits: \$1,673,958 GDTF Salaries and Benefits: \$150,156 CSTF Salaries and Benefits: \$127,910

The substantial difference in the cost of living between Miami-Dade County and other parts of the state severely affects the State Attorney's ability to recruit and retain quality prosecutors and to compete with local and other state governmental agencies for qualified legal professionals. A Competitive Area Differential (CAD) is needed to reduce the annual Assistant State Attorney turnover. For the past five years, our turnover rate for Assistant State Attorneys averages 16.9%. This rate of annual turnover requires that we hire a "medium-sized law firm" every year, which for the last 5 fiscal years has required us to hire and train an average of 48 new attorneys annually.

**Priority #4** 

Issue Title: Competitive Area Differential – Support Staff

Issue Code: 4200A10 Rate: \$751,248

GR Salaries and Benefits: \$650,137 GDTF Salaries and Benefits: \$110,317 CSTF Salaries and Benefits: \$110,317

Funding is requested to implement a Competitive Area Differential (CAD) comparable to those already in effect for state employees in Miami-Dade County. It is essential that we establish a competitive position within the job market to recruit and retain vital employees that are high quality and susceptible to recruitment by other employers and local government. The substantial difference in the cost of living across counties severely impacts our operations and the amount of training required because we cannot compete with other local government agencies and the private sector. Recognizing that comparative area differentials have been approved for other state agencies in Miami-Dade County, an adjustment is requested for implementation of CAD for our support staff in accordance with the Florida Department of Management Services (DMS) Competitive Area Differential (CAD) revised August 2018.

#### State Attorney, Twelfth Judicial Circuit

**Priority #1** 

Issue Title: Support Staff Salary Adjustment

Issue Code: 4201A30 Salary Rate: \$171,158

GR Salaries and Benefits: \$198,390

This issue represents the State Attorney's Office – 12<sup>th</sup> Judicial Circuit's efforts to provide a 5% cost of living increase to support the retention of employees of the State of Florida. The purpose, of which, is to promote public safety through the retention of staff. Legal assistants, secretaries, clerks, and other support staff are essential to the effective and efficient operation of the criminal justice system. This Issue represents our Office's continuing efforts to work together to keep experienced, quality employees working for the safety of the people of Florida.

**Priority #2** 

Issue Title: Body Camera & Dash Camera Evidence Review

Issue Code: 500810

FTE: 6

Salary Rate: \$361,522

GR Salaries and Benefits: \$576,866

GR Operations: \$33,648, \$21,484 nonrecurring

GR TR/DMS/HR Services: \$1,872

Law enforcement agencies have been moving toward body worn cameras that record law enforcement interactions with the public and with criminal suspects. Due to the prosecutors' role in the criminal court system, they are placed in the position of having to collect, review, and reveal to the defense all of the videos of any particular crime that is prosecuted. This extra workload has a substantial effect on the time spent on each individual case by the prosecutor. These positions are needed to process this additional digital evidence.

**Priority #3** 

Issue Title: Public Records Workload

Issue Code: 3009700

FTE: 4

Salary Rate: \$156,756

GR Salaries and Benefits: \$252,426

GR Operations: \$16,356, \$10,376 non-recurring

GR TR/DMS/HR Services: \$936

The Legislature has assigned high priority to accountability and transparency. Meeting the public's demand for records is one way of achieving that demand. The workload is increasing and is becoming more complex in its nature. Specialists in this area of legal practice are necessary.

**Priority #4** 

Issue Title: Staffing Adjustment for Increased Criminal Judges

Issue Code: 3001060

FTE: 6

Salary Rate: \$232,756

GR Salaries and Benefits: \$380,834

GR Operations: \$25,702, \$15,930 non-recurring

These positions are necessary to staff four criminal divisions created by the Chief Judge in the 12th Circuit. These divisions were created as a result of judges on the civil bench being assigned to four new criminal divisions, two in Sarasota County and two in Manatee County. We shifted personnel to cover the additional courtrooms which has caused a shortage of the staff needed to properly manage the existing and new divisions/courtrooms.

**Priority #5** 

Issue Title: Drug Court Diversion

Issue Code: 4200360

FTE: 3

Salary Rate: \$91,843

Grants & Donations Trust Fund Salaries and Benefits: \$191,109

The State Attorney's Office, 12th Judicial Circuit is requesting the authority and positions necessary to staff the Drug Court Intervention Diversion Program. Drug Courts, which combine treatment with incentives and sanctions, mandatory and random drug testing, and aftercare, are a proven tool for improving public health and public safety.

**Priority #6** 

Issue Title: County Agreement for Information Technology Personnel Services

Issue Code: 36224CO

FTE: 3

Grants & Donations Trust Fund Authority Salaries and Benefits: \$80,000

The State Attorney's Office, 12th Judicial Circuit is requesting the authority and position necessary to utilize reimbursement for the full anticipated cost of the salary and benefits for the approved budget being received from Sarasota County Government for IT staff.

Additionally, in the FY 2018-19 General Appropriations Act, the office of the State Attorney, 12th Judicial Circuit (SAO 12) received a realignment of budget from the State Attorney Revenue Trust Fund Salaries and Benefits appropriation category (010000) to the Grants and Donations Salaries and Benefits appropriation category (0100000) due to an increase in the need for Information Technology (IT) Personnel. This request is for the corresponding two (2) FTE positions needed (no corresponding rate requested) for the Grants and Donations Trust Fund to accommodate these Information Technology positions.

**Priority #7** 

Issue Title: Special Victims Unit – Crimes Against Children

Issue Code: 3000710

FTE: 4

Salary Rate: \$202,756

GR Salaries and Benefits: \$313,031

GR Operations: \$16,356, \$10,376 non-recurring

GR TR/DMS/HR Services: \$936

This unit is necessary to address sex crimes against minors and children being killed by intentional physical harm. This unit will segregate these highly specialized cases from general case distribution allow them to be handled by attorneys with the experience and the appropriate specialized training necessary to understand all legal aspects of these case types, including addressing the requirements of the Jessica Lunsford Act.

**Priority #8** 

Issue Title: Investigative Support Services

Issue Code: 3000620

FTE: 2

Salary Rate: \$85,650

GR Salaries and Benefits: \$139,164

GR Operations: \$7,946, \$5,554 nonrecurring

GR TR/DMS/HR Services: \$468

These positions are necessary for investigation services for our circuit. Investigators are sworn law enforcement officers who are responsible for the investigative and logistical support to Assistant State Attorneys in their preparation and prosecution of criminal cases; they initiate, conduct, and coordinate investigations. Additionally, these officers are involved in major investigations through multiagency task forces and assist local law enforcement upon request. It is necessary to have an investigator serve our Sarasota County office and one to serve our DeSoto County office.

**Priority #10** 

Issue Title: Domestic Violence Unit

Issue Code: 3003020

FTE: 6

Salary Rate: \$232,756

GR Salaries and Benefits: \$380,834

GR Operations: \$25,702, \$15,930 nonrecurring

GR TR/DMS/HR Services: \$936

Florida Statute 741.2901 mandates that each State Attorney shall develop special units or assign prosecutors to specialize in the prosecution of Domestic Violence cases. It is the intent of the Legislature that this will provide greater protection to the victims of domestic violence and better accountability for perpetrators.

**Priority #11** 

**Issue Title: Attorney Training Coordinators** 

Issue Code: 3800240

FTE: 2

Salary Rate: \$130,000

GR Salaries and Benefits: \$199,553

GR Operations: \$9,346, \$5,554 nonrecurring

GR TR/DMS/HR Services: \$468

New attorneys need training to develop skills as trial attorneys and to understand and use the tools of the case management system. Having a skilled, experienced attorney as a trainer will develop the attorneys to the level where they need to be to be fully ready to handle Felony cases when needed.

**Priority #12** 

Issue Title: Prosecution of Human Trafficking Crimes

Issue Code: 3009950

FTE: 4

Salary Rate: \$182,756

GR Salaries and Benefits: \$286,681

GR Operations: \$16,356, \$10,376 nonrecurring

GR TR/DMS/HR Services: \$936

Human Trafficking has recently been so evident in South Florida. Human trafficking predators are not only targeting young adults and teens from other countries but American runaways and homeless children as well. Although new legislation creates a strong tool for the prosecution of such cases, the key is a team of experienced personnel to work with the victim in securing their safety and their trust; to work with law enforcement during the investigation to create a strong and prosecutable case and finally to work in the courtrooms to seek justice and to be the legal voice of these young victims.

The Judiciary in our circuit has created TYLA (Turn Your Life Around) Court to help address these issues. The TYLA initiative is a Selah Freedom Organization partnership with law enforcement and is aligned with the State Attorney's Office and the Court serving as a solution to sex trafficking and exploitation in our communities.

**Priority #13** 

Issue Title: Replacement of Motor Vehicles

Issue Code: 2401500

State Attorney Revenue Trust Fund Acquisition of Motor Vehicles: \$52,000

Reliable, cost-efficient transportation of Assistant State Attorneys, investigators and victim/witness advocates to and from four different offices in three different counties.

#### State Attorney, Thirteenth Judicial Circuit

**Priority #1** 

Issue Title: State Attorney Support Staff Salary Adjustment

Issue Code: 4201A30

Rate: \$181,335

GR Salaries and Benefits: \$210,185

This issue represents the Florida Prosecuting Attorneys Association's effort to provide a salary adjustment for the merit and retention of all staff job classes. In order to maintain the effective, consistent, and productive legal support staff necessary for the successful operation of a prosecutor's office, it is essential to hire and retain qualified staff. This issue represents the continuing efforts of prosecutors to work together to keep experienced, quality employees working for the safety of the people of Florida. The funds shall be allocated proportionately among the State Attorneys offices based upon the number of filled positions in the staff job classes.

The calculation for the 13th Judicial Circuit is as follows:

Support Staff Filled Positions	151.60
3% Increase	\$181,335
.0765 Payroll Tax	\$ 13,872
.0826 Retirement Contribution Rate	\$ 14,978
Total Recurring General Revenue Requested	\$210,185

**Priority #2** 

Issue Title: Body Camera Evidence Review

Issue Code: 5008010

FTE: 1.00 Rate: \$30,307

GR Salaries and Benefits \$48,117

GR Operations: \$3,505, \$2,411 nonrecurring

GR TR/DMS/HR Services: \$234

Electronic evidence has become vital to criminal prosecution. Our law enforcement partners are investing significant resources in body cameras, car cameras, and additional technologies in order to preserve necessary evidence for the prosecution and to improve the criminal justice system. As this evolution takes place, this office has collaborated with County government officials and fellow law enforcement agencies to invest resources in computers, data storage, and the bandwidth necessary to process large video and audio files. Current support staff resources only allow for the investment of one Multi-Media Specialist I committed full-time to the task of obtaining electronic evidence, editing videos for trial presentations, and providing copies of these large data files in compliance with the discovery rules. This task has simply become too large for just one position. As a result, this issue code is a request for funding for the necessary investment into resources needed to obtain, handle, and transmit electronic evidence. From the new procedures recently implemented at the Florida Highway Patrol with regard to car cameras to new data demands presented with the transmission of DUI videos from our local Sheriff's office, the handling of electronic evidence has grown exponentially in the last year. We anticipate this trend will continue in the future, and as a result submit this issue code to address a recurring need fundamental to this office's mission of criminal prosecution.

**Priority #3** 

Issue Title: Public Records Workload

Issue Code: 3009700

FTE: 2.00 Rate: \$92,378

GR Salaries and Benefits: \$144,659 GR Operations: \$8,178, \$5,188 nonrecurring

GR TR/DMS/HR Services: \$468

Access to public records is central to our obligation of government in the sunshine. There is, however, a cost and associated workload to providing public records which is increasing exponentially. This issue serves to facilitate our mission to be as transparent and responsive to public records requests as possible while never compromising core prosecutorial functions. The current volume of public requests and the increased sophistication of these requests have outpaced current funding levels. This issue, therefore, provides funding for personnel and operating expenses to effectively and efficiently meet these increased public records demands.

Public records demands are becoming more time consuming and more sophisticated. They include frequent demands by defense attorneys for all manner of records such as prosecutor personnel files, demands by families of victims, demands by businesses and research groups seeking records which serve their singular business or research interests. Many businesses simply want to get an upper hand on their competitors. While these efforts have the potential to save money for the taxpayers of Florida, they cost time and money in order to comply. Another notable group seeking public records is prison or jail inmates. Public records requests are significantly higher during election seasons, which any elected official well knows. While the public is entitled to the records and Government in the Sunshine insures they get them, it cannot be overlooked that time spent by attorneys and staff dealing with these demands takes time away from the core mission of the State Attorney's office and, thus, to some degree, impairs the ability to do our part in securing public safety. Furthermore, there is the growing potential for and the real cost of litigation with those who request public records and take exception with the timeliness of a response or as to the content of a response. Attorney involvement is now necessary to make decisions on legal matters as to redactions, costs and citizen protections under HIPAA. Redaction is becoming a greater workload issue than retrieval of records. State Attorney Offices do not compile collective data with respect to public records requests. However, some circuits report a 250% increase in the last several years. The Assistant State Attorney position requested must be filled by an experienced attorney. This person will be responsible for the review and redaction of information pertaining to possible Capital Collateral cases. This position cannot be filled by an entrylevel attorney. Therefore, the rate requested for this position is that of a Felony Lead Trial Assistant State Attorney.

**Priority #4** 

Issue Title: Replacement Equipment – Motor Vehicles

Issue Code: 2401500

State Attorney Revenue Trust Fund Acquisition Motor Vehicles: \$75,000

Reliable, cost-efficient transportation of Assistant State Attorneys, investigators, records, mail and victim/witness advocates is a necessity.

The cost to replace two (3) vehicles is estimated to be \$25,000 each, for a total request of \$75,000.

The vehicles slated for replacement are projected to meet the Florida Department of Management Services Minimum Equipment Replacement Criteria by FY 19/20.

**Priority #5** 

Issue Title: Conviction Review (Integrity) Unit

Issue Code: 3000410

FTE: 2.00 Rate: \$76,760

GR Salaries & Benefits \$123,133

GR Operations: \$7,478, \$5,188 nonrecurring

GR TR/DMS/HR Services: \$468

Fairness, due process, and transparency are the foundations of an optimal criminal justice system. The Office of the State Attorney has an integral role in safeguarding those foundations and promoting confidence in our criminal justice system for the community this office serves. Assistant State Attorneys work tirelessly to keep the community safe and promote justice and fairness for everyone. That foundation is fundamentally undermined when an innocent person is wrongfully convicted, not just in the deprivation of that person's freedom but also because it perpetuates distrust of the entire criminal justice process.

The integrity of convictions must be ensured. This can occur through the identification, review, and correction of erroneous convictions, as well as through the development of policies and procedures to reduce the likelihood of erroneous convictions. For this very reason over the past decade, prosecutor's offices across the nation have established conviction integrity units, also known as conviction review units ("CRUs"). CRUs are units that re-examine questionable convictions and guard against future error. Statistics show that existing CRUs have exonerated over 200 people for crimes for which they were wrongfully convicted and have assisted in developing policies that help prevent future erroneous convictions. The effectiveness of CRUs is assessed by policy changes implemented, the number of cases reviewed, and exonerations achieved. It is important that we implement such a unit in the 13th Judicial Circuit to review the integrity of

Conviction Review (Integrity) Unit (continued from previous page) IC 3000410

convictions and to protect the process of our criminal justice system in Hillsborough County and throughout Florida.

Due to the need and demand, this office has started to establish a limited CRU utilizing existing resources and implementing researched best practices. We have committed existing assistant state attorney resources to perform the legal analysis for this unit. Our office has identified senior level, experienced attorneys for this unit. However, additional funding is needed to provide legal support for the operational challenges a unit of this type presents. The funds being requested will support one full-time investigator to assist with evidence gathering and review, and one full-time paralegal to assist with case administration. It is anticipated that the unit, as staffed above, will be able to review approximately 10-15 cases per year, based on data from an existing CRU in Brooklyn, New York. The Brooklyn, New York conviction review unit employs nine Assistant District Attorneys, three investigators, and two paralegals on a full-time basis and reviews 25-30 case files per year. Our unit's findings will be reviewed by an independent, outside panel of prominent members of the legal community, which will include former judges and prosecutors. In addition, we anticipate securing a partnership with a local law school for purposes of providing clinical experience for law students, as well as additional resources for case review. The funding necessary for the operation of this unit will be recurring.

**Priority #6** 

Issue Title: Staffing Adjustments for Workload and Increased Judgeships

Issue Code: 3001060

FTE: 10.00 Rate: \$568,657

GR Salaries and Benefits: \$878,990 GR Operations: \$43,694, \$27,038 nonrecurring

GR TR/DMS/HR Services: \$2,340

Funding for one (1) Felony Prosecution Division is requested in order to staff one (1) new Felony Judgeship anticipated to be certified for this circuit. It is imperative to have proper funding in order to staff this new division if the Judgeship is added. The new Felony Prosecution Division would require the following positions:

1 Felony Division Chief Assistant State Attorney

- 1 Felony Division Deputy Chief Assistant State Attorney
- 1 Felony Division Lead Trial Assistant State Attorney
- 3 Interim Felony Assistant State Attorneys
- 1 Interim Intake Assistant State Attorney
- 2 Legal Assistant/Secretaries II
- 1 Investigator I

It may be necessary to make changes to this Issue Code at a later date.

**Priority #7** 

Issue Title: Reduce Trust Fund Authority

Issue Code: 3301510

State Attorney Revenue Trust Fund Salaries & Benefits: -\$1,000,000

The Office of the State Attorney, 13th Judicial Circuit, is anticipating the possibility of a Negative Unreserved Fund balance on the Trust Fund Schedule I reports of the FY 19/20 Legislative Budget Request. In order to avoid a Negative Unreserved Fund Balance, this office is requesting a reduction of \$1,000,000 in SARTF/Cost of Prosecution Salaries & Benefits authority.

Priority #8a

Issue Title: Fund Shift – Add – Transfer Grants and Donations Trust Fund – Local

Ordinance Prosecution to the State Attorneys Revenue Trust Fund

Issue Code: 3400120

State Attorney Revenue Trust Fund Other Personal Services: \$7.755

State Attorney Revenue Trust Fund Operations: \$81,630

Currently, the Office of the State Attorney, 13th Judicial Circuit, has authority for Other Personal Services (030000) and Operating Expense (103225) residing in both SARTF/Cost of Prosecution Trust Funds and Grants & Donations Trust Funds. This issue code is being submitted to move the authority in both of these categories of Grants and Donations Trust Funds to the corresponding categories in SARTF/Cost of Prosecution Trust Funds. This Issue Code makes no request for additional General Revenue or funding of any type.

This issue, if approved, will simplify the process and eliminate the need for possible anticipated journal transfers in the Other Personal Services and Operating Expense Categories during FY 2019-2020 and beyond. The consolidation of the authority in both categories currently residing in Grants and Donations Trust Funds would be combined with the authority currently residing in SARTF/Cost of Prosecution Trust Funds.

This Issue Code 3400120-Add corresponds with Issue Code 3400130-Deduct.

**Priority #8b** 

Issue Title: Fund Shift – Deduct – Transfer Grants and Donations Trust Fund – Local

Ordinance Prosecution to the State Attorneys Revenue Trust Fund

Issue Code: 3400130

Grants & Donations Trust Fund/Prosecution of Local Ordinances State Attorney Revenue Trust Fund Other Personal Services: -\$7,755

State Attorney Revenue Trust Fund Operations: -\$81,630

Currently, the Office of the State Attorney, 13th Judicial Circuit, has authority for Other Personal Services (030000) and Operating Expense (103225) residing in both SARTF/Cost of Prosecution Trust Funds and Grants & Donations Trust Funds. This issue code is being submitted to move the authority in both of these categories of Grants and Donations Trust Funds to the corresponding categories in SARTF/Cost of Prosecution Trust Funds. This Issue Code makes no request for additional General Revenue or funding of any type.

This issue, if approved, will simplify the process and eliminate the need for possible anticipated journal transfers in the Other Personal Services and Operating Expense

Categories during FY 2019-2020, and beyond. The consolidation of the authority in both categories currently residing in Grants and Donations Trust Funds would be combined with the corresponding authority categories currently residing in SARTF/Cost of Prosecution Trust Funds.

This Issue Code 3400130-Deduct corresponds with Issue Code 3400120-Add.

### State Attorney, Fourteenth Judicial Circuit

**Priority #1** 

Issue Title: Staffing Adjustment for Workload & Increased Judgeships

Issue Code: 3001060

FTE: 13

Salary Rate: \$495,955

GR Salaries and Benefits: \$804,258

GR Operations: \$53,041, \$33,905 non-recurring

GR TR/DMS/HR Services: \$3,042

The Chief Judge of the 14th Judicial Circuit, the Honorable Elijah Smiley, has notified the Office of the State Attorney, 14th Judicial Circuit, that he will be asking the Supreme Court to certify one (1) new circuit judgeship for FY 2019-2020. This judge will be assigned to the Bay County Circuit Felony Court, to alleviate felony criminal workload and jail overcrowding. Each Circuit Judge assigned solely to Bay County Circuit Felony Court presides over two (2) divisions. If Chief Judge Smiley's request is granted, two (2) new criminal divisions would be created and it would become necessary to staff them accordingly. This request reflects the State Attorney resources necessary to staff two (2) criminal divisions, based on the Florida Prosecuting Attorneys Association model, along with our experience in this circuit. Because the Assistant State Attorneys would be handling felony caseloads, a salary of \$50,000 per attorney is requested to ensure the necessary experience.

**Priority #2** 

Issue Title: Special Prosecution Unit for Veterans

Issue Code: 3004500

FTE: 2

Salary Rate: \$86,379

GR Salaries and Benefits: \$136,754

GR Operations: \$8,178, \$5,188 non-recurring

GR TR/DMS/HR Services: \$468

The Chief Judge of the Fourteenth Judicial Circuit, the Honorable Elijah Smiley, has notified the Office of the State Attorney, 14th Judicial Circuit, of his intent to implement a Veterans Court. The State Attorney's Office, Fourteenth Judicial Circuit, is requesting funding for the creation of a special docket and diversion program available to veterans in Bay County. The program will seek to assist veterans, many of whom exhibit PTSD (post-traumatic stress disorder), TBI (traumatic brain injury), and numerous substance abuse and mental health disorders. Many of the veterans being served are homeless. The State Attorney's Office, Fourteenth Judicial Circuit, is requesting additional staff to fully

implement this program; staffing required will include one experienced Assistant State Attorney at a salary of \$60,000 and one Legal Secretary II at the default rate.

**Priority #3** 

Issue Title: State Attorney Support Staff Salary Adjustment

Issue Code: 4201A30 Salary Rate: \$104,463

GR Salaries and Benefits: \$121,083

A five (5) percent cost-of-living increase is requested to support the retention of support staff employees, the purpose of which is to promote public safety through the retention of experienced, quality employees that are essential to the effective and efficient operation of the criminal justice system. Excluding Assistant State Attorneys and Investigators, the Office of the State Attorney, 14th Judicial Circuit, employs 65 support staff. These employees were excluded from the legislative pay increase given to Assistant State Attorneys and Investigators in FY 2018-2019. Although the Legislature enacted a onetime salary increase for these employees during FY 2017-2018, it was the first such salary increase approved in several years. Prior to 2017, the Legislature last provided across-theboard salary increases in 2013 and in 2006. When combined with the mandated increases in pension contributions by employees, wages have remained stagnant. Attorney's Office seeks a five (5) percent salary adjustment for support staff in order to retain qualified employees and to attract new employees to State employment. Based on 2017-2018 salaries, the support staff rate is  $$2,089,259 \times 5\% = $104,463$ . Additional costs for associated benefits (payroll tax and retirement contribution) are \$16,620, for a total of \$121,083.

**Priority #4** 

Issue Title: Body Camera Evidence Review

Issue Code: 5008010

FTE: 2

Salary Rate: \$85,016

GR Salaries and Benefits: \$133,590

GR Operations: \$8,178, \$5,188 non-recurring

GR TR/DMS/HR Services: \$468

In the last few years, law enforcement agencies have instituted body worn cameras that record law enforcement interactions with the public and with criminal suspects. As agencies have brought more cameras on line, prosecutors' offices have been inundated with videos depicting arrests, witness interviews, and crime scenes. When an arrest is made or a criminal investigation by uniformed officers takes place, there are often more than just one or two officers wearing body worn cameras at the scene. While each body camera video may record substantially the same scene, because the camera travels with each individual law enforcement officer, there are differences as to what each camera records

visibly and audibly. In addition to body-worn cameras, the Florida Highway Patrol (FHP) and other police agencies have added more dash cameras to their vehicles. Many agencies simply provide the State Attorney with a link to view all the videos on each case. It is left to the prosecutor to review each video minute-by-minute to identify what portions are relevant to the prosecution of the case. These same agencies expect the State Attorney to download these massive video files into a case management system that can replicate the video for presentation at trial. There are no laws or rules requiring the agencies with bodyworn cameras or dash cameras to log the times and video feed that the officer deems relevant to the arrest, so the only eyes on these videos are of the prosecutor. prosecutors' role in the criminal court system is unique. They are required by court rulings to not just advance evidence of guilt but to turn over to defendants any evidence in the possession of the prosecutors' office or of the police agencies that is exculpatory in nature. When this requirement is applied to body worn and dash camera video, a huge new workload has been placed on prosecutors. Prosecutors are placed in the position of having to collect, review and reveal to the defense all of the videos of any particular crime that is prosecuted. This extra workload has a substantial effect on the time spent on each individual case by the prosecutor. The review of these recordings add hours of work to the prosecution of each case. Also, a substantial additional burden is placed on the IT staff. These videos must be downloaded, often times must be converted to a different format which is compatible with our case management system or the courtroom systems, and must be redacted or edited so that only the relevant portions are presented at trial. The State Attorney's Office, 14th Judicial Circuit, is requesting funding for an experienced Assistant State Attorney at \$50,000, and a Multimedia Specialist II at the default rate.

**Priority #5** 

Issue Title: Public Records Request Workload

Issue Code: 3009700

FTE: 2

Salary Rate: \$62,307

GR Salaries and Benefits: \$105,539

GR Operations: \$8,178, \$5,188 non-recurring

GR TR/DMS/HR Services: \$468

Government in the Sunshine is a worthy goal and a necessary obligation of government. Access to public records is central to that obligation. There is, however, a cost to providing public records and the cost is increasing exponentially. This issue serves to facilitate the State Attorney's desire to be as transparent and responsive to public records requests while not compromising our core mission. This issue provides funding for personnel and operating expenses to effectively and efficiently meet public records demands. Public record demands are becoming more time consuming and more sophisticated. They include frequent demands by defense attorneys for all manner of records such as prosecutor personnel files, demands by families of victims, demands by businesses and research groups seeking records which serve their singular business or research interests. Providing

these records is not a small task. Prison and jail inmates constitute a growing group of public records requestors as well. While the public is entitled to the records and we want to ensure they get them, it cannot be overlooked that time spent by attorneys and staff dealing with these demands takes time away from our core mission and, this, to some degree, impairs our ability to do our part in securing public safety. Furthermore, there is the growing potential for and the real cost of litigation with those who request public records and take exception with the timeliness of a response or as to the content of a response. Attorney involvement is now necessary to make decisions on legal matters as to redactions for material made exempt or confidential by statute, costs, and citizen protections under HIPPA. Redaction is becoming a greater workload issue than retrieval of records. The State Attorney's Office, 14th Judicial Circuit, is requesting funding for one Assistant State Attorney and one Legal Assistant I at the default rate.

### State Attorney, Fifteenth Judicial Circuit

**Priority #1** 

Issue Title: Support Staff Salary Adjustment

Issue Code: 4203A30 Salary Rate: \$340,986

GR Salaries and Benefits: \$395,236

This is the first priority for SAO 15 and the Florida Prosecuting Attorneys Association. State Attorney support staff employees have been without a Cost of Living increase for the last 10 years. This has resulted in an overall reduction in spending ability for these employees of well over 20% over ten years. Support employees received \$1400/\$1000 legislative raises in FY13-14 and FY17-18 which is less than the 3% Retirement increase that was assessed over the last 7 years. This 5% Cost of Living increase is most imperative for employees who live in counties that rank highest under the Price Level Index year to year.

**Priority #2** 

Issue Title: Body Camera Evidence Review

Issue Code: 5008010

FTE: 5

Salary Rate: \$126,752

GR Salaries and Benefits: \$287,958

GR Operations: \$19,861, \$12,787 nonrecurring

GR TR/DMS/HR Services: \$1,170

Prosecutors are placed in the position of having to collect and review all Body Camera Evidence videos related to arrests. The review of these recordings adds hours of work to the prosecution of each case. The Circuit 15-State Attorney's felony division alone reviewed 13,000 cases last fiscal year. If each case includes at least one video estimating 30 minutes per video that is 6,500 additional hours for basically a third of the cases in this office.

In addition to Body Cameras, the Florida Highway Patrol and other police agencies have added more Dash Cameras to their vehicles. Prosecutors are now expected to review 5 different dash cameras per FHP patrol car for each arrest they make. The relevant portions of these videos again are not identified by law enforcement so all 5 camera views must be reviewed by the prosecutor when filing the case and preparing for trial.

**Priority #3** 

Issue Title: Public Records Request Workload

Issue Code: IC 3009700

FTE: 3.00

Salary Rate: \$121,395

GR Salaries and Benefits: \$ 190,330

GR Operations: \$11,683, \$7,599 nonrecurring

GR TR/DMS/HR Services: \$702

The Legislature has assigned high priority to accountability and transparency! Meeting the public's demand for records is one way of achieving that demand. The workload is increasing and is becoming more complex in its nature. Specialists in this area of legal practice are necessary. Police cameras have increased exponentially which increases the number of videos that must be reviewed and redacted prior to the release of the public record. This video redaction requires multimedia skills and software expertise.

### State Attorney, Sixteenth Judicial Circuit

**Priority #1** 

Issue Title: Staffing for body camera workload increase

Issue Code: 5008010

FTE: 1.0

Salary Rate: \$26,379

State Attorney Revenue Trust Fund Salaries and Benefits: \$43,565

GR Operations: \$3,973, \$2,777 nonrecurring

GR TR/DMS/HR Services: \$234

In the last few years, law enforcement agencies have started using body worn cameras that record law enforcement interactions with the public and with criminal suspects. As agencies have brought more cameras on line, prosecutors' offices have been inundated with videos depicting arrests, witness interviews, and crime scenes. Prosecutors are placed in the position of having to collect, review, and reveal to the defense all of the videos of any particular crime that is prosecuted. This extra workload has a substantial effect on the time spent on each individual case by the prosecutor. The review of these recordings will add hours of work to the prosecution of each case.

**Priority #2** 

Issue Title: Staffing for public records unit

Issue Code: 3009700

FTE: 2.0 Rate: \$65,464

GR Salaries and Benefits: \$109,199

GR Operations: \$8,646, \$5,554 nonrecurring

GR TR/DMS/HR Services: \$468

Dedicated and trained staff is necessary to handle the massive public records requests. Since many of the items contained in our files are items that cannot be disclosed it is necessary to have staff that understands and recognizes what can and what cannot be disclosed. This is especially important since some of our records cannot be disclosed by law. Since the legislature has made it a crime to disclose certain items (like the identity of a sexual battery victim) we need to have staff that is properly trained and dedicated to this function.

### State Attorney, Seventeenth Judicial Circuit

**Priority #1** 

Issue Title: Extraordinary Multi-Victim Homicide Investigation & Prosecution

Issue Code: IC 3009910

FTE: 15.0

Salary Rate: \$854,328

GR Salaries and Benefits: \$1,258,927

GR Operations: \$57,015, \$37,995 nonrecurring

GR TR/DMS/HR Services: \$2,340

The tragic deaths of 17 students and faculty on February 14, 2018, at the Marjory Stoneman Douglas High School was one of the worst mass shootings in the history of the United States. The State Attorney's Office, 17th Circuit must ensure justice is served for the many victims, the survivors and the families. But in order to do so effectively, SA17 needs experienced prosecutors, investigators and specialists to be assigned to this case.

The State Attorney's Office will need to dedicate three senior-level Assistant State Attorneys and two investigators, as well as several other specialists to work exclusively on this case.

Additional funds in the amount of \$500,000 is needed for the due process costs associated with the MSD case. This increase is requested under issue code 5300280 in the Justice Administrative Commission's Legislative Budget Request.

Total Request for salaries and benefits of additional prosecutors, investigators, counselors, and other specialists:

TITLE ANNUAL TOTAL w	ith BENEFITS	#POSITIONS	TOTAL POSITIONS
Assistant State Attorney	\$149,842	3	\$449,525
Multimedia Specialist II	\$67,767	1	\$67,767
Investigator IV	\$100,234	2	\$200,469
Legal Asst/Secretary III	\$59,550	3	\$178,650
Victim Witness Counselor II	\$60,419	6	\$362,516
GRAND TOTAL:	\$437,812	15	\$1,258,926

**Priority #2** 

Issue Title: 5% Cost of Living Increase

Issue Code: IC 42031A30 Salary Rate: \$401,971

GR Salaries and Benefits: \$465,925

A five percent cost-of-living increase is requested to support the retention of state employees.

Legal Assistants, secretaries, clerks, and other support staff have not received a cost of living or legislative increase in over 6 years (FY13-14), and are having serious difficulty with the high cost of living in Broward County, Florida, with many carrying second and third jobs to make ends meet. These support staff employees are well deserving of a 5% increase.

June 2018 Rate for 239.6 filled positions: 8,039,429

5% Increase: 401,971

Payroll Tax (.0765) & Retirement (.0826): \$30,751 + \$33,203

5% Increase + Payroll Tax + Retirement = \$465,925

**Priority #3** 

Issue Title: Public Records Request Workload

Issue Code: IC 3009700 Salary Rate: \$106,684

GR Salaries and Benefits: \$171,694

GR Operations: \$11,683, \$7,599 nonrecurring

GR TR/DMS/HR Services: \$702

Government in the Sunshine is a worthy goal and a necessary obligation of government. Access to public records is central to that obligation. There is, however, a cost to providing public records and the cost is increasing exponentially.

Public record demands are becoming more and more time consuming and more sophisticated. Each year the Legislature adds more exemptions that, in turn, requires more time to conduct a proper and legal review and redaction of the records to be released. For example Body Cam video footage. The volume of video footage is overwhelming.

Many of the requests include review of voluminous paper records (boxes) and regularly include multiple CDs and DVDs. These contain countless hours of 'jail calls' that must

be listened to in real time for potential exemptions and then redactions. A good number of the requests are for cases involving sexual battery, child abuse, domestic violence and capital murder which require redaction of most victim and witness personal identifying information.

Last fiscal year this office received 1,445 public record requests. This issue serves to facilitate the State Attorney's desire to be as transparent and responsive to public record requests while not compromising our core mission.

This issue provides funding for personnel and operating expenses to effectively and efficiently meet public records demands.

1 ASAs @ \$50,000 1 Paralegal Specialists @ \$30,306 1 Legal Secretary @ \$26,378 TOTAL: \$106,684

**Priority #4** 

Issue Title: Body Camera Evidence Review

Issue Code: IC 5008010 Salary Rate: \$106,685

GR Salaries and Benefits: \$171,695

GR Operations: \$66,813, \$62,729 nonrecurring

GR TR/DMS/HR Services: \$702

Video evidence generated by Body Worn Cameras (BWC) on police officers continues to expand throughout Broward County with the expectation that all 36 police agencies will be equipped with BWC by FY19-20. The State Attorney's Office 17<sup>th</sup> Judicial Circuit (SA17) has initiated policies and procedures to process, view and disseminate this new digital evidence.

As of August 6, 2018, this office is currently processing footage from 1400 BWCs, 200 more since last year, and expects an additional 1000 cameras by FY 2019 -2020. SA17 has designated three (3) FTE to process the footage from these cameras, and it takes them an average processing time of 10 minutes per case. This processing time includes specific tasks, such as evidence/case research, case classification, downloading, archiving and importing into our case management system. Body Camera evidence redaction for trial consumes anywhere between 2-6 hours of time. We currently have 220,644 individual pieces of digital evidence, split between 27,191 cases, a threefold increase from one year ago. This volume is a composite of the 1400 cameras currently deployed. BSO is now sharing photos, transcripts, interview room cameras, BAT room cameras, firing logs, and audio recordings with our agency through Evidence.com. This number is growing exponentially as other agencies adopt BWC usage

The Sheriff's office is also expecting to incorporate dash-cameras into the current body camera workflow. These videos will be entered into the same database management system used for

current BWC footage. Specialized equipment will be needed to meet the processing demands and assisting Assistant State Attorneys in redacting digital evidence.

Currently, BSO, Hallandale Beach, Pembroke Pines, Davie, and Fort Lauderdale Police Agencies are using Evidence.com for their digital evidence management. These agencies have also begun uploading and sending 911 audio calls, authentication forms and CAD reports through this system. For other agencies using the Broward County Regional Dispatch Center, BSO is uploading those calls and sending them to our office on behalf of the respective agency using Evidence.com.

When an arrest is made or a criminal investigation by uniformed officers takes place, there are often more than just one or two officers at the scene. While each BWC may record substantially the same scene, because the camera travels with each individual law enforcement officer, there are differences as to what each camera records visually and audibly. Some of what is recorded may be deemed by the courts or defense to be exculpatory. Prosecutors are placed in the position of having to collect, review, and disseminate to the defense all of the videos of any particular crime that is prosecuted. This extra workload has a substantial effect on the time spent on each individual case by the prosecutor. The review of these recordings alone will add hours of work to the prosecution of each case. In addition, due to the experience level needed of the ASAs, their salary is comparable to an ASA with 3 years' experience.

Therefore, not only will SA17 require additional staff, including Assistant State Attorneys, BWC tech staff and paralegals, but this office will also require additional specialized equipment to continue the timely and accurate intake of digital evidence.

#### Therefore we are requesting the following:

FTE Positions:

1 FTE Intake Clerk III (to process/redact 220,644 or more pieces of BWC footage)	\$26,378
Paralegal Specialist II: 1 FTE (to review 27,191 cases, over 12 mo. period)	\$30,307
Assistant State Attorneys: 1 FTE \$50,000	\$50,000
Total salaries:	\$106,685

#### The equipment needed is as follows:

3 Dell Precision T5810 w/ AMD FirePro W7100, Xeon E5 2630 v4,	
40GB RAM (\$3,800 each)	\$11,400
8 Dell Ultra-Wide Monitors (\$1,000 ea)	\$8,000
7 1 TB Hard Drives (\$370 ea)	\$2,590
2 Epson SureColor P600 Inkjet Printer (with warranty (\$870 ea)	\$1,740
1 Epson PP-100IIBD Disc producer	\$6,400
1 Dell Server (High Capacity Video Server to store BWC into SAFES)	25,000
TOTAL Equipment Needs:	\$55,130

### State Attorney, Eighteenth Judicial Circuit

**Priority #1** 

Issue Title: Veterans & Mental Health Diversion Program

Issue Code: 3004600

FTE: 4.0

Salary Rate: \$166,000

GR Salaries & Benefits: \$265,675

GR Operations: \$16,356, \$10,376 nonrecurring

GR TR/DMS/HR Services: \$936

According to the US Department of Veterans Affairs, Florida has the third-largest veteran population in the country (behind Texas and California). Additionally, 25.85% of Florida's veteran population resides in the Eighteenth Judicial Circuit, Brevard and Seminole Counties. The State Attorney's Office has created a specialized prosecution diversion program to evaluate and provide services to veterans in need of special assistance. This program requires a more experienced Assistant State Attorney to consider the circumstances and suitability for diversion, legal support staff, and collaboration with other public and private agencies offering veterans and mental health services. This issue is in support of staff in Brevard and Seminole Counties.

**Priority #2** 

Issue Title: Cost of Living Adjustment for Support Staff

Issue Code: 4201A30 Rate: \$229.000

GR Salaries & Benefits: \$265,434

The increased complexity of the criminal system and reliance on unique office software operating systems requires extensive and continued training for our staff. Therefore, the State Attorney's Office in the 7th Circuit is requesting one additional FTE to be filled in the IT department. IT staff needs another position to help with server and VMware related issues. This new employee would maintain the software and patches for security, as well as do server and software migrations when our servers go out of warranty. Duties will include migration of our intranet, Stac system, BOMS, and our leave accrual site. Help is also needed to take care of some of the network side and keep up on our equipment patches for VPN access and network security. This position would also assist with computer roll outs and Helpdesk as needed.

Link to Agency Activities: Felony, Misdemeanor, and juvenile prosecutions

**Priority #3** 

Issue Title: Body Camera Evidence Workload

Issue Code: 5008010

FTE: 2

Salary Rate: \$68,000

GR Salaries & Benefits: \$113,076

GR Operations: \$8,178, \$5,188 nonrecurring

GR TR/DMS/HR Services: \$468

Law enforcement agencies have been moving toward body-worn cameras that capture video and audio recordings of law enforcement interactions with the public and criminal suspects. The State Attorney's Office is increasingly receiving from law enforcement agencies digital evidence depicting arrests, witness interviews, and crime scene data—all of which must be reviewed by an Assistant State Attorney for evidentiary value. With the duty of prosecutors to consider all collected evidence, the introduction of body-camera data presents a significant increase in attorney workload. This issue is in support of staff in Brevard and Seminole Counties.

**Priority #4** 

Issue Title: Public Records Workload

Issue Code: 3009700

FTE: 3

Salary Rate: \$91,000

Strain Rate. \$51,000

GR Salaries & Benefits: \$152,724

GR Operations: \$11,683, \$7,599 nonrecurring

GR TR/DMS/HR Services: \$702

Government in the Sunshine is a worthy goal and a necessary obligation of government. Access to public records is central to that obligation and the cost is increasing exponentially. This issue provides funding for personnel and operating expenses to effectively and efficiently meet public records demands.

Public records demands are becoming more time consuming and more sophisticated. They include frequent demands by defense attorneys, families of victims, demands by businesses and research groups, and defendants. Another notable group seeking public records are prison and jail inmates. Public records requests are significantly higher during election seasons.

It cannot be overlooked that time spent by attorneys and staff dealing with these demands takes time away from our core mission. There is the growing potential for litigation with those who request public records and take exception with the timeliness on content of a response. Attorney involvement is now necessary to make decisions on legal matters as to redactions, costs, and HIPPA protection. Redaction is becoming a greater workload issue than retrieval of records.

**Priority #5** 

Issue Title: Replacement Equipment - Motor Vehicles

Issue Code: 2401500

State Attorney Revenue Trust Fund Acquisition of Motor Vehicles: \$90,000

The State Attorney's Office, 18th Judicial Circuit, is requesting budget authority to replace the following vehicles.

Year Mak	ce/Model	Identification Number	Mileage	As Of
2011 CHEV	ROLET IMPALA	2G1WF5EK6B1175823	105,263	8/31/2018
2011 CHEV	ROLET IMPALA	2G1WF5EKXBV1151234	93,024	8/31/2018
2013 CHEV	ROLET IMPALA	2G1WFSE31D1105920	100,209	8/31/2018

The operating costs for these vehicles will exceed the vehicle's value as maintenance and repair increases with older vehicles. The safety and dependability of these vehicles will also become an issue. The vehicles listed for replacement were purchased with state funds and meet the state guidelines for replacement. The total requested dollars was determined based on the price of prior year vehicle purchases and allowing for anticipated inflation.

We are requesting one vehicle to be replaced with an SUV. The SUV will provide greater versatility in moving equipment, materials, and staff around the Eighteenth Judicial Circuit and the State of Florida. The SUV will be able to accommodate staff members and luggage traveling during assignments and the supplies and equipment needed for community outreach events. The vehicle may also be utilized by the Investigative

Division for training and other purposes as needed.

Motor vehicles are used by Investigators and Assistant State Attorneys for agencies activities; Felony Prosecution, Misdemeanor Prosecution, Juvenile Prosecution, and Civil Action Services.

**Priority #6** 

Issue Title: Replacement Equipment

Issue Code: 2401000 GR Operations: \$100,000

The State Attorney's Office, Eighteenth Judicial Circuit, is requesting budget authority to replace modular workstations in Brevard County. The current workstations have been in service for nearly 30 years and are in a state of disrepair and increasingly hazardous to employees. Replacement of workstations will reduce our risk to employees and increase efficiencies.

### State Attorney, Nineteenth Judicial Circuit

**Priority #1** 

Issue Title: State Attorney Support Staff Salary Adjustment

Issue Code: 4201A30 Salary Rate: \$137,015

GR Salaries and Benefits: \$158,814

Requesting \$158,814 - a 5% Support Staff salary adjustment which will provide a clear incentive for support staff to remain in the State Attorney's Office instead of seeking employment with private law firms or other governmental law offices.

**Priority #2** 

Issue Title: Public Records Request Workload

Issue Code: 3009700 GR OPS: \$228,413

The Legislature has assigned high priority to accountability and transparency! Meeting the public's demand for records is one way of achieving that demand. The workload is increasing and is becoming more complex in its nature.

**Priority #3** 

Issue Title: Body Camera Evidence Review

Issue Code: 5008010

FTE: 4.00

Salary Rate: \$121,094

GR Salaries and Benefits: \$199,658

GR Operations: \$15,656, \$10,376 nonrecurring

GR TR/DMS/HR Services: \$936

As law enforcement agencies have brought more cameras on line, State Attorney Offices have been inundated with videos depicting arrests, witness interviews, and crime scenes. To that end, we have requested additional personnel to assist in dealing with the videos in this circuit.

**Priority #4** 

Issue Title: Full Restoration of Budget Reductions

Issue Code: IC 4200300

GR Salaries and Benefits: \$793,654 GR Other Personal Services: \$19,658 GR State Attorney Operations: \$214,129 GR Salary Incentive Payments: \$110

It is imperative that previous budget reductions we have sustained in our General Revenue funding – specifically our Salary account, be restored or we will continue to experience salary shortfalls as we did in FY2017-2018. The Trust Fund dollars that our office is expected to survive on are not materializing. We are hopeful that our General Revenue salary account will finally be restored in the amount of \$793,654, and this coupled with more opportunities for trust fund dollars will enable our agency to function effectively and efficiently in the performance of our statutory duties for the citizens of the Nineteenth Judicial Circuit.

### State Attorney, Twentieth Judicial Circuit

**Priority #1** 

Issue Title: Competitive Area Differential Funding For Support Staff

Issue Code: 4200A10 Salary Rate: \$267,788

GR Salaries and Benefits: \$310,393

A five-percent cost-of-living increase is requested for support staff to encourage the retention of state employees.

**Priority #2** 

Issue Title: Public Records Request Workload

Issue Code: IC 3009700

FTE: 3.00

Salary Rate = \$100,878

GR Salaries and Benefits: \$164,965

GR Operations: \$11,683, \$7,599 nonrecurring

GR TR/DMS/HR Services: \$702

There is no function within the State Attorney's Office's that is growing more than the requests and demands of Public Records. To meet legislative and legal requirements, it is essential that the necessary staffing is provided.

**Priority #3** 

Issue Title: Body Camera Evidence Review

Issue Code: 5008010

FTE: 1.00

Salary rate: \$40,000

GR Salaries and Benefits: \$59,353

GR Operations: \$23,505, \$22,411 nonrecurring

GR TR/DMS/HR Services: \$234

Many of the Law Enforcement agencies we partner with have been providing their officers with Body Cams, which provides the agency and the public clear representation of the arrest. This provides excellent audio and visual information for the prosecutors, but we also have to collect, review and reveal information to the defense. This takes a significant amount of resources; an experienced media specialist is being requested for this position.

**Priority #4** 

Issue Title: Replacement of Motor Vehicles

Issue Code: 2401500

State Attorney Revenue Trust Fund Acquisition of Motor Vehicles: \$120,000

Being the largest geographic circuit in the state of Florida, transportation is key to completing our prosecution function. By June 30, 2020, our agency will have four vehicles that will exceed the state criteria for replacement. Further extension of usage will escalate repair cost, through general revenue, and create safety issues for staff and citizens.

**Priority #5** 

Issue Title: Additional Equipment

Issue Code: 2402000

Forfeiture & Investigative Support TF (FIST) Operations: \$20,202

Under the Florida Contraband Act, our agency was awarded a cash judgment of \$20,202 and was deposited into our FIST fund. These funds would be spent according to Florida Statute 932.7055(6) e which specifically states that the funds are "...to be used for the investigation of crime and prosecution of criminals within the judicial circuit." Therefore, the awarded funds will be used to purchase additional equipment for our investigative division.

**Priority #6** 

Issue Title: Realignment of Administrative Expenditures – Add

Issue Code: 2000100

GR Salaries & Benefits: \$70,000

The realignment of budget between the General Revenue Salaries and Operations will more accurately reflect the anticipated General Revenue expenditures within these categories.

**Priority #7** 

Issue Title: Realignment of Administrative Expenditures - Deduct

Issue Code: 2000200 GR Operations: -\$70,000

The realignment of budget between the General Revenue Salaries and Operations will more accurately reflect the anticipated General Revenue expenditures within these categories.

**Priority #8** 

Issue Title: Cold Case Unit Issue Code: 3000820

FTE: 2.00

Salary rate: \$84,000

GR Salaries and Benefits: \$136,984

GR Operations: \$7,946, \$5,554 nonrecurring

GR TR/DMS/HR Services: \$468

Currently, within the 20<sup>th</sup> circuit, there are 425 cold cases dating back as far as 1949. This high number of cases shows that there is a clear need to review and further investigate these cases to achieve justice. We are requesting two full-time investigators to review these cases, work with local law enforcement and ultimately bring justice to the victims and their families.

**Priority #9** 

Issue Title: Investigation and Prosecution of Human Trafficking Crime

Issue Code: 3399550

FTE: 3.00

Salary rate: \$142,000

GR Salaries and Benefits: \$223,411

GR Operations: \$34,151, \$29,599 nonrecurring

GR TR/DMS/HR Services: \$702

Human trafficking in our circuit has increased significantly. These cases are complex and require specialized knowledge of the laws and how to apply them to these cases. Due to the increased workload, we are requesting specialized additional personnel to handle the multifaceted human trafficking cases.

### PUBLIC DEFENDER – LBR BUDGET ISSUE PRIORITIES FOR FY 2019-20 AS PER THE FLORIDA PUBLIC DEFENDER ASSOCIATION, INC.

Public Defender Fiscal Year 2019-2020 budget issue priorities are as per the Florida Public Defender Association, Inc.

#### TRIAL AND APPELLATE BUDGET ENTITIES:

**Priority #1** 

\$2 million Due Process Statewide- Justice Administrative Commission

- (a) \$1 million (recurring) to be used for state-wide distribution
- (b)\$1 million (non-recurring) for 17<sup>th</sup> Circuit to fund Parkland shooting case

Priority #2

Increase in General Revenue \$370,950 as glitch correction for Assistant Public Defender (APD) 18/19 salary issue\*

- (a) Some circuits had their Grants and Donations Trust Funds utilized for the salary increase and this issue would reimburse those circuits for that utilized amount (\$266,601 is to be requested).
- (b) The statewide mean average for the APD salaries increase General Revenue is 82.01%. In order to have every circuit achieve at least the 82.08% mean average, \$104,349 in additional General Revenue is requested.

Circuit specific requests

**Priority #3** 

### **Individual Public Defender Circuit Responses:**

### Public Defender, 4th Judicial Circuit

Agency Fiscal Year 2019-2020 budget issue priorities #1 - #2 are as per the Florida Public Defender Association Inc.

**Priority #3** 

Issue Title: Realignment of Administrative Expenditures - Add

Issue Code: 2000100 Fund: General Revenue

Salaries and Benefits: \$75,000

#### Narrative:

The Office of the Public Defender, 4th Judicial Circuit, is requesting a budget realignment to more accurately reflect the needs and expenses of the Office. Due to Court mandated resentencings of juveniles sentenced to life or its equivalent (Graham/Miller cases), the Office has been required to divert attorney and staff resources to handle those cases (the Fourth Circuit has

### Public Defender, 4th Judicial Circuit

approximately 12% of all Graham/Miller cases in the State). Additionally, death penalty resentencings prompted by the <u>Hurst</u> decision from the Florida Supreme Court are now becoming active, which will cause an additional diversion of attorney resources. In order to address the large number of serious felonies within the Circuit, the Office is also reviving its Special Defense Unit that was eliminated by the prior administration. Each of these areas requires the reassignment of experienced attorneys capable of handling complex felony cases.

The Public Defender's Office requests a budget realignment in the amount of \$75,000 to increase salaries and benefits which will be used to fill one of the attorney positions which the Office has been required to keep vacant due to lack of funds. This realignment will enable the Office to restore one attorney position to the Felony Division to assist with caseloads that were divided among fewer attorneys due to the diversion of resources. The Office is not requesting an additional position.

In order to accomplish this fund shift, the Office will reduce its PD Operations budget in the same amount. The Office has worked diligently to reduce operational expenses over the past two years through the digitalization of case files, utilization of State contracts in purchasing, and by taking advantage of local training opportunities and speakers when possible to reduce travel expenses.

This fund shift is being requested in General Revenue as we anticipate no new recurring revenue in the Trust Funds to generate additional funding for salaries and benefits. The 2018-19 Fiscal Year legislated attorney increases placed an additional strain on the Trust Fund cash balances. Although the Public Defender's Office had a slightly higher carry-over of Fiscal Year 2017-18 trust funds than in previous years, the carry-over was largely due to difficulties encountered in filling positions in the final quarter of the Fiscal Year. In order to fill this currently unfunded attorney position, a realignment of General Revenue funds must be utilized to provide a recurring source of funding. This issue will impact our Criminal Trial Indigent Defense Activity.

Priority #4

Issue Title: Realignment of Administrative Expenditures - Deduct

Issue Code: 2000200 Fund: General Revenue Operations: - \$75,000

#### Narrative:

As outlined in Issue Code 2000100, the Office of the Public Defender, 4th Judicial Circuit is requesting a budget realignment to more accurately reflect the needs and expenses of the Office. The Office has identified the need for additional attorney resources to address Court mandated re-sentencings of juveniles sentenced to life and death penalty re-sentencings. The Public Defender's Office requests the budget realignment to have the ability to fund a currently vacant

### **Public Defender, 4th Judicial Circuit**

attorney position to assist with the felony caseload. To offset this increase in Salaries and Benefits, the Office proposes to reduce the PD Operations budget by the same amount. The Office has reduced operational expenses by utilizing State contracts in purchasing, utilizing online research materials in lieu of purchasing new books annually, reducing office supplies through digitalization of case files, and taking advantage of local training opportunities and speakers when possible to reduce travel expenses. The Public Defender's Office, 4th Judicial Circuit recognizes the importance of having adequate attorney staff to fulfill the mission of the office and will reduce operational expenditures in order to accomplish this.

This issue will impact our Criminal Trial Indigent Defense Activity by providing additional direct service resources to the clients.

Issue Title: Replacement Equipment – Motor Vehicles Priority # 5

Issue Code: 2401500

Fund: Indigent Criminal Defense Trust Fund Acquisition of Motor Vehicles: \$25,000

#### Narrative:

The Public Defender's Office, Fourth Judicial Circuit requests funds to purchase one replacement vehicle due to age and mileage. The following vehicle will meet the mileage criteria for replacement as specified by the Department of Management Services within FY 2018-2019. Since the Fourth Judicial Circuit serves a three-county area, reliable vehicles are needed for investigation of cases as well as pool cars for attorneys to visit outlying detention facilities. The vehicle meeting the requirement for replacement are as follows:

Year	Make/Model	Identification Number	7/18 Mileage	Est. 7/19 Mileage
2011	Chevrolet Impala	2G1WF5EK4B1174671	122,042	133,339

The present elected Public Defender declined to have an office car assigned to him as was the case with his predecessor. This has reduced the overall demand on the office's vehicles. Even with this change, the listed vehicle will meet the mileage guidelines for replacement and the Office is requesting to replace it with the purchase of one (1) full-size vehicle @ \$25,000.

#### Public Defender, 4th Judicial Circuit

Issue Title: Full Restoration of Budget Reductions

Priority # 6

Issue Code: 4200300 Fund: General Revenue

Salaries and Benefits: \$155,854

#### Narrative:

During the 2017 session, the Legislature took actions related to salaries and benefits (S&B) which adversely impacted the ability of the Fourth Circuit's Public Defender's Office to fulfill its constitutional and statutory mission. These actions included:

- A reduction of 2017-18 FY General Revenue funding for Salaries and Benefits in the amount of \$155,854, from the previous fiscal year;
- An increase in authority in the Indigent Criminal Defense Trust Fund and Grants and Donations Trust Fund for Salaries and Benefits in the amount of \$67,759. Based on historical collections, however, this authority was unfunded due to the level of collections in the Circuit; and,
- A reduction of authority from the Public Defender Revenue Trust Fund (now merged with ICDTF) in the amount of \$296,823, from the previous fiscal year. Although the Public Defender Revenue Trust Fund has not met estimated revenues, this action reduced the circuit's authority even below estimated and previous year collections.

Taken together, the amount of trust fund authority for Salaries and Benefits was reduced by a net amount of \$199,612, and the total amount of salary and benefits available from General Revenue was reduced by \$155,854—this represented a total reduction of \$355,466 in Salary and Benefits available to PD-04.

These reductions came at a critical time for staffing within PD-04. Since the court mandated resentencings of juveniles sentenced to life or its equivalent (<u>Graham/Miller</u> cases), the Office has been required to divert attorney and staff resources from regular case-work in order to handle those cases. When the <u>Graham/Miller</u> cases were decided, the Fourth Judicial Circuit had approximately 12% of all Graham/Miller cases pending in the State.

In addition to the <u>Graham/Miller</u> resentencings, the <u>Hurst</u> decision rendered by the Florida Supreme Court has mandated resentencing proceedings for many defendants previously sentenced to death. These cases are now becoming active, and will cause an additional commitment of attorney and staff resources. In a period in which the Public Defender's Office faced the need for additional attorney staff to address the juvenile and death penalty resentencing issues, the 2017 salary reductions represented the equivalent of four (4) attorney positions, one (1) Investigator, and one (1) support staff which were left vacant due to lack of funds.

### Public Defender, 4th Judicial Circuit

For these reasons, PD-04 is requesting a restoration of General Revenue funds for Salaries and Benefits in the amount of \$155,854. The PDO is not requesting restoration of ICDTF (formerly PDRTF) appropriations at this time as the Office has insufficient cash collections to support additional appropriations in Trust Funds at this time.

#### Public Defender, 5th Judicial Circuit

Agency Fiscal Year 2019-2020 budget issue priorities #1 - #2 are as per the Florida Public Defender Association Inc.

Priority # 3

**Issue Title: Capital Qualified Attorneys** 

Issue Code: 3001970

FTE: #4

Rate: 232,488

Fund: General Revenue

Salaries and Benefits: \$ 350,661

Operations: \$16,824; (\$10,742 non-recurring) HR/DMS/HR Svcs/STW Contract: \$936

**Priority #4** 

Issue Title: Realignment of Admin Expenditures Add & Deduct (General Revenue)

Issue Code: 2000100 & 2000200

Fund: General Revenue

Salaries and Benefits: \$110,000 (add)
Other Personal Services: \$25,000 (deduct)

Operations: \$85,000 (deduct)

Priority # 5

Issue Title: Mental Health, Veteran's and Drug Specialty Courts

Issue Code: 4200350

FTE: # 2 Rate: N/A

Fund: General Revenue

Salaries and Benefits: \$160,028

Operations: \$9,346 (\$5,554 is non-recurring) HR/DMS/HR Svcs/STW Contract: \$468

### Public Defender, 5th Judicial Circuit

**Priority #6** 

Issue Title: Realignment of Admin Expenditures Add & Deduct (ICDTF)

Issue Code: 2000100 & 2000200

Fund: Indigent Criminal Defense Trust Fund (ICDTF)

Salaries and Benefits: \$45,000 (deduct) Other Personal Services: \$15,000 (add)

Operations: \$30,000 (add)

#### Public Defender, 8th Judicial Circuit

Agency Fiscal Year 2019-20 budget issue priorities are as per the Florida Public Defender Association, Inc. Priorities #1 and #2 are statewide issues provided by the Florida Public Defender Association. Priority #3 is an Eighth Circuit Public Defender specific issue.

Priority #3

Issue Title: Mental Health Workload

Issue Code: 4200350

FTE: 1.00 Rate: 70,000

Fund: General Revenue

Salaries and Benefits: \$106,364

Operations: \$4,673 (\$2,777 non-recurring) HR/DMS/HR Sycs/STW Contract: \$ 234

#### Narrative:

The Eighth Judicial Circuit Public Defender's Office has experienced a significant increase in mental health hearings, particularly in the area of involuntary examinations pursuant to the Baker Act. The addition of one [1] experienced Assistant Public Defender will help alleviate the increased workload related to mental health hearings and will allow for rapid, proactive representation of persons experiencing a mental health crisis, which will benefit the clients and the community at large.

According to the FY 16/17 Annual Report of the Baker Act Reporting Center for the Florida Department of Children and Families, involuntary examinations have increased statewide by 56.23% over the last ten years. Strikingly, involuntary examinations in the Eighth Circuit have increased by **125.39%** over the last ten years.

#### Public Defender, 8th Judicial Circuit

There are several Baker Act receiving facilities located within the circuit, including UF Health Shands Psychiatric Hospital, Meridian Behavioral Health Case (CSU/CCSU) and North Florida Regional Medical Center. Also, Baker Act hearings for DOC inmates are conducted at Union Correctional Institution, which is located in Union County. An Assistant Public Defender is required to be present at each of these facilities for every proceeding. Effective representation of clients in these proceedings requires in-person contact with the client at the facility prior to the proceeding by an experienced Assistant Public Defender. In addition to the initial hearing, continued representation of those committed, including the filing of appeals on behalf of clients is also at times required.

In addition to the Baker Act Receiving facilities, there are two major mental health institutions within the circuit, Northeast Florida Evaluation and Treatment Center and the Northeast Florida State Hospital. An Assistant Public Defender is required to represent clients who have been committed to these facilities in review hearings and medication hearings. Effective representation of clients in these proceedings requires in-person contact with the client at the facility prior to the proceeding by an experienced Assistant Public Defender.

Rapid intervention for people in mental health crisis is critical to the safety of the community and the well- being of the person who is in crisis. The addition of an experienced Assistant Public Defender specializing in mental health issues will greatly benefit the both the client and the community at large.

#### FISCAL IMPACT:

1-FTE - Assistant Public Defender @60,000 annual salary plus benefits

Operations expenditures budget of \$1,896 recurring and \$2,777 non-recurring to establish the position as per Modified Standard #3.

#### Public Defender, 9th Judicial Circuit

**Priority #1** 

Issue Title: Realignment of Administrative Expenditures-Add

Issue Code: 2000100 Fund: General Revenue

Salaries & Benefits: \$200,000

#### Narrative:

The Ninth Circuit Public Defender requests this issue to re-align categories Salaries and Benefits and Operations in General Revenue. This issue will add \$200,000 to Salaries and Benefits while decreasing the same amount from Operations.

### **Public Defender, 9th Judicial Circuit**

**Priority #2** 

Issue Title: Realignment of Administrative Expenditures- Deduct

Issue Code: 2000200 Fund: General Revenue Operations: -\$200,000

#### Narrative:

The Ninth Circuit Public Defender requests this issue to re-align categories Salaries and Benefits and Operations in General Revenue. This issue will add \$200,000 to Salaries and Benefits while decreasing the same amount from Operations.

**Priority #3** 

Issue Title: Realignment of Administrative Expenditures – Add

Issue Code: 2000100

Fund: Indigent Criminal Defense Trust Fund

Salaries and Benefits: \$50,000

#### Narrative:

The Ninth Circuit Public Defender requests this issue to re-align budget authority in Indigent Criminal Defense Trust Fund between categories Salaries and Benefits and Operations. This issue will add \$50,000 to Salaries and Benefits while decreasing the same amount from Operations.

**Priority #4** 

Issue Title: Realignment of Administrative Expenditures – Deduct

Issue Code: 2000200

Fund: Indigent Criminal Defense Trust Fund

Operations: -\$50,000

#### Narrative:

The Ninth Circuit Public Defender requests this issue to re-align budget authority in Indigent Criminal Defense Trust Fund between categories Salaries and Benefits and Operations. This issue will add \$50,000 to Salaries and Benefits while decreasing the same amount from Operations.

### Public Defender, 9th Judicial Circuit

**Priority #5** 

Issue Title: Replacement Equipment – Motor Vehicle

Issue Code: 2401500

Fund: Indigent Criminal Defense Trust Fund Acquisition of Motor Vehicles: \$44,000

#### Narrative:

This issue requests non-recurring Indigent Criminal Defense Trust Fund dollars and authority to purchase a replacement motor vehicle. This office has one vehicle that will have been in service for over 12 years by the time this replacement can arrive.

**Priority #6** 

Issue Title: Reduce Trust Fund Authority

Issue Code: 3301510

Fund: Indigent Criminal Defense Trust Fund

Operations: - \$200,000

#### Narrative:

Public Defender Ninth Judicial Circuit is requesting to reduce \$200,000 budget authority in the Indigent Criminal Defense Trust Fund in category Operations.

Priority #7

Issue Title: Reduce Trust Fund Authority

Issue Code: 3301510

Fund: Indigent Criminal Defense Trust Fund

Other Personal Services: - \$40,000

#### Narrative:

Public Defender Ninth Judicial Circuit is requesting to reduce \$40,000 budget authority in the Indigent Criminal Defense Trust Fund in category OPS.

### **Public Defender, 10th Judicial Circuit**

**Priority #1** 

Issue Title: Circuit Parity Funding

Issue Code: 4209A60 Fund: General Revenue

Salaries and Benefits: \$ 712,356

OPS: \$ 3,776

Operations: \$10,168

#### Narrative:

The 10<sup>th</sup> Judicial Circuit is the lowest funded Public Defender in the state. Our funding rate per FTE is \$74,300. The average FTE funding for the twenty Public Defender offices is \$80,671. The 10<sup>th</sup> Circuit Public Defender is requesting \$712,356 in Salaries and Benefits, \$3,776 in OPS and \$10,168 in Operations to elevate this Agency to the average FTE funding rate for all 20 Public Defender Offices.

Priority # 2

Issue Title: Mental Health, Veterans and Drug Court Staffing

Issue Code: 4200350

FTE: # 1.00 Disposition Specialist I FTE: # 1.00 Mitigation Specialist III

Rate: 56,809

Fund: General Revenue

Salaries and Benefits: \$91,826 Other Personal Services: \$162,000 HR/DMS/HR Svcs/STW Contract: \$468

#### Narrative:

In order to maintain continuity of services, the 10<sup>th</sup> Circuit Public Defender Office would like to expand our existing program to add a Post-disposition Continuing Representation (PCR) program. Such a program would permit this office to oversee clients' continuing connection with mental health services without any lapses which might occur when pending criminal cases reach final disposition. In most cases it is anticipated that the public defender would provide case management services, coordinating treatment with community based providers. In some instances it might be necessary for staff of the public defender to continue providing counseling services.

### Public Defender, 10th Judicial Circuit – Appellate

Priority #1

Issue Title: Unfunded Competitive Pay Adjustment for Assistant Public Defenders

Issue Code: 4209A10 Fund: General Revenue

Rate: 24,315

Salaries and Benefits: \$33,015

#### Narrative:

The Public Defender 10th Circuit Appellate Office had seventeen (17) eligible Assistant Public Defender employees who were granted this competitive salary increase on July 1, 2018. The competitive salary increase with benefits total was \$69,722 for these seventeen eligible Assistant Public Defender class code 5901 employees. The salary rate needed for this increase was 54,124. On August 23, 2018, the Public Defender 10th Circuit Appellate Office received the administered funds information for salary rate and funding for the Assistant Public Defender salary increases effective July 1, 2018. The salary rate was 29,809 and the general revenue Salary and Benefits funding was \$36,707. The Administered Funds Pay Package has resulted in an unfunded competitive pay adjustment for Assistant Public Defenders as granted in House Bill 5001.

### Public Defender, Eleventh Judicial Circuit

Agency Fiscal Year 2019-2020 budget issue priorities #1 - #2 are as per the Florida Public Defender Association Inc.

**Priority #3** 

Issue Title: Realignment of Administrative Expenditures -Add

Issue Code: 2000100

FTE: 2.00 Rate: \$90,000

Fund: General Revenue

Salaries & Benefits: \$396,583 Other Personal Services: \$33,231

Operations: \$30,000

#### Narrative:

This issue together with Issue Code 2000200 from both our Appellate and Trials budget entities, will enable us to hire about five of the ten additional APDs, both entry level and experienced APDs, beyond our usual recruiting goals which average 30-40. The increase in our recruiting goals are a result of an increase of about 35% of our average terminations for the previous ten fiscal years. In addition, the total amount realigned to our Trials Salaries and Benefits approximates fiscal year's 2017-18 budget cut to our Salaries & Benefit Trials budget category.

#### Public Defender, Eleventh Judicial Circuit

Issue Title: Realignment of Administrative Expenditures - Deduct

Issue Code: 2000200 Fund: General Revenue

Other Personal Services: -\$120,645

Operations: -\$129,085

#### Narrative:

Please refer to Trials Issue 2000100 Realignment of Administrative Expenditures -Add above.

**Priority #4** 

Issue Title: Increase Assistant Public Defender Starting Salary Proportionate With Other

Government and Nonprofit Attorney Starting Salaries

Issue Code: 4204A30

Rate: 874,300

Fund: General Revenue

Salaries & Benefits: \$1,151,541

#### Narrative:

In order to remain competitive with the local offices of the Attorney General, the Statewide Prosecutor and Legal Services of Greater Miami, we are requesting an increase of the starting salary for APDs to \$52,000. In addition, in order to address the resulting salary compression, we are also requesting increases in minimum APD salaries for attorneys with up to five (5) years' experience.

**Priority #5** 

Issue Title: Reduce Trust Fund Authority

Issue Code: 3301510

Fund: Grants & Donation Trust Fund

Salaries & Benefits - \$69,216

#### Narrative:

Request to decrease trust authority to the maximum amounts reimbursable under the contracts with Miami Dade County.

### Public Defender Appellate, Eleventh Judicial Circuit

**Priority #3** 

Issue Title: Realignment of Administrative Expenditures -Deduct

Issue Code: 2000200

FTE: (2.00) Rate: (90,000)

Fund: General Revenue

Salaries and Benefits: \$146,853 Other Personal Services: \$33,231

Operations: \$30,000

#### Narrative:

This issue together with Issue Code 2000100 and 2000200 from our Trials budget entity, will enable us to hire about five of the ten additional APDs, both entry level and experienced APDs, beyond our usual recruiting goals which average 30-40. The increase in our recruiting goals are a result of an increase of about 35% of our average terminations for the previous ten fiscal years. In addition, the total amount realigned to our Trials Salaries and Benefits approximates fiscal year's 2017-18 budget cut to our Salaries & Benefit Trials budget category.

### Public Defender, Twelfth, Judicial Circuit

Agency Fiscal Year 2019-2020 budget issue priorities #1 - #2 are as per the Florida Public Defender Association Inc.

**Priority #3** 

Issue Title: Rapid Intervention

Issue Code: 30000160 FTE: 0-NO FTE Rate: 110.000

Salaries and Benefits: \$127,501

Operations: \$7,946 (\$5,554 non-recurring)

#### Public Defender, 14th Judicial Circuit

Agency Fiscal Year 2019-2020 budget issue priorities #1 - #2 are as per the Florida Public Defender Association Inc.

**Priority #3** 

Issue Title: Staffing Adjustment for Workload and Increased Judgeships

Issue Code: 3001060

FTE: 3.00 Rate: 120,122

Fund: General Revenue

Salaries and Benefits: \$196,340

Operations: \$12,851 (\$7,965 non-recurring) HR/DMS/HR Svcs/STW Contract: \$702

#### Narrative:

Requesting two new assistant public defenders and one legal secretary to cover new trial division being requested by Chief Judge of the Fourteenth Judicial Circuit.

#### Public Defender, 17th Judicial Circuit

Agency Fiscal Year 2019-2020 budget issue priorities #1 - #2 are as per the Florida Public Defender Association Inc.

**Priority #3** 

Issue Title: Extraordinary Multi-Victim Homicide Investigation and Defense

Issue Code: 3009920

FTE: 11.00 Rate: 0

Fund: General Revenue

Salaries and Benefits: \$1,225,052

Operations: \$334,584 (\$22,216 non-recurring) HR/DMS/HR Svcs/STW Contract: \$2,574

**Priority #4** 

Issue Title: Crossover Program

Issue Code: 5000400

FTE: 7.00 Rate: 349,000

Fund: General Revenue

Salaries and Benefits: \$553,671

Operations: \$31,543 (\$19,073 non-recurring) HR/DMS/HR Svcs/STW Contract: \$1,638

### Public Defender, 17th Judicial Circuit

**Priority #5** 

Issue Title: Hurst Impact on Workload

Issue Code: 3000110

FTE: 4.00 Rate: 145,000

Fund: General Revenue

Salaries and Benefits: \$234,998

Operations: \$16,824 (\$10,742 non-recurring) HR/DMS/HR Svcs/STW Contract: \$936

**Priority #6** 

Issue Title: Mental Health, Veterans and Drug Court Staffing

Issue Code: 4200350

FTE: 2.00 Rate: 75,000

Fund: General Revenue

Salaries and Benefits: \$121,981

Operations: \$8,178 (\$5,188 non-recurring) HR/DMS/HR Svcs/STW Contract: \$468

**Priority #7** 

Issue Title: Rapid Intervention

Issue Code: 3000160

FTE: 5.00 Rate: 200,000

Fund: General Revenue

Salaries and Benefits: \$321,600

Operations: \$21,497 (\$13,519 non-recurring) HR/DMS/HR Svcs/STW Contract: \$1,170

**Priority #8** 

Issue Title: Florida Bar Training for New Assistant Public Defenders

Issue Code: 3800280 Fund: General Revenue Operations: \$42,488

### Public Defender, 17th Judicial Circuit

**Priority #9** 

Issue Title: Implementation of Juvenile Direct File

Issue Code: 3000310

FTE: 2.00 Rate: 85,000

Fund: General Revenue

Salaries and Benefits: \$135,156

Operations: \$8,178 (\$5,188 non-recurring) HR/DMS/HR Svcs/STW Contract: \$468

**Priority #10** 

Issue Title: Information Technology Supreme Court Mandate SC11-399 for Electronic Filing

Issue Code: 36301C0

FTE: 9.00 Rate: 225,000

Fund: General Revenue

Salaries and Benefits: \$377,699

Operations: \$31,545 (\$21,699 non-recurring) HR/DMS/HR Svcs/STW Contract: \$2,106

**Priority #11** 

Issue Title: Enhanced Other Personal Services

Issue Code: 3000640 Fund: General Revenue

Other Personal Services: \$72,000

### Public Defender, 18th Judicial Circuit

Agency Fiscal Year 2019-2020 budget issue priorities #1 - #2 are as per the Florida Public Defender Association Inc.

### Public Defender, 18th Judicial Circuit

**Priority #3** 

Issue Title: Mental Health, Veterans and Drug Court Staffing

Issue Code: 4200350

FTE: 3.00 Rate: 157,500

Fund: General Revenue

Salaries and Benefits: \$249,924

Operations: \$14,019 (\$8,331 Non-recurring) HR/DMS/HR Svcs/STW Contract: \$ 702

**Priority #4** 

Issue Title: Graham/Miller/Atwell Etcetera – Court Mandated Juvenile Resentencing

Issue Code: 3009000

FTE: 1.00 Rate: 75,000

Fund: General Revenue

Salaries and Benefits: \$112,952

Operations: \$4,673 (\$2,777 Non-recurring) HR/DMS/HR Svcs/STW Contract: \$ 234

**Priority #5** 

Issue Title: Hurst Impact on Workload

Issue Code: 3000110

FTE: 6.00 Rate: 351,500

Fund: General Revenue

Salaries and Benefits: \$524,448

Operations: \$25,470 (\$16,296 Non-recurring) HR/DMS/HR Svcs/STW Contract: \$1,404

**Priority #6** 

Issue Title: Replacement of Motor Vehicles

Issue Code: 2401500

Fund: Indigent Criminal Defense Trust Fund Acquisition of Motor Vehicles: \$42,000

### **Public Defender, 19th Judicial Circuit**

**Priority #1** 

Issue Title: Realignment of Administrative Expenditures - Add

Issue Code: 2000100 Fund: General Revenue

Salaries and Benefits: \$75,000

Fund: Indigent Criminal Defense Trust Fund

Lease/Purchase: \$200

#### Narrative:

The appropriation in the General Revenue – Salaries & Benefits category is insufficient to support Salaries expenses, even utilizing 100% of the budget authority in the Trust Fund – Salaries & Benefits category. A permanent realignment of \$75,000 is request to more accurately align the budget with anticipated expenditure needs in Salaries.

The Lease/Purchase category represents the lease agreements on the postage machines throughout the 4-county circuit. Current budget authority is insufficient to meet all the expenditures for all four offices. A realignment of \$200 is requested to meet these needs.

Priority # 2

Issue Title: Realignment of Administrative Expenditures - Deduct

Issue Code: 2000200 Fund: General Revenue Operations: -\$75,000

Fund: Indigent Criminal Defense Trust Fund

Operations: -\$200

#### Narrative:

The appropriation in the General Revenue – Salaries & Benefits category is insufficient to support Salaries expenses, even utilizing 100% of the budget authority in the Trust Fund – Salaries & Benefits category. A permanent realignment of \$75,000 is request to more accurately align the budget with anticipated expenditure needs in Salaries.

The Lease/Purchase category represents the lease agreements on the postage machines throughout the 4-county circuit. Current budget authority is insufficient to meet all the expenditures for all four offices. A realignment of \$200 is requested to meet these needs.

### Public Defender, 19th Judicial Circuit

**Priority #3** 

Issue Title: Reduce Trust Fund Authority

Issue Code: 3301510

Fund: Grants & Donations Trust Fund

Salaries and Benefits: -\$30,000

Operations: -\$10,000

#### Narrative:

A reduction of budget authority in the Grants & Donations Fund is requested in the amount of \$30,000 in Salaries & Benefits and \$10,000 in Public Defender Operations due to insufficient receipts to meet current budget authority.

**Priority #1** 

### Public Defender, 20th Judicial Circuit

Issue Title: Substance Abuse and Mental Health Rapid Response Team

Issue Code: 3000190

FTE: 9.00 Rate: 365,000

Fund: General Revenue

Salaries and Benefits: \$579,421

Operations: \$37,153 (\$23,895 non-recurring) HR/DMS/HR Svcs/STW Contract: \$ 2,106

#### Narrative:

The Office of the Public Defender for the 20th Judicial Circuit faces unique challenges in providing aggressive, front-end legal representation for its ever increasing caseload of clients who have been diagnosed with a mental illness, developmental disability, or substance addiction, who have been arrested and are facing criminal charges. The 20th Circuit includes Lee, Charlotte, Collier, Hendry and Glades Counties. Geographically, it is the largest circuit in the state of Florida. Nonetheless, the 20th Circuit receives one of the lowest per capita funding rates for mental health and substance abuse services in Florida. Additionally, the 20th Circuit is experiencing closures of treatment providers in our rural counties, resulting in pressure being placed on crisis units and more centrally-located treatment providers to adequately care for this vulnerable population.

As community resources are stretched to their limits or fail to provide adequate services, the responsibility to find appropriate placements and acceptable services for these clients falls to their Public Defender lawyers. All too often, these clients linger in inappropriate jail or hospital settings waiting for resolution of their court cases. The Office of the Public Defender for the 20th Judicial Circuit is requesting funding to develop a Substance Abuse & Mental Health Rapid Response Team to provide efficient and effective, proactive legal representation to our clientele

#### Public Defender, 20th Judicial Circuit

struggling with mental illness and/or substance abuse. The team will consist of four (4) attorneys, two (2) case dispositional specialists, and three (3) support staff members, which will provide representation in all five (5) counties of the Twentieth Circuit.

Attorneys, case dispositional specialists, and support staff will work as a team from the case's inception to ensure that proper assessments and evaluations are ordered in an expeditious manner. This group will also work to promptly identify cases qualifying for diversionary status, and work to swiftly gain the safe release of clients to family members or other appropriate placements. Such placements will lead to better care, as well as lower incarceration and hospitalization costs. Additionally, by getting clients into therapeutic treatment quicker, we can reduce recidivism rates for this population of clients. The Rapid Response Team will conduct thorough investigations of any mitigating factors resulting from a client's mental illness, developmental disability, or substance addiction by interviewing family members and gathering medical, mental health, and school records. This team will also provide assistance and guidance to the trial lawyers, and present mitigating factors to the court on behalf of the clients, including, but not limited to: developing alternative sentencing plans to incarceration or hospitalization, locating appropriate treatment programs, and assisting clients with obtaining benefits and housing; all of which are key factors in maintaining mental well-being and building the stability needed to continue treatment. It is estimated that this team approach will save \$4,000,000 per year in avoided incarceration costs, while placing non-violent offenders in more appropriate, treatment-oriented options that will result in healthy, more productive communities, while at the same time substantially reducing recidivism.

The Public Defender of the Twentieth Judicial Circuit is requesting recurring General Revenue funds for nine (9) positions to implement a Substance Abuse & Mental Health Rapid Response Team. The Operations request of \$37,153, of which \$23,895 is non-recurring, is based on the Modified Standard #3: Expense and Human Resource Services Assessment Package.

**Priority #2** 

Issue Title: Realignment of Administrative Expenses –Add

Issue Code: 2000100 Fund: General Revenue

Salaries and Benefits: \$150,000

#### Narrative:

This issue requests the transfer of budget between appropriation categories with the intent of more accurately aligning the budget with anticipated expenditure needs and reducing the need for 5% or \$250,000 budget amendments. The Public Defender's Office, 20th Judicial Circuit has reviewed recent transfers into the Salaries and Benefits category, recent General Revenue PD Operations expenditures, and forecasted expenditures, and has determined that \$150,000 of the General Revenue PD Operations authority would be more properly allocated in the General

#### Public Defender, 20th Judicial Circuit

Revenue Salaries and Benefits category. Therefore, we are requesting budget authority be increased in the General Revenue Salaries and Benefits category (010000) by \$150,000 and decreased accordingly in the General Revenue PD Operations category (103226). See corresponding Issue Code 2000200 Fund Shift - Deduct

**Priority #3** 

Issue Title: Mental Health, Veterans and Drug Court Staffing

Issue Code: 4200350

FTE: 5.00 Rate: 238,000

Fund: General Revenue

Salaries and Benefits: \$370,398

Operations: \$21,965 (\$13,885 non-recurring) HR/DMS/HR Sves/STW Contract: \$1,170

#### Narrative:

The 20th Circuit Public Defender's Office workload relating to representing clients with mental illnesses and developmental disabilities has grown exponentially, and data indicates it will continue to grow for the foreseeable future. In fiscal year 2016/17, 9,850 petitions for involuntary placement were filed in the 20th Circuit. We have seen a 117% increase in Baker Act filings in Lee County, a 293% increase in Glades County, a 106% increase in Hendry County, an 88% increase in Charlotte County, and a 137% increase in Collier County since fiscal year 2007/08. In addition to this tremendous increase in representation for mentally ill clients, in 2016, the legislature amended F.S. 393.11 to require that placements resulting from an involuntary admission for residential services must be reviewed annually, and that clients must be represented by the Public Defender if they are indigent. These mandatory annual review hearings are an entirely new workload for the Public Defender's Office and amount to another unfunded mandate. Our office has identified 53 individuals who have been involuntarily placed under s.393.11 and 916.393. The 20th Circuit Public Defender seeks funding for three (3) specialized mental health attorneys to provide individualized representation for clients facing involuntary commitment or residential placement under Chapter 394 (the Baker Act) of the Florida Statutes, as well as clients who were involuntarily admitted to residential services and are now entitled to annual reviews. Additionally, we request two (2) dispositional specialists to work with our legal staff to address an abundant number of crossover clients, who are both facing criminal charges, and who have a history of mental illness resulting in implementation of the Baker Act.

The 20th Circuit is geographically the largest circuit in the state of Florida, with a total land mass of 5,422 square miles. Our office provides representation to clients housed in five (5) separate receiving facilities and seven (7) separate detention facilities spread throughout the circuit. Assistant Public Defenders and dispositional specialists must meet with clients to explore their

#### Public Defender, 20th Judicial Circuit

criminal, mental health, and medical history; and where appropriate, obtain independent medical examinations. They must also assess how well the client can help develop a viable theory of defense. Travel will be extensive and preparation time-consuming, and video conferences will likely not be appropriate in many of these cases due to the vulnerability of this population.

This type of litigation cannot be accommodated by current staff. The Public Defender of the Twentieth Judicial Circuit is requesting recurring General Revenue funds for five (5) positions to handle both the increased and new workload in representing clients with mental illnesses and developmental disabilities. The Operations request of \$21,965, of which \$13,885 is non-recurring, is based on the Modified Standard #3: Expense and Human Resource Services Assessment Package.

**Priority #4** 

Issue Title: County Agreement for Information Technology Personnel Services

Issue Code: 36224C0

Fund: Grants and Donations Trust Fund

Salaries and Benefits: \$299,404

#### Narrative:

The Public Defender's Office for the 20th Judicial Circuit will receive additional FY 2017-2018 income in all five (5) counties for funding FTEs and other associated costs, pursuant to section 29.008. The Public Defender's Office for the 20th Judicial Circuit is therefore requesting additional spending authority in the amount of \$299,404.

**Priority #5** 

Issue Title: Transfer Grants and Donations Trust Fund to General Revenue - Add

Issue Code: 3402820 Fund: General Revenue

Salaries and Benefits: \$40,343

#### Narrative:

The 2018/2019 Assistant Public Defender salary increase was allocated among General Revenue, Indigent Criminal Defense Trust Fund and Grants and Donations Trust Fund. The twenty (20) Public Defender Offices request that \$266,601 of authority provided in the Grants and Donations Trust Fund for this issue be deleted as this fund is comprised of county dollars from grants, Information Technology salaries and contracts with local government entities for ordinance representation. It is requested that the \$266,601 of authority be shifted to General Revenue Salaries.

### **Public Defender, 20th Judicial Circuit**

PD20 specifically is requesting \$40,343 authority to be shifted from Grants & Donation Trust Fund to General Revenue increased appropriation. See corresponding Issue Code 3402830 Fund Shift - Deduct

**Priority #6** 

Issue Title: General Revenue Funding Adjustment

Issue Code: 4205A50 Fund: General Revenue

Salaries and Benefits: \$27,159

#### Narrative:

The 2018/2019 Assistant Public Defender salary increase was allocated among three categories: General Revenue, Indigent Criminal Defense Trust Fund and Grants and Donations Trust Fund. The statewide average among the twenty (20) Public Defender Offices for the General Revenue allocation was 82.08%. The General Revenue allocation of several circuits was below the statewide average. An increase in General Revenue of \$104,349 is therefore requested in order to raise those circuits below the statewide average to 82.08%.

PD20 specifically is requesting \$27,159 in additional GR Appropriations to reach the statewide average funding percentage of 82.08% for the APD Salary Increase received in FY18-19.

**Priority #7** 

Issue Title: Graham/Miller/Atwell/Etcetera – Court Mandated Juvenile Resentencing

Issue Code: 3009000

FTE: 2.00 Rate: 91,500

Fund: General Revenue

Salaries and Benefits: \$141,898

Operations: \$8,646 (\$5,554 non-recurring) HR/DMS/HR Svcs/STW Contract: \$468

#### Narrative:

Recent landmark decisions by the U.S. and Florida Supreme Courts have greatly affected the sentencing of juveniles in adult court, while also providing resentencing opportunities to those previously sentenced as adults while juveniles. Public Defenders are the first line of representation for these individuals and must identify those affected, provide representation for a meaningful opportunity for resentencing, and provide individualized attention to those juveniles who are facing adult sentences, both now and in the future. The 20th Circuit includes Lee, Charlotte, Collier, Hendry, and Glades counties. Though it is the largest circuit geographically, it receives one of the lowest per capita funding rates. There are pending and prospective cases in each of the five counties, which necessitate additional time and travel by attorneys, case

#### Public Defender, 20th Judicial Circuit

dispositional specialists, mitigation investigation specialists, and support staff in order to properly address each case and client. PD20 currently has only one attorney to handle these cases, circuit-wide. This is a tremendous amount of work, complicated by a geographical and logistical struggle, as our five counties have a total land mass of 5,422 square miles.

This type of litigation cannot be accommodated by current staff levels at The Office of the Public Defender of the 20th Judicial Circuit. Also, this representation is not a one-time round of hearings nor a pro forma proceeding, as it requires brand-new, full sentencing hearings, followed by periodic reviews. Sentence review hearings are required by s.921.1402, Fla. Stat., and are a necessary and continuing obligation for those resentenced, and for all juveniles sentenced as adults from this point forward. Florida law mandates that the trial court look at numerous factors in determining an appropriate sentence, including, but not limited to: defendant's age, maturity, intellectual capacity, emotional health, effect of familial or peer pressure on defendant's actions, background, participation in the offense, characteristics attributable to defendant's youth, possible rehabilitation, and the effect of the crime on the victim's family and community. In order to properly represent those facing resentencing, juveniles charged in adult court, and those entitled to sentence review, proper and effective representation requires thorough preparation, extensive interviewing, psychological and sociological evaluations, history of incarceration, potential and extent of rehabilitation, as well as release plans including housing, employment, and other re-entry services. As such, other staff members will be needed, including social workers, disposition specialists, and mitigation experts, due to the increasing workload created, to gather and analyze voluminous data and records, and develop re-entry plans for individuals on these additional cases.

There are currently eleven (11) people entitled to immediate action in the 20th Circuit, with many cases delayed in the court system due to lack of manpower and resources. There are additional cases forthcoming due to ongoing changes in the law. The Department of Corrections estimates over 100 cases in the 20th Circuit of individuals sentenced for crimes committed as juveniles who will be in need of assistance under new laws, now and in the foreseeable future. Further, with an average of 40 new juvenile direct-filed cases in the 20th Circuit each year, PD20 is in need of well-trained and experienced attorneys to handle these cases and their additional requirements. This issue has a significant, statewide impact for Public Defenders, as the law is novel, complex, and labor-intensive.

The Public Defender of the 20th Judicial Circuit is requesting recurring General Revenue funds for two (2) positions to develop a Graham/Miller Management Unit, consisting of one (1) Assistant Public Defender and one (1) Dispositional Specialist. This team will provide representation in all five (5) counties and work together in identifying and representing individuals previously affected and now entitled to resentencing and/or requiring review, and representing juveniles facing charges in adult court under the new law. They will provide a case-by-case approach in developing individualized and specialized considerations of juvenile offenders as required based upon the Court and Legislative decisions. An in-house team would

#### Public Defender, 20th Judicial Circuit

provide significant cost avoidance overall through customized and extensive mitigation preparation. The Operations request of \$8,646, of which \$5,554 is non-recurring, is based on the Modified Standard #3: Expense and Human Resource Services Assessment Package.

**Priority #8** 

Issue Title: General Revenue Funding Adjustment

Issue Code: 4200820 Fund: General Revenue

Public Defender Due Process Cost: \$165,000

#### Narrative:

Recent court cases and a new Florida statute directing the resentencing of juveniles who received life prison sentences have created a major ongoing workload for Public Defender offices across the state. Some of the cases have been resolved, but many individuals are still awaiting their new sentencing hearings. Some offices have a large backlog of cases that they are actively preparing for.

Each of these cases require extensive investigation, legal research, and record review. Experts must be hired to evaluate the individuals and testify in depositions and hearings. Family members, friends, teachers, neighbors, caseworkers, and correctional staff must be thoroughly interviewed. The person's entire life history must be reviewed. Lawyers must be prepared to present evidence concerning the nature and circumstances of the offense, the person's maturity and mental health, the effect of family circumstances, the degree of peer pressure, and other statutory factors. The hearings are multi-day affairs, akin to a sentencing hearing in a capital case.

Public Defender offices that have multiple Graham-Miller/Atwell/et cetera cases will need additional staffing to cope with this workload. Felony division attorneys and capital attorneys are already consumed with existing cases. The Graham/Miller resentencing cases require the time of two experienced attorneys, a mitigation specialist, and an investigator, as well as clerical staff.

In addition, there is a need to increase Due Process funding for the experts, transcripts, witness travel, records, and other materials that must be obtained in these cases. Based on actual expenditures on cases so far, we estimate that each case requires an average of \$10-15,000 per case. The 20th Judicial Circuit has identified eleven (11) individuals entitled to resentencing in the year ahead, and potentially another forty (40) cases who are eligible for relief under the most recent appellate cases when the Graham and Miller caseload is completed. To adequately handle this caseload, Public Defender 20th Judicial Circuit believes it will need a minimum of \$165,000 in additional Due Process funds in the upcoming fiscal year.

Calculations:  $11 \times \$15,000 = \$165,000$ 

Capital Collateral Regional Counsels: Legislative Budget Issue Priorities for Fiscal Year 2019-20.

#### **Individual Capital Collateral Regional Counsel Responses:**

### Capital Collateral Regional Counsel, Northern Region

**Priority #1** 

Issue Title: Information Technology Infrastructure Replacement

Issue Code: 24010C0

Fund: General Revenue Operating Expenditures: \$66,600

#### Narrative:

Essential to Capital Collateral Regional Counsel – Northern Region's ability to function and process its cases in a timely manner.

**Priority #2** 

Issue Title: Information Technology Needs

Issue Code: 36202C0

Fund: General Revenue Operating Expenditures: \$4,858

#### Narrative:

Essential to Capital Collateral Regional Counsel – Northern Region's ability to function and process its cases in a timely manner.

**Priority #3** 

Issue Title: Maximize Use of Trust Fund Revenues for Operating Expenditures

Issue Code: 4300250

Fund: Capital Collateral Regional Counsel Trust Fund

Operating Expenditures: \$79,523

#### Narrative:

Essential to Capital Collateral Regional Counsel – Northern Region's ability to function and process its cases in a timely manner.

### Capital Collateral Regional Counsel, Middle Region

**Priority #1** 

Issue Title: Information Technology Needs

Issue Code: 36202C0

Fund: General Revenue Operating Expenditures: \$15,242

#### Narrative:

Capital Collateral Regional Counsel-Middle Region purchased Microsoft Office 365 and Microsoft Exchange services in order to upgrade our outdated software system and migrate all documents to the Cloud. The Cloud is more secure and in the event of a disaster or any major server failure, all documents will be safe and can be restored with minimum down time. Exchange will increase productivity by syncing all mobile devices to the system providing employees access to information in real time while out of the office. MFN Cloud Connector for Office 365 is required from the Department of Management Services in order to provide the necessary data services for the system to operate. Recurring funds are necessary as these products require annual renewal.

**Priority #2** 

Issue Title: Capital Attorney Training

Issue Code: 3800150

Fund: General Revenue Operating Expenditures: \$25,500

#### Narrative:

Capital post conviction litigation is extremely complex requiring a vast array of knowledge in both the state and federal system. Additionally, the Florida Bar imposes Continuing Legal Education requirements on every attorney actively engaged in the practice of law to make certain that every member of the Bar is well informed about the trends and conditions related to the attorney's specific area of practice. In order to effectively represent death sentenced inmates, Capital Collateral Regional Counsel-Middle Region is requesting training funds to send attorneys to vital state and national conferences in order to possess the requisite knowledge required to engage in capital post-conviction litigation.

### Capital Collateral Regional Counsel, Middle Region

**Priority #3** 

Issue Title: Investigator Training

Issue Code: 3800110

Fund: General Revenue Operating Expenditures: \$10,000

#### Narrative:

Investigators are the foundation of the Capital Collateral Regional Counsel offices and require training similar to that of a Capital Collateral Regional Counsel attorney in order to develop the skills necessary to provide effective representation to the client. Investigators have to possess a knowledge of many topics, including, but not limited to, legal and case law related developments, updates on mitigation and mental health issues as well as interviewing techniques. The role of the investigator is multifaceted and continued training increases their competence and productivity. Capital Collateral Regional Counsel-Middle Region is requesting training funds to send investigators to vital state and national conferences in order to possess the requisite knowledge required to engage in capital post-conviction litigation.

### **Capital Collateral Regional Counsel, Southern Region**

**Priority #1** 

Issue Title: Building Rental for Privately Owned Buildings

Issue Code: 2301900

Fund: General Revenue Operating Expenditures: \$62,124

#### Narrative:

The Capital Collateral Regional Counsel - Southern Region current lease commenced May 25<sup>th</sup>, 2012 and ended February 28<sup>th</sup>, 2018. The lease has been extended for 16 months, terminating June 30<sup>th</sup>, 2019. The proposed rent increase for FY19-20 is \$62,124.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FIRST REGION

**Priority #1** 

Issue Title: Assistant Regional Counsel Retention

Issue Code: 4206A60

Salary Rate: 936,418 (Total for ALL 5 Regional Counsel)
Salary Rate: 226,000 (Regional Counsel, 1st Region)

Fund: General Revenue

Salaries and Benefits: \$261,957 (Regional Counsel, 1st Region)

Narrative: Assistant Regional Counsel Retention

The Offices of Criminal Conflict and Civil Regional Counsel -- the "RCs" -- have proven to be a legislative success. Since their creation in 2007, the RCs have fulfilled the legislative intent to provide mandated constitutional and statutory representation to the indigent in a fiscally sound manner for all of the various case types to which the agencies are appointed in Florida's justice system. Analysis from the Justice Administrative Commission demonstrates savings in excess of \$20,000,000 annually. As a joint legislative budget priority for all five Regional Counsel agencies, the RCs are seeking a pay adjustment to foster retention of assistant regional counsel attorneys to ensure the RCs continue to effectively and efficiently meet their constitutional and statutory responsibilities.

The RCs request a pay adjustment of \$2,000 for each assistant regional counsel attorney with 0-3 years of agency service and an adjustment of \$4,000 per attorney with 4 or more years of agency service. These are the amounts per attorney and service level the legislature in the FY2018-19 GAA as a "competitive pay adjustment" to the State Attorney and Public Defender offices for retention of assistant state attorneys and assistant public defenders.

The same policy considerations and practical realities which supported the pay adjustment for assistant state attorneys and assistant public defenders warrant a pay adjustment for assistant regional counsel attorneys:

Retention: A pay adjustment would help alleviate turnover and increase the RCs' abilities to retain qualified attorneys. RC agencies experience high annual turnover and endure a costly cycle of recruiting and training new attorneys to make up for attorneys trained by the RCs who left for more lucrative positions at other state agencies or for the private sector. The timing of this pay adjustment is crucial because a "competitive pay adjustment" has already been awarded to the assistant state attorneys and assistant public defenders. The assistant regional counsels perform the same public service and the adjustment is now essential for morale and retention.

<u>Public Safety and Judicial Economy</u>: A pay adjustment would promote public safety by fostering the retention of attorney staff essential to the effective and efficient operation of the justice system. Retention of qualified attorneys alleviates case delays and the disruption to court dockets caused by attorney turnover. Victims, defendants, and other

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FIRST REGION

interested parties are better served when the RC agencies are able to retain the attorneys they have trained and the managing attorneys who provide the training and supervise the caseload-carrying attorneys.

Case Complexity: The more complex, serious cases in the justice system require a stable workforce of experienced attorneys to handle them. The relative lack of experienced attorneys at the RC agencies makes it critical for the RC agencies to be able to retain experienced agency attorneys who possess the skill-level necessary to handle the more complex, serious cases. It is the norm that the managing and supervisory attorneys at the RC agencies are not solely dedicated to management or supervisory duties and that they are actively litigating complex, serious cases to which they are personally assigned. Loss of these experienced attorneys who may leave for more lucrative positions is doubly taxing: the complex cases which they were handling must then be reassigned and new management level attorneys must be found to replace their institutional knowledge and training experience.

The award of this pay adjustment for retention to the RCs for their assistant regional counsel attorneys will improve core functionality and will help ensure the agencies' long-term, continued success.

Funds requested are calculated based on years of service: 0 to 3 years = \$2,000 per position Total Positions = 130.3 Total Requested for salaries, benefits, and rate = \$292,600

3+ years = \$4,000 per position Total Positions = 161.62 Total Requested for salaries, benefits, and rate = \$643,818

Grand Total for all positions: \$936,418

**Priority #2** 

Issue Title: Graham/Miller/Atwell Etcetera - Court Mandated Juvenile Resentencing

Issue Code: 3009000

Fund: General Revenue Contracted Services: \$260,000

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 1st Region (RCC1) is requesting \$260,000 in additional due process funding to cover the extensive workload resulting from RCC1 being appointed to 26 juvenile resentencing cases and 3 cases where the defendant is being charged as an adult and may require an individualized sentencing under *Graham/Miller*. Additional sentence-review hearings under section

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL - FIRST REGION

921.1401, states these cases must be thoroughly investigated for mitigation and factors relevant to imposition of juvenile sanctions. This is a major new workload for RCC1. The due process cost for each case is approximability \$10,000 each. 26 cases \* \$10,000 = \$260,000

**Priority #3** 

Issue Title: Increased Due Process Cost

Issue Code: 5300250

Fund: General Revenue Contracted Services: \$390,000

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 1st Region (RCC1) is requesting \$390,000 in additional due process funding to cover the extensive workload resulting from RCC1 currently being appointed to thirteen (13) Death Penalty cases. These cases require extensive litigation, both physical and mental examinations of the client, and RCC1 is statutorily mandated to keep all Death Penalty Appeals after a sentence. The average cost of a Death Penalty case is between \$20,000 and \$50,000 covering witness interviews, travel, additional experts and evaluations etc. The anticipated average appellant costs for each case is between \$10,000 and \$20,000. This additional funding is needed to enable RCC1 to represent clients in death penalty cases without the necessity of the court appointing a more costly registry attorney.

13 cases x \$20,000 = \$260,000 13 cases x \$10,000 = \$130,000

Total: \$390,000

**Priority #4** 

Issue Title: Regional Counsel Managerial Retirement Rate Adjustment

Issue Code: 4202A40

Fund: General Revenue Salaries and Benefits: \$57,828

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 1st Region (RCC1) is requesting that The Regional Counsel, Chief Assistant Regional Counsel, The Administrative Services Director, and the Chief Investigator positions be changed to Senior Management Status at a rate of 24.06%. Currently, these positions are at 8.26%. RCC1 requests the difference of 15.80%. This request is made so as to be on par and competitive with comparable agencies under the Justice Administration Commission umbrella and will help retain managerial staff in these positions.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FIRST REGION

**Priority #5** 

Issue Title: Regional Counsel Capital Attorneys Salaries Adjustment

Issue Code: 4203A30 Rate: 33,000

Fund: General Revenue Salaries and Benefits: \$38,251

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 1st Region (RCC1) is requesting \$38,251 in additional salaries and benefits to promote from within two existing Assistant Regional Counsel attorneys to Death Qualified Attorneys at a rate of \$80,000 each thus avoiding the need to request additional FTEs.

To promote the two (2) Assistant Regional Counsel attorneys to Death Qualified at a rate of \$80,000 each, RCC1 is requesting \$33,000 to make up the difference in current salaries. Due to the increased workload, including the current 13 death cases, these positions are needed to continue our statutory requirements to provide legal representation to indigent clients at a cost savings to the state.

2 Death Qualified Attorneys: \$14,000 + \$19,000 = \$33,000 in salary rate TOTAL Requested: \$38,251 in Salaries and Benefits

**Priority #6** 

Issue Title: Assistant Regional Counsel Salary Adjustment

Issue Code: 4203A10 Rate: 118,000

Fund: General Revenue Salaries and Benefits: \$136,775

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 1st Region (RCC1) is requesting \$105,000 in additional rate, salaries, and benefits to fill three (3) existing vacant positions that are currently at a rate of \$25,000. To fill these positions as Assistant Regional Counsel at a rate of \$60,000, RCC1 is requesting the difference between the existing rate of \$25,000 which is a difference of \$35,000 times three (3) which equals \$105,000. Due to the increased workload, these positions are needed to continue our statutory requirements to provide legal representation to indigent clients at a cost savings to the state.

\$60,000 - \$25,000 = \$35,000 per Position \$35,000 \* 3 Positions = \$105,000

In addition, this office is requesting \$13,000 in rate, and Salaries and Benefits for two existing Assistant Regional Counsel Appellant attorneys. These attorneys are handling the 13 Death Penalty cases assigned to RCC1 and this request will eliminate the need for an additional appellant attorney.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL - FIRST REGION

**Priority #7** 

Issue Title: Salary Adjustment for Regional Counsel Support Staff

Issue Code: 4203A20 Rate: 3,000

Fund: General Revenue Salaries and Benefits: \$3,478

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 1st Region (RCC1) is requesting \$3,478 in additional salaries and benefits, and rate for the Appellant Division. The two (2) existing Assistant Regional Counsel Appellant attorneys and one (1) existing legal assistant currently handle the criminal appeals for RCC1. The Appellant Division will be responsible for handling the Death Penalty Appeal cases that are assigned to RCC1. Currently RCC1 has 13 Death Penalty Cases.

1 Legal Assistant \$3,000 in rate + salaries and benefits

**Priority #8** 

Issue Title: Criminal Conflict & Civil Regional Counsel Workload

Issue Code: 3001360 Rate: 120,000

Fund: General Revenue Salaries and Benefits: \$165,070

Operations: \$19,790 (\$7,510 non-recurring)

HR/DMS/HR Srvcs: \$468

Narrative: The Office of Criminal Conflict and Civil Regional Counsel (RCC1) is requesting two additional Capital Defense Mitigation Specialists. The Florida Supreme Court has consistently held that investigation into potential mitigation evidence is essential to effective representation in cases where the death penalty is sought. The 2003 American Bar Association guidelines expressly states that the capital defense team should include a mitigation specialist. RCC1 has contracted with outside mitigation specialists at an average rate of \$75-\$200 per hour up to 1000 hours or more to properly prepare for the penalty phase of the trial. FY 17/18, RCC1 spent \$65,000 in outside mitigation cost. RCC1 currently has 13 death penalty cases, 26 juvenile resentencing cases and 3 cases where the defendant is being charged as an adult and may require an individualized sentencing under *Graham/Miller*. RCC1 requests two (2) experienced Mitigation Specialist at a salary of \$60,000 each. Adding these positions will improve the effective representation of capital clients and reduce the expenditure of due process funds for contractual expenses.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL - FIRST REGION

**Priority #9** 

Issue Title: Enhanced Other Personal Services

Issue Code: 3000640

Fund: General Revenue Other Personal Services: \$80,000

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 1st Region (RCC1) is requesting \$80,000 additional dollars in our Other Personal Services (OPS) category to cover the shortfall in the budget for this category. RCC1 currently employs six (6) Full Time (2080 hours per year) OPS employees, and three (3) Part Time (1040 hours per year) employees. These OPS positions are currently being filled in place of non-funded Full Time Employee (FTE) positions. These OPS employees are a necessary component for the RCC1 offices to perform the obligation of representing indigent clients at a cost savings to the state. Due to the increased workload, it is necessary for these OPS positions to be properly funded.

Priority #10

Issue Title: Replacement Equipment

Issue Code: 2401000

Fund: General Revenue Lease/Purchase/Equipment: \$56,304

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, First Region (RCC1) is requesting \$56,304 to replace copy/printing/fax/scan machines. The current copiers/printers/fax/scan machines were purchased over five years ago for each office in the First Region. Equipment is replaced when worn out, obsolete or due to excessive maintenance and is no longer cost effective to the agency or the State. The new multipurpose machines are equipped for high volume workflow and are more efficient. The increased efficiency is cost effective as is the leasing instead of owning.

State contract - Lease - Canon - printer/copier IR Advance IR6555i cost to lease for 48 months: \$197.00 \* 48 = \$9,456 \* 5 offices \$47,280

State contract - Lease - Canon - printer/copier IR Advance IR4535i cost to lease for 48 months: \$94.00 \* 48 = \$4,512. \* 2 offices \$9,024

Total cost: \$56,304

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL - FIRST REGION

**Priority #11** 

Issue Title: Building Rental for Privately Owned Buildings

Issue Code: 2301900

Fund: General Revenue

Operations: \$23,300

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, First Region (RCC1) is requesting additional funding for building rental increase. RCC1 currently has private leases for fourteen (14) offices in thirteen (13) counties. In FY 18/19, RCC1 is paying \$776,705.76 in current building rental leases. RCC1 is requesting \$23,300 for the three (3) percent Consumer Price Index (CPI) for FY 19/20.

**Priority #12** 

Issue Title: Florida Bar Dues

Issue Code: 4204020

Fund: General Revenue

Operations: \$20,405

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 1st Region (RCC1) is requesting funding for Florida Bar Dues expense. The Florida Legislature has given authority to pay for Florida Bar Dues; however, we have not received funding to cover this expense.

75 Assistant Regional Counsels1 Chief Assistant Regional Counsel1 Regional Counsel

Total: 77

Base rate of \$265 x 77 = \$20,405

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – SECOND REGION

**Priority #1** 

Issue Title: Assistant Regional Counsel Retention

Issue Code: 4206A60

Salary Rate: 936,418 (Total for ALL 5 Regional Counsel)
Salary Rate: 224,418 (Regional Counsel, 2<sup>nd</sup> Region)

Fund: General Revenue

Salaries and Benefits: \$260,123 (Regional Counsel, 2<sup>nd</sup> Region)

Narrative: The Offices of Criminal Conflict and Civil Regional Counsel -- the "RCs" -- have proven to be a legislative success. Since their creation in 2007, the RCs have fulfilled the legislative intent to provide mandated constitutional and statutory representation to the indigent in a fiscally sound manner for all of the various case types to which the agencies are appointed in Florida's justice system. Analysis from the Justice Administrative Commission demonstrates savings in excess of \$30,000,000 annually. As a joint legislative budget priority for all five Regional Counsel Agencies, the RCs are seeking a pay adjustment for retention to ensure the RCs continue to effectively and efficiently meet their constitutional and statutory responsibilities.

The RCs request a pay adjustment of \$2,000 for each assistant regional counsel attorney with 0-3 years of agency service and an adjustment of \$4,000 per attorney with 4 or more years of agency service. These are the amounts awarded by the legislature in the FY2018-19 GAA for assistant state attorneys and assistant public defenders as a "competitive pay adjustment."

The same policy considerations and practical realities which supported the pay adjustment for assistant state attorneys and assistant public defenders warranted a pay adjustment for assistant regional counsel attorneys.

Retention: A pay adjustment would help alleviate turnover and increase the RCs' abilities to retain qualified attorneys. RC agencies experience high annual turnover and endure a costly cycle of recruiting and training new attorneys to make up for attorneys trained by the RCs who left for more lucrative positons at other state agencies or for the private sector. The timing of this pay adjustment is crucial because a "competitive pay adjustment" has already been awarded to the assistant state attorneys and assistant public defenders. The assistant regional counsels perform the same public service and the adjustment is now essential for morale and retention.

Public Safety and Judicial Economy: A pay adjustment would promote public safety by fostering the retention of attorney staff essential to the effective and efficient operation of the justice system. Retention of qualified attorneys alleviates case delays and the disruption to court dockets caused by attorney turnover. Victims, defendants, and other interested parties are better served when the RC agencies are able to retain the attorneys they have trained and the managing attorneys who provide the training and supervise the caseload-carrying attorneys.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – SECOND REGION

Case Complexity: The more complex, serious cases in the justice system require a stable workforce of experienced attorneys to handle them. The relative lack of experienced attorneys at the RC agencies makes it critical for the RC agencies to be able to retain experienced agency attorneys who possess the skill-level necessary to handle the more complex, serious cases. It is the norm that the managing and supervisory attorneys at the RC agencies are not solely dedicated to management or supervisory duties and that they are actively litigating complex, serious cases to which they are personally assigned. Loss of these experienced attorneys who may leave for more lucrative positions is doubly taxing: the complex cases which they were handling must then be reassigned and new management level attorneys must be found to replace their institutional knowledge and training experience.

In short, the award of this pay adjustment for retention to the RCs for their assistant regional counsel attorneys will improve core functionality and will help ensure the agencies' long-term, continued success.

RC2 requests \$224,418 in additional rate and \$260,123 in salaries and benefits.

NO NEW FTE

Priority #2

Issue Title: Increased Due Process Cost

Issue Code: 5300250

Fund: General Revenue Contracted Services: \$300,000

Narrative: The Office of Criminal Conflict & Civil Regional Counsel, 2nd DCA (RC2), is asking for \$390, 000 in reoccurring due process monies needed to fully litigate its pending caseload. The agency's most costly cases are capital cases.

Approval of this request will have a positive impact on this agency by: (1) providing the funds necessary to investigate, prepare, and litigate cases with the highest degree of competence and professionalism; (2) providing the ability to process payment for expenditures in accordance with s.215.422, F.S.; and (3) providing an alternative to RC2s current reliance on last-minute, back-of-the-bill funding.

Approval of this request will have a positive impact on the state by reducing the number of cases assigned to private "court appointed" counsel. Analysis from the Justice Administrative Commission demonstrates savings in excess of \$30,000,000 annually for Regional Counsel due process expenditures compared to that of court appointed attorneys. This measure illustrates how Regional Counsel is a more cost effective resource than court appointed counsel and the undeniable benefit to the state. The request for additional funding is just a small percentage of the savings which will enable RC2 to handle additional cases assigned to the agency.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – SECOND REGION

**Priority #3** 

Issue Title: Rental Space Requirements

Issue Code: 4201700

Fund: General Revenue

Operations: \$35,620

Narrative: The Office of Criminal Conflict & Civil Regional Counsel, 2nd DCA (RC2) is requesting funds for increased rent obligations. Unlike other state agencies, RC2 must pay rent. All rent leases are with Private Lessors as RC2 was forced to leave the two county locations it once occupied due to larger state agencies requesting the space. The increased cost for rent is projected to be \$35,268.

Additionally, some offices require payment for janitorial and pest control services. These services currently cost \$11,740.00 and are expected to increase to \$12,092 for FY 2019-2020. The increased cost for these services is projected to be \$352.

**Priority #4** 

Issue Title: Criminal Conflict & Civil Regional Counsel Capital Attorneys

Issue Code: 3000380 FTE: 14.00 Rate: 800,000

Fund: General Revenue Salaries and Benefits: \$1,109,126

Operations: \$147,586 (\$61,158 non-recurring)

TR/DMS/HR Svcs: \$3,276

Narrative: The Office of Criminal Conflict & Civil Regional Counsel, 2nd DCA (RC2) currently has **32 Death Penalty** eligible cases that will need additional staffing to cope with this workload. Felony division attorneys and capital attorneys are already consumed with existing cases. RC2 is asking for an additional "attorney unit" consisting of five (5) highly experienced attorneys, five (5) mitigation specialists, two (2) investigators, as well as two (2) legal assistants.

Salaries (010000) = 800,000 Benefits (010000) = \$309,126

Operations (103227) per Standard #3 modified = \$147,586 Total / \$61,158 Non-recurring Human Resources Services (107040) = \$3,276 (14 x \$234 = \$3,276)

RC2 is seeking additional resources for the defense of the agency's capital cases. Death penalty hearings are complex and demanding. Each case will have to be investigated and presented in full. Existing capital trial staff attorneys, investigators, and mitigation specialists are handling currently pending cases and cannot handle additional case workload. Without adequate funding for experienced attorneys, investigators, and other

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – SECOND REGION

necessary staff, the constitutional rights of defendants entitled to timely trials that comport with full and fair due process of law will not be protected.

RC2 has proven to be a legislative success. Since its creation in 2007, the Regional Counsels have fulfilled the legislative intent to provide mandated constitutional and statutory representation to the indigent in a fiscally sound manner. Regional Counsels absorb the Public Defenders' conflict cases whereby reducing the number of cases assigned to private "court appointed" counsel. Analysis from the Justice Administrative Commission demonstrates savings in excess of \$30,000,000 annually for Regional Counsel due process expenditures compared to that of court appointed attorneys. This measure illustrates how Regional Counsel is a more cost effective resource than court appointed counsel and the undeniable benefit to the state. The request for additional funding is just a small percentage of the savings which will enable RC2 to handle additional cases assigned to the agency.

This issue impacts all agency activities. In addition, there is a need to increase Due Process funding for the experts, transcripts, witness travel, records, and other materials that must be obtained in these cases.

**Priority #5** 

Issue Title: Regional Counsel Capital Attorneys – Juvenile Resentencing

Issue Code: 3009000 FTE: 14.00 Rate: 800.000

Fund: General Revenue Salaries and Benefits: \$1,109,126

Operations: \$147,586 (\$61,158 non-recurring)

TR/DMS/HR Svcs: \$3,276

Narrative: The Office of Criminal Conflict & Civil Regional Counsel, 2nd DCA (RC2 identified 30 individuals entitled to resentencing. Additionally, this will cause some of these individuals to be entitled to appellate relief which RC2 will handle internally.

Recent court cases and a new Florida statute directing the resentencing of juveniles who received life prison sentences have created a major ongoing workload for RC2. The Supreme Court of The United States opinions are retroactive providing for review and possible resentencing for juveniles serving sentences of life without parole. Each of these cases requires extensive investigation, legal research, and record review. Experts must be hired to evaluate the individuals and testify in depositions and hearings. Family members, friends, teachers, neighbors, caseworkers, and correctional staff must be thoroughly interviewed. The person's entire life history must be reviewed; the lawyers must be prepared to present evidence concerning the nature and circumstances of the offense, the person's maturity and mental health, the effect of family circumstances, the degree of peer pressure, and other statutory factors. Research can range for a 30-40 year period.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – SECOND REGION

The hearings are multi-day affairs requiring a death penalty phase and are akin to a sentencing hearing in a capital case. RC2 currently has 30 Graham / Miller cases that will need additional staffing to cope with this workload. Felony division attorneys and capital attorneys are already consumed with existing cases. RC2 is requesting an additional "attorney unit" consisting of five (5) highly experienced attorneys, five (5) mitigation specialists, two (2) investigators, and two (2) legal assistants to handle this caseload.

Salaries (010000) = 800,000 Benefits (010000) = \$309,126

Operations (103227) per Standard #3 modified = \$147,586 Total / \$61,158 Non-recurring Human Resources Services (107040) = \$3,276 (14 x \$234 = \$3,276)

This issue impacts all agency activities. Based on actual expenditures on cases thus far, it is estimated that each case requires approximately \$15,000 per case.

**Priority #6** 

Issue Title: Regional Counsel Capital Attorneys – Hurst Cases

Issue Code: 3000110 FTE: 5.00 Rate: 275,000

Fund: General Revenue Salaries and Benefits: \$383,698

Operations: \$52,359 (\$21,721 non-recurring)

TR/DMS/HR Svcs: \$1,170

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 2<sup>nd</sup> DCA (RC2) has legislative budget request for a growing increase in pending Hurst cases workload caused by the U.S. and Florida Supreme Court decisions in Hurst v State, 136 S Ct 616 (2016) and Hurst v State, 202 So 3d 40 (Fl.2016). These cases hold that the death penalty must be vacated and new penalty trials held for defendants whose death sentences became final after the U.S. Supreme Court case of Ring v Arizona, 536 US. 584 (2002).

This is a new mandated, unfunded caseload. Approximately 200 defendants are now entitled to de novo penalty hearings before a jury. These hearings are complex and demanding. Each case will have to be re-investigated and presented in full. Existing capital trial staff attorneys, investigators, and mitigation specialists are handling currently pending cases and cannot handle an influx of past cases at the same time. Without adequate funding for additional experienced attorneys, investigators, and other necessary staff, the constitutional rights of defendants entitled to timely new penalty trials that comport with full and fair due process of law will not be protected.

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That retrial requires a complete new preparation of and retrial of the all penalty phase issues and the presentation to a new jury of evidence from the guilt phase trial that is relevant to the penalty phase issues. In Florida, under *Moseley v. State*, 209 So.3d 1248 (Fla. 2016), there was one exception to Hurst applying in cases in which a unanimous verdict for death by 12-0 verdict occurred. *Moseley* held these were exceptions because of harmless error. There are only a few of these 12-0 cases.

Accordingly, of the about 200 earlier death sentences which became final after June 24, 2002, (Ring v. Arizona cutoff date) all but a few are entitled to new *Hurst* penalty phase trials. RC2 to date received seven (7) Hurst cases and resolved four (4). It is estimated to be probably 50-55 such cases in the 2<sup>nd</sup> district and the majority were tried by PD since they came between 2002 and 2009. RC2's first death penalty trial was after 2009. Using an estimate of about 50, we will be appointed to at least 20-25 more Hurst cases. They will each take up to two (2) years to litigate.

RC2 needs additional positions to provide legal services for the Hurst cases and thereby requests an additional "attorney unit" consisting of two (2) highly experienced attorneys, one (1) mitigation specialist, one (1) investigator, and one (1) legal assistant to handle this caseload.

Salaries (010000) = 275,000 Benefits (010000) = \$383,698

Operations (103227) per Standard #3 modified = \$52,359 Total / \$21,721 Non-recurringHuman Resources Services (107040) = \$1,170 (5 x \$234 = \$1,170)

**Priority #7** 

Issue Title: Attorneys for Specialty Court Divisions

Issue Code: 3001530 FTE: 6.00 Rate: 300,000

Fund: General Revenue Salaries and Benefits: \$425,664

Operations: \$67,452 (\$26,574 non-recurring)

TR/DMS/HR Svcs: \$1,404

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 2<sup>nd</sup> DCA (RC2) requests five (5) FTE dependency attorneys to handle the additional caseload requirements resulting from the implementation of the Florida Early Childhood Court Initiative (ECC). Often referred to as "baby court," the initiative is aimed toward improving children's safety, permanency and well-being. Special emphasis is placed on frequent contact between parent and child which either promotes reunification or accelerates termination. There is a "sense of urgency" fostered to achieve reunification, adoption or the termination of rights compared to that of traditional family court.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – SECOND REGION

While the goal is to keep the child safe and bring the family together again, the accelerated timeline creates additional pressure for the attorney. Attorneys for the parent in these cases must communicate with their clients often to ensure they are following their specific case plan, participating in required programs and classes, and receiving the necessary treatment or else reunification is jeopardized. Many of the parents face challenges which in turn make the job harder and more time-consuming for the attorney.

One (1) additional attorney for each of the five (5) Childhood Courts in RC2s District will ensure parents are receiving the representation necessary for ensuring their parental rights are not terminated prematurely or in error.

Drug Court, a new specialty court, is starting in Dade City (6th Circuit). Due to the addition of Drug Court, RC2 is also requesting one (1) FTE attorney to handle the additional caseload requirements imposed by this court. Clients often have more than one type of case that spans across many different courtrooms. If the attorney is to leave one courtroom to go to another with their client, this leaves no legal counsel remaining in the original courtroom to represent and counsel the remaining clients. Specialty courts create the need to have an additional attorney in each courtroom.

6th Circuit = (2) Childhood Courts 12th Circuit = (2) Childhood Courts 13th Circuit = (1) Childhood Court 6th Circuit = (1) Drug Court

### OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – THIRD REGION

**Priority #1** 

Issue Title: Assistant Regional Counsel Retention

Issue Code: 4206A60

Salary Rate: 936,418 (Total for ALL 5 Regional Counsel)
Salary Rate: 134,000 (Regional Counsel, 3<sup>rd</sup> Region)

Fund: General Revenue

Salaries and Benefits: \$155,319 (Regional Counsel, 3<sup>rd</sup> Region)

Narrative: <u>Assistant Regional Counsel Retention</u>

The Offices of Criminal Conflict and Civil Regional Counsel -- the "RCs" -- have proven to be a legislative success. Since their creation in 2007, the RCs have fulfilled the legislative intent to provide mandated constitutional and statutory representation to the indigent in a fiscally sound manner for all of the various case types to which the agencies are appointed in Florida's justice system. Analysis from the Justice Administrative

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – THIRD REGION

Commission demonstrates savings in excess of \$20,000,000 annually. As a joint legislative budget priority for all five Regional Counsel agencies, the RCs are seeking a pay adjustment to foster retention of assistant regional counsel attorneys to ensure the RCs continue to effectively and efficiently meet their constitutional and statutory responsibilities.

The RCs request a pay adjustment of \$2,000 for each assistant regional counsel attorney with 0-3 years of agency service and an adjustment of \$4,000 per attorney with 4 or more years of agency service. These are the amounts per attorney and service level the legislature in the FY2018-19 GAA as a "competitive pay adjustment" to the State Attorney and Public Defender offices for retention of assistant state attorneys and assistant public defenders.

The same policy considerations and practical realities which supported the pay adjustment for assistant state attorneys and assistant public defenders warrant a pay adjustment for assistant regional counsel attorneys:

Retention: A pay adjustment would help alleviate turnover and increase the RCs' abilities to retain qualified attorneys. RC agencies experience high annual turnover and endure a costly cycle of recruiting and training new attorneys to make up for attorneys trained by the RCs who left for more lucrative positions at other state agencies or for the private sector. The timing of this pay adjustment is crucial because a "competitive pay adjustment" has already been awarded to the assistant state attorneys and assistant public defenders. The assistant regional counsels perform the same public service and the adjustment is now essential for morale and retention.

<u>Public Safety and Judicial Economy</u>: A pay adjustment would promote public safety by fostering the retention of attorney staff essential to the effective and efficient operation of the justice system. Retention of qualified attorneys alleviates case delays and the disruption to court dockets caused by attorney turnover. Victims, defendants, and other interested parties are better served when the RC agencies are able to retain the attorneys they have trained and the managing attorneys who provide the training and supervise the caseload-carrying attorneys.

<u>Case Complexity</u>: The more complex, serious cases in the justice system require a stable workforce of experienced attorneys to handle them. The relative lack of experienced attorneys at the RC agencies makes it critical for the RC agencies to be able to retain experienced agency attorneys who possess the skill-level necessary to handle the more complex, serious cases. It is the norm that the managing and supervisory attorneys at the RC agencies are not solely dedicated to management or supervisory duties and that they are actively litigating complex, serious cases to which they are personally assigned. Loss of these experienced attorneys who may leave for more lucrative positions is doubly taxing: the complex cases which they were handling must then be reassigned and new

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – THIRD REGION

management level attorneys must be found to replace their institutional knowledge and training experience.

The award of this pay adjustment for retention to the RCs for their assistant regional counsel attorneys will improve core functionality and will help ensure the agencies' long-term, continued success.

Funds requested are calculated based on years of service:

0 to 3 years = \$2,000 per position

Total Positions = 130.3

Total Requested for salaries, benefits, and rate = \$292,600

3+ years = \$4,000 per position

Total Positions = 161.62

Total Requested for salaries, benefits, and rate = \$643,818

Grand Total for all positions: \$936,418

**Priority #2** 

Issue Title: Increased Due Process Cost for Criminal Conflict and Civil Regional

Counsels

Issue Code: 5300250

Fund: General Revenue Contracted Services: \$300,000

#### Narrative:

#### Juvenile Sentencing (Miller/Graham):

These cases will directly impact Criminal Conflict & Civil Regional Counsel, Third Region (RC3) in the Contracted Services category from which this agency pays due process related costs. The anticipated cost for transcripts, travel, expert and contracted attorney service fees are projected to total \$150,000 in FY 2019-2020.

#### Capital Resentencing (Hurst):

These cases will directly impact Criminal Conflict & Civil Regional Counsel, Third Region (RC3) in the Contracted Services category from which this agency pays due process related costs. The anticipated cost for transcripts, travel, expert and contracted attorney service fees are projected to total \$75,000 in FY 2019-2020.

#### Appellate Transcripts:

Due Process costs are incurred in the transcription of trial court proceedings when the filing of an appeal is made. These appellate transcript costs continue to remain unfunded. The costs involved in providing the requisite and often voluminous trial transcripts in these matters are exponential. An original and a copy of the transcript is required by the

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – THIRD REGION

appellate court in every appellate case. Since 2012-2013, RC3 has averaged \$75,000 annually on appellate transcripts. Current year projections indicate that number to reach well above that figure.

**Priority #3** 

Issue Title: Rental Space Requirements

Issue Code: 4201700

Fund: General Revenue

Operations: \$93,930

RC3 request the following amounts be funded in response to expenditures incurred in the leasing of space necessary to provide the service this agency was created for:

#### Increases in Leases of Privately Owned Space:

Marathon Lease increased 5% each year unfunded: \$3,500 Key West Lease increase 4% each year unfunded: \$4,700

Office Parking: \$7,700

#### Technology Unfunded by State or County:

DMS Communications (Office space phones and Internet) \$64,330 Miami-Dade County (Court house office phone and internet): \$9,300 Inmate/Jail Calls phone access: \$2,400

#### Monroe County Utilities (Marathon Office):

Florida Kevs Aqueduct (Water): \$600

Florida Keys Electricity Coop (Power): \$1,400

**Priority #4** 

Issue Title: Increase Authorized Rate

Issue Code: 51R0100 Salary Rate: 190,000

Narrative: RC03 requests an increase of \$150,000 in rate authority to meet rate demands impacted by the conversion of attorney contractors to employees originally appropriated for Fiscal Year 17-18. The original estimates communicated in the 18-19 Legislative Budget Request were not enough to meet the current rate demand in this fiscal year or 2019-2020. RC03 requests that the legislature appropriate additional rate authority to relieve the shortfall.

In addition, 40,000 in rate is requested to increase the authorized rate and salary for the Regional Counsel and Assistant Regional Counsels to allow for higher pay scales for well qualified attorneys. This will enable RC03 to offer competitive salaries for attorneys in Miami-Dade and Monroe Counties, as well as maintain current attorneys who have

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – THIRD REGION

shown a commitment to RC03's mission of providing effective assistance of counsel in all matters served by our agency.

**Priority #5** 

Issue Title: Realignment of Administrative Expenditures -Add

Issue Code: 2000100

Fund: General Revenue Salaries and Benefits: \$200,000

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 3<sup>rd</sup> Region requires additional Salaries and Benefits to meet demands impacted by the conversion of attorney contractors to employees originally appropriated for Fiscal Year 2017-18. The original estimates communicated in the 18-19 Legislative Budget Request were not enough to meet current demand. RC03 seeks to assist the legislature by realigning \$100,000 from Contracted Services category (100777) and \$100,000 from Operations category (103227) into Salaries & Benefits category (010000).

**Priority #6** 

Issue Title: Realignment of Administrative Expenditures -Deduct

Issue Code: 2000200

Fund: General Revenue Contracted Services: -\$100,000

Operations: -\$100,000

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 3<sup>rd</sup> Region requires additional Salaries and Benefits to meet demands impacted by the conversion of attorney contractors to employees originally appropriated for Fiscal Year 2017-18. The original estimates communicated in the 18-19 Legislative Budget Request were not enough to meet current demand. RC03 seeks to assist the legislature by realigning \$100,000 from Contracted Services category (100777) and \$100,000 from Operations category (103227) into Salaries & Benefits category (010000).

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FOURTH REGION

**Priority #1** 

Issue Title: Assistant Regional Counsel Retention

Issue Code: 4206A60

Salary Rate: 936,418 (Total for ALL 5 Regional Counsel)
Salary Rate: 152,000 (Regional Counsel, 4<sup>th</sup> Region)

Fund: General Revenue

Salaries and Benefits: \$176,183 (Regional Counsel, 4<sup>th</sup> Region)

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## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FOURTH REGION

Narrative: Assistant Regional Counsel Retention

The Offices of Criminal Conflict and Civil Regional Counsel -- the "RCs" -- have proven to be a legislative success. Since their creation in 2007, the RCs have fulfilled the legislative intent to provide mandated constitutional and statutory representation to the indigent in a fiscally sound manner for all of the various case types to which the agencies are appointed in Florida's justice system. Analysis from the Justice Administrative Commission demonstrates savings in excess of \$20,000,000 annually. As a joint legislative budget priority for all five Regional Counsel agencies, the RCs are seeking a pay adjustment to foster retention of assistant regional counsel attorneys to ensure the RCs continue to effectively and efficiently meet their constitutional and statutory responsibilities.

The RCs request a pay adjustment of \$2,000 for each assistant regional counsel attorney with 0-3 years of agency service and an adjustment of \$4,000 per attorney with 4 or more years of agency service. These are the amounts per attorney and service level the legislature in the FY2018-19 GAA as a "competitive pay adjustment" to the State Attorney and Public Defender offices for retention of assistant state attorneys and assistant public defenders.

The same policy considerations and practical realities which supported the pay adjustment for assistant state attorneys and assistant public defenders warrant a pay adjustment for assistant regional counsel attorneys:

Retention: A pay adjustment would help alleviate turnover and increase the RCs' abilities to retain qualified attorneys. RC agencies experience high annual turnover and endure a costly cycle of recruiting and training new attorneys to make up for attorneys trained by the RCs who left for more lucrative positions at other state agencies or for the private sector. The timing of this pay adjustment is crucial because a "competitive pay adjustment" has already been awarded to the assistant state attorneys and assistant public defenders. The assistant regional counsels perform the same public service and the adjustment is now essential for morale and retention.

<u>Public Safety and Judicial Economy</u>: A pay adjustment would promote public safety by fostering the retention of attorney staff essential to the effective and efficient operation of the justice system. Retention of qualified attorneys alleviates case delays and the disruption to court dockets caused by attorney turnover. Victims, defendants, and other interested parties are better served when the RC agencies are able to retain the attorneys they have trained and the managing attorneys who provide the training and supervise the caseload-carrying attorneys.

<u>Case Complexity</u>: The more complex, serious cases in the justice system require a stable workforce of experienced attorneys to handle them. The relative lack of experienced attorneys at the RC agencies makes it critical for the RC agencies to be able to retain experienced agency attorneys who possess the skill-level necessary to handle the more

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FOURTH REGION

complex, serious cases. It is the norm that the managing and supervisory attorneys at the RC agencies are not solely dedicated to management or supervisory duties and that they are actively litigating complex, serious cases to which they are personally assigned. Loss of these experienced attorneys who may leave for more lucrative positions is doubly taxing: the complex cases which they were handling must then be reassigned and new management level attorneys must be found to replace their institutional knowledge and training experience.

The award of this pay adjustment for retention to the RCs for their assistant regional counsel attorneys will improve core functionality and will help ensure the agencies' long-term, continued success.

Funds requested are calculated based on years of service:

0 to 3 years = \$2,000 per position

Total Positions = 130.3

Total Requested for salaries, benefits, and rate = \$292,600

3+ years = \$4,000 per position

Total Positions = 161.62

Total Requested for salaries, benefits, and rate = \$643,818

Grand Total for all positions: \$936,418

**Priority #2** 

Issue Title: Increased Due Process Costs for Criminal Conflict and Civil Regional

Counsels

Issue Code: 5300250

Fund: General Revenue Contracted Services: \$489,623

#### Narrative:

### Capital Litigation Expenses: \$306,573 in increased due process

RC4 requests additional funding in the amount of \$306,573 dedicated to the substantial expenses which will be incurred to fully litigate its currently pending caseload of cases in which the prosecution is seeking the death penalty.

Extraordinary expenses are incurred in the final preparations for trial in these cases, especially with respect to the development of "mitigation" evidence. The presently prevailing, and evolving standards of effective representation for capital defendants in this unique field mandate that ever more advanced and ever more in-depth investigations, both social and medical/scientific, be conducted. (Such measures include, for example, diagnostic imaging testing and corresponding evaluations by neurology and neuropsychology experts in order to fully explore the mental health and cognitive

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FOURTH REGION

abilities of these clients.) Moreover, it is routine that capital litigation involves out of state travel by members of the litigation team and for out of state witnesses to be brought to the trial of the case. Another significant expense is that Florida statutes require the full expense of the lengthy trial transcripts be borne by this agency as the first step in the appellate process.

None of these extraordinary funds which are attendant to capital litigation were contemplated by the legislature at the inception of the five Regional Counsel agencies. Thus, RC4's recurring budget does not reflect capital litigation expenses and such expenses, therefore, cannot be controlled for costs and are likely to bring about (and have in the past) budget deficits. Note: this request includes both "original" capital cases and "Hurst" re-sentencing trials.

Going forward, it is necessary that RC4 be funded specifically for capital litigation expenses in order to provide the mandated constitutionally effective representation in these cases and in order for the allocated funds for due process & contracted services (for non-capital litigation expenses) not to be depleted.

### "Graham/Miller" Litigation Expenses: \$122,710 in increased due process

As noted below with respect to workload, the "Graham/Miller" decisions from the U.S. Supreme Court have mandated new sentencing standards for juveniles in homicide and life felony offenses. The pre-sentencing investigation and case preparation for these clients is now very much akin to the highly in-depth mitigation work required in capital cases. Effective representation now encompasses a full historical social investigation and full assessment of medical/mental health and of cognitive abilities or limitations. Multiple forensic experts may be required per case, in addition to a mitigation specialist who is needed to lead the investigation and to coordinate the materials which are gathered for presentation in court. At the present time, RC4 has 14 open cases meeting this criteria and the estimated average cost per case is \$8,765.

### Appellate-Related Expenses: \$60,340 in increased due process

Neither appellate workload nor appellate related expenses were contemplated at the time of the legislative inception of the RC agencies. RC4 estimates \$60,340 will be incurred in FY 18-19 for the costs of trial transcripts and, therefore, requests that amount in funding over its base-budget to mitigate against a budgetary deficit which may be brought about by appellate-related expenses.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FOURTH REGION

**Priority #3** 

Issue Title: Building Rental for Privately Owned Office Space

Issue Code: 2301900

Fund: General Revenue

Operations: \$241,429

#### Narrative:

RC4 seeks full funding for the recent increases in its obligations for rents and overhead expenses related to the leased professional spaces which house RC4's offices. Unlike comparable state agencies (*i.e.*, the trial courts, the public defenders' offices, state attorneys' offices, and clerks of courts), whose "lease, maintenance, utilities, and security for facilities" are funded by the county governments, the RCs' budgets, by law, must be funded entirely by the legislature for these operating costs. *Lewis v. Leon County*, 73 So.3d 151 (Fla. 2011) (Florida Supreme Court decision of September 22, 2011, holding the state legislature is responsible for the "overhead costs" outlined in Article V, Section 14(c) of the Florida Constitution.)

RC4 (like the other RC agencies) occupies space within several privately owned professional office buildings. RC4 utilizes standardized forms from the Department of Management Services for the terms of engagement with the private landlords, but prevailing market standards dictate annual three percent (3%) CPI increases for the multi-year leases. These increases and the utilities costs for telephone, janitorial, and internet services are non-discretionary in nature, and RC4 (and the other RCs) requests they be regarded by the legislature as automatically incorporated into the agency's base budget, start-up value.

Moreover, with the granting by the legislature of additional FTE positions for "in-house" attorneys as a replacement for attorneys who performed RC4 workload on an independent contractor basis (*i.e.*, the JAC "IRS audit" issue), it was necessary for RC4 to add more office space (being at full capacity previously) for new FTE employees. The charts, below, demonstrate the three types of increases and the amounts requested for each in the FY18-19 LBR and the partial funding for the increases received in the FY18-19 GAA.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FOURTH REGION

West Palm Beach Office - 1st Floor - 2,220 sf.		
FY '19-'20		
6/1/18 - 5/31/19	\$26.66/sf	\$4,932.10
6/1/19 - 5/31/20	\$27.46/sf	\$5,080.10
		\$148.00
	months	X12
		\$1,776.00

West Palm Beach Office - 2nd Floor - 9,560 sf.		
FY '19-'20		
\$26.66 /sf	\$21,239.13	
\$27.46/sf	\$21,876.47	
	\$637.34	
months	X12	
	\$7,648.08	
	\$26.66 /sf \$27.46/sf	

		\$7,648.08
	-	
Stuart Office - 1,530 sf.		
FY '19-'20		
4/1/18 - 3/31/19	\$23.20/sf	\$2,958.00
4/1/19 - 3/31/20	\$23.90/sf	\$3,047.25
		\$89.25
	months	X12
		\$1,071.00

Vero Beach Office – 1,081 sf.		
FY '19-'20		
Addtl office	\$18.00/sf	\$1,621.50
space	months	X12
		\$19,458.00

West Palm Beach Office - 3rd Floor - 1,710 sf.		
FY '19-'20		
6/1/18 -5/31/19	\$25.13/sf	\$3,581.03
6/1/19 - 5/31/20	\$25.89/sf	\$3,689.33
		\$108.30
	months	X12
		\$1,299.60
Additional 3,500 sf	\$26.66	\$7,775.83
		X12
		\$93,309.96
		\$94,609.56

Ft. Lauderdale Office - 3rd, 6th & 7th Floor - 17,399 sf.		
FY '19-'20		
6/1/18 - 5/31/19	27.86/sf	\$40,394.68
6/1/19 - 5/31/20	28.68/sf	\$41,583.61
		\$1,188.93
	months	X12
		\$14,267.16

Ft. Pierce Office - 6,000 sf.		
FY '19-'20		
Addtl 2,038 sf		\$2,250.00
plus improvements		X12
		\$27,000.00

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FOURTH REGION

Annual facilities expenses		
FY '19-'20		
Phones		\$18,073.00
Internet		\$15,449.00
Janitorial		\$6,000.00
		\$39,522.00

Rent increases	\$165,829.80
Facilities expenses	\$39,522.00
Total	\$205,351.80
Request. FY '18-'19	\$165,774.00
Funded FY '18-'19	\$129,697.00
Balance FY '18-'19	\$36,077.00
Total FY '19-'20	\$241,428.80

**Priority #4** 

Issue Title: Criminal Conflict and Civil Regional Counsel Workload

Issue Code: 3001360 FTE: 12.00 Rate: 847,500

Fund: General Revenue Salaries and Benefits: \$1,138,206

Operations: \$122,940 (\$45,060 non-recurring)

TR/DMS/HR Svcs: \$2,808

#### Appellate Attorney for Dependency Caseload

One (1) additional appellate attorney is needed in order for the agency to meet its statutory obligation to provide appellate representation to dependency clients upon their right to an appeal of their dependency and termination of parental rights trials. At the inception of the agency, no FTE positions were allocated by the legislature for appeals, yet it has been necessary for RC4 to staff the agency with two full time appellate lawyers who presently handle both criminal and civil cases. The increase in dependency caseloads at the trial level has led directly to an increase in dependency appeals; to the point an appellate lawyer dedicated solely to dependency appeals is now needed.

One (1) Appellate Attorney for Dependency @ 62,500 rate + \$22,933 benefits = \$85,433

#### Capital Litigation Attorneys

With the addition of "Hurst" capital resentencing cases in the past 20 months, RC4's death penalty caseload has reached an all-time high. Additional qualified attorneys are needed in order for RC4 to continue to have the ability to provide the mandated constitutionally effective representation to clients in capital proceedings. Two (2) attorney positions (and the corresponding requisite rate) at a salary of \$100,000 each are requested. This salary request is commensurate with the level of experience of practicing attorneys in the South Florida area who meet the advanced standards of Florida Rule of

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FOURTH REGION

Criminal Procedure 3.122. The addition of the positions would still represent a significant savings over attorneys who would handle these cases through the private registry should this agency be unable to provide effective representation due to a lack of qualified in-house lawyers and be forced to withdraw on that basis.

Two (2) Capital Litigation Attorneys @ 200,000 rate + \$57,798 benefits = \$257,798

#### Capital Case Investigator; Death Penalty Mitigation Specialist

RC4 requests two (2) additional full-time equivalent (FTE) positions and rate for two (2) new positions in the agency – an "in-house" investigator and in-house mitigation specialist for capital cases. The new positions are critical in order for the agency perform its obligations in rendering competent representation in capital criminal cases – those cases in which the prosecution seeks the death penalty. The guidelines of the America Bar Association, recognized by the U.S. and Florida Supreme Courts, set forth not only advanced qualifications of counsel, but also that a defense representation team consist of a duly qualified investigator and mitigation specialist, each of whom perform their unique roles. At the present time, RC4 employs only one "in-house" mitigation specialist (a position created by promoting from RC4's Social Services Unit) and it remains necessary to retain investigators and additional mitigation specialists on a contracted-for basis utilizing scarce due process funds. The addition of these positions will reduce the expenditure on due process funds on a case-by-case basis, resulting in a net savings.

One (1) Capital Case Investigator @60,000 rate + \$22,535 benefits = \$82,535

One (1) Death Penalty Mitigation Specialist @ 60,000 + \$22,535 benefits =\$82,535

#### Dedicated "Graham/Miller" Attorneys and Mitigation Specialist

The "Graham/Miller" decisions from the US Supreme Court have mandated new sentencing standards for juveniles in homicide and life felony cases which, in turn, requires the hiring of specially qualified attorneys and mitigation specialists. These cases include not only previously sentenced individuals who are entitled to re-sentencing hearings, but to current and all future cases of juveniles charged with homicides and life felonies (or felonies "punishable by life") where the potential sentences is the functional equivalent of life without parole. RC4 requires three additional attorneys with the specialized knowledge and litigation abilities to provide representation which is in accordance with the evolving standards for these cases by which effective representation will be judged. An additional mitigation specialist with appropriate experience is also needed in order to reduce RC4's due process expenditures on these cases, as it is necessary, at present, to continue to retain mitigation specialists for these cases/clients.

Three (3) dedicated "Graham/Miller" Attorneys @ 240,000 rate + \$77,151 benefits = \$317,151

One (1) "Graham/Miller" Mitigation Specialist @ 60,000 rate + \$22,535 benefits = \$82,535

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FOURTH REGION

#### Forensic Social Workers - Dependency Court

RC4 requests three (3) additional full-time equivalent (FTE) positions, salary & benefits and corresponding rate for three (3) Forensic Social Worker positions. Owing to legal issues and social dynamics unique to dependency proceedings and owing, as well, to current high-level caseloads, ARC attorneys in dependency court spend nearly all of their time during the working week in the courtroom. This creates great difficulty in being able to have effective attorney-client communications, let alone meaningful client counseling.

Consequently, after assessing the need intra-agency and upon reviewing best practices of similar agencies in other states, RC4 has implemented an innovative, interdisciplinary approach and has created a Social Services Unit whereby forensic social workers on staff have been incorporated into the legal representation furnished to dependency clients. Forensic social workers possess the clinical ability to conduct independent client assessments; to interface with the Department of Children & Families to promote plans for services well-tailored to the client's needs and betterment; to monitor and assist the client's progress throughout the case; and to advocate the client's interests in a variety of settings and forums, including testifying (circumstances permitting) in courtroom hearings and trials.

RC4 believes this model will produce both better legal outcomes for the agency's indigent clients and better overall outcomes for the safety, health and well-being of the clients' children and their families in the dependency system in furtherance of the legislative intent of Chapter 39. The Social Services Unit has been very well received by other dependency stakeholders in the 17<sup>th</sup> & 15<sup>th</sup> Circuits wherein it has been implemented to date. Moreover, the Social Services Unit, by employing forensic social workers who hold an M.S.W. degree, has been able to establish a social worker intern program consisting of students who are pursuing degrees in social work, and thereby further enhancing client services and better outcomes for families at no additional cost to the State.

Three (3) Forensic Social Workers will enhance representation in dependency cases @ 165,000 rate +65,219 benefits = \$230,219

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FIFTH REGION

**Priority #1** 

Issue Title: Assistant Regional Counsel Retention

Issue Code: 4206A60

Salary Rate: 936,418 (Total for ALL 5 Regional Counsel)
Salary Rate: 200,000 (Regional Counsel, 5<sup>th</sup> Region)

Fund: General Revenue

Salaries and Benefits: \$231,820 (Regional Counsel, 5<sup>th</sup> Region)

#### Narrative: Assistant Regional Counsel Retention

The Offices of Criminal Conflict and Civil Regional Counsel -- the "RCs" -- have proven to be a legislative success. Since their creation in 2007, the RCs have fulfilled the legislative intent to provide mandated constitutional and statutory representation to the indigent in a fiscally sound manner for all of the various case types to which the agencies are appointed in Florida's justice system. Analysis from the Justice Administrative Commission demonstrates savings in excess of \$20,000,000 annually. As a joint legislative budget priority for all five Regional Counsel agencies, the RCs are seeking a pay adjustment to foster retention of assistant regional counsel attorneys to ensure the RCs continue to effectively and efficiently meet their constitutional and statutory responsibilities.

The RCs request a pay adjustment of \$2,000 for each assistant regional counsel attorney with 0-3 years of agency service and an adjustment of \$4,000 per attorney with 4 or more years of agency service. These are the amounts per attorney and service level the legislature in the FY2018-19 GAA as a "competitive pay adjustment" to the State Attorney and Public Defender offices for retention of assistant state attorneys and assistant public defenders.

The same policy considerations and practical realities which supported the pay adjustment for assistant state attorneys and assistant public defenders warrant a pay adjustment for assistant regional counsel attorneys:

Retention: A pay adjustment would help alleviate turnover and increase the RCs' abilities to retain qualified attorneys. RC agencies experience high annual turnover and endure a costly cycle of recruiting and training new attorneys to make up for attorneys trained by the RCs who left for more lucrative positions at other state agencies or for the private sector. The timing of this pay adjustment is crucial because a "competitive pay adjustment" has already been awarded to the assistant state attorneys and assistant public defenders. The assistant regional counsels perform the same public service and the adjustment is now essential for morale and retention.

<u>Public Safety and Judicial Economy</u>: A pay adjustment would promote public safety by fostering the retention of attorney staff essential to the effective and efficient operation of the justice system. Retention of qualified attorneys alleviates case delays and the

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FIFTH REGION

disruption to court dockets caused by attorney turnover. Victims, defendants, and other interested parties are better served when the RC agencies are able to retain the attorneys they have trained and the managing attorneys who provide the training and supervise the caseload-carrying attorneys.

<u>Case Complexity</u>: The more complex, serious cases in the justice system require a stable workforce of experienced attorneys to handle them. The relative lack of experienced attorneys at the RC agencies makes it critical for the RC agencies to be able to retain experienced agency attorneys who possess the skill-level necessary to handle the more complex, serious cases. It is the norm that the managing and supervisory attorneys at the RC agencies are not solely dedicated to management or supervisory duties and that they are actively litigating complex, serious cases to which they are personally assigned. Loss of these experienced attorneys who may leave for more lucrative positions is doubly taxing: the complex cases which they were handling must then be reassigned and new management level attorneys must be found to replace their institutional knowledge and training experience.

The award of this pay adjustment for retention to the RCs for their assistant regional counsel attorneys will improve core functionality and will help ensure the agencies' long-term, continued success.

Funds requested are calculated based on years of service: 0 to 3 years = \$2,000 per position Total Positions = 130.3 Total Requested for salaries, benefits, and rate = \$292,600

3+ years = \$4,000 per position Total Positions = 161.62 Total Requested for salaries, benefits, and rate = \$643,818

Grand Total for all positions: \$936,418

### OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FIFTH REGION

**Priority #2** 

Issue Title: Increased Due Process Costs for Criminal Conflict and Civil Regional

Counsels

Issue Code: 5300250

Fund: General Revenue Contracted Services: \$1,602,163

#### Narrative:

## A. Increased Due Process for Capital Resentencing Cases (Hurst Death Penalty Resentencings)

The January 2016 decision by The United States Supreme Court in Hurst v. Florida, 136 U.S. 616 (2016), and the subsequent Florida Supreme Court decisions have mandated death penalty resentencings for every death row inmate who was sentenced after 2002 or whose appeal was not finalized until after 2002. This ruling impacted over 200 inmates statewide waiting execution. In the Fifth Region, 53 inmates were originally eligible for the mandated resentencings. RC5 anticipates being appointed to a majority of the resentencings because: (1) if the Public Defender represented the client at the original trial and sentencing, then there is a strong possibility that post-conviction proceedings alleging ineffective assistance of counsel in both State and Federal courts has occurred and would thus create a conflict making RC5 the next in line to be appointed. (2) Prior to the creation of our office, if the clients had court appointed registry attorneys, then that meant that the public defender had an original conflict and thus could not appointed. That conflict still exists, and the public defender cannot be reappointed to any resentencings. (3) Similar to the public defender, registry attorneys have been through post-conviction proceedings alleging ineffective assistance of counsel and thus will have a conflict making RC5 the only available counsel pursuant to the three-tier system in Florida.

Last fiscal year, 2018-2019, RC5 had 9 Death Penalty Resentencing Cases of which 5 are still pending. In all cases, RC5 was not the trial attorney.

These remaining cases are highly publicized and will require extensive litigation. They require the services of court reporters, investigators, mitigation specialists, interpreters, mental health experts, expert witnesses, and process servers. In all current resentencings, the homicides occurred between the years 2000 and 2007. Because these cases are extremely old, witnesses will have to be found and interviewed, travel and accommodations expenses for attorneys, investigators, and witnesses are needed, transcripts will need to be ordered, and evidence will need to be retested. Further, both physical and mental examinations of the clients will need to be conducted. Additionally,

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FIFTH REGION

all hearings in the resentencings require a court reporter by law. Hurst resentencings are essentially a second death penalty trial with the guilt phase held within the penalty phase.

Based on past averages, the average due process costs for a death penalty resentencing are between \$50,000 and \$100,000 per case. Only using the conservative average minimum, RC5 estimates the due process costs for five (5) current resentencing as follows: 5 cases x \$50,000 per case = \$250,000. The 5 resentencings have all been appointed to RC5 in 2017. These resentencings will not all be completed within one fiscal year but will be a continuing appointment over multiple years.

Regarding appeals, RC5 is statutorily mandated to keep all death penalty appeals after a sentence. The average appellate costs are \$35,000 per death penalty appeal (transcript costs average \$20,000 plus attorney fees average \$15,000), and thus the 5 current resentencing appeals x \$35,000 per case = \$175,000.

The Regional Counsels and RC5 in particular, requested that funding for Hurst cases be part of a combined fund through the JAC. This was not fully funded in the last fiscal year and not funded at all in the current year. The costs and logistics of attempting to budget these resentencings and appeals within our current allotment was contemplated, even predicted, but not funded. In fiscal year 2017-2018, RC5 requested additional due process funds. In fiscal year 2018-2019, RC5 again requested additional due process funds. No funding has been provided for the Hurst cases. RC5 again requests adequate funding for Hurst cases.

This agency will be dramatically under-funded without additional funds. Over the past three fiscal years, the costs of Hurst resentencings have required RC5 to pay the due process costs from existing contracted services. This has jeopardized the day to day function of RC5. Failure to fund Hurst resentencings will result in a budget deficit and require RC5 to seek back of the bill monies.

Additionally, because of an IRS audit of the State of Florida RC5 was required to fund 12 FTE's to be compliance with the IRS settlement with the State. RC5's due process budget for the current fiscal year is literally 50% smaller than it's ever been.

Therefore, RC5 is requesting \$250,000 in additional due process funds for Hurst resentencings and \$175,000 for Hurst appeals for a total of \$425,000 in additional due process funds. RC5 requests that this expense become a recurring budget appropriation.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FIFTH REGION

#### **B.** Increased Due Process Costs for Regional Counsels

The Office of Criminal Conflict and Civil Regional Counsel, Fifth Region (RC5) requires additional due process costs for: (1) current and anticipated Death Penalty Cases; (2) First Degree Murder Cases; and (3) Additional Criminal, Appellate, and Civil Cases. This amount is being requested for critical needs offices. This amount is needed to allow RC5 to discharge the responsibilities as set forth in Florida Statute 27.511.

#### **Current and Anticipated Death Penalty Cases**:

One year ago, RC5 had 4 death penalty cases (not resentencings). The majority were new death penalty cases are from the Ninth Judicial Circuit under the prosecution of State Attorney Brad King of the Fifth Judicial Circuit as designated by the Governor. Mr. King received an additional 1.3 million dollars in addition to his operating budget to prosecute death penalty cases. For fiscal year 2018-2019, RC5 requested \$360,000 to defend the increase in new death penalty cases. RC5 received zero dollars. In this current fiscal year, RC5 death penalty cases have almost doubled to 7 new death penalty cases. 3 of the 7 death penalty cases are from the Ninth Judicial Circuit under the prosecution of State Attorney Brad King of the Fifth Judicial Circuit. The remaining 4 death penalty cases are being prosecuted by their respective prosecutors.

During last fiscal year, 2017-2018, RC5 spent \$52,840 on due process costs for 1 death penalty case. This amount of \$52,840 constitutes 11.48% of our current due process allocations. That same case, over 4 years of litigation, cost RC5 \$122,199 in due process costs.

Based on past averages, the average due process costs per death penalty case are between \$75,000 and \$122,000. The average appellate costs are \$35,000 (costs and attorney fees) per appeal. The 7 new death penalty cases will cost RC5 as follows:

Low Costs: 7 cases x \$75,000 trial due process costs = \$525,000 + 7 cases x \$35,000 appeal costs = \$245,000 = Total \$770,000.

High Costs: 7 cases x \$122,000 trial due process costs = \$854,000 + 7 cases x \$35,000 appeal costs = \$245,000 = Total \$1,099,000.

These costs only reflect the current 7 cases and not any additional death penalty cases that RC5 may be appointed to in the next 10 months (remainder of the current fiscal year).

Therefore, RC5 is requesting \$934,500 (average of \$770,000 and \$1,099,000) in due process funds for new death penalty cases.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FIFTH REGION

#### Increased First Degree Murder Cases:

In addition to death penalty cases, RC5 currently has 9 active first degree capital murder cases. All 9 cases have been appointed to RC5 in this current fiscal year. Based on past averages, RC5 anticipates being appointed to an additional 10 first degree capital murder cases during before the end of this current fiscal year. Because the only legal sentence is life in prison without parole, most first degree capital murder cases result in a jury trial. These cases involve extensive litigation, including the use of investigators, medical experts, crime scene reconstruction experts, and mitigation specialists.

Average due process costs range from \$7,500 to \$15,000 per case. Only using the average minimum, RC5 estimates the due process costs for current first degree murder cases as follows: 20 total cases (10 current cases and 10 additional cases) x \$7,500 per case = \$150,000. Last year RC5 requested \$120,000 in due process funds and received zero funds. Therefore, RC5 is requesting \$150,000 in due process funds for first degree capital murder cases.

#### Increased Other Criminal, Appellate, and Civil Cases:

Pursuant to Florida Law, RC5 handles cases in over twenty different areas of law and the corresponding appeals. Using the last five fiscal years, total case appointments have increased every year.

	13-14	14-15	15-16	16-17	17-18	13-18
Total Cases	11,892	12,986	13,710	14,732	15,290	68,610
# increase		1,094	724	1,022	558	3,398
% increase		9.20%	5.58%	7.50%	3.79%	28.57%

Since 2013-2014 RC5's total appointments increased by 3,398 cases or 28.57%. RC5 has never received a corresponding 28% increase in due process funds to properly fund RC5s workload. Using the above past averages, RC5 anticipates a total caseload increase of 849 cases or 7.1%. RC5 total due process budget for fiscal year 2018-2019, is \$460,050. Anticipating a 7.1% increase in all appointments, RC5 requests a corresponding 7.1% increase in due process funds from last year in the amount of \$32,663.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FIFTH REGION

#### Conclusion:

RC5's entire due process budget for the current fiscal year, 2018-2019 is \$460,050.

Therefore, RC5 requests the following in additional due process costs:

(1) Current and Anticipated Death Penalty Cases: \$ 934,500

(2) First Degree Murder Cases: \$ 150,000

(3) Other Criminal, Appellate, and Civil Cases: \$\\ 32,663\$

Total: \$1,117,163

## C. Increased Due Process for Juvenile Resentencings Miller/Graham Resentencings

The Office of Criminal Conflict and Civil Regional Counsel, Fifth Region (RC5) requires additional due process costs for <u>Miller/Graham Juvenile Resentencings</u>. This amount is being requested for critical needs offices.

The United States Supreme Court decision in the line of cases collectively called <a href="Miller/Graham">Miller/Graham</a>, mandated resentencings for juveniles in homicide and life felony cases. In fiscal year, 2017-2018, RC5 had eight (8) <a href="Miller/Graham">Miller/Graham</a> resentencings. In this current fiscal year, 2018-2019, RC5 has six (6) <a href="Miller/Graham">Miller/Graham</a> resentencings. RC5 anticipates being appointed to most of the seventy-five (75) plus <a href="Miller/Graham">Miller/Graham</a> cases eligible for resentencing within the Fifth Region. The case year of each <a href="Miller/Graham">Miller/Graham</a> cases are 1980, 1991, 1993, 1996, 2003, and 2007. Because of the age of each case, post-conviction proceedings alleging ineffective assistance of counsel have already been litigated. Thus, the public defenders have legal conflicts and cannot legally and ethically accept appointment for these resentencings. These cases are similar to capital murder cases as they require the services of mitigation specialists, medical doctor experts, psychiatric experts, and investigators. Essentially each entire case must be re-opened, witnesses located, years of prison and medical records reviewed, and then the resentencing is essentially a re-trial of the original case.

In fiscal year 2017-2018, RC5 spent \$15,286 on 3 Miller/Graham cases. Reviewing similar cases, the average due process costs will be \$5,000 to \$10,000 per case. Using only the conservative minimum, RC5 estimates the due process costs of 6 resentencings as follows: 6 cases x \$5,000 per case = \$30,000. Further, RC5 anticipates 6 additional new Miller/Graham appointments in the next fiscal year = another \$30,000.

Therefore, RC5 is requesting \$60,000 in due process funds to represent clients in Miller/Graham cases. RC5 requests that this expense become a recurring budget appropriation.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FIFTH REGION

**Priority #3** 

Issue Title: Rental Space Requirements

Issue Code: 4201700

Fund: General Revenue

Operations: \$513,689

#### Narrative:

Increased funding for facilities (Rent, Utilities, Janitorial Services, and Cleaning Products) paid by RC5 as required by renting and operating eight privately owned buildings.

#### Building Rental for Privately Owned Buildings

The Office Criminal Conflict and Civil Regional Counsel, Fifth Region (RC5) has a total of eight (8) privately owned buildings that RC5 rents to cover the assigned region of four (4) judicial circuits and thirteen (13) counties. Unlike every Public Defender and State Attorney within RC5's region, RC5 has never received any public or county buildings free of rent. Total rent costs in fiscal year 2017-2018 were \$413,162. This current year saw a rent increase in our Lake County Office thus increasing RC5's total rent in fiscal year 2018-2019 to \$415,214.

Since fiscal year 2014-2015 to current year, RC5's total rent costs have increased from \$352,246 to \$415,214, which is an increase of 18% or \$62,968. Rent, comes from General Revenue. RC5's total operations budget for fiscal year 2018-2019 is \$1,045,409. RC5's current rent of \$415,214 equals 39.7% of RC5's total operating budget.

Last fiscal year, RC5 received \$170,061 for rent leaving a budget shortfall of \$245,153. Therefore, RC5 requests the entire rental figure for all eight (8) offices in the amount of \$415,214. RC5 again requests that this expense become a recurring budget appropriation.

#### Utilities

The Office Criminal Conflict and Civil Regional Counsel, Fifth Region (RC5) has a total of eight (8) privately owned building that RC5 rents to cover the assigned region of four (4) judicial circuits and thirteen (13) counties. RC5 has never received any public or county buildings free of rent, which also means that RC5 must pay for the utilities. The utilities represent power, telephone and facsimile, and internet.

In fiscal year 2014-2015 the total costs of utilities were \$22,888. Total utility costs in this current fiscal year, 2018-2019 are \$68,600. Over the past four years, the utility costs have increased from \$22,888 to \$68,600, which is an increase of 199% or \$45,712. RC5 has repeatedly requested funds to cover the costs of utilities in every fiscal year LBR since 2014-2015, however, RC5 has never received any additional funds for utilities.

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FIFTH REGION

RC5's total operating budget for fiscal year 2018-2019 is \$1,045,409. RC5's current utilities of \$68,600 equals 6.5% of RC5's total operating budget. Therefore, RC5 requests \$68,600 for utilities for all eight (8) privately owned offices. RC5 again requests that this expense become a recurring budget appropriation.

#### Janitorial Services and Service/Cleaning Products

The Office Criminal Conflict and Civil Regional Counsel, Fifth Region (RC5) has a total of eight (8) privately owned buildings that RC5 rents to cover the assigned region of four (4) judicial circuits and thirteen (13) counties. RC5 has never received any public or county buildings free of rent. This also means that RC5 must pay for the rental space requirements such as janitorial services and service/cleaning products (toilet paper, paper towels, soap, antibacterial products, trash bags, cleaning products, etc.).

RC5 pays for janitorial services in 4 of its 8 offices where these services are not included with the rent. In the current fiscal year, 2018-2019, RC5 will spend \$13,020 on janitorial services.

Additionally, RC5 pays for all service/cleaning products for 5 of its offices. In the current fiscal year, 2018-2019, RC5 has paid and expects to pay \$16,855 on service/cleaning products.

Therefore, RC5 requests \$13,020 for janitorial services and \$16,855 for service/cleaning products. RC5 requests that this expense become a recurring budget appropriation.

**Priority #4** 

Issue Title: Information Technology Infrastructure Replacement

Issue Code: 24010C0

Fund: General Revenue

Operations: \$67,040

#### Narrative:

The Office of Criminal Conflict and Civil Regional Counsel, Fifth Region (RC5) is requesting funding for the following equipment replacement.

<u>Critical Need</u>: Thirty (30) Microsoft SurfacePro i5 Tablets (\$799.00) along with the required keyboard (\$129.00), docking station (\$141.00), and three (3) year warranty (\$199.00) for a total of \$1,268.00 each x 30 = \$38,040.00

<u>Justification</u>: Each RC5 attorney is provided a tablet (instead of a traditional stand-alone computer). The tablets were originally issued in fiscal year 2013-2014. Over the past five years, the tablets have exceeded their intended life, have worn out, and are experiencing various mechanical problems which included memory and word processing failure. The failures are occurring in the courtroom during hearings and jury trials.

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## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FIFTH REGION

<u>Critical Need</u>: Ten (10) Canon Image Formula DR6010C Scanners at \$2,900 each = \$29,000.00 to be allocated among the eight (8) RC5 offices.

<u>Justification</u>: Mandatory electronic filing is now required by The Florida Supreme Court for every type of case appointed to The Office of Criminal Conflict and Civil Regional Counsel, Fifth Region (RC5). RC5 attorneys are paperless and all documents received in every case are scanned into RC5's database. The vast majority of the Clerk of Courts and the State Attorneys are also paperless. RC5 has a total of nineteen (19) scanners. All current scanners were purchased over six (6) years ago and are deployed to all eight (8) RC5's offices. The standard warranty for each scanner was one (1) year. All scanners have exceeded their intended life, have worn out, and are experiencing various mechanical problems. RC5 cannot operate without scanning the documents that are associated with the 15,290 cases RC5 was appointed to in fiscal year 2017-2018. This is the third straight year that RC5 has requested funds for scanners and all previous request have met with negative results.

<u>Replacement Policy</u>: Equipment (tables, scanners, and printers, etc.) are replaced when worn out or due to excessive maintenance which make them no longer cost effective to the State of Florida.

## Public Defender, 10th Judicial Circuit Issue Code 4209A60 - Circuit Parity Funding

### **Total Appointed/Reappointed Cases 2017/2018**

Total Average	31,723
10th Circuit	30,987

		TOTAL APPOINTED /		
Rank	CIRCUIT	REAPPOINTED		FTE Funding
1	16	3,804	\$	79,720.18
2	3	8,793	\$	98,856.98
3	8	15,569	\$	80,579.64
4	2	16,721	\$	74,707.21
5	19	17,257	\$	85,276.84
6	12	20,346	\$	80,066.98
7	14	21,518	\$	87,810.77
8	18	27,321	\$	89,499.89
9	10	30,987	\$	74,300.29
10	5	33,459	\$	77,918.36
11	17	33,816	\$	85,075.56
12	7	35,637	\$	76,465.26
13	4	35,878	\$	80,020.56
14	1	36,718	\$	75,171.98
15	20	38,942	\$	82,318.20
16	15	45,923	\$	77,023.46
17	13	48,095	\$	79,606.21
18	9	52,896	\$	76,296.85
19	6	54,636	\$	75,767.93
20	11	56,147	\$	76,951.03
		CASELOAD AVERAGE	FUN	IDING AVERAGE
		31,723	\$	80,671.71
				6 274 42
			\$ \$	6,371.42
			\$	726,341.93

## OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSELS ISSUE CODE 4206A60 ASSISTANT REGIONAL COUNSEL RETENTION

Number of Assistant Regional Counsels and years of service by region

	RC1			
Yrs of Svc	# of ARC			
0-3	29	\$ 58,000.00		
3+	42	\$ 168,000.00		
		\$ 226,000.00		
	RC2			Revised
Yrs of Svc	# of ARC			
0-3	16.3	\$ 32,600.00	\$	64,600.00
3+	40.62	\$ 159,818.00	\$	159,818.00
		\$ 192,418.00	\$ <b>\$</b>	224,418.00
	RC3			
Yrs of Svc	# of ARC			
0-3	29	\$ 58,000.00		
3+	19	\$ 76,000.00		
		\$ 134,000.00		
	RC4			
Yrs of Svc	# of ARC			
0-3	38	\$ 76,000.00		
3+	19	\$ 76,000.00		
		\$ 152,000.00		
	RC5			
Yrs of Svc	# of ARC			
0-3	18	\$ 36,000.00		
3+	41	\$ 164,000.00		
		\$ 200,000.00		

	Grand to	otal		Revised
Yrs of Svc	# of ARC			
0-3	130.3	\$	260,600.00	\$ 292,600.00
3+	161.62	\$	643,818.00	\$ 643,818.00
		\$	904,418.00	\$ 936,418.00

	Fiscal Year 2019-20 LBR Technical Review Ch	ieckl	ist			
Departm	nent/Budget Entity (Service):					
	Budget Officer/OPB Analyst Name:					
A "Y" in	dicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require	further	· explan	ation/j	ustificat	ion
	nal sheets can be used as necessary), and "TIPS" are other areas to consider.		1	,		
		Program	or Serv	ice (Buo	lget Enti	ty Code
	Action	2130	2131	2150	2160	2165
1. GEN	NERAL					
1.1	Are Columns A01, 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 (no trust fund files for narrative columns)? Is Column A02 set to					
	TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL					
	for UPDATE status for the Trust Fund Files (the Budget Files should already be on					
	TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for					
	UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO)					
	set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDC or Web LBR Column Security)					
1.0	,	Y	Y	Y	Y	Y
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status	Y	Y	Y	Y	Y
AUDIT	for both the Budget and Trust Fund columns? (CSDC)	I	<u> </u>	<u> </u>	<u> </u>	<u> </u>
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit		l			
1.5	Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4	Has Column A12 security been set correctly to ALL for DISPLAY status and	1	1	1	1	1
1.,	MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files?					
	(CSDR, CSA)		***	***	<b>X</b> 7	3.7
TIP	The agency should prepare the budget request for submission in this order: 1) Copy	Y	Y	Y	Y	Y
1117	Column A03 to Column A12, and 2) Lock columns as described above. 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 to the portal.					
<b>!</b>	HIBIT A (EADR, EXA)	1				1
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?	* 7	* 7	* 7	***	* * *
2.2		Y	Y	Y	Y	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions	1	1	1	1	1
2.3	(pages 15 through 29)? Do they clearly describe the issue?	Y	Y	Y	Y	Y
3. EXE	HBIT B (EXBR, EXB)	-				_
3.1	Is it apparent that there is a fund shift where an appropriation category's funding					
	source is different between A02 and A03? Were the issues entered into LAS/PBS					
	correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique					
	add back issue should be used to ensure fund shifts display correctly on the LBR					
	exhibits.	Y	Y	Y	Y	Y
AUDIT:	S:					

		Program	or Serv	ice (Buo	lget Entit	ty Codes
	Action	2130	2131	2150	2160	2165
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	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to					1
	Column B07? (EXBR, EXBC - Report should print "Records Selected Net To					
	Zero")	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02					
	and A03.					
TID						
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.					
	nave not been adjusted. Records selected should liet to zero.					
TIP	Requests for appropriations which require advance payment authority must use the					
	sub-title "Grants and Aids". For advance payment authority to local units of					
	government, the Aid to Local Government appropriation category (05XXXX)					
	should be used. For advance payment authority to non-profit organizations or other					
	units of state government, a Special Categories appropriation category (10XXXX)					
	should be used.					
	IIBIT 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 62 of the LBR Instructions?					
		Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will					
	be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXH	IIBIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS	S:					
5.2	Do the fund totals agree with the object category totals within each appropriation					
	category? (ED1R, XD1A - Report should print "No Differences Found For					
	This Report")	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01					
	less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000					
	allowance] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does					
	Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000					
	allowance at the department level] need to be corrected in Column A01.)	* 7	.,	.,,	7.7	,,
THE		Y	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01					
	to correct the object amounts. In addition, the fund totals must be adjusted to					
TID	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.					

		Program	or Serv	ice (Bud	lget Entit	y Codes
	Action	2130	2131	2150	2160	2165
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and					
111	carry/certifications forward in A01 are less than FY 2017-18 approved budget.					
	Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
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. Note that there is a \$5,000 allowance at the department level.					
6. EXH	IIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.	.)				
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is not 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. EXH	IIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)	<u> </u>				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15					
	through 29 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the					
	explanation consistent with the LRPP? (See pages 67 through 69 of the LBR					
7.2	Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional					
	narrative requirements described on pages 69 through 72 of the LBR Instructions?	Y	Y	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT					
	COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	* 7	***	***	* 7	**
7.5	Does the issue narrative explain any variances from the Standard Expense and	Y	Y	Y	Y	Y
7.5	Human Resource Services Assessments package? Is the nonrecurring portion in the					
	nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)		17	<b>3</b> 7	***	***
7.6	Does the salary rate request amount accurately reflect any new requests and are the	Y	Y	Y	Y	Y
7.0	amounts proportionate to the Salaries and Benefits request? Note: Salary rate					
	should always be annualized.	Y	Y	Y	Y	Y
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits					
	amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts					
	entered into OAD are reflected in the Position Detail of Salaries and Benefits					1
	section of the Exhibit D-3A. (See pages 95 and 96 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast,	NT/A	NT/A	NT/A	NT/A	NT/A
7.9	where appropriate?  Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	N/A
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in	Y	Y	Y	Y	Y
7.10	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 #19-002?	Y	Y	Y	Y	Y

		Program	or Serv	ice (Buc	lget Enti	ty Codes
	Action	2130	2131	2150	2160	2165
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. ( <b>PLRR</b> , <b>PLMO</b> )	N/A	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?		Y	Y	Y	Y
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	Y
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y	Y	Y	Y	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	N/A	N/A
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A	N/A	N/A	N/A	N/A
AUDIT:		ı	<u> </u>	ı	<u> </u>	
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A	N/A	N/A	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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					

		Program	or Serv	ice (Buc	lget Entit	ty Codes
	Action	2130	2131	2150	2160	2165
		2130	2131	2130	2100	2103
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 67 through 72 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not					
	picked up in the General Appropriations Act. Verify that Lump Sum appropriations					
	in Column A02 do not appear in Column A03. Review budget amendments to					
	verify that 160XXX0 issue amounts correspond accurately and net to zero for					
	General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9					
	(Transfer - Recipient of Federal Funds). The agency that originally receives the					
	funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2018-19 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. SCH	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level $or$ SC	C1R, S	C1D -	Depar	tment	
Level) (	Required to be posted to the Florida Fiscal Portal)					
8.1	Has a separate department level Schedule I and supporting documents package been					
	submitted by the agency?	Y	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating					
	trust fund?	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust					
	funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for					
	the applicable regulatory programs?	N/A	N/A	N/A	N/A	N/A
8.5	Have the required detailed narratives been provided (5% trust fund reserve					
	narrative; method for computing the distribution of cost for general management					
	and administrative services narrative; adjustments narrative; revenue estimating					
	methodology narrative; fixed capital outlay adjustment narrative)?	Y	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	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,					
<u></u>	modification or termination of existing trust funds?	N/A	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 section 215.32(2)(b),					
	Florida Statutes - including the Schedule ID and applicable legislation?					
		N/A	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)?					
0.10		Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	Y

		Program	or Serv	ice (Buo	lget Enti	ty Codes
	Action	2130	2131	2150	2160	2165
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	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y	Y	Y	Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y	Y	Y	Y	Y
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	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	Y
AUDITS	S:					

		Program	or Serv	ice (Buc	lget Enti	ty Codes
	Action	2130	2131	2150	2160	2165
0.20						
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	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	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	Y
9 22		I	I	1	1	1
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund					
	balance in columns A01, A02 and/or A03, and if so, does each column's total agree					
	with line I of the Schedule I?	Y	Y	Y	Y	Y
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been					<u> </u>
	properly recorded on the Schedule IC?	37	37	37	37	37
TID	^ ^ ·	Y	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is					
TTTD.	very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 128 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.					
	EDULE II (PSCR, SC2)					
<b>AUDIT</b>		•		•	1	
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					
	<b>Request"</b> ) 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 158 of the LBR					
	Instructions.)	Y	Y	Y	Y	Y
10 50	HEDULE III (PSCR, SC3)	1 1	1 1	1 1	1	1
		V	N/	V	V	V
10.1	Is the appropriate lapse amount applied? (See page 93 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 96					
	of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or					
	<b>OADR</b> to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCI	HEDULE IV (EADR, SC4)	<u> </u>	1	1	<u> </u>	1
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A
TIP	If IT issues are not coded (with "C" in 6th position or within a program component	1 1/ / 1	1 1//11	11/11	11/11	1 1/ / 1
111	of 1603000000), they will not appear in the Schedule IV.					
	of 1005000000), they will not appear in the senedule IV.					
12. SCI	HEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
	Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO					
	issues can be included in the priority listing.	Y	Y	Y	Y	Y
<b>.</b>	1 7 0	<u> </u>	<u> </u>		<u> </u>	

		Program	or Serv	ice (Buc	lget Entit	y Codes
	Action	2130	2131	2150	2160	2165
13. SCI	HEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR	N/A	N/A	N/A	N/A	N/A
14. SCI	HEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Po	rtal)				
14.1	Do the reductions comply with the instructions provided on pages 102 through 104					
	of the LBR Instructions regarding a 10% reduction in recurring General Revenue					
	and Trust Funds, including the verification that the 33BXXX0 issue has NOT been					
	used? Verify that excluded appropriation categories and funds were not used (e.g.					
	funds with FSI 3 and 9, etc.)	Y	Y	Y	Y	Y
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt					
	service) with the debt service need included in the Schedule VI: Detail of Debt					
	Service, to determine whether any debt has been retired and may be reduced.					
	HEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to the second se	uired t	o be p	osted t	to the	
Florida	Fiscal Portal)					
15.1	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	N/A
15.2	Are the priority narrative explanations adequate and do they follow the guidelines					
	on pages 105-107 of the LBR instructions?	N/A	N/A	N/A	N/A	N/A
15.3	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	N/A
AUDIT:		T		T		
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A	N/A	N/A	N/A	N/A
	HEDULE XI (USCR,SCXI) (LAS/PBS Web - see pages 108-112 of the LBR Instr	uctions	s for d	etailed	ì	
instruct	ions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)					
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 section 216.023(4)					
	(b), Florida Statutes, the Legislature can reduce the funding level for any agency					
	that does not provide this information.)	Y	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	Y
AUDITS	S INCLUDED IN THE SCHEDULE XI REPORT:	_		_		_
16.3	Does the FY 2017-18 Actual (prior year) Expenditures in Column A36 reconcile to					
	Column A01? (GENR, ACT1)	Y	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	Y
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain	1	1	1	1	1
10.5	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No					
	Operating Categories Found")	N/A	N/A	N/A	N/A	N/A
		- "	''	- ''	- 1/ 4 4	- 1/ 1 1

		Program	or Serv	ice (Buc	lget Entit	ty Code
	Action	2130	2131	2150	2160	2165
			!			
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities					
	which should appear in Section II? (Note: The activities listed in <b>Audit #3</b> do not					
	have an associated output standard. In addition, the activities were not identified as					
	a Transfer to a State Agency, as Aid to Local Government, or a Payment of					
	Pensions, Benefits and Claims. Activities listed here should represent					
	transfers/pass-throughs that are not represented by those above or administrative					
	costs that are unique to the agency and are not appropriate to be allocated to all					
	other activities.)	Y	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")	Y	Y	Y	Y	Y
TIP	If Section I and Section III have a small difference, it may be due to rounding and					
	therefore will be acceptable.					
17. MA	NUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the	he Flor	ida Fi	scal Po	ortal)	
17.1	Do exhibits and schedules comply with LBR Instructions (pages 113 through 155 of					
	the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	Y
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level					
17.0	of detail?	Y	Y	Y	Y	Y
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million	_				
17	(see page 131 of the LBR instructions for exceptions to this rule)? Have all IV-Bs					
	been emailed to: IT@LASPBS.STATE.FL.US?					
		N/A	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	N/A
	S - GENERAL INFORMATION	•				
TIP	Review Section 6: Audits of the LBR Instructions (pages 157-159) 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. CA	PITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Flor	rida Fis	cal Po	rtal)		
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?					
		Y	Y	Y	Y	Y
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP					
	Instructions)?	Y	Y	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	N/A	N/A
18.5	Are the appropriate counties identified in the narrative?	N/A	N/A	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	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.					
	•					

		Program or Service (Budget Entity Codes							
	Action	2130	2131	2150	2160	2165			
		1							
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	Y			

	Fiscal Year 2019-20 LBR Technical Review Ch	ieckl	ist			
Departm	nent/Budget Entity (Service):					
	Budget Officer/OPB Analyst Name:					
A "Y" inc	dicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require	further	r explan	ation/j	ustificat	ion
	nal sheets can be used as necessary), and "TIPS" are other areas to consider.				Ť	
		Program	or Serv	ice (Buo	lget Enti	y Codes
	Action	2170	2180			
1. GEN	NERAL					
1.1	Are Columns A01, 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 (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDC or Web LBR Column Security)	Y	Y			
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status					
	for both the Budget and Trust Fund columns? (CSDC)	Y	Y			
AUDITS			T	1	1	r
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit	Y	Y			
1.4	Comparison Report to verify. ( <b>EXBR, EXBA</b> )  Has Column A12 security been set correctly to ALL for DISPLAY status and	ĭ	Y			
1.4	MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files?					
	(CSDR, CSA)					
		Y	Y			
TIP	The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. 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 to the portal.					
2. EXE	HIBIT 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?	V	V			
2.2	Are the statewide issues generated systematically (estimated expenditures,	Y	Y			
2.2	nonrecurring expenditures, etc.) included?	Y	Y			
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions					
	(pages 15 through 29)? Do they clearly describe the issue?	Y	Y			
3. EXE	HIBIT 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	V	v			
AUDITS	exhibits.	Y	Y			
	· · · · · · · · · · · · · · · · · · ·					

		Program	or Serv	ice (Buc	lget Entit	y Code
	Action	2170	2180			
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			
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 sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
<b>4. EXH</b>	IIBIT 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 62 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. EXH	IIBIT 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 [with a \$5,000 allowance] 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 [with a \$5,000 allowance at the department level] 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.					

		Program	or Serv	ice (Bu	dget Enti	ty Codes
	Action	2170	2180			
TID	Ewhibit D. A01 loss than D04. This godit is to suggest that the dishums and the					
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 2017-18 approved budget.					
	Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements					
111	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. Note that there is a					
	\$5,000 allowance at the department level.					
6. EXH	IIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only	.)				
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y			
TIP	Exhibit D-3 is not 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.					
<b>7. EXH</b>	IIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)	_	_		_	
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15					
	through 29 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 pages 67 through 69 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 72 of the LBR Instructions?	Y	Y			
7.4	Are all issues with an IT component identified with a "Y" in the "IT					
	COMPONENT?" field? If the issue contains an IT component, has that component					
	been identified and documented?	Y	Y			
7.5	Does the issue narrative explain any variances from the Standard Expense and					
	Human Resource Services Assessments package? Is the nonrecurring portion in the					
	nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y	Y			
7.6	Does the salary rate request amount accurately reflect any new requests and are the		1			
	amounts proportionate to the Salaries and Benefits request? Note: Salary rate					
	should always be annualized.	Y	Y			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits					
	amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts					
	entered into OAD are reflected in the Position Detail of Salaries and Benefits					
	section of the Exhibit D-3A. (See pages 95 and 96 of the LBR Instructions.)	Y	Y			
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?	Y	Y			
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in					
	the process of being approved) and that have a recurring impact (including Lump					
	Sums)? Have the approved budget amendments been entered in Column A18 as					
	instructed in Memo #19-002?	Y	Y			

		Program	or Serv	ice (Bu	dget Entit	y Codes
	Action	2170	2180			
7.11	WI 160VVVO' 1111 111 11	1	1	1	1	
7.11	When appropriate are there any 160XXX0 issues included to delete positions					
	placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)?					
	Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. ( <b>PLRR</b> ,	27/4	NT/A			
7.10	PLMO)	N/A	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when		37			
7.13	requesting additional positions?	Y	Y			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y			
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y			
7.14	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring	1	1			
7.13	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.	***	3.7			
7.16		Y	Y			
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position					
	reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not					
	combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)					
	combined with other issues): (See pages 28 and 90 of the LBK instructions.)	Y	Y			
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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y	Y			
7.18	Are the issues relating to major audit findings and recommendations properly					
	coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year					
	Statewide Strategic Plan for Economic Development?	N/A	N/A			
AUDIT:					, ,	
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year					
	Expenditures) issues net to zero? (GENR, LBR1)	Y	Y			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues					
	net to zero? (GENR, LBR2)	Y	Y			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment)					
<del></del>	issues net to zero? (GENR, LBR3)	Y	Y			
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)?	1	+ -	<del>                                     </del>		
1.43	(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))	NT/A	NT/A			
TID		N/A	N/A	<u> </u>		
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be					
	thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries					
	have been thoroughly explained in the D-3A issue narrative.					
	have been moroughly explained in the D-3A issue narrative.					

		Program or Service (Budget Er			lget Entit	y Code
	Action	2170	2180			
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 67 through 72 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2018-19 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.					
	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level <i>or</i> SC Required to be posted to the Florida Fiscal Portal)	C1R, S	C1 <b>D</b> -	Depar	tment	
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			
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 section 215.32(2)(b), Florida Statutes - 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			

		Program	or Serv	rice (Bu	dget Entit	y Codes
	Action	2170	2180			
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?	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	Y			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y			
8.16	Are the Schedule I revenues consistent with the 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, Section III?	Y	Y			
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y	Y			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y			
AUDITS	S:					

		Program or Service (Budget Entity Co						
	Action	2170	2180					
0.20		1	1	1	1	1		
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).							
	eminate 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 ALL trust funds having an unreserved fund							
	balance in columns A01, A02 and/or A03, and if so, does each column's total agree							
	with line I of the Schedule 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 128 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.							
	EDULE 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							
	<b>Request'')</b> 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 158 of the LBR							
	Instructions.)	Y	Y					
10. SC	HEDULE III (PSCR, SC3)	<u> </u>	1					
10.1	Is the appropriate lapse amount applied? (See page 93 of the LBR Instructions.)	Y	Y					
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 96							
	of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or							
	<b>OADR</b> to identify agency other salary amounts requested.							
		Y	Y					
-	HEDULE IV (EADR, SC4)		T · ·					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	ļ		ļ		
TIP	If IT issues are not coded (with "C" in 6th position or within a program component							
	of 1603000000), they will not appear in the Schedule IV.							
12. SC	HEDULE VIIIA (EADR, SC8A)	I						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the		I					
	Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO							
	issues can be included in the priority listing.	Y	Y					
<b>-</b>	1 0	!				<b></b>		

		Program	or Servi	ice (Bud	iget Entit	y Codes
	Action	2170	2180			
	HEDULE VIIIB-1 (EADR, S8B1)	Γ				
13.1	NOT REQUIRED FOR THIS YEAR	N/A	N/A			
	HEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Po	rtal)	•			
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y	Y			
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
	HEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is requ Fiscal Portal)	uired t	o be p	osted t	o the	
15.1	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?  Are the priority narrative explanations adequate and do they follow the guidelines	N/A	N/A			
13.2	on pages 105-107 of the LBR instructions?	N/A	N/A			
15.3	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?					
A LIDIT.	<del>-</del>	N/A	N/A			
AUDIT: 15.6	Do the issues net to zero at the department level? (GENR, LBR5)		l			
		N/A	N/A			
	HEDULE XI (USCR,SCXI) (LAS/PBS Web - see pages 108-112 of the LBR Instrions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)	uctions	s for d	etailed	ı	
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 section 216.023(4) (b), Florida Statutes, 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	S INCLUDED IN THE SCHEDULE XI REPORT:	T	_			
16.3	Does the FY 2017-18 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	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			

		Program	or Serv	ice (Bud	lget Entit	ty Codes
	Action	2170	2180			
		•	· 1			· 
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities					
	which should appear in Section II? (Note: The activities listed in <b>Audit #3</b> do not					
	have an associated output standard. In addition, the activities were not identified as					
	a Transfer to a State Agency, as Aid to Local Government, or a Payment of					
	Pensions, Benefits and Claims. Activities listed here should represent					
	transfers/pass-throughs that are not represented by those above or administrative					
	costs that are unique to the agency and are not appropriate to be allocated to all					
	other activities.)	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")	Y	Y			
TIP	If Section I and Section III have a small difference, it may be due to rounding and					
	therefore will be acceptable.					
	NUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the		ida Fi	scal Po	ortal)	
17.1	Do exhibits and schedules comply with LBR Instructions (pages 113 through 155 of					
	the LBR Instructions), and are they accurate and complete?	Y	Y			
17.2	Does manual exhibits tie to LAS/PBS 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 Schedule IV-B for each IT project over \$1 million					
	(see page 131 of the LBR instructions for exceptions to this rule)? Have all IV-Bs					
	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	14/11	14/11			
17.5	the proper form, including a Truth in Bonding statement (if applicable)?	N/A	N/A			
AUDIT:	S - GENERAL INFORMATION					
TIP	Review Section 6: Audits of the LBR Instructions (pages 157-159) 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. CA	PITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Flor	ida Fis	scal Po	rtal)		
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)?					
		Y	Y			
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. FL(	ORIDA FISCAL PORTAL					

		Program or Service (Budget Entity Codes				
	Action	2170	2180			
				1	·	
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			