



RON DESANTIS
GOVERNOR

STATE OF FLORIDA
Office of the Governor

THE CAPITOL
TALLAHASSEE, FLORIDA 32399-0001

www.flgov.com
850-717-9418

LEGISLATIVE BUDGET REQUEST

September 20, 2019

Chris Spencer, Policy 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

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Executive Office of the Governor and the Division of Emergency Management 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 2020-21 Fiscal Year. This submission has been approved by Shane Strum, Chief of Staff.

Chapter 2011-142, Laws of Florida, transferred the Division of Emergency Management (Division) to the Executive Office of the Governor effective October 1, 2011. Section 14.2016, Florida Statutes, tasks the Division with the responsibility for all "...professional, technical, and administrative functions necessary to carry out its responsibilities under part I Chapter 252..." The Division has a unique mission, as well as distinct goals and objectives. As such, the Division developed its own Legislative Budget Request. The Division's budget data is included with the Executive Office of Governor data for all agency level exhibits and schedules as prescribed in the budget instructions; however, due to the statutorily mandated separation, certain documents and exhibits are reported separately. The Division's budget information and Legislative Budget Request is attached herein, and has been approved by Jared Moskowitz, Executive Director.

Kindest Regards,

A handwritten signature in blue ink, appearing to read "Kelley Sasso".

Kelley Sasso
Director of Finance and Accounting



State of Florida
Executive Office of the Governor

Manual Exhibits, Schedules, and Supporting Documents*

LEGISLATIVE BUDGET REQUEST
2020-2021

**Contains information and data related to the Executive Office of the Governor and the Division of Emergency Management*

**Executive Office of the Governor
& the Division of Emergency Management**

Table of Contents

Exhibit D-3A: Expenditures by Issue and Appropriation Category

Schedule I: Trust Funds Available - Department Level**

Schedule I: Department Level - Related Documents**

Opening Trial Balance as of 07/01/19.....

Schedule I Series

 Schedule I Narratives.....

 Inter-Agency Transfer Form.....

 Schedule IA Detail of Fees and Related Program Costs

 Schedule IA - Part I: Examination of Regulatory Fees.....

 Schedule IA - Part II: Examination of Regulatory Fees.....

 Schedule IC Reconciliation of Unreserved Fund Balance

 Reconciliation of Beginning Trial Balance to Schedule IC

 Schedule ID Request for Creation, Re-Creation, Retention, Termination or Modification
of a Trust Fund

 Analysis of Trust Fund Creation Form..... N/A

Schedule VIII B-2: Priority Listing of Agency Budget Issues for Possible Reduction in the Event of Revenue Shortfalls for Legislative Budget Request Year

Schedule VIII C: Priority Listing of Agency Budget Issues for Possible Reprioritization N/A

Manual Exhibits, Schedules and Supporting Documents**

Letter of Transmittal

Department Level Exhibits and Schedules

Temporary Special Duty-General Pay Additives Implementation Plan N/A

Opening Trial Balance as of 07/01/19.....Also Included in Schedule I Dept Level Documents

Schedule I Narratives.....Also Included in Schedule I Dept Level Documents

Schedule IV-C Recurring Information Technology Budget Planning..... N/A

Schedule VII Agency Litigation Inventory.....

Schedule X Organization Structure.....

Schedule XI Agency-Level Unit Cost Summary (One Page Spreadsheet).....

Schedule XII Series Outsourcing or Privatization of State Service or Activity..... N/A

Schedule XIII Proposed Consolidated Financing of Deferred-Payment Commodity
Contracts..... N/A

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

Schedule XV Contract Reporting.....

Program Name and/or Budget Entity Level Exhibits or Schedules

Schedule I Series

 Schedule IA Detail of Fees and Related Program Costs.....

 Schedule IC Reconciliation of Unreserved Fund Balance.....

 Reconciliation of Beginning Trial Balance to Schedule IC.....

Schedule IV-B Information Technology Projects..... N/A

Schedule VI Detail of Debt Service..... N/A

Schedule IX Major Audit Findings and Recommendations.....

Technical Checklist LBR Review

Completed checklist used to review the Legislative Budget Request (LBR) for technical compliance with the Checklist budget instructions



State of Florida
Executive Office of the Governor

Department Level Exhibits and Schedules*

LEGISLATIVE BUDGET REQUEST
2020-2021

**Contains information and data related to the Executive Office of the Governor and the Division of Emergency Management*

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 10 2 021007 ADMINISTRATIVE TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	560,662.96
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	946,939.99
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	2,356.58
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	10,268.38
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	20.56-
040000	CF EXPENSES	79.00-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	3,101.72-
	** GL 31100 TOTAL	3,201.28-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	11,025.28-
180205	TR OTHER FUNDS W/I AGY	1,922.81-
	** GL 35200 TOTAL	12,948.09-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.04-
040000	CF EXPENSES	181.60-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	2,123.96-
210003	DP ASSESSMENT (AST)	0.00
210003	CF DP ASSESSMENT (AST)	25,380.51-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	81.88-
	** GL 35300 TOTAL	27,767.99-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	91.02

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 2 021007 ADMINISTRATIVE TRUST FUND
G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	1,476,401.57-
94100	ENCUMBRANCES	
040000	CF EXPENSES	10,289.19
100777	CF CONTRACTED SERVICES	41,374.38
	** GL 94100 TOTAL	51,663.57
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	10,289.19-
100777	CF CONTRACTED SERVICES	41,374.38-
	** GL 98100 TOTAL	51,663.57-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 175001 ECONOMIC DEVELOPMENT TRANSPORTATION TF-EOG

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15100	ACCOUNTS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	0.00
144701	ECON DEV TRANSP PROJECTS	0.00
	** GL 15100 TOTAL	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000500	INTEREST	0.00
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55600	RESERVED FOR FCO AND GRANTS/AID - FCO	
000000	BALANCE BROUGHT FORWARD	0.00
144701	ECON DEV TRANSP PROJECTS	0.00
144701 01	ECON DEV TRANSP PROJECTS	0.00
144701 02	ECON DEV TRANSP PROJECTS	0.00
144701 03	ECON DEV TRANSP PROJECTS	0.00
144701 05	ECON DEV TRANSP PROJECTS	0.00
144701 95	ECON DEV TRANSP PROJECTS	0.00
144701 96	ECON DEV TRANSP PROJECTS	0.00
144701 98	ECON DEV TRANSP PROJECTS	0.00
144701 99	ECON DEV TRANSP PROJECTS	0.00
	** GL 55600 TOTAL	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 177001 ECONOMIC DEVELOPMENT TF EOG TRADE & TOURISM

G-L	G-L ACCOUNT NAME	CAT	BEGINNING BALANCE
11308	CASH WITH STATE BRD ADM INNOVATION		
000000	BALANCE BROUGHT FORWARD		0.00
12100	UNRELEASED CASH IN STATE TREASURY		
000000	BALANCE BROUGHT FORWARD		0.00
14208	INVESTMENTS W STATE BRD OF ADM		
000000	BALANCE BROUGHT FORWARD		0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE		
000500	INTEREST		0.00
15308	INTEREST & DIVIDENDS RECEIVABLE		
000000	BALANCE BROUGHT FORWARD		0.00
15400	LOANS AND NOTES RECEIVABLE		
000000	BALANCE BROUGHT FORWARD		0.00
000500	INTEREST		0.00
002300	REPAYMENT OF LOANS		0.00
	** GL 15400 TOTAL		0.00
24700	OTHER INVESTMENTS		
000000	BALANCE BROUGHT FORWARD		0.00
25400	OTHER LOANS AND NOTES RECEIVABLE		
002300	REPAYMENT OF LOANS		0.00
31100	ACCOUNTS PAYABLE		
107390	CF G/A QUALIFIED TARGET INDUSTRIES PROGRAM		0.00
108325	CF G/A-BROWNFIELDS REDEVL PJT		0.00
181251	CATEGORY NAME NOT ON TITLE FILE		0.00
	** GL 31100 TOTAL		0.00
31108	ACCOUNTS PAYABLE		
000000	BALANCE BROUGHT FORWARD		0.00
35300	DUE TO OTHER DEPARTMENTS		
000000	BALANCE BROUGHT FORWARD		0.00
35600	DUE TO GENERAL REVENUE		
000000	BALANCE BROUGHT FORWARD		0.00
310322	SERVICE CHARGE TO GEN REV		0.00
	** GL 35600 TOTAL		0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 177001 ECONOMIC DEVELOPMENT TF EOG TRADE & TOURISM

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
39808	OBLIG UNDER SECURITY LND TRANS SBA	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
54908	FUND BALANCE UNRESERVED INNOVATION INC	
000000	BALANCE BROUGHT FORWARD	0.00
55500	FB RESERVED FOR LONG-TERM RECEIVABLES	
000000	BALANCE BROUGHT FORWARD	0.00
55600	RESERVED FOR FCO AND GRANTS/AID - FCO	
143150 04	SPACE, DEFENSE, RURAL INFR	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	3,538,125.70
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	8,904,297.61
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	25,624.96
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	1,015,848.00
001600	DISTRIBUTION-TRANSFERS REQUIRED BY LAW	0.00
	** GL 16300 TOTAL	1,015,848.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	49.16-
040000	CF EXPENSES	42,115.24-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	2,050.44-
101123	G/A-EMERGENCY MGMT PRGS	0.00
101123	CF G/A-EMERGENCY MGMT PRGS	47,539.40-
105009	STWIDE HURR PREP AND PLAN	0.00
105009	CF STWIDE HURR PREP AND PLAN	12,448.15-
	** GL 31100 TOTAL	104,202.39-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	17.32-
185080	TR TO ADMIN TF	0.00
	** GL 35200 TOTAL	17.32-
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
040000	EXPENSES	37.11
040000	CF EXPENSES	4,412.72-
100777	CONTRACTED SERVICES	259.90-
100777	CF CONTRACTED SERVICES	1,652.46-

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	890.42-
	** GL 35300 TOTAL	7,178.39-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	4,339.42-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	13,368,158.75-
94100	ENCUMBRANCES	
040000	CF EXPENSES	34,344.06
100067	CF G/A-PYMT FL/CIVIL AIR PTRL	24,678.98
100777	CF CONTRACTED SERVICES	48,348.71
101123	CF G/A-EMERGENCY MGMT PRGS	2,796,758.62
103644	CF COMM ON COMMUNITY SERVICE	110,031.03
	** GL 94100 TOTAL	3,014,161.40
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	34,344.06-
100067	CF G/A-PYMT FL/CIVIL AIR PTRL	24,678.98-
100777	CF CONTRACTED SERVICES	48,348.71-
101123	CF G/A-EMERGENCY MGMT PRGS	2,796,758.62-
103644	CF COMM ON COMMUNITY SERVICE	110,031.03-
	** GL 98100 TOTAL	3,014,161.40-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 261037 FEDERAL GRANTS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	367,149.31
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	262,033,521.53
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	788,884.96
16200	DUE FROM STATE FUNDS, WITHIN DEPART.	
000000	BALANCE BROUGHT FORWARD	12,948.09
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	1,634,393.72
000700	U S GRANTS	48,540.72-
	** GL 16400 TOTAL	1,585,853.00
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	10,073.38
040000	EXPENSES	46.90-
040000	CF EXPENSES	3,287.39-
050385	DISASTER PREP PLAN & ADMIN	34,309.74-
100021	ACQUISITION/MOTOR VEHICLES	0.00
100021	CF ACQUISITION/MOTOR VEHICLES	37,964.70-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	4,989.80-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	446,314.28-
103534	G/A-ST/FED DIS RELIEF-ADMN	592,926.75-
105009	STWIDE HURR PREP AND PLAN	10,073.38-
105009	CF STWIDE HURR PREP AND PLAN	400,319.03-
105865	G/A-FLOOD MITIGATION/PROG	0.00
105865	CF G/A-FLOOD MITIGATION/PROG	53,227.90-
106401	G/A-FED CITRUS DIS REC PGM	4,126,356.98-
	** GL 31100 TOTAL	5,699,743.47-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	8,328.25-
001500	TRANSFERS	1,922.81-
180205	TR OTHER FUNDS W/I AGY	0.00
	** GL 35200 TOTAL	10,251.06-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 261037 FEDERAL GRANTS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	9,987.61-
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	3.69-
040000	EXPENSES	34.87
040000	CF EXPENSES	4,386.59-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	2,248.69-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	331.75-
103534	G/A-ST/FED DIS RELIEF-ADMN	0.00
105009	STWIDE HURR PREP AND PLAN	3,855.73
105009	CF STWIDE HURR PREP AND PLAN	6,265.62-
106401	G/A-FED CITRUS DIS REC PGM	41.61-
181020	TR/FUNDS/DOMESTIC SECURITY	4,950.92
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	27,412.59-
	** GL 35300 TOTAL	41,836.63-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	0.00
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	0.00
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	259,045,628.20-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	9,102.47
94100	ENCUMBRANCES	
040000	CF EXPENSES	6,872.29
050385	DISASTER PREP PLAN & ADMIN	2,604,722.98
100777	CF CONTRACTED SERVICES	15,012.93
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	34,362,020.52
103534	G/A-ST/FED DIS RELIEF-ADMN	232,582.44
105264	CF G/A-PREDISASTER MITIGATION	1,043,063.72
105865	G/A-FLOOD MITIGATION/PROG	22,396,357.74
105865	CF G/A-FLOOD MITIGATION/PROG	6,926,772.81
106401	G/A-FED CITRUS DIS REC PGM	201,543.16
107889	CF HAZARDOUS/EMERGENCY/GRANT	419,908.81
181020	TR/FUNDS/DOMESTIC SECURITY	4,108,039.94
	** GL 94100 TOTAL	72,316,897.34

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 261037 FEDERAL GRANTS TRUST FUND
 G-L G-L ACCOUNT NAME

CAT	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	BEGINNING BALANCE
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	6,872.29-
050385	DISASTER PREP PLAN & ADMIN	2,604,722.98-
100777	CF CONTRACTED SERVICES	15,012.93-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	34,362,020.52-
103534	G/A-ST/FED DIS RELIEF-ADMN	232,582.44-
105264	CF G/A-PREDISASTER MITIGATION	1,043,063.72-
105865	G/A-FLOOD MITIGATION/PROG	22,396,357.74-
105865	CF G/A-FLOOD MITIGATION/PROG	6,926,772.81-
106401	G/A-FED CITRUS DIS REC PGM	201,543.16-
107889	CF HAZARDOUS/EMERGENCY/GRANT	419,908.81-
181020	TR/FUNDS/DOMESTIC SECURITY	4,108,039.94-
	** GL 98100 TOTAL	72,316,897.34-
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 338002 FLORIDA INTERNATIONAL TRADE & PROMOTION TRUST FU

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15100	ACCOUNTS RECEIVABLE	
001500	TRANSFERS	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	0.00
000500	INTEREST	0.00
	** GL 15300 TOTAL	0.00
16300	DUE FROM OTHER DEPARTMENTS	
001500	TRANSFERS	0.00
040000	EXPENSES	0.00
	** GL 16300 TOTAL	0.00
31100	ACCOUNTS PAYABLE	
040000	CF EXPENSES	0.00
100777	CF CONTRACTED SERVICES	0.00
102003	CF G/A-ENTERPRISE FLORIDA PRG	0.00
	** GL 31100 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
310018	DIST OF DONATE ORG-PASS IT ON LIC PLATE FUN	0.00
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	0.00
310322	SERVICE CHARGE TO GEN REV	0.00
	** GL 35600 TOTAL	0.00
35700	DUE TO COMPONENT UNIT/PRIMARY	
102003	CF G/A-ENTERPRISE FLORIDA PRG	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 339028 GRANTS & DONATIONS TF EOG

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,257,092.80
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,454,552.14
15100	ACCOUNTS RECEIVABLE	
001500	TRANSFERS	0.00
001510	TRANSFER OF FEDERAL FUNDS	0.00
	** GL 15100 TOTAL	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	6,818.30
000500	INTEREST	0.00
	** GL 15300 TOTAL	6,818.30
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
001100	OTHER GRANTS	0.00
001500	TRANSFERS	0.00
001510	TRANSFER OF FEDERAL FUNDS	0.00
	** GL 16300 TOTAL	0.00
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	0.00
31100	ACCOUNTS PAYABLE	
030000	CF OTHER PERSONAL SERVICES	0.00
040000	EXPENSES	0.00
040000	CF EXPENSES	0.00
105028	CF ENFORCING UNDERAGE DRINKING LAWS	0.00
	** GL 31100 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	245.45-
040000	CF EXPENSES	160.44-
180200	CF TR/GENERAL REVENUE-SWCAP	0.00
310018	DIST OF DONATE ORG-PASS IT ON LIC PLATE FUN	0.00
	** GL 35300 TOTAL	405.89-
35600	DUE TO GENERAL REVENUE	
001800	REFUNDS	0.00
310322	SERVICE CHARGE TO GEN REV	1,458.96-
	** GL 35600 TOTAL	1,458.96-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 339028 GRANTS & DONATIONS TF EOG

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	4,716,598.39-
54901	BEGINNING FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
57300	RESTRICTED BY GRANTORS AND CONTRIBUTOR	
142333	10 G/A ECBG - ARRA 2009	16,733,294.06-
142333	11 G/A ECBG - ARRA 2009	16,733,294.06
146558	07 FL ENERGY TECHNOLOGY PROJ	643,996.21-
146558	11 FL ENERGY TECHNOLOGY PROJ	643,996.21
	** GL 57300 TOTAL	0.00
94100	ENCUMBRANCES	
040000	EXPENSES	1,106.42
210003	DP ASSESSMENT (AST)	0.01
	** GL 94100 TOTAL	1,106.43
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	EXPENSES	1,106.42-
210003	DP ASSESSMENT (AST)	0.01-
	** GL 98100 TOTAL	1,106.43-
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339047 GRANTS & DONATIONS TRUST FUND DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	83,324,063.46
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14110	MONIES INVESTED CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14120	SALE OF INVESTMENTS- CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
14130	EARNINGS REINVESTED - CURRENT YEAR	
000000	BALANCE BROUGHT FORWARD	0.00
15500	CONTRACTS AND GRANTS RECEIVABLE	
105150	G/A-PUBLIC ASSISTANCE	1,081,256.67
16100	DUE FROM STATE FUNDS, WITHIN DIVISION	
101028	PUBLIC ASST/04 HURR-ST OP	0.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	1,388.00-
105150	G/A-PUBLIC ASSISTANCE	1,929,424.52-
105150	CF G/A-PUBLIC ASSISTANCE	4,537,196.44-
105152	PUBLIC ASSISTANCE-ST OPS	3.68-
105152	CF PUBLIC ASSISTANCE-ST OPS	2,416,313.50-
105154	G/A-HAZARD MITIGATION	0.00
105154	CF G/A-HAZARD MITIGATION	7.50-
105158	DISASTER ACTIVITY-STATE	0.00
105158	CF DISASTER ACTIVITY-STATE	133,296.24-
105160	OTHER NEEDS ASSISTANCE PROGRAM-STATE OBLIGA	0.00
105160	CF OTHER NEEDS ASSISTANCE PROGRAM-STATE OBLIGA	2,495.06-
	** GL 31100 TOTAL	9,020,124.94-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
185080	TR TO ADMIN TF	0.00
35300	DUE TO OTHER DEPARTMENTS	
101046	CF HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	0.00
105152	PUBLIC ASSISTANCE-ST OPS	3.11
105152	CF PUBLIC ASSISTANCE-ST OPS	123.99-
105156	HAZARD MITIGATION-ST OPS	0.00
105156	CF HAZARD MITIGATION-ST OPS	42.75-

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339047 GRANTS & DONATIONS TRUST FUND DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
105158	DISASTER ACTIVITY-STATE	5.55-
105158 CF	DISASTER ACTIVITY-STATE	189.16-
	** GL 35300 TOTAL	358.34-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	75,384,836.85-
94100	ENCUMBRANCES	
105150	G/A-PUBLIC ASSISTANCE	32,681,463.13
105150 CF	G/A-PUBLIC ASSISTANCE	16,420,012.35
105152	PUBLIC ASSISTANCE-ST OPS	5,171,268.55
105152 CF	PUBLIC ASSISTANCE-ST OPS	14,406,328.76
105158	DISASTER ACTIVITY-STATE	41,177,835.46
105158 CF	DISASTER ACTIVITY-STATE	63,431,969.46
	** GL 94100 TOTAL	173,288,877.71
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	32,681,463.13-
105150 CF	G/A-PUBLIC ASSISTANCE	16,420,012.35-
105152	PUBLIC ASSISTANCE-ST OPS	5,171,268.55-
105152 CF	PUBLIC ASSISTANCE-ST OPS	14,406,328.76-
105158	DISASTER ACTIVITY-STATE	41,177,835.46-
105158 CF	DISASTER ACTIVITY-STATE	63,431,969.46-
	** GL 98100 TOTAL	173,288,877.71-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339947 GRANTS AND DONATIONS-DEEPWATER HORIZON
G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
35300	DUE TO OTHER DEPARTMENTS	
108039	G/A - DEEPWATER HORIZON-PT	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	85.36
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	24,344,584.06
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	72,052.62
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000 CF	EXPENSES	819.11-
100777	CONTRACTED SERVICES	3.21-
105009	STWIDE HURR PREP AND PLAN	0.00
105009 CF	STWIDE HURR PREP AND PLAN	3,476.91-
140527 16	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,580.00-
	** GL 31100 TOTAL	6,879.23-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000 CF	EXPENSES	28.33-
100777	CONTRACTED SERVICES	3.21
100777 CF	CONTRACTED SERVICES	295.05-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	2,503.72-
	** GL 35300 TOTAL	2,823.89-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	15,317.43-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	24,391,701.49-
94100	ENCUMBRANCES	
040000 CF	EXPENSES	71.38
100777 CF	CONTRACTED SERVICES	74,496.44
105009 CF	STWIDE HURR PREP AND PLAN	42,567.06
105860	G/A-HURRICANE LOSS MITIG	2,194,843.26
140527 14	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,737,479.50
140527 15	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,166,081.78
140527 16	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,779,922.71
140527 17	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,835,000.00
	** GL 94100 TOTAL	9,830,462.13

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER
G-L G-L ACCOUNT NAME

CAT	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	BEGINNING BALANCE
98100		
040000	CF EXPENSES	71.38-
100777	CF CONTRACTED SERVICES	74,496.44-
105009	CF STWIDE HURR PREP AND PLAN	42,567.06-
105860	G/A-HURRICANE LOSS MITIG	2,194,843.26-
140527	14 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,737,479.50-
140527	15 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,166,081.78-
140527	16 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,779,922.71-
140527	17 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,835,000.00-
	** GL 98100 TOTAL	9,830,462.13-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 373001 FUND NOT ON TITLE FILE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000500	INTEREST	0.00
002000	SALE OF INVESTMENTS	0.00
	** GL 15300 TOTAL	0.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	0.00
	** GL 31100 TOTAL	0.00
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 535001 PLANNING AND BUDGETING SYSTEM TRUST FUND-EOG

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	8,693,746.81
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000 CF	EXPENSES	354.05-
060000	OPERATING CAPITAL OUTLAY	0.00
060000 CF	OPERATING CAPITAL OUTLAY	701.22-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	9,585.98-
210014	OTHER DATA PROCESSING SVCS	0.00
210014 CF	OTHER DATA PROCESSING SVCS	1,762.50-
	** GL 31100 TOTAL	12,403.75-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	12,754.25-
030000 CF	OTHER PERSONAL SERVICES	0.00
	** GL 32100 TOTAL	12,754.25-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000 CF	EXPENSES	4,538.61-
	** GL 35300 TOTAL	4,538.61-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	8,664,050.20-
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	0.00
	** GL 55100 TOTAL	0.00
94100	ENCUMBRANCES	
040000	EXPENSES	19.28
040000 CF	EXPENSES	4,933.63
060000 CF	OPERATING CAPITAL OUTLAY	81,331.00
100777 CF	CONTRACTED SERVICES	21,079.34
210014 CF	OTHER DATA PROCESSING SVCS	318.75
	** GL 94100 TOTAL	107,682.00
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	EXPENSES	19.28-
040000 CF	EXPENSES	4,933.63-
060000 CF	OPERATING CAPITAL OUTLAY	81,331.00-

BGTRBAL-10 AS OF 07/01/19

31000000000
BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2019

DATE RUN 08/12/19
PAGE 21

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 535001 PLANNING AND BUDGETING SYSTEM TRUST FUND-EOG
G-L G-L ACCOUNT NAME

CAT			BEGINNING BALANCE
100777	CF	CONTRACTED SERVICES	21,079.34-
210014	CF	OTHER DATA PROCESSING SVCS	318.75-
		** GL 98100 TOTAL	107,682.00-
		*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 551001 PROFESSIONAL SPORTS DEVELOPMENT TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15100	ACCOUNTS RECEIVABLE	
001500	TRANSFERS	0.00
16300	DUE FROM OTHER DEPARTMENTS	
001500	TRANSFERS	0.00
31100	ACCOUNTS PAYABLE	
101485	CF G/A-FL SPORTS FOUNDATION	0.00
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR

20 2 595001 BROWNFIELD PROPERTY OWNERSHIP CLEAR ASSIT REVOLV

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	9,817.44
000500	INTEREST	9,817.44-
	** GL 15300 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
310018	DIST OF DONATE ORG-PASS IT ON LIC PLATE FUN	0.00
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 722001 TOURISM PROMOTION TF EOG

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15100	ACCOUNTS RECEIVABLE	
001500	TRANSFERS	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	0.00
000500	INTEREST	0.00
	** GL 15300 TOTAL	0.00
16300	DUE FROM OTHER DEPARTMENTS	
001500	TRANSFERS	0.00
31100	ACCOUNTS PAYABLE	
040000	CF EXPENSES	0.00
105703	CF G/A-FLORIDA COMM/TOURISM	0.00
	** GL 31100 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
040000	CF EXPENSES	0.00
182156	TR/FUNDS SB 2156 REORG	0.00
310018	DIST OF DONATE ORG-PASS IT ON LIC PLATE FUN	0.00
	** GL 35300 TOTAL	0.00
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	0.00
35700	DUE TO COMPONENT UNIT/PRIMARY	
105703	CF G/A-FLORIDA COMM/TOURISM	0.00
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 750001 US CONTRIBUTIONS TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,362,019.36
15500	CONTRACTS AND GRANTS RECEIVABLE	
105150	G/A-PUBLIC ASSISTANCE	31,573,311.11
16400	DUE FROM FEDERAL GOVERNMENT	
000000	BALANCE BROUGHT FORWARD	160,138,884.22
000700	U S GRANTS	0.00
101028	PUBLIC ASST/04 HURR-ST OP	0.00
101028	CF PUBLIC ASST/04 HURR-ST OP	0.00
	** GL 16400 TOTAL	160,138,884.22
31100	ACCOUNTS PAYABLE	
105150	G/A-PUBLIC ASSISTANCE	49,077,467.76-
105150	CF G/A-PUBLIC ASSISTANCE	54,912,174.28-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	544.00-
105154	G/A-HAZARD MITIGATION	0.00
105154	CF G/A-HAZARD MITIGATION	1,134,622.71-
105156	HAZARD MITIGATION-ST OPS	31.32-
105156	CF HAZARD MITIGATION-ST OPS	17,504.68-
	** GL 31100 TOTAL	105,142,344.75-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
181093	TR/FUNDS/DISAST REIM-PR YR	0.00
185080	TR TO ADMIN TF	0.00
	** GL 35200 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
105150	G/A-PUBLIC ASSISTANCE	53,061,891.99-
105150	CF G/A-PUBLIC ASSISTANCE	2,101,712.25-
105152	PUBLIC ASSISTANCE-ST OPS	0.00
105152	CF PUBLIC ASSISTANCE-ST OPS	2,068.61-
105156	HAZARD MITIGATION-ST OPS	31.32
105156	CF HAZARD MITIGATION-ST OPS	979.41-
	** GL 35300 TOTAL	55,166,620.94-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	560,181.28-
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	560,181.28-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 750001 US CONTRIBUTIONS TRUST FUND
 G-L G-L ACCOUNT NAME

CAT		BEGINNING BALANCE
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	32,205,067.72-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	12,000,000.00
94100	ENCUMBRANCES	
105150	G/A-PUBLIC ASSISTANCE	1,191,425.53
105150	CF G/A-PUBLIC ASSISTANCE	368,909,174.70
105152	CF PUBLIC ASSISTANCE-ST OPS	13,848.39
105154	CF G/A-HAZARD MITIGATION	71,114,212.82
105156	CF HAZARD MITIGATION-ST OPS	319.00
	** GL 94100 TOTAL	441,228,980.44
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	13,191,425.53-
105150	CF G/A-PUBLIC ASSISTANCE	368,909,174.70-
105152	CF PUBLIC ASSISTANCE-ST OPS	13,848.39-
105154	CF G/A-HAZARD MITIGATION	71,114,212.82-
105156	CF HAZARD MITIGATION-ST OPS	319.00-
	** GL 98100 TOTAL	453,228,980.44-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 50 2 510060 OPERATING TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,658,125.33
12400	CASH IN STATE TREASURY UNVERIFIED	
000000	BALANCE BROUGHT FORWARD	28,827.50
17700	OVERHEAD APPLIED	
040000	EXPENSES	815.11
27600	FURNITURE AND EQUIPMENT	
040000	EXPENSES	1,467.82
060000	OPERATING CAPITAL OUTLAY	2,434.00
	** GL 27600 TOTAL	3,901.82
27700	ACC DEPR - FURNITURE & EQUIPMENT	
040000	EXPENSES	795.09-
060000	OPERATING CAPITAL OUTLAY	1,825.44-
109655	G/A-TECHNICAL/PLNG ASSIST	0.00
	** GL 27700 TOTAL	2,620.53-
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	6.43-
040000	CF EXPENSES	1,375.57-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	3,148.20-
107888	FL HAZARDOUS MATERIALS P P	0.00
107888	CF FL HAZARDOUS MATERIALS P P	89,658.00-
	** GL 31100 TOTAL	94,188.20-
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	100.22-
040000	EXPENSES	1.66
040000	CF EXPENSES	46.03-
100777	CONTRACTED SERVICES	4.77
100777	CF CONTRACTED SERVICES	454.18-
	** GL 35300 TOTAL	594.00-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	20,738.00-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	6,462.53-

310000 EXECUTIVE OFFICE OF THE GOVERNOR

50 2 510060 OPERATING TRUST FUND

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
48600	COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	60,354.36-
53600	INVESTED IN CAPITAL ASSETS NET OF RELA	
000000	BALANCE BROUGHT FORWARD	2,012.57-
53900	NET ASSETS UNRESTRICTED	
000000	BALANCE BROUGHT FORWARD	1,504,699.57-
94100	ENCUMBRANCES	
040000	CF EXPENSES	3,175.40
100777	CONTRACTED SERVICES	225.49
100777	CF CONTRACTED SERVICES	18,092.77
107888	CF FL HAZARDOUS MATERIALS P P	361,736.00
	** GL 94100 TOTAL	383,229.66
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	3,175.40-
100777	CONTRACTED SERVICES	225.49-
100777	CF CONTRACTED SERVICES	18,092.77-
107888	CF FL HAZARDOUS MATERIALS P P	361,736.00-
	** GL 98100 TOTAL	383,229.66-
	*** FUND TOTAL	0.00

Executive Office of the Governor
Schedule I Narratives
Legislative Budget Request for Fiscal Year 2020-21

Schedule I Narrative: 2339 Grants and Donations Trust Fund.

Certification: We certify that the revenue estimates in columns A02 and A03 are the latest and most accurate available as of the date of this report. The Executive Office of the Governor will notify the Office of Policy and Budget of any significant changes in revenue estimates that may occur prior to the release of the Governor's Budget Recommendations.

Revenue Estimating Methodology:

Revenues included in this fund are Notary Fee collections transferred from Department of State as required in Section 117.01, Florida Statutes. The revenues are estimated based on transfers from Department of State in previous fiscal years.

Adjustments:

Account Payable not Carried Forward (CF): The \$245 adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance. Accounts payable disbursements are reflected as current operating disbursements on the financial statements; however, they may not be reflected in budgetary accounts.

Non-Cash Adjustment: The (\$2,913) adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance based on activities and transactions from previous fiscal years.

2018 Carry Forward Encumbrances: The (\$6,250) adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance. Carry forward encumbrances are reflected as current operating disbursements on the financial statements.

September 2018 Reversions: The \$3,845 adjustment is required to reduce previous budget reversions from column A01 to properly reflect budgetary fund balance.

Schedule I Narrative: 2535 Planning and Budgeting System Trust Fund

Certification: We certify that the revenue estimates in columns A02 and A03 are the latest and most accurate available as of the date of this report. The Executive Office of the Governor will notify the Office of Policy and Budget of any significant changes in revenue estimates that may occur prior to the release of the Governor's Budget Recommendations.

Revenue Estimating Methodology:

All revenues are based on a transfer from the Legislature's General Revenue fund to the Executive Office of the Governor. The revenues are determined by the Legislature's approved budget each fiscal year.

Adjustments:

2018 Carry Forward Encumbrances: The (\$147,098) adjustment is required to adjust beginning fund balance to properly reflect budgetary fund balance. Carry forward encumbrances are reflected as current operating disbursements on the financial statements.

September 2018 Reversions: The \$11,045 adjustment is required to reduce previous budget reversions from column A01 to properly reflect budgetary fund balance.

Schedule VII: Agency Litigation Inventory

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

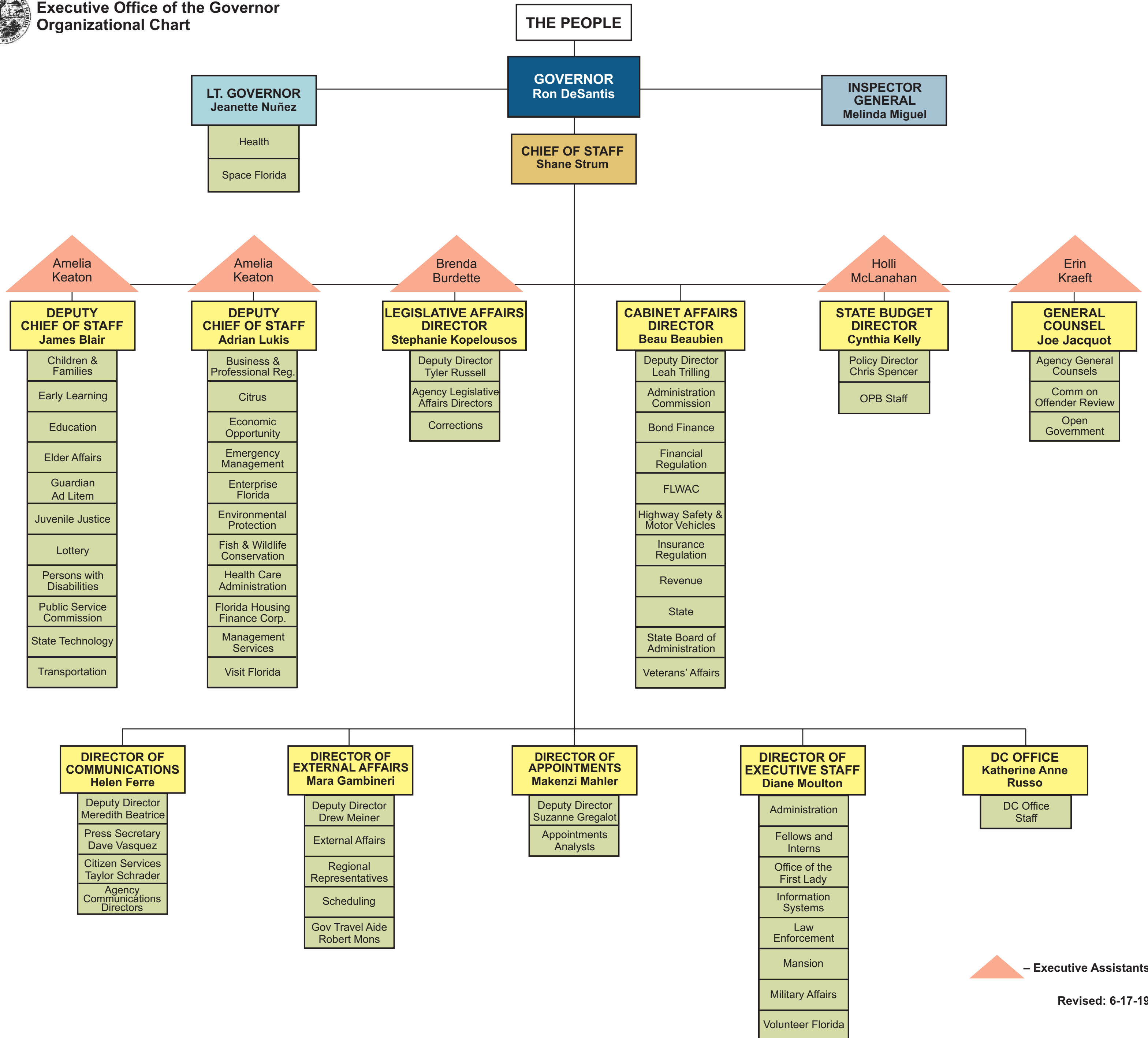
Agency:	Executive Office of the Governor		
Contact Person:	Nick Primrose	Phone Number:	850-717-9310
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<ol style="list-style-type: none"> 1. Kelvin Jones v. Ron DeSantis 2. State of Florida v. City of Weston 3. City of South Miami v. Ron DeSantis 		
Court with Jurisdiction:	<ol style="list-style-type: none"> 1. Northern District of Florida 2. First District Court of Appeal 3. Southern District of Florida 		
Case Number:	<ol style="list-style-type: none"> 1. 4:19-cv-300-RH 2. 1D19-2819 3. 2:19-cv-22927 		
Summary of the Complaint:	<ol style="list-style-type: none"> 1. Plaintiffs allege that SB 7066, requiring payment of fines, fees and restitution for restoration of voting rights violates the Federal Constitution 2. Plaintiffs challenge the constitutionality of Florida’s gun preemption laws, case is pending appeal 3. Plaintiffs challenge the constitutionality of Florida’s sanctuary cities ban 		
Amount of the Claim:	Monetary damages have not been requested; however, attorney’s fees and costs will likely be sought if Plaintiffs are successful.		
Specific Statutes or Laws (including GAA) Challenged:	<ol style="list-style-type: none"> 1. F.S. 98.0751 2. F.S. 790.33 3. Chapter 908, F.S. 		
Status of the Case:	<ol style="list-style-type: none"> 1. Trial Court, pending preliminary injunction 2. Appellate Court 3. Trial Court, pending motion to dismiss 		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	1. One of the consolidated complaints raises a class action claim. The class has not yet been certified.
--	--

Office of Policy and Budget – June 2019



**Executive Office of the Governor
Organizational Chart**



– Executive Assistants

Revised: 6-17-19

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

Agency: Executive Office of the Governor Contact: Kelley Sasso

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

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2019 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2020-2021 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2020-2021 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a				
b				
c				
d				
e				
f				

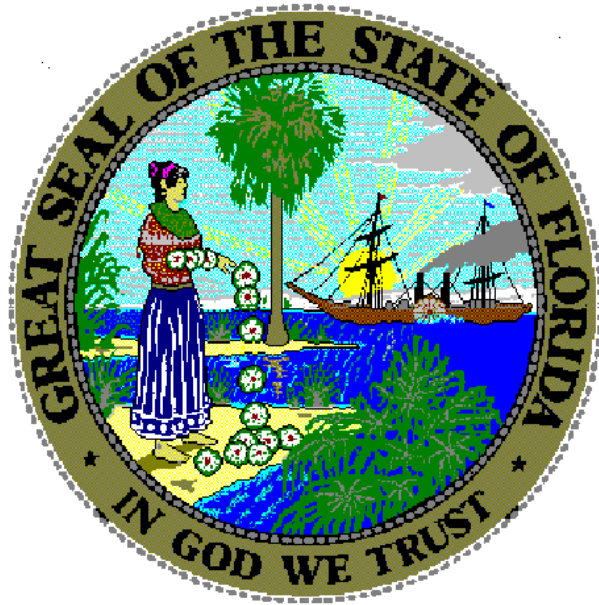
- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.

* R/B = Revenue or Budget Driver

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

Contact Information
Agency: Executive Office of the Governor (EOG)
Name: Kelley Sasso
Phone: 850-717-9214
E-mail address: Kelley.Sasso@eog.myflorida.com

1. Vendor Name		
N/A – No contracts for the EOG (excluding the Division of Emergency Management) that qualify for reporting.		
2. Brief description of services provided by the vendor.		
N/A		
3. Contract terms and years remaining.		
4. Amount of revenue generated		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
5. Amount of revenue remitted		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
6. Value of capital improvement		
7. Remaining amount of capital improvement		
8. Amount of state appropriations		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)



State of Florida
Executive Office of the Governor

Budget Entity Level Exhibits and Schedules

LEGISLATIVE BUDGET REQUEST
2020-2021



State of Florida
Executive Office of the Governor

Schedule I Series*

LEGISLATIVE BUDGET REQUEST
2020-2021

**A separate Schedule I Series packet has been created at the Division level for the Division of Emergency Management.*

The following trust funds are filed under the Division of Emergency Management:

- 2021 – Administrative Trust Fund
- 2191 – Emergency Management and Preparedness Trust Fund
- 2261 – Federal Grants Trust Fund
- 2339 – Grants and Donations Trust Fund (see also EOG)
- 2510 – Operating Trust Fund
- 2750 – US Contributions Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of The Governor **Budget Period: 2020-21**
Program: Executive Direction
Fund: 2339 - Grants and Donations Trust Fund (31100100)
Specific Authority: 216 Florida Statutes
Purpose of Fees Collected: To fund contract, grant and notary activities.

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2018-19	ESTIMATED FY 2019-20	REQUEST FY 2020-21
Receipts:			
<u>Transfers from Dept of State (notary)</u>	481,998	482,000	482,000
<u>Employee and Employer Contributions</u>	3,525	3,800	3,800
<u>Refunds</u>	9,746		
<u> </u>			
<u> </u>			
<u> </u>			
<u> </u>			
<u> </u>			
<u> </u>			
<u> </u>			
<u> </u>			
Total Fee Collection to Line (A) - Section III	495,269	485,800	485,800

SECTION II - FULL COSTS

Direct Costs:			
<u>Human Resources Assessment</u>	5,966		
<u>Risk Management</u>	8,843		
<u>Salaries and Benefits</u>	125,585		
<u>Other Personal Services</u>	12,506		
<u>Payment of Premiums</u>	3,638		
<u>Expenses</u>	17,326		
<u>Data Processing Assessment (AST)</u>	422		
<u> </u>			
<u> </u>			
Total Full Costs to Line (B) - Section III	174,286	-	-

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	495,589	485,800	485,800
TOTAL SECTION II	(B)	174,286		
TOTAL - Surplus/Deficit	(C)	320,983	485,800	485,800

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period 2020-21
Trust Fund Title:	Executive Office of the Governor
Budget Entity:	Grants and Donations Trust Fund
LAS/PBS Fund Number:	31100100
	2339

	Balance as of 6/30/2019	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,257,092.80		2,257,092.80
ADD: Other Cash (See Instructions)			
ADD: Investments	2,454,552.14		2,454,552.14
ADD: Outstanding Accounts Receivable	6,818.30		6,818.30
ADD: Anticipated Grant Revenue			
Total Cash plus Accounts Receivable	4,718,463.24		4,718,463.24
LESS Allowances for Uncollectibles			
LESS Approved "A" Certified Forwards	(160.44)		(160.44)
Approved "B" Certified Forwards			
Approved "FCO" Certified Forwards			
LESS: Other Accounts Payable (Nonoperating)	(1,458.96)		(1,458.96)
Unreserved Fund Balance, 07/01/19	4,716,843.84		4,716,843.84 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	<u>Budget Period: 2020-21</u> <u>Executive Office of the Governor</u>
Trust Fund Title:	<u>Grants and Donations Trust Fund</u>
LAS/PBS Fund Number:	<u>2339</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/19

Total all GLC's 5XXXX for governmental funds;	<input type="text" value="(4,716,598.39)"/>	(A)
GLC 539XX for proprietary and fiduciary funds		

Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/>	(B)
---	----------------------	-----

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Receivable from Federal gov't	<input type="text"/>	(C)
------------------------------------	----------------------	-----

SWFS Adjustment To book Account Receivable from DEP	<input type="text"/>	(C)
---	----------------------	-----

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
---	----------------------	-----

Rounding adjustment	<input type="text"/>	(D)
---------------------	----------------------	-----

Accounts Payable not Certified Forward Operating	<input type="text" value="(245.45)"/>	(D)
--	---------------------------------------	-----

Accounts Payable not Certified Forward	<input type="text"/>	(D)
--	----------------------	-----

<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
----------------------	-----

ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="(4,716,843.84)"/>	(E)
--	---	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="(4,716,843.84)"/>	(F)
--	---	-----

DIFFERENCE:	<input type="text"/>	(G)*
--------------------	----------------------	------

***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of the Governor **Budget Period:** 2020-21
Program: Information Technology
Fund: 2535 - Planning and Budgeting System Trust Fund (31100000)

Specific Authority: CH 216 (02-133, Laws of Florida)
Purpose of Fees Collected: To fund activities related to the development, enhancement, and support of the LAS/PBS.

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2018-19	FY 2019-20	FY 2020-21
<u>Receipts:</u>			
Transfers from the Legislature	5,869,369	5,875,000	5,875,000
Total Fee Collection to Line (A) - Section III	5,869,369	5,875,000	5,875,000

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	4,303,039		
Other Data Processing Services	21,150		
Expenses	534,301		
Contracted Services	220,892		
Operating Capital Outlay	222,512		
Risk Management	21,562		
Human Resource Assessment	12,315		
Total Full Costs to Line (B) - Section III	5,335,771	-	-

Basis Used: _____

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	5,869,369	5,875,000
TOTAL SECTION II	(B)	5,335,771	-
TOTAL - Surplus/Deficit	(C)	533,598	5,875,000

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period 2020-21
Trust Fund Title:	Executive Office of the Governor
Budget Entity:	Planning and Budgeting System Trust Fund
LAS/PBS Fund Number:	31100500
	2535

	Balance as of 6/30/2019	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	8,693,746.81 (A)		8,693,746.81
ADD: Other Cash (See Instructions)			
ADD: Investments			
ADD: Outstanding Accounts Receivable			
ADD: _____			
Total Cash plus Accounts Receivable	8,693,746.81 (F)		8,693,746.81
LESS Allowances for Uncollectibles			
LESS Approved "A" Certified Forwards	(29,696.61) (H)		(29,696.61)
Approved "B" Certified Forwards	(107,662.72) (H)		(107,662.72)
Approved "FCO" Certified Forwards			
LESS:			
LESS:			
Unreserved Fund Balance, 07/01/19	8,556,387.48 (K)		8,556,387.48 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	Budget Period: 2020-21 Executive Office of the Governor
Trust Fund Title:	Planning and Budgeting System Trust Fund
LAS/PBS Fund Number:	2535

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/19

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(8,664,050.20)"/> (A)
--	---

Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
---	--------------------------

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #	<input type="text"/> (C)
-------------------	--------------------------

SWFS Adjustment # and Description	<input type="text"/> (C)
-----------------------------------	--------------------------

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="107,662.72"/> (D)
---	---

Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
--	--------------------------

<input type="text"/> (D)

<input type="text"/> (D)

<input type="text"/> (D)

<input type="text"/> (D)

ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="(8,556,387.48)"/> (E)
--	---

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="(8,556,387.48)"/> (F)
--	---

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

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2020-2021

Department: Executive Office of the Governor

Chief Internal Auditor: Melinda M. Miguel

Budget Entity: 31100100

Phone Number: 850-717-9264

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Chief Inspector General Report No. 2016-01	December 31, 2015 and selective actions through May 10, 2016	Information Systems	<p>Finding: Our audit disclosed that enhancements are needed to strengthen the Executive Office of the Governor's (EOG) logical access controls in certain areas. Pursuant to Section 232.318(4), Florida Statutes (F.S.), the results of this audit are confidential and exempt from public disclosure.</p> <p>Recommendation: We recommended corrective actions be taken to address the improvements needed.</p>	Information Systems staff has addressed the areas in which improvements were needed.	
Auditor General Report No. 2017-213	June 2017	Information Systems	<p>Finding: The EOG did not always ensure that Information Security Manager (ISM) appointments were timely made and reported in accordance with State Information security laws and rules. Additionally, EOG management and management of the Office of Policy and Budget (OPB) within the EOG should work together to better ensure that the risks related to OPB e-mail and other information technology systems are appropriately considered and subject to sufficient and appropriate oversight.</p> <p>Recommendation: We recommended that EOG management ensure that ISM appointments are timely made and reported in accordance with State information security laws and rules. We also recommend that EOG management work with OPB management to ensure that appropriate compensating controls are established to mitigate the risks related to the OPB e-mail and other information technology systems and to subject the systems to sufficient and appropriate oversight.</p>	The ISM appointment for the period of January 1, 2017 to December 31, 2017 was submitted to the Agency for State Technology (AST) on January 26, 2017. EOG Information Technology staff agree to communicate with OPB on security related risks and issues. ISM appointments and any necessary delegations will continue to be submitted in a timely manner.	
Auditor General Report No. 2017-213	June 2017	Information Systems	<p>Finding: EOG records did not evidence that EOG personnel completed initial security awareness training or were provided annual security awareness training in accordance with AST rules.</p> <p>Recommendation: We recommended that EOG management establish a comprehensive and documented security awareness training program in accordance with AST rules.</p>	Security training software has been procured and implemented.	

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Auditor General Report No. 2017-213	June 2017	Administration	<p>Finding: The EOG did not always ensure that information technology (IT) personnel whose duties placed them in positions of special trust were subject to required background screenings.</p> <p>Recommendation: We recommend that EOG management designate positions of special trust and ensure that, as a condition of employment and continued employment, level 2 background screenings are performed and documented for all employees whose duties place them in positions of special trust.</p>	The EOG personnel office has implemented a process to conduct level 2 background screenings on IT personnel in positions of special trust every 3 years. This rescreening requirement has been updated on both the applicable IT staff's position description as well as in PeopleFirst. Additionally, a tracking system has been created to ensure proper screening is done in a timely manner by the personnel office. Once completed, the screens will be placed in the appropriate section of the personnel file.	
Auditor General Report No. 2017-213	June 2017	Information Systems	<p>Finding: EOG records did not always evidence that mobile device users had been appropriately authorized to access the EOG or OPB mail e-mail systems in accordance with EOG policies.</p> <p>Recommendation: We recommended that EOG management enhance mobile device authorization controls to ensure that, for all users of agency-owned and agency-managed mobile devices, EOG records evidence user agreement (UA) forms [are] approved in accordance with the Policy.</p>	Device agreement forms are being signed by all approved mobile mail users and access to mail has been blocked to anyone not approved by management.	
Auditor General Report No. 2017-213	June 2017	Information Systems	An issue related to security controls over mobile devices was identified. This issue is confidential and exempt from public disclosure pursuant to Section 282.318(5), F.S.	EOG IT staff agreed to continue to monitor the issue identified.	
Office of the Chief Inspector General Report A-17/18-001	June 2018	Correctional Medical Authority	<p>Finding: For fiscal year 2016-2017, the Correctional Medical Authority (CMA) did not meet one of the requirements of section 945.6031(2), F.S. The CMA did not conduct surveys of all the correctional institutions at least triennially.</p> <p>Recommendation: We recommend the Executive Director of the CMA seek assistance with policy and budget issues that have impacted the CMA's ability to conduct triennially surveys of the physical and mental health care system at each correctional institution. Specifically, we recommend the Executive Director of the CMA request additional funding and staff to conduct surveys and/or assistance in effecting change to the statutory language in section 945.6031(2), F.S., that would adjust the cycle for conducting surveys to a period longer than three years, to better accommodate the CMA's funding and staffing levels.</p>	The CMA reported that it plans to submit a funding request to OPB requesting funds to cover travel and contractual expenses and to hire three additional staff persons (two analysts and an administrative assistant). Based on the CMA's triennial survey schedule, 24 institutions are due to be surveyed in fiscal year 2019-2020. At our current funding level, only 11 of these institutions are on the CMA's survey schedule for next fiscal year. The requested funds would allow the CMA to survey the remaining 13 institutions.	

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Auditor General Report No. 2019-028	September 2018	Local Government Financial Reporting System	<p>Finding: The EOG did not always promptly make state of financial emergency determinations for local governmental entities that met a specified condition in State law or notify the Legislative Auditing Committee (LAC) of local governmental entities that did not timely respond to EOG information requests.</p> <p>Recommendation: The Executive Office of the Governor should take appropriate steps to ensure that prompt state of financial emergency determinations are made for local governmental entities that meet a specified condition in State law and that the LAC is promptly notified of entities that do not comply with the Executive Office of the Governor's request for information within 45 days.</p>	The Office of the Chief Inspector General has implemented financial emergency policies and procedures that were recently updated to ensure continued improvement of our processes. As of August 28, 2019, our procedures include a timeframe for the Office of the Chief Inspector General to notify LAC within 45 days when local governmental entities do not comply with a request for information within the specified timeframe, unless the Chief Inspector General determines that an extension for notification to LAC is necessary due to unforeseen circumstances.	
Office of the Chief Inspector General Report A-18/19-002	June 2019	Executive Office of the Governor's Notary Section	<p>Finding: Notary Public commission applicants with felony convictions may not be detected and notary commissions may be issued to convicted felons.</p> <p>Recommendation: The Office of the Chief Inspector General recommends that the EOG's Notary Section request assistance from the EOG's Office of Policy and Budget and the EOG's Office of General Counsel to determine the feasibility of requiring notary applicants to submit Level 1 background checks with their applications.</p>	Management was afforded the opportunity to respond to the preliminary and tentative findings. On June 5, 2019, management advised that they concurred and had no comments.	
Office of the Chief Inspector General Report A-18/19-002	June 2019	Executive Office of the Governor's Notary Section	<p>Finding: The Florida Notary Public Commission Application form (form) does not contain a provision for disabled veterans, with disability ratings of 50 percent or more, to request a waiver of the \$10 commission fee.</p> <p>Recommendation: The Office of the Chief Inspector General recommends that the EOG's Notary Section coordinate with the Department of State's Notary Section to consider updating the form to include reference to the commission fee waiver for disabled veterans.</p>	Management was afforded the opportunity to respond to the preliminary and tentative findings. On June 5, 2019, management advised that they concurred and had no comments.	
Office of the Chief Inspector General Report A-18/19-002	June 2019	Executive Office of the Governor's Notary Section	<p>Finding: The EOG's Notary Section's policies and procedures have not been properly maintained or followed.</p> <p>Recommendation: The Office of the Chief Inspector General recommends that the EOG's Notary Section review and update its procedures to document current Notary Section processes and practices and to ensure that the Notary Section's processes comply with statutory guidance.</p>	Management was afforded the opportunity to respond to the preliminary and tentative findings. On June 5, 2019, management advised that they concurred and had no comments.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2020 - 2021

Department: Executive Office of the Governor

Chief Internal Auditor: Melinda M. Miguel

Budget Entity: 31100600 - Office of Policy and Budget
31100500 - LAS/PBS System Design and Support

Phone Number: 850-717-9264

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Auditor General Report No. 2017-213	June 2017	LAS/PBS System Design and Support	<p>Finding: Office of Policy and Budget (OPB) records did not evidence that OPB network access privileges were timely deactivated upon an employee's separation from EOG employment or that periodic reviews of user access privileges to the Legislative Appropriations Subsystem/Planning and Budgeting Subsystem (LAS/PBS) or the Budget Amendment Processing System (BAPS) were conducted.</p> <p>Recommendation: We recommended that OPB management retain OPB network access control records sufficient to demonstrate that user access privileges are timely deactivated upon an employee's separation from EOG employment or when access privileges are no longer required. We also recommend that OPB management perform periodic reviews of user access privileges to LAS/PBS or BAPS to verify the continued appropriateness of assigned user access privileges.</p>	Systems Design and Development (SDD) has modified server event logs to store when user accounts are deleted. These logs can then be searched to determine the date and time the action occurred. BAPS report detailing user security was moved to production in February of 2018. OPB can run the report on demand to assess user access to the system.	
Auditor General Report No. 2017-213	June 2017	LAS/PBS System Design and Support	An issue related to security controls over OPB and application activities was identified. This issue is confidential and exempt from public disclosure pursuant to Section 282.318(5), Florida Statutes.	SDD staff agreed to address the issue identified.	
Auditor General Report No. 2017-213	June 2017	LAS/PBS System Design and Support	<p>Finding: As similarly noted in our report No. 2014-200, OPB records did not evidence independent review and testing of BAPS programming changes.</p> <p>Recommendation: We recommend that OPB management enhance configuration management controls to ensure that Team Foundation Server (TFS) records demonstrate that all BAPS programming changes are subject to independent review and testing.</p>	BAPS report detailing user security was moved to production in February of 2018. OPB can run the report on demand to assess user access to the system.	

Fiscal Year 2020-21 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Office of the Governor/Executive Direction and Support Services

Agency Budget Officer/OPB Analyst Name: Kelley Sasso/Sherie Carrington and Frances Coyle

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

	Program or Service (Budget Entity Codes)				
Action	311				

1. GENERAL

1.1 Are Columns A01, A04, A05, A94, A95, A96, A36, A10, 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)? (CSDI or Web LBR Column Security)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	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. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?	Y				

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

		Program or Service (Budget Entity Codes)				
Action		311				
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				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					

		Program or Service (Budget Entity Codes)				
Action		311				
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 2018-19 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. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	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. EXHIBIT 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 28 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 66 through 68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 94 and 95 of the LBR Instructions.)	Y				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	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 #20-002?	Y				

		Program or Service (Budget Entity Codes)				
Action		311				
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. (PLRR, PLMO)	Y				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	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 27 and 90 of the LBR Instructions.)	Y				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A				
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	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				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					

		Program or Service (Budget Entity Codes)				
Action		311				
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 2019-20 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (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				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 001270, 001870, 001970)?	Y				
8.10	Are the statutory authority references correct?	Y				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y				

		Program or Service (Budget Entity Codes)				
Action		311				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y				

		Program or Service (Budget Entity Codes)				
Action		311				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y				
8.33	Has a Schedule IB been provided for 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				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 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.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 159 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y				
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)						

		Program or Service (Budget Entity Codes)				
Action		311				
14.1	Do the reductions comply with the instructions provided on pages 101 through 103 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				
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.					
15. SCHEDULE VIII C (EADR, S8C) (This Schedule is optional, but if included it is required to be posted 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				
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 104-106 of the LBR instructions?	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				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 107-111 of the LBR Instructions for detailed instructions) (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				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2018-19 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				

		Program or Service (Budget Entity Codes)				
Action		311				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 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				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 112 through 156 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 132 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 158-160) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5	Are the appropriate counties identified in the narrative?	Y				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
19. FLORIDA FISCAL PORTAL						

	Program or Service (Budget Entity Codes)				
Action	311				
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				



**State of Florida
Executive Office of the Governor**

**31700100
Division of Emergency Management**

**Manual Exhibits, Schedules and Supporting
Documents**

Legislative Budget Request 2020-2021



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Jared Moskowitz
Director

LEGISLATIVE BUDGET REQUEST

Division of Emergency Management

Tallahassee, Florida

September 19, 2019

Chris Spencer, Policy 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 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Division of Emergency Management 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 2020-21 Fiscal Year. This submission has been approved by Jared Moskowitz, Director of the Division of Emergency Management.

Sincerely,


Jared Moskowitz
Director, Division of Emergency Management

JM/sfm

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 10 1 000232 GENERAL REVENUE - DEM

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
13100 000000	UNEXPENDED GENERAL REVENUE RELEASES BALANCE BROUGHT FORWARD	13,031,037.47
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	13,031,037.47-
94100	ENCUMBRANCES	
100777	CONTRACTED SERVICES	11,419,173.21
140527 19	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	9,154,863.72
	** GL 94100 TOTAL	20,574,036.93
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
100777	CONTRACTED SERVICES	11,419,173.21-
140527 19	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	9,154,863.72-
	** GL 98100 TOTAL	20,574,036.93-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 10 2 021007 ADMINISTRATIVE TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	560,662.96
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	946,939.99
14110 000000	MONIES INVESTED CURRENT YEAR BALANCE BROUGHT FORWARD	0.00
14120 000000	SALE OF INVESTMENTS- CURRENT YEAR BALANCE BROUGHT FORWARD	0.00
15300 000000	INTEREST AND DIVIDENDS RECEIVABLE BALANCE BROUGHT FORWARD	2,356.58
16200 000000	DUE FROM STATE FUNDS, WITHIN DEPART. BALANCE BROUGHT FORWARD	10,268.38
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	20.56-
040000 CF	EXPENSES	79.00-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	3,101.72-
	** GL 31100 TOTAL	3,201.28-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
000000	BALANCE BROUGHT FORWARD	11,025.28-
180205	TR OTHER FUNDS W/I AGY	1,922.81-
	** GL 35200 TOTAL	12,948.09-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.04-
040000 CF	EXPENSES	181.60-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	2,123.96-
210003	DP ASSESSMENT (AST)	0.00
210003 CF	DP ASSESSMENT (AST)	25,380.51-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	81.88-
	** GL 35300 TOTAL	27,767.99-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	91.02

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 10 2 021007 ADMINISTRATIVE TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	1,476,401.57-
94100	ENCUMBRANCES	
040000 CF	EXPENSES	10,289.19
100777 CF	CONTRACTED SERVICES	41,374.38
	** GL 94100 TOTAL	51,663.57
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000 CF	EXPENSES	10,289.19-
100777 CF	CONTRACTED SERVICES	41,374.38-
	** GL 98100 TOTAL	51,663.57-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	3,538,125.70
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	8,904,297.61
14110 000000	MONIES INVESTED CURRENT YEAR BALANCE BROUGHT FORWARD	0.00
14120 000000	SALE OF INVESTMENTS- CURRENT YEAR BALANCE BROUGHT FORWARD	0.00
14130 000000	EARNINGS REINVESTED - CURRENT YEAR BALANCE BROUGHT FORWARD	0.00
15300 000000	INTEREST AND DIVIDENDS RECEIVABLE BALANCE BROUGHT FORWARD	25,624.96
16300 000000 001600	DUE FROM OTHER DEPARTMENTS BALANCE BROUGHT FORWARD DISTRIBUTION-TRANSFERS REQUIRED BY LAW	1,015,848.00 0.00
	** GL 16300 TOTAL	1,015,848.00
31100 040000 040000 100777 100777 101123 101123 105009 105009	ACCOUNTS PAYABLE EXPENSES CF EXPENSES CONTRACTED SERVICES CF CONTRACTED SERVICES G/A-EMERGENCY MGMT PRGS CF G/A-EMERGENCY MGMT PRGS STWIDE HURR PREP AND PLAN CF STWIDE HURR PREP AND PLAN	49.16- 42,115.24- 0.00 2,050.44- 0.00 47,539.40- 0.00 12,448.15-
	** GL 31100 TOTAL	104,202.39-
35200 000000 185080	DUE TO STATE FUNDS, WITHIN DEPARTMENT BALANCE BROUGHT FORWARD TR TO ADMIN TF	17.32- 0.00
	** GL 35200 TOTAL	17.32-
35300 010000 040000 040000 100777 100777	DUE TO OTHER DEPARTMENTS SALARIES AND BENEFITS EXPENSES CF EXPENSES CONTRACTED SERVICES CF CONTRACTED SERVICES	0.00 37.11 4,412.72- 259.90- 1,652.46-

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 191001 EMERGENCY MANAGEMENT PREPAREDNESS & ASSISTANCE

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE ** GL 35300 TOTAL	890.42- 7,178.39-
35600 310322	DUE TO GENERAL REVENUE SERVICE CHARGE TO GEN REV	4,339.42-
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	13,368,158.75-
94100	ENCUMBRANCES	
040000	CF EXPENSES	34,344.06
100067	CF G/A-PYMT FL/CIVIL AIR PTRL	24,678.98
100777	CF CONTRACTED SERVICES	48,348.71
101123	CF G/A-EMERGENCY MGMT PRGS	2,796,758.62
103644	CF COMM ON COMMUNITY SERVICE ** GL 94100 TOTAL	110,031.03 3,014,161.40
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	34,344.06-
100067	CF G/A-PYMT FL/CIVIL AIR PTRL	24,678.98-
100777	CF CONTRACTED SERVICES	48,348.71-
101123	CF G/A-EMERGENCY MGMT PRGS	2,796,758.62-
103644	CF COMM ON COMMUNITY SERVICE ** GL 98100 TOTAL	110,031.03- 3,014,161.40-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 261037 FEDERAL GRANTS TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	367,149.31
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	262,033,521.53
14110 000000	MONIES INVESTED CURRENT YEAR BALANCE BROUGHT FORWARD	0.00
14120 000000	SALE OF INVESTMENTS- CURRENT YEAR BALANCE BROUGHT FORWARD	0.00
15300 000000	INTEREST AND DIVIDENDS RECEIVABLE BALANCE BROUGHT FORWARD	788,884.96
16200 000000	DUE FROM STATE FUNDS, WITHIN DEPART. BALANCE BROUGHT FORWARD	12,948.09
16400 000000 000700	DUE FROM FEDERAL GOVERNMENT BALANCE BROUGHT FORWARD U S GRANTS	1,634,393.72 48,540.72-
	** GL 16400 TOTAL	1,585,853.00
31100 000000 040000 040000 050385 100021 100021 100777 100777 101204 103534 105009 105009 105865 105865 106401	ACCOUNTS PAYABLE BALANCE BROUGHT FORWARD EXPENSES CF EXPENSES DISASTER PREP PLAN & ADMIN ACQUISITION/MOTOR VEHICLES CF ACQUISITION/MOTOR VEHICLES CONTRACTED SERVICES CF CONTRACTED SERVICES STATE DOMESTIC PREPAREDNESS PROGRAM G/A-ST/FED DIS RELIEF-ADMN STWIDE HURR PREP AND PLAN CF STWIDE HURR PREP AND PLAN G/A-FLOOD MITIGATION/PROG CF G/A-FLOOD MITIGATION/PROG G/A-FED CITRUS DIS REC PGM	10,073.38 46.90- 3,287.39- 34,309.74- 0.00 37,964.70- 0.00 4,989.80- 446,314.28- 592,926.75- 10,073.38- 400,319.03- 0.00 53,227.90- 4,126,356.98- 5,699,743.47-
	** GL 31100 TOTAL	
35200 000000 001500 180205	DUE TO STATE FUNDS, WITHIN DEPARTMENT BALANCE BROUGHT FORWARD TRANSFERS TR OTHER FUNDS W/I AGY	8,328.25- 1,922.81- 0.00
	** GL 35200 TOTAL	10,251.06-

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 261037 FEDERAL GRANTS TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	9,987.61-
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	3.69-
040000	EXPENSES	34.87
040000	CF EXPENSES	4,386.59-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	2,248.69-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	331.75-
103534	G/A-ST/FED DIS RELIEF-ADMN	0.00
105009	STWIDE HURR PREP AND PLAN	3,855.73
105009	CF STWIDE HURR PREP AND PLAN	6,265.62-
106401	G/A-FED CITRUS DIS REC PGM	41.61-
181020	TR/FUNDS/DOMESTIC SECURITY	4,950.92
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	27,412.59-
	** GL 35300 TOTAL	41,836.63-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	0.00
000700	U S GRANTS	0.00
	** GL 38800 TOTAL	0.00
47300	DEFERRED INFLOWS - UNAVAILABLE REVENUE	
000000	BALANCE BROUGHT FORWARD	259,045,628.20-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	9,102.47
94100	ENCUMBRANCES	
040000	CF EXPENSES	6,872.29
050385	DISASTER PREP PLAN & ADMIN	2,604,722.98
100777	CF CONTRACTED SERVICES	15,012.93
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	34,362,020.52
103534	G/A-ST/FED DIS RELIEF-ADMN	232,582.44
105264	CF G/A-PREDISASTER MITIGATION	1,043,063.72
105865	G/A-FLOOD MITIGATION/PROG	22,396,357.74
105865	CF G/A-FLOOD MITIGATION/PROG	6,926,772.81
106401	G/A-FED CITRUS DIS REC PGM	201,543.16
107889	CF HAZARDOUS/EMERGENCY/GRANT	419,908.81
181020	TR/FUNDS/DOMESTIC SECURITY	4,108,039.94
	** GL 94100 TOTAL	72,316,897.34

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 261037 FEDERAL GRANTS TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	6,872.29-
050385	DISASTER PREP PLAN & ADMIN	2,604,722.98-
100777	CF CONTRACTED SERVICES	15,012.93-
101204	STATE DOMESTIC PREPAREDNESS PROGRAM	34,362,020.52-
103534	G/A-ST/FED DIS RELIEF-ADMN	232,582.44-
105264	CF G/A-PREDISASTER MITIGATION	1,043,063.72-
105865	G/A-FLOOD MITIGATION/PROG	22,396,357.74-
105865	CF G/A-FLOOD MITIGATION/PROG	6,926,772.81-
106401	G/A-FED CITRUS DIS REC PGM	201,543.16-
107889	CF HAZARDOUS/EMERGENCY/GRANT	419,908.81-
181020	TR/FUNDS/DOMESTIC SECURITY	4,108,039.94-
	** GL 98100 TOTAL	72,316,897.34-
99100	BUDGETARY FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 339047 GRANTS & DONATIONS TRUST FUND DISASTER

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	83,324,063.46
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	0.00
14110 000000	MONIES INVESTED CURRENT YEAR BALANCE BROUGHT FORWARD	0.00
14120 000000	SALE OF INVESTMENTS- CURRENT YEAR BALANCE BROUGHT FORWARD	0.00
14130 000000	EARNINGS REINVESTED - CURRENT YEAR BALANCE BROUGHT FORWARD	0.00
15500 105150	CONTRACTS AND GRANTS RECEIVABLE G/A-PUBLIC ASSISTANCE	1,081,256.67
16100 101028	DUE FROM STATE FUNDS, WITHIN DIVISION PUBLIC ASST/04 HURR-ST OP	0.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000 CF	EXPENSES	1,388.00-
105150	G/A-PUBLIC ASSISTANCE	1,929,424.52-
105150 CF	G/A-PUBLIC ASSISTANCE	4,537,196.44-
105152	PUBLIC ASSISTANCE-ST OPS	3.68-
105152 CF	PUBLIC ASSISTANCE-ST OPS	2,416,313.50-
105154	G/A-HAZARD MITIGATION	0.00
105154 CF	G/A-HAZARD MITIGATION	7.50-
105158	DISASTER ACTIVITY-STATE	0.00
105158 CF	DISASTER ACTIVITY-STATE	133,296.24-
105160	OTHER NEEDS ASSISTANCE PROGRAM-STATE OBLIGA	0.00
105160 CF	OTHER NEEDS ASSISTANCE PROGRAM-STATE OBLIGA	2,495.06-
	** GL 31100 TOTAL	9,020,124.94-
35200 185080	DUE TO STATE FUNDS, WITHIN DEPARTMENT TR TO ADMIN TF	0.00
35300	DUE TO OTHER DEPARTMENTS	
101046 CF	HAZARD MITIGATION FOR 2005 HURRICANES-ST OP	0.00
105152	PUBLIC ASSISTANCE-ST OPS	3.11
105152 CF	PUBLIC ASSISTANCE-ST OPS	123.99-
105156	HAZARD MITIGATION-ST OPS	0.00
105156 CF	HAZARD MITIGATION-ST OPS	42.75-

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 20 2 339047 GRANTS & DONATIONS TRUST FUND DISASTER

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
105158	DISASTER ACTIVITY-STATE	5.55-
105158	CF DISASTER ACTIVITY-STATE	189.16-
	** GL 35300 TOTAL	358.34-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	75,384,836.85-
94100	ENCUMBRANCES	
105150	G/A-PUBLIC ASSISTANCE	32,681,463.13
105150	CF G/A-PUBLIC ASSISTANCE	16,420,012.35
105152	PUBLIC ASSISTANCE-ST OPS	5,171,268.55
105152	CF PUBLIC ASSISTANCE-ST OPS	14,406,328.76
105158	DISASTER ACTIVITY-STATE	41,177,835.46
105158	CF DISASTER ACTIVITY-STATE	63,431,969.46
	** GL 94100 TOTAL	173,288,877.71
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	32,681,463.13-
105150	CF G/A-PUBLIC ASSISTANCE	16,420,012.35-
105152	PUBLIC ASSISTANCE-ST OPS	5,171,268.55-
105152	CF PUBLIC ASSISTANCE-ST OPS	14,406,328.76-
105158	DISASTER ACTIVITY-STATE	41,177,835.46-
105158	CF DISASTER ACTIVITY-STATE	63,431,969.46-
	** GL 98100 TOTAL	173,288,877.71-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339947 GRANTS AND DONATIONS-DEEPWATER HORIZON

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	0.00
35300 108039	DUE TO OTHER DEPARTMENTS G/A - DEEPWATER HORIZON-PT	0.00
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	85.36
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	24,344,584.06
15300 000000	INTEREST AND DIVIDENDS RECEIVABLE BALANCE BROUGHT FORWARD	72,052.62
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000 CF	EXPENSES	819.11-
100777	CONTRACTED SERVICES	3.21-
105009	STWIDE HURR PREP AND PLAN	0.00
105009 CF	STWIDE HURR PREP AND PLAN	3,476.91-
140527 16	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,580.00-
	** GL 31100 TOTAL	6,879.23-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000 CF	EXPENSES	28.33-
100777	CONTRACTED SERVICES	3.21
100777 CF	CONTRACTED SERVICES	295.05-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	2,503.72-
	** GL 35300 TOTAL	2,823.89-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	15,317.43-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	24,391,701.49-
94100	ENCUMBRANCES	
040000 CF	EXPENSES	71.38
100777 CF	CONTRACTED SERVICES	74,496.44
105009 CF	STWIDE HURR PREP AND PLAN	42,567.06
105860	G/A-HURRICANE LOSS MITIG	2,194,843.26
140527 14	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,737,479.50
140527 15	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,166,081.78
140527 16	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,779,922.71
140527 17	EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,835,000.00
	** GL 94100 TOTAL	9,830,462.13

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339948 GRANTS AND DONATIONS TRUST FUND - NON DISASTER

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	71.38-
100777	CF CONTRACTED SERVICES	74,496.44-
105009	CF STWIDE HURR PREP AND PLAN	42,567.06-
105860	G/A-HURRICANE LOSS MITIG	2,194,843.26-
140527	14 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,737,479.50-
140527	15 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,166,081.78-
140527	16 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	1,779,922.71-
140527	17 EMERGENCY MANAGEMENT CRITICAL FACILITY NEED	2,835,000.00-
	** GL 98100 TOTAL	9,830,462.13-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 750001 US CONTRIBUTIONS TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	1,362,019.36
15500 105150	CONTRACTS AND GRANTS RECEIVABLE G/A-PUBLIC ASSISTANCE	31,573,311.11
16400 000000 000700 101028 101028	DUE FROM FEDERAL GOVERNMENT BALANCE BROUGHT FORWARD U S GRANTS PUBLIC ASST/04 HURR-ST OP PUBLIC ASST/04 HURR-ST OP	160,138,884.22 0.00 0.00 0.00
	** GL 16400 TOTAL	160,138,884.22
31100 105150 105150 105152 105152 105154 105154 105156 105156	ACCOUNTS PAYABLE G/A-PUBLIC ASSISTANCE CF G/A-PUBLIC ASSISTANCE PUBLIC ASSISTANCE-ST OPS CF PUBLIC ASSISTANCE-ST OPS G/A-HAZARD MITIGATION CF G/A-HAZARD MITIGATION HAZARD MITIGATION-ST OPS CF HAZARD MITIGATION-ST OPS	49,077,467.76- 54,912,174.28- 0.00 544.00- 0.00 1,134,622.71- 31.32- 17,504.68-
	** GL 31100 TOTAL	105,142,344.75-
35200 181093 185080	DUE TO STATE FUNDS, WITHIN DEPARTMENT TR/FUNDS/DISAST REIM-PR YR TR TO ADMIN TF	0.00 0.00
	** GL 35200 TOTAL	0.00
35300 040000 105150 105150 105152 105152 105156 105156	DUE TO OTHER DEPARTMENTS EXPENSES G/A-PUBLIC ASSISTANCE CF G/A-PUBLIC ASSISTANCE PUBLIC ASSISTANCE-ST OPS CF PUBLIC ASSISTANCE-ST OPS HAZARD MITIGATION-ST OPS CF HAZARD MITIGATION-ST OPS	0.00 53,061,891.99- 2,101,712.25- 0.00 2,068.61- 31.32 979.41-
	** GL 35300 TOTAL	55,166,620.94-
38800 000000 000700	UNEARNED REVENUE - CURRENT BALANCE BROUGHT FORWARD U S GRANTS	560,181.28- 0.00
	** GL 38800 TOTAL	560,181.28-

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 750001 US CONTRIBUTIONS TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
47300 000000	DEFERRED INFLOWS - UNAVAILABLE REVENUE BALANCE BROUGHT FORWARD	32,205,067.72-
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	12,000,000.00
94100	ENCUMBRANCES	
105150	G/A-PUBLIC ASSISTANCE	1,191,425.53
105150 CF	G/A-PUBLIC ASSISTANCE	368,909,174.70
105152 CF	PUBLIC ASSISTANCE-ST OPS	13,848.39
105154 CF	G/A-HAZARD MITIGATION	71,114,212.82
105156 CF	HAZARD MITIGATION-ST OPS	319.00
	** GL 94100 TOTAL	441,228,980.44
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
105150	G/A-PUBLIC ASSISTANCE	13,191,425.53-
105150 CF	G/A-PUBLIC ASSISTANCE	368,909,174.70-
105152 CF	PUBLIC ASSISTANCE-ST OPS	13,848.39-
105154 CF	G/A-HAZARD MITIGATION	71,114,212.82-
105156 CF	HAZARD MITIGATION-ST OPS	319.00-
	** GL 98100 TOTAL	453,228,980.44-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 50 2 510060 OPERATING TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	1,658,125.33
12400 000000	CASH IN STATE TREASURY UNVERIFIED BALANCE BROUGHT FORWARD	28,827.50
17700 040000	OVERHEAD APPLIED EXPENSES	815.11
27600 040000 060000	FURNITURE AND EQUIPMENT EXPENSES OPERATING CAPITAL OUTLAY	1,467.82 2,434.00
	** GL 27600 TOTAL	3,901.82
27700 040000 060000 109655	ACC DEPR - FURNITURE & EQUIPMENT EXPENSES OPERATING CAPITAL OUTLAY G/A-TECHNICAL/PLNG ASSIST	795.09- 1,825.44- 0.00
	** GL 27700 TOTAL	2,620.53-
31100 040000 040000 100777 100777 107888 107888	ACCOUNTS PAYABLE EXPENSES CF EXPENSES CONTRACTED SERVICES CF CONTRACTED SERVICES FL HAZARDOUS MATERIALS P P CF FL HAZARDOUS MATERIALS P P	6.43- 1,375.57- 0.00 3,148.20- 0.00 89,658.00-
	** GL 31100 TOTAL	94,188.20-
35300 010000 010000 040000 040000 100777 100777	DUE TO OTHER DEPARTMENTS SALARIES AND BENEFITS CF SALARIES AND BENEFITS EXPENSES CF EXPENSES CONTRACTED SERVICES CF CONTRACTED SERVICES	0.00 100.22- 1.66 46.03- 4.77 454.18-
	** GL 35300 TOTAL	594.00-
35600 310322	DUE TO GENERAL REVENUE SERVICE CHARGE TO GEN REV	20,738.00-
38600 000000	CURRENT COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	6,462.53-

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 50 2 510060 OPERATING TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
48600 000000	COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	60,354.36-
53600 000000	INVESTED IN CAPITAL ASSETS NET OF RELA BALANCE BROUGHT FORWARD	2,012.57-
53900 000000	NET ASSETS UNRESTRICTED BALANCE BROUGHT FORWARD	1,504,699.57-
94100	ENCUMBRANCES	
040000	CF EXPENSES	3,175.40
100777	CONTRACTED SERVICES	225.49
100777	CF CONTRACTED SERVICES	18,092.77
107888	CF FL HAZARDOUS MATERIALS P P	361,736.00
	** GL 94100 TOTAL	383,229.66
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	3,175.40-
100777	CONTRACTED SERVICES	225.49-
100777	CF CONTRACTED SERVICES	18,092.77-
107888	CF FL HAZARDOUS MATERIALS P P	361,736.00-
	** GL 98100 TOTAL	383,229.66-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
80 9 191001 FIXED ASSETS EM EMPA TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
060000	OPERATING CAPITAL OUTLAY	8,633.97
100021	ACQUISITION/MOTOR VEHICLES	53,171.63
	** GL 27600 TOTAL	61,805.60
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	61,805.60-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 80 9 261037 FIXED ASSETS EM FEDERAL GRANTS TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	4,280.70-
040000	EXPENSES	608.50-
060000	OPERATING CAPITAL OUTLAY	8,427.34-
100021	ACQUISITION/MOTOR VEHICLES	53,171.63-
100777	CONTRACTED SERVICES	550.00-
103534	G/A-ST/FED DIS RELIEF-ADMN	5,232.57
	** GL 27600 TOTAL	61,805.60-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	61,805.60
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
 80 9 339047 FIXED ASSETS EM GRANTS & DONATIONS TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
101030	HAZARD MITIG/04 HURR-ST OP	593.89
105150	G/A-PUBLIC ASSISTANCE	2,478.86
105158	DISASTER ACTIVITY-STATE	9,915.45-
109891	G/A-MJR DISASTR 2012-PC-SO	755.24-
	** GL 27600 TOTAL	7,597.94-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	7,597.94
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2019

310000 EXECUTIVE OFFICE OF THE GOVERNOR
80 9 750001 FIXED ASSETS EM US CONTRIBUTIONS TRUST FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
101030	HAZARD MITIG/04 HURR-ST OP	593.89-
105150	G/A-PUBLIC ASSISTANCE	7,436.59
109890	G/A-MJR DISASTERS 2012-PT	755.24
	** GL 27600 TOTAL	7,597.94
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	7,597.94-
	*** FUND TOTAL	0.00

Revenue Estimating Methodology:

Administrative Trust Fund (2021)

Cost Allocation Overview:

The division's consultant applies a double step-down methodology in its cost allocation procedures for the Division of Emergency Management. The proprietary software MAXCARS is the tool with which the step-down methodology is accomplished.

MAXCARS provides for the inputting of all allowable costs by cost center identifications consistent with the Division's accounting code structure. This capability allows for efficient balancing with the Division's financial reporting systems.

Additionally MAXCARS provides for the inputting of allocation statistics appropriate for the distribution of the identified indirect cost pools. Credits for direct billed payments, cost adjustments, and other valid and applicable costing factors are also facilitated within the software.

Initiating the Process: Determination of the data to be included within the cost allocation process is accomplished through:

- 1) application of OMB Circular A-87 guidelines,
- 2) interviews,
- 3) review of financial documents,
- 4) review of organizational structure, and
- 5) analysis of statistical data relative to benefit of services provided

Establishing the Cost Pools to Be Allocated: Basically the organizational structure of the Division is analyzed to determine which cost pools provide services to the division. These cost pools become the "Central Service Departments" in the cost allocation plan. These pools are: Equipment Usage and Clearing Accounts, Fiscal Management, Resource Management, Inspector General, Legal Services, and Information Systems Support.

Next each cost pool is evaluated to determine the activities or services provided. The costs are then broken into subparts or functions such that each activity can be allocated on a statistical measure that is relevant to the service provided and the benefit received.

Line items of expenditures are analyzed to determine which functions receive the benefit of the costs. Distributions of these costs are made according to the determined benefit of each function.

Establishing the Statistical Measurements or Bases for Allocation: Available statistical measurements are evaluated to establish the most equitable and meaningful basis for allocating each function within each Central Service Department. Consideration is given to determining the measurement that most appropriately demonstrates its relationship to the receiving units. For

example, a function that is driven by the number of employees within the benefitting departments can be allocated by number of employees. Similarly a function that is driven by the number of transactions for each benefitting department can be allocated by the number of transactions.

Accommodating Exceptions and Adjustments: Applicable cost adjustments for unallowable costs and for use charges are incorporated into the appropriate schedules. Credits for direct billings, special revenues, etc. may be entered into the computation cycle.

The Double Step-Down Methodology

Because Central Service Departments provide services to other Central Service Departments, the consultant employs a double step-down procedure. Simply stated this allows all Central Service Departments to allocate costs to all other Central Service Departments. Since the Central Service Departments cannot simultaneously allocate their costs, the process must be done sequentially, one department after another. The second step-down allows for the equitable allocation of the costs the Central Service Departments receives from one another.

The double step-down is supported by the OMB A-87 consistency of allocation requirement and has been widely accepted by Federal Cognizant Agencies.

The First Step-Down

The rule for this first round of allocations is that each Central Service Department can allocate to any other department regardless of the sequence of the departments and can allocate to itself providing the statistical measurements indicate a basis for the allocations.

The Process: The process of allocating during this round is achieved sequentially consistent with the order of the Central Service Departments. As each Central Service Department performs its allocations it allocates:

- 1) costs from the audited financials,
- 2) cost adjustments,
- 3) credits, and
- 4) cost received from other Central Service Departments that have completed their first round allocations.

The Results: At the completion of the first step-down each Central Service Department has the allocated costs from itself and from the Central Service Departments sequenced after itself. These costs will be allocated in the second step-down.

The Second Step-Down

The rule for this second round of allocations is that each Central Service Department can allocate only to any other department sequenced after the allocating department providing the statistical measurements indicate a basis for the allocations.

The Process: The process of allocating during this round is achieved sequentially consistent with the order of the Central Service Departments. As each Central Service Department performs its allocations it allocates:

- 1) costs received from other Central Service Departments that have completed their second round allocations, and
- 2) costs received in the first round from itself and from the Central Service Departments sequenced after the allocating department.

The Results: At the completion of the second step-down each Central Service Department has completed all allocations. All Central Service Departments have been cleared of all costs. The costs have either been adjusted out of the cycle or sent to Receiving Departments based on equitable allocation statistics.

Rate Calculation

Once the service costs are allocated to each receiving unit (1) that allocation is compared to the Salary Wage Base (2) of that receiving unit to determine the percentage rate (3) of indirect cost to be applied to that receiving unit. Because rates for each year are calculated using data from 2 years prior, a carry forward factor (4) is included to reduce the impact of using the older data.

Revenue Estimating Methodology

The estimated revenue for Administrative Trust Fund was calculated using the most current approved rates (FY 19-20) from the Indirect Cost Allocation Plan. These rates were applied to the Salary and Benefits category (010000) as well as the portion of Other Personal Services (030000) category and State Operations Categories (105152 & 105156) that applies to temporary employment. For FY 19-20, the projected rates of 28.84% and 26.43% is being used. The rate was applied to the Salary and Benefits category (010000) as well as the portion of Other Personal Services (030000) category, State Operations Categories (105152, 105156, and 105158) and other Special "10" Categories (101204, 106401) that applies to temporary employment.

See attached for approved rates.

FY 19/20 ADMINISTRATIVE ASSESSMENT CALCULATIONS

2191 Emergency Management Preparedness & Assistance Trust Fund (EMPA)

Estimated FTE Salaries & Benefit with 5% Vacancy Rate	2,342,897
Estimated OPS Salaries & Benefits with 3% Vacancy Rate	1,263,347
	<hr/>
	3,606,245
Approved Indirect Cost Rate for Administrative Assessments	28.84%
Estimated Administrative Assessment for EMPA	<hr/>
	1,040,041

2261 Federal Grants Trust Fund (FGTF)

Estimated FTE Salaries & Benefit with 5% Vacancy Rate	4,063,128
Estimated OPS Salaries & Benefits with 20% Vacancy Rate	1,352,801
	<hr/>
	5,415,929
Approved Indirect Cost Rate for Administrative Assessments	28.84%
Estimated Administrative Assessment for FGTF	<hr/>
	1,561,954

2339 Grants & Donations Trust Fund (GDTF)

Estimated FTE Salaries & Benefit with 5% Vacancy Rate	373,564
Estimated OPS Salaries & Benefits with 20% Vacancy Rate	484,796
	<hr/>
	858,360
Approved Indirect Cost Rate for Administrative Assessments	28.84%
Estimated Administrative Assessment for GDTF	<hr/>
	247,551

2510 Operating Trust Fund (OTF)

Estimated FTE Salaries & Benefit with 5% Vacancy Rate	753,103
Estimated OPS Salaries & Benefits with 20% Vacancy Rate	78,544
	<hr/>
	831,647
Approved Indirect Cost Rate for Administrative Assessments	28.84%
Estimated Administrative Assessment for OTF	<hr/>
	239,847

2750 US Contributions Trust Fund (USCTF)

Estimated FTE Salaries & Benefit with 5% Vacancy Rate	774,474
Estimated OPS Salaries & Benefits with 30% Vacancy Rate	4,152,274
	<hr/>
	4,926,748
Approved Indirect Cost Rate for Administrative Assessments	26.43%
Estimated Administrative Assessment for USCTF	<hr/>
	1,302,140

FY 20/21 ADMINISTRATIVE ASSESSMENT CALCULATIONS

2191 Emergency Management Preparedness & Assistance Trust Fund (EMPA)

Estimated FTE Salaries & Benefit with 5% Vacancy Rate	3,053,272
Estimated OPS Salaries & Benefits with 3% Vacancy Rate	<u>1,268,865</u>
	4,322,137
Approved Indirect Cost Rate for Administrative Assessments	<u>28.84%</u>
Estimated Administrative Assessment for EMPA	1,246,505

2261 Federal Grants Trust Fund (FGTF)

Estimated FTE Salaries & Benefit with 5% Vacancy Rate	3,644,614
Estimated OPS Salaries & Benefits with 10% Vacancy Rate	<u>1,215,581</u>
	4,860,195
Approved Indirect Cost Rate for Administrative Assessments	<u>28.84%</u>
Estimated Administrative Assessment for FGTF	1,401,681

2339 Grants & Donations Trust Fund (GDTF)

Estimated FTE Salaries & Benefit with 5% Vacancy Rate	259,465
Estimated OPS Salaries & Benefits with 10% Vacancy Rate	<u>372,858</u>
	632,323
Approved Indirect Cost Rate for Administrative Assessments	<u>28.84%</u>
Estimated Administrative Assessment for GDTF	182,362

2510 Operating Trust Fund (OTF)

Estimated FTE Salaries & Benefit with 5% Vacancy Rate	798,544
Estimated OPS Salaries & Benefits with 10% Vacancy Rate	<u>84,499</u>
	883,043
Approved Indirect Cost Rate for Administrative Assessments	<u>28.84%</u>
Estimated Administrative Assessment for OTF	254,670

2750 US Contributions Trust Fund (USCTF)

Estimated FTE Salaries & Benefit with 5% Vacancy Rate	790,152
Estimated OPS Salaries & Benefits with 10% Vacancy Rate	<u>3,184,119</u>
	3,974,272
Approved Indirect Cost Rate for Administrative Assessments	<u>26.43%</u>
Estimated Administrative Assessment for USCTF	1,050,400

STATE AND LOCAL GOVERNMENTS RATE AGREEMENT

EIN: 80-0749868

DATE:04/24/2019

ORGANIZATION:

FILING REF.: The preceding agreement was dated 02/16/2018

Florida Division of Emergency Management
2555 Shumard Oak Blvd.
Tallahassee, FL 32399-2100

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FIXED	07/01/2019	06/30/2020	29.26	On Site	Emergency Management
FINAL	07/01/2017	06/30/2018	26.85	On Site	Disaster
PROV.	07/01/2018	06/30/2020	26.85		Use same rates and conditions as those cited for fiscal year ending June 30, 2018.

*BASE

Direct salaries and wages including all fringe benefits.

ORGANIZATION: Florida Division of Emergency Management

AGREEMENT DATE: 4/24/2019

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

Equipment Definition:

Equipment means article of nonexpendable, tangible personal property having a useful life of more than 1 year and an acquisition cost of \$1,000 or more per unit.

Fringe Benefits:

FICA
Retirement - State
Disability Insurance
Worker's Compensation
Health Insurance
Dental Insurance
Pretax Administrative
Life Insurance

The rates are not applicable to pass-through or disaster funds.

Your next proposal based on actual costs for the fiscal year ending 06/30/19 is due in this office by 12/31/19.

The emergency management under recovery carry over is \$236,147

This Rate Agreement is issued in accordance with the Customer Service Agreement (CSA) between DHHS/CAS and FEMA.

SECTION III: GENERAL

A. LIMITATIONS: The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations, the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES: This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES: If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES: The rates in this Agreement were approved in accordance with the authority in 2 CFR 200 and should be applied to grants, contracts and other agreements covered by 2 CFR subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER: If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Florida Division of Emergency Management
(Institution)

Suzanne F. McDaniel
(Signature)

Suzanne F. McDaniel
(Name)

Planning & Budget Manager
(Title)

5/15/19
(Date)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DHS – Federal Emergency Management Agency
(Agency)

GREGORY L TEETS Digitally signed by GREGORY L. TEETS
Date: 2019.05.02 16:39:59 -04'00'
(Signature)

Gregory L. Teets
(Name)

Assistant Administrator for Financial Management
(Title)

May 2, 2019
(Date)

IIHS Representative: Michael Phillips
Telephone: (214) 767-3236

Schedule I - 5% Trust Fund Reserve Narrative

Division of Emergency Management Administrative Trust Fund (2021)

Exemptions:

The revenues received in this trust fund are for administrative and information technology operating budgets and per the Legislative Budget Request Instructions, this fund is exempt from the 5% reserve requirement.

Description of the impact of establishing the reserve and recommendation of why it may be appropriate to exclude the trust fund from the reserve requirement: N/A

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS
ADMINISTRATIVE TRUST FUND (2021)
DIVISION OF EMERGENCY MANAGEMENT**

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2020-21 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2018-19

Adjustment to Line A for PY Certified "B"

Amount – (\$50,733): Adjustment for prior year certified "B" to adjust line A.

A/P Not Carried Forward Operating

Amount - \$3,122: Adjustment for current year A/P not carried forward.

Reclass of PY Accounts Payable

Amount – \$25,995: Reclass prior year accounts payable not certified included in line A and Line D.

Post Closing Statewide Financial Statement Adjustment – B3100008

Amount – \$356: Correct atypical balance in General Revenue Service Charge

Revenue Estimating Methodology:

Emergency Management Preparedness and Assistance Trust Fund (2191)

Division of Emergency Management

The receipts in this fund come solely from a surcharge on residential and commercial insurance policies in the state, collected by the Department of Revenue which is then transferred to DEM. DOR distributes the \$3,500,000 to DEM in November, April, May and June each year and then provides a “true up” distribution in August once the revenues have been finalized. The General Revenue Consensus Estimating Conference held in August 2019 projects the revenues for this fund. Based on the conference report the projected revenues for Fiscal Year 2019-20 are \$15,000,000 and the projected revenues for FY 2020-21 are \$15,000,000. State Fees are received through deposits from the Surplus Lines Tax Office and the estimated revenue is based on the average revenue receipts increase for the past three fiscal years. The average increase over the past five years is 7.8%. It is not anticipated that these revenues will increase by any more than 8% each year. The interest for this fund is based on the actual interest earned for FY 2018-19.

State Fees Calculation

FY 2013-14 Receipts	\$1,092,904
FY 2014-15 Receipts	\$1,202,958
FY 2015-16 Receipts	\$1,232,241
FY 2016-17 Receipts	\$1,332,255
FY 2017-18 Receipts	\$1,434,468
FY 2018-19 Receipts	\$1,588,814

Revenue Increase

FY 2014-15 =	$(\$1,202,958 - \$1,092,904) / \$1,092,904 = 10\%$
FY 2015-16 =	$(\$1,232,241 - \$1,202,958) / \$1,202,958 = 2\%$
FY 2016-17 =	$(\$1,332,255 - \$1,232,241) / \$1,232,241 = 8\%$
FY 2017-18 =	$(\$1,434,468 - \$1,332,255) / \$1,332,255 = 8\%$
FY 2018-19 =	$(\$1,588,814 - \$1,434,468) / \$1,434,468 = 11\%$

Revenue Calculation

FY 2019-20 =	$\$1,588,814 \times 1.08 = \$1,715,919$
FY 2020-21 =	$\$1,700,031 \times 1.08 = \$1,836,033$

Schedule I - 5% Trust Fund Reserve Narrative

**Division of Emergency Management
Emergency Management Preparedness and Assistance Trust Fund (2191)**

Exemptions:

1. The portion of receipts identified for county program grants

Description of the impact of establishing the reserve and recommendation of why it may be appropriate to exclude the trust fund from the reserve requirement:

The remaining receipts in this fund that have not been exempted are those provided for emergency management operations, statewide initiatives, and competitive grant programs. The balance in this fund has been reduced significantly over the past years due to a transfer of funding to cover a portion of the state’s disaster matching obligations, a transfer of funding for Community Budget Issue Requests and other legislatively initiated projects and trust fund sweeps. Another reduction to the already limited funding available for use in these programs will have a negative impact on this unique fund and its programs.

Calculation: \$16,891,181 FY 19-20 Estimated Revenue
 (\$8,277,333) Exempt from 5% (Base grants to 67 counties)
 (\$ 14,021) Service Charge to GR @ 8%
 (\$ 1,040,041) Transfer to 2021 Administrative Assessments

 \$7,559,786 Estimated revenues not exempt from 5% reserve

$\$7,559,786 \times 5\% = \$377,989.30$

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS
EMERGENCY MANAGEMENT PREPAREDNESS AND ASSISTANCE TRUST FUND (2191)
DIVISION OF EMERGENCY MANAGEMENT**

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2020-21 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2018-19

Post Closing Statewide Financial Statement Adjustment – B3100001

Amount – (\$108): Classified by a statewide financial statement adjustment to set up and accounts payable in an operating category paid to another state agency.

A/P Not Carried Forward Operating

Amount – \$107: Prior year accounts payable not certified forward included in line A and Line D.

Adjustment to Line A for PY Certified “B”

Amount – (\$2,262,623): Adjustment for prior year certified “B” to adjust line A.

Revenue Estimating Methodology:

Federal Grants Trust Fund (2261)

Division of Emergency Management

All receipts in this fund are for a variety of federal grants initiated through the US Department of Homeland Security, Federal Emergency Management Agency, US Department of Commerce and US Department of Transportation. Program revenue estimates are reported at currently anticipated award levels based on preliminary program application requirements and other communication with these federal agencies.

Schedule I - 5% Trust Fund Reserve Narrative

Division of Emergency Management Federal Grants Trust Fund (2261)

Exemptions:

The revenues received in this trust fund are from federal funding sources so is exempt from the 5% reserve requirement.

Description of the impact of establishing the reserve and recommendation of why it may be appropriate to exclude the trust fund from the reserve requirement: N/A

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS
FEDERAL GRANTS TRUST FUND (2261)
DIVISION OF EMERGENCY MANAGEMENT**

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2020-21 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2018-19

Adjustment to Line A for PY Certified "B"

Amount – (\$10,194,771): Adjustment for prior year certified "B" to adjust line A.

Adjustment to Line A for Deferred Inflows

Amount – \$259,045,628: Adjustment for deferred revenue related to the Citrus Recovery Grant Program to adjust line A.

A/P Not Carried Forward Operating

Amount – \$478,200: Prior year accounts payable not certified forward included in line A and Line D.

Reclass of PY Accounts Payable

Amount – (\$87): Reclass prior year accounts payable not certified included in line A and Line D.

Post Closing Statewide Financial Statement Adjustment – B3100012

Amount - \$(461,442): Classified by a statewide financial statement adjustment to set up and accounts payable paid to another state agency.

Revenue Estimating Methodology:

Grants and Donations Trust Fund (2339)

Division of Emergency Management

The Radiological Emergency Preparedness funding provided by the two nuclear power companies are multi-year negotiated agreements to cover activities and performance requirements contained in the Agreements. The revenue estimates are based on those contracted amounts.

The Department of Health provides funding through an interagency agreement for square footage they use at the State Logistics Response Center in Orlando.

Receipts shown to cover the state's matching requirements for open federally-declared disaster programs are based on a project-by-project analysis to determine expected operational and project payment disbursement needs for the fiscal year. A report projecting expenditures for open federally declared disasters is required, by proviso, to be submitted quarterly to the Executive Office of the Governor, Chair of the Senate Appropriations Committee and the Chair of the House Appropriations Committee. This report is used to determine the state matching requirements needed each fiscal year. These calculations are developed for each open disaster and have a corresponding federal budget authority request in the U.S. Contributions Trust Fund. The source of funding for this disaster matching requirement is determined by the Legislature.

Additional receipts in this trust fund are generated by the Hurricane Catastrophe Fund. Per Section 215.559, Florida Statutes, a distribution of \$10,000,000 or 35% of the investment income is allocated for disaster mitigation purposes in order for the fund to retain its tax exempt status. This distribution is used for the Hurricane Loss Mitigation Program and the Hurricane Shelter Retrofit Program. For FY 19/20 & 20/21, the revenue being estimated is based on the \$10,000,000 required distribution plus an additional \$3,500,000 for the Alert Florida System.

Schedule I - 5% Trust Fund Reserve Narrative

Grants and Donations Trust Fund (2339)

Exemptions:

1. State appropriated match and administration funds for federally declared disasters
2. Annual distribution from the Hurricane Catastrophe Fund

Description of the impact of establishing the reserve and recommendation of why it may be appropriate to exclude the trust fund from the reserve requirement:

This fund has no self-generating or dedicated revenue source, but serves as a holding vehicle for moneys that have been provided to the department for specific purposes.

Radiological Emergency Preparedness Funding - Non-exempted receipts in the GDTF are funds provided annually from three nuclear power companies by contractual agreement for participation in county training, plant exercises, and drills in order to be prepared to respond in an emergency event at a power plant, provide public education and information for nuclear emergencies, and to maintain the Radiological Emergency Management planning portion of the State Comprehensive Emergency Management Plan. The receipts associated with these contracts are provided for the accomplishment of specific Scope of Work items. If these funds are held in reserve, our ability to perform the contractually required activities will be negatively impacted.

Calculation: \$294,919,967 FY 19-20 Estimated Revenue
(\$280,240,346) Exempt from 5% (Disaster State Match)
(\$13,500,000) Exempt from 5% (Transfer from Hurricane Catastrophe Fund)
(\$ 62,243) FY 19-20 Estimated Service Charge to GR
(\$ 247,551) FY 19-20 Estimated Administrative Assessment
\$ 869,827 Estimated Revenues not exempt from 5% reserve

\$869,827 X 5% = \$43,491.35

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS
GRANTS AND DONATIONS TRUST FUND (2339)
DIVISION OF EMERGENCY MANAGEMENT**

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2020-21 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2018-19

Adjustment to Line A for PY Certified “B”

Amount – (\$23,560,985): Adjustment for prior year certified “B” to adjust line A.

A/P Not Carried Forward Operating

Amount - \$983,600: Adjustment for current year A/P not carried forward.

Reclass of PY FCO Accounts Payable

Amount – \$46,850: Reclass prior year FCO accounts payable not certified included in line A and Line D.

Adjustment to Line A for Receivables

Amount – (\$701,060): The adjustment needed in the Grants and Donations TF (2339) was processed to alleviate receivables recorded to PA declarations for Hurricane Irene and the South Florida Floods. These storms were officially closed during the 18-19 fiscal year and the receivable was no longer due to the disaster grant program. The reclassification is normally handled through a reversal transaction that impacts revenue. Since the revenue was never received and a re-class would have caused an atypical balance, the needed amounts were re-classed through expenditures.

Post Closing Statewide Financial Statement Adjustment – B3100002

Amount – (\$229): Classified by a statewide financial statement adjustment to set up and accounts payable in an operating category paid to another state agency.

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS FCO CALCULATION
GRANTS AND DONATIONS TRUST FUND (2339)
DIVISION OF EMERGENCY MANAGEMENT**

Following is the calculation for Fixed Capital Outlay adjustments included in the Schedule I, Column A01, Section III, of the Division’s Fiscal Year 2020-21 Legislative Budget Request:

APPROPRIATION CATEGORY/YEAR	EXPENDITURES	ENCUMBRANCES	UNENCUMBERED BALANCE	TOTAL
140527-11	\$ 80,548.44			\$ 80,548.44
140527-12	\$ 179,400.95		\$ 1.00	\$ 179,401.95
140527-13	\$ 558,825.28			\$ 558,825.28
140527-14	\$ 464,926.45	\$1,737,479.50	\$ 751,678.61	\$2,954,084.56
140527-15	\$1,251,671.63	\$1,166,081.78	\$ 348,848.21	\$2,766,601.62
140527-16	\$ 430,095.57	\$1,779,922.71	\$ 756,896.10	\$2,966,914.38
140527-17		\$2,835,000.00	\$ 165,000.00	\$3,000,000.00
140527-18			\$3,000,000.00	\$3,000,000.00
	\$2,965,468.32	\$7,518,483.99	\$5,022,423.92	\$15,506,376.23

Revenue Estimating Methodology:

Operating Trust Fund (2510)

Division of Emergency Management

Hazardous Materials Fees: The receipts in this fund come solely from fees collected from industry per Section 252.85 and 252.939, Florida Statutes. FY 19/20 annual fees for hazardous materials are being projected to increase base on the past two years of fees collected and due to an increase in potential high risk hazardous chemical facilities' inspections and regulation in Fiscal Years 2018-19 and 2019-20. FY 20/21 annual fees for hazardous materials are not being projected to increase.

Fee Collections:

FY 2016-17	\$2,364,281
FY 2017-18	\$2,299,885
FY 2018-19	\$2,365,108

Estimated Fee Collections:

FY 2019-20	\$2,600,000
FY 2020-21	\$2,600,000

Schedule I - 5% Trust Fund Reserve Narrative

Operating Trust Fund (2510)

Exemptions: None

Description of the impact of establishing the reserve and recommendation of why it may be appropriate to exclude the trust fund from the reserve requirement:

Division of Emergency Management:

Hazardous Materials Planning and Prevention Program Fees - The Federal Emergency Planning and Community Right-to-Know Act of 1986 requires the state to perform certain emergency preparedness and community education and awareness functions relating to hazardous materials. The use of this fund ensures that the cost of performing such functions will be borne by those employers in the states that produce, use or store hazardous materials. Section 112(r) of the Clean Air Act requires certain industries to develop risk management planning programs, and delegation to the Executive Office of the Governor requires audits of these programs. If the 5% trust fund reserve is imposed on this fund it will negatively impact implementation and effectiveness of both programs.

The fees collected from industry associated with both programs are deposited into the OTF and are the sole source for funding the Florida Hazardous Materials Planning and Prevention Program which covers approximately 11,000 facilities. In addition to providing the salaries for those responsible for implementing the program at the state level, monies from the OTF are also provided annually to local governments and Regional Planning Councils to carry out such critical functions as hazardous materials emergency planning and exercise, technical assistance to industry and public access to chemical/facility information.

The Florida Hazardous Materials Planning and Prevention Program have long been recognized nationwide as a leader in the implementation of the Federal Emergency Planning and Community Right-to-Know Act. Public and private industry has been and continues to be strong proponents of the program recognizing the benefits of the fees they pay to support the program. The citizens of Florida, above all, are the biggest beneficiaries of a strong and vital hazardous materials program which strives to ensure awareness of and protection from dangerous hazardous materials. For these reasons, it is recommended that the Operating Trust Fund be excluded from the reserve requirement due to the critical funding needs referenced above. To not exclude this fund from the reserve requirement would have a negative impact on the programs overall effectiveness.

Calculation:	\$2,600,000	FY 19-20 Estimated Revenue
	(\$ 208,000)	Service Charge to GR @ 8%
	(\$ 239,847)	Transfer to 2021-Administrative Assessments

	\$2,152,153	Estimated revenues not exempt from 5% reserve

$\$2,152,153 \times 5\% = \$107,607.65$

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS
OPERATING TRUST FUND (2510)
DIVISION OF EMERGENCY MANAGEMENT**

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2020-21 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2018-19

Adjustment to Line A for PY Certified “B”

Amount – (\$429,536): Adjustment for prior year certified “B” to adjust line A.

Reclass of PY Compensated Absences

Amount - \$6,282: Adjustment required adjusting Line A (Unreserved Fund Balance as of July 1) for a non-budgetary expenditure that was included in the computation of the beginning fund balance.

Revenue Estimating Methodology:

U. S. Contributions Trust Fund (2750)

Division of Emergency Management

All anticipated receipts in this fund are for the federal share of open federally-declared disaster programs administered by the Division of Emergency Management. The calculations are based on a project-by-project analysis to determine expected operational and project payment disbursement needs for the fiscal year. A report projecting expenditures for open federally declared disasters is required, by proviso, to be submitted quarterly to the Executive Office of the Governor, Chair of the Senate Appropriations Committee and the Chair of the House Appropriations Committee. These calculations are developed for each open disaster and have a corresponding state budget authority request for matching funds in the Grants and Donations Trust Fund.

Schedule I - 5% Trust Fund Reserve Narrative

Division of Emergency Management US Contributions Trust Fund (2750)

Exemptions:

The revenues received in this trust fund are from federal funding sources so is exempt from the 5% reserve requirement.

Description of the impact of establishing the reserve and recommendation of why it may be appropriate to exclude the trust fund from the reserve requirement: N/A

**SCHEDULE I
TRUST FUNDS AVAILABLE**

**SUPPORTING NARRATIVE – SECTION III ADJUSTMENTS
US CONTRIBUTIONS TRUST FUND (2750)
DIVISION OF EMERGENCY MANAGEMENT**

Following are descriptions of the adjustments included in the Schedule I, Column A01, Section III, of the Division's Fiscal Year 2020-21 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR – FY 2018-19

Adjustment to Line A for PY Certified "B"

Amount – (\$17,744,856): Adjustment for prior year certified "B" to adjust line A.

A/P Not Carried Forward Operating

Amount – \$24,299,421: Prior year accounts payable not certified forward included in line A and Line D.

Reclass of PY Accounts Payable

Amount – \$184,831: Reclass prior year accounts payable not certified included in line A and Line D.

Post Closing Statewide Financial Statement Adjustment – B3100003

Amount - \$3,663,992: Classified by a statewide financial statement adjustment to reduce a receivable that was included twice.

Post Closing Statewide Financial Statement Adjustment – B3100003

Amount – (\$395,113): Classified by a statewide financial statement adjustment to record a payable not reflected in trial balance and the amount due from federal government.

Post Closing Statewide Financial Statement Adjustment – B3100006

Amount – (\$1,193,088): Classified by a statewide financial statement adjustment to record a payable not reflected in trial balance and the amount due from federal government.

Post Closing Statewide Financial Statement Adjustment – B3100009

Amount – (\$471,026): Classified by a statewide financial statement adjustment to record a payable not reflected in trial balance and the amount due from federal government.

Post Closing Statewide Financial Statement Adjustment – B3100001

Amount - \$12,000,000: Classified by a statewide financial statement adjustment for a keypunch error to correct the general ledger code for 68100 to 98100.

Schedule VII: Agency Litigation Inventory

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

Agency:	Division of Emergency Management		
Contact Person:	Erik Saylor	Phone Number:	850-815-4154
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Disasters, Strategies, and Ideas Group, LLC and Linda Berry v. State of Florida, Division of Emergency Management		
Court with Jurisdiction:	Circuit Court, Leon County		
Case Number:	Case No. 2018-CA-001418		
Summary of the Complaint:	DSI was a former contractor of FDEM. DSI sued FDEM and another contractor. When DSI moved to dismiss its suit, one of the defendants moved for §57.105 attorney’s fees. The attorney’s fee hearing was scheduled for 9/5/19.		
Amount of the Claim:	\$ unknown		
Specific Statutes or Laws (including GAA) Challenged:	§57.105 attorney’s fees		
Status of the Case:	FDEM was dismissed from this case. Decision on the defendant’s request for attorney’s fees may be rendered by end of September.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Division of Emergency Management		
Contact Person:	Erik Saylor	Phone Number:	850-815-4154
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Rebuild Northwest Florida, Inc. v. Federal Emergency Management Agency and Florida Division of Emergency Management		
Court with Jurisdiction:	Federal Court, Pensacola		
Case Number:	Case No.: 3:17-cv-00441-MCR-CJK		
Summary of the Complaint:	Rebuild is suing FEMA and FDEM regarding the Hazard Mitigation Grant Programs (HMPG) projects following Hurricanes Charley, Ivan, Jeanne, and Wilma. FEMA is the actual defendant because FEMA denied Rebuild’s funding request. Rebuild appealed the denial to FEMA twice. Upon losing the second appeal before FEMA, Rebuild sued FEMA and FDEM in federal court for a declaratory judgment that Rebuild is entitled to these HMPG funds.		
Amount of the Claim:	\$ unknown		
Specific Statutes or Laws (including GAA) Challenged:	Stafford Act – 42 USC §§5121-5206		
Status of the Case:	October 2018 was the last filing in the docket. Case was resigned to a new magistrate in March 2019. No activity in this case since then.		
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
	X	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Inspector General	
Deputy Inspector General - SES	
Pos #:	001220
Class Code:	7998/11-1021-4
FTE:	1

DIVISION OF EMERGENCY MANAGEMENT LEADERSHIP SUMMARY

07/01/2019
15 FTE

Director of Emergency Mgmt-	
EM SMS	
Pos #:	001145
Class Code:	9708/10-1021-1
FTE:	1

SERT Chief	
Deputy Dir of Emergency Mgmt - SMS	
Pos #:	001082
Class Code:	9664/10-1021-1
FTE:	1

Chief of Staff	
SMS	
Pos #:	001300
Class Code:	TBD/10-1021-1
FTE:	1

Information Technology & Mgmt	
Chief Information Officer - SES	
Pos #:	001626
Class Code:	8088/11-3021-4
FTE:	1

Preparedness	
Chief of the Bureau of Preparedness	
Pos #:	001167
Class Code:	5274/11-9199-3
FTE:	1

Mitigation	
Chief of the Bureau of Mitigation	
Pos #:	001121
Class Code:	5276/11-9199-3
FTE:	1

Human Resources	
Personnel Officer - SES	
Pos #:	001078
Class Code:	7030/11-3040-3
FTE:	1

Communications	
Communications Director -SMS	
Pos #:	001033
Class Code:	9556/10-2031-1
FTE:	1

Regional Coordination	
Community Program Mgr - SES	
Pos #:	001085
Class Code:	2516/11-9199-2
FTE:	1

Response	
Chief of the Bureau of Response	
Pos #:	001142
Class Code:	5275/11-9199-3
FTE:	1

Recovery	
Chief of the Bureau of Recovery	
Pos #:	001081
Class Code:	5277/11-9199-3
FTE:	1

Legal	
Deputy General Counsel - SES	
Pos #:	001183
Class Code:	8416/11-9199-4
FTE:	1

Finance	
Fiscal Mgmt Admin - SES	
Pos #:	001213
Class Code:	8634/11-3031-3
FTE:	1

Legislative Affairs	
Legislative Affairs Admin - SES	
Pos #:	001097
Class Code:	9633/10-1021-1
FTE:	1

**DIVISION OF EMERGENCY MANAGEMENT
OFFICE OF THE DIRECTOR
DIRECTOR'S OFFICE/HR/LEGAL**

07/01/2019

4 FTE

General & Operations Managers
Chief Inspector General - BOG
Pos #: 000139
Class Code: 8566/10-1021-2
Ref. Only

General & Operations Managers
Deputy Inspector General - SES
Pos #: 001220
Class Code: 7998/11-1021-4
Ref. Only

Accountants and Auditors
Audit & Evaluation Review Analyst
Pos #: 001296
Class Code: 1668/13-2011-3
FTE: 1.0

Governor

General & Operations Managers
Director
Pos #: 001145
Class Code: 9708/10-1021-1
Ref. Only

General & Operations Managers
Deputy Director of Emergency Mgmt
Pos #: 001082
Class Code: 9664/10-1021-1
Ref. Only

General & Operations Managers
Chief of Staff
Pos #: 001300
Class Code: 8289/10-1021-2
Ref. Only

Exec Sec & Exec Admin Assts
Executive Assistant II
Pos #: 001710
Class Code: 0720/43-6011-5
FTE: 1.0

Mgrs, all other
Deputy General Counsel
Pos #: 001183
Class Code: 8416/11-9199-4
Ref. Only

Human Resource Managers
Personnel Officer - EM
Pos #: 001078
Class Code: 7030/11-3040-3
Ref. Only

Lawyers & Judges
Senior Attorney - SES
Pos #: 001704
Class Code: 7738/23-1011-4
FTE: 1.0

Human Resource/Train/Labr
Human Resource Consultant/HR- SES
Pos #: 001208
Class Code: 0193/13-1071-4
FTE: 1.0

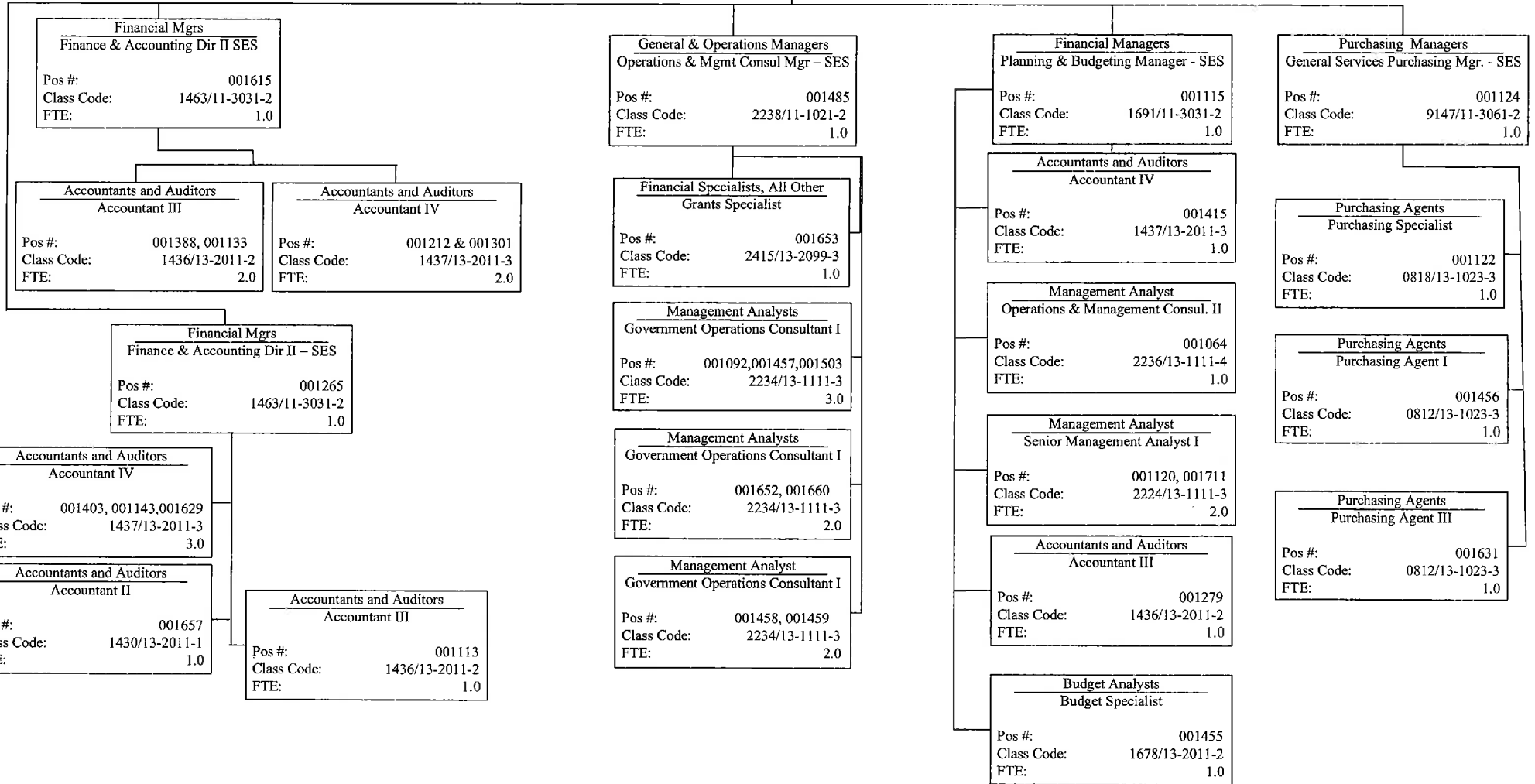
Visio 07/24/15

DIVISION OF EMERGENCY MANAGEMENT
OFFICE OF POLICY AND FINANCIAL MANAGEMENT

07/1/2019
32 FTE

Financial Managers
Fiscal Management Administrator
Pos #: 001213
Class Code: 8634/11-3031-4
Ref. Only

Office & Admin Support
Administrative Assistant II
Pos #: 001246
Class Code: 0712/43-6011-3
FTE: 1.0



DIVISION OF EMERGENCY MANAGEMENT
COMMUNICATIONS

07/01/2019

2 FTE

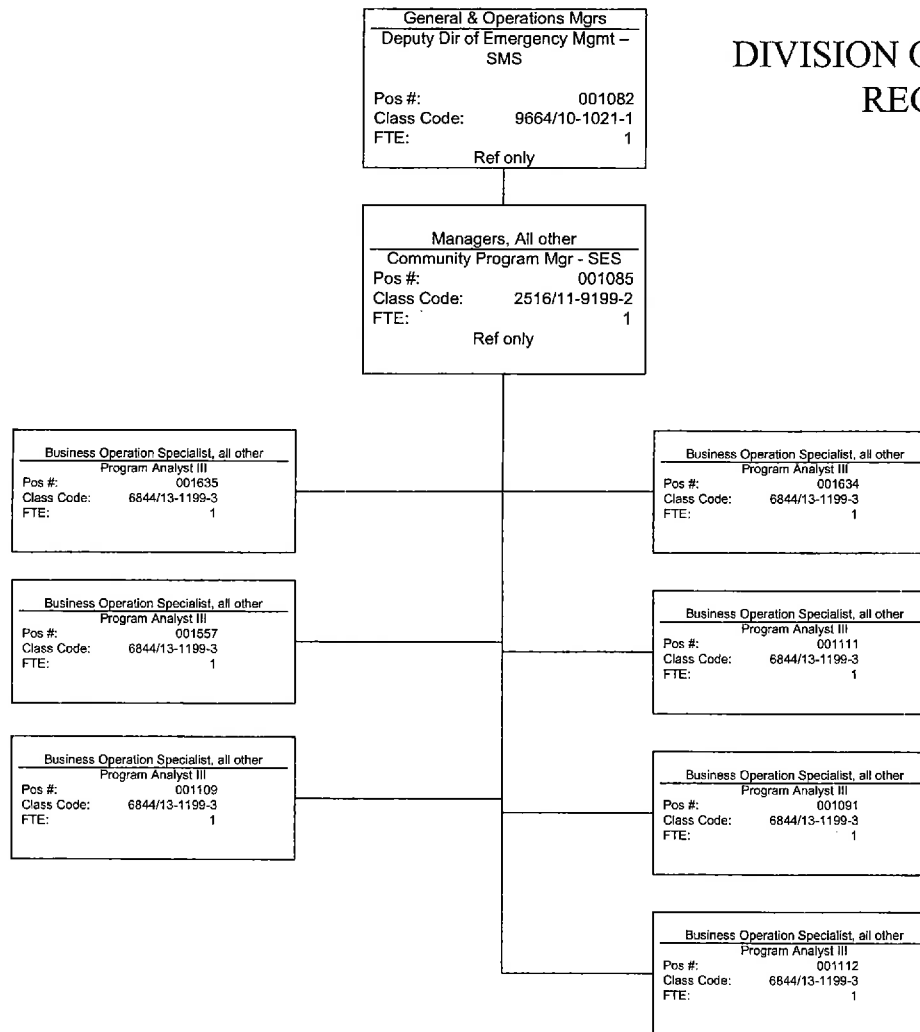
<u>Communications</u>	
Communications Dir-SMS	
Pos #:	001033
Class Code:	9556/10-2031-01
Ref. Only	

<u>Public Relations & Fundraising</u>	
Mgrs	
Press Secretary-SES	
Pos #:	001118
Class Code:	3499/11-2031-03
FTE:	1.0

<u>Management Analysts</u>	
Senior Mgmt Analyst I	
Pos #:	001405
Class Code:	2224/13-1111-03
FTE:	1.0

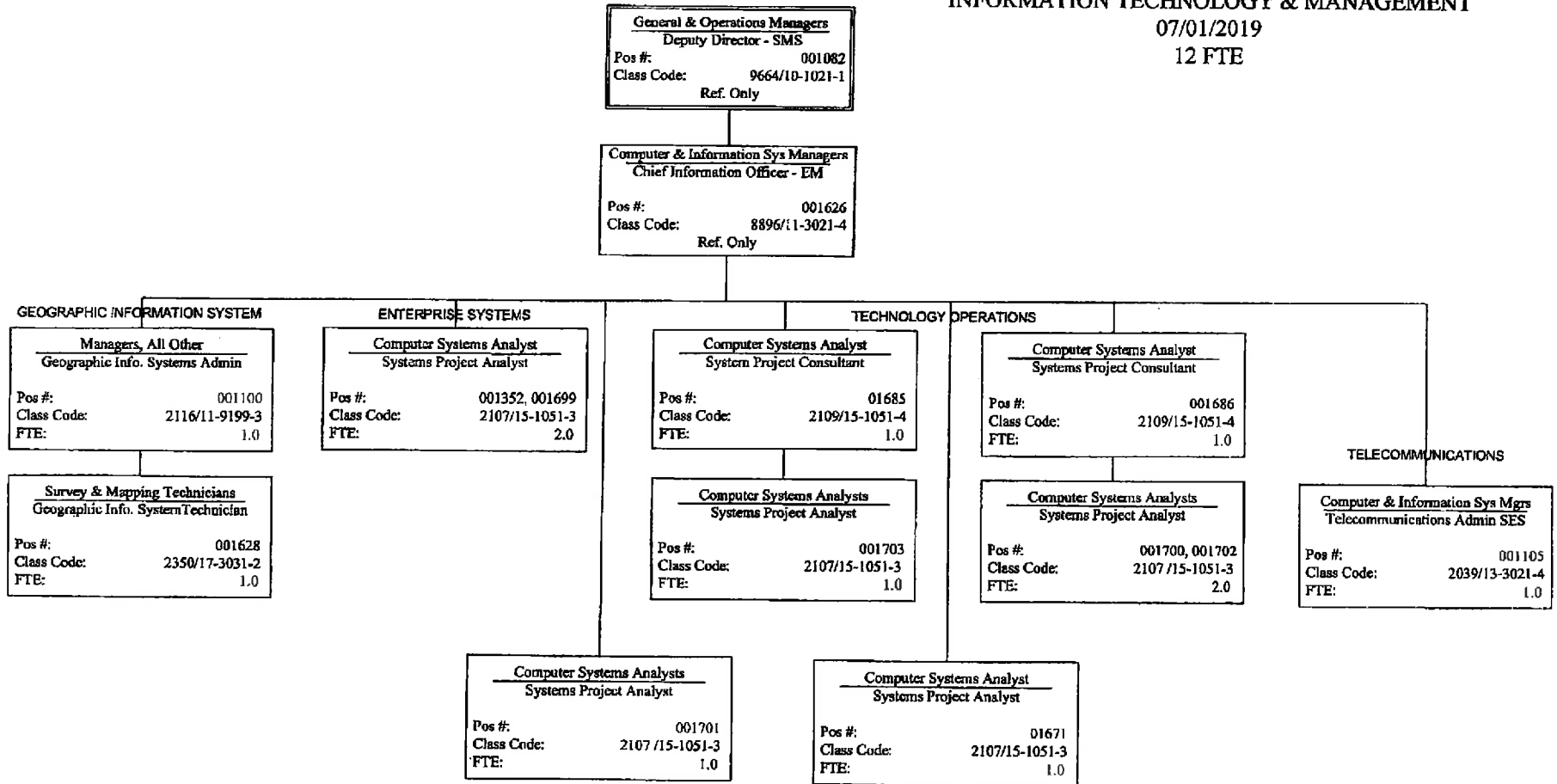
DIVISION OF EMERGENCY MANAGEMENT
REGIONAL COORDINATION

07/01/2019
7 FTE



DIVISION OF EMERGENCY MANAGEMENT
 INFORMATION TECHNOLOGY & MANAGEMENT

07/01/2019
 12 FTE



**DIVISION OF EMERGENCY MANAGEMENT
BUREAU OF MITIGATION**

07/01/2019

23 FTE

Hazard Mitigation Grants Section

Hazard Mitigation Assistance

<u>Managers, All Other</u>
Chief of Mitigation
Pos. #: 001121
Class Code: 7799/11-9199-3
FTE: 1.0
Ref only

<u>Managers, All Other</u>
Community Program Manager - SES
Pos. #: 001371
Class Code: 2516/11-9199-2
FTE: 1.0

<u>General & Operations Mgrs</u>
Operations & Mgmt Cons Mgr - SES
Pos. #: 001655
Class Code: 2238/11-1021-2
FTE: 1.0

<u>General & Operations Mgrs</u>
Operations & Mgmt Cons Mgr - SES
Pos. #: 001024
Class Code: 2238/11-1021-2
FTE: 1.0

<u>Financial Specialist, All Other</u>
Community Assistance Consultant
Pos. #: 001597
Class Code: 2515/13-2099-3
FTE: 1.0

<u>Managers, All Other</u>
Planning Manager - SES
Pos. #: 001445
Class Code: 2336/11-9199-2
FTE: 1.0

<u>Managers, All Other</u>
Community Program Manager - SES
Pos. #: 001406
Class Code: 2516/11-9199-2
FTE: 1.0

<u>Management Analyst</u>
Senior Management Analyst I
Pos. #: 001505
Class Code: 2224/13-1111-3
FTE: 1.0

<u>Management Analyst</u>
Sr. Management Analyst I
Pos. #: 001708, 001656
Class Code: 2224/13-1111-3
FTE: 2.0

<u>Environmental Scientist</u>
Environmental Spec II
Pos. #: 001016
Class Code: 4809/19-2040-2
FTE: 1.0

<u>Management Analyst</u>
Senior Management Analyst I
Pos. #: 001123
Class Code: 2224/13-1111-3
FTE: 1.0

<u>Management Analyst</u>
Senior Management Analyst I
Pos. #: 001691
Class Code: 2224/13-1111-3
FTE: 1.0

<u>Management Analyst</u>
Senior Management Analyst I
Pos. #: 001687
Class Code: 2224/13-1111-3
FTE: 1.0

<u>Financial Specialist, All Other</u>
Grants Specialist V
Pos. #: 001707, 001372
Class Code: 2415/13-2099-3
FTE: 2.0

<u>Environmental Scientist</u>
Environmental Spec II
Pos. #: 001658
Class Code: 4809/19-2040-2
FTE: 1.0

<u>Management Analyst</u>
Planning Consultant
Pos. #: 001677
Class Code: 2336/13-1111-4
FTE: 1.0

<u>Management Analyst</u>
Senior Management Analyst I
Pos. #: 001688
Class Code: 2224/13-1111-3
FTE: 1.0

<u>Management Analyst</u>
Senior Management Analyst I
Pos. #: 001407
Class Code: 2224/13-1111-3
FTE: 1.0

<u>Environmental Scientist</u>
Environmental Spec II
Pos. #: 001709
Class Code: 4809/19-2040-2
FTE: 1.0

<u>Management Analyst</u>
Senior Management Analyst II
Pos. #: 001098
Class Code: 2225/13-1111-4
FTE: 1.0

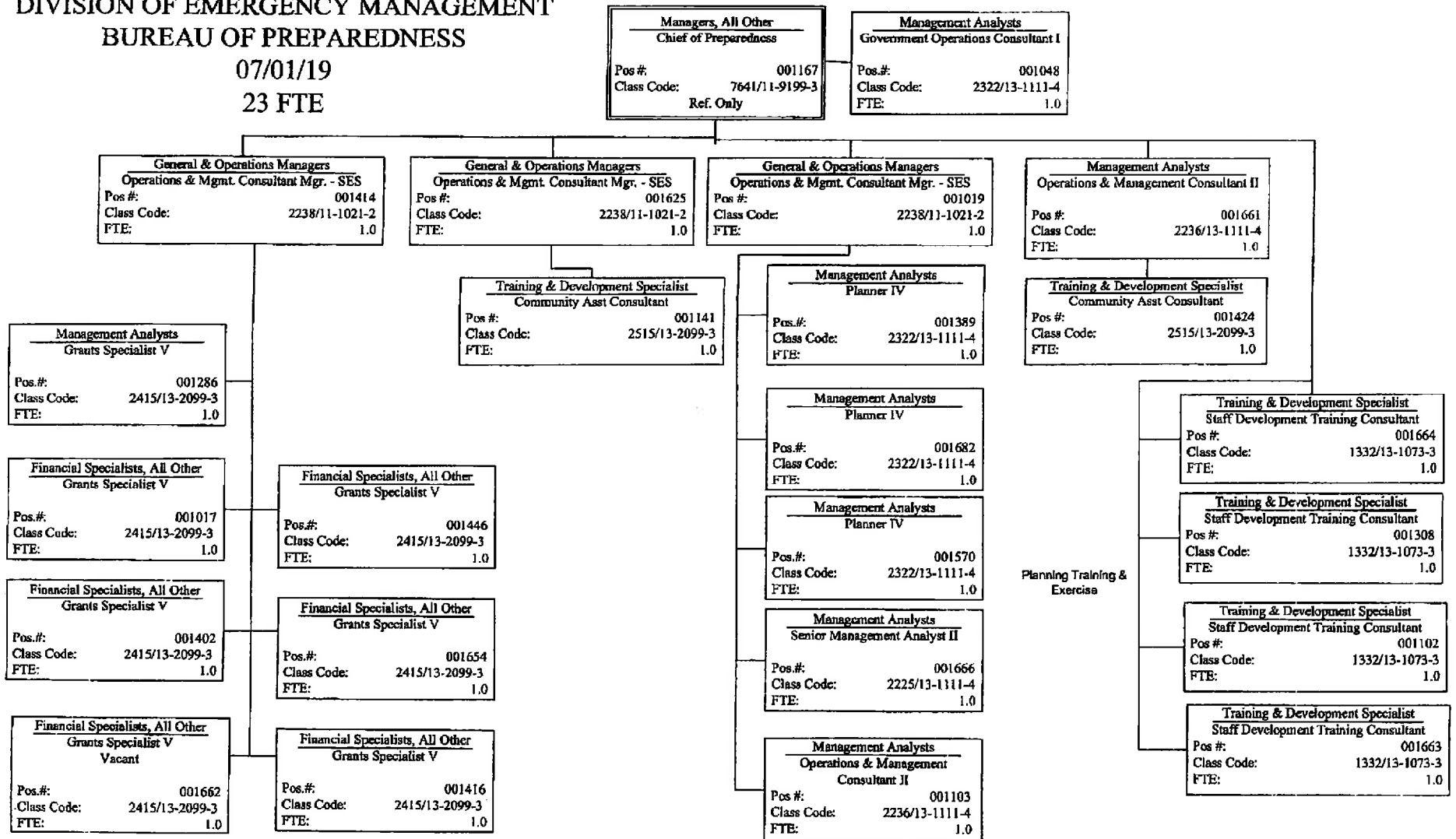
<u>Management Analyst</u>
Senior Management Analyst I
Pos. #: 001706
Class Code: 2224/13-1111-3
FTE: 1.0

<u>Management Analyst</u>
Government Operations Consultant I
Pos. #: 001590
Class Code: 2234/13-1111-3
FTE: 1.0

Visio 07/23/15

**DIVISION OF EMERGENCY MANAGEMENT
BUREAU OF PREPAREDNESS**

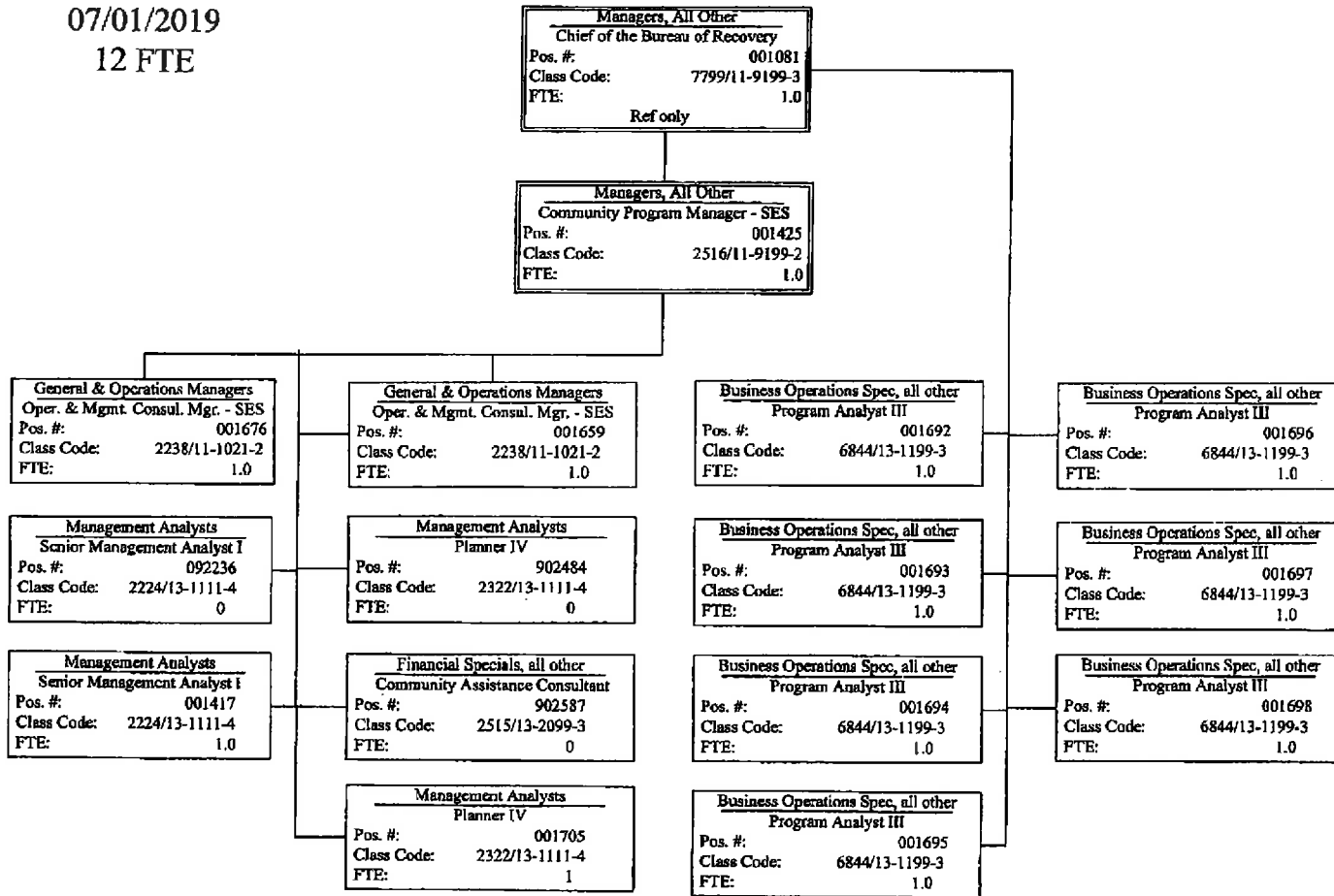
07/01/19
23 FTE



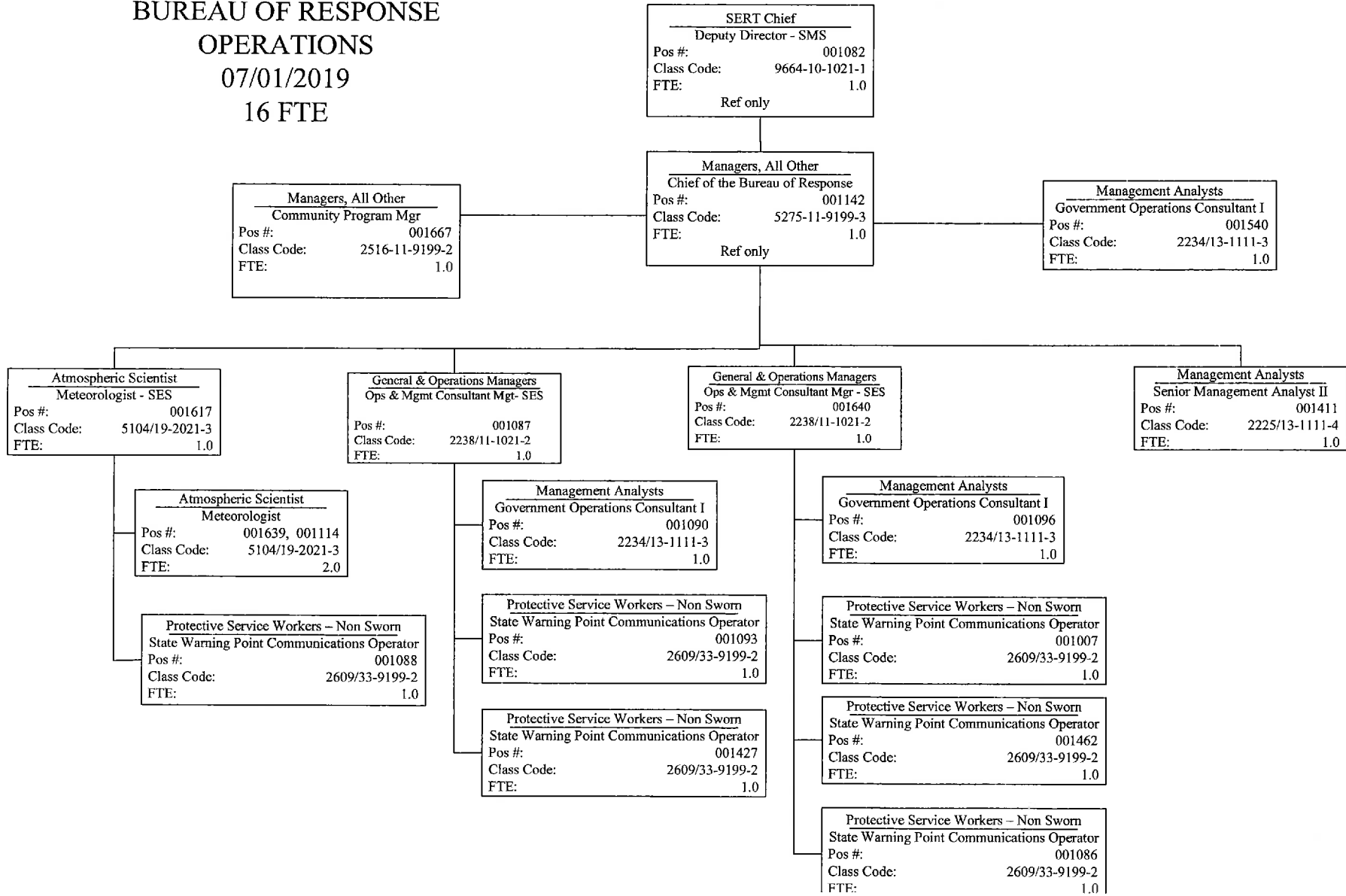
DIVISION OF EMERGENCY MANAGEMENT
BUREAU OF RECOVERY

07/01/2019

12 FTE



DIVISION OF EMERGENCY MANAGEMENT
 BUREAU OF RESPONSE
 OPERATIONS
 07/01/2019
 16 FTE

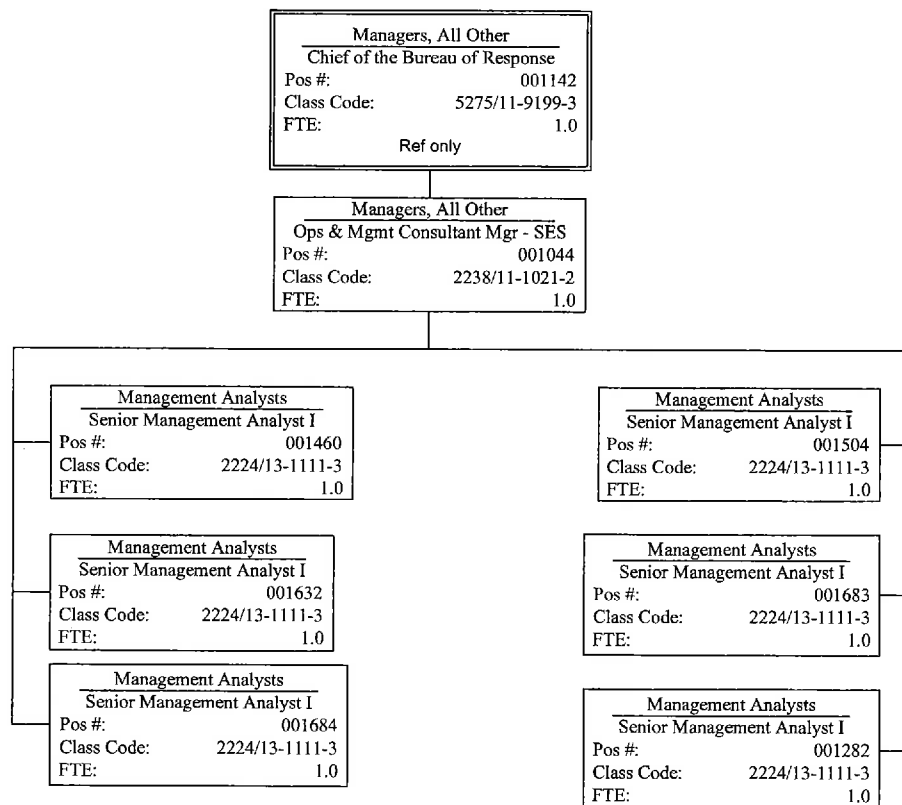


Visio 07/01/2015

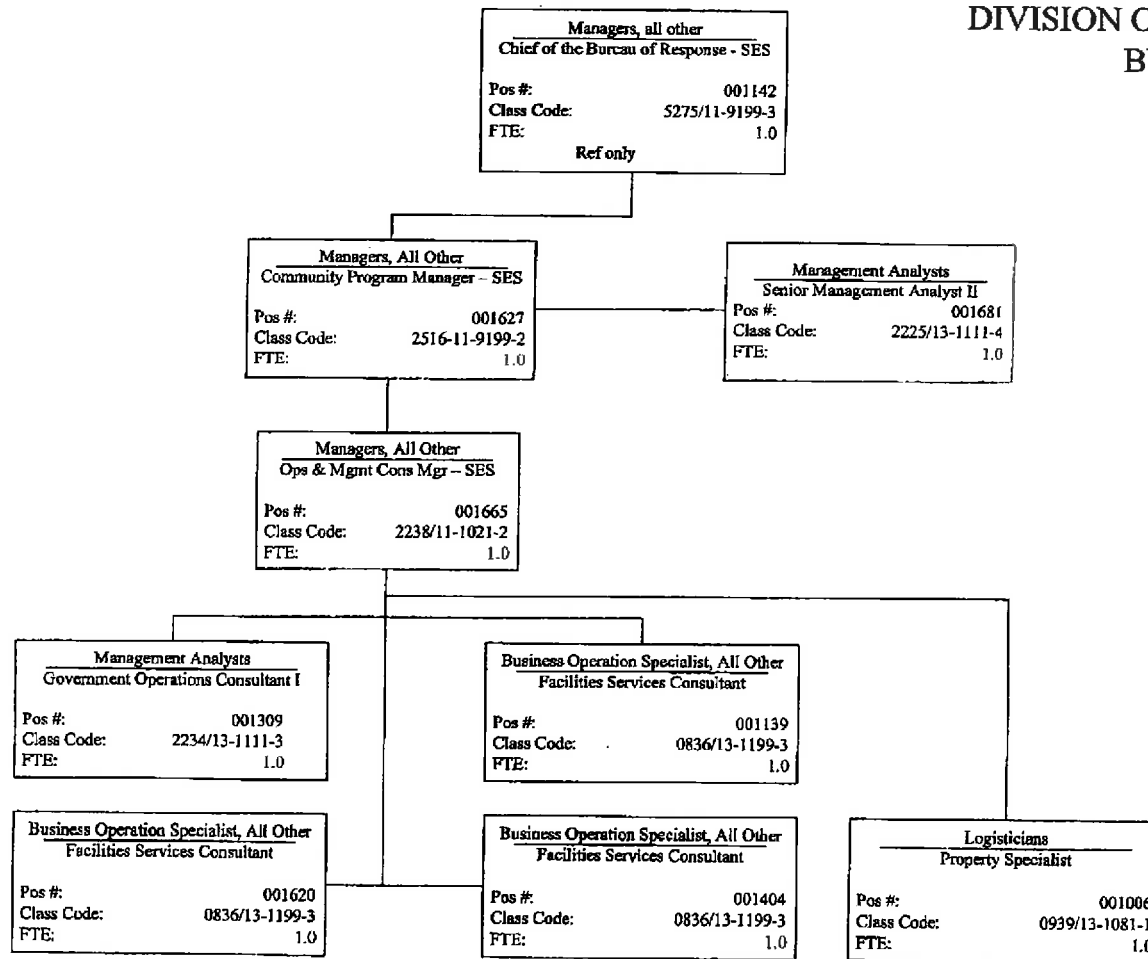
DIVISION OF EMERGENCY MANAGEMENT
 BUREAU OF RESPONSE
 INFRASTRUCTURE

07/01/2019

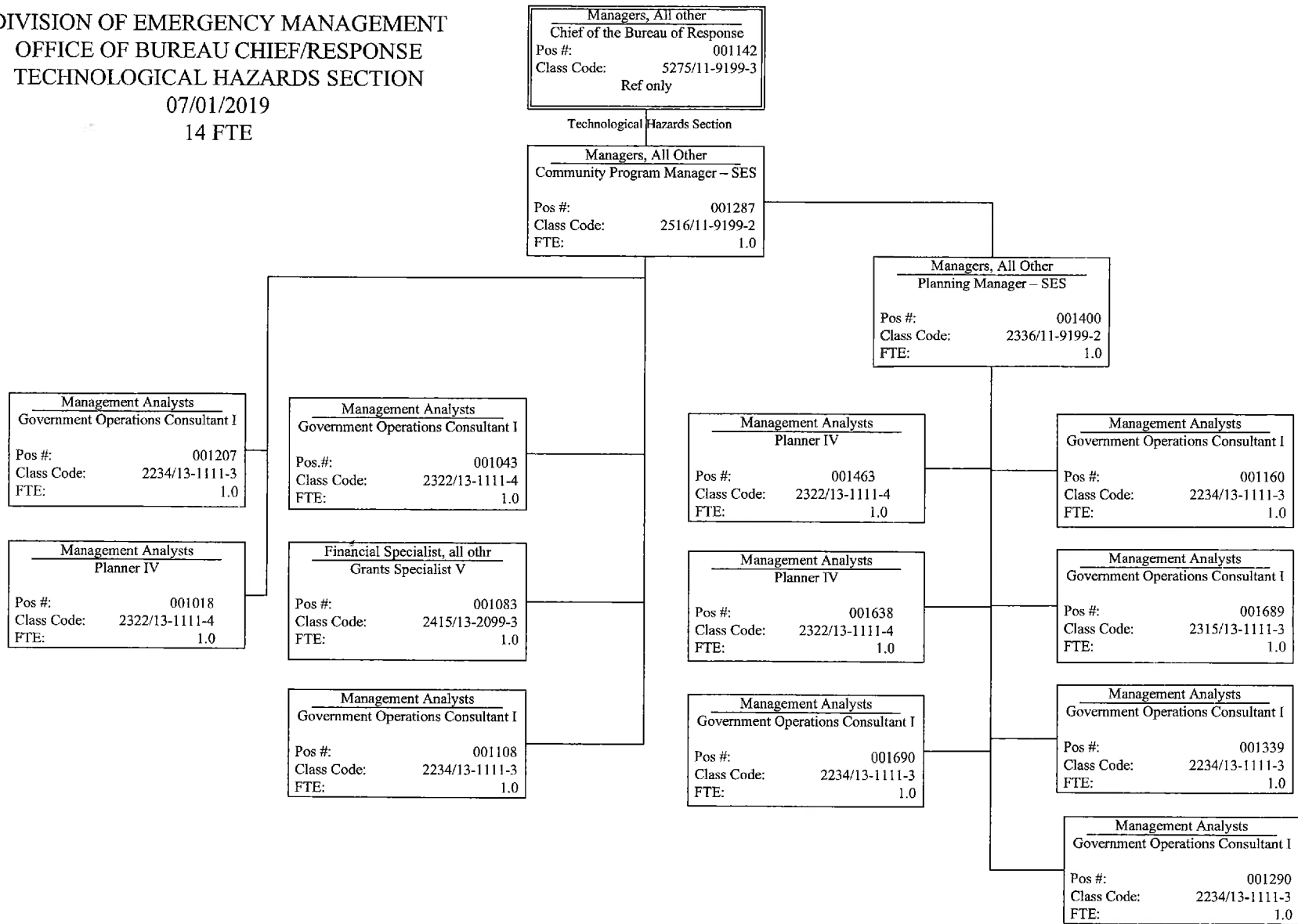
7 FTE



DIVISION OF EMERGENCY MANAGEMENT
 BUREAU OF RESPONSE
 LOGISTICS
 07/01/19
 8 FTE



DIVISION OF EMERGENCY MANAGEMENT
 OFFICE OF BUREAU CHIEF/RESPONSE
 TECHNOLOGICAL HAZARDS SECTION
 07/01/2019
 14 FTE



GOVERNOR, EXECUTIVE OFFICE OF THE	FISCAL YEAR 2018-19		
SECTION I: BUDGET	OPERATING		FIXED CAPITAL OUTLAY
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT	1,847,567,745		14,135,000
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)	1,109,530,397		-600,000
FINAL BUDGET FOR AGENCY	2,957,098,142		13,535,000

SECTION II: ACTIVITIES * MEASURES	FTE	Number of Units	(1) Unit Cost	Expenditures	(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>						
Maintaining Capabilities Of Local Emergency Management Programs * Number of county comprehensive emergency management plans reviewed	30.77	13	2,957,524.31	38,447,816	38,447,816	
Emergency Management Training And Exercises Program * Number of participants attending training	11.50	6,800	283.70	1,929,155	1,929,155	
Emergency Management Public Sheltering Program * Number of buildings surveyed for hurricane evacuation shelter planning purposes	12.17	209	8,636.51	1,805,030	1,805,030	10,785,000
Financial Assistance For Recovery * Number of public assistance large projects closed	12.00	25	83,292,431.96	2,082,310,799	2,082,310,799	2,750,000
Financial Assistance For Long Term Mitigation Measures * Number of mitigation grant program project closeouts completed	14.00	35	3,052,726.23	106,845,418	106,845,418	
Emergency Communications And Warnings And State Emergency Operation Center Readiness * Number of incidents tracked	14.17	8,296	249.83	2,072,625	2,072,625	
State Logistics Response Center * Number of events supported by State Logistics Response Center	16.11	1	5,227,965.00	5,227,965	5,227,965	
Florida Community Right To Know Act * Number of facilities outreached for non-reporting	11.67	420	10,707.36	4,497,090	4,497,090	
Accidental Release Prevention And Risk Management Planning * Number of facilities inspected/audited	11.67	40	58,835.30	2,353,412	2,353,412	
Maintaining Enhanced Hazard Mitigation Plan Designation * Number of local mitigation strategy plans maintained	14.94	67	35,835.75	2,400,995	2,400,995	
Public Awareness * Number of public education outreach events attended annually	6.00	30	32,460.10	973,803	973,803	

TOTAL	155.00			2,248,864,108	2,248,864,108	13,535,000
SECTION III: RECONCILIATION TO BUDGET						
PASS THROUGHS						
TRANSFER - STATE AGENCIES						
AID TO LOCAL GOVERNMENTS						
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS						
OTHER						
REVERSIONS					708,234,086	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)					2,957,098,194	13,535,000
SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY						

- (1) Some activity unit costs may be overstated due to the allocation of double budgeted items.
- (2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.
- (3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.
- (4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY

Schedule XII Cover Sheet and Agency Project Approval	
Agency: EOG/Division of Emergency Management	Schedule XII Submission Date: 9/19/19
Project Name: N/A	Is this project included in the Agency's LRPP? ___ Yes ___ X No
FY 2020 - 2021 LBR Issue Code: N/A	FY 2020 -2021 LBR Issue Title: N/A
Agency Contact for Schedule XII (Name, Phone #, and E-mail address): Susanne McDaniel, susanne.mcdaniel@em.myflorida.com (850) 815-4603	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule XII in support of our legislative budget request. I have reviewed and agree with the information in the attached Schedule XII.	
Agency Head: N/A	Date:
Printed Name:	
Agency Chief Information Officer: <i>(If applicable)</i>	Date:
Printed Name:	
Budget Officer:	Date:
Printed Name:	
Planning Officer:	Date:
Printed Name:	
Project Sponsor:	Date:
Printed Name:	

SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY

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

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

II. Evaluation of Options
1. Provide a description of the available options for performing the service or activity and list for each option the general resources and processes needed to perform the service or activity. If state employees are currently performing the service or activity, provide at least one option involving maintaining state provision of the service or activity.
N/A
2. For each option, describe its current market for the service or activity under consideration for outsourcing or privatizing. How many vendors are currently providing the specific service or activity on a scale similar to the proposed option? How mature is this market?
N/A
3. List the criteria used to evaluate the options. Include a cost-benefit analysis documenting the direct and indirect specific baseline costs, savings, and qualitative and quantitative benefits involved in or resulting from the implementation of the recommended option(s).
N/A
4. Based upon the evaluation criteria, identify and analyze the advantages and disadvantages of each option, including potential performance improvements and risks.
N/A
5. For each option, describe the anticipated impact on the agency and the stakeholders, including impacts on other state agencies and their operations.
N/A

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

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

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

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

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

Contact Information
Agency: EOC/Division of Emergency Management
Name: Susanne McDaniel
Phone: (850) 815-4603
E-mail address: susanne.mcdaniel@em.myflorida.com

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

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

1. Commodities proposed for purchase.
N/A
2. Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts.
N/A
3. Summary of one-time payment versus financing analysis including a summary amortization schedule for the financing by fiscal year (amortization schedule and analysis detail may be attached separately).
N/A
4. Identify base budget proposed for payment of contract and/or issue code and title of budget request if increased authority is required for payment of the contract.
N/A

Schedule XIV
Variance from Long Range Financial Outlook

Agency: EOG/Division of Emergency Management **Contact:** Susanne McDaniel

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

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2019 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2020-2021 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2020-2021 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	State Match for Federal Emergency Management Agency Funding - State Disaster Funding (Declared Disasters)	B	280,925,649	265,322,421
b				
c				
d				
e				
f				

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

The variance is due to change in the non-federal share percentage for Hurricane Irma from a 25% non-federal cost share to a 10% non-federal cost share. Thus a reduction in General Revenue needed to provide the non-federal share for disaster funding is realized.

* R/B = Revenue or Budget Driver

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

Contact Information
Agency: EOG/Division of Emergency Management
Name: Susanne McDaniel
Phone: (850) 815-4603
E-mail address: susanne.mcdaniel@em.myflorida.com

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



**State of Florida
Executive Office of the Governor**

**31700100
Division of Emergency Management**

**Manual Exhibits, Schedules and Supporting
Documents (Schedule I Series)**

Legislative Budget Request 2020-2021

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: EOG/Div. of Emergency Mgmt **Budget Period: 2020 - 21**
Program: Emergency Management
Fund: Operating Trust Fund
Specific Authority: Section 252.85, 252.939, F.S.
Purpose of Fees Collected: Support the Hazardous Materials Compliance Program

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

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

SECTION I - FEE COLLECTION

	ACTUAL FY 2018 - 19	ESTIMATED FY 2019 - 20	REQUEST FY 2020 - 21
<u>Receipts:</u>			
<u>Hazardous Materials</u>	2,365,108	2,600,000	2,600,000
<u>Transfers</u>	250,000		
<u> </u>			
<u> </u>			
Total Fee Collection to Line (A) - Section III	2,615,108	2,600,000	2,600,000

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	685,413	781,156	823,241
<u>Other Personal Services</u>	14,055	87,477	105,624
<u>Expenses</u>	151,137	255,113	255,113
<u>Operating Capital Outlay</u>		4,650	4,650
<u>Contracted Services</u>	458,612	233,722	233,722
<u>Risk Management Insurance</u>			
<u>TR/DMS/Hr SVCS/STW Contract</u>			
<u>FI Hazardous Materials Prep/Plan</u>	1,257,751	1,286,597	1,286,597
<u>Indirect Costs Charged to Trust Fund</u>	196,690	239,847	254,670
Total Full Costs to Line (B) - Section III	2,763,658	2,888,562	2,963,617

Basis Used: Exhibit B and Schedule I

SECTION III - SUMMARY

TOTAL SECTION I	(A)	2,615,108	2,600,000	2,600,000
TOTAL SECTION II	(B)	2,763,658	2,888,562	2,963,617
TOTAL - Surplus/Deficit	(C)	(148,550)	(288,562)	(363,617)

EXPLANATION of LINE C:

The Schedule I unreserved fund balance that rolled forward on July 1, 2018 was \$2,171,282. A balance of \$1,188,203 is estimated to roll forward on July 1, 2019. A balance of \$691,641 is the estimated to roll forward on July 1, 2020 that will leave a remaining balance of \$12,416 on June 30, 2021.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020 - 2021

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

Administrative Trust Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2021

	Balance as of 6/30/2019		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	560,663.00	(A)			560,663.00
ADD: Other Cash (See Instructions)		(B)			-
ADD: Investments	946,940.00	(C)			946,940.00
ADD: Outstanding Accounts Receivable	2,357.00	(D)			2,357.00
ADD: Due from State Funds w/in Department	10,268.00	(E)			10,268.00
Total Cash plus Accounts Receivable	1,520,228.00	(F)	0		1,520,228.00
LESS: Allowances for Uncollectibles		(G)			-
LESS: Approved "A" Certified Forwards	27,765.00	(H)			27,765.00
Approved "B" Certified Forwards	51,664.00	(H)			51,664.00
Approved "FCO" Certified Forwards		(H)			-
LESS: Other Accounts Payable (Nonoperating)	12,939.00	(I)	(356.00)		12,583.00
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/19	1,427,860.00	(K)	356.00		1,428,216.00 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020 - 2021

Department Title: EOG-Emergency Management
Trust Fund Title: Administrative Trust Fund
LAS/PBS Fund Number: 2021

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/19

Total all GLC's 5XXXX for governmental funds; 1,476,402.00 (A)
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

B3100008-Correct Atypical Balance in GR Service Charge 356.00 (C)

SWFS Adjustment # and Description [] (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (51,664.00) (D)

Approved FCO Certified Forward per LAS/PBS [] (D)

A/P not C/F-Operating Categories 3,122.00 (D)

[] (D)

[] (D)

[] (D)

ADJUSTED BEGINNING TRIAL BALANCE: 1,428,216.00 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 1,428,216.00 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020 - 2021

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

Emergency Management Preparedness & Assistance Trust Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2191

	Balance as of 6/30/2019		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	3,538,126.00	(A)		3,538,126.00
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	8,904,298.00	(C)		8,904,298.00
ADD: Outstanding Accounts Receivable	1,041,473.00	(D)		1,041,473.00
ADD: Due from State Funds w/in Department		(E)		-
Total Cash plus Accounts Receivable	13,483,897.00	(F)	0	13,483,897.00
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	110,218.00	(H)	108	110,326.00
Approved "B" Certified Forwards	3,033,568.00	(H)		3,033,568.00
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	5,247.00	(I)		5,247.00
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/19	10,334,864.00	(K)	(108.00)	10,334,756.00 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020 - 2021

Department Title: EOG-Emergency Management
Trust Fund Title: Emergency Management Preparedness & Assistance Trust Fund
LAS/PBS Fund Number: 2191

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/19	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	13,368,159.00 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
B3100010-Set up A/P after Closing	(108.00) (C)
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(3,033,568.00) (D)
Approved FCO Certified Forward per LAS/PBS	
A/P not C/F-Operating Categories	272.00 (D)
Rounding	1.00 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	10,334,756.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	10,334,756.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020 - 2021

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

Federal Grants Trust Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2261

	Balance as of 6/30/2019		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	367,149.00	(A)		367,149.00
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	262,033,522.00	(C)		262,033,522.00
ADD: Outstanding Accounts Receivable	2,387,686.00	(D)		2,387,686.00
ADD: Due from State Funds w/in Department		(E)		-
Total Cash plus Accounts Receivable	264,788,357.00	(F)	0	264,788,357.00
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	512,693.00	(H)	461,442.00	974,135.00
Approved "B" Certified Forwards	8,411,631.00	(H)		8,411,631.00
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	32,713.00	(I)		32,713.00
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/19	255,831,320.00	(K)	(461,442.00)	255,369,878.00 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020 - 2021

Department Title: EOG-Emergency Management
Trust Fund Title: Federal Grants Trust Fund
LAS/PBS Fund Number: 2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/19	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	[9,102.00] (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	[] (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
B3100012-A/P Set Up After Closing	[(461,442.00)] (C)
SWFS Adjustment # and Description	[] (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	[(8,411,631.00)] (D)
Approved FCO Certified Forward per LAS/PBS	[] (D)
A/P not C/F-Operating Categories	[5,206,425.00] (D)
GL 47300 - Deferred Inflows	[259,045,628.00] (D)
	[] (D)
	[] (D)
ADJUSTED BEGINNING TRIAL BALANCE:	[255,369,878.00] (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	[255,369,878.00] (F)
DIFFERENCE:	[0.00] (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020 - 2021

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

Grants & Donations Trust Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2339

	Balance as of 6/30/2019		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	83,324,148.00	(A)	0		83,324,148.00
ADD: Other Cash (See Instructions)	0	(B)	0		-
ADD: Investments	24,344,584.00	(C)	0		24,344,584.00
ADD: Outstanding Accounts Receivable	1,153,310.00	(D)	0		1,153,310.00
ADD: Anticipated Receivable	16,988,872.00	(E)	0		16,988,872.00
Total Cash plus Accounts Receivable	125,810,914.00	(F)	0		125,810,914.00
LESS: Allowances for Uncollectibles	0	(G)	0		-
LESS: Approved "A" Certified Forwards	7,095,672.00	(H)	229		7,095,901.00
Approved "B" Certified Forwards	94,420,045.00	(H)	0		94,420,045.00
Approved "FCO" Certified Forwards	15,540,907.00	(H)	0		15,540,907.00
LESS: Other Accounts Payable (Nonoperating)	17,821.00	(I)	0.00		17,821.00
LESS: _____	0	(J)	0		-
Unreserved Fund Balance, 07/01/19	8,736,469.00	(K)	(229.00)		8,736,240.00 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2020 - 2021

Department Title: EOG-Emergency Management
Trust Fund Title: Grants & Donations Trust Fund
LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/19	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	99,776,538.00 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	0.00 (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
B3100005-A/P Set Up After Closing	(229.00) (C)
SWFS Adjustment # and Description	0.00 (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(94,420,045.00) (D)
Approved FCO Certified Forward per LAS/PBS	(15,540,907.00) (D)
A/P not C/F-Operating Categories	1,929,431.00 (D)
FCO A/P included in FCO Certified Forward	2,580.00 (D)
Anticipated Receivable	16,988,872.00 (D)
	(D)
ADJUSTED BEGINNING TRIAL BALANCE:	8,736,240.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	8,736,240.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020 - 2021

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

Operating Trust Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2510

	Balance as of 6/30/2019		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,658,125.00	(A)		1,658,125.00
ADD: Other Cash (See Instructions)	28,828.00	(B)		28,828.00
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD:		(E)		-
Total Cash plus Accounts Receivable	1,686,953.00	(F)	0	1,686,953.00
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	94,782.00	(H)		94,782.00
Approved "B" Certified Forwards	383,230.00	(H)		383,230.00
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	20,738.00	(I)		20,738.00
LESS:		(J)		-
Unreserved Fund Balance, 07/01/19	1,188,203.00	(K)	0.00	1,188,203.00 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

	Budget Period: 2020 - 2021
Department Title:	EOG-Emergency Management
Trust Fund Title:	Operating Trust Fund
LAS/PBS Fund Number:	2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/19	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	1,504,700.00 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
B3100013 Adjust Net Capital Investments	731.00 (C)
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(383,230.00) (D)
Approved FCO Certified Forward per LAS/PBS	
A/P not C/F-Operating Categories	
GL 38600 - Current Compensated Absences	6,463.00 (D)
GL 48600 - Compensated Absences Liability	60,354.00 (D)
GL 17700 - Overhead Applied	(815.00) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	1,188,203.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	1,188,203.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020 - 2021

Department Title:

EOG - Division of Emergency Management

Trust Fund Title:

US Contributions Trust Fund

Budget Entity:

31700100/Emergency Management

LAS/PBS Fund Number:

2750

	Balance as of 6/30/2019		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,362,019.00	(A)		1,362,019.00
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	191,712,195.00	(D)		191,712,195.00
ADD: Anticipated Receivable	337,457,384.00	(E)		337,457,384.00
Total Cash plus Accounts Receivable	530,531,598.00	(F)	0	530,531,598.00
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	58,169,606.00	(H)	(1,604,765.00)	56,564,841.00
Approved "B" Certified Forwards	441,201,508.00	(H)		441,201,508.00
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Unearned Revenues & Deferred Inflows	32,765,249.00	(J)		32,765,249.00
Unreserved Fund Balance, 07/01/19	(1,604,765.00)	(K)	1,604,765.00	- **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	<u>Budget Period: 2020 - 2021</u>
Trust Fund Title:	<u>EOG-Emergency Management</u>
LAS/PBS Fund Number:	<u>US Contributions Trust Fund</u>
	<u>2750</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/19	
Total all GLC's 5XXXX for governmental funds;	(12,000,000.00) (A)
GLC 539XX for proprietary and fiduciary funds	

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

B3100001 - Key punch Error	12,000,000.00 (C)
----------------------------	-------------------

B3100003 - A/P Setup After Closing	(395,113.00) (C)
------------------------------------	------------------

B3100003 - Reduce Receivable	3,663,992.00 (C)
------------------------------	------------------

B3100006 - A/P Setup After Closing	(1,193,088.00) (C)
------------------------------------	--------------------

B3100009 - A/P Setup After Closing	(471,026.00) (C)
------------------------------------	------------------

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(441,201,508.00) (D)
---	----------------------

Approved FCO Certified Forward per LAS/PBS	_____ (D)
--	-----------

A/P not C/F-Operating Categories	102,139,360.00 (D)
----------------------------------	--------------------

Aniticipated Receivable	337,457,384.00 (D)
-------------------------	--------------------

Rounding	(1.00) (D)
----------	------------

_____ (D)

ADJUSTED BEGINNING TRIAL BALANCE:	0.00 (E)
--	-----------------

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	0.00 (F)
--	-----------------

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

***SHOULD EQUAL ZERO.**

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: EOG/Division of Emergency Managemen **Budget Period 2020 -2021**
Budget Entity: 31700100

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>SECTION I</u>	FY 20__ - __	FY 20__ - __	FY 20__ - __
Interest on Debt (A)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal (B)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Repayment of Loans (C)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Agent or Other Fees (D)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Debt Service (E)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service (F)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explanation: No debt service

SECTION II

ISSUE: _____

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 20__	JUNE 30, 20__
(6)		(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 20__ - __	FY 20__ - __	FY 20__ - __
Interest on Debt (G)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal (H)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Agent or Other Fees (I)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (J)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service (K)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ISSUE: _____

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 20__	JUNE 30, 20__
(6)		(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 20__ - __	FY 20__ - __	FY 20__ - __
Interest on Debt (G)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal (H)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Agent or Other Fees (I)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (J)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Debt Service (K)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2019-2020

Department: Division of Emergency Management

Chief Internal Auditor: Susan Cureton

Budget Entity: _____

Phone Number: (850) 815-4184

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Auditor General 2019-186	Report Dated March, 2019	Recovery Bureau	<p>Finding 2018-033: The FDEM did not always maintain documentation to support costs charged to the Disaster Grants program.</p>	<p>The Florida Division of Emergency Management (FDEM) concurs with this recommendation and is strengthening reimbursement controls by ensuring that staff will record evidence that all costs have been validated and deemed eligible prior to payment in the Division’s grant Database, FloridaPA.org.</p>	
			<p>Finding 2018-034: The Florida Public Assistance System (FloridaPA.org) is a Web-based portal used to manage the Disaster Grants – Florida Public Assistance programs relating to disaster relief and recovery. In our information technology operational audit report No. 2019-049, dated November 2018, we disclosed significant deficiencies related to selected FloridaPA.org information technology controls. Specifically, in Findings 2 through 5 we disclosed significant security control deficiencies related to access privileges. In Finding 9, we disclosed significant security control deficiencies related to the transmission of data and logging and monitoring of</p>	<p>See Audit Report 2019-049 below</p>	
			<p>Finding 2018-035: The FDEM did not verify that all applicable subrecipients were audited.</p>	<p>FDEM concurs with this finding and will enhance existing policies and procedures, as well as develop new policies and procedures as appropriate, to address the required receipt of audit reports from all</p>	

			Finding 2018-036: The FDEM did not evaluate subrecipient risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward or develop an appropriate monitoring plan based on an assessed risk of noncompliance. Additionally, the FDEM did not obtain required reports from	FDEM concurs with this finding and will establish policies and procedures for conducting subrecipient risk assessment and the resulting monitoring plans.
FDEM OIG 18-A001	Report Issued February 2019	Mitigation Bureau	Finding 1: Procedural documents used to administer HMGP have not been formally adopted in accordance with FDEM's Standard Operating System (SOS) procedure number SOP-DOO-001. In addition, some of the	The Bureau agrees with this finding. Corrective action includes presenting Administrative Plans and the 2018 Enhanced Plan for internal adoption per SOP-DOO-001.
			Finding 2: The Bureau of Mitigation's grant management database, Mit.org, may not be adequate to manage HMGP or the Bureau's other grant programs.	The Bureau agrees with this finding. Correcting this issue is complex as it involves other leadership and authorities throughout the Division. Bureau leadership will raise the issue to the appropriate authorities and stakeholders to determine how to best
Auditor General 2019-049	Report Dated November, 2018	Recovery/Information Technology & Management	Finding 1: The Division had not established written policies and procedures related to FloridaPA.org configuration management and had not completed, approved, and implemented a written plan or procedures to support the Division's Public Assistance Program and assist with the reconciliation processes between FloridaPA.org and other systems. A similar finding was noted in our report No. 2016-102.	The Bureau of Recovery has drafted an updated policies and procedures for FloridaPA.org configuration management. The Bureau has engaged the Division's standardized operating system to formalize the procedures.
			Finding 2: Access authorization documentation for some nonapplicant users with access to FloridaPA.org was missing, incomplete, or did not match the access granted. Similar findings were noted in prior audits of the Division, most recently in our report No. 2016-102.	The Bureau of Recovery has drafted an updated policies and procedures for FloridaPA.org access
			Finding 3: Some FloridaPa.org security groups did not promote an appropriate separation of duties and the access privileges for some Division employees and software contractor employees did not restrict users to only those functions appropriate and necessary for their assigned job duties. Similar findings were noted in prior audits of the Division, most recently in our report No. 2016-102.	The Bureau of Recovery has drafted an updated policies and procedures for FloridaPA.org access authorization, which includes access privileges definitions. The Bureau has engaged the Division's standardized operating system to formalize the procedures. The Bureau is still working on ensuring all current users

<p>Finding 4: As similarly noted in prior audits, the Division did not timely deactivate the FloridaPA.org accounts for some former employees.</p>	<p>The Bureau of Recovery has drafted an updated policies and procedures for FloridaPA.org access authorization, which includes procedures on deactivation of access privileges. The procedures document internal controls to ensure that access is revoked timely. The Bureau has engaged the Division's standardized</p>
<p>Finding 5: The Division had not performed periodic reviews of FloridaPA.org nonapplicant user access privileges to ensure that access privileges assigned were authorized and appropriate. Similar findings were noted in prior audits of the Division, most recently in our report No. 2016-102.</p>	<p>The Bureau of Recovery has drafted an updated policies and procedures for FloridaPA.org access authorization, which includes periodic reviews of user access privileges to ensure access is appropriate. This review will be performed on a quarterly basis. The Bureau has engaged the Division's standardized operating system to formalize the procedures.</p>
<p>Finding 6: Security awareness training processes need improvement to ensure all new employees receive training within 14 days of their hire date and documentation of training completed is maintained. Similar findings were noted in prior audits of the Division, most recently in our report No. 2016-102.</p>	<p>The Division regularly conducts New Employee Cybersecurity training. The Division has and will continue to ensure that new employees receive cybersecurity training, as well as document and maintain that documentation showing that the training tool place in accordance with</p>
<p>Finding 7: As similarly noted in prior audits, background screenings for employees in positions of special trust in Information Technology Management were not always performed.</p>	<p>Employees in the Information Technology and Management (ITM) Bureau in positions of special trust have had the appropriate Level 2 background screenings and new employees within the ITM Bureau in positions of special trust are required to complete the Level 2 background screening as a condition of</p>

		<p>Finding 8: Contrary to the State of Florida General Records Schedule GS1-SL for State and Local Government Agencies retention requirements, the Division did not retain relevant FloridaPA.org access control records related to the deactivation of access privileges. A similar finding was noted in our report No. 2016-102.</p>	<p>The Bureau of Recovery has drafted an updated policies and procedures for FloridaPA.org authorization access, which includes guidelines on retention of access forms. Forms will be maintained by the user, the Admin and Plans Unit, as well as uploaded to FloridaPA. The Bureau has engaged the Division's standardized operating system to formalize the procedures.</p>
		<p>Finding 9: Certain security controls related to the transmission of data and logging and monitoring continue to need improvement to ensure the confidentiality, integrity, and availability of FloridaPA.org data and Division IT resources.</p>	<p>Protection of confidential and exempt data has been addressed in the Division's IT System Access and Use policy (SOP-ITM-003). It is also addressed during new employee onboarding security training.</p>

Office of Policy and Budget - June 2019

Fiscal Year 2020-21 LBR Technical Review Checklist

Department/Budget Entity (Service): EOG/Division of Emergency Management
Agency Budget Officer/OPB Analyst Name: Susanne McDaniel/Sherie Carrington

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

	Program or Service (Budget Entity Codes)				
Action	31	70	0	10	0

1. GENERAL

1.1 Are Columns A01, A04, A05, A94, A95, A96, A36, A10, 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)? (CSDI or Web LBR Column Security)	Y	EOG performs this function for the Division of Emergency Management.
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	EOG performs this function for the Division of Emergency Management.

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	EOG performs this function for the Division of Emergency Management.
1.4 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y	EOG performs this function for the Division of Emergency Management.
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. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?	Y				

3. EXHIBIT B (EXBR, EXB)

		Program or Service (Budget Entity Codes)				
Action		31	70	0	10	0
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				
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Codes)				
Action		31	70	0	10	0
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2018-19 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. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	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. EXHIBIT 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 28 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 66 through 68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	N/J	No IT issues included in Agency LBR			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/J	No IT issues included in Agency LBR			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/J	No additional salary rate requests included in Agency LBR			
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 94 and 95 of the LBR Instructions.)	Y				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				

Action		Program or Service (Budget Entity Codes)				
		31	70	0	10	0
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 #20-002?	Y				
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. (PLRR, PLMO)	Y				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	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 27 and 90 of the LBR Instructions.)	Y				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/J	No IT issues included in Agency LBR			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/J	No issues for major audit findings included in Agency LBR			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	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/J	The FCO amount of \$3M is part of the base budget for the Division of Emergency Management			

Action		Program or Service (Budget Entity Codes)				
		31	70	0	10	0
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2019-20 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (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				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/J	The Division of Emergency Management is not scheduled for an annual trust fund review.			

		Program or Service (Budget Entity Codes)				
Action		31	70	0	10	0
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/J	The Division of Emergency Management is not scheduled for an annual trust fund review.			
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, 001270, 001870, 001970)?	Y				
8.10	Are the statutory authority references correct?	Y				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y				

Action		Program or Service (Budget Entity Codes)				
		31	70	0	10	0
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y				
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y				
8.33	Has a Schedule IB been provided for 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				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 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.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 159 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	Y				

		Program or Service (Budget Entity Codes)				
Action		31	70	0	10	0
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/J	No IT issues included in Agency LBR			
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. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	Y				
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)						
14.1	Do the reductions comply with the instructions provided on pages 101 through 103 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	The reduction issue does include federal funds that will need to be reduced if the reduction is taken. However, the federal funds are not included in the 10% reduction calculation.			
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.						
15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted 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/J	No Schedule VIIIC included in Agency LBR			
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 104-106 of the LBR instructions?	N/J	No Schedule VIIIC included in Agency LBR			
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/J	No Schedule VIIIC included in Agency LBR			
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/J	No Schedule VIIIC included in Agency LBR			
16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 107-111 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)						

		Program or Service (Budget Entity Codes)				
Action		31	70	0	10	0
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				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2018-19 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 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				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 112 through 156 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 132 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US	N/J	Schedule IV-B not being submitted.			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 158-160) for a list of audits and their descriptions.					

	Program or Service (Budget Entity Codes)				
Action	31	70	0	10	0

TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.	
-----	--	--

18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5	Are the appropriate counties identified in the narrative?	Y				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				

TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.	
-----	---	--

19. FLORIDA FISCAL PORTAL

19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	The Division of Emergency Management files are included in the EOG's upload.
------	---	---	--